



**UNIVERSITY OF MEDICAL SCIENCES
ONDO, ONDO STATE, NIGERIA**

Students'
**Handbook of
Information**

REVISED EDITION

2022

STUDENTS' HANDBOOK OF INFORMATION

Published by

STUDENTS AFFAIRS DIVISION

THIS IS THE SECOND EDITION OF THE STUDENTS' HANDBOOK OF INFORMATION FOR ALL STUDENTS OF UNIVERSITY OF MEDICAL SCIENCES ONDO. IN THIS HANDBOOK AN ATTEMPT HAS BEEN MADE TO CAPTURE ALL FACETS OF THE UNIVERSITY IN A CONCISE AND UNDERSTANDABLE MANNER FOR STUDENTS.

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THE UNIVERSITY ANTHEM

Creating room to pursue excellence
For research and with care to all
To achieve the best in health sciences
Build our nation change the world

Refrain

Touching lives and making impact in the nation is our goal
Touching lives and making impact is how we will grow
UNIMED UNIMED giving all for a better tomorrow
UNIMED UNIMED better health for greater Nation

Pathway to a healthy Nation
Frontiers in Medical Innovation
And a bench mark in health education
Step by step in one accord

Refrain

Touching lives and making impact in the nation is our goal
Touching lives and making impact is how we will grow
UNIMED UNIMED giving all for a better tomorrow
UNIMED UNIMED better health for greater Nation
Hail UNIMED.....

NATIONAL ANTHEM

Arise, O Compatriots, Nigeria's call obey
To serve our fatherland
With love and strength and faith
The labour of our heroes past
Shall never be in vain
To serve with heart and might
One nation, bound in freedom
Peace and Unity

O God of creation,
Direct our noble cause
Guide our leaders' right,
Help our youth the truth to know
In love and honesty to grow
And living just and true

Great lofty heights attain
To build a nation, where peace
And justice shall reign

NATIONAL PLEDGE

I pledge to Nigeria my country
To be faithful loyal and honest
To serve Nigeria with all my strength
To defend her unity
And uphold her honour and glory
So help me God.

FOREWARD

Vice Chancellor

FROM THE DEAN'S TABLE

Dear Student:

Welcome to UNIMED.

I congratulate you for being part of an innovative step in the history of medical education in Nigeria. As students of the pioneer University of Medical Sciences (UNIMED) in Nigeria, you have a unique opportunity of being trained by some of the best professionals in the medical world.

The Student Handbook is the official resource that defines our expectations for student life. These are the policies and practices that allow us to collaboratively work alongside each other, to respectfully respond to conflicts with one another, and to resolve violations of our Code of Student Conduct in ways that emphasize learning and personal accountability.

As you become involved on campus, I challenge you to develop your unique talents, to lead others with integrity, to celebrate unique styles, and to contribute to the betterment of our community and society.

I encourage you to learn about the different opportunities for growth and development.

It is my pleasure to introduce and welcome you to the Student Affairs Division.

The Division handles the allocation of students into the Halls of Residence. Each Hall has Hall Managers, Porters and Office Attendants who provide guidance to the students. The Hall allocation process takes into cognizance the following: The gender and level of students, the character and Core Value alignment of each student in order to prevent the pairing of students with conflicting character, the University's drive for good peer mentorship and academic advising.

Dean, Student Affairs.

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CHAPTER ONE

BRIEF HISTORY OF THE UNIVERSITY OF MEDICAL SCIENCES, ONDO

The University of Medical Sciences, Ondo is the first specialized Institution of its kind in Nigeria and the third in Africa. On the 8th of December, 2014, the Executive Governor of Ondo State, His Excellency, Dr. Olusegun Mimiko signed into the Law the Bill for the establishment of the Ondo State University of Medical Sciences, Ondo, proposed by the Ondo State House of Assembly under schedule 1, section 5 (2) and Article 39 (1) of Ondo State Laws.

Following the presentation of the state Law establishing the University, the Master plan and Academic Briefs of the University, the National Universities Commission (NUC) gave official recognition to the University on April 22, 2015.

The following Faculties have been established for the University: Science, Basic Medical Sciences, Basic Clinical Sciences, Clinical Sciences, Dental Sciences, Allied Health Sciences, Nursing Sciences, Medical Rehabilitation and the School of Public Health.

In accordance with the University Law, the State Governor, His Excellency Dr. Olusegun Mimiko appointed Professor Friday Okonofua FAS, a renowned Professor of Obstetrics and Gynaecology as the pioneer Vice-Chancellor of the University in March 2015. Dr. Eunice Funke Oyebade mni, a former Registrar at the Federal University of Technology, Akure (FUTA), was also appointed the first Registrar of the Institution in March, 2015.

PROFILE OF ONDO STATE

The University is located in Ondo City in Ondo State, one of the 36 States of Federal Republic of Nigeria. Ondo State was created from the old Western Region of Nigeria on February 6, 1976. It originally included what is now called Ekiti State, which was split off in 1996. The Capital of the State is Akure.

The State is noted for the high priority it gives to education and health care delivery, and has devoted a substantial part of its annual budget to the delivery of these essential services over the past years. Ondo State has the largest number of public schools in Nigeria, with over 880 primary schools and 190 secondary schools. Under the

administration of Governor Mimiko, many of these have been transformed into high standard model primary and secondary schools with quality learning and teaching environments. The State also has a number of tertiary educational institutions. These include: Elizade University, Ilara-Mokin; Federal University of Technology, Akure; Adekunle Ajasin University, Akungba-Akoko; Ondo State University of Science and Technology, Okitipupa; Achievers University, Owo; Rufus Giwa Polytechnic, Owo; Federal Polytechnic Ile-Oluji; Adeyemi College of Education, Ondo; Wesley University, Ondo; National Institute of Educational Planning and Administration (NIEPA), Ondo; Millennium College of Health Technology, Akure, Ondo State and Ondo State School of Health Technology, Akure, Ondo State. Ondo State has one of the most robust and focused health care system in the country, devoted to reducing health inequity and promoting access to quality health care to all citizens. From having the worst health indicators in the old Western region, Ondo State rose to the occasion in the last six years developing several policies that have substantially improved the health challenges in the state. Ondo State is now recognized as one of the few states in Nigeria that has achieved MDG 4 and 5, a reality that enabled the UNFPA country director to declare in May 2015 that the State remains a model for the African region in terms of effective and innovative health care delivery platforms by government agencies.

Ondo is a popular town located in Ondo State in the Southwestern region of Nigeria. It lies within latitude $07^{\circ} 4'W$ and longitude $04^{\circ} 8'$. Ondo has a population of about 500,000 people and can be described as the economic nerve centre of Ondo State. It enjoys the unique position of being located at a modal junction of a number of inter-city roads. Ondo is 30km to Akure, the capital of Ondo State, less than 300km to Lagos and about 700km to Abuja, the National capital. The town has well-maintained infrastructural facilities such as good intercity roads, electricity supply, etc.

There are a number of educational, health and other support social facilities that exist in the town. The town also has the presence of major commercial banks in the country as well as some Microfinance banks.

Ondo is blessed with suitable and conducive weather. It falls within the rain forest region with seasonal and bimodal rainfall pattern. It enjoys moderately high temperature, which is uniform throughout the year, only dropping slightly at the peak of rain and when harmattan is intensive. Relative humidity is high in the early morning throughout the year, with a marked decrease in the mid-day afternoon.

The people of Ondo are accommodating, enlightened and friendly. They are well known for their love and interest in education, and have a very rich history and culture. The Current Paramount Ruler of Ondo Town is His Royal Majesty, Oba Dr. Victor Adesimbo A. A. Kiladejo, Jilo III, the Osemawe of Ondo Kingdom, and supported by prominent High Chiefs.

UNIVERSITY ADDRESS

The permanent site of the University is located at Laje Road, Ondo. The site is bounded to the North with vacant tracts of land which are interspersed with spur heights and desired lines, to the west by a stream, to the East by some developed properties, and to the South by the Adeyemi College of Education. The University has Campuses at Akure (Former, Ondo State School of Nursing), Bolorunduro in Ondo East Local Government and Odosida in Ondo West Local Government.

General Correspondence:

The Registrar

University of Medical Sciences

Laje Road, Ondo City, Ondo State, Nigeria.

PMB 536. **E-mail:** registrar@unimed.edu.ng

Tel: +234-706-957-3618, +234-905-826-3636

University Website: www.unimed.edu.ng

UNIVERSITY VISION

The vision of UNIMED is to be a thriving medical and health Sciences University locally, nationally and internationally recognized for excellence and innovation.

UNIVERSITY MISSION

To provide exceptional quality and comprehensive health care and integrated education and research in all health-related sciences.

GOAL OF UNIMED

To support Nigeria's quest for high quality education, service delivery, research and innovation in the medical sciences

SPECIFIC OBJECTIVES OF UNIMED

The Specific Objectives of University of Medical Sciences, Ondo are;

- i. To prepare students for leading professional roles in all disciplines in the health sector in Nigeria and globally;
- ii. To promote research and creative work for improving the health of Nigerians and the world at large;
- iii. To develop human and physical resources of the University to some of the best attainable standards in the world; and
- iv. To promote the health and social well-being of Nigerians through engagement, outreach services and public education.

CORE VALUES OF UNIMED

1. Transparency & Accountability
2. Innovation & Entrepreneurship
3. Teamwork & Collegiality

OFFICERS OF THE UNIVERSITY

THE UNIVERSITY LOGO

The logo of the University of Medical Sciences, Ondo is depicted below.



1. **Crest:** education ensures the existence of authority borne out of ingenuity and creativity. This informed the use of crest as a symbol which connotes authority and this also fittingly portrays a series of advancements that has characterized human endeavours in the 21st century.
2. **The Sunshine Rays:** sunshine is a harbinger of light; creating illumination on the pathway to success. Little wonder why Ondo State chose it as a major symbolic representation in her logo. It is thus a fitting representation of what the Institution stands for, bringing advanced knowledge and innovation into the medical world.
3. **Caduceus symbol:** the caduceus symbol is a rod with two intertwined serpents topped by a pair of wings and is popularly used to symbolize medicine (healing & medicine), like the staff of Asclepius of ancient Greece.
4. **The Book:** embedded in a book is wisdom and knowledge that has changed the world positively. The book in the logo stands for a citadel of learning which is poised to change the world of medicine through the depth of knowledge to be impacted.

THE UNIVERSITY MOTTO

Learning and Community Service

SOURCES OF INFORMATION

All modern institutions thrive on having and maintaining effective information systems. The University of Medical Sciences recognizes the key role information can play in the life of students. The following sources of information have been provided for students to assist them in obtaining useful information as it pertains to specific areas of interest:

University of Medical Sciences (UNIMED) social platforms

Website: www.unimed.edu.ng

Facebook acct: www.facebook.com/UNIMEDondo

Twitter acct: www.twitter.com/unimedondo

Inquiries for all Student Matters:

Contact person: Dean of Students: 0803 383 4644

Email address: studentaffairs@unimed.edu.ng

Inquiries for Fees/Other Charges:

Contact person: Bursar (Students) 0803 459 7628

Email address: bursar@unimed.edu.ng / www.unimed.edu.ng

For Academic Matters:

Contact person: Senior Assistant Registrar (Academic) 08068492552

Email address: acadaffairs@unimed.edu.ng

Inquiries about Books, Journals and Gazettes etc,

Contact person: The University Librarian 08030776690

Email address: librarian@unimed.edu.ng

For Counselling, Guidance and Career:

Contact person: Head of Counselling and Human Development Centre: 08026198069

Email address: counselling@unimed.edu.ng

Security Matters:

Contact person: Chief Security Officer 08034419473

Email address: cso@unimed.edu.ng

For General Information:

Contact person: The Public Relations Officer: 07030537553

Email address: pro@unimed.edu.ng

information on social media:

Contact person: The Director of ICT: 07035572563

Email address: dit@unimed.edu.ng

Important external addresses

Joint Admission and Matriculation Board (JAMB)

Suleja Road, Bwari, P.M.B. 189, Garki, Abuja

www.jamb.com

National Universities Commission

26 Aguiyi Ironsi Street, P.M.B. 237 Garki General Post Office,

Maitama, Abuja

Federal Ministry of Education

Federal Secretariat

Shehu Shagari way, Abuja

National Youth Service Corps

NYSC Directorate Headquarters, Plot 416,

Tigris Crescent, Off Aguiyi Ironsi Street, Maitama, Abuja

Telephone: 090-234 1 465, 234 1 438

Federal Scholarship Board

Federal Ministry of Education

Shehu Shagari Way, Abuja

CHAPTER TWO

ADMISSION, REGISTRATION AND MATRICULATION

ADMISSION CRITERIA

(Getting it right from the beginning)

For admission into any of the first degree programmes of the University, a candidate shall be required to possess the following minimum qualifications:

- i. A candidate for admission into the 100 level must have a senior secondary school certificate (SSCE) or its equivalent with credit level passed in five (5) essential science subjects at one sitting. The candidate must also earn an acceptable score in the Unified Tertiary Matriculation Examinations (UTME) and the Post UTME screening.
- ii. In all admissions into the University, credit level pass in English Language and Mathematics are required. The essential science subjects are Physics, Chemistry and Biology as the case may be and as stipulated in the Departmental handbook.
- iii. Candidates seeking admission by direct entry into the 200 level must have at least five (5) credits, two of which must be advanced level or approved equivalents in addition to credit level passes in five other subjects at the SSCE or its equivalents.
- iv. Candidates are also required to satisfy individual Faculty requirements as may be specified from time to time in the individual Faculty and Departmental handbooks.¹

POST-UTME SCREENING

All candidates seeking admission into the UNIMED irrespective of their Unified Tertiary Matriculation Examination scores shall be required to pass the University Post-UTME Screening Test before being considered for admission into the University.

¹ Information on these courses may change from time to time, please consult the University website.

REGISTRATION GUIDELINES FOR NEW STUDENTS

- i. After successful payment, print e-Payment Receipt online
- ii. Click Account Creation on the portal to Create Student Account and Subsequently Log In to fill all required forms.
- iii. Download & Print Completed Forms in 4 Copies.
- iv. Proceed to Academic Affairs Office for Screening with 4 Copies of Printed Forms, Original Copies of Credentials –JAMB Admission Letter, ‘O’ Level/’A’ Level/OND, HND, Professional Certificate, B.Sc. Result, Local Government Attestation Letter (for indigenes of Ondo State only), Birth Certificate, Letter of good conduct from reputable person in the society, 4 Passport sized photograph, Acceptance Fee payment receipt
- v. On Successful Clearance, proceed to pay for School Fees and Accommodation Fees (For Hostel Space).²
- vi. Proceed to the Health Centre to complete medical registration
- vii. Log in to your Account and fill Course Registration Form
- viii. Download & Print Completed Course Registration in 4 Copies.
- ix. Proceed to your Departmental Course Coordinator for endorsement of Registration Form
- x. Proceed to your Department for Head of Department’s endorsement
- xi. Proceed to the Dean of your Faculty for endorsement.
- xiii. Thereafter, submit your completed course registration forms to your Faculty Officer.

² Please note that the School Hostels are compulsory for 100level students, Clinical Students and Nursing Students.

Registration Procedure

- a. Students shall normally complete registration at the beginning of every semester.
- b. Any addition or deletion from the courses for which a student is formally registered must be made to pay a prescribed fee before he/she would be allowed to register.
- c. All registration (whether late or completed at regulation time) will stop on a specific date to be communicated to students. All registration for fresh students must end prior to matriculation.
- d. On no account will registration be permitted for fresh students after matriculation.
- e. Any student who, on account of illness, returns late to campus may be permitted to register without the payment of the late registration fee, provided that he/her has a genuine Medical Report that is certified by the University Medical centre.
- f. A student can only defer admission after matriculation. A candidate who has not matriculated is not permitted to defer admission
- g. Late registration in the course may be allowed with a penalty of up to 4 weeks after commencement of registration.

GUIDELINES FOR CERTIFICATE VERIFICATION

It is compulsory for every student to undergo a screening exercise shortly after University admission. The following are required when screening student's certificates:

- i Valid statement of result/certificate (O'Level) issued by the appropriate examination body.
- ii WAEC or NECO scratch card for result verification.
- iii Eligibility and clearance form.
- iv Medical certificate of fitness from a Government recognized medical facility
- v Any statement of results that is more than five (5) years should not be accepted.

When confirmed as genuine, a screening certificate will be issued to the student as evidence of having been screened. If it is discovered at any time that a candidate does

not possess any qualifications which he/she claims to have obtained, he/she shall be expelled from the University and be handed over to the appropriate law enforcement agencies. Students shall, on admission pay to the University, the fees prescribed by the regulations.

MATRICULATION

At the University of Medical Sciences, Ondo, only candidates who have satisfactorily complied with the minimum educational requirements, are admitted as students. Students are expected to have paid their first year school fees in full and register before the day of matriculation. On matriculation day, each fresh student is expected to apply for and be robed in the matriculation gown, attend the matriculation ceremony as a matter of duty, signs a declaration of his/her formal admission to the University and also affirms that he/she will serve and obey statutes and rules of the University. Matriculation gown must be formally returned by the students to the assigned Faculty officer within 24 hours after the matriculation exercise.

Matriculating is a very formal occasion in the tradition and calendar of the University. Therefore, all matriculating students are required to be formally dressed – that is, male students should wear complete suit and ties for the matriculation and female students are similarly required to be formally dressed. Matriculation ends the admission process and further admission request would not be reconsidered.

Unless a student is matriculated, he/she is not allowed to remain in the University.

It is compulsory for all fresh students to take matriculation Oath to be administered by the Registrar on the Matriculation day.

Students are to matriculate only one (1) time in the University irrespective of the programme being run.

Matriculation Oath

I.....solemnly and sincerely pledge and publicly pledge that as a student of the University of Medical Science, Ondo, I will be obedient and

pay due respect to the Vice-Chancellor, and all other Officers of the University and, I will faithfully abide by the rules and regulations of the University.

I sincerely vouch and swear that I shall refrain and abstain from forming, joining or being a member or encourage membership of any secret society within or outside the University campus.

I further pledge and declare that, I will pursue my educational career diligently and hold myself in honour, bound at all times to promote the ideals and the good name of the University.

So help me God.

A student becomes a bonafide student of the University only after taking the matriculation Oath, signing the matriculation register, and being allocated a matriculation number. No registration is allowed for any students after the matriculation day.

Matriculation Numbers

Upon matriculation and registration, every student will be assigned a unique matriculation number by the Registry. No official student paper or document should be regarded as complete, unless it carries the correct or authentic matriculation number of the student in question. For this reason, students are strongly advised to know or preferably memorize their matriculation numbers and to quote these numbers on all official correspondences and transactions with the University.

Students Identity Cards

Once registered in the University, every student will be issued with valid ID cards for one academic session. Students may be required periodically to identify themselves by authorized University officials, in the course of performing their official duties.

Access to some University facilities is predicated on the possession of valid identity cards. Students are advised to guard their Identity Cards carefully. The ID cards are useful items throughout their stay in the University. Even upon graduation, the ID cards are required for clearance and the collection of certificates.

It must be noted that ID cards are University property. Therefore, students must submit their Identity Cards to the Examination and Records Officer upon their graduation or withdrawal from the University. Failure to do so shall be regarded as breach of discipline and defaulting students would not be allowed to collect NYSC call-up letters.

Guideline for using Identity Cards

A plastic ID card with digitally imprinted lanyard will be issued to students, and are quite convenient to carry about. It is issued by the Director of ICT Unit under the office of the Vice-Chancellor, and they are duly signed by the University Registrar.

- (i) All students without exception are required to carry their I.D. cards on their persons, at all times as students may be called upon to produce the cards for personal identification.
- (ii) No student may be admitted to the library, lecture venues, laboratories and Examination Hall and other University facilities without the I.D. card.
- (iii) The Identity Card is a security document, students are advised to guard it jealously against loss, theft or defacement.
- (iv) In case of loss or theft to the identity cards, students are advised to report the matter to the Security Department or the Dean of students without delay.
- (v) To obtain a replacement for the lost identity card, the student would be required to secure a sworn court affidavit/police report and the prescribed fees.
- (vi) Identity cards are non-transferable security documents. Under no circumstance should one student transfer his/her I.D card to another student.

Guidelines for the Admission of Students from Other University by Transfer

- i. Candidates wishing to transfer from other Universities shall be required to hold minimum qualification for entry into the University.
- ii. Application forms for admission by transfer are obtainable from the Academic Affairs Office on payment of a prescribed fee. Completed application forms should be returned to the Academic Affairs Office not later than the end of the session preceding the one for which the admission is sought. All information must be received by the Registry before forwarding the application forms to the Faculty for consideration.

- iii. The student must have the pre-requisite qualification for admission to the Faculty/Department and the Degree Programme.
- iv. The student must be or have been a matriculated student of a recognized University.
- v. The Faculty/Department Admissions Committee and the Board of Studies must satisfy itself from the candidate's academic transcripts that the courses so far taken by the student are requisites to the course to which admission is being sought and the grades obtained are high enough for the candidate to cope with the proposed programme.
- vi. A confidential report obtained directly from the candidate's former Dean/Head of Department should testify to the student's character and the cause(s) of withdrawing from the University
- vii. No student will be admitted by transfer to any level in a degree programme that does not require the student to spend a minimum of three academic sessions in this University before graduating.
- viii. Admission to any degree programme by transfer shall be subject to vacancies to be filled in the quota approved for the proposed degree programme.
- ix. No student who has been previously rusticated/dismissed or expelled from any University shall be considered for admission by transfer.
- x. In presenting the candidate's application to the Admissions Committee to review and advices the Vice-Chancellor.
- xi. Student shall only be admitted into 200 level by transfer.
- xii. Admission by transfer shall always be at the beginning of an academic session and the exercise shall be done just once in a year and must be completed before matriculation.
- xiii. Triplicate copies of the Application Form will be submitted;
- xiv. Only clear and properly signed documents will be treated;
- xv. Academic transcript of the Candidate must be forwarded directly by the applicant's University Registrar to the Registrar, University of Medical Sciences, Ondo;
- xvi. Completed form must be returned to the Academic Affairs Division, UNIMED within two weeks of collection;
- xvii. University of Medical Sciences, Ondo reserves the right to conduct background checks on prospective candidates.

Guidelines for Considering Request for Deferment of Admission

- i. Every application shall be considered on its own merit.
- ii. Consideration of application for deferment shall be subject to the full payment of school fees.
- iii. Deferment of admission shall not be considered unless the candidate(s) has fully satisfied Faculty and Department requirements for registration and has been matriculated.
- iv. Deferment of admission shall be for only one (1) year, except for other conditions decided by the Senate.
- v. Application based on the involvement of the candidate in an accident or protracted illness covering the period of registration up to matriculation, shall be subject to the production of a sick report, issued by a registered medical practitioner and certified by the University Health Centre.
- vi. Application received after the middle of the first semester shall not be considered.
- vii. Applications based entirely on the late receipt of the admission on letter shall not be normally succeed.
- viii. All applications for deferment shall be determined by Senate.

THE STUDENT AFFAIRS DIVISION

The Student Affairs' Division is a key division of the Vice-Chancellor's Office, it is central to the University's determination to assist her students in intellectual, physical, emotional, social and moral development. It is temporarily located close to the office of the Vice-Chancellor.

The division is responsible for the quality of informal learning environment that students experience in the University. Its functions include the following:

- (i). Provide advice to students on accommodation, feeding arrangements and transport.
- (ii). Providing essential services on information on available bursaries, scholarships and loans.
- (iii). Promotion of a healthy environment on campus by caring for the psychological and developmental needs.

- (iv). Supplementing student's academic life through the provision of productive, recreational, cultural and social activities.

The primary concern and interest of the Students' Affairs Division is the Students. In collaboration with other relevant stakeholders, such as Faculties, Departments and other administrative units of the University, the Division endeavours to provide the atmosphere that is essential for students to actualize their potential as enlightened and responsible members of the society.

The administrative head of the division is the Dean of Students Affairs. The Dean is assisted by a crop of other administrative and support staff.

Whenever students are in doubt about any issue, they are required to contact/consult the Students' Affairs Division for necessary advice, information or intervention. The Division is sub-divided into sections. These are: students' services, Halls of Residence and Financial Aids/Students' Welfare. The division is also responsible for organizing the week long, annual orientation exercise for fresh students.

ORIENTATION FOR NEW STUDENTS

The Students Affairs Division in conjunction with other related Departments normally arrange an orientation programme for new students. As part of the orientation activities, fresh students are able to meet the Vice-Chancellor, other Principal Officers, Deans and other officials of the University. They are also introduced to the various facilities in the University and put through the use of the University Library. Students are expected to attend the entire orientation programme as a matter of duty.

The objectives and advantages of students' orientation include:

- The Orientation programme would enlighten the new students towards the peculiarities of University education as compared to other forms of education;
- The Programme would familiarize students with their new environment, with a view to enabling them develop adaptive mechanisms suitable for their individual needs;
- The Orientation programme would update students on new methods of learning and pedagogy (especially ICT) that will enable them benefit maximally from their education at UNIMED;

- The Orientation programme enables students to imbibe spirit of internationalization, collaboration, meritocracy, transparency and excellence that is the main ethos of UNIMED in pioneering medical education and service delivery in West Africa;
- The Orientation programme enables students to familiarize with the University Management, Deans, Directors, Heads of Departments and Heads of Units;
- The Orientation programme focuses on the development of behavioural competency, methods to familiarize students to campus environment, learning techniques & ways to facilitate the stress-coping strategies for the students;
- The Orientation programme enables students to gain academic skills & knowledge about the undergraduate curriculum;
- The Orientation programme enables fresh students the opportunity for relationship building and networking;
- The Orientation programme enables fresh students to identify their role in a multidisciplinary team and will help them to develop a sense of belonging and accountability; and
- It also aims to sensitize the potential learners with essential knowledge which will lay a sound foundation for their pursuit of learning across the undergraduate programme and also in their career across their fields of studies.

CHAPTER THREE

UNIVERSITY GOVERNANCE

The University of Medical Sciences, Ondo City, Ondo State of Nigeria is an independent specialized public institution of higher learning. Its primary function is to provide quality education and research in the field of Medical Sciences. The University is made up of key functionaries who play important roles in the administration of the University. They include: The Chancellor, the Pro-Chancellor, Vice-Chancellor, the Deputy Vice-Chancellors, Registrar, Bursar, University Librarian, Senate, Faculty Board and Congregation, as well as other persons who are members of the University and who operate within the laws and extant regulations of the University of Medical sciences.

The Governor of Ondo State is the Visitor. The Visitor has powers to conduct a visitation to the University at least once in five years.

The Governing Council

The Governing Council is the supreme governing organ of the University. The Council is mandated with the responsibility for the General Management of the affairs of the University. It makes decisions on policies which have financial implications and bearing, and very importantly, the control of the property and expenditure of the University. The Council is made up of very distinguished Nigerians who have served or are currently serving the nation in different capacities as external members.

The Pro-Chancellor is the Chairman of the Council. Other internal members include the Vice-Chancellor, Deputy Vice-Chancellors as well as representatives of the University Senate, Congregation and Convocation with the University Registrar as the Secretary to the Council.

The Council meets periodically, however most of its work are done in-between meetings, by the Finance and General Purposes Committee and a host of other standing committees including the Tenders Board, Staff Disciplinary Committee, Appointments and Promotion Committee (Academic and Non-Academic).

University Senate

The University Senate, hereafter referred to as “The Senate”, is the highest law making body on academic matters in the University. It brings forward proposals for the establishment and de-establishment of academic programmes at all levels. It sees to the smooth running of these programmes based on the requirements of the curricula, conduct of admissions and matriculation, registration for courses, examination and release of results, as well as the awards of degrees, diploma certificates and other awards of the University.

The Vice-Chancellor is the Chairman of the Senate. Other members are the Deputy Vice-Chancellors, Deans, all Professors and Academic Directors, Heads of Departments (In Attendance), the University Librarian and representatives of Congregation with the Registrar as the Secretary.

Functions of the Senate

- i. The establishment, organization and control of the Faculties, Schools, Institutes, Centres and Departments of the University and allocation to various Departments, responsible for different branches of learning.
- ii. The organization and control of courses of study at the University and of the examinations held in conjunction with these courses.
- iii. The award of degrees and such other qualifications as may be prescribed with respect to the examinations held as aforesaid.
- iv. The making of recommendations to Council with respect to the award to any person, of an Honorary Fellowship or Honorary Degree or the Title of Professor Emeritus.
- v. The selection of persons for admission as students at the University.
- vi. The supervision of the welfare of students of the University and the regulation of their conduct.
- vii. The granting of fellowships, scholarships, prizes and similar awards insofar as the awards are within the control of the University.
- viii. To determine what descriptions of dress shall be academic dress for the purposes of the University as well as regulating the use of the academic dress.

The work of the Senate is done through an intricate network of various committees including the Committee of Deans, Research and Publications, Student Welfare Board, Curriculum Development and Examination Committee, Business Committee of Senate and the others as deemed fit by the Senate.

The Faculty/ School Board

Currently, the University operates the Faculty/School system. The Faculties and Schools as presently constituted are:

- Science;
- Basic Medical Sciences,
- Basic Clinical Sciences,
- Clinical Sciences,
- Dental Sciences,
- Allied Health Sciences,
- Nursing Sciences;
- Medical Rehabilitation,
- School of Postgraduate Studies; and
- the School of Public Health.

Each Faculty/School has a Board which generally oversees both the academic and non-academic affairs of the Faculty/School, subject to Senate approval. In order that Senate may not be overburdened by details, a reasonable part of its functions are delegated to the Faculty/School Board. The Chairman of the Board is the Dean of the Faculty/School who is elected by the Faculty/School Board for a specific period of time.

Part of the Dean's function is to be present at Convocation for the conferment of degrees on persons who have qualified for degrees of the University based on examinations held in the various Departments within the Faculty/School.

Departmental Board

The Departmental Board is the decision making body on the academic matters relating to the quest for high quality education, service delivery, research and innovation in the University. It brings forward proposals for the establishment and de-establishment of

academic programmes at all levels. It sees to the implementation of the curricula, conduct of admissions and matriculation, registration for courses, examination and release of results, as well as the awards of degrees, diploma certificates and other awards of the University.

Functions

It shall be the general function of the Departmental Board to make regulations, organize and control the teaching at the Department and the admission and discipline of students and to promote the research at the Department. Specific functions of the Departmental Board include:

- a). Establishment, organization and control of the Department in the Faculty, and the allocation to the different courses of studies' responsibilities for different branches of learning;
- b) Organization and control of courses of study and of the examinations at the Department;
- c) Award of degrees and such other qualifications as may be prescribed in connection with examinations held as mentioned above;
- d) Making recommendations to the Faculty with respect to the award to any person for the title of Professor Emeritus;
- e) Consideration of persons for the award of honorary fellowships or honorary degrees;
- f) Supervision of the welfare of students and the regulation of their conduct;
- g) The grant of fellowships, scholarships, prizes and similar awards within the control of the University.
- h) Determination of what descriptions of dress shall be academic dress for the purposes of the University and regulating the use of academic dress.

Congregation

Congregation is the general assembly of all graduate members of the University irrespective of the type of work they perform. It consists of both Academic and Non-Teaching staff. The Vice-Chancellor is the Chairman and the Registrar is the Secretary.

The Congregation serves as a general forum or platform for discussing University problems or challenges. It also makes recommendations to Council and Senate of which it has representatives in both bodies.

The Vice-Chancellor

The Vice-Chancellor is the Chief Executive and Academic Head of the University. The Vice-Chancellor is vested by law with powers to see to the day-to-day administration of the University. He is responsible to the Council for the management of human, monetary and other material resources of the University for which purpose; he is advised and assisted by Deputy Vice-Chancellors, the Registrar, the Bursar, the Librarian, Deans, Directors and Heads of Departments/Units.

The Registrar

The Registrar is the Chief Administrative Officer of the University and is responsible to the Vice-Chancellor for the day-to-day administrative work of the University. The Registry is presently constituted into four main divisions:

- i. Registrar's office
- ii. Academic Affairs Division
- iii. Personnel/Establishment Division
- iv. Council Affairs Division

The Bursar

The Bursar is the Chief Financial Officer of the University and is responsible to the Vice-Chancellor for the day-to-day administration/management and control of the financial affairs of the University.

The University Librarian

The University Librarian is the Academic and Administrative head of the University Library. He is responsible to the Vice Chancellor for the management, administration and coordination of all Library services in the University.

CHAPTER FOUR

GENERAL ACADEMIC REGULATIONS

ACADEMIC DEPARTMENTS AND FACULTIES

Presently there are eight Faculties and two Schools in the University. Their respective Departments are listed below.

1. Faculty of Basic Clinical Sciences

- a. Anatomical Pathology
- b. Chemical Pathology
- c. Microbial Pathology
- d. Haematology and Immunology
- e. Pharmacology and Therapeutics

2. Faculty of Basic Medical Sciences

- a. Anatomy
- b. Biochemistry
- c. Physiology

3. Faculty of Clinical Sciences

- a. Community Medicine
- b. Internal Medicine
- c. Paediatrics
- d. Obstetrics and Gyneacology
- e. Radiology
- f. Surgery

4. Faculty of Dental Sciences

- a. Child Dental Health
- b. Oral Pathology, Medicine and Radiology

- c. Restorative Dentistry
- d. Preventive Dentistry
- e. Oral and Maxillofacial Surgery

5. Faculty of Science

- a. Animal & Environmental Biology
- b. Microbiology
- c. Plant Biology and Technology Options
- d. Environmental Management and Toxicology
- e. Mathematics
- f. Science Laboratory Technology
- g. Food Science
- h. Information Technology
- I. Computer Science
- j. Statistics

6. Faculty of Allied Health Sciences

- a. Medical Laboratory Science
- b. Human Nutrition and Dietetics
- c. Radiography and Radiation Science
- d. Health Information Management

7. Faculty of Nursing Science

- a. Maternal, Neonatal and Child Health Nursing

- b. Adult, Mental Health Psychiatric Nursing
- c. Community Health Nursing
- d. Nursing Education and Administration

8. Faculty of Medical Rehabilitation

- a. Physiotherapy
- b. Prosthetics and Orthotics
- c. Speech Therapy
- d. Audiology
- e. Occupational Therapy

9. SCHOOLS WITHIN THE UNIVERSITY

- a. School of Public Health
- b. The Postgraduate School

INSTITUTES

- a. Institute of Advanced Clinical Sciences Education
- b. Institute of Community Health, Innovation & Development
- c. Institute of Health Humanities and Entrepreneurial Studies
- d. Institute of Professional Nursing and Midwifery Education.

THE ACADEMIC CALENDAR

Academic Year and Scheduling

The University shall operate a two-semester year (First and Second Semesters for regular courses). Each semester shall last 17 to 18 weeks, (including registration, teaching and examination period) not less than 13 weeks to actual teaching with about

2-3 weeks for examinations. Normally, the Academic Session starts in October every year. In some circumstances, the academic calendar starts as determined by the Senate.

The Faculty and Departmental timetable shall be scheduled such as to prevent clashes while ensuring adequate coverage of all the courses offered at all levels of studies in the University. Students as a matter of duty should contact their respective Heads of Departments and the University website for the current academic calendar.

Instructional Method

The University shall take full advantage of the leverage and versatility provided by advances in Information & Communication Technologies (ICTs) in its teaching and learning activities within a learner-centred pedagogic framework.

Academic staff of the University are being specifically trained on a continuous basis, in the use of ICT which shall be fully integrated into all facets of the academic activities in the University. Furthermore, lecturers shall be actively encouraged to adopt appropriate combinations of the face-to-face instructional methods (lectures, tutorials, seminars, laboratory/workshop/studio practice) and virtual platforms in the implementation and delivery of the various curricula in the different academic disciplines to be taught in the University.

COURSE UNIT SYSTEM

- i. Evaluation of courses shall be in terms of units. One course unit is granted for a series of fifteen one-hour lectures or tutorials. A course shall not carry less than one (1) unit
- ii. The course unit shall be by semester, one unit course implies one hour lecture per week throughout the semester and/or three/four hours every week in the laboratory practical for one semester or the equivalent in workshop, clinical or fields work time. The size of course shall, as much as possible be a maximum of three units and its duration shall be one semester except for industrial training, projects and design courses which may carry more than three units and may last longer- even up to six months.
- iii. A core course is one which must be registered for and passed by a student to get the degree and is counted towards the classification of his/her degree

- iv. An elective course is either compulsory or optional. A compulsory elective shall be counted towards the classification of a student's degree. An optional elective is a course that may be taken and passed by the student and may not be counted towards the classification of his/her degree.
- v. A University required course is a compulsory course prescribed by the University, which must be passed before a student graduates, it would also count towards the classification of the degree.
- vi. An audited course is one, which the student attends and writes the examination without counting towards the classification of the degree. It would be reflected on the student's result without adding it.
- vii. Pre-requisite course is a compulsory course towards the classification of the degree, and the student must pass before proceeding to the higher course.
- viii. Co-prerequisite course is one, which may be taken in parallel with the course for which it is specified.

Courses shall be identified by a code of three letters designating the teaching and a three-digit number, the first digit of which indicates the level of the course. Thus:

Level (Year) 1 courses designated as 100 series, numbered 111-199

Level (Year) 2 courses designated as 200 series, numbered 211-299

Level (Year) 3 courses designated as 300 series, numbered 311-399

Level (Year) 4 courses designated as 400 series, numbered 411-499

Level (Year) 5 courses designated as 500 series, numbered 511-599

Level (Year) 6 courses designated as 600 series, numbered 611-699

Postgraduate Diploma courses designated as 700 series, numbered 711-799

Postgraduate (Masters) 811-899 for and Ph.D for 911-999

Student's workload.

In compliance with the stipulations in the NUC "Course system and Grade Point Average" document, every full-time student of University of Medical Sciences shall be required to register for a minimum of 15 Credit Units except for students on field experience/industrial attachment. The Credit Unit is used as a measure of course weighting as well as indicator of Student's workload. The number of credit hours for the award of a degree shall be as approved by the Senate on the recommendation of the appropriate Faculty Board. For professional courses, workloads are as stipulated in their respective Faculty/Departmental handbook. The maximum number of course units a student can register for is 24 units per semester except for final year students (maximum

of 28 course units allowed) and with a condition that (a) such additional course units would allow the student to graduate that year. (b) The magnanimity of Senate to approve such request.

MEASUREMENT OF EXAMINATION PERFORMANCE

1. Performance in a Course shall be evaluated on the basis of continuous assessment and examination conducted at the end of each course.
2. Courses which are largely lecture or tutorial-based shall be evaluated on the basis of continuous assessment score of 30 percent (short tests, take-home assignments, term papers, etc).
3. Courses which are largely practical-based shall be evaluated largely on continuous assessment basis (up to 60 – 80 percent) and a short written/oral examination not exceeding 20 – 40 percent of the scores.
4. Examinations can take various forms, including CBT or handwritten, practical, objective form.

DEFINITION OF TERMS

I. **Total Number of Units (TNU):** This is the total number of course units registered by a student in a particular semester. For example, a student who registered for 5 courses of 3 units each has a TNU of 15 for that semester.

II. **Cumulative Number of Units (CNU):** This is the summation of total number of units over all the semesters from the beginning to date. A student who is prone to repeating courses will have higher CNU than the non-repeating colleague.

III **Level of Performance Rating:** This is the rating of grades obtained in terms of credit points per load unit. The rating used is as follows:

Level of performance	Rating (Credit Points per Unit)
A = 70 -100%	5
B = 60 - 69%	4
C = 50 – 59%	3
D = 45 – 49%	2
F = 0 – 44%	0

Based on the above, a student who obtained a grade of A in a 3 unit course has scored 15 credit points; one who obtained a grade of C in that course has scored 9 credit points.

5. **Total Credit Points (TCP):** This is the sum of the products of the course units and rating in each course, for the entire semester period. For example, consider a student who took 5 courses of 3 units each. Assuming the grade obtained in the five courses were B, C, A, D and F respectively. The TCP of this student is obtained as $3 \times 4 + 3 \times 3 + 3 \times 5 + 3 \times 2 + 3 \times 0 = 42$.
6. **Cumulative Credit Points (CCP):** This is the summation of Total Credit points over all semesters from beginning to date.
7. **Grade Point Average (GPA):** This is the total credit points (TCP) divided by the total units (TNU). For example, consider the student's scores referred to above. His TCP is 42 while his TNU is 15 (i.e. 5 courses at 3 units each, for the semester) and his GPA is $42/15 = 2.8$.
8. **Cumulative Grade Points Average (CGPA):** This is the summation of TCPs for all semesters, divided by the summation of TNUs for the said semesters.

The Course Scoring and Grades are shown in the Table below:

Exam. Score Percent	Letter Grade	Grade Point	CGPA	Class of Degree
70 – 100	A	5	4.5 – 5.0	1 st Class
60 – 69	B	4	3.5 – 4.49	2 nd Class (upper)
50 – 59	C	3	2.4 – 3.49	2 nd Class (Lower)
45 – 49	D	2	1.5 – 2.39	3 rd Class

All prescribed courses are considered in the computation of the final CGPA for the degree classification at the University of Medical Sciences (UNIMED) Ondo. The pass mark for professional courses shall be 50%.

PROBATION AND WITHDRAWAL OF STUDENTS

Academic Standing

All students who registered under the various Programmes offered in the Department are expected to pass all the courses they registered for except optional electives before graduation. However, a student is considered to be in Good Standing or not in Good Standing based on his/her Cumulative Grade Point Average (CGPA) and carry over credit Units at the end of each Semester.

Good Standing

A student will be allowed to continue his degree Programme if he remains in good academic standing i.e. obtaining a CGPA of not less than 1.50 and carry over credit Units of not more than 25 credit units at the end of an Academic Session.

Caution

A student is placed on caution if his CGPA is between 1.00 -1.50 at the end of the first semester of the first year of study or the first time in a semester within the period of study. The student is usually advised on the steps he/she needs to take to improve on his/her grade or to change course if necessary.

Probation

A student is placed on probation if his CGPA is between 1.00 -1.50 at the end of the second consecutive semester within the period of study. The student is usually advised on the steps he/she needs to take to improve on his/her grade or to change course if necessary.

Extended Probation

A student is placed on extended probation if his CGPA is between 1.00 -1.50 at the end of the third consecutive semester within the period of study. The student is usually advised on the steps he/she needs to take to improve on his/her grade or to change course if necessary.

Withdrawal

- a. Any student with a CGPA less than one (1.00) point after 2 consecutive semesters shall withdraw from the University.
- b. Any student who remains on extended probation after four consecutive semesters shall withdraw from the University.
- c. A student who has a CGPA of 1.00 -1.49 or carry over courses of more than 25 credit units at the end of the fourth consecutive semester shall withdraw from the University.

Termination of Studentship

A student would be required to withdraw from the University if:

- he/she maintains a cumulative Grade Point Average (CGPA) that is below 1.50 for two consecutive semesters or with carry over courses of more than 25 course

units or if he/she has outstanding course(s) after spending extra two and half years following stipulated number of years for that programme

- A student who does not register for courses in two consecutive semesters without due approval will be deemed to have voluntarily withdrawn from the University. Such a student shall only be considered for readmission if he/she has justifiable reasons for example medical issues with the approval of senate obtained for re-admission.

The above conditions apply generally, there are additional conditions for professional course which can be found in the individual departmental handbooks.

GUIDELINES ON CHANGE OF PROGRAMMES

- i. Application for a change of degree option shall be approved subject to availability of space in the programme he/she is moving to. Such students cannot be placed beyond 200 Level in the new programme. As much as possible, students should be required to pursue to the end, the course to which they have originally been admitted.
- ii. Permission to change to a new degree option shall be strictly subject to vacancy in the class, taking into account the approved student quota for the degree option.
- iii. Any change of degree option within the Faculty shall be subject to the approval of the Dean of the Faculty and the two Heads of Department concerned.
- iv. Any change of Faculty shall be subject to the approval of both the Deans of the present Faculty and of the proposed Faculty.
- v. The Dean of a Faculty shall, for good cause and in consultation with the Board of the Faculty, have the right to approve or withdraw his approval of a student's application to transfer from or into the Faculty,
- vi. Normally, for a student to change from one Faculty/department to another he/she should have a minimum Cumulative Grade Point Average (CGPA) of 3.50 and depending on other minimum standards set by the Department and availability of space. However, on an account of poor academic standing, a student can be advised to move to another program by the University, but should not have more than four carry over courses relevant to the proposed program.
- vii. Change of degree option shall not be permitted until the student has spent at least two semesters in the University.

- viii. No student will be allowed to change his/her degree option more than once in the University.
- ix. No change of degree option shall be allowed beyond six weeks of the commencement of lectures in the first semester of each session.
- x. The Board of Studies of the proposed Faculty concerned shall recommend the change of degree option for the student concerned for the approval of the Senate.
- xi. Final approval or rejection of a student's request to change degree option shall be formally communicated to the affected student by the Registrar.

TEMPORARY WITHDRAWAL FROM THE UNIVERSITY

Temporary withdrawal is taking a formal break from your course.. You might also hear it referred to as “intermission”. Students decide to take Temporary Withdrawal for a range of reasons. These can include health, family, academic and financial concerns.

- i. A student may be considered for temporary withdrawal of studentship after he/she must have obtained the necessary application form and paid the prescribed fees.
- ii. Each application for temporary withdrawal from the University shall be considered on its own merit.
- iii. All applications for temporary withdrawal/deferment shall not be entertained beyond four weeks into the first semester of admission into the degree programme. The applications shall thereafter be considered by the Faculty Board and recommended to the Senate for approval.
- iv. An applicant must have spent a minimum of one semester before his/her application can be considered. Thereafter, a student can apply to withdraw temporarily from the University at any other period during his/her course in the University.
- v. Temporary withdrawal shall normally not exceed one academic session. A student who stays away beyond the one academic session granted will be deemed to have voluntarily withdrawn from the University
- vi. Any student who has withdrawn for more than one academic session and wants to return shall be required to reapply formally for admission and shall have to satisfy the Faculty Board of Studies of his/her suitability for readmission to the programme and be approved by the Senate.

vii. Application for temporary withdrawal shall not be entertained from students:

- a. on academic probation,
- b. students who may be required to withdraw from the University on account or poor academic standing
- c. students awaiting disciplinary action for misconduct.

viii. Students shall not attend any other Institution of higher learning during the period of temporary withdrawal, any evidence of attendance of another University or comparable Institution of higher learning would be deemed to indicate total withdrawal from the University.

ix. Students resuming after a period of temporary withdrawal shall normally recommence the study programme from where they left-off. However, it shall be the prerogative of the Faculty's Board of Studies to prescribe a repeat of any course(s) or the taking of any new course(s) that may be deemed necessary to satisfy the requirements for the award of a degree to the students.

x. In the event of a change in the structure of a student's study programme while he/she is on temporary withdrawal, or if the regulations governing the award of a degree are revised during the period of absence, the student will be required to satisfy the provisions of the new regulations or to meet the new requirements.

xi. A student who fails to register for a session without permission shall be deemed to have voluntarily withdrawn from the University, such a student can apply for re-admission and each case shall be considered on its own merit.

xii. A student's request for temporary withdrawal/deferment shall not be entertained beyond four (4) weeks in the first semester. This application shall be considered by the Faculty Board and recommended to the Senate for approval.

xiii. Senate shall be formally informed of the resumption of any student from temporary withdrawal from the University

xiv. The period of temporary withdrawal shall not count towards the maximum semesters allowed by University regulations for the completion of the Bachelor's degree programme.

LEAVE OF ABSENCE FROM STUDIES

A leave of absence from studies is a period of time when a student is not enrolled in classes but typically intends to enrol. Because Faculty/Department understands that other things may come up for students, there are procedures that allow them time away when needed. Students may apply for a leave of absence on some grounds such as financial, medical, compassion, domestic or for public assignment or for any other reasons approved by the Senate. This could normally be for not more than one year and that the resumption of students thereafter should normally be the following first semester. Students' request should pass through the Department, and Faculty academic board.

Details of prescribed fees for the academic sessions are available in the Bursary Department and students must pay all the prescribed fees through the right channel and obtain due receipts. Retroactive leave of absence is not encouraged by the University.

DUAL STUDENTSHIP

A student shall pursue only one programme of the University at a time and shall not be allowed to pursue more than one non-degree or part-time programmes concurrently. Any student who violates this rule shall be deemed to possess dual studentship of the University. Dual Studentship of the University constitutes misconduct. As a penalty, student shall retain the initial programme and forfeit admission into any other programme being run concurrently within the University.

CLASS ATTENDANCE

Class attendance is compulsory for all courses and programmes. A minimum of 75% attendance for lectures, practical sessions shall apply. Students who refuse to make the required class attendance should be disallowed from taking examinations for that particular course.

UNIVERSITY LIBRARY

The University Library supports teaching, research and community service for which the University is essentially established. The main Library is presently located at Odosida Campus of the University, with Nursing Sub-Library located at Akure Campus.

The Library currently has over two thousand (2000) volumes of books and subscribes to several foreign and local journals. This is in addition to several books and journals accessed through our e-library.

Main Departments of the Library

1. Technical Services Department:
 - (a) Cataloguing and Classification
 - (b) Acquisition
 - (c) Serials
 - (d) Bindary
2. Readers' Services, comprising:
 - (a) Circulation
 - (b) Reference
 - (c) Reserved book room
 - (d) Reprographic
3. Research and Bibliographic Department, comprising:
 - (a) Africana
 - (b) Theses/Dissertations
 - (c) Government publications
 - (d) Audio Visual
4. Systems development, comprising:
 - (a) E-Library
 - (b) Automation of the library
5. Administration comprising :
 - (a) University Librarian's office.

Opening Hours

The following opening hours are observed by the University library:

During Semesters

Monday – Friday 8.00am – 9.00pm

Saturday 8.00am – 4.00pm

Semester Break/Long Vacation

Monday – Friday 8.00am – 4.00pm

These opening hours are subject to changes from time to time.

The Services provided by the Library include:

- (a) The acquisition of adequate and relevant information and research materials.
- (b) The organization of such information and research materials.
- (c) The provision of open access to library resources through the use of library catalogues/on-line.
- (d) The dissemination of the library resources

University Library Rules and Regulations

(a) Books should not be marked or defaced.

(b) If any item is returned in a badly damaged condition, it will be treated as a lost item in which the borrower shall pay for it.

(c) The use of mobile phone is prohibited in the library.

(d) No reader may enter any part of the library marked “Private” or “reserved for staff” unless by permission.

(e) The use of any form of naked light including candles is strictly prohibited.

(f) Briefcases, bags, waterproofs, umbrellas etc may not be brought into the library but if brought they must be left in the place provided..

(g) All persons leaving the library must show books or paper in their possession to the porters and subject themselves for search when requested.

(h) Stealing or mutilation of library books is a very serious offence and carries a very stiff penalty which would be treated as misconduct by the University and the offender may also be handed over to the appropriate law enforcement agency.

Admission to the Library

No reader will be allowed to make use of the library unless he/she has signed an undertaking to observe library rules and regulations. He/She will be issued a library identity card which must be shown to any official of the Library on demand. If your library identity card is lost or stolen, inform the library management immediately.

PRIZES FOR ACADEMIC EXCELLENCE

The University rewards diligence in academic exercise and performance through its numerous special prizes and other Faculty/Departmental prizes for outstanding students during the graduation.

Vice Chancellor's prize for the best overall student in a graduating set: N20, 000.

Faculty and Departmental Prizes

S/N	NAME OF PRIZE	CRITERIA
FACULTY OF ALLIED HEALTH SCIENCES		
1.	Dean's prize	Best graduating student in the Faculty of Allied Health Sciences ₦10,000
2	Departmental prize	Best graduating student in the Department of Medical Laboratory Science ₦5,000
3.	Departmental prize	Best graduating student in the Department of Radiology and Radiography Sciences ₦5,000
4.	Departmental prize	Best graduating student in the Department of Human Nutrition and Dietetics ₦5,000
5.	Departmental prize	Best graduating student in the Department of Health Information Management Systems ₦5,000

S/N	NAME OF PRIZE	CRITERIA
FACULTY OF BASIC MEDICAL SCIENCES		
1.	Dean's prize	Best graduating student in the Faculty of Basic Medical Sciences ₦10,000
2.	Departmental prize	Best graduating student in the Department of Anatomy ₦5,000
3.	Departmental prize	Best graduating student in the Department of Biochemistry ₦5,000
4.	Departmental prize	Best graduating student in the Department of Physiology ₦5,000

S/N	NAME OF PRIZE	CRITERIA
FACULTY OF CLINICAL SCIENCES		
1.	Dean's prize	Best graduating student in the Faculty of Clinical Sciences ₦10,000
	Departmental prize	Best graduating student in MBBS Part I in the Anatomy
		Best graduating student in MBBS Part I in the Biochemistry
		Best graduating student in MBBS Part I in the Physiology
2.	Departmental prize	Best graduating student in the MBBS Part II in the Pathology ₦5,000
	Departmental prize	Best graduating student in the MBBS Part II in the Pharmacology ₦5,000
3.	Departmental prize	Best graduating student in the MBBS Part III in the Obstetrics and Gynaecology ₦5,000
4.	Departmental prize	Best graduating student in the MBBS Part III in the Paediatrics ₦5,000
5.	Departmental prize	Best graduating student in the MBBS Part IV in the Internal Medicine ₦5,000
6.	Departmental prize	Best graduating student in the Surgery ₦5,000
7.	Departmental prize	Best graduating student in the Community Medicine ₦5,000

S/N	NAME OF PRIZE	CRITERIA
FACULTY OF DENTISTRY		
1.	Dean's prize	Best graduating student in the Faculty of Dental Sciences ₦10,000
2.	Departmental prize	Best graduating student in Child Dental Health ₦5,000
3.	Departmental prize	Best graduating student in the Oral and Maxillofacial Pathology, Oral Medicine and Oral and Maxillofacial Radiology ₦5,000
4.	Departmental prize	Best graduating student in the Restorative Dentistry ₦5,000
5.	Departmental prize	Best graduating student in the Preventive Dentistry ₦5,000
6.	Departmental prize	Best graduating student in BDS Part I in the Anatomy
7	Departmental prize	Best graduating student in BDS Part I in the Biochemistry
8	Departmental prize	Best graduating student in MBBS Part I in the Physiology
9	Departmental prize	Best graduating student in the BDS Part II in the Pathology ₦5,000
10	Departmental prize	Best graduating student in the BDS Part II in the Pharmacology ₦5,000
11.	Departmental prize	Best graduating student in BDS Part I in Oral Biology N5,000
12.	Departmental prize	Best graduating student in BDS Part III in Medicine N5,000
13.	Departmental prize	Best graduating student in BDS Part III in Surgery N5,000
14.	Departmental prize	Best graduating student in BDS Part III in Paediatrics N5,000

S/N	NAME OF PRIZE	CRITERIA
FACULTY OF NURSING SCIENCES		
1.	Dean's prize	Best graduating BNSc student in the Faculty of Nursing Sciences ₦10,000
2.	Departmental prize	Best graduating student in the Adult/Mental Health Nursing ₦ 5,000.00
3.	Departmental prize	Best graduating student in the Maternal and Child/Neonatal Health Nursing ₦5,000
4.	Departmental prize	Best graduating student in the Community Health Nursing ₦5,000
5.	Departmental prize	Best graduating student in the Education and Administration ₦5,000

S/N	NAME OF PRIZE	CRITERIA
SCHOOL OF PUBLIC HEALTH		
1.	Dean's prize	Best graduating student in the School of Public Health ₦10,000
2.	Departmental prize	Best graduating student in the Department of Health Policy and Management ₦5,000
3.	Departmental prize	Best graduating student in the Department of Population, Family & Reproductive Health ₦5,000
4.	Departmental prize	Best graduating student in the Department of Health Promotion and Behavioural Sciences ₦5,000
5.	Departmental prize	Best graduating student in the Department of Environmental & Occupational Health ₦5,000
6.	Departmental prize	Best graduating student in the Institute of Community Health Innovation & Development ₦5,000

S/N	NAME OF PRIZE	CRITERIA
FACULTY OF SCIENCE		

1.	Dean's prize	Best graduating student in the Faculty of Science ₦10,000
2.	Departmental prize	Best graduating student in the Department of Biological Sciences (Microbiology) ₦5,000
3	Departmental prize	Best graduating student in the Department of Biological Sciences (Animal and Environmental Biology) ₦5,000
4	Departmental prize	Best graduating student in the Department of Biological Sciences (Plant Biology and Biotechnology) ₦5,000
5.	Departmental prize	Best graduating student in the Department of Physics ₦5,000
6.	Departmental prize	Best graduating student in the Department of Chemistry ₦5,000
7.	Departmental prize	Best graduating student in the Department of Mathematics ₦5,000
8.	Departmental prize	Best graduating student in the Department of Food Science ₦5,000
9	Departmental prize	Best graduating student in the Department of Science Laboratory Technology ₦5,000

S/N	NAME OF PRIZE	CRITERIA
FACULTY OF MEDICAL REHABILITATION		
1.	Dean's prize	Best graduating student in the Faculty of Medical Rehabilitation ₦10,000
2	Departmental prize	Best graduating student in the Department of Prosthetics and Orthotics ₦5,000
3	Departmental prize	Best graduating student in the Department of Physiotherapy ₦5,000
4.	Departmental prize	Best graduating student in the Department of Occupational Therapy ₦5,000
5.	Departmental prize	Best graduating student in the Department of Speech Therapy ₦5,000
6.	Departmental prize	Best graduating student in the Department of Audiology ₦5,000

ENTREPRENEURSHIP IN UNIMED

Entrepreneurship is the process of planning, operating and assuming the risk of a business venture. It is a creative application of individual talents, attitude and skill to the production of goods and services on a small scale. It is a private undertaking of a person or group of persons taken in business in order to make money even when it involves risks.

Why Entrepreneurship?

Entrepreneurship is important because it creates an awareness that industrialization is hinged upon as it centres on the development of manpower capable of business creation.

Entrepreneurship is also important because it is one of the keys for unlocking the potentials of youth and adult populations, spawning new small-scale industries and for bringing down crime rates which unemployed youths are apt to engage in.

Entrepreneurship helps to turn graduates of higher education institutions into job creators and employers rather than job seekers.

Entrepreneurship facilitates the promotion of economic growth by providing sustainable development.

Entrepreneurship helps to encourage an educational system as it involves creation of new ideas, new ways of looking at issues and problems.

In University of Medical Sciences, Entrepreneurship is all about the production of uncommon breed of entrepreneurship graduates, achievers, innovators and entrepreneurs who will take the lead to reposition the nation's human capital and productive sector as well as shoulder the responsibility of transforming the mindset of the Nigerian youths.

Entrepreneurship Courses in UNIMED

GES 123 – Introduction to Entrepreneurship

GES 211 – Entrepreneurship Innovation

GES 311 – Skills Acquisition Program

STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

Students are required to participate and satisfactorily complete periods of approved industrial work experience as stipulated by the various Faculties for the award of a degree. The details of this programme which is assigned academic credits units are available in Departmental Handbooks. Marks are allotted for Industrial Training credit based on four criteria:

- a. A logbook prepared according to specifications;
- b. A Seminar presentation and final report prepared by the student on the experience;
- c. An evaluation by the establishment where the student was trained;
- d. Periodic visits and evaluation by relevant university staff.

GRADUATION REQUIREMENTS

General Requirements for the award of an Honours Degree

i. Generally, to be awarded a degree with honours, a student shall be of good character. In addition, the students must have a minimum total credit units of 90 for a 3-year/direct entry programmes, 120 for a 4-year degree programme and 150 for a 5 year programme, or as prescribed by the respective Departments of the Faculties and approved by the Senate. This total unit must contained All compulsory, required and optional courses specified by the University;

In summary, to qualify for the award of a degree of the University of Medical Sciences, Ondo a student is required to have;

ii. been found worthy in character and learning;

iii. completed and passed the prescribed number of units including all compulsory, courses specified by the University;

iv. Completed and met the standard for all required courses:

a. obtained a pass grade in Student Industrial Work Experience Scheme (SIWES) where applicable.

b. obtained the prescribed minimum CGPA of not less than 1.50

Students who cannot meet all the degree requirements within two academic sessions in excess of the minimum duration, without Senate approval, shall be required to withdraw from the University without the award of any degree.

CHAPTER FIVE

REGULATIONS GOVERNING THE CONDUCT OF UNIVERSITY EXAMINATION

Semester Examination

Each course shall normally be completed and examined at the end of each semester in which it is offered. The examination shall be conducted as prescribed by Senate.

A. Registration for University Examinations

- i. A candidate for a University examination must have paid school fees fully and registered for the courses in the approved format not later than the closing date prescribed for the registration for such courses. However, with a special arrangement the student may be allowed to pay 60% of the fee in the first semester and the balance of 40% in the second semester. Any candidate who fails to register for the courses at the appropriate time as prescribed by Senate will not be allowed to take any examination in such a course. Any examination taken without prior course registration shall be null and void, the candidate would be also be subject to disciplinary action as such constitutes an act of misconduct.
- ii. Students who register for courses are committed to the number of units registered for and are expected to take examinations in such courses. If a student failed to take an examination he would be scored 0/F for the number of units he had registered for and in which he had failed to take the prescribed examination. However if a student has genuine medical reason with a medical report that is verifiable by the University Health Centre, the candidate would be allowed to take the examination at the next available opportunity.
- iii. Students must attend a minimum of 75% of course instructions including lectures, tutorials and practical where required, to qualify to sit for examination in any course.
- iv. The list of students registered for each course shall be generated by ICT Directorate and made available to the teaching department and the registry not later than four (4) weeks from the beginning of the semester.

B. Instructions to Students

- i Only students who matriculated and registered for courses in the University are eligible to take the examinations. Any student caught participating in the examination without payment of school fees and proper registration of courses would face disciplinary action of suspension for one (1) academic session for misconduct and the scores would not be recorded. (.
- ii Candidates must attend punctually at the times assigned for their papers and they must be admitted into the Examination Hall at least ten (10) minutes before the examination is due to start. Candidates arriving more than thirty (30) minutes after the examination had started shall not be admitted into the examination hall. Candidates who come late should not be allowed extra time.
- iii The following items are prohibited in the examination hall: Handbags, Briefcases, books, printed or written documents, unauthorized aid, all communication gadgets and all forms of electronic devices. Candidates may bring with them only authorized materials such as pens, pencils, erasers and any such other materials which they are specially allowed to bring to the Examination Hall. Candidates who come with any of the prohibited items mentioned above will be made to fill an incident form and subsequently be referred to the Disciplinary Committee.
- iv Candidates are advised in their own interest to write legibly and avoid using faint ink. Answers must be written in English language, except otherwise instructed. Each question must be started on a fresh page and the number of the question must be written at the top of each page of the answer booklet. Candidates shall write his/her matriculation number, not the name distinctly at the top of the cover of every answer booklet and every separate sheet or paper.
- v During the examination, except with the special permission of the Chief Invigilator, candidates must not submit their answer scripts and leave the examination hall during the first half and the last quarter of an hour of the examination. Candidates with the special permission of the Chief Invigilator may leave the examination hall temporarily if accompanied by an Attendant. A candidate who leaves the examination Hall shall not be readmitted unless throughout the period of absence he/she has been continually under surveillance of an Invigilator or an Examination Attendant.
- vi Each Candidate shall complete the Attendance Register in Duplicate.

- vii Candidates are not allowed to smoke, eat, chew gum or drink alcohol in the Examination Hall. But in extraneous circumstances candidate may be allowed to eat, drink water and non-alcoholic beverages.
- viii **Silence must** be observed in the examination hall. The only permissible way of attracting the attention of the Invigilator is by the Candidate raising his/her hand.
- ix While the examination is in progress, communication between candidates is **strictly forbidden**. Any candidate found to be giving or receiving irregular assistance will face disciplinary action.
- x Any candidate involved in irregular assistance or cheating during examination shall write a statement on the spot before being allowed to continue with the examination. Refusal of the student to write a statement on the spot shall be regarded as examination misconduct and will be subject to the University disciplinary action.
- xi The use of scrap paper is not permitted. All rough work must be done in the answer sheets and crossed out neatly. Supplementary answer booklets, even if they contain only rough works, must be tied to the main answer booklet.
- xii Before submitting their scripts at the end of the examination, Candidates must ensure that they insert at the appropriate places their matriculation numbers and, the numbers of the questions they have answered.
- xiii It should be the responsibility of each candidate to submit his/her scripts before he/she leaves the Examination Hall.
- xiv Examination booklet either used or unused should not be taken away from the hall by any student.
- xv Where a student sits for an examination without registering the course for that semester, such examination script shall not be marked/scored in line with the rule of “No registration, no examination”.
- xvi Where the examination script is marked/scored, the Department/Faculty shall not present such for consideration by the Senate of the University.
- xvii The Student(s) Identity Card/Valid Course Registration Form should be presented at the entrance of the examination venue and the examining department should devise a means of identification of the students through the course registration list.

C. Absence from Examination

- i. A student who is absent from a course examination without the written permission from the Head of Department during or at the end of the Semester will receive a grade of 'F'.
- ii. Student should obtain an incident form duly completed from the invigilator regarding his /her illness if it occurred during examination.

D. Use of ID Card

- i. Person without an ID card shall not be allowed to sit for examination.
- ii. It is mandatory for a candidate to bring his/her own University Identity Card with writing materials to each examination venue.
- iii. Course form of the student should contain a passport photograph.

E. Illness during Examination

- i. Candidate who is ill during examination should report to the Head of Department and Dean before the completion of the examination or as soon as possible.
- ii. Candidates who become ill in the course of examination, should be attended to by the invigilator, who will determine further action.
- iii. The candidate may continue the examination, at the Health Centre if certified fit by the attending doctor.
- iv. If the candidate is unfit to continue the examination after appropriate assessment by the Doctor, the University may permit the candidate to take the examination at the next available opportunity, after the candidate has been certified fit by the Director of Health Services. The aborted examination will not be counted for or against the candidate in anyway.
- v. Candidates who could not come for the examination on the grounds of ill health must present a certificate of ill health authenticated by the Director, Health Services or report to the Health Centre for appropriate determination of the case.
- vi. All cases seen at the Health Centre with regards to examination should be properly reported to the Head of Department by the attending Doctor through the Director of Health Services.

F. The Role of An Invigilator

The Invigilator must be an academic staff and the incident form should be completed by the Lecturer and Student and duly signed by the invigilator on the account of the following incidents:

- i. Sickness/illness
- ii. Impersonation of any form or illegal/ fraudulent entry into the examination
- iii. Entry into examination hall 30 minutes after the commencement of the examination.
- iv. Examination malpractices of all kinds
- v. Disturbance of any form
- vi. Misbehaviour that can distract participants or the attention of others in the examination hall.
- vii. Candidate who is caught with prohibited items as in B (iv) above.
- viii. Any other issues identified to be inappropriate by the invigilator.
- ix. Items iii to viii above can be allowed to continue with the examination after appropriately filling incident form.
- x. Filled incident form will be forwarded by the Head of Department, through the Dean to the Vice-Chancellor for onward referral to the Students' Disciplinary Committee

DISSATISFACTION WITH EXAMINATION RESULTS

A student who is dissatisfied with the result of an examination affecting him/her may request a review by submission of an application to the Head of Department and copy the Dean of the Faculty within three (3) weeks of release of the said result. If the student is not satisfied with the outcome of the result, he/she should request for a remark of the script

PROCEDURE FOR RE-MARKING OF EXAMINATION SCRIPTS

- i. Request for Remarking of Examination Script is a right for Students.
- ii. This shall not normally be encouraged.
- iii. Affected Student should write a formal explicit application letter to the HOD.
- iv. The Student is also expected to pay an application fee of ten thousand (N10,000.00) naira only and the student's script would be forwarded to three (3) Senior Academic External Assessors from cognate Faculties within the University for remarking.

- v. Request should be processed through the Faculty, then to the Academic Affairs Division under the Registry, and the DVC. (Academic) should be notified immediately.
- vi. Without delay, Registry under the guidance of the DVC (Academic) should constitute an Academic Committee of three (3) Faculty Deans excluding the candidate's Faculty.
- vii. The Committee shall make recommendations on "Who and where" to send the papers for re-mark.
- viii. Re-mark shall be accompanied by the marking scheme for the examination.
- ix. Only Senior Lecturers and above and teaching in that field shall be entitled to re-mark the scripts.
- x. The Committee upon receipt of the re-marked reports shall examine all reports, summarize and forwarded through the Committee of Deans to the Business Committee of Senate for further processing to Senate.
- xi. A wrong claim by students shall lead to a warning letter to the student from the University.. Subsequent frivolous claims by the student would be referred to the Student's Disciplinary Committee and the student would be excluded from consideration for a faculty or departmental prize.

GUIDELINES FOR EXEMPTION OF UNIVERSITY REQUIRED COURSES

- i. A student shall apply for exemption from University required course(s) or apply to audit the course(s).
- ii. Such application should be addressed to the Dean of the Faculty and shall be accompanied by the relevant transcript.
- iii. Students seeking exemption from the University required course(s) shall be required to sit for the particular examination. The student may however be exempted from the course and attend classes as he chooses.
- iv. Such Students shall be expected to pass the exempted course(s) and formally registered course(s) under normal conditions.
- v. Although the results of the audited courses would form part of the academic record of such students, the result would not be used to determine their class of degree. However, if the student fails the course, it is mandatory to formally re-register for the course and must be passed before graduation. The result will now be used to determine their class of degree.

- vi. Continuous assessment shall be waived in respect of the examination while auditing a University required course, and that a pass in the written examination should be sufficient.

AUDITING UNIVERSITY COURSES

Auditing a course means that a student receives no academic credit for the course. The student would not be responsible for tests or assignments, in place of the grade transcripts would reflect "AU"

G. EXAMINATION MISCONDUCT AND SANCTIONS

The following sanctions shall apply to cases of examination misconduct as stipulated below:

(i) Misconduct before Examinations

S/N	MISCONDUCT	SANCTION
1.	Involvement in examination question leakage	Expulsion of all involved
2.	Participating in and/or benefiting from examination question leakage	Expulsion from the University.
3.	Attempting to participate in and/or benefiting from examination question leakage	Expulsion from the University.
4.	Coming into the examination hall within thirty (30) minutes of the commencement of an Examination	The candidate should be allowed into the examination hall but he/she should not be given extra time.
5.	Coming into the examination hall later than thirty (30) minutes after the commencement of an examination	The candidate should not be allowed into the examination hall, and he/she should be scored 0 (F) in the course examined.
6.	Participation in examinations without registration	Suspension for two (2) semesters and he/she should be scored 0 (F) in the course examined.

(ii) Misconduct during Examination

S/N	MISCONDUCT	SANCTION
1.	Coming into Examination Hall with incriminating material(s)	Rustication for a minimum period of one session. Expulsion if fore-knowledge of questions is proven
2.	Writing on any materials in the Examination Hall, other than the Answer Booklet	Warning Letter
3.	Non-production of identity card or authorized letter of identification before and during examination	To leave the Examination Hall Immediately
4.	Any form of unauthorized communication between and among students during examination	To lose 30 minutes of examination time
5.	Impersonation during Examination	Expulsion of all involved
6.	Refusal To fill Examination Misconduct Form	Suspension for two Semesters
7.	Attempt to destroy evidence or actually destroying materials of proof of cheating	Rustication for one session. In addition, the candidate should be scored 0 (F) in the course. This is in addition to the penalty for the original offence.
8.	Refusal to obey invigilator's instructions (i) Writing after the examination has been stopped, (ii) Non-compliance	Deduction of 5% of the marks the candidate obtained that refused to stop writing after been asked to stop. Letter of Warning for Non-compliance to the invigilator's instructions.
9.	Refusal to submit Answer scripts (used and unused) at the close of examination	Rustication for a minimum period of one session and be scored 0 (F) in the examination..
10.	Smuggling of Question papers and answer booklets out of the Hall for help with Answer scripts	Expulsion from the University

11.	Failure to write Matriculation Numbers on Answer Booklet or to sign Attendance sheet	In addition to a Warning letter the candidate's would have a deduction of 5% of the marks obtained
12.	Writing of candidates' names on answer booklets	In addition to a Warning letter the candidate's would have a deduction of 5% of the marks obtained
13.	Leaving examination hall without permission	The candidate would be scored 0 (F) and warning letter
14.	Unruly behaviour in the Examination Hall such as smoking, drinking liquor, noise etc capable of causing delay and/or disruption of an examination process	Suspension for one (1) semester.
15.	Proven cases of physical assault on invigilator/Attendants	Expulsion and handing over to the appropriate law enforcement agency.
16.	Sitting for an examination for which a Candidate did not register for or qualified to sit for.	The result of the Candidate in the course should be nullified. He/She should be scored 0 (F) and suspension for two semesters.
17.	Displaying of inappropriate or anti-social behaviour leading to disruption and suspension of an examination	Suspension for two (2) semesters
18.	Giving, or receiving, or in any way benefiting from information relating to a course in an examination through electronic, personal dress material, part of the body in any manner or from whatsoever	Expulsion
19.	Any students engaging in sex for mark or aiding and abetting of the act	Expulsion
20.	Leaving the examination hall with examination material before/ by the end of the examination	Suspension for two (2) semesters

21.	Substituting or exchanging the answer script given to a candidate in whatever manner or form during the examination	Expulsion of all the students involved from the University
22.	Exhibiting insult, rude, impolite behaviour to a staff during the course of an examination	Suspension for two (2) semesters.
23.	Exhibiting insult, rude, impolite behaviour to another student during the course of an examination	Letter of Warning.
24.	Physical assault on another student during the course of an examination	Suspension for two (2) semesters
25.	Bringing unauthorized material(s) into the examination hall by a candidate	Suspension for two (2) semesters. The candidate should also be scored 0(F) in the course.
26.	Giving/receiving assistance, cheating or aiding abetting by a candidate/student in an examination	Suspension for two (2) semesters
27.	Refusal to sign the Attendance Register	Letter of Warning

(iii) Misconduct after Examination

S/N	MISCONDUCT	SANCTION
1.	Involvement in an attempt to substitute or change or remove or effect changes in examination script(s), record sheet(s), attendance register or an examination related material/document	Expulsion from the University
2.	Solicitation and lobbying with a view to obtaining undue advantage in the grading of scripts or award of marks on an internal or external examiner	Suspension for one session
3.	Non-gentle/Non-subtle exertion of influence with a view to obtaining undue	Expulsion from the University

	advantage in the grading of scripts or award of marks by an internal/external examiner	
4.	Failure to appear before Investigative/Disciplinary panel	Indefinite suspension, pending appearance before the panel
5.	Any student with three (3) letters of warning	Rustication for a minimum period of one (1) session
6.	Any other case(s) of Examination Malpractice not specified	Punishment as appropriate

H. Internal Assessment

The University would set up on regular basis, an Internal Assessment Committee to assess the quality of examination conduct such as;

- i. Conducive examination venue
- ii. Compliance with time of commencing and ending of each examination
- iii. Compliance with examination rules by all concerned.

CHAPTER SIX

REGULATIONS ON STUDENTS CONDUCT AND DISCIPLINE

STUDENTS CONDUCT AND DISCIPLINE

All University students are expected to be educated in the area of both academics and character. The University inculcates good social, moral and acceptable behaviour, such that, upon graduation, it can be said of the student that he/she has been found worthy in character and learning. Upon accepting the offer of University admission, the student shall conduct him/herself as a law-abiding and responsible member of the University community, in accordance with the University's best practices and standards, rules, regulations and other conditions as established by legally constituted authorities of the University.

It is incumbent on every student of the University to maintain a high standard of personal integrity and conduct himself/herself peaceably under any circumstance, even in the face of provocation.

The University considers as serious offence(s), any acts of unethical, immoral, dishonest, disloyal, destructive and criminal behaviour as well as violations of University rules and regulations. It is the responsibility of each student not only to acquaint himself/herself with these rules and regulations, but to assist in upholding them at all time. As it is often said "ignorance is no excuse before the Law".

In the best tradition of peaceful co-existence and democratic practices, the University is committed to the full recognition and support of the legitimate rights of its members. The University also has the obligation to protect its educational mandate and balances it with the welfare/interest of the entire University community. For this reason, the University is naturally concerned about the actions and conduct of some individuals and groups of individuals, which may infringe on the rights, interest, welfare and integrity of others within the University Community.

It must be noted that, the legitimate expression of differing opinion or position, is an essential and inherent component of academic life, the academic circle and the entire

University community. Suffice it to say that the imposition of opinions, position and concerns by any students upon others who differs from theirs shall not be tolerated.

It must be emphasized that like all other citizens, all members of the University community including students are subject to the laws of the nation, whether within or outside the University premises. They are expected to learn to cope with problems, intelligently, reasonably and with understanding and consideration for the rights of others. Each member shall recognize that as he/she places high premium on his/her individual right and freedom, he/she is also expected to respect the rights and freedom of others.

The University reserves the right, upon evidence of a student's failure to abide by its Rules, Code of Conduct and Regulations, to discipline him/her or to require through the established disciplinary process, his/her withdrawal from the University.

The Disciplinary System

The laws governing the University vest on the Vice-Chancellor the power to discipline students. In practice, there is an Ad-Hoc Student Disciplinary Committee with the general responsibility of dealing with individual cases of indiscipline.

Common Offenses and penalties

S/No	Offense	Penalty
Misconduct on Campus		
1	Display of inappropriate or anti-social behaviour [e.g smoking, singing, cat-call etc.) capable of causing delay or disruption of class work, tutorial, lectures' laboratory work, etc.	Suspension for two semesters
2	Insulting, rude, impolite behaviour to staff in Department or general offices	Suspension for two semesters
3	Physical assault or battery on staff or student on campus	Expulsion from the University
4	Wilful damage to any University, staff and student's property	Student(s) should pay cost of replacement and be suspended for two semester

5	Luring/imprisoning/abduction/kidnapping a fellow student or a member of staff or a member of the community against his/her wish	Expulsion from the University
6	Leasing and sale of bed space(s) in the halls of residence	Forfeiture of hall accommodation and suspension for one semester.
7	Sharing University internet credentials with an outsider or someone who is not a member of the University community.	Withdrawal of privilege for a year, with the requisite deductions continuing for a first offender. A repeat offender would be expelled from the University.
Other Events of Misconduct		
1	Insulting, rude, impolite behaviour on another student outside the University premises	Letter of warning
2	Physical assault or battery on another students outside the University premises	Expulsion from the University
3	Exhibiting insulting, rude, impolite behaviour by student or group of students on staff outside the University premises,	Suspension for two semesters
4	Physical assault or battery on staff (or members of their family/household) outside the University premises	Expulsion from the University
5	Obstruction of motorways on- campus or off-campus during or after regular School hours other than during demonstration	Letter of warning
6	Riotous behaviour on-campus or off-campus, in bus or taxi, bus stops, in the hall or classroom and refusal to pay bus/ taxi fare on or off campus	Suspension for one semester
7	Worshipping or holding religious activities in such a manner that could disrupt the academic activities on campus premises	Letter of Warning

8	Sexual Assault, Rape, Attempted Rape and gender based violence of students, staff or outsiders	Expulsion from the University and handing over the appropriate law enforcement agency.
9	Sexual harassment of a staff by student	Expulsion from the University and handing over to the appropriate law enforcement agency.
11	Chanting of war songs or shouting of slogans by students or group of organized students anywhere on campus or off campus with an intention to cause disruption to University activities	Suspension for one semester
12	Unsolicited or illegal entry of a male student into the female hostel and vice-versa.	Suspension for one semester
13	Pilfering of Personal items and/or articles from public places.	Suspension for two semesters.
14	Fraud, advanced fee fraud, internet fraud, embezzlement by any student or group of students.	Appropriate sanctions under the University enabling laws subject to the operating laws in the country.
15	Participation in Commercial sex services (CSS) within and outside the University.	Organisers would be expelled from the University. Participants would be suspended for one semester.
16	Drug abuse, misuse and use of hard drugs.	Face a Panel with the risk of expulsion from the University
17	Involvement in electoral malpractice	Suspension for two semesters
18	Acts of impersonation by/for a student within and outside the University campus	Expulsion from the University and handing over to the appropriate law enforcement agency.
19	Unauthorized production of the University identity card	Expulsion from the University and handing over to the

		appropriate law enforcement agency.
20	Alteration of the University identity card	Expulsion from the University
21	Acts that constitute or result in the pollution (air, soil, water or damage/destruction of the University environment).	Letter of warning
22	Any unruly behaviour and act that results in the death of University farm/laboratory animals and/or death of cultivated plants.	Letter of warning and such students(s) shall pay for the cost of replacement.
23	Any unruly behaviour and act that results in the death of person/persons within and outside the University campus.	Expulsion from the University. Such student(s) should be handed over to the Police.
24	Unauthorized sale of portions of University property	Expulsion ,and the students handed over to the police
25	Defacing or damage to University buildings, structures roads, statutes with posters, banners, inscriptions, graffiti, painting, etc	Letter of warning and payment of fines (cost of repair)
26	Locking of University gates or blockage of University roads or denial of access to any part of the University.	Suspension for two semesters.
27	Illegal possession/use of firearms and any other dangerous weapon(s) that could cause harm to the human body(matchet, knife, iron rod etc)	Expulsion, and handing over to the appropriate law enforcement agency..
28	Indecent dress code, obscene exposure of parts of the body	Letter of warning
29	Inappropriate covering of the whole or entire face in the examination hall, classroom, laboratory, lecture theatre, or at any official/academic events or anywhere within the University campus - that totally prevents identification	Suspension for one semester. Preventing the student from participation in activities.
30	Engaging in or promoting activities that may lead to or have the likelihood to result in social or religious disharmony or upheaval.	Letter of Warning
31	Enrolling as a member of secret cults for students of the University	Expulsion from the University and handing over to the

		relevant law enforcement agency for further investigation and prosecution.
32	Students making sales of books/handouts or collecting money for the sales of these items on behalf of members of staff.	Suspension for two semesters
33	Unauthorised use of the University's name, motto and/or logo to produce and profiteer from sale of merchandise, video, written or any other publicity material to be exhibited, distributed, sold or otherwise made available to any person or the public.	Suspension for one semester and payment of proceeds based on the estimation of the University.
34	Students acting as agents for members of staff in schemes for examination questions/marks.	Expulsion from the University
35	Student who had been issued a letter of warning and subsequently found culpable of other offences, necessitating another letter of warning	Suspension for one semester
36	A student who had been suspended for one semester and subsequently found culpable of other offences, necessitating another suspension for one semester	Suspension for two semesters.
37	A student who had been suspended from the University for one session or issued a letter of warning and was subsequently found culpable of other offences, necessitating another letter of warning	Expulsion from the University
38.	Granting interviews, publishing or recording any content in the name of the University without authorization	Suspension for one semester
39.	Student making libellous, or seditious publications	Suspension for one semester

Definitions of Sanctions for Violation of University Regulations

The following are some of the disciplinary sanctions that may be imposed for violation of University Regulations or Code of Conduct:

- i **Disciplinary probation:** Disciplinary probation is a trial period of time during which a student must behave in a manner acceptable to the University. The Ad Hoc Disciplinary Committee may impose terms which will restrict the students' participation in extra-curricular and/or other activities.
- ii **Loss of Privileges:** Loss of privilege is the withdrawal of a privilege or use of a service or facility (such as sports or library) for a specific period of time.
- iii **Fines:** A fine is a fee of punishment payable for misconduct committed. A student must pay a fine for damage/loss, or misappropriation of University property or the property of other members of the University community. Such a fine is paid by any student who alone or through concerted activities, organizes knowingly participates in the event which causes damage or loss. These must be paid within specified periods in order to avoid further stringent actions being imposed. On the approval of the Vice-Chancellor, fines may be imposed for certain categories of misconduct committed in their Halls of Residence, Classrooms and Laboratories.
- iv **Suspension:** Suspension is an action which excludes the students from registration, class attendance, residence in official University Hall of Residence, and the use of University facilities for a specific period of time. This action means that the student must immediately leave the campus.
- v **Expulsion:** Expulsion is the permanent withdrawal by the authority of the Vice-Chancellor of student's privileges of registration, class attendance, or residence in an official University hall of Residence. The privileges of the use of University facilities are also withdrawn by this sanction. Expulsion means that the student must leave the campus immediately, and ceases henceforth to be a member of the University community.
- vi **Appeal:** In disciplinary cases, affected students have a right to appeal through the Registrar to the University Council against the decision of Senate on the findings and recommendations of the Students Disciplinary Committee.

MODE OF DRESSING

DRESS CODE

The dress code of the University must maintain a good attire of high morality and modesty, and the appearance of every student must be characterized by neatness, purity and simplicity.

Dress Code for Male Students

Special Occasions

- All male students must be corporately dressed, which include lectures, seminars, colloquia, matriculation, special ceremonies, founder's day, convocation, public lectures, religious services and examinations. To be corporately dressed connotes a shirt and necktie, a pair of trousers, with or without a jacket, and a pair of covered shoes with socks.
- Every student dressing in Western attire must wear a neck tie to match. The tie knot must be pulled up to the top button of the shirt. The pair of trousers for men must extend below and completely cover the ankle when standing. All male students should preferably put on University branded tie at all formal occasions.

Day to Day

- a. Wearing of long-sleeved shirts, without buttoning the sleeves is not allowed.
- b. Shirts must be properly tucked into the trousers.
- c. Flying of shirts or collars is prohibited.
- d. Wearing of the following items (clothing and shoes, etc.) is strictly prohibited;
 - I. Bangles, rings of any kind (excluding wedding bands), hand and leg chains
 - II. The pulling down of one's trousers to the hip line
 - III. Piercing of any part of the body or body tattoos
 - IV. Scarves, braided hair or earrings
 - V. Face caps except for sports and other related events.

- e. Male students may wear African traditional attires with leather slippers or half shoes on weekend only
- f. Male students must remove their caps during classes
- g. Male students must have well cut hair that is neatly kept.
- h. Male students may wear French suits.
- i. All male students are expected to wear covered shoes to the University, lectures, examinations halls and University Assembly except when wearing traditional dresses.
- j. Wearing of T-shirt is only allowed for sporting activities and on weekends when there are no official University activities.
- k. Wearing of bathroom and rubber slippers and half shoes is not allowed within the University premises from 6.00a.m – 6.00p.m on Mondays to Fridays.
- l. No student shall walk around the hostels without wearing a pair of trousers or shorts and a normal shirt or T-shirt.
- m. Dressing is not complete without putting on and displaying a valid identity card while in the lecture room, attendance at University activities or transacting business at the Registry etc. Students going out of the campus must have their ID cards with them.

Dress Code for Female Students

Special Occasions

- All female students must be corporately dressed at all times. (Lectures, public lectures, special ceremonies, matriculation, convocation and examination). To be corporately dressed means a smart skirt suit, a dress shirt on a smart skirt or a smart dress with a pair of covered shoes or buckled sandals.

Day to Day

- a. All dresses and skirts must be below the knees while standing.
- b. Wearing of the following items (clothing and shoes) is strictly prohibited:
 - i. Strapless blouses

- ii. Sleeveless dresses or dressing with very tiny singlet-like straps (spaghetti) without a jacket.
- iii. Revealing too tight blouses, especially low-cut blouses, transparent dresses and blouses that do not cover the navel.
- iv. Shoes that make noise such as stiletto shoes in the lecture rooms, examination halls, Library and the University academic environment.
- v. Bangles, rings (apart from wedding rings), hand and leg chains.
- vi. The use of face-caps except for sports.
- vii. Veils completely covering the whole or entire face
- viii. Painting of any part of the body, wearing artificial nails and having long nails.
- c. Leather Slippers and half-shoes are confined to the hostels except when wearing traditional dresses.
- d. Pyjamas, nightdresses or gowns are restricted to the same floor within the hostel.
- e. Female students are advised to wear hairstyles that are neat and becoming of a decent and joyful UNIMED Student. Tinted hairs and attachments are not allowed
- f. Earrings and necklaces may be used by female students provided they are not the bogus types. Not more than one earring must be worn in each ear.
- g. Female students may wear low sandals or covered corporate shoes.
- h. Track suits, tennis shoes or sneakers should only be worn for sports activities.
- i. Piercing of any part of the body, other than the ear (for earrings) is strictly prohibited.
- j. Clothing and jewellery that do not conform to the prescribed dress code will be confiscated.
- k. Skirts must be worn with slips underneath.
- l. Female students may wear traditional African attires with leather slippers or half shoes only on weekends.
- m. No students should move from one block to another or go to any office within the hostel without being properly dressed.
- n. The wearing of short head-covers (not below the shoulder) is allowed based on stipulation by the applicable professional bodies overseeing the course e.g. Medical and Dental Council of Nigeria (MDCAN), Nigerian Nursing and Midwifery Council.

- o. Dressing is not complete without putting on and displaying a valid identity card while in the lecture room, attendance at University activities or transacting business at the Registry etc.
- p. Students going out of the Campus must have their ID cards with them

In-Appropriate Mode of Dressing

A faculty of the University may by a resolution of the Faculty Board stipulate mode of dressing for students at any or all stage(s) of their study in the Faculty. The Faculty Board shall also stipulate sanctions for infringement of the mode of dressing so prescribed. Such resolutions shall be binding on students of that Faculty as if they are stipulations of this Handbook. A faculty resolution on mode of students' dressing shall come into effect upon approval by the Vice Chancellor and publication of same on the Notice Board of the Faculty.

Students should be informed that the following constitute Inappropriate Modes of Dressing which will not be tolerated in the Academic, Clinical and Hospital Environment, Administrative Buildings, Examination Venues, Seminar Rooms, Lecture Halls, Library and Laboratories are:

1. Unkempt appearances, such as wearing bathroom slippers to the classroom (except on medical ground).
2. Short and skimpy dresses e.g. body hugs.
3. Tight fittings e.g. Jeans, skirts, hip steer etc.
4. Tattered jeans and jeans with holes
5. Tight shorts and obscene skirts that are above the knees (except for sporting purposes)
6. Transparent and "see-through" dresses.
7. Long and tight skirt which are slit in front or at the sides, which unduly reveal sensitive part of the body as the wearer moves on
8. Under-clothing such as a singlet worn publicly.
9. Shirts without buttons, not properly buttoned, revealing the wearer's chest unduly.
10. T-shirts with obscene inscriptions that are immoral, provocative, inciting and offensive
11. Tying of head scarfs by male students.
12. Ear rings and/or nose rings by male students.
13. Jerry curls, plaiting, dreadlock or wearing of artificial hair by male students.
14. Complete covering of the whole or entire face or the use of cosmetic masks
15. Distractive knocking shoes in the lecture rooms

16. Any other mode of dressing that does not conform to generally acceptable University standards is prohibited.

Appropriate Mode of Dressing

Male Students should wear

- A buttoned down suit, shirts should be collared button-up with tie.
- Collared shirt, well ironed trousers and with or without a tie
- Jacket, collared shirt and trousers
- Suit, safari or French suit.

Female Students should wear

- A Skirt suit
- Pencil skirt and buttoned down top
- Trouser with shirt/blouse
- Straight gown (below the knee)
- Skirt and blouse
- Jacket on a gown

SANCTIONS

Violation of dress code is a serious act of misconduct which shall attract the following penalties:

1. Student(s) being sent out of the lecture rooms/offices in the University;
2. Expulsion from the halls of residence, if the offence is committed within the hall repeatedly;
3. Suspension for one semester, if recalcitrant or persistent as an offender;
4. Offender should be reported to the Dean of Students Affairs for possible referral to the Students Disciplinary Committee;
5. Formal report to the Registrar in writing for processing to Student's Disciplinary Committee in case of those who refuse to comply after due notice.

FOOTNOTE

Students should be informed that being fashion conscious is not synonymous with indecent dressing. As a student of the University, your dressing must project the values of the University.

Your dressing speaks volumes about your person. Please note that, you cannot earn people's respect when you dress like a "tart" or a "thug". **The way you dress is the way you are addressed. PLEASE DRESS RESPONSIBLY AND CORPORATELY.**

CHAPTER SEVEN

PROCEDURE FOR RESOLVING SUNDRY ISSUES

Airing of Grievances

- (i) Individual students who have grievances to air shall do so to the Hall Warden if the grievances are on matters relating to Hall of Residence, and to Heads of Academic Departments if they are concerned with academic matters. Where the matters are of serious nature beyond the capacity of the Hall Warden, they shall be referred promptly to the Dean of Students Affairs.
- (ii) Grievances from the Students Hall Executive must be directed to the Hall Warden.
- (iii) ***The Vice-Chancellor's Office shall be consulted only as a last resort and this must be done through the Dean of Student Affairs.***
- (iv) ***Under no circumstances should any student call on or write directly to the Vice-Chancellor without due clearance from the Dean Student Affairs.***
- (v) Written grievances or requests from any student, students' club or societies, and Students' Hall Executive, to the Hall Warden, Head of Academic Department, Dean of Student Affairs and Vice-Chancellor shall not be circulated or be pasted on any notice board or otherwise made available for general circulation. Where this regulation is flouted, such grievances or requests shall be ignored and the authorities shall take appropriate disciplinary action.

Boycott of Lectures

Under no circumstances shall students boycott lectures. Only the University Senate can declare lecture free days.

Channels of Communications for Students

Where it becomes necessary for any students or group of the students to communicate with the University administration on non-academic matters, it shall always be routed through the Dean of Student Affairs.

Student Demonstrations and Protests

The University recognizes the critical importance of establishing and maintaining open channels of communication and dialogue with all segments of the University community,

including students with the view to resolving problems that may arise from the dynamics of University life.

As an institution that believes and promotes the ideals of independent thinking, and opinions, the University encourages academic freedom, the right to dissent, to disagree, to hold contrary opinion, etc.

To ensure academic freedom, the University community must always be protected from attacks by extremists of whatever persuasion or coloration, who would negate this much cherished and essential freedom of inquiry by their coercive and disruptive actions which infringe on the rights and freedom of others.

Students have the freedom to support opinion, positions, causes etc, by all orderly means as long as they do not disrupt the normal and essential operations and activities of the University.

Directive of Senate on Student Protest

It is the directive of Senate that, before any decision(s) of the Students' Union become effective or applicable to University-related issues, leading to the point of decision to boycott of lectures, blockades, demonstration etc, the following procedures must be followed:

- i A referendum involving voting by secret ballot;
- ii At least fifty percent of the membership of the Student Union (when constituted) should participate in such referendum;
- iii The referendum should be decided by a simple majority of votes cast; and
- iv The referendum should be under the supervision of the Dean of Student Affairs or his/her nominee.

Guidelines for Demonstration

All demonstrations, boycotts, etc. must be peaceful. The understated guidelines are to be observed by organizers of demonstrations, boycotts, blockades, and such similar actions. THEY MUST NOT:

- (a) Force/Compel others to join them or deny other members of the University Community their right not to join a demonstration.

- (b) Disrupt or obstruct the education and other activities of the University including administration, lectures, tutorials or laboratory work.
- (c) Obstruct or restrict free movement of persons on any of the University campuses.
- (d) Deny the right to use of offices, classrooms and other facilities to staff and students or guests/visitors of the University.
- (e) Endanger the safety of any person in any of the University Campuses.
- (f) Destroy or damage any property within and outside the University.

The Senate in her wisdom has laid down the following procedures to be followed by all organizers of demonstrations, blockades, and other forms of protest. To go on demonstration/protest, the Vice-Chancellor shall through the Dean of Student Affairs be:

- i informed in writing at least forty-eight (48) hours in advance, about the place, nature, method, date and time of the commencement of the action
- ii informed in writing at least forty-eight (48) hours in advance, about the measures taken to ensure that services will not be disrupted.
- iii assured in writing that there should be no violence against any member of the University Community, or damage to any University or other property.

On a final note, it is the duty and responsibility of the organizers of such actions to ensure that these procedures are followed to the letter. As long as the general guidelines are observed, and as long as there is no threat, actual or potential, to the safety of individuals, or damage to property, there should be no need to invite the police or any other law enforcement agencies. However, all persons especially students, should have it at the back of their minds that the University is part and parcel of the large community, and where or when law and order are threatened, the appropriate Law Enforcement Agencies have a duty to assist the University Authorities in resolving the situation and maintaining law and order.

Work Study Scheme

It is the intention of the University that no student be denied University education on account of his/her poor or indigent status or background. Education is one of the greatest, if not the greatest leveller of class difference; therefore, the University will do

her best to ensure that indigent students are sufficiently supported, such that adverse financial conditions are assuaged, and that they graduate from school.

In a nutshell the scheme will enable students to work and earn legitimate income even as they study. Interested student should contact Student Affairs Office for more information.

Some obvious benefits of the scheme include:

- i. It provides a platform for students to be gainfully engaged and better appreciate the sacrifices that parents and guardians make in catering for a student in school.
- ii. It prepares the students for life in a work environment, when they eventually graduate and are employed.
- iii. There is a popular maxim that says the “idle mind is the devil’s workshop”. The gainfully employed student will be engaged such that, there would be no time for misdemeanour and other anti-social behaviour.
- iv. It will inculcate the dignity of labour in students.
- v. Earning personal income will teach beneficiaries of the work study scheme to be more prudent with their finances.

Some main characteristics of the scheme are:

- (a) Students on the scheme can work a maximum of three hours a day for a maximum of three days a week.
- (b) Amount to be paid is determined and reviewed periodically.
- (c) Working hours are flexible and convenient.
- (d) There is a broad-based opportunity in the different areas of the University, where the student will work and also gain valuable experience in the process. They include working as: library assistant, research assistant, cleaners, porters, landscaping attendants, security, clinic receptionists, laboratory assistants, pre-clinic lab demonstrators, optical dispensing attendants, optical workshop attendants, demonstrators, ground men, museum attendants, data clerks, teaching assistants etc.

- (e) During long vacations – the intervening period between two academic sessions, the student work study scheme offers limited vacation job opportunities to identified indigent students.

CHAPTER EIGHT

STUDENTS WELFARE AND SUPPORT SERVICES

THE STUDENTS AFFAIRS UNIT

The Division is divided into sections. These are: students' services, Halls of Residence and Financial Aids/Students' Welfare.

LIVING ARRANGEMENTS AND REGULATIONS FOR STUDENTS

Halls of Residence

The following halls are presently available to students.

- i. Odosida Hostel
Ona-Abayo Hostel
Akure Hostels A and B

These hostels are within a trekking distance from the main campus of the University. Concerted efforts towards the development of hostel facilities, . All resident students are expected to live amicably with one another, maintain the peace and contribute their quota to make it a happy home. There are opportunities to render voluntary service and each student is required to exercise the greatest discretion and self-discipline in relation to other students, hall authorities and staff as well as to members of the general public.

Appointment and responsibilities of Hall Masters

The Vice Chancellor on the recommendation of the Dean, Students Affairs shall appoint an experienced academic staff for each hostel as Hall Master. The Hall Master shall monitor, supervise the University staff working in the hostel. He/she shall also in consultation with the Dean of Students' Affairs resolve students' issues of a minor nature whether academic, social or otherwise. The Hall Master shall serve as adviser to the Student Hall Executives. He/she shall be the umpire during elections of Hall Executives. The Hall Master shall serve for one academic session but may be reappointed for another term. Hall Masters are members of the Hall Management Committee.

Students Hall Executives

Each hostel shall not later than four weeks after students come into residence have a properly constituted hall executive committee. The Committee shall consist of the following offices:

- a. Hall Chairperson
- b. Hall Vice Chairperson
- c. Hall Secretary
- d. Hall Treasurer/Financial Secretary
- e. Hall Public Relations Officer

Guidelines for elections, duties of each officer, tenure of office are to be published by the Student Affairs Division from time to time.

Each Hall has a Hall Manager and a number of wardens. Acting in conjunction with Hall Supervisors and porters, they manage the day-to-day administration of the hall.

The maintenance and cleaning of the hall has been contracted to professional cleaners whose mandate is to ensure clean hostels and their environment such that they are conducive for healthy living among students and also, to tender and mow the lawns.

The University reserves the right not to accommodate any student in a Hall of Residence or Hostel. Allocation of a place in the hall/hostel shall depend on availability of accommodation and compliance with extant rules and regulations governing residence.

Students must bear in mind that Halls of residence are public places therefore; students are advised not to keep large sums of money and other valuables in the Halls of Residence. Cash should be deposited with banks. Modern technology such as the use of ATM cards has made banking transactions much easier and flexible.

It should be noted that Hall Managers and porters are employees of the University, and should be treated as such. They are there to ensure smooth administration of the Halls of residence, see to the welfare of students, and enforce hostel rules and regulations. Students are expected to be civil in their daily interaction with them, show courtesy to them and indeed to all University employees.

Since students are away from their homes, it is the desire of the University to provide accommodation for all students where and when available. Accommodation in the Halls of residence is a privilege and not a right.

It must be emphasized, that only bonafide matriculated students of the University who have met all official requirements are allowed to live in the Halls of residence and they must abide by the extant rules and regulations appertaining thereto.

Though almost every student will want to live in University Halls of Residence, the reality is that the University may not be able to accommodate all students, as the demand far exceeds supply. Rooms are therefore allocated to students on the basis of criteria, determined from time to time by the University. Students are responsible for laying their beds, cleaning their rooms and maintaining a general healthy living environment.

Common rooms, conveniences, the lawns, the kitchens and laundry are to be maintained by Hall staff of the University. The Hall Managers and Porters are available to attend to reasonable demands and also ensure compliance with hall rules and regulations.

Criteria for allocating accommodation in the Halls of Residence

Subject to availability, the following criteria are to be used in allocating accommodation in the Halls of Residence in order of priority.

- (i). 100 Level students/ Clinical students
- (ii). Physically challenged students
- (iii). final year students/
- (iv). 200 Level medical/dental students.
- (v). Student Union/Hall Executives
- (vi). Some professional course requirements
- (vii). Others

All other categories of students not listed above, are to arrange for their own personal off-campus accommodation, Admission into the University does not automatically guarantee the students accommodation in the Halls of Residence.

Students accommodated in the Halls of Residence are required to pay approved rates for the session, including maintenance fees. The University reserves the right to periodically review charges/fees/rates as appropriate.

It is the responsibility of students accommodated in the Halls of Residence, to bring along with them, their personal effects such as blankets, bed sheets, and buckets etcetera.

Non-Transferability of Accommodation

Students should note that accommodation within the Halls of Residence is not transferable under any circumstance. Students are further prohibited from sub-letting their accommodation.

It must be reiterated that there is no refund of accommodation fees to any student. Students are expected to stay in the Halls of Residence, once they have paid the accommodation fees.

Hostel Rules and Regulations

A Hostel or Hall of residence is “home away from home”. As such, all students are to live amicably and peacefully with each other, while exercising the greatest discretion, self-restraint and self-discipline. The Hall rules and regulations are meant to promote/foster the welfare and orderly life for all occupants of the Halls.

Students are to abide by the Hostel rules and regulations as indicated below:

1. Unruly behaviour such as quarrelling, fighting, intimidation and bullying, are strictly prohibited and any erring student will be expelled from the Halls of residence.
2. Any act of criminal behaviour such as stealing, burglary, arson, physical and sexual assault, attempted rape and rape is totally prohibited. Any student found guilty of such acts shall not only be sanctioned internally by the University but will in addition be handed over to law enforcement agencies for further action.
3. Students are not allowed to smoke, consume alcoholic drinks, narcotic drugs, any intoxicating substance or smoke cigarettes within the hostel premises.

4. Playing of loud music that will disturb fellow student(s) is prohibited; defaulters will be punished accordingly.
5. No cooking is allowed in the rooms except in the designated kitchenette.
6. The use of electric cooker or electric stove, boiling rings, and hot plates is totally prohibited.
7. Students should handle hostel equipment, items and other properties with care. Defaulting students would be required to replace such item/property.
8. Students should ensure that utilities such as electricity and water are turned off before leaving their rooms.
9. All wastes should be properly disposed in designated places/waste bins.
10. Every case of illness, accident or emergency must be reported immediately to the Hostel authorities or to the office of the Dean of Students.
11. Parties, functions, events, celebrations and the like shall not be organized in the hostel premises except with the express permission of the Dean of Students.
12. Students suffering from contagious disease (as determined by the Director of Health Services), will not be allowed to stay in the hostel.
13. Allotment of rooms, furniture, items etc will be at the discretion of the Hall manager, and all complaints in this regard are to be referred to him/her.
14. Hostel accommodation/rooms can be changed by the management when deemed necessary.
15. Students who indulge in use of abusive or threatening language, use of force and other forms of physical, verbal abuse will be sanctioned, and if this anti-social behaviour persists, such students are liable to be expelled from the Hostel/Hall of residence.
16. All students residing in the Halls of residence are bound by the aforementioned rules and regulations and they should ensure that they abide by them.

Closing of Hall/Hostel Gates

Halls/Hostel gates are closed by 10.00pm every day Saturday and Sundays inclusive. All students must be in residence before the gates are shut. Extension of the stipulated hours shall be at the discretion of the Hall manager from whom permission must be obtained.

Exeats

No student is permitted to be away from the Hall at night without an exeat. Exeat forms must be completed in duplicate and one copy left with the Hall manager. Students who have to stay beyond the specified period in the Exeat, must notify the Hall manager in writing giving cogent reasons.

In case of an emergency, the student must make a written statement, stating the reason(s) for his/her departure, probable period of absence as well as the place of destination.

Guests and Visitors

- Visitors are allowed in students rooms only between 4.00pm and 6.00pm weekdays Monday – Friday and between 12noon and 6.00pm on Saturdays, Sundays and public holidays.
- Visitors may be received in the common room of a Hall between 2.00pm and 6.00pm on week Days and between 12.00 noon and 6.00pm on Saturdays, Sundays and Public Holidays.
- Visitors must not go directly to the students Rooms or to the common rooms, but first channel their inquiries to the porters' lodge, where they must sign the visitor's book, indicating time of arrival and departure. For the purpose of these rules, male students visiting the female halls of residence will be regarded as visitors and vice-versa.
- Students should note that it is an offence punishable by a fine or expulsion from the Hall/Hostel for any student to harbour or accommodate any visitor or unauthorized student in his/her room over night without permission, and also making proper entries in the overnight book.
- Students will be held liable for their visitor's carelessness or wilful destruction or damage to University property. Failure to do this will attract appropriate sanctions.
- Any student who keeps a squatter shall face a disciplinary panel and if found guilty shall be suspended from hostel for one semester or expelled from the hostel.

All Keys and other University Properties

At the end of a semester/session, expulsion from the Hall/Hostel or upon disengagement from the University for whatever reason, students are required to immediately return all keys and other University properties. Failure to comply will attract very stiff sanctions.

Noise, Electrical Appliances, Fire and Fire prevention

- For the common good of all concerned, noise must be avoided.

Electronic devices that produce music and musical instruments can be played at reasonable volume in the Halls, but not later than 09.00pm. These devices or instruments should however, not be played in such a way as to constitute disturbance and a nuisance to other students.

- Personal electrical appliances such as irons, table lamps, fans etc., should be properly wired to a 13amps 3-pin fused and earthed plug. No appliance under any circumstance can be connected to the lighting circuit.
- Students must not tamper with or alter, in any way, electrical installations in their rooms or any part of the Hall.
- The installation and use of washing machines, ring boilers, toasters, grills, cookers, immersion heaters, refrigerators and such other appliances that have heavy electrical consumption load or capacities, are not permitted in students' rooms.
- All cases of fire will be investigated by the Students Welfare and Disciplinary Committee and reported to the Vice-Chancellor. Both the National Fire codes and the University's regulations will apply in fire matters.
- Candles are not allowed in student's rooms, when there is no electricity, rather rechargeable lamps/torch lights are recommended because of their safety value.
- Any student found guilty of disturbing the peace in the Halls of Residence by noise making on more than one instance shall be required to withdraw from the Hall.

- For the avoidance of doubt and for double emphasis, students must not bring/use in their rooms the following appliances. cookers, washing machines, toasters, grills, immersion heaters, refrigerators, ring boilers/cooking rings, dryers, and other electrical appliances/gadgets. Violation of these regulations will attract severe sanctions.

Fighting

Fighting is a barbaric act and is not allowed within the Hall of Residence and any part of the school premises. Aggrieved students should channel their complaints to the Hall Manager or any other Hall Official. Students who engage in fighting shall be required to withdraw from the Hall of Residence and are referred to the Student's Disciplinary Committee for further action.

Pets

For health, sanitary and safety reasons, pets of all kinds (e.g. animals, birds, fish or reptiles etc.) are strictly prohibited in and around the University Halls of Residence.

Loss of Personal Property

The University is not liable and does not accept responsibility for any loss of personal properties in the Halls of Residence.

Vacation of Residence

Halls of Residence may be used during the holiday period. Interested student(s) must obtain application form for permission from the Students' Affairs Division and pay an appropriate fee as stipulated by the University Management.

Students who are permitted to stay in residence must live in the Hall(s) assigned for that purpose. Even though the University may be on vacation or not in session, residing students are still bound by the Rules and Regulations as obtainable during the regular/normal period of the University Calendar.

Transfer to a Different Hall

A student, once allocated to a Hall, is not permitted to transfer to another one, except on medical grounds or any other cogent reason acceptable to the Dean of Students' Affairs.

Requests for transfer will be made via duly completed appropriate form(s), obtainable from the Students' Affairs Division.

The University however, reserves the right to effect changes in assigning students to rooms, or to transfer students from one Hall of Residence to the other even while the session has not ended.

Illness

Each student shall be his brother's or her sister's keeper not only by reporting any case of illness to the porters and /or Hall Warden, but also accompany the sick student to the medical centre.

Accommodation for Married Students

All Students are treated the same way irrespective of their marital status. Married students will not be given any preferential treatment and will not be accommodated in the same room. In any case, allocation of accommodation is usually on same gender basis.

Information for Female Students in the Halls

- (i) The Hall officials shall not accept liability for the arrangement of antenatal and delivery services of pregnant students. The University Health Services will undertake to advise and direct students generally as may be necessary.
- (ii) A married student who becomes pregnant will report her condition early to the Hall Warden and the University Health Centre.
- (iii) Pregnant students will be allowed to remain in the Hall of Residence until six weeks before their expected date of delivery and return six weeks after delivery.

Conditions for Holding Hall Meetings or Parties

A written permission from the Students Affairs Division is required to hold any meetings or parties in the Common Room of the Hall concerned.

Allocation of Bed Space in the Halls of Residence

Allocation of bed space in the Halls shall be subject to availability of accommodation as well as compliance with the rules and regulations governing residence.

COUNSELLING AND HUMAN DEVELOPMENT CENTRE

The Counselling and human development centre is a division in the Vice-Chancellor's Office. One of its core mandates is to render preventive guidance, practical training and support students to prepare them for productive living after graduation. The Centre is also mandated to:

- (a) Assist students to identify their abilities, competencies, values and positive personality traits and match them with their chosen career.
- (b) Serve as a functional centre that renders services necessary for the total development of students and also to identify and address such challenges militating against them in their quest for complete development.
- (c) Assist students in self-evaluation, self-understanding and to provide direction and information needed by students to take decisions, consistent with immediate and long term goals.
- (d) Develop and promote training programmes aimed at enhancing student's employability and ultimately prepare them for the world of work.

Services rendered in the Centre include:

1. **Educational Counselling**
2. **Personal/Social Counselling**
3. **Vocational Counselling**
4. **Pre-Marital/Marital Counselling**
5. **Leisure Counselling**
6. **Referral Service**
7. **Follow-Up**
8. **Orientation programme**

9. **On-line Counselling and Helplines:** The Centre provides on-line counselling for students who cannot physically visit the Centre, out of the shame or fear of stigmatization or due to other reasons. The Centre also counsels through Helplines - 0814-278-8838. Students can like our Facebook page: unimedcounsellingcentre, follow us on Twitter: @unimedscounsellingcentre and contact us on our Whatsapp number: 0814-278-8838 and check our web link for detailed information www.unimed.edu.ng. Our email address is: counselling@unimed.edu.ng

STUDENTS–STAFF INTERACTION

As the first specialized University of Medical Sciences in the country, the University places a high premium on positive student-staff interaction, bordering on an all-inclusive disposition to all members of the University community. Indeed, there is no gain saying the fact that students constitute a very important part in the life of a University.

STUDENTS’ PARTICIPATION IN UNIVERSITY BOARD AND COMMITTEES

The University encourages and promote students’ participation in University governance and decision-making, especially on matters directly affecting their welfare. Student representatives will participate in key standing committees of the University and management will encourage robust engagements, interactions, and inputs on the part of student’s representatives, this will promote cross-fertilization of ideas that are trans-generational and developmental.

Some of the Boards and committees of the University that student representatives will serve, include;

- (i). Ceremonials and Honorary Degree Committee.
- (ii). Students Disciplinary Committee
- (iii). Sports Committee
- (iv). Hall Management Committee
- (v). Library and Publications Committee
- (vi). Health Management Committee
- (vii). Constituent Committee of the campus welfare board
- (viii). Press Club
- (ix). Work study programme.

- (x). Students Welfare Committee

Colloquium and Mentoring

Departments and Faculties shall organize colloquium for students from time to time and this is an avenue for students to get more information from their Departments/Faculty/University as well as exchange of ideas. Students may be assigned to lecturers within departments for voluntary advice on academic and non-academic issues. Such interaction shall take place in groups, in the open and during school hours.

STUDENT SERVICES

The student services section assists bonafide students of the University with their travel arrangements, and also responsible for publishing the students' News Bulletin.

Social Networking

Social media use web and mobile technologies to create, manage, and support interactive dialogue and communication between organizations, communities and individuals. There are many different forms, including: magazines, internet forums, weblogs, social blogs, micro-blogging, wikis, social networks, podcasts, photographs or pictures, and video content communities.

UNIMED support social networking for academic and official administrative purposes only. Google apps for Education, University E-learning Portal and the Intranet Chat can be very effective in enhancing communication between staff to students, staff to staff and students to students

Students' News Bulletin

The students' news bulletin is a publication of the Students' Affairs Division. It contains vital or useful information for all students. Students are strongly advised to read every published edition of the Bulletin as well as other special Editions that may be issued periodically.

Students' Publications

The University would establish a tradition of a vibrant, free-student press and would take deliberate steps to encourage responsible freedom of expression and speech.

General Regulations Guiding Students' Publications

- (i). Only registered students' organizations may produce publications or printed materials that may be sold on campus.
- (ii). All students' publications must carry the names of the organization responsible for the publication and the individual names of members of the Editorial Board.
- (iii). Any students' organization who publishes, sells or distributes printed or otherwise reproduced materials, shall be held responsible for such materials and any legal implications arising therefrom.
- (iv). All student publications must categorically state on its editorial page that the contents and opinions expressed therein, are not that of the University or its larger student body as a whole.
- (v). Three copies of all publications by registered students' organizations must be deposited in the Students' Affairs Division.
- (vi). All publications must receive prior approval of the Dean of Students.
- (vii). The following types of publications are strictly prohibited on campus and are subject to disciplinary action. They include:
 - (a) Publications that are libellous and slanderous
 - (b) Publications that are obscene
 - (c) Publications that promote or incite violence
 - (d) Publications that are not properly signed and titled, or are in any way anonymous or surreptitious.

STUDENTS GOVERNANCE

The overall coordination of student's welfare services shall be entrusted to the Dean, Student Affairs who shall be a senior member of academic staff and by virtue of his/her office, a member of Senate.

The Dean, Student Affairs shall be responsible to the Vice-Chancellor and the Senate. There shall also be a Vice Dean to assist the Dean, Student Affairs.

A number of committees also exist in the University which help to facilitate student's needs, these are:

- i. Student Welfare Committee
- ii. Senate Student Disciplinary Committee
- iii. Student Disciplinary Committee of Halls of Residence
- iv. Hall Management Committee, and
- v. Joint Hall Management Committee

The Students Union (SU) shall have a constitution drafted under the guidance of the school authority represented by the Dean of Students Affairs.

It should among others:

- a) Build up and solidify the existence of the Students Union with a refined view of nursing, promoting and establishing a conducive learning environment,
- b) Propagate peace, unity and harmony with one another regarding our stand as indissoluble and in collapsible for the purpose of existing within the recognized bracket of national and international students Union.
- c) Establish a selfless Constitution with the intention or promotion of cultural, educational and societal leadership training within the University and also in the national leadership roles at large.
- d) Produce responsible citizenry within the University so as to fully dispose unbent justice, freedom and equality before the law.

The Students Union under the supervision of the University Management do hereby make, enact and give to the student's populace the following constitution.

The Students Executive Council

The Students Executive Council shall consist of the following with designated roles clearly spelt out in the constitution:

- The President
- Vice-President
- General-Secretary

- Assistant Secretary-General
- Financial Secretary
- Director of Information and Publicity
- Treasurer
- Director of Welfare
- Director of Sports
- Director of Socials

STUDENT CLUBS AND ASSOCIATIONS

As a policy, the University encourages students to organise and participate in clubs and associations that promote academic, cultural, recreational and social life on campus. Consequently, the University encourages a network or web of student organised and led clubs, associations and societies.

The names of such student organizations shall be registered and re-registered every academic session. Names of students' organizations that are duly registered by the school authorities shall be published in the students' News Bulletin at the end of the registration period.

Social Clubs and Societies

Students are in their best interest, strongly advised to join or associate with only registered students' organizations. University of Medical Sciences has zero tolerance for any form of cultism and such cult groups are prohibited.. In line with extant laws and for the avoidance of doubts, it is the policy of the University to prohibit the existence or students' nocturnal organizations (secret cults) on campus.

It is a gross violation of this University policy for any student or group of students, to hold membership of any secret cult.

RECOGNISED STUDENTS ORGANIZATIONS

The University recognizes two types of registered students' organizations. These are independent and affiliate organizations.

- i Independent organizations are those students' organizations which have been duly registered in conformity and accordance with the rules and regulations of the University. They are entitled to appropriate privileges, but may not receive special services, concessions and support from the University or the Student Union.
- ii Affiliated organizations are those who have met the criteria for registration as stipulated but are sponsored or endorsed by the University, Student Union or any of the Academic Faculties and/or Departments.

Conditions for Recognition

It is the rule of the University to discourage any student organization whose membership and leadership discriminates on account of race, gender or religion. However, whenever any organizations or clubs are to be formed, it is mandatory that they seek approval of the Dean of Students of their existence, stating their aims and objectives and submit to the Dean, the names of their officers and constitution for record purposes.

The following conditions must be met before any student's organization is accorded University recognition:

- i Bonafide intent to pursue activities/programmes which are consistent with the educational/social functions and established policies of the University.

- ii An intention of permanence of the organization as evidenced by organic constitutions. Rules and sources of funding commensurate with the activities to be undertaken and the like.
- iii Evidence that it is not part of any existing students' organization.
- iv Three staff patrons or advisers.

Pursuant to this, groups seeking recognition must submit to the Dean of Students the following:

- a. Ten copies of the proposed constitution and Bye-Laws. In case of any future amendments, the Dean of Students must be notified within twenty four (24) days of the adoption of amendments, attached to the prescribed forms.
- b. Names, matriculation numbers, Hostel and Faculty /Departmental addresses of officers.
- c. Signatures of three full-time Senior Academic, Administrative or Technical Staff of the University who have agreed to serve as Patrons/Adviser to the organization.
- d. Certification by Patron/Adviser that at least ten (10) Full-Time students will foundationally serve as the nucleus of the organization.
- e. Statement of purpose and proposed programme of activities as it relates to the desired contribution to the academic, social, cultural or recreational life of the University.
- f. Affiliation (if any) to outside organizations
- g. Statement of proposed financial support or resources and management of funds.
- h. Statement of sponsorship from the Head of Department, Dean etc, if the organization is to be sponsored by a Department, Faculty or the University.
- i. Bursary receipt for the payment of prescribed Annual renewal fees or fee for fresh registration.

Approval or disapproval of any application for recognition is the prerogative of the Dean of Student Affairs, who may dissolve or de-establish any student organization after making such inquiries (if any) as may be deemed fit.

Privileges of Recognition

Students' organizations that have been accorded recognition are entitled to the following:

- i Appointment of staff advisers from members of the University community.
- ii Use of University facilities subject to payment of appropriate charges, if any, and in keeping with the scheduling and booking conditions and procedures governing the use of such facility(ies).
- iii The use of the name of the University as part of their official titles.
- iv Application to the Student Union with respect to affiliated organizations for financial and other forms of support for specific activities/programmes.

Conditions under which Recognition may be withdrawn.

- i Failure to observe/obey the administrative procedure established for recognition and continued recognition.
- ii Failure to observe/obey University Rules and Regulations in force, from time to time.
- iii Failure as a group to observe/obey the Laws of the Federal Republic of Nigeria, or failure to observe normal requirements of good conduct, decency, good morals and decorum.

General Regulations

- i Registration of a student organization shall not be construed as agreement with support of or approval of its activities at all times by the University, but only as a recognition of the rights of the organization to exist in the University subject to the conditions appertaining.
- ii Only bonafide matriculated Students of the University are eligible for membership of students' organizations. Other categories of persons may be admitted to Associate Membership if the organization's Constitution so provides.
- iii All students' organizations must keep proper records of their finances in accordance with such guidelines, as may be laid down from time to time by the Student Affairs Division. All funds raised by students' organizations or their officers, irrespective of the source, are subject to financial accountability.
- iv Officers of students' organizations are presumed to accept individual responsibilities for the planning and conduct of activities, sponsored by their organizations.
- v Affiliated students' organizations may upon application, receive support, including funds from the Student Union. Sponsoring Faculty or Department must assume full responsibility, along with the organizations officers for the actions and activities of the sponsored organization.
- vi No students' organization is allowed or permitted to indicate or imply that it is acting on behalf of the University or with its approval, without specific authorization by appropriate University authorities.
- vii All students' organizations must be registered through the Students' Affairs Division at the beginning of each session by submitting the following items of information, not later than six (6) weeks from the beginning of the new academic session:
 - (a) Names and addresses, Faculty, Department and Halls/Hostel of current officers of the organization.
 - (b) The name (s) of Faculty Adviser/Patron who has agreed to serve.
 - (c) A detailed programme of activities for the session including proposed dates and venues.
 - (d) A copy of the Annual Report for the preceding year.
 - (e) No club, Association or Society is considered as officially registered, unless its patrons, advisers, sponsors and members have been thoroughly

interviewed and screened. The outcome of the interview will determine successful clubs to be registered for the session.

Activities involving guests from outside the university

In line with the University's avowed commitment to the promotion of academic freedom, pursuit of truth and promotion of democratic practices, students' organizations are allowed to organize programmes/activities featuring guest speakers of their choice from within and outside the University. However, the University has the responsibility, duty and obligation to ensure that activities or programmes on campus are conducted appropriately and requisite protocol observed, especially when the visiting dignitaries are highly placed government officials or traditional rulers. When such persons are invited, the Dean of Student Affairs must be informed at least two weeks who in turn informs the Vice-Chancellor before the guest is expected to arrive on campus. This will, among other things, enable the Student Affairs Division to coordinate such scheduled activities in the University in a manner that there may not be a clash in venues, audience and or for the use of University facilities.

Use of University facilities by student clubs and societies

1. Only approved students societies shall be allowed to make use of the University premises for fee-paying events. Such societies must apply to the Dean of Student Affairs stating the fees to be charged. However, the use of the venue will attract a prescribed fee payable to the University.
2. Any unregistered group of students or individual is prohibited from organizing fee-paying events.

The attention of all Leaders of Clubs and Societies is invited to the following procedures:

- The Vice-Chancellor has the prerogative to suspend, dissolve, or proscribe any student society or club whose activities are not consistent with the aim and objectives of the University.
- All student activities involving guest-speakers from outside the University and conventions involving participants from outside the University must first be brought to the notice of the Dean of Student Affairs in writing at least six weeks before the commencement of such activities or conventions;
- Where a Head of Government, a Civil Commissioner, an accredited foreign Diplomat, Head of Diplomatic Corps, or any other Personality from outside the

University is invited, approval of the Vice-Chancellor must be obtained through the Dean of Student Affairs at least four weeks before the Guest is expected to arrive on the Campus.

Any sponsor of activities that would bring guests to the University have to be responsible on their own for the accommodation and other expenses of their guests. However, where in the opinion of the University authorities, such guests deserve hospitality by the University, necessary arrangements would be made for this accordingly.

RELIGIOUS ACTIVITIES

The constitution of the Federal Republic of Nigeria guarantees freedom of religious affiliation and worship to her citizens. The University of Medical Sciences, Ondo, fully subscribes to this.

It is a public non-sectarian institution, where members (staff and students alike) observe their religious faith freely. The general conduct and responsibility for campus religious programmes or activities rests with various religious groups.

Church services are organized on Sundays by Christian groups. Muslims also have the opportunity to worship on Fridays (Students are to note that 1.00pm to 3.00pm has been reserved for this purpose).

There will be designated and established places of worship on the campus for both Christians and Muslims alike.

It is the policy of the University to promote and encourage religious tolerance and harmony among the various religious groups on campus

FINANCIAL AIDS AND WELFARE SECTION

This section handles matters relating to bursaries, scholarships and loans for students. It is also responsible for the general welfare of students. It provides students with available on-campus accommodation and assistance with off-campus accommodations, where possible.

Majorly, all University scholarships are awarded to students on the basis of high academic performance, personal qualification or evidence of financial need. Awards are usually made for one academic year and may be renewed subject to the students' maintenance of high standards of scholarship and personal conduct and continued need for financial assistance. Grants differ in value, from partial to full tuition and/or boarding.

Federal and State Government scholarships and loans are advertised in major Nigerian National Newspapers and also in some International Magazines. Detailed information on procedures guiding applications are contained in such advertisements and are obtained periodically from the Student Affairs Officer.

It is important for students to have it at the back of their minds, that some scholarship awards have bond requirements attached to them. Awards are therefore not confirmed until the beneficiaries have validly completed the bond agreement documents.

Sources of Scholarships and Financial Aids

A number of sources for scholarships and other financial aids at the disposal of students include:

- I. University of Medical Sciences, Ondo Scholarship: The award is purely based on academic performance in the sessional examinations, at each level except the final year.
- II. Local/State Government Award: Students are advised to direct their enquiries concerning Local/State Government sponsored awards to their respective Local/State Governments, as applicable, and not to the University.

CHANGE OF NAME

No student will be allowed to change his /her name in the University until after graduation

UNIVERSITY HEALTH SERVICES

The University of Medical Sciences, Ondo City, places a very high premium on the health of her Students. There are two health systems (University Health Centre Care and the University Teaching Hospital Care) available for the care of the Students.

The University Health Care Centre:

The University health service is headed by the Director University Health Services under the guidance of The University Health Management Committee that formulates the University health policy.

Every student shall be enrolled into the National Health Insurance Scheme. The University has made an adequate provision to engage a reliable and efficient Health Maintenance Organizations (HMOs) as well as select reputable hospitals within and outside Ondo City to provide both emergency and non-emergency services. Students are to ensure compliance with all UNIMED-NHIS rules including availability of Identity cards.

Thee functions of the University Health Centre include the following:

1. Medical and surgical consultation.
2. Provide basic medical emergency services.
3. Medical/health fitness examination at employment and admission.
4. Counselling, substance abuse and sexual assaults services.
5. Health information education and communication I.E.C
6. Immunization and travel Medicine.
7. Sports activities Medical support.
8. Supervision of kiosks and eateries.
9. Confirmation of medical certificates obtained from other health institutions.

Student's Illness affecting participation in University Examination

Any Student who on account of illness is absent from a University examination may be permitted by the Senate on the recommendation of the appropriate Faculty/School's Board, to present himself for such examination at a future date provided that:

- a. The illness is reported to the University Health Centre promptly.

- b. When a student falls ill during the conduct of Examinations, he/she shall immediately report countersigned by the Director, University Health Services before attending any hospital outside the University.
- c. An initial report of sickness during any examination shall be made to the Registrar within 48 hours of report, and the medical certificate for validation of his/her illness submitted within two weeks to the Registrar with photocopies of the medical certificate forwarded by the Student to the Faculty/Department for information.
- d. When a student falls ill before examination, he/she shall be under an obligation to send a medical report countersigned by the Director, University Health Services through the HOD to the Registrar within a week of such illness. Any time outside this period shall be considered on its own merit.
- e. A candidate who cannot register for course(s) due to an illness must ensure that a medical report on his or her illness is forwarded by him/her or his/her parents/sponsors to reach the Dean of the College not later than two weeks after the end of the normal registration period as scheduled in the University calendar. The Dean should forward the medical report for authentication by the Director of University Health Services and afterwards sent to the Registrar.
- f. The Director of University Health Services shall, within 48 hours, submit to the Registrar a medical report on a candidate who is ill during an examination and is taken to the Health Centre/hospital for treatment. The Director of Health Services shall thereafter inform the Dean of the Faculty or Head of Department of the student shall submit to the Registrar for the appropriate action

Application for Leave of Absence on Health grounds

A candidate applying for leave of absence on medical grounds must forward his/her application together with a medical report to the Dean of his/her Faculty through the Head of Department. The medical report must be countersigned by the Director of University Health Services and afterwards sent to the Registrar.

The University of Medical Sciences Teaching Hospital

The University has an affiliated Teaching Hospital with different specialities. The Medical Village is one of the three Health Facilities that constitutes the University of Medical Sciences Teaching Hospitals Complex. The other Teaching Hospitals are the Former State Specialist Hospitals at Ondo and Akure respectively. As the name implies, the Teaching Hospital Complex is where the Clinical Students (MBBS, and BDS) and other allied professions undergo Clinical Training. As expected the University has a relationship with the Teaching Hospitals.

When necessary, Students may be referred via the University Health Centre or the Student Affairs Directorate to any of the Teaching Hospital facilities for proper management.

In the interim, sick students are to contact the Dean of Student Affairs, who will issue a referral letter for them to be taken to the Medical Village for treatment.

Any student that for any reason presents himself to any of the Teaching Hospital facilities directly, is advised to simultaneously inform the Dean of Student Affairs or University Health Centre for appropriate documentation.

ENVIRONMENTAL SANITATION

Prevention, an adage says, is better than cure. Effective weapon for preventing infectious diseases generally is cleanliness. The University has made a number of facilities available to ensure an environment that is conducive for healthy living. However, each student is required to make use of these facilities correctly, for example:

1. Dustbin/Waste paper basket; refuse (household wastes) should be dropped in covered dust bin/waste paper baskets, and placed in a position where they can easily be used by environmental health workers.
2. Toilet facilities should be used decently and correctly.
3. The water supplied through the University is generally potable, but it is advisable that water should be boiled before drinking.
4. The University Authority, through the Parks and Gardens / Works and Services Units will always endeavour to keep the University Campus bush free. It is advisable to avoid bush paths as much as possible especially in the night; carry touch light and wear-covered shoes, if you must venture out in the night.

SPORTING ACTIVITIES/SPORTS ADMINISTRATION

The University intends to establish a functional sport centre because she believes in total education that would incorporate both physical and mental development, of staff and students' alike. The University intends to make provision for sporting facilities across various sports.

The sport centre will be under the leadership of a sports manager, who will be assisted by well-trained coach and other officers. In the spirit of building holistically competitive students and promoting good relationships within and across all Faculties and Departments in UNIMED, a yearly Inter-Faculty sports competition is encouraged where all faculties are open to display their talent especially in football.

SECURITY SERVICES

Protection of human lives and properties and obedience to authority on campus is a top priority of the University management. To this effect, a security unit that would enforce University rules and regulations has been put in place in UNIMED.

Driving on our campuses, and traffic offence that must be avoided

- i. Driving motor vehicles without Driver's License or Learner's Permit.
- ii. Riding motorcycles without Driver's License or Learner's Permit.
- iii. Driving or Riding with Learner's Permit without a licensed driver to instruct and without the letter 'L' displayed in the front and rear of the vehicle as warning.
- iv. Driving an unregistered vehicle or failing to exhibit the Registration number at the front and rear of the vehicles as required by laws.
- v. Driving or Riding without light or failing to dim light for approaching vehicles from the opposite directions.
- vi. Wrong overtaking and excessive speeds, particularly of motorcycles.
- vii. Carrying more than one passenger on a motorcycle and failing to wear a crash helmet.
- viii. Failing to observe and obey traffic signs.
- ix. Wrong parking of vehicles and motorcycles and bicycles.
- x. Driving or Riding on Lawns and Kerbs.
- xi. Making illegal U-turns on Roads.
- xii. Driving within the Campus should follow the National Regulations Speed Limit

The University Security Unit is responsible for enforcing all Traffic Regulations and other Bye-Laws in the University.. Apart from surprise checks on all Motor vehicles, and Motorcycles, the Security unit can arrest and prosecute all offenders in accordance with the Laws of the country.

CATERING SERVICES

Feeding

The University has a food canteen with separate space for staff and students. There are various other canteens and restaurants located within the University and the Hostels where students can get their meals. These canteens are independently operated by individuals, but their operations are frequently monitored and controlled by the Student

Affairs Division. The Modus operandi for these food vendors is for students to pay-as-they-eat.

There is no fixed amount for meals. Students are advised to exercise care, to be economical and prudent with their spending such that their feeding allowances can sustain them for the semester or session. Other rules guiding UNIMED catering services are as follows:

Students are expected to act with decorum in the canteen or dining facilities by observing the following rules:

- i. All students are required to conduct themselves very responsibly and are expected to eat within their means.
- ii. All students are required to comply strictly with the regulations guiding the canteens as may be formulated from time to time.
- iii. Food is served on a first-come-first-served basis and no one should jump the queues.
- iv. Cooking in the room is prohibited.
- v. Students should exhibit good table manners whenever they are in the cafeteria. Any student who exhibits an anti-social behaviour in and around the canteens will be made to face disciplinary action.

NYSC SUPPORT

It is a National Policy for University graduates who are not up to 30 years of age upon graduation to participate in the NYSC scheme. It is the prerogative of the NYSC Directorate to indicate the names of students who are exempted from NYSC on grounds of age. In the light of this, it is mandatory for all final year degree students irrespective of age to register for the programme at the beginning of the last semester of their degree programme. The Dean of Student's Affairs shall issue a circular to this effect at the appropriate time. Any student who fails to register at the appropriate time will have to wait till the next available opportunity.

Appendix 1

THE OFFICERS OF THE UNIVERSITY AS AT 2021/2022 ACADEMIC SESSION

Arakunrin Oluwarotimi Akeredolu	The Executive Governor/ VISITOR
Professor Ayodele Arowojolu	The Pro-Chancellor and Chairman, Governing Council
Professor Adesegun Fatusi	Vice- Chancellor
Professor Adolphus O. Loto	Deputy Vice-Chancellor (Administration and Clinical Services)
Professor Roseangela I. Nwuba	Deputy Vice-Chancellor (Academic)
Dr. Woleola J. Ekundayo	Registrar
Mr. M. S. O. Shittu	Bursar
Mr. F.J Folorunso	Acting. Librarian

Appendix 2

DEANS OF FACULTIES AND DIRECTORS OF UNIVERSITY OF MEDICAL SCIENCES

Dean, Students Affairs

Dean, Faculty of Basic Medical Sciences

Dean, Faculty of Basic Clinical Sciences

Dean, Faculty of Clinical Sciences

Dean, Faculty of Dental Sciences

Dean, Faculty of Sciences

Dean, Faculty of Allied Health Sciences

Dean, Faculty of Nursing Sciences

Dean, Faculty of Medical Rehabilitation

Dean, Postgraduate School

Dean, School of Public Health

Directors

Director, Office of Strategy and Program Management

Director, Academic Planning

Director, Information and Communication Technology (ICT).

Director, Works and Services

Director of Physical Planning

Director, Research, Development and Innovation

Director, UNIMED Investments & Consults

Director, Corporate Affairs/ Advancement of Health Professions Education

Director, Centre for Molecular Biology and Medical Genomics

Director, Health Services

Director, Institute of Advanced Clinical Sciences Education

Director, Institute of Community Health, Innovation & Development

Director, Institute of Health Humanities and Entrepreneurial Studies Unit

Director, Institute of Professional Nursing and Midwifery Education

Director, Centre for Continuing Education

Deans of Schools/Faculties

Prof. W. O. Adebimpe	-	Dean, School of Public Health
Prof. J. A. Ademokoya	-	Dean, Postgraduate School
Professor M. O. B. Olaogun	-	Dean, Faculty of Medical Rehabilitation
Dr. A. A. Akinlolu	-	Ag. Dean, Faculty of Basic Medical Sciences
Dr. P. O. Osho	-	Ag. Dean, Faculty of Basic Clinical Sciences
Dr. J. I. Fatukasi	-	Ag. Dean, Faculty of Clinical Sciences
Dr. E. T. Adebayo	-	Ag. Dean, Faculty of Dental Sciences
Dr. C. J. Olowookere	-	Ag. Dean, Faculty of Sciences
Dr. A. A. Abubakar	-	Ag. Dean, Faculty of Allied Health Sciences
Dr. Margaret Oladapo	-	Ag. Dean, Faculty of Nursing Sciences

Appendix 3

STUDENTS AFFAIRS OFFICE

Dr. Evelyn. Osho	-	Acting Dean, Students Affairs
Mr. J.K. Oluwaseye	-	Principal Assistant Registrar
Mr. K. Ogunmakin	-	Administrative.Officer.1
Mrs. Kehinde Fadoju	-	Administrative Officer II
Mrs. Enyinda Abimbola Funke	-	Confidential Secretary III

FRIENDS OF UNIMED

At its Meeting of February 18, 2016, the Governing Council of the University under the able Chairmanship of Professor O. O. Akinkugbe MD, CON, NNOM, FAS- a renowned medical icon and visionary - decided to establish a "Friends of UNIMED FUND (FUF)" for the purpose of obtaining the resources to grow the University to attain its mission and vision statements within a short period of time. The objectives of the UNIMED FUF are twofold:

- 1) to build a multitude of friends for the University who will see themselves as joint owners, and therefore be willing to make regular contributions towards the development of the University; and
- 2) to manage the Fund in a transparent, effective and accountable manner for specific identifiable projects on research, service delivery and development of the University.

The idea is to generate a cohort of friends for the university who will make regular, small and determined financial contributions towards the implementation of specific projects in the University. It is not the size of individual contributions that will matter, but rather the number and consistency of the contributors. Quarterly financial statements on the Fund will be forwarded to all Friends, and the account will be audited by external auditors appointed by Council on an annual basis. Only projects that have been duly approved by Council will be implemented under the Fund. Award of contract through the Fund will be based on open bidding and in accordance with existing national procurement laws.

Some of the benefits of being a "Friend of UNIMED" include the following:

- i. inclusion in the roll-call and honours of Friends of the University that will be published from time to time;
- ii. mention as a donor in any project to be supported with proceeds of the Fund;
- iii. regular receipt of information about the University;
- iv. priority invitation to events in the University, including public lectures on health and survival issues; and

vi. receipt of a Friends of UNIMED Broach that will be specifically designed for benefactors and friends of the University. For further details, contact the Directorate of Corporate Affairs, UNIMED.