



LANDMARK UNIVERSITY

STUDENT HANDBOOK

2019 Edition

Landmark University

Student Handbook | 2019 Edition

The Board of Regents of Landmark University reserves the right to alter any section, provision, or clause of this document as it deems fit from time to time.

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CHAPTER ONE

INTRODUCTION



1.1. THE NAME: LANDMARK UNIVERSITY

All over Africa and particularly in Nigeria, a great significance is attached to names. They portray meanings and carry important messages. Names reflect circumstances of birth or events that occur in the environment of birth. The name “**Landmark**” was inspired by the compelling establishment purpose, which is to advance learning through research by breaking new grounds of knowledge and innovation.

Landmark University vows to make and deliver her products, the graduates, as expert thinkers, unusual managers, and hyper-resourceful technocrats in all fields of human endeavour. The University is bound by an oath to be the best. The commitment to creating the Total Man is a direct result of this vow and agreement between students and the proprietors of Landmark University.

1.2. THE UNIVERSITY

Landmark University (LMU) is a residential Christian Mission University, established by the World Mission Agency (WMA), an offshoot of Living Faith Church Worldwide (LFCW/W). The University's Chancellor, Dr David O. Oyedepo, is the President of WMA and also the founding Bishop of LFCW/W. Landmark University is a component of the Liberation Commission that God gave to Bishop David Oyedepo in a May 1981 vision-encounter to liberate the world from all oppressions of the devil and hunger and poverty are also oppressions.

Historically, Nigeria used to be a leading exporter of agricultural produce in the 1960s, a fortune that regrettably withered gradually following the oil boom of the 1970s, which prompted a shift of people's interest from farming to oil exploration, with the resultant effect of massive rural-urban migration, food shortage, importation of staple food in 1980s.

Several attempts have been made by successive government to proffer lasting solution to the food challenge besetting the nation who's astronomically growing population further calls for intensified efforts to address the lingering food insecurity. This dire situation which continues to date necessitated the intentional practice of sustainable agriculture to prevent the citizenry from perpetual hunger in the midst of plenty of resources across the continent of Africa.

It is the above scenario that spurred Dr David O. Oyedepo, the President of Living Faith Church World Wide, to lead the establishment of Landmark University as a catalyst for Agrarian Revolution. The proprietor of the University, the Living Faith Church World Wide, with its credible proofs of capacity, is committed to these back-to-land project, mechanized farming agenda and innovative research drive by making quality education in this regard available to qualified citizens of Africa and the world, who will also qualitatively contribute to the development of human resource capacity, food security and economic strength of Nigeria and Africa.

Essentially, the University is envisioned to raise a new generation of solution providers and an army of young people who will be committed to solving local problems and by extension commanding global influence, particularly in the area of agriculture and its allied disciplines.

On March 7, 2011, the University was licensed by National Universities Commission (NUC) to run undergraduate programs in the Colleges of Agricultural Sciences; Sciences and Engineering, as well as Business and Social Sciences. On March 21, 2011, the University commenced full operation. Landmark University was established to make leading-edge contributions to knowledge in order to secure increased comfort for humanity by "Breaking New Grounds" in teaching, research, innovation, and community services as they relate to an agrarian revolution.

1.3. OUR MISSION

The University's mission can be stated as follows:

- Raising a new generation of leaders through a qualitative and life-applicable training system that focuses on value and skill development.
- Raising a new generation of leaders through a broad-based qualitative education built on sound biblical principles culminating in the birth of path-finders, pace-setters and trail-blazers.
- Raising a new generation of leaders who shall redeem the battered image of the black race and restore her lost glory as this trained army of reformers begins to build the old wastes, repair the waste cities and raise the desolation of many generations.

1.4. OUR VISION

The University's Vision is to be a leading world-class university, by spearheading an agrarian revolution on the African continent through the exploration of hidden treasures in the mother-earth, thereby restoring the dignity of the black race.

1.5. OUR FOUNDING PHILOSOPHY

Landmark University's philosophical platform is anchored on its motto, ***"Breaking New Grounds."*** It is a voyage in discovery, a catalyst of change, a knowledge mill designed to challenge the mind to think out solutions to challenges of the human race. The object of the philosophy of change shall revolve around the following:

- i. Facilitating the Proprietors conviction on the urgent need to discover, develop and engage the great human and natural resources potentials of the nation.
- ii. Focusing the University's learning efforts around the urgent need to minimize national poverty occasioned by a limited translation of received and acquired knowledge into tangible and quality output through a strategic interface with research and development.

- iii. Facilitating the realization of the Promoters' convictions that the heavy investment warranted by this establishment decision will enable wider attention and deeper effect to the achievement of the prime objectives of developing the nation's human and natural resource capacities.
- iv. Giving fulfilling consciousness to the black man in terms of taking up personal responsibility for growth and development on the basis of his rich endowments.

1.6. OUR OBJECTIVES

The objectives of the University are to:

- i. Provide facilities for learning and give instructions and training in such areas of knowledge that will produce sound and mentally equipped graduates, who will provide intellectual leadership in academic institutions, industry and the public sector through the **Total Man Concept** approach;
- ii. Develop and offer academic and professional programmes leading to the award of diplomas, first degrees and higher degrees, which emphasize planning, adaptive and technological maintenance, developmental and productive skills;
- iii. Promote by research and other means, the advancement of knowledge and its practical

application to social, cultural, economic, scientific and technological problems;

- iv. Encourage and promote scholarship and conduct research in all fields of learning and human endeavour;
- v. disseminate scientific and technological knowledge among scientists, researchers, industries, trade services and other bodies; and
- vi. relate its activities to the technological, scientific and socio-economic needs of the people of Nigeria and to undertake other activities appropriate for a university of the highest standard.

1.7. OUR CORE VALUES

Our core values as a University are the defining components of the Landmark University vision, and they reflect our beliefs in the encrypted truths that firmly define our purpose and the underlining ethos of our existence as a University.

As a University, we strongly uphold the practices embedded in our core values and strive to integrate these Values into all facets of our functions and operations. We expect that students of Landmark University will visibly demonstrate and integrate the virtues embedded in these core values in their daily conduct as students who are being raised along the vision lines of raising a new generation of

leaders for the continent of Africa on the Total Man Concept-driven developmental platform. All students are expected to adhere strictly to the University's core values in their day-to-day activities within or outside the University.

The Landmark University core values are Spirituality, Possibility Mentality, Capacity Building, Integrity, Responsibility, Diligence and Sacrifice.

1.7.1. Spirituality

This forms the bedrock of our existence as a University and defines every aspect of our operations and context. The Christian ethos underlines our activities and conducts at all times, and every student of Landmark University is expected to exhibit character traits and dispositions of a Jesus-centred heritage. The Jesus-factor centred approach to all issues is non-negotiable and central in the pursuit of our mandate in raising a new generation of leaders.

To this extent, therefore, students are to be committed to maintaining a high level of spirituality and act in such a manner to facilitate their spiritual growth. Attendance at chapel services, which every student is expected to attend with a Bible, notebook and pen, is a compulsory and essential part of students' spiritual development. Students are also expected to demonstrate a deep reverence for God at all times.

1.7.2. Possibility Mentality

Students of Landmark University are expected to exhibit a royal carriage, attitude, habit and character, exuding self-confidence and dignity at all levels of interaction and in general conduct. They are expected to see themselves as persons of worth and value, taking pride in their uniqueness as individuals with a positive mindset devoid of any trace of inferiority.

1.7.3. Capacity Building

This is related to commitment to a lifestyle of continuous academic and personal development, striving to be continuously relevant to the overall vision requirement of the University as well as her core mission, goals and objectives. Students are encouraged to constantly seek paths for self-improvement. Openness to learning new skills and taking on board new information is a trait expected of Landmark University students in order to have robustness and depth in the quality of their output.

1.7.4. Integrity

Students of Landmark University are expected to demonstrate traits of honesty, uprightness and trustworthiness at all times. They must ensure that they are accountable, transparent and open in all their dealings. They shall flag truth as a virtue at all times, particularly in conduct during examinations, obeying the rules and

regulations of the University, being spiritually sound, morally upright and having a good conscience.

1.7.5. Responsibility

We are committed to inculcating a sense of responsibility in our students. We believe in the place of discipline for effective leadership. We expect our students to respond to issues as demanded not as convenient. Here at Landmark University, our students are not permitted to do what they like but what is right. Punctuality at lectures, as well as prompt response to assignments as demanded, is a desired trait of responsibility.

1.7.6. Diligence

Students of Landmark University are expected to be deeply committed to their assignments. We expect that they will extol the virtues of hard work and constantly strive towards excellent attainment in all they do.

1.7.7. Sacrifice

Sacrifice is the ultimate price for outstanding leadership. It is the quality of sacrifice that defines great leadership. We, therefore, expect students of Landmark University to go the extra mile and pay the extra-price in the attainment of their set goals. Raising an altar of sacrifice in pursuit of their dreams is what must distinguish and define the Landmark University student.

1.8. THE TOTAL MAN CONCEPT

The Total Man Concept (TMC) is Landmark University's custom-built programme that constitutes the core concept of her academic programmes.

This concept centres on 'developing the man that will develop his world.' It is designed to make the student become intelligently conscious of his environment and thus be able to maximize his potential.

The programmes of the University are first directed at 'the person' before his profession. In this way, the University will raise a generation of experts who possess the capacity to face and manage challenges.

The TMC Programme centres on three components of the human personality: the spirit, the mind, and the body. ,in order for them to identify their personalities and develop acceptable behavioural standards within the society.

1.8.1. The Spiritual Man

Spiritual development is to us a major force for the evolvment of the Total Man, as mental excellence and understanding are generated through the vital force in man, which is the Spirit of God and the Spirit of intelligence.

As a University sponsored by a Christian mission, character formation is considered a spiritual issue that is instilled by

self-discipline and commitment to the principles enunciated by our Lord Jesus Christ.

Landmark University provides opportunities for spiritual development through various avenues, including spiritual formation programmes and counselling, and also by creating leadership opportunities.

1.8.2. The Intellectual Man

Landmark University students enjoy the highest standards of excellence through the institution of academic programmes that are innovative, creative and functional.

Landmark University also encourages students to be inquisitive, bold and forthright in asking questions and facing the challenges of academic leadership.

The Total Man concept is also promoted through the introduction of a system of compulsory, theoretical and practical courses, all of which must be passed before one can be considered for a degree from the University. In addition to normal General Studies courses, we have included our own specially-designed courses in areas such as biographical studies, entrepreneurship, family life, human development process, leadership development, mental development, success concepts, work ethics and Towards the Total Graduate (TTG) Programme.

1.8.3. The Physical Man

The body is a vital component of the Total Man. Landmark University is committed to providing avenues for sound physical development via recreational activities that engage the body and also enhance personality development, stimulating the cultivation of lifestyles that are conducive to healthy living. We thus encourage students to participate in sporting activities.

1.9. THE TOTAL GRADUATE

The Landmark University graduate will be mentally resourceful, intellectually reinforced, enterprisingly self-dependent, futuristically visionary and responsibility-sensitive to the changes demanded the leadership role or dominion nature he is made for. He shall be a Total Man.

CHAPTER TWO

LANDMARK UNIVERSITY OPERATIONAL ARMS

2.1. THE CHAPLAINCY

The Chaplaincy is headed spiritually by the Chancellor of the University. The Chaplaincy Board constituted by the Chancellor is the decision-making body on spiritual matters. All the spiritual development programmes and administration are handled by the Chaplaincy as coordinated by the University Chaplain.

The Chaplain is supported by the Chaplaincy team which includes: Deputy Chaplain, Associate Chaplain, Pastors drawn from the Living Faith Church who is either members of faculty or staff of the University, who also are assigned various responsibilities from time to time and other administrative staff. The Student Chaplaincy body includes the student Chaplains and Chapel Unit Executives.

The Chaplaincy mission is to generate spiritual programmes designed to achieve the Vision and Mission of Landmark University. The spiritual life of students is enhanced through pastoral care services, counselling,

spiritual development, chapel programmes, workshops and conventions, Bible studies, community outreaches etc.

The Chapel is intended to bring the faculty, staff, students and other members of the university community together for worship, spiritual nurture and moral education. Landmark University is a Christian Mission University; hence our approach to spiritual development is based on principles and practices drawn from the Holy Bible.

The Bible remains our standard source of reference in all issues of life, be it academic, social or spiritual.

2.1.1. Chaplaincy Spiritual Objectives

Chaplaincy Spiritual Objectives are to:

- a. develop and implement faith-building programmes that encourage students, faculty and staff to mature in wisdom and character and motivate them to develop into leaders, who will be ambassadors of Christ; and
- b. See our graduates have a transformational impact on culture and society in general.

These objectives are realized by:

- a. Promoting students' organized leadership development programmes.

- b. Involving students in community development initiatives.
- c. Encouraging group seminars and discussion on relevant topics to the University community;
- d. Encouraging young ministers' forum, where students with evidence of the call of God upon their lives learn how to maintain a balance between their academic pursuits and ministerial expressions.
- e. Facilitating the discovery and development of students' talents and abilities through the application of scripture principles.

2.1.2. The Functions of Chaplaincy

The Chaplaincy renders spiritual services to faculty, staff and students of the university as follows:

- a. Organizes and officiates at students' Sunday worship service within the university.
- b. Organizes and officiates at the University mid-week chapel services on Tuesdays and Thursdays.
- c. Facilitates access of faculty, staff and students to spiritual attention/counselling.
- d. Releases rich and impactful teachings during special spiritual programmes of the University like Foundation for Fortune and others as God inspires.

- e. Cooperates with Student Affairs Department and Parents in driving the institution's core values in order to achieve the Vision of Raising a New Generation of Leaders
- f. Through prayers and counselling, work with the University Medical Centre and Student Affairs Department in attending (through prayers and counselling) to medically challenged students, staff and faculty for God's intervention over them.
- g. Contributes to the enhancement of discipline and leadership development of faculty, staff and students.
- h. Provides spiritual support for the University's specialized programmes such as the Towards a Total Graduate (TTG) and Total Man Concept (TMC).
- i. Plans the Week of Spiritual Emphasis for the University community.
- j. Coordinates any other spiritual programmes and performs any other functions as the University Management deems fit or as required from time to time
- k. Provides spiritual support for the realization of the University's vision and mission.

2.1.3. Chapel Programmes and Services

A. Sunday Morning Worship Service

There are two services for all the students which they attend on Hall basis. Students are at liberty to pre-select the service they will attend. The First service holds between 7:00–9:00 am, while the second service holds at 9:05 am- 11:15 am. Attendance is mandatory.

B. Mid-Week Chapel Services

The Tuesday and Thursday services start from 8.00 am - 9.30 am on the level basis or as may be arranged by the University Chaplaincy from time to time.

C. Wednesday Communion Service

Students are encouraged to fast and attend the Wednesday Communion service where they would break the fast with the communion. The service holds from 6:00 pm to 7:30 pm.

D. Covenant Hour of Prayer (C.H.O.P)

This is an early Morning Prayer programme that takes place between 5:30 and 6:30 am from Mondays to Fridays. This programme is aimed at building a culture of early morning devotion and having an hour to commune with God on the issue of concern before the day begins. The success of this

is evident in the numerous testimonies constantly recorded. Students are encouraged to be in attendance.

E. Cell Fellowship (Foundation For Fortune)

Cell fellowship takes place every Saturday as arranged by the Chaplaincy. This is a weekly Bible Study programme designed to help students have in-depth knowledge of the Word of God. The topics are chosen to meet the immediate spiritual needs of the students to enhance their spiritual understanding and growth.

F. Believers' Foundation Class

This is designed to help establish new converts in the faith. Believers Foundation Classes (BFC) are organised on campus to teach the new believers the fundamental Christian principles, get them filled with the Holy Ghost and baptised by immersion.

G. Week of Spiritual Emphasis

There shall be a week of Spiritual Emphasis at the beginning of every month and every semester, during which students are exposed to the new creation fundamentals, as well as deepen their spirituality.

H. Worship Him in Spirit and Truth (WHISAT)

This is a monthly worship session where the entire University community gathers in offering worship to God, and it holds at the end of every month.

I. Other Chapel Services

Other Chapel services hold as directed by the University Management. Please note that Chapel Services can hold at any venue as may be directed by the University Chaplaincy.

2.1.4. Our Unique Services

A. Pastoral Care

We provide Pastoral care services to the University community and embark on intensive counselling sessions to faculty, staff and students in collaboration with the Landmark University Counselling Unit. Counselling is done on individual, peer and group levels.

B. Mentoring and Monitoring

The Chaplaincy acts as the regulatory body for all Chaplaincy Units and other spiritual groups' activities on campus through the following means:

1. Vets the application of every intending association to ensure that their aims and objectives align with the Core Values of the University.

2. Get involved in mentoring and monitoring the development of acceptable Christian character as students are guided towards the fulfilment of their respective destinies.
3. Monitor closely students' attendance at the various University functions particularly those that involve the Chaplaincy.
4. Guides and directs the general spiritual life on campus to line up with scriptural standards.

C. Welfare

Chaplaincy ministers to the needs of indigent students by providing tuition support and other basic welfare needs such as feeding and transportation fares back home when needed and as approved by its board.

D. Kingdom Services and Community Outreach

The Chaplaincy develops and organizes programmes geared at kingdom and community services. This is done through the various Chapel Units. Also, continuous campus evangelism is encouraged, and this is done by the matured Christians among the students who go out in groups to minister Christ.

Chaplaincy also supports the activities of **Covenant Support Squad**, an initiative that affords the students the opportunity to reach out to the less privileged in the society.

Members of this body do visit Orphanages, Remand Homes and Prisons to share food, clothing and fellowship with them. They also organize events for them during festive seasons.

2.1.5. Chaplaincy Service Units

Service opportunities are available for students to serve God through the following units:

- Contemporary Choir
- Classical Choir
- Ushering Unit
- Hospitality Unit
- Technical Unit
- Stepping Army for Light and Truth (S.A.L.T)
- Attendance Unit
- Evangelism Team
- Prayer Force
- Sanctuary Keepers Unit
- Decoration Unit
- Communion Stewards Unit
- Word Study Unit
- International Coral Group
- Word Casters Unit
- Landmark University Kingdom Perfect Theater (LUKPERT)

The activities of each Unit are coordinated by each Unit Executives who report to the University Chaplain.

2.1.6. Programmes and Events Unique to the Service Units

- a. Prayer/Evangelism Conferences** - The Prayer/Evangelism Units in conjunction with other Units, organize and coordinate special Word/Prayer conferences which are times of corporate prayers and Word impartation.
- b. Annual Contemporary/Classical Choir / Stepping Army for Light and Truth (S.A.L.T) Dance Concerts and Drama Night** - These are annual events held by the Contemporary, Classical Choir, S.A.L.T Dance Crew and Landmark University Kingdom Perfect Theater (LUKPERT) respectively.
- c. Chapel Scrub** – This is organized every semester by the Sanctuary Unit to clean the chapel and its surroundings.
- d. Tuesday Leadership Prayer Meeting** for Units' Leaders and Assistants (Venue: Chapel Parking lot)
- e. Saturday Chaplaincy Stewards Meetings** (Venue: University Chapel) - this is to prepare for the Sunday Worship Service.

2.2. THE CENTRE FOR LEARNING RESOURCES

The Centre for Learning Resources is the University Library. The Library is the heart and life-line of any citadel of

learning. The quality of teaching, learning and research is predicated on the robustness of availability, accessibility and utilization of Library and information resources.

Libraries have been the repositories of the wisdom of mankind throughout the ages. They are the sources of educational inspiration and intellectual food on which lecturers, researchers, administrators and students are nourished.

2.2.1. Study Resources

The following study resources are available in the University's Centre for Learning Resources (CLR):

- Reference materials
- Periodicals: Journals, Newspapers, Magazines
- E-Books
- Online databases
- Internet resources/services
- Books
- Motivational materials and Videotapes
Projects/dissertations/theses

2.2.2. Hours of Service

The hours of operation are:

| | |
|--------------------|--------------------|
| Mondays to Fridays | 8.00 am – 9.00 pm |
| Saturdays | 10.00 am – 9.00 pm |
| Sundays | 3.00 pm – 9.00 pm |

2.2.3. Registration

Every Library user is expected to register and obtain authorisation. This authorises access to the CLR and its materials. Students must show their identity cards and be compliant with the University dress code before entering the Library.

2.2.4. Check-Out Procedure

Only duly registered students are allowed to check out books from the CLR. Every book must be checked out by computer, but the due date must be indicated on the date due slip. As users, you are expected to:

1. Identify the book you need from the shelves after consulting the Online Public Access Catalogue (OPAC) system.
2. Ensure that the book is in good condition and that no pages are missing before taking it to the Circulation Desk.
3. Tell the Library Assistant your names starting with the surname.
4. Ensure that the book is properly checked out by observing that the date-due slip is stamped correctly to avoid embarrassment at the checking-points as well as ascertaining that the record of the

loan is scanned into your file on the computer system.

5. Ensure that the book has been desensitized before leaving the Library to avoid embarrassment by the electronic security gate.

2.2.5. Number of Loans Permitted for Users

The maximum number of books permitted for a loan period is two (2) for undergraduate, three (3) for postgraduate students.

2.2.6. Duration of Loans

The duration of the loan is 14 days for undergraduate students and 21 days for postgraduate students. However, a loan may be renewed on the application for one further period as long as no other user requests for the material.

2.2.7. Renewal

Books may be renewed if they have not been requested by another user. Renewal is either by phone, intercom or at the circulation desk. Users are encouraged to bring the items to CLR for renewal so that the due date may be changed.

2.2.8. Overdue Books

Fine for regular loan items is N100 per day per overdue item. Students pay the fine when the item is returned.

2.2.9. Lost Material

Any lost material should be reported promptly. The cost of the item is charged at the current price listed in the publisher's catalogue, plus a 25% processing charge. If an item is not reported lost but has not been returned after 60 days of being overdue, no further notices are sent. Rather, the item is declared lost, and the appropriate charges are determined, and the Directorate of Financial Services is notified for further action.

2.2.10. Damaged Materials

Any item returned in a badly damaged condition is treated as a lost item.

2.2.11. Audio-Video Material

All audio-visual materials may be used in the CLR. However, all audio and video materials may be checked out under the same policies as books only after prior permission has been sought from the Director, CLR.

2.2.12. Periodicals

These are kept in open stacks and are to be used in the Library. Students are encouraged to make copies of articles needed for outside use.

2.2.13. Dissertations/Theses Collection

A collection of dissertations/theses/projects submitted to Landmark University is kept in the Theses Room. Soft and Hard copies could be consulted on request at the Reference Section.

2.2.14. Computer Services

Computers are available in the Multimedia Section for accessing databases, CD-ROMS, the online catalogue and for the word processing needs of staff and students. In addition, there are computers dedicated to internet services and browsing. However, the printing of materials attracts a minimal charge to cover the cost of consumables. CLR has computerized every aspect of its routine services, moving towards a completely virtual Library. Staff and students could access resources from offices, cafes, or wherever there is a computer terminal within the University-networked environment. Our Online Public Access Catalogue (OPAC) would be on the desktop of every computer in the University.

The multimedia section is accessible to only final-year students and staff. However, the adjoining section to the multi-media provides wireless access to the internet. Other categories of students can avail themselves of this opportunity using their own laptops. Laptop connection in the Library is strictly restricted to this area.

2.2.15. Web Public Access Catalogue (WebPAC) /Online Public Access Catalogue (OPAC)

The Online Public Access Catalogue (OPAC) is the computerised version of the traditional catalogue system. Like the traditional catalogue system, the OPAC leads one into the treasures of the Library. It is the guide to the quick and efficient utilisation of Library resources. It is imperative for students to be thoroughly acquainted with the operations of the OPAC. This is accessible via <https://opac.lmu.edu.ng>. A copy of the slide presentation on the use of the OPAC can be obtained from the Director, CLR.

2.2.16. Photocopy Services

Photocopying service is available for use by staff and students. Copies are made at a token fee. Photocopies of journal articles and papers held by the Library are made for institutions or individuals provided that copyright restrictions do not forbid the reproduction of such materials. Reproductions of materials not held by the Library may be obtained from institutions holding them. If requests are made to the Reference Librarian, the cost is charged to the requesting individual or department.

2.2.17. Bindery

The Library has a functional and well-equipped bindery section situated at the right-wing of the ground floor.

2.2.18. Spiritual Leadership & Development Section

In pursuit of the mandate of the University to develop a New Generation of Leaders, there exists a section called Spiritual Leadership & Development. This section has full multimedia and is equipped with leading books on leadership and spiritual development. Audio-visual facilities are also provided in the form of videotapes, audiotapes, VCDs, etc. It is enriched with resources to enable the University to achieve the Mandate on the Total Man Concept. This section is located on the first floor of the Library.

2.2.19. Courtesy in the CLR

The CLR is a quiet zone. Anyone entering the Library is expected to be considerate of those studying there. Eating and drinking and phone calls are not allowed in the CLR. Group discussion is not allowed on any floor of the Library. Any discussion must be done outside the Library.

2.2.20. Theft & Mutilation

Attempted theft or mutilation of any Library material is a serious offence. It attracts a heavy penalty from the University Management.

2.2.21. Lost but Found Items

Lost but found items are held at the Circulation Desk. Identifiable items are returned to the owner while all unclaimed items are forwarded to the Information Desk.

2.2.22. Americana Resources

The Americana resource section is made up of authoritative reading materials intended to provide foreign students, teachers and scholars with the opportunity of increasing their understanding of American life and institutions, past and present. The collection is a reference collection.

2.2.23. Sections of The Library/Locations

A. Ground Floor

Staff section, Postgraduate section, Serial section, Escapist Reading, Instructional & Multimedia studio, a Reference section, Workroom, Newspaper/Magazine Desk, Circulation and Reception.

B. First Floor

College of Business and Social Sciences Collections/
Reading Area

C. Second Floor

College of Pure and Applied Sciences, Collections/Reading Area, College of Engineering Collections/Reading Area, College of Agricultural Science Collections/Reading Area, Spiritual and Leadership Development Collections/Reading Area and the E-Library Section.

2.2.24. Escapist Reading

This section is located on the first and second floors of the Library. It is tastefully equipped with large screen Omatek Television, DSTV, DVD and VHS players, giant-size LG air-conditioner, and different sets of settees. This section provides access to educational video documentaries, CNN, TBN and other information bearing networks. It is a blend of recreation and learning; hence the term "escapist reading".

2.2.25. Institutional Repository

There is continuous digitization of Landmark University documents, theses, conference proceedings, journal articles, newspaper, past question papers and other publications of useful archival value with a view to creating a robust Institutional Repository. The Repository has consistently ranked the best in the country during webometric rankings. It is accessible on <http://eprint.lmu.edu.ng>

The Centre ensures compliance with Library 2.0 concept. It encourages clientele interactivity and input through the following social media networks:

The Library also maintains a dynamic and rich website on <http://clr.lmu.edu.ng>.

2.2.26. Organisation of Materials

Library of Congress Classification Scheme is used for organizing the Library collection. The outline of the library of the congress classification scheme is as follows:

| Classification Mark | Subject |
|----------------------------|---|
| A | General works, Polygraph |
| B-BJ | Philosophy, Psychology |
| BL-BX | Religion |
| C | Auxiliary Science |
| D | History: General, Europe, Asia, Africa, Oceania (DT History: Africa) |
| E-F | History: North and South America |
| G | Geography, Anthropology, Folklore, Manners and Customs |
| H | Social Sciences |
| J | Political Science |
| K | Law |
| L | Education |

| | |
|--------------------|--|
| M | Music, Books, on Music |
| N | Fine Arts |
| P-PA | General Physiology and Linguistics Classical Languages and Literature |
| PA Supplement | Byzantine and Modern Greek |
| PR-PH | Modern European Languages |
| PG | Russian Literature |
| PJ-PM | Languages and Literature of Asia, Africa, Oceania, American Indian Languages |
| P-PM Supplement | Index to Languages and Dialects |
| PN, PR, RS, PZ | General Literature, English and American Literature |
| PQ, Part 1 | African Literature in English, Juvenile Literature, and French Literature [includes African Literature in French] |
| PQ, Part 2 | Italian, Spanish, Portuguese Literatures |
| PT, Part 1 | German Literature |
| PT, Part 2 | Dutch and Scandinavian Literatures |
| Q | Science |
| R | Medicine |
| S | Agriculture |
| T | Technology |
| U | Military Science |
| V | Naval Science |
| Z | Bibliography, Library Science |

2.3. THE COLLEGES

The University has **Four** Colleges, **Fifteen** Departments and **Twenty-two** Programmes. Please find details in the table below:

Colleges, Departments and their Programmes

| College | Department | Programme |
|---|---|--|
| College of Business and Social Sciences (CBS) | Accounting and Finance | Accounting |
| | | Banking and Finance |
| | Business Studies | Business Administration |
| | Economics | Economics |
| | Political Science and International Relations | Political Science |
| | | International Relations |
| | Sociology | Sociology |
| College of Agricultural Sciences (CAS) | Agriculture | Crop and Soil Sciences |
| | | Animal Science |
| | | Agricultural Extension and Rural Development |
| | | Agricultural Economics |

| | | |
|---|--|--------------------------|
| College of Engineering (CoE) | Chemical Engineering | Chemical Engineering |
| | Civil Engineering | Civil Engineering |
| | Electrical and Information Engineering | Electrical/Electronics |
| | Mechanical Engineering | Mechanical Engineering |
| | Agriculture and Biosystems Engineering | Agricultural Engineering |
| College of Pure and Applied Sciences (CPAS) | Physical Sciences | Industrial Chemistry |
| | | Physics |
| | | Mathematics |
| | Computer Science | Computer Science |
| | Biochemistry | Biochemistry |
| | Microbiology | Microbiology |

2.4. THE CENTRE FOR ENTREPRENEURIAL DEVELOPMENT STUDIES

The Centre for Entrepreneurial Development Studies (CEDS) is an Enterprise Development Centre established by Landmark University in 2011 to consciously create job creators, not job seekers. It is a Centre borne from a passion

for equipping individuals and organizations to create and secure the future by creating values, opportunities and wealth.

Our mission is to drive the culture of enterprise and innovation. This we achieve by equipping our students, individuals and organizations through relevant and strategic pieces of training, research, and startup incubation and development.

It is well-proven that our graduates represent a good fraction of the leading entrepreneurs in Nigeria and Africa. Investors' feedback reveals that our graduates usually procure about 50 per cent of their funds because of their ability to create value, wealth and opportunities. This explains why we have become the place for leading startup accelerators to set up shop on our campus so they can make meaningful, rewarding and impactful investments.

2.4.1. What We Do

We equip individuals to sharpen their ideas and take them from concept to production and to the market.

2.4.2. Our Programmes

Our programmes are tailored to equip startups and organizations to operate optimally, push the boundaries of innovation as well as create value, wealth and opportunities.

Students get to learn vocational skills apart from the knowledge of entrepreneurship they get in the classroom. Some of the skills we equip our students with include the following:

- Social Media & Digital Marketing;
- Multimedia Programming;
- Web & Mobile App Development;
- Event Management;
- Fashion & Lifestyle;
- Copywriting, Editing and Blogging; and
- Hardware fabrication

2.4.3. CEDS Product Lines

The CEDS product lines include Air freshener, germicide, stain remover, shampoo, balm, insecticide, toilet wash, honey.

2.4.4. Student Activities

The Centre engages students in 21 vocations, empowering them to be wealth creators. The practical areas include the following: Water Production and PET bottle blowing; Printing and Publishing; Metal Work and Fabrication; Pastries/Restaurants Management; Bakery; Fish Farming; Tie and Dye; Grass-cutter Rearing; Soap and Cosmetics; Beads and Wire Jewelry Crafting; Fashion Designing; Events Designing and Decoration; Beauty Enhancement and Health; Public Speaking; Bags and Leather Work; Feature and Films Documentary Production; Salon and

Hairdressing; Graphics and Web Designing; Photography and Video Coverage; Snail Farming; Book Writing

2.5. INFORMATION AND COMMUNICATIONS INFRASTRUCTURE

2.5.1. Computer Laboratories

The Centre for Systems and Information Services (CSIS) guarantees the running of computer laboratories, servers and information systems within the University. Computer laboratories are located at the First and Second College Buildings.

2.5.2. ICT Centre

The ICT Centre has several dedicated computer systems networked for use by students.

2.5.3. Simulation Laboratory

This is a dedicated software simulation lab with 100 units High-Performance Lenovo intel core i3 systems with 4GB RAM, providing a robust platform for software simulation. This lab is multimedia compliant.

2.5.4. CLR's e-learning Laboratory

This laboratory is located at the Centre for Learning Resources and hosts 50 units of Hp slimline intel dual-core 500 GB HDD, 4GB RAM systems. This is a resource centre

for faculty, instructors and students' research, using e-learning platform as well as access to the virtual Library and University-subscribed databases.

2.5.5. CSIS Laboratories

The laboratories are an operational unit of CSIS. Its purpose is to provide internet services to students, faculty, staff, researchers and the University at large. The University has two CSIS laboratories equipped with scanners and printers located at First College and the Second College Building. They have a combined installed capacity of about 420 computers which are connected via a dedicated single-mode fibre optic link to high-speed internet access. These essentially cater to paid commercial services.

2.5.6. Econometric Laboratory

This laboratory is located in the Second College building and equipped with Hp 250 G6 notebook PCs having 500 GB HDD and 4GB RAM. essentially optimized for econometric analysis software.

2.5.7. College Portal

The creation and management of accurate information regarding a student's academic career are critically important in Landmark University. Landmark University Portal provides a simple interface for maintenance of student-faculty information. It is used to maintain the

records of students easily. It deals with all kinds of student details, online student payment, student evaluation, academic-related reports, college details, course details curriculum, and other resource-related details. It tracks all the details of a student from the point of application to their graduation. The portal is used for reporting, tracking of attendance, progress in the course, completed semesters, course registration details, exam details (transcripts).

Computer account, password and other types of authorization are assigned to individual users and should not be shared with others. Students are responsible for any use of their account. If an account is shared or the password divulged, the holder of the account may lose all account privileges and be held responsible for any action that arises from the misuse of the account. Breach of security includes, but is not limited to: configuring software or hardware to internationally allow access by unauthorized users, creating or knowingly propagating viruses, hacking, password cracking, unauthorized monitoring of electronic communications, or unauthorized viewing of other persons' files or information.

2.5.8. Internet Connectivity

The ever-growing hi-tech landscape of Landmark University has been revolutionized over the years by advances in technology, especially in the area of internet access. Information is exponentially increasing, and so

there is a need for constant access to the web to foster top-notch researchers to deliver ground-breaking solutions.

Landmark University's network provides the infrastructure to connect all computers on campus, which is achieved using both wired and wireless connections. The network also provides access to the internet. Our enterprise network consists of the following:

- LAN cable and wireless enterprise dual-band internet facility for our end-users in all the academic buildings.
- Fibre optic backbone network which links all buildings in Landmark University.
- Enterprise dual-band WIFI network in all our student hostels.
- Support Desk where internet access queries can be submitted to be resolved.
- Rapid migration from traditional telephony technology to hi-tech VOIP in our academic buildings.
- Teleconferencing equipment which makes it possible for students to interact with the external context for innovative problem-solving conferences.

- IP cameras, which provide security footage 24 hours, are for safety on campus.

Landmark University's network has a zero-tolerance for downtime and laxity, which helps improve research and innovation. This is why both academic and non-academic areas are covered. With all the above in place, the campus enjoys higher bandwidth optimization, outstanding quality of service and upgraded security on data communication both via the University's intranet and internet platforms

2.5.9. Wireless Hotspot

Wireless hotspots currently exist on a permanent basis at the Centre for Learning Resources and in all University buildings. At these zones, Wi-Fi enabled devices, ranging from laptops, desktops fitted with wireless cards and mobile devices can connect seamlessly to both the intranet and internet for effective communication and collaboration.

2.5.10. Biometric Machines

There is the deployment of biometric machines to effectively monitor presence in the Halls of Residence and attendance at core University programmes. This has, in no small way, enabled better monitor and management of students' activities and movement.

2.5.11. Storage

The installation and upgrade of snap server farms to provide well over 1.5 Terabyte of Fault-Tolerant storage space (1,500 Gigabytes) in managing, protecting and archiving files, records and images have been completed.

2.5.12. Telecommunications

There exists a network of telecommunication links which interconnect the existing colleges, hostels and residential areas through several units, some of which are TD 500 Panasonic PABX model. This has an installable capacity of 1000 extensions. This capacity is currently exhausted and efforts are being made to another unit. All of our current units are located at the Senate Building. This robust bandwidth has afforded the installation of Voice over IP (VoIP) gateways on the network to convey traditional voice over a data network.

2.6. LANDMARK UNIVERSITY-DEVELOPMENT VENTURES (LMDV)

Some of the products from the LMDV include the following:

2.6.1. Landmark Table water

Landmark Table water produces and packages portable water such as Bottled water (60cL), water dispenser and sachet water. The products are certified by the National

Agency for Food and Drug Administration and Control (NAFDAC) and the Standards Organization of Nigeria (SON).

2.6.2. Landmark University Bakery

The Landmark University Bakery produces high-quality bromate-free products under the brand name Landmark University Bread which include Family Loaf, Delight, Fruity roll and Cocoa loaf Landmark University Bread is certified by NAFDAC.

2.7. SPORTS COMPLEX

Landmark University recognizes the value of a sound body through worthwhile sporting and recreational activities. This represents the body component of the University's custom-built Total Man Concept (TMC). The University maintains a well-rounded programme of sporting and athletic activities under the supervision of experienced Coaches.

The administration of sports in the University is vested in the Sports Unit. The Unit organizes intramural, competitive and recreational sporting activities for students; conducts TMC physical fitness jogging and aerobic exercises and organizes sports lectures and seminars. Competitions among the Halls of Residence and Colleges are encouraged. Friendly competitions with other Universities are also encouraged.

The Sports Complex is located on the left when you approach the University roundabout from the gate. It provides for students and staff the following facilities some of which are located around the Halls of Residence: FIFA Standard Soccer Pitch; Basketball Courts Standard (Outdoor); Tennis Courts (ITF Standard); Volleyball Courts (FIVB Standard); 400m Synthetic Tartan running track- in the pipeline; Handball Courts; Soccer Pitch; Basketball Courts Standard (Outdoor); Handball Court (IHF Standard); Tennis Courts (ITF Standard); Volleyball Courts (FIVB Standard); Badminton Courts (Outdoor); Badminton Court (Indoor); Table Tennis & Board Games (indoor);

2.7.1. University Sports and Games Teams

The following Sports and Games are available for both male and female students, faculty and staff: Football; Basketball; Volleyball; Handball; Athletics: Track and Field; Table Tennis; Badminton; Tennis; Chess; Scrabble;

Interested students are encouraged to join any of these University teams where their talents will be nurtured and developed.

The University organizes compulsory physical fitness jogging exercise for every student; therefore, students are required to have sporting wear such as T-shirts, tracksuit or shorts and canvas shoes. However, exemptions are granted to students with pronounced health challenges, upon presentation of medical proofs exempting them from

rigorous activities. The University Health Centre must also have a record of such health challenges during registration.

There is also the Rapha Squad in the University.

2.7.2. Rules Guiding the Use of Indoor Games

- The games materials shall be kept in the custody of the Hall Officers.
- Under no condition should any of the game's materials be removed from the hall of residence to which it belongs
- There shall be a register in the hall office for signing. Any student collecting any games material must drop his/her identity card.
- No student is permitted to hold on to a particular game material for more than 2 hours.
- None of the game materials should, under any condition, be with any student overnight.
- Misplacement and damage of any of the game's items will attract these penalties:
- Loss of games material: immediate replacement.
- Damage of games materials: repairable items will attract 50% of the replacement cost.

- Damage of games materials beyond repair will attract payment or surcharge of the total cost of replacement. If the cost of repairs is, however beyond the 50% surcharge suggested, 100% surcharge shall be paid.

Time for collection and making use of the indoor game's items

| Days | Time |
|--------------------|-------------|
| Mondays to Fridays | 3 pm – 8 pm |
| Saturdays | 10am – 8pm |
| Sundays | 2pm – 8pm |

The above timing does not suffice when there is any special University assembly.

2.8. LANDMARK UNIVERSITY MEDICAL CENTRE

Landmark University is committed to combining the prayer of faith and medicine as the best means of regaining and maintaining good health. The University Medical Centre has well qualified experienced and God-fearing medical personnel and high-end equipment like colposcopy, mammogram, digital x-ray and a CT scan with dedicated staff to operate the equipment to cater for students' health needs.

There are also specialised clinics, with visiting consultants covering areas such as obstetrics and gynaecology, psychiatry, orthopaedics, general surgery; with the full complement of a consultant family physician, who is employed on a full-time basis. The University, therefore, reserves the right to know the health status of each student from time to time. This shall be through the conduct of tests and medical examinations that will facilitate this knowledge.

All students, upon admission into the University, are required to register at the University Medical Centre. Registration is mandatory for all fresh students. This is to help identify those who would require immediate medical attention, including persons with cases of hypertension, heart diseases, sickle cell anaemia, bronchial asthma, etc., who may need frequent, urgent treatment at the Medical Centre or for special medical consideration.

Students are encouraged to be detailed and truthful in completing the medical registration form. Those receiving specialist care or who are on special medication should inform the University Medical personnel in order to facilitate appropriate follow-up visits. During medical registration, students are expected to submit two passport photographs and evidence of payment of the medical examination fee. Each student is issued a Patient Reference Card with his/her medical number and photograph on it.

Students are encouraged to present the registration card on each visit to facilitate prompt medical attention.

2.8.1. Early Presentation and Compliance

Students are admonished to present themselves at the Medical Centre early in the course of illness and avoid self-medication. They are also encouraged to adhere strictly to prescriptions and instructions from the Medical Centre. This will help reduce the cost of health care delivery occasioned by the use of more expensive second and third-line drugs due to the abuse of first-line drugs. A student who is unable to report at the Medical Centre should intimate another student to report to the Hall Staff who shall arrange for the Medical Shuttle immediately. Students suffering from infectious or contagious diseases shall be required to take a leave from the university during the time of illness.

The Disease Prevention and Control Unit of the Medical Centre addresses issues of public health importance including notification of epidemiological trends and proffering evidence-based advice on appropriate measures, responding to outbreaks and epidemics, delivering health promotion and disease prevention programmes and engaging in infection control measures.

Landmark University is committed to combining the prayer of faith and medicine as the best means of regaining and maintaining health. The University, therefore, reserves the right to know the health status of the student from time to

time. This shall be through the conduct of test and medical examinations that will facilitate this knowledge.

2.8.2. Medical or Psychological Evaluation

Every student on resumption shall be certified medically fit by undergoing mandatory medical and/or psychological evaluation. However, students may be directed to participate in a prescribed medical screening as directed by the University Management from time to time.

Students with peculiar medical condition or prescription must present same on resumption at the University Medical Centre for verification. Without which, the student will still be liable for drug abuse offences and penalties.

CHAPTER THREE

LANDMARK UNIVERSITY AT A GLANCE

The University campus is an ultra-modern new generation campus. Her luscious lawns, beautifully planned gardens and architectural masterpiece buildings provide a unique, stimulating and empowering context for inspiring research and creative activities. This chapter shows some landmark facilities at the University.

3.1. LANDMARK UNIVERSITY CHAPEL

The Landmark University Chapel is an ultra-modern architectural masterpiece, situated in the heart of the University campus. It sits on an area spanning 2,882 m² and has 2500 seating capacity.

The Chaplaincy, Directorate of Student Affairs and the Student Council offices are located within the Landmark University Chapel complex.



The Landmark University Chapel

3.2. SENATE BUILDING

The Senate building is an imposing two-storey building with a floor area totalling about 923 m². The building is the main administrative hub of the University which houses offices of the Principal Officers



The Senate Building

3.3. CENTRE FOR LEARNING RESOURCES

The University's Centre for Learning Resources (CLR) which is the University Library, is an imposing ultra-modern glass structure on three floors. The total floor area of the complex is 1,230m². It is strategically located within close proximity to the College buildings, University Chapel and the Staff quarters.



The Centre for Learning Resources

3.4. COLLEGES

3.4.1. College of Business & Social Sciences and the College of Agricultural Sciences

The Second College building is relatively the largest single building on the entire campus as of 2015. It is popularly referred to as 'new college building'. With a total floor area

of 9,445 m², it stands as the single largest collection of classrooms, seminar rooms, standard size offices, lecture theatres, 7 number courtyards, and the sufficient number of conveniences. It houses the College of Business & Social Sciences (CBSS) and the College of Agricultural Sciences (CAS).



The Second College Building

3.4.2. College of Pure and Applied Sciences

The college building is a three-storey office complex of floor area totalling 5,543m². The building opens into a large well-packaged reception hall on the ground floor, adjacent to where a panoramic elevator service all the floors, complemented by strategically positioned stair halls. The building comprises of over 60 staff offices, Professorial offices, drawing rooms, well-equipped engineering and

science laboratories, state-of-the-art Computer laboratories that are equipped with a total of about 400 branded PCs, fully networked and linked to the Internet, classrooms, utility spaces, beautiful courtyards, conveniences etc.



College of Science & Technology Building

3.4.3. College of Engineering

The College of Engineering (CoE) share the First College building with College of Pure and Applied Sciences and also has an engineering workshop complex built-in 2011. Housing modernly furnished engineering workshops and laboratories cutting across the departments. The building has a floor area totalling 5,508m², other spaces are 8 Nos H.O.Ds' Offices, 8 standard offices, waiting rooms, General Offices, Stores, and Conveniences. This building is a projection to be converted to the equipment maintenance

centre/technology incubation centre once the individual departmental workshops are completed.



The College of Engineering Building

3.5. STAFF RESIDENTIAL QUARTERS

3.5.1. Staff Residential Complex

The two-bedroom block of flats is specially designed to house junior staff on campus. Each block of one storey has a total of 8 two-bedroom flats. There is a total number of 15 blocks. Each block occupies a floor area of 414m². Each flat has the following major spaces: a Verandah, a Living room cum Dining, a Kitchen, Store, Two bedrooms, one bathroom, one toilet.

3.5.2. Senior Staff Quarters

The three-bedroom blocks are 16 in number, provided as senior staff quarters in one storey blocks of four flats each. A block covers a floor area of 390 m². Some major spaces on each block are Verandah, Living room, Dining, Kitchen, Store, three all en-suite bedrooms and Visitor's toilet.



The Senior Staff Quarters

3.5.3. Landmark University Staff Suites

This is made up of a two-bedroom Chalet terrace apartment, a total of 3 blocks of one storey. Each block occupies a floor area of 372m². Some major spaces are as follows: Verandah, Living room, Dining, Kitchen, Store, Two bedrooms (en-suite), Visitor's toilet, and Kitchen Yard.



The Landmark University Staff Suites

3.5.4. The Professors' Village

A one storey building of 284m² floor area, 20 units of these luxurious duplexes currently sit on campus. The last set completed in the year 2015, University principal officers is housed in these apartments. A large lounge adorns the facility at the centre and, all the bedrooms en-suite, all endowed with plush lawns.



The Professors' Village

3.6. STUDENTS' HALLS OF RESIDENCE

The University has a total of eight Halls of Residence comprising 4 male Halls and 4 female Halls. The halls have a carrying capacity for 4,720 students. In each of the eight Halls of Residence, there are ancillary spaces such as common rooms, butteries, telephone rooms, beauty salons and administrative offices.

All Landmark University Students reside in the halls on campus. There are 2 designs of the students' Halls of Residence.



One of the Male Halls of Residence



One of the Female Halls of Residence

3.7. LANDMARK UNIVERSITY GUEST HOUSE

This caters for the guests of the University that come in from time to time either for meetings or special events. The facility boasts of executive suites and standard Executive rooms with modern facilities. The Guest House also has one (1) Conference Halls that can accommodate up to 300 guests for conferences, seminars, workshops and other events.

3.8. CAFETERIA

The cafeteria is strategically located on the Landmark University Campus providing both local and continental dishes for staff and students of the University.



Landmark University Cafeteria



The Guest House

3.9. LANDMARK UNIVERSITY MEDICAL CENTRE

Landmark University Medical Centre with the modern facility offering primary, secondary and certain tertiary health services. It is strategically located close to students' halls of residence and staff quarters for easy access.

The University medical centre is a one-story complex commissioned in the year 2013, which covers a floor area totalling 1,581m². The medical centre is surely one of the most well equipped medical facilities of its kind in this region. The Ground floor has the following spaces: Entrance canopy, Entrance foyer, Reception hall, Record room, Outpatient departments, A & E doctor's call room, Minor Theatre, Accident /Emergency units, Clean utilities section, Matron's office, Laundry, and Store, Ironing room, Changing room (male and female), Dry and cold store, Kitchen, Canteen, Pharmacy, Dental Clinic, Eye Clinic, Physiotherapy Section, ECG /HSG/Scanning room, X-ray room, Pharmacy, Nurses Station, 4 nos consulting rooms, Conference room. Major spaces On the First floor includes Doctor call rooms, 3 nos sluice rooms, 2 nos operating theatres, Sterilizing room, Scrub –up room, Recovery room, Delivery room, Observation/labour room, Chemical pathology laboratory, Microbiology laboratory, Hematology laboratory, 4 nos private rooms, Conveniences, Staff common room, ICT room, Male's ward, Children's Ward, Female's ward, and patient Waiting room.



The Landmark Medical Centre

3.10. OTHER INFRASTRUCTURAL SUPPORT

The University enjoys constant power and water supply, including the campus waterworks, comprising large overhead tanks, underground reservoirs, a water treatment plant, and a central sewage treatment plant, all powered by power from the national grid and backed up by standby generators.

CHAPTER FOUR

STUDENTS' SUPPORT SERVICES

4.1. STUDENTS' ORIENTATION PROGRAMME

This shall be organized at the beginning of every session. It is a programme where fresh students are taken through the culture, practices, philosophy and vision of Landmark University. It also introduces them to spirituality which is the arrowhead of the University's operations. It is compulsory for all fresh students of the institution.

4.2. GENERAL OVERSIGHT OF HALLS OF RESIDENCE

The Student Affairs Department handles the allocation of students into the Halls of Residence. This is usually done online as such; all returning students that meet the studentship requirements are allocated accommodation which reflects on their portal. Each hall has Hall Officers and assistants who provide guidance to the students. The hall allocation process takes into cognizance the following:

- The courses offered by students assigned to specific halls, wings, floors and rooms.

- The character and core value alignment of each student in order to forestall the pairing of students with conflicting characters.
- The University's drive for good peer mentorship and academic advising.

4.3. LMDV QUALITY CONTROL

The Quality Control arm of the Landmark University Development Ventures (LMDV) is responsible for approving or rejecting all consumables produced, processed or packaged for distribution on campus. The activities of the team centres on environmental inspection, quality control in food, drugs, meat and dairy products, health care, waste control and management.

4.4. BUTTERY/SALON SERVICES

The University has put in place affordable buttry services in each of the Halls of Residence and the College Buildings to help attend to students' daily needs. In addition to these, laundry services, barbing and hairdressing salons are also operational in the Halls of Residence.

4.5. UNIVERSITY BOOKSTORE

The Landmark University Bookstore is supplied with the latest professional, academic, and spiritual texts for sale to the University Community and visitors.

4.6. TELEPHONE SERVICES

Telephone services are available in the Halls of Residence and the College Buildings. Each student is issued a free call card to make use of these services.

4.7. PHOTOCOPYING

Photocopiers are available in the College Buildings, Bookstores, Centre for Learning Resources and other business locations, for student photocopying needs.

4.8. POSTAL AGENCY

The University provides postal services for all students and staff of the University. Postage stamps and other postal services are available at the Senate Building.

CHAPTER FIVE

STUDENT LEADERSHIP

5.1. STUDENT COUNCIL

The students' body is represented by the Student Council, which is a multi-level administrative structure covering both the academic and residence life of the students. Membership of the Student Council is subject to Godly character (no member should have any disciplinary action against him/her) and a proven spirituality with a minimum CGPA of 3.50.

At the apex of the Student Consultative Assembly is a Student Executive Council, comprising the following portfolios:

- Chairperson
- Vice-Chairpersons (Male & Female)
- General Secretary
- Financial Secretary
- Public Relations Officer
- Press Secretary
- Students' Activities Officers (Male & Female)
- Community Development Coordinators (Male & Female)
- Revolutionary Squad Commander

- Commandant
- Public Relations Officer
- Assistant PRO
- Assistant Financial Secretary
- Assistant General Secretary
- Student Agro Revolutionary officer, Male
- Student Agro Revolutionary officer, Female
- Work-Study Officers (Male & Female)
- Sport Coordinators (Male & Female)
- Student Chaplain (Male)
- Assistant Student Chaplain (Male)
- Student Chaplain (Female)
- Assistant Student Chaplain (Female)
- College Representatives (one from each College)
- Hall Representatives (one from each Hall)

They shall represent the students in all matters. Landmark University Students are not represented on a union basis. Offices shall be filled by consultation and spiritual search. Election into any of the offices is of grace, and their duties are well spelt out in the instrument setting them up.

5.1.1. Functions of the Student Council

- a. Bridging the gap between the University Management and the students.
- b. Monitoring the implementation of University rules and regulations.

- c. Encouraging creative initiatives and creating a campus public opinion system through which healthy students' views are expressed.
- d. To help in the discharge of their responsibilities, a Leadership Advance Programme is usually put in place for the training of the Student Leadership and identifying with their challenges with the aim of proffering appropriate solutions.

5.2. STUDENT CONSULTATIVE ASSEMBLY (SCA)

The mission of the Student Consultative Assembly is to provide more opportunities for students to express themselves as leaders. The Assembly will further drive discipline and stability and enhance positive influence over students. The SCA will ensure better information flow to the student body as well as improve the administrative structure of student leadership at Landmark University. Ultimately, the SCA will provide a pool of tested students for subsequent administration of the Student Council.

5.2.1. Membership of the Student Consultative Assembly

Membership of the Student Consultative Assembly will be subject to Godly character with the willingness to work and a minimum CGPA of 3.50. The membership of the Student Consultative Assembly shall include:

- a. Student Council Members**
- b. Chaplaincy Representation**
 - i. Heads of service units
 - ii. Hall chaplains
 - iii. Wing chaplains
 - iv. Floor chaplains
 - v. Course chaplains
- c. Academic & Social Representation**
 - i. Heads of approved academic associations
 - ii. Course representatives
 - iii. Heads of approved social associations
- d. Residency Representation**
 - i. Wing representatives
 - ii. Floor representatives

The Student Consultative Assembly shall be presided over by the Vice-Chairman (Male) of the Student Council. The Clerk shall be elected by members to take charge of secretarial responsibilities. Resolutions and recommendations from the Student Consultative Assembly shall be passed through the Student Council to the Dean of Students. Meetings shall be held bi-monthly at specified times, and two-thirds of members shall form a quorum at meetings. Members will not serve for more than two academic sessions. A meeting of the University Management with the Student Consultative Assembly shall be held once a Semester.

5.2.2. Functions of the Student Consultative Assembly

- a. To discuss academic and welfare matters of interest to students and make recommendations to the Student Council for the attention of the University Management.
- b. To further propagate the Vision and Mission of Landmark University and recommend reviews of the Student Handbook.
- c. To serve as an intelligence arm of the student body, providing information on the activities of students who are not Core Value compliant.
- d. To take disciplinary cases involving lateness to University assemblies & academic lectures, dress code violation, violation of the great silence rule, violation of interactive time and mode, squatting, environmental sanitation and illegal sales in the Halls of Residence and recommend penalties as stated in the Student Handbook.

5.3. STUDENT ASSOCIATIONS

It is the policy of the University to encourage students who desire to organize themselves into associations that contribute to the academic, social and spiritual life of the students. Landmark University is committed to creating

opportunities for students to express themselves in and outside of the classroom. The Faculty/ Staff advisors will provide valuable resources for registered associations. The Student Activities Unit of the Student Affairs Department oversees the registration and operations of all approved student associations in the University.

5.3.1. Requirements for becoming a Registered Student Association

Any group of students coming together to form an association must submit the following to the Dean, Student Affairs:

- a. Two copies of the proposed constitution and by-laws.
- b. Names, matriculation numbers, and departmental addresses of the officers. Such officers' CGPA should not be less than 3.50, and they must be of good Christian character.
- c. Signatures of full-time, senior academics, administrative or technical staff of the University who agree to serve as Advisers/Patrons to the association and who must have been cleared by the Management.
- d. Certification by the Adviser/Patron that at least twenty students will form the nucleus of the association.

- e. Statement of purpose and proposed programme of activities as they relate to the expected contributions to the academic, cultural, social or recreational life of the students.
- f. Affiliations, if any, to any outside association.

5.3.2. Registration and Re-registration Procedures

All Associations are to be registered at the commencement of a new session. No unregistered Students' Association would be allowed to operate within the University; any unregistered Association found operating within the University shall be subject but not limited to the following:

- a. The proscription of the Association,
- b. Issuance of penalty ranging from a letter of warning to the expulsion of the student(s) officials involved as may be determined by the Student Disciplinary Committee (SDC).
- c. No student association or group of students is permitted to go on public performance within or outside the University without due authorisation from the University authority through the Dean, Student Affairs. Violation of this clause would lead to the prescription of such association and subjection to further disciplinary measures.

- d. No student or association is to solicit for fund or sponsorship from individuals, institutions, organizations or corporations without due authorisation from the university through the Dean, Student Affairs. Violation of this clause shall lead to the sanctioning of such association(s).

Associations must complete all the steps in the annual registration process to be considered as or to maintain their status as registered student associations. All registered associations shall adhere to all University policies and regulations as published in the Student Handbook and student association manual that may be reviewed from time to time.

5.3.3. Steps for Annual Registration

- a. Every registered Student Association must re-register with the Student Affairs Department at the beginning of every session
- b. Existing Associations must submit a copy of their reviewed documents, containing vital information on its members as noted in the registration requirement.
- c. Existing Associations must be able to give a valuable account of its previous year's achievements, i.e. success and impacts.

- d. Associations must submit a copy of their reviewed by-laws or constitutions.
- e. Failure to re-register on or before the third week of the Alpha Semester will result in the association's loss of privileges until the next annual re-registration period.
- f. Previous year audited financial statement must be submitted for re-registration.

5.3.4. Deregistration of an Association

The University does not encourage or recognize any student association, which discriminates on account of race or sex. For this reason, tribal and ethnic student associations are not encouraged or given any recognition by the University.

The University has the right to deregister any association. An association found responsible for a major infraction of University policies may be placed on probation or have its registration revoked by the University.

In addition, student associations may be dissolved at the request of the association itself or by a decision of the Dean, Student Affairs, when the association fails to register for two consecutive academic sessions, or for any violation of University regulations governing student associations. Such a proscribed association executive will be made to face the Students Disciplinary Committee (SDC) as

prescribed under Registration and Re-registration Procedures.

5.4. COMMUNITY DEVELOPMENT

5.4.1. Community Development Impact Initiative

The University engages in community development initiatives to support the immediate environment with the virtues and values of Landmark University. All students are expected to participate in these initiatives.

5.4.2. Covenant Support Squad

The Covenant Support Squad is an arm of the Community Development Impact Initiative and a Chaplaincy body that engages in outreach programmes to orphanages, remand homes, hospitals and prison houses, etc.

CHAPTER SIX

STUDENT ACADEMIC INFORMATION

6.1. DEFINITION OF A STUDENT

A student in Landmark University is anyone who has been duly registered, having met all the requirements for admission to a programme of choice in the University and is actually involved in all academic and non-curricular activities on campus.

Such a person must be duly matriculated and resident on campus, except otherwise declared by termination/cessation of studentship or official policy declaration by Management, a sequel to imposed penalty as contained in the Student Handbook.

If in the course of the semester or session, a student is suspended, such a student shall lose all the rights of studentship during the period of suspension.

Again, if a parent indicates an intention to withdraw his or her ward from the University, such a student will be so allowed.

6.2. ADMISSION POLICY

The undergraduate programmes of the University are focused on raising a new generation of leaders equipped in their total personality to positively influence their community and restore hope to the citizens of their nations and to mankind. Assessment of academic potentials is not the only basis for a candidate's admissibility. As a Christian Mission University, intending students of the University must be God-fearing. Prospective students are expected to demonstrate in their conducts the Core Values of the University.

6.3. UNDERGRADUATE ADMISSION REQUIREMENTS

The minimum entry requirement for undergraduate programmes in Landmark University is the possession of credit level passes in 5 subjects at the Ordinary Level examination of **WAEC/NECO/NABTEB/IGCSE**. The subjects must include English Language and Mathematics.

These must have been obtained at not more than two sittings. There are other requirements that may be specific to a College and/or a Programme.

In addition to the above, candidates must fulfil the statutory requirement of sitting for the UTME examination of the Joint Admissions and Matriculation Board (JAMB) in the year they intend to apply for admission. It is mandatory for applicants

to attain the prescribed cut-off mark in the UTME examination.

Applicants must also undergo the post-UTME screening exercise conducted by the University, i.e., the Landmark University Scholastic Aptitude Screening (CUSAS).

6.4. INTERNATIONAL ADMISSIONS

An international student at Landmark University is defined as any intending student applying to the University for consideration for admission, which is:

1. a foreigner, i.e. a citizen of a country other than Nigeria;
2. a Nigerian who resides in a foreign Country/a Nigerian who is a citizen of a foreign country;
3. a Nigerian, in the diaspora, whose School Certificate, High School or O'Level examinations is /was not sat for or obtained in Nigeria but which has been translated or equivalent to Nigerian O'Level standards;
4. a Nigerian, who is also a citizen of another country, this shall be supported with documentation such as, international passport, birth certificate, etc.

To be eligible for consideration, applicants must fulfil the following requirements:

- Obtaining, completion and return of the admission application form.
- Submission of relevant results/certificates and satisfying the minimum academic entry requirements.
- Submission of a letter of reference from a spiritual leader.

Application forms for International Applicants can be completed online at **admission.lmu.edu.ng** at the prescribed fee. Payment can be made online through electronic payment platforms or through cash deposits at designated banks.

6.5. COURSE-UNIT SYSTEM

Landmark University runs the Course-Unit System, meaning that courses are quantified in units. Courses are run on a semester basis. Each academic session is divided into two semesters, namely Alpha Semester and Omega Semester. The Alpha and Omega semesters consist of at least 14 teaching weeks and **three** weeks of examination.

6.6. STATUS OF A COURSE

A course is classified into three categories, as follows:

- **Core or Compulsory courses** are courses that must be taken unconditionally and passed.

- **Required courses** are those courses registered for at the department and must be passed.
- **Optional or Elective courses** include those courses that may be taken to make up the minimum number of credits to be passed in order to graduate.

6.7. GRADING SYSTEM

Each course has three grading components. These include:

- Percentage score grade.
- Letter grade.
- Grade point.

See below the tabular picture of these grading components.

| Percentage Score | Letter Grade | Point Grade |
|------------------|--------------|-------------|
| 70 – 100 | A | 5 |
| 60 – 69 | B | 4 |
| 50 – 59 | C | 3 |
| 45 – 49 | D | 2 |
| 0 – 44 | F | 0 |

6.8. COURSE REGISTRATION

Bona-fide students of Landmark University must first meet the necessary requirements of having paid the prevalent tuition fees among others before they are qualified to embark on the course registration exercise of each semester/session.

The modalities of course registration currently operational in the University are listed below:

A. Registration within Approved Limits

- i. A student is required to register and pass all prescribed courses from any programme for which he/she is enrolled in the University. However, all cases of failed/dropped courses shall be carried over at the next available opportunity.
- ii. Students who are carrying over courses shall be required to register the failed or dropped courses first. A combination of all failed/dropped courses and current semester's courses shall not exceed 25 units per semester.
- iii. The maximum number of units a student shall be allowed to register per semester is 25 units while the minimum is 15 units.

B. Excess Unit Loads

- i. To address the registration challenges being faced by students, especially those in the graduating class, the registration of six (6) extra units above the 25 maximum units per semester may be allowed provided such students' CGPAs are not below 2.5 on a scale of 5.0 scale or 2.0 on a 4.0 scale.
- ii. All applications for consideration to registering extra credit units above the approved maximum limit shall be directed to the College Deans for onward processing to the Senate Business Committee (SBC).
- iii. Any other request related to the aforementioned should be directed to the office of the Vice-Chancellor.

6.9. ACADEMIC PROGRESSION OF STUDENTS

The following shall apply regarding the academic progression of students from one level to another in Landmark University:

6.9.1. Academic Classification

The rating of a student's performance and categorisation of the class of the degree shall be based on the cumulative grade point average obtained by each student in all

prescribed courses and approved electives taken at Landmark University. The existing class of honours degree are as indicated below:

| Class of Degree | Cumulative GPA |
|-----------------------------|-----------------------|
| First Class | 4.50 – 5.00 |
| Second Class Upper Division | 3.50 – 4.49 |
| Second Class Lower Division | 2.40 – 3.49 |
| Third Class | 1.50 – 2.39 |

6.9.2. Academic Standing

A student who has satisfactorily completed all requirements for the degree with an end of session Cumulative Grade Point Average (CGPA) of not less than 1.50 for 100L students, 2.0 for higher-level students and less than 20 credit units of failed and dropped courses, shall be deemed to be in **Good Standing (GS)**, and thus shall be promoted to the next academic level in the same course. A student whose CGPA **is less than 1.50/2.0 (depending on an academic level) or has a minimum of 20 credit units of failed and dropped courses** shall be deemed to be **Not in Good Standing (NGS)**. This category of students shall not be promoted to the next academic level.

6.9.3. Probation

Probation is a status granted to a student whose academic performance falls below an acceptable standard. A student that is Not in Good Standing (NGS) but with CGPA of 1.0 - 1.49 is deemed to be on Probation and shall be allowed to remain in the same course level in order to retake only the courses that are failed during the first attempt at that level, while already passed courses are retained. In addition, he/she will be allowed to register for any outstanding dropped courses. This provision is subject to the residency policy of the University.

However, the grade earned for a repeated course shall be recorded and used in the computation of the Grade Point Average (GPA) in the usual way. Please note that no student is allowed to be on probation twice.

6.9.4. Withdrawal

A student with a Cumulative Grade Point Average (CGPA) of less than 1.0 at the end of the session in his/her first attempt in a particular programme shall be asked to withdraw from that programme. Also, a student whose Cumulative Grade Point Average (CGPA) was below 1.5 at the end of a particular year of probation shall be required to withdraw from the University. However, in order to minimise waste of human resources, consideration is given to withdrawal from the programme of study and possible transfer to another programme in the University bearing in

mind the residency policy of the University. **In the circumstance of a change of programme of study, the student must satisfy the basic entry requirement (BRQ) for the new course.**

6.9.5. Repeating Failed Course Units (Non-Graduating Class)

Subject to the conditions for withdrawal and probation, a student could retake the failed course units at the next available opportunity, provided that the total number of credit units carried during that Session shall not exceed 20, and the Grade Points earned at all attempts shall count towards the CGPA. Also, at the point of registration of courses, the failed/dropped courses **MUST** be registered first.

6.9.6. Prerequisite for Progressing into the Graduating Class

The maximum number of units a student shall be allowed to register per semester is 25 units while the minimum is 15 units. This provision is subject to the Residency policy of the University. Please note that no student that is not likely to graduate on any ground should be allowed into the final class. All outstanding issues must be resolved at the penultimate year (300L and 400L respectively for a 4-year and 5-year programme).

Consequently, only students in the penultimate year with a minimum CGPA of 2.0 and pending units (failed/unregistered courses), which can be accommodated in the 31 units per semester of final year workload, shall proceed to the final year.

Students with more than 31 units of courses per semester shall remain in the penultimate class but may be allowed to register few final year courses after they have registered the failed/unregistered courses.

6.9.7. Penultimate Class

Students in the penultimate class would be allowed to register and take all failed and unregistered courses. Where the total units of failed and/or dropped courses are less than 15, the student shall be either source for additional courses to augment the shortfall or defer the academic Semester. However, opting for Semester deferment presupposes that the units of failed/dropped courses will not increase the total units of registration in the corresponding Semester of the next academic level beyond 31.

6.9.8. Review of Academic Status for Spillover Students

All spill-over students who have not exceeded residency should note that they would come from home to write their exams as they will not be allowed to stay in the halls of

residence. It is also worthy of note that alpha semester courses will be taken in an alpha semester and omega semester courses will be taken in omega semester. To this end, all affected students should,

- register for all pending failed and unregistered courses;
- use the online Moodle platform to access lecture materials and assessments
- be assessed over 100% in all courses;
- come to the University on scheduled dates for examinations in the registered courses;
- and pay fees as may be communicated.

6.9.9. Probation for Lower Level

100 level, 200 level and 300 level (for 5 years program) on probation would take only failed and unregistered courses for the semester.

6.9.10. Transfer

100 level students who could not make up a CGPA of 1.5 in the College of Engineering are expected to transfer to the College of Science and Technology. They would be accepted in the departments of industrial physics, industrial mathematics and industrial chemistry. Concerned students

should please pick their change of course forms from the academic affairs office.

6.10. RELEASE OF EXAMINATION RESULTS

- a. At the end of each semester, the Registrar shall publish a provisional list of successful students in course examinations soon after the recommendations of the College Boards to the Senate Business Committee have been considered and approved by Senate.
- b. The Registrar shall publish the final year results of students for the award of degrees after Senate approval.

6.11. SPECIAL GRADUATION REQUIREMENT

For any student to be adjudged qualified to be certificated by Landmark University as her graduate, he/she is expected to have successfully gone through the **Towards A Total Graduate (TTG)** Course which is specially designed as a consolidated approach towards raising a new generation of leaders equipped in their total personality to positively influence their community and restore hope to the citizens of their nations and to mankind in general.

This course shall partly examine and provide teachings and counsel on the character status for Landmark University Students. There shall be a lecture component for this

programme as well as appropriate examinations/tests to validate levels of comprehension in the course and the character disposition of the intending graduate. Attendance at all lectures and examinations/test is compulsory for graduating students. Students who fail the TTG Programme shall not be deemed to have graduated until the failure is remedied.

6.12. AWARD OF LANDMARK UNIVERSITY DEGREE

Landmark University has the right to refuse the award of its Degree to any student who has exhibited gross acts of misbehaviour in the University. The award of the University's Degree is subject to both good academic and behavioural performance of the student throughout his/her studentship. A graduate of Landmark University must, therefore, be found worthy in character and learning.

6.13. REGULATIONS ON STUDENTS' EXAMINATIONS

This section presents the regulations governing all examinations at the University. This is to avoid those pitfalls that have tended to erode the public's confidence in University Degrees. Students are admonished to study well, attend lectures and cultivate the habit of personal reading and studying. All students should observe the regulations, as ignorance of them shall not be entertained.



Landmark University Students during Examinations

A. Admission to Examinations

Only students who have been duly admitted, registered and matriculated with signed Student Code of Honour and payment of the required fees will be allowed to take examinations, subject to the clauses below:

- a. All such students must have a minimum of 75% attendance in the courses selected, before being allowed to take their examinations. Each lecturer keeps and uploads to the portal the class attendance register for courses taught. Any student that fails to meet the 75% attendance in any course would be deemed to have failed the course.

The determination of the 75% eligibility requirements is also affected by student's compliance with attendance

at other mandatory events, such as Chapel services, public and inaugural lectures, hostel roll-call etc.

- b. Students who are serving any disciplinary action will not be allowed to retake any examination already written during the course of serving such penalties, except as decided at the discretion of University Management. Such examinations will be carried over to the next academic session by such students.

B. Use of Assigned Seats by Students

The invigilators shall assign seats to candidates. A candidate shall neither choose a seat for himself/herself nor refuse a seat assigned to him/her by the Invigilator.

C. Dress Code during Examinations

Students must comply with the dress code regulations during examinations, including the hanging of their current identity cards.

D. Punctuality during Examinations

Students are expected to report at the Examination Hall at least 30 minutes before the commencement of the examination. Students who report late to the examination hall may be admitted at the discretion of the Chief Invigilator, but no student shall be admitted 30 minutes after the commencement of the examination.

E. Prayer before Examinations

It is mandatory that students must pray before the commencement of Examinations

F. Visiting the Conveniences during Examinations

No student is allowed to leave the examination hall with the intention of returning, except to visit the conveniences. An appropriate examination attendant will accompany such a student.

G. Unauthorized Communication during Examination

Students must maintain utmost silence during examinations. No student is allowed to communicate with any other student during examinations. Students who need clarification are advised to raise their hands to draw the attention of the Invigilator.

H. Personal Requirements

Students are expected to go into examination halls with their biros, erasers, rulers, pencils and any other materials that are permitted. No borrowing of any material is allowed during examinations. Students are not allowed to bring any papers, books or bags into the examination hall. However, where a particular course requires the use of tables, graphs, etc., the University shall supply these during examinations. Also, scientific calculators, organisers, etc.,

are not allowed during examinations unless specifically permitted by course lecturers. Students are advised to search themselves before entering the examination halls.

I. Use of Wrong Matriculation Number

It is unlawful to sign in a wrong matriculation number; hence it is important for students to memorise their matriculation numbers.

J. Use of Scrap Paper

The use of scrap paper is not permitted in the examination hall. Students are advised to do rough examination work in their answer booklets. Similarly, no rough work is permitted on the question paper, the desk, the student's palm, handkerchief or anywhere else.

K. Legible and Neat Writing

Students are advised to write neatly and legibly.

L. Filling of Examination Answer Booklets

Students are advised to ensure that the necessary documentation and instructions are followed before submitting their answer scripts to the Invigilator.

M. Possession of Used or Unused Scripts

Students are not allowed to take away any used or unused scripts from the examination hall as it constitutes a gross violation of Examination conduct. Such student will be made to face the Students Disciplinary Committee (SDC). This is viewed as unauthorized access to Examination material.

N. Submission of Examination Scripts

No Student is allowed to leave the examination hall without handing over the examination script to the Invigilator. On handing over the script, the student must ensure that he/she signs out on the attendance register. However, students are not permitted to leave the examination hall without the permission of the Invigilator, who may wish to reconcile the number of scripts with the number of students present in the hall.

O. Processing of Visa and Sitting for Professional Examination

No student would be given permission to go out of campus to process his/her visa or attend any professional examination during the Mid-Semester or end-of-semester examinations.

While not against students' participation in professional examinations, the University may not be directly involved in students' participating in such Examinations.

Students are to note that all academic activities have priority over and above any professional examination/programme. Thus, students are strongly advised to schedule their professional examination/programme during vacation periods. However, where students are interested in any of the professional programmes, they should ensure that the timing does not conflict with their basic academic activities.

The University would not organise any make-up examination/test for students who miss their examinations as a result of external examination/programme. Since the academic curriculum remains the major focus of the University, permissions to attend to issues that may arise on the platform of meeting the requirement of professional examinations, which may come in the course of the academic session, can only be granted by the Management of the University.

CHAPTER SEVEN

REGULATIONS ON STUDENTS' CONDUCT

A high standard of personal discipline and integrity is expected of every student. Landmark University regards all acts of unethical, immoral, dishonest or destructive behaviour as well as violations of University regulations, as serious offences. It is the responsibility of each student to know these regulations.

7.1. UNIVERSITY'S MANDATORY ATTENDANCE POLICY

Landmark University has an accountability system in place to ensure that her students are accounted for at all times. This system was designed to enable the effective discharge of our *in loco parentis* obligations, and the University's attendance policies are sacrosanct for accountability sake.

These policies are all intertwined as default in one affects the other, and they cover attendance of the following:

- a. Lectures
- b. University General assemblies, which includes chapel services and other mandatory prayer

meetings, welcome assembly, departure assembly, public and inaugural lectures, Founder's Day events etc.

c. Daily roll call at the halls of residence

Consequently, defaults in any of these events jeopardize the University's ability to fulfil her leadership development objectives and therefore attract punitive implications to the defaulters.

The University has invested in biometrics and other identity capturing mechanisms to ensure the authenticity and effectiveness of attendance data capturing and processing, and all students have been educated on the enrollment protocols and operational modalities.

Among other consequences, severe violations of the mandatory attendance policies will impair a student's eligibility for examinations at the end of the semester.

However, provisions have been made to cater for condonable circumstances in which it is impossible to comply with the attendance policies. Students should familiarize themselves with the guidelines for seeking excuse permits for the approved condonable reasons.

The University Management will communicate the compliance updates of students to their parents and guardian on a weekly basis through emails and SMS, via registered parental email addresses and phone numbers.

This is to ensure that parents are abreast of the conducts of their wards while on campus and to follow up as necessary.

7.2. GUIDELINES FOR CHAPEL SERVICE CONDUCTS

7.2.1. Chapel Attendance Regulations

- a. Chapel attendance is mandatory for all students. All students are expected to maintain decorum during Chapel services.
- b. Students are expected to be on their seats at least fifteen minutes prior to the beginning of the service.
- c. Provisions are made for the signing of attendance in the Chapel.
- d. Excuses from Chapel Service require permission from the office of the Dean, Student Affairs. In addition, class trips, college/departmental-sponsored activities and emergency cases are excusable absences. Also, students with health challenges who are unable to attend any University general assembly are expected to report to the Hall staff and proceed to the University Health Centre for medical attention.
- e. Dress code must be strictly observed.
- f. No distraction of any kind shall be tolerated. Movements in and out of the Chapel and along the walkway during services are not allowed.

- g. All students must obey and take instructions from Chapel officials.
- h. Students must attend Chapel services with their Bibles and writing materials.
- i. No sitting down while others are standing for prayers, praise and worship or any other event.
- j. No eating of food of any kind or chewing gum during chapel service.
- k. No talking or sustained conversation shall be tolerated during chapel services.
- l. Disruption of any assembly order by making noise, or sitting down when expected to stand up, going out before the Chancellor, Management, Faculty and Staff are not allowed.
- m. No Student is allowed to slouch or sleep in the course of any assembly.
- n. Students with health challenges and are unable to attend any University General Assembly are expected to report to their Hall Staff and proceed to the University Health Centre for medical attention.

7.2.2. Use of Chapel Facilities

- a. Decorum and deep reverence for God are expected at all times within and around the Chapel auditorium; therefore, no indecent behaviour will be tolerated.
- b. Eating and/or drinking are not permitted within the Chapel auditorium, and all materials used around the premises should be appropriately disposed of.

7.2.3. Chapel Service Unit Membership

- a. Every student is encouraged to be part of a Chapel Service Unit and effectively serve from 100 level. This is to foster spiritual growth, give a sense of belonging and also serve as a prerequisite for Chaplaincy clearance towards graduation.
- b. Only recognized Chapel units are permitted by Chaplaincy to engage in spiritual activities on Campus. Due authorization in writing must be obtained from the Chaplaincy before any group will be allowed to operate on Landmark University grounds. Para-service Units are prohibited.
- c. All activities of the various service units are supervised by the Chaplaincy; therefore, all activities require the written approval of the Chaplain or whosoever is delegated to do so.

7.3. RESIDENCY CONDUCTS



The Halls of Residence

The residence life of students is a communal life where a student's moral character and conduct can be moulded. The residency policy is to enhance peaceful coexistence amongst the students and facilitate good administration in the Halls of Residence.

7.3.1. Resumption and Closure

Students are expected to resume and vacate the campus as publicized by the University Management. Any student who refuses to resume on the set date of resumption, except for cases of ill health and other mitigating circumstances, which must have been duly reported to the Dean, Student Affairs prior to resumption, shall be liable for violating the Responsibility Core Value.

7.3.2. Eligibility for Accommodation

No student shall be granted accommodation unless he or she has completed the residency agreement forms, paid all required fees and been properly registered as a student of the University. It is the Dean, Student Affairs or his representative who assigns accommodation to students.

7.3.3. Change of Hall/Room

A student shall not transfer from one room or Hall to another without the prior authorization of the Dean, Student Affairs.

7.3.4. Transfer or Sale of Rooms

The right of a student to occupy a room is non-transferable or sellable. The permit to reside in the Hall of Residence is non-transferable. A student shall not harbour another student of the University in the Hall, nor shall he/she sublet his/her residence.

7.3.5. Guidelines for Peaceful Residence

- a. A student who accepts residence in the hall also accepts to abide by all the rules of residence.
- b. A student, who, in the judgment of the Dean, Student Affairs, cannot co-exist peacefully with his colleague, after sufficient caution and warning, shall be expelled from the Hall of Residence and the University.

- c. There shall be a **Great Silence (*Magna Silencio*)** in the Halls of Residence from 12midnight to 5.00 am. During that period, students are expected to be in their rooms and not to engage in any activity that may disturb or distract other students.
- d. The light in all rooms is expected to be put off from 12.30 am. However, students are allowed to use their reading lamps for their private study without constituting himself/herself a nuisance or disturbance to any other student.
- e. No student shall duplicate, loan, or transfer possession of any room key.
- f. Pets and all kinds of animals are prohibited in the University.
- g. Quarrelling and fighting are absolutely forbidden in the Hall, and in any other part of the campus.
- h. No student should engage in commercial activities/solicitation without clearance from the Dean of Student Affairs.
- i. Students are strictly warned from jumping or flying over the reception desk.
- j. No person shall create a safety or health hazard within and around any Residential Hall. Examples of prohibited behaviour include opening outside doors,

unlocking lounge windows, using windows or balconies to enter and exit the building, using unauthorized doors for entering or leaving the buildings, accumulating excessive garbage or filth, changing electrical wiring, throwing, pushing objects off windows or balconies, sitting or playing on the railings.

- k. Unauthorized Keys' or Access:
- l. No student shall duplicate, loan, or transfer possession of any key or disclose or change a combination to any residence hall facility or room. Students shall only use keys for spaces they are authorized to enter by the Dean, Student Affairs. The University considers the unauthorized possession, use, duplication, or transfer of master or control keys to be extremely serious and the sanction for this category of violation will ordinarily be Expulsion from the University.

7.3.6. Bed Space Trafficking

This is defined as unauthorized transfer and receipt of bed-space *gratis* or by direct sale. It is an offence to squat or permit squatting within the hall or across the halls. It is also an offence to squat non-students.

7.3.7. Squatting

"Squatting" is the act of a student harbouring another student or 'visitor', or being harboured in a room that has not been officially allocated to him/her. Being found in the room that is not officially allocated to a student any time between 12 midnight and 5 am shall be viewed as squatting.

7.3.8. Penalties

The penalties for this category of offences are listed below:

| # | Offence | Penalty |
|---|--|--|
| 1 | Unauthorized Transfer of Bed space | Letter of Caution for both offenders. |
| 2 | Direct Sale | Suspension for a maximum of one session for both offenders. |
| 3 | Squatting within Hall | This shall attract a Letter of Caution for both offenders (the squatter and the person squatting him/her). Any repeat of the same offence shall attract suspension for Three (3) weeks. |
| 4 | Squatting within Hall with personal mattress | Letter of Caution. If repeated, the offender shall be suspended for Three (3) weeks. |

| | | |
|---|------------------------|--|
| 5 | Squatting across Halls | Letter of Caution for both offenders (the squatter and the person squatting him/her). If students on a second note commit the offence, the offenders shall be suspended for Three (3) weeks. |
|---|------------------------|--|

7.3.9. Exit Procedures During Vacation

- a. All students are expected to remove their luggage from their rooms in the Halls of Residence during vacations.
- b. Students on vacation must submit all keys to the main door and wardrobes of their rooms to the Hall Officials.
- c. All students are expected to vacate the Halls of Residence not later than 48 hours after the Closing Assembly has held on the vacation date except a formal application has been made and due approval given by the Dean, Student Affairs. Inventory and verification of the University's properties will be undertaken by the Hall Officials.
- d. Any student who loses the key to his/her room shall be made to pay a fine of ₦=2500.00 only, as replacement charges; provided he is a first offender and has no character defect. A non-first offender shall, however, be made to face other disciplinary

charges as shall be spelt out by the Student Disciplinary Committee.

- e. Students going on vacation are to submit all keys to the main door & wardrobes of their rooms to the Hall Office. Any room or wardrobe/s whose key/s is/are not submitted shall be forcefully opened, the properties therein confiscated.

7.3.10. Staying in the Halls of Residence During Vacations

- a. A student who wishes to stay in the Hall during vacation shall apply in writing to the Dean, Student Affairs at least two weeks before the vacation begins.
- b. A student whose application to stay in a Hall during vacation is approved, shall pay an appropriate fee before being granted access into the Hall.
- c. A student permitted to stay in a Hall during vacation can only be accommodated in the Hall assigned to him/her for the period.
- d. Students permitted to stay in the Halls during vacations must vacate the Halls latest by 7 pm on the day before official resumption for the new semester or any other day so specified. Only on exceptional cases that warrant student(s) to stay behind till resumption, as such, a request for

permission must be forwarded in writing to the Vice-Chancellor for executive approval.

- e. All students permitted to stay in the Halls of Residence during breaks or vacations must abide by the subsisting rules in the Halls of Residence.
- f. Students who stay in a Hall of Residence without due authorization are considered unauthorized occupants and shall be sanctioned as appropriate.

7.3.11. Spiritual Harmony

With the purpose of fulfilling the founding philosophy of the University and as a Christian Mission School, all students are expected to comply with all regulations designed to ensure spiritual harmony in the University. For this reason, no instrument, document, property or substance of any form, and practice contravening the chapel service requirements is allowed.

Any student found violating this rule shall be issued a letter of warning and where there is the recurrence of such violation, the student shall be expelled.

7.3.12. Hall of Residence Functions

- a. The University acknowledges the students' need for social functions and interaction apart from the University events. However, everything must be

done within the acceptable boundaries of decency and purity.

- b. No social function shall be permitted within the Halls of Residence. Any student or association wishing to organize any social function should forward an application for such an event to the Dean, Student Affairs at least two weeks before the date of the event. Where such an application is successful, the University shall not permit any such function around the residency beyond 8.00 p.m.
- c. Those involved in organising the function must ensure that the venue is cleaned up immediately after use.
- d. The Registrar shall normally request the Chief Security Officer of the University to make available the necessary security arrangements for the peaceful conduct of permitted functions.
- e. Representatives from the Monitoring & Surveillance Subunit of the Directorate of Student Affairs shall also be present at such gatherings to monitor the event.

7.3.13. Exeat

- a. Exeats are given to students as necessary. There are three types of exeat: Day Exeat and Home Exeat. The day and home exeats are given on application to the

Dean, Student Affairs through the Hall Officers. Applications for day and home exeats are only granted by the Dean or his/her representative, subject to parental confirmation. No student is allowed to be absent from the Hall of Residence without exeat.

- b. No student is allowed to visit the Staff Quarters without exeat.
- c. No student is allowed to extend his/her exeat without due permission from the Dean, Student Affairs or his representative before the expiration of the exeat.
- d. No student is allowed to be in possession of used exeat.
- e. No student is allowed to transfer his/her exeat to another student.
- f. Exeat paper is only to be used on the date of issuance.
- g. Students are not allowed to leave their Halls of Residence for another Hall to collect exeat paper.
- h. A student on exeat must sign out at the Hall Office and sign in upon return, after submitting the exeat paper.

- i. No student is allowed to proceed on Exeat outside Nigeria in the course of the semester except on Medical grounds. In the event of all such Exeat applications on medical grounds, approval shall be granted by the University Management based on the recommendations of the Chief Medical Officer, Chaplain and Dean, Student Affairs of the University.

7.3.14. Cleaning of Rooms/Halls

- a. Every student shall take responsibility for cleaning his / her room and keeping it tidy. This responsibility shall be shared among all occupants in the room.
- b. Unwashed materials should not be found in any room, bathrooms, toilets or Kitchenettes.
- c. All dirt and waste papers, etc., should be emptied in the waste paper basket /dust bins provided by the University. This is to ensure easy evacuation by the Campus Keepers.
- d. All electrical appliances/lights should be switched off when leaving the room. Also, all corridor and toilet lights must be switched off by the Halls staff every morning.
- e. Every student shall participate in the general cleaning of the Hall environment every Saturday.

7.3.15. Defacing of University Walls

No student shall deface the walls of the University, or Halls/rooms with any posters, nailing the wall for the purpose of hanging bags or clothes, bills, writings, drawings, graffiti, etc.

7.3.16. Use of Printers, Scanners and Copiers

Students are allowed to use printers for academic purposes, and no printer, scanners or copiers should be used for commercial purpose.

7.3.17. Use of Mobile Telephones/ Communication Devices

- a. No student is allowed to disturb his/her roommates with radios, audio players and other sounds/musical equipment. All volume of all audio sounds must be around the listener, and where total immersion is sought, listeners are advised to use head/earphones.
- b. No student is allowed to possess or use mobile phones or any other gadgets or devices that are capable of placing and receiving calls on campus within or outside the Halls of Residence through the standard GSM and CDMA networks.
- c. Mobile Devices with SIM-slots and SIM-enabled capabilities not allowed for use in the University.

- d. No student is allowed to make use of the phones belonging to a staff or service providers in the Halls of Residence. There are phone centres available within and outside the Halls of Residence.
- e. The use of data transmission devices and computer systems for committing fraud, slander, libel, harassment or invasion of privacy is prohibited in Landmark University.
- f. No Student is allowed to be in possession of indecent videos and movies, pornographic materials and secular music, either stored directly in the computer or mobile devices or listening through the use of the computer, tablets and other mobile devices, stereo set, radio or any other electronic device etc.
- g. These provisions are also applicable when students are on campus for any University-approved programmes such as Easter Break, Summer Programmes, Student Work Experience Programme (SWEP) etc.

7.3.18. Electrical Appliances/Candles

In order to prevent domestic hazards and accidents, the use of electrical appliances such as electric boiling rings, driers, cookers, toasters, grillers, electric beds, mattresses,

or electric blankets, etc., is not permitted in the Halls of Residence.

However, students are allowed to use electric kettles for water boiling purposes; such kettles must have a wattage of maximum 1500Watts, must be the types that can automatically switch off, and should have 13Amps 3 pin plug. Students are not allowed to bring any type of washing machine into the Halls of Residence. The use of lighted candles, kerosene lamps or any naked light is prohibited.

7.3.19. Cooking in the Halls of Residence

No student is allowed to cook in the Halls of Residence. Students are to purchase their meals from the University Cafeteria.

7.3.20. Students of Opposite Sex

Students of the opposite sex **must not** go beyond the Hall reception desk. Female students are not allowed into the rooms in the male Halls of Residence and vice versa.

7.3.21. Overnight Visit

No student is allowed to accommodate any male or female visitor/guest, or any student of the opposite sex in his/her room overnight.

7.3.22. Hall of Residence Attendance Register

- a. All students are expected to be present at their respective Halls/rooms at 9:30p.m daily to sign the roll call as supervised by the Hall officials.
- b. Any student who is unable to sign the roll call due to ill-health or for any other reason should report to the Hall Officer or through his/her Hall Representatives.
- c. The signing of the roll call register, whether manually or through any electronic device for other students is strictly prohibited.

7.3.23. Invitations to Students from other Institutions

No student is allowed to invite a student or students of other tertiary institution(s) to the University or Halls of Residence to hold parties or meetings without written permission from the Dean, Students Affairs through the Hall Officer. Nocturnal activities are prohibited in the University.

7.3.24. Loss of Personal Property

It is the responsibility of each student to take care of his/her personal property, as the University Management will not accept any responsibility for any loss of property in the Halls of Residence. Students are advised to register their valuable assets (e.g. computers, electronic gadgets) in the Asset Registration Book in the Halls of Residence. Amounts

of money more than ₦5,000 should be deposited in the banks.

7.3.25. Sexual Immorality and Sexual Indecency

- a. Anything that connotes sexual object in whatever form is prohibited in the University.
- b. No student is permitted to walk naked in the Halls of Residence or in the University environment.
- c. Public display, possession and viewing of pornographic films and photographs are strictly prohibited in the Halls of Residence, within the University and outside the University environment.
- d. Any act of lesbianism or homosexuality is strictly prohibited in the Halls of Residence, within the University and outside the University environment.
- e. No student is permitted to indulge in premarital sex and any act of sexual immorality within the University and outside the University environment.

7.3.26. Gossiping and Backbiting

Acts of gossiping or backbiting are forbidden in Landmark University.

7.4. HALL MANAGEMENT

The Dean, Student Affairs, has oversight responsibilities over the Halls of Residence. Periodic visits and search could be carried out alongside accredited staff of the University to enforce the Hall Rules and Regulations.

7.4.1. Hall Representatives

Every Hall has a Hall Representative who informs the Hall Officials of developments in the Hall, enforces rules, maintains discipline, prepares occupants for sports competitions, dinners, quiz, drama, etc. There are Wing and Floor Representatives who complement the functions of the Hall officials.

7.4.2. Hall Officers

The Hall Officers co-ordinate the administrative and welfare needs of the students and enforce discipline. They ensure responsible issuance of exeat permits and monitor strict adherence to exeat terms. They monitor and appraise students' attendance registers in the Halls of Residence and supervise general cleaning up exercises. They are expected to hold regular meetings with the Hall Representatives to pass across relevant information and get feedback.

7.4.3. Hall Assistants

The number of Hall Assistants operating morning and evening shifts shall be defined by the number of students per hall and the established vacancy per time. They assist the Hall Officers to enforce discipline, take inventory of properties, take roll calls, mobilize students to participate in University activities, assemblies and cleaning up exercises and attend to the welfare needs of the students.

7.5. REQUIREMENTS FOR RESIDENCY

Below is a list of the minimum required items that a student may need during his/her stay in the Halls of residence. This suggested list is highly recommended to ensure that the students enjoy a comfortable and stress-free stay in the Halls of Residence. Please keep in mind that storage space for each student is limited. Students must endeavour to bring only items of necessity to avoid congestion in the room.

| Item | Quantity |
|------------------|----------|
| Pillow | 1 |
| Pillow Cases | 2+ |
| Blanket | 1 |
| Bed Sheet 4'x7'. | 2 |
| Mosquito Net | 1 |

| Item | Quantity |
|---|-----------------|
| Set of Cutlery | 1 |
| Plastic Buckets | 2 |
| Padlock | 1 |
| Torch light & Batteries | 1 set |
| Hangers | 12+ |
| School Bag | 1 |
| Raincoat or Umbrella | 1 |
| Toiletries | varied |
| Reading Lamp w/ 40Wbulb or fluorescent tube | 1 |
| Laptop PC/Tablet | 1 |
| Feeding/Upkeep Allowance | varied |
| Writing Materials | Varied |
| Laptop (Optional) | 1 |
| Plastic Hangers | 1 Dozen (12) |
| Pressing Iron | As required |
| Duvet | 1 |
| Automated Electric Kettle | 1 |
| Clothing (It is advisable that a few warm articles of clothing be acquired, to suit the sometimes-cold weather) | As required |
| Item | Quantity |

| Item | Quantity |
|---|--------------|
| Feeding / upkeep allowance per semester (4-5 months) | As required |
| Provisions | As required |
| Exercise Books, Hard Cover Note Books and other writing materials etc | As required |
| Laptop (Optional) | 1 |
| Plastic Hangers | 1 Dozen (12) |
| Pressing Iron | As required |
| Set of Cutlery | 1 of each |
| Padlock and Key Ring | 4 sets |

7.5.1. List of Prohibited Items in the Halls of Residence

| # | Items |
|----|---|
| 1. | Prescription drugs such as Rophenol, Tramadol, Drugs with codeine and other controlled substances |
| 2. | Hard drugs such as Marijuana, cocaine, heroin, etc. |
| 3. | Cigarettes, including e-cigarette, vaping accessories, Shisha etc |
| 4. | Alcoholic drinks and beverages |
| 5. | Lethal weapons/injection |
| 6. | Kitchen knives |
| 7. | Guns and/or bullets |
| 8. | Knock out or fireworks of any kind |

| # | Items |
|-----|---|
| 9. | Kerosene lamp, gas cooker, candles, matches, lighter |
| 10. | Cooking utensils such as hot plates, rice cookers, toasters, microwaves, electric boiling ring, saucepans, blenders |
| 11. | Refrigerators, Grillers and Microwave ovens |
| 12. | Any items meant for sale or business activities. |
| 13. | Raw food items |
| 14. | Jeans, chinos, and corduroy |
| 15. | Diabolic materials |
| 16. | TV sets |
| 17. | Ungodly musical files either on CDs, PC's, Mobile devices etc., |
| 18. | Video machines, tapes, DVD & VCD players |
| 19. | TV card, antennas |
| 20. | Phones, SIM-cards and/or other phone accessories |
| 21. | Computer game (play station, X-boxes etc.) |
| 22. | Weight or shot put |
| 23. | Condom and contraceptives |
| 24. | Washing Machines |
| 25. | 15amps/2 pin plug kettles |
| 26. | Contraband clothing (Jeans, Chinos, Alanshi, Spaghetti wears, knee-length/short skirts, leggings, any form of transparent material, etc. as found in the current handbook). |
| 27. | Electric blankets, Mattress or beds |
| 28. | Other contraband items that may be specified or published from time to time |

7.6. DRESS CODE

The University attaches great importance to modest and decent dressing. Dressing adds value to a person's personality, self-confidence and self-worth. Indeed, "the way you dress is the way you are addressed." Dress code is one of the unique aspects of Landmark University's culture that students must imbibe to make their academic pursuits pleasurable. The dress code regulations subsist during the academic period, 8.00 am - 6.00 pm.

7.6.1. Dress Code for Female Students

- a. Female students must be corporately dressed during normal lectures, public lectures, special ceremonies, Matriculation, Founder's Day, Convocation and examinations. To be corporately dressed connotes a smart skirt suit, skirt and blouse, or a smart dress with a pair of covered shoes. Casual wear is not allowed during University assemblies.
- b. All dress and skirt hems must be at least 4 inches below the knees.
- c. Female students may wear decent "native" attire or foreign wear outside lecture and examination halls.
- d. The wearing of sleeveless native attires or baby sleeves and spaghetti straps without a jacket is

strictly prohibited in the lecture rooms and in the University environment.

- e. Any shirt worn with a waistcoat or armless sweater should be properly tucked into the skirt or loose trousers. It should never be left flying under the waistcoat/armless sweater. The waistcoat /armless sweater must rest on the hip. "Bust coats", terminating just below the bust line are not allowed. However, shirts with frills are allowed.
- f. Jersey material tops are not allowed for normal lectures and other University assemblies.
- g. Skirts could be straight, flared or pleated. Pencil skirts and skirts with uneven edges are not allowed. Lacy skirts are better worn to church. None should be tight or body-hugging.
- h. The wearing of dropping shawls or scarves over dresses or dresses with very tiny singlet-like straps (spaghetti strap) is strictly prohibited in the Chapel services, lecture and examination halls and in the University environment.
- i. The wearing of strapless blouses or short blouses that do not cover the hip line is strictly prohibited in the lecture and examination halls and in the University environment.

- j. The wearing of over-clinging clothing, including body hugs clothing made from a stretchy or elastic material such as "condom", bandage skirts, leggings and jeggings is strictly prohibited in the lecture and examination halls and in the University environment.
- k. The wearing of revealing blouses, especially low-cut blouses and the type of blouse that does not fall below the hip line, is strictly prohibited in the lecture and examination halls and in the University environment. The wearing of ordinary transparent dresses is strictly prohibited in the lecture and examination halls.
- l. The use of face-caps in the lecture rooms, examination halls, University Chapel and in the University environment is strictly prohibited.
- m. Wearing of bathroom slippers is not allowed in the academic buildings, Library and Chapel.
- n. Female students are advised to wear corporate hairstyles that are decent. Coloured attachments that are different from the student's hair are strictly prohibited in the University.
- o. Female students may wear trouser suits; however, the jacket must fall below the hip line.
- p. Earrings and necklaces may be used by female students, provided they are not the bogus and

dropping types. The wearing of more than one earring in each ear is strictly prohibited anywhere in the University. Also, painting of nails, attaching long artificial nails are not allowed in and outside the University.

- q. Wearing ankle chains and rings on toes is prohibited in the University.
- r. The possession and wearing of jeans or any jeans-like materials of any kind are strictly prohibited in the University.
- s. Female students are expected to wear corporate shoes to lectures and University assemblies.
- t. Sports shoes or sneakers may only be worn outside the Chapel, lecture and examination halls.
- u. Piercing of any part of the body, other than the ear (for earrings), is strictly prohibited. Any other piercing done before admission into the University shall be declared during the first registration in the first year.
- v. Tattooing of any part of the body is prohibited. Any tattoo done before admission into the University shall be declared during the first registration in the first year.

- w. Skirt slits should not be unnecessarily long and should not expose any part of the body from the knees upwards.
- x. Wearing short trousers of any kind, tights, etc., to the lecture halls, Chapel services, and examination halls is strictly prohibited.
- y. Wearing of boob tubes and camisoles under jackets should be done properly. No part of the chest, breast or cleavages should be revealed.
- z. Wearing of tops, shirts or T-shirts with indecent inscriptions and other forms of indecent words is not allowed anywhere in Landmark University.

7.6.2. Dress Code For Male Students

Male students are expected to dress corporately to the lecture halls, examination halls and University assemblies. To be corporately dressed connotes wearing a shirt and necktie, a pair of trousers, with or without a jacket, and a pair of covered shoes with socks. The tie knot must be pulled up to the top button of the dress shirt.

- a. For national days such as Independence Day, the national dressing code may be observed. Any shirt with indecent inscriptions or any sign with hidden meaning is strictly outlawed.

- b. Bandless trousers must never be worn without suspenders. Singlets and shorts above the knee are not allowed.
- c. No male student is allowed to wear jumpy trousers, i.e. trousers above the ankle in the University.
- d. Folding, holding and pocketing of one's tie along the road, lecture halls, University assemblies, etc., is strictly prohibited in the University.
- e. Wearing a tie with canvas is not allowed in the University environment. Jerry curls and treated hair are strictly prohibited.
- f. Male students may wear "native" or traditional attire outside lecture hours and examination halls, especially during the weekend.
- g. No male student is allowed to wear scarves, braided hair, earrings and ankle chains in the University.
- h. Wearing of long-sleeved shirts, without buttoning the sleeves is not allowed.
- i. Shirt collars should not be left flying while collarless shirts are not allowed.
- j. Shirts must be properly tucked into the trousers.
- k. The practice of pulling down one's trousers to the hip line (Sagging) is prohibited.

- l. Students are advised to have low-cut hair that is combed regularly. Afro-looking or bushy hairstyle is strictly prohibited. Male students are also expected to be clean-shaven, as the keeping of beards is prohibited.
- m. The possession and, or wearing of corduroy, chinos, Jeans or Jeans-like materials of any kind is strictly prohibited in the University environment.
- n. Wearing of slippers, short knickers, tight trousers are strictly prohibited outside the Halls of Residence.
- o. The use of face caps in the lecture halls, examination halls and University Chapel is strictly prohibited, except for sports and other related events.
- p. Piercing of any part of the body is prohibited. Any piercing done before admission into the University shall be declared during the registration in the first year; failure of which appropriate sanctions shall be applied.
- q. Tattooing on any part of the body is prohibited. Any tattoo done before admission into the University shall be declared during the registration in the first year.
- r. Jewellery such as neck chains, hand chains, bracelets finger and toe rings, ankle chains are prohibited for male students.

- s. Wearing slippers and half shoes, tennis shoes, sneakers, or canvas shoes are not allowed in and around the Lecture Halls of the University from 7:00 a.m. - 6:00 p.m., tennis shoes, sneakers, or canvas shoes is not allowed in lecture and examination halls.
- t. Students are advised to avoid cutting worldly hairstyles like Richo, all back, punk etc. All male students are also expected to be clean-shaven, as the keeping of beards is prohibited.
- u. Slashing of eyes, wearing of earrings, putting chains on legs are strictly prohibited in and outside the campus.

7.6.3. Uniform Dress Code for Professional Disciplines

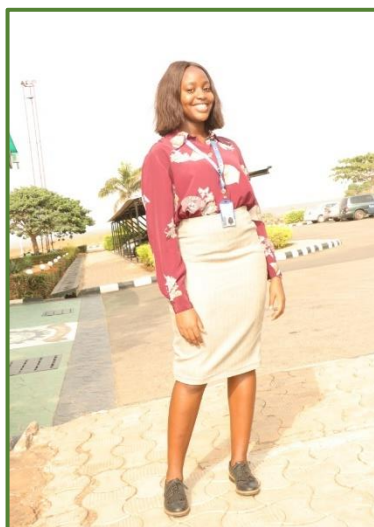
If any Uniform Dress Code is prescribed for female and male students in any College/Department of the University, particularly those in the professional disciplines, all students involved must adhere to the Uniform Dress Code very strictly. **The University Administration will consider any violation of it as a very serious one, and severe disciplinary action will be taken against the defaulters, which may include a written warning, suspension or expulsion.**

7.6.4. Penalties for Improper Dressing

- a. Erring students shall be sent out of the Lecture Room, examination halls or the academic area where such is not allowed at the time.
- b. A warning letter shall be issued to the erring student, and a copy of the letter shall be filed in his/her personnel file in the University/Department.
- c. The parents/guardians of the erring student may be informed in writing, accordingly.
- d. The student shall be suspended from the University if unrepentant, subject to (1), (2) and (3) above. A student is considered unrepentant of the bad dressing habit if he or she has been warned of the offence up to at least two times.
- e. Repeated case after two warnings or Three (3) weeks suspension shall attract suspension for one session or outright expulsion as the case may be.

7.6.5. Sample Photographs of Proper Dressing

The photographs below are just samples of proper and approved dresses in Landmark University. Proper and approved dresses may not be limited to the sample given hereunder, but just a representative of what is expected.



7.7. EXAMINATION MISCONDUCT

Students are admonished not to be involved in any form of examination misconduct as cheating of any kind during examinations is strictly prohibited. Any action by a student, which prejudices the integrity and sanctity of the University examinations, shall be considered to be examination misconduct, punishable by appropriate disciplinary action.

This section summarises what constitutes examination misconduct. Examination misconduct not covered in this section shall be appropriately addressed by the Student Disciplinary Committee.

7.7.1. Impersonation

Entering into an agreement with another student or any other person to undertake examination, test, laboratory work or other assignments on behalf of a student. The students involved, that is, both the impersonator and the impersonated, if both are Landmark University students, shall be expelled from the University. However, where the impersonator is not a student of Landmark University, he shall be handed over to the police. Similarly, if a student of Landmark University impersonates anyone outside Landmark University, he shall be expelled from the University.

7.7.2. Plagiarism

Plagiarism is the act of presenting the ideas or works of another as one's own without due acknowledgement. The

acknowledgement of sources of information is the accepted academic behaviour.

7.7.3. Unorthodox Means

Obtaining by any improper means examination papers and using such materials or distributing to other students.

7.7.4. Falsification of Academic Records for Admission

Falsifying academic records or submitting false credentials and documents for purposes of gaining admission into the University or for any other academic purpose.

7.7.5. False Medical Certificate

Submission of a false medical certificate, or obtaining such a certificate under false pretences for examinations or any other academic purpose.

7.7.6. Re-submission of Used Materials

Submitting an essay, report or assignment to satisfy some, or all of the requirements of a course, when that essay, report or assignment has been previously submitted or is concurrently being submitted for another course whether in this University or any other institution.

7.7.7. Disruption and Harassment

Behaving in a manner which infringes the orderly conduct of an examination.

7.7.8. Anti-safety Behaviour

Violation of safety-regulation in the workshop, studio room or laboratory.

7.7.9. Unauthorised Communication

Engaging in any unauthorized communication (oral, written or sign) during examinations.

7.7.10. Influencing/Attempting to Influence an Examination Official

Influencing or attempting to influence any examination official with a view to gaining an advantage in marks. Soliciting marks from the examiners.

7.7.11. Writing on Unauthorised Materials

Writing on any unauthorised paper or material(s) during an examination.

7.7.12. Unauthorised Change of Seating Position

Changing the assigned seating position in the examination hall without the permission of the Invigilator.

7.7.13. Possession of Unauthorised Written Materials

Possession of written or photocopies of relevant notes or notes written on any part of the body, clothing, instruments such as set square, slide rules, rulers, calculator, etc., or having notes written on chairs, tables, desks, neckties or drawing boards during examinations.

7.7.14. Copying from Unauthorised Materials

Copying from any book or note on to any part of clothing, body, table, desk or instruments like set square, slide rule, protractors, calculators etc.

7.7.15. Consulting Recommended Books or Lecture Notes

Consulting lecture notes or recommended textbooks in any format, including digital or electronic during examinations.

7.7.16. Passing Unauthorised Materials to Others

Passing any unauthorized material to another student during examinations.

7.7.17. Receiving Unauthorised Help from Others During Examinations

Receiving or giving help to another student.

7.7.18. Aiding and Abetting Others to Copy

Aiding and abetting any other student to copy from you or any other unauthorized material.

7.7.19. Destruction of Unauthorised Materials

Destruction of any unauthorised note or paper found on a student during an examination or refusal to hand over the same.

7.7.20. Disobeying Examination Instructions

Disobeying instructions from examination officials. This includes writing before the start of examination or after the call for students to stop writing in an examination.

7.7.21. Refusal to Complete Misconduct Form

Refusal to complete examination misconduct form.

7.7.22. Illegal Possession of Examination Materials

Illegal possession of any materials relevant to an examination.

7.7.23. Making Prior Arrangements for Help

Making any prior arrangement to obtain help in connection with the examination.

7.7.24. Smuggling of Answer Scripts

Smuggling in or out of the examination hall, any answer script or continuation sheet or any question paper not meant to be taken out of the examination hall.

7.7.25. Attacking Invigilator(s) or Lecturer(s)

Attacking an invigilator or any examination official in or out of the examination hall or exhibiting an unruly behaviour towards the Invigilator or Examination Official.

7.7.26. Failure to Return Examination Booklets

Failure to return examination booklets after examinations constitutes examination misconduct.

7.8. GENERAL ISSUES

7.8.1. University General Assemblies

University General Assemblies include the following:

- a. Sunday Worship Services
- b. Chapel Services
- c. Founders Day Events, Public/Inaugural Lectures
- d. Welcome and Departure assemblies
- e. Other Special Academic or Spiritual Programmes organised by the University Authority.

These assemblies are mandatory for all students of the University. No student is allowed to remain in the room whenever there is a University General Assembly. Students are expected to be seated at least fifteen (15) minutes before the commencement of any General Assembly. The University does not condone any act of lateness. Students must ensure that they sign attendance, in and out, during any such assemblies.

7.8.2. Counselling Support

Any student who experiences any emotional or social discomfort should feel free to speak with the Chaplain, the Director of the

Counselling Centre, Dean, Student Affairs, Hall Mentors, Hall Officers, or any other officer designated to provide spiritual and emotional counselling to students. Every student is expected to relate well with other students and other members of the University Community.

Landmark University shall perform its role as 'in-loco-parentis' to students and shall assist students to develop spiritually, academically, emotionally, socially and physically during their studentship in the University. The Student Support Programme (FSP) also provides a rich anchor in this respect.

7.8.3. Cultural Ethics

An important aspect of our culture is respect for elders. All Landmark University students are to give due respect and honour to their elders, faculty and staff of the University.

7.8.4. Closing of Doors/Gates

The main gates of the University shall remain closed from 11.00 p.m. to 5.00 a.m. Any student who arrives after the gates have been shut must give a satisfactory explanation to the security men on duty before he/she is allowed on Campus.

7.8.5. Accreditation of Visitors

- a. All visitors to the students' residential area shall be duly accredited before entry. Visitors are expected to wear the University visitor's cards for easy identification.

- b. All visitors shall report at the Hall Assistant's desk (the reception). The Hall Assistant shall then send for the student being visited.
- c. Visitors are not allowed into the Halls of Residence after.
- d. No visitor is permitted to enter any of the rooms in the Halls of Residence.
- e. No student is allowed to accommodate any visitor or any student of the opposite sex in his/her room.

CHAPTER EIGHT

THE STUDENT DISCIPLINARY SYSTEM

The power to discipline students who violate the University's rules and regulations is vested in the Student Disciplinary Committee (SDC). There is also an Investigating Unit within the Student Affairs Department which investigates alleged offences and submits a report to the SDC through the Dean, Student Affairs.

The University Student Disciplinary Committee is completely independent of criminal proceedings, and procedures on both may take place concurrently. The University SDC is administrative rather than criminal, or civil in nature. It does not use technical "rules of evidence" and requires lower standards of proof to reach a conclusion. This lower standard of proof is known as a "preponderance of evidence" and indicates that it is "more likely than not" that an incident did, or did not, occur.

8.1. STUDENTS DISCIPLINARY COMMITTEE (SDC)

8.1.1. Membership

- i. The representative of Management- Chairman
- ii. Representative(s) of the Chaplaincy
- iii. Dean, Student Affairs and Representatives of Monitoring, Security & Surveillance Unit of the Students Affairs Department

- iv. Representative(s) of the University Legal team
- v. Representative(s) of the Student Council
- vi. Representative(s) of the Counseling Unit
- vii. Chairperson of the Student Support Programme
- viii. The representative of the Registrar - Secretary

The following could be in attendance as necessary:

- Hall Officers
- Examination Officer(s)
- Heads of Departments of affected students
- Chief Security Officer or his representatives
- Any other person so invited

8.1.2. Terms of Reference

The Terms of Reference of the Committee shall be:

- i. To deal with disciplinary cases involving students in line with the rules and regulations in the Student Handbook and in respect of other policies and directives of the University Management.
- ii. To make recommendations to the Registrar on the nature of offences and the prescribed penalties.
- iii. To review cases already concluded as may be directed by the University Management or when fresh information that was not available at the time the initial conclusions were reached is received.

8.1.3. Quorum

For any sitting of the SDC, two-thirds of the members shall form a quorum, including the Chairman, representative of the Chaplaincy and representative of the University Legal team.

8.1.4. Emergency Student Disciplinary Committee Sitting

For cases due to time constraint or other administrative procedures, an emergency SDC shall be constituted with the Chairman, Representative of the Chaplaincy and the representative of Legal team in attendance. It shall follow the normal SDC procedures.

8.1.5. Revolutionary Squad

The Revolutionary Squad receives, investigates, and resolves alleged violations of the University Student Code of Conduct (Student Handbook) involving students or a student organisation.

8.2. PROCEDURES AND PENALTIES

In deciding a case, the SDC shall consider the following:

- Nature of the offence
- The gravity of the offence
- The penalty prescribed for the offence
- Frequency of the offence in the University

- The character of the offender (whether similar or other offences had been committed before).
- Position of the offender among his/her co-offenders.

8.2.1. Filing of Complaints

Complaints may be filed by any student, faculty or staff of the University or visitor to campus against any student(s) or recognised student organisation. One can file a complaint with staff in the Student Affairs Department or directly to the Dean, Student Affairs for the attention of the SDC. The office of the Dean, Student Affairs will send an invitation to the defaulting student (s), student organisation or staff, indicating the complaint/charge/offence that has been filed. This correspondence requests an investigative meeting and/or hearing with the defaulting student(s) to review the allegations and evidence.

If a student files a complaint or is accused of violating any aspect of the rules and regulations and an informal resolution is not reached, the student shall appear before the SDC as a complainant or respondent and personally present any testimony, evidence or witnesses within the University that he/she wishes to be considered in reaching its decision.

All parties are expected to comport themselves, present the truth and abide by any restrictions that may be put in place while the matter is pending. The parents are usually informed of the outcome of investigations and penalties after approval by the University Management.

The jurisdiction of the SDC extends to misconducts that take place within or outside the University-owned property; at any University-

sponsored event or at any location where the misconduct has a significant impact on the mission and wellbeing of the University.

8.2.2. Procedure for Dispensing Disciplinary Cases

A student who violates any University rule or regulation shall undergo the following procedure:

1. Complete an offence form.
2. If a plea of guilty is entered, the case shall be forwarded for consideration by the SDC.
3. If a plea of innocence is entered by a student, he/she shall be subjected to further interrogation/cross-examination by an in-house investigative panel within the Student Affairs Department.
4. When a considerable level of guilt is established, the erring student shall be referred to SDC for determination under a "formal resolution".
5. The student will be issued a formal Letter of summoning, and the parent/guardian will be notified accordingly. However, where the erring student is unavailable, the summon will be:
 - a. Posted on his/her wardrobe door
 - b. The parent will be further notified of the unavailability of the student to receive the summon, as the case would be heard as indicated.

8.2.3. Failure to Fill an Offence Form

Failure to fill an offence form for any violated rule amounts to gross insubordination, and the prescribed penalty shall be applied.

8.2.4. Failure to Appear Before SDC

Failure to appear before the SDC to respond to allegations or to appear as a witness when reasonably notified to do so will not hinder the process of justice. This standpoint extends to all disciplinary hearings, investigations and appeals. The hearing will be held "in absentia", and the SDC will review/hear the available evidence/witness(es) and reach a decision on the matters which shall be binding and not open to pleas except in cases where the accused/witness has any genuine and tenable reason for failure to honour the summons. Failure to appear before the SDC would be viewed as gross insubordination and be tried appropriately.

8.3. INFORMAL RESOLUTION

If a plea of guilty is entered by a student who appears before the Dean, Student Affairs, the case could be determined by an informal resolution which penalty does not attract suspension, expulsion or advice to withdraw. This resolution shall be read by the Dean to the concerned student who shall accept guilt and the penalty in writing. The appropriate penalty shall be communicated to the erring student(s) after approval by the University Management.

8.4. ACCOMPLICE TO OFFENCE

- a. A student who is present at a scene of an offence and who has contributed directly or indirectly either by word of mouth, action or even silence would be deemed to be an accomplice to the offence and may receive the same penalty as the principal offender.
- b. A student who by accident is present at the scene of an offence, who has not made any contribution either directly or indirectly to the offence would be deemed as a witness.

8.5. PENALTIES FOR VIOLATION OF RULES AND REGULATIONS

The following are some of the penalties that may be imposed for violation of University regulations:

8.5.1. Letter of Warning

This is issued to offenders by the Student Affairs Department with the knowledge of their parents. It must be collected promptly, or further stringent actions shall be imposed. Copies of such letters shall be forwarded to the offending student's file.

8.5.2. Letter of Caution

The issuance of a second warning (Letter of Caution) requires the invitation of the parent/sponsor of the offending student for the signing of an undertaking. A Letter of Caution can also be issued for other offences depending on the nature of such offences. However, staff/faculty are not permitted to collect this letter

unless a letter of authorization from the parent/sponsor is communicated to the Dean, Student Affairs.

8.5.3. Fines

These must be paid within specified periods to avoid further stringent actions being imposed by the Student Disciplinary Committee (SDC).

8.5.4. Confiscation of Items

Unauthorized items shall be confiscated from the concerned students. However, repeated use of unauthorized items by any student will be summoned to the Student Disciplinary Committee. All confiscated items which will not be returned to the erring students shall be disposed of off as the University deems fit.

8.5.5. Reimbursement

Reimbursement requires that a student pays for damage to the University's property or the property of a member of the University Community. Such reimbursement is charged to any student, who alone, or through group-concerted activities, organises or participates in events that cause the damage or costs incurred by another party.

8.5.6. Loss of Privilege

Loss of privilege is the withdrawal of a privilege or use of a service or facility (such as the Centre for Learning Resources, cyber café, sports complex) for a specific period of time.

8.5.7. Disciplinary Probation

Disciplinary probation is a period of observation during which a student must behave in a manner acceptable to the University. The Student Disciplinary Committee may impose terms that will restrict the student's participation in extracurricular and other activities.

8.5.8. Definite Suspension

The suspension is an action that excludes a student from registration, class attendance, residence in the Hall of Residence and the use of University facilities for a specified period of time, ranging from **three (3) weeks to one (1) year suspension**.

This action means that the student must immediately leave the campus and shall not return to the University until the suspension period is over. A suspended student found on campus during the suspension period shall be penalized for gross insubordination, trespass/unlawful entry.

8.5.9. Indefinite Suspension

This is an action that shall exclude a student from all University activities and programmes for an undefined period of time within which further investigations shall be carried out to ascertain the level of guilt.

This action shall necessitate the student leaving the campus immediately and shall not return until his/her case is brought up for review or recall. The indefinite suspension shall remain in force as long as the issue(s) necessitating the suspension has/have not been cleared.

8.5.10. Advised-to-Withdraw

Advised-to-Withdraw could be applied in particular situations at the discretion of the Student Disciplinary Committee. Such a student shall be given an academic transcript if applied for.

8.5.11. Expulsion

Expulsion is the permanent withdrawal of studentship. This action means that the student must leave the campus immediately, as he/she is no longer a student of the University.

8.6. CATEGORIES OF OFFENCES

The offences fall into two broad categories:

- a. All cases of **Misconduct**, which the Student Disciplinary Committee (SDC) could try.
- b. **Criminal offences** which should be referred to the Law Enforcement Agencies by the University Management on the recommendation of the SDC.

8.6.1. Misconduct

The following are misconducts for which the Student Disciplinary Committee can investigate and try students:

- 1. Unruly Behaviour
- 2. Indecent Behaviour
- 3. Vandalism

4. Disorderly Assembly
5. Unauthorized displacement of University property
6. Pilfering
7. Stealing
8. Insubordination
9. Membership of Secret Cults
10. Double Matriculation
11. Damage of University property
12. Giving false identity/Information
13. Overt Sexual Behaviour
14. Disregard for spiritual values, instructions and institutions
15. Sexual Harassment
16. Violation of Hall of Residence regulations (as discussed in Chapter Seven of this Handbook).
17. Violation of Dress code (as discussed in Chapter Seven of this Handbook)
18. Examination misconduct (this is discussed in details in Chapter Seven of this Handbook).
19. Infringement of other University Regulations

20. Any other offence that is, in the opinion of the SDC considered to be contrary to what the University's vision stands for.

21. Disregard for Cultural ethics and ethos

A. Unruly Behaviour

This shall include disorderly behaviour or acts of indiscipline indicating lack of self-restraint. Offences classified under unruly behaviour and the penalties they attract areas categorized below. The maximum penalty shall apply unless otherwise stated.

1. Driving and Keeping Vehicle on Campus without Permission

No student is expected to drive or keep any vehicle, personal or commercial within the University premises without due authorisation from the Dean of Student Affairs.

Any violator of this section shall be referred to the Dean of Student Affairs for appropriate disciplinary actions. Such disciplinary actions shall range from suspension for Three (3) weeks/One (1) academic session, to outright expulsion.

2. Crossing of Lawn

Penalty: Letter of warning

3. Urinating outside designated areas

Penalty: Letter of Caution. Any repeat performance will lead to Three (3) weeks' suspension in the first instance.

4. Streaking

This is a quick run, half-naked or naked, through a public place within or outside the Halls of Residence. This is not allowed except for approved physical exercise carried out at designated centres.

Penalty: Letter of Caution. Any repeat performance will lead to Three (3) weeks' suspension in the first instance.

5. Brushing of Teeth Outside Designated Area

Penalty: Letter of warning.

6. The hijacking of a Vehicle on or off Campus

The hijacking of a private or public vehicle on-campus or off-campus under any action of complaints, protest or demonstration;

Penalty: Suspension for a minimum of one session or outright expulsion and a surcharge for the repair of any damage done to the vehicle, public or University property as appropriate.

7. Use of Threat of Violence of Any Kind on Anybody

Penalty: Suspension for a maximum of one session.

8. Fighting

Any attempt to cause injury or inflict pain; or causing injury or inflicting pain. Also causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. (It is not a defence that the person (or group) against whom the physical abuse was directed) consented to, or acquiesced to, the physical abuse.

9. Offences Against Persons

No student shall threaten, assault, haze or otherwise physically, psychologically, verbally, or in writing by electronic means or otherwise, abuse any other person. This includes but is not limited to, incidents of bias-related acts of assault or abuse, or any incidents of verbal, written, physical, psychological harassment or abuse.

10. Stalking

No student shall perform any acts that harass, annoy, threaten, intimidate or alarm another person or persons. Examples include but are not limited to repeatedly following such person(s); repeatedly committing acts that alarm or seriously annoy such other person(s) and that serve no legitimate purpose; and repeatedly communicating by mechanical or electronic means, or any form of written communication with such person(s) in a manner likely to harass, intimidate, annoy or alarm.

Penalty for the above offences (8- 10) shall range from a letter of warning to suspension for one session, or expulsion, depending on the gravity.

11. Illegal detention of people

Penalty: This shall range from suspension for one session to expulsion from the University.

12. Any other behaviour that may be classified from time to time as Unruly Behaviour by the University authority.

Penalty: This shall range from Letter of Warning to expulsion depending on the gravity of the offence.

B. Indecent Behaviour

The identified acts that constitute indecent behaviour and the recommended punishment for each act are listed as follows. The maximum penalty shall apply unless otherwise stated.

1. Defecating Outside Designated Areas or Any Other Indecent Behaviour

Penalty: Letter of warning. If the offence is committed on a second occasion, the offender shall be suspended for one academic session.

2. Spitting in Public Places / Littering of University Premises

Penalty: Ranges from Letter of Warning to Suspension for one academic session, depending on the gravity of the act.

3. Violation of Interactive Time and Mode

Pairing is defined as two students of the opposite sex being together outside interactive hours.

The interactive hour shall be between 6.00 am and 7.00 pm daily. However, students of the opposite sex found in compromising position during interactive hours shall also be liable for pairing.

In addition, Students of the opposite sex shall be allowed to interact at the Landmark University Chapel between 5.30 am and 9.00 pm under strict surveillance and monitoring to ensure

decency and decorum after which they shall proceed separately to their various Halls of Residence.

Note: Violation of Interactive mode includes students of opposite sex walking hand-in-hand, kissing or being found in any other compromising positions.

Penalty: Violation of this rule shall attract Three (3) weeks suspension in the first instance. A repeat of the act shall attract penalty ranging from One (1) year suspension to expulsion.

4. Any other behaviour that may be classified as indecent

Penalty: Ranges from Letter of Caution to suspension for one academic session, and even expulsion, depending on the gravity of the offence.

C. Vandalism

Any Willful or malicious damage or destruction of University or private property. The penalty includes Suspension for one academic session or expulsion, depending on the gravity of the offence. In addition, the offender shall be mandatorily required to pay for the repair or replacement of damaged or destroyed property.

D. Disorderly Assembly

Students are forbidden from gathering in a manner that disturbs the public peace, incites public alarm, results in violence to a person or property, disrupts the function of the University, interferes with faculty or staff in the performance of their duties, or otherwise brings disgrace or disrepute to the University.

Penalty: Any student who encourages or participates in the formation or prolonging of such a gathering is subject to immediate suspension from the university for one academic session or expulsion from the University, depending on the gravity of his involvement in the event.

E. Unauthorised Displacement, Use or Damage of University or Private Property

Three possible offences are listed below:

1. Unauthorized transfer of private or University property
2. Unauthorized transfer and use of such property.
3. Unauthorized transfer, use and damage of such property.

Penalty: These offences shall attract a Letter of Caution and replacement of the property removed, together with the repair of any attendant damage(s).

F. Pilfering

This is the unauthorised and habitual removal of small things/items belonging to another person or the University, seemingly of little value. This shall be considered as Stealing as in (G) below.

G. Stealing

This is the unauthorised removal of a property that belongs to another person. Stealing is a criminal offence and may be referred

to the Police after the student had first been dealt with according to the Disciplinary Procedures in this book.

Penalty: Expulsion from the University.

H. Insubordination

This is defined as the unwillingness to submit to, or willful disrespect of, constituted authority.

Penalty: Ranging from letter of warning/Letter of Caution at the first instance. A repeat act shall attract suspension ranging from three (3) weeks to One (1) academic session depending on the frequency, and severity of the offence.

I. Violation of the University Cultural Ethics

A man's culture influences his future. Thus, Landmark University has a formidable culture of nurturing a good future for the leaders that are being raised. An important aspect of our culture is respect for law and order as well as mutual respect for one another within the community. All Landmark University students are to give due respect, honour and benevolence to their elders at whatever time and whatsoever context. Specifically, students are to note that:

- a. their smart and business-like comportment shall not lack respect in their countenance to a senior or elderly member of the community whether in the class, in the halls of residence or anywhere on the campus;
- b. helps and courtesies must be extended to the elderly or seniors wherever possible, practicable or affordable;

- c. their countenance and composure to enquiries and instructions by faculty, staff and visitors must be devoid of arrogance, but rather show respect, care and love.

Penalty: Failure to abide by this shall attract severe punitive measures ranging from a letter of warning to outright expulsion from the University.

J. Secret Cult

It is a contravention of Decree 47 of 1989 to belong to any secret cult on campus.

1. Undertaking/renunciation of Membership

All students shall sign an undertaking denouncing or renouncing (as the case may be) their membership of any secret cult within or outside the Campus. In the event of the discovery of any violation of the clause in the undertaking, such violator shall be expelled from the University forthwith.

2. Membership and Possession of Cult Related Materials

Since all secret cults have been proscribed, it is an offence to belong to a secret cult on or outside campus or engage in any cult-related activity or be found to be in possession of any cult-related item or material in or outside the Campus.

3. The Definition of Cult Related Materials

Cult related materials shall be defined as:

- a. Materials such that has DIABOLICAL connotations. This may include but is not limited to: Bracelets, Amulets, Talisman, Occult Rings, Waist beads and bands etc.;
- b. Unconventional clothing materials carrying inexplicable signs and symbols;
- c. Signs and emblems of known cults or secret societies/organizations in other Universities/ Institutions in Nigeria or elsewhere; and
- d. Body signs such as incisions, lacerations/cuts, piercing/perforations of parts of the body, e.g. nose, ear (for males), deep cuts, strange shaping of beards/hair cut etc.

Penalty - This shall attract summary expulsion from the University such student expelled shall also be subject to trial by the appropriate organs under the Decree.

K. Double Matriculation

Double matriculation is a very serious offence in which a matriculated student retakes a JAMB examination in order to change to another course at Landmark University. **This offence shall attract summary expulsion.**

L. Damage to University property

This is any willful damage or destruction of University property or asset either in the halls of residence, Library, Lecture halls, Cybercafé, laboratories or any part of the University premises. Behaviour that destroys, damages, or litters any property of the University, of another institution, or of another person, on University premises or at University-sponsored activities.

The punishment of this offence is as stipulated under vandalism (as discussed in the Appendix of this handbook).

M. Giving False Identity/Information

- a. Every student is expected to always provide correct and adequate information as and when demanded.
- b. Therefore, any wrong or misrepresentation of self for whatever reason with the intent that such information is acted upon as true is strictly prohibited. Forgery, unauthorized alteration or misuse of any document, record or instrument of identification is prohibited.
- c. Also includes withholding material information from the University, misrepresenting the truth before a hearing of the University and making false statements to any University official.
- d. The submission of false information at the time of admission or readmission is grounds for rejection of the application, withdrawal of any offer of acceptance, cancellation of enrollment, dismissal or other appropriate

disciplinary action. Students are required to conspicuously carry and present valid University identification at all times.

- e. Student(s) found guilty of this offence(s) shall be suspended for three (3) weeks while a repeat of the same act shall attract suspension from the University for One (1) academic session.
- f. The submission of false information at the time of admission or readmission is grounds for rejection of the application, withdrawal of any offer of acceptance, cancellation of enrollment, dismissal or other appropriate disciplinary action.
- g. Students are required to conspicuously carry and present valid University identification at all times. Failure will attract Letter of Caution or Three (3) weeks suspension for repeated cases as appropriate.

N. Overt Sexual Behaviour

Student overt sexual misconduct is defined as unwelcome acts of a sexual nature committed by a student against another student with or without consent.

This includes but is not limited to:

- a. Touching of the body of a student of the opposite sex, directly or through clothing such as patting, pinching, brushing against the body, attempted or actual kissing or fondling and any other inappropriate and/or unwelcome touching or feeling.

- b. Unwelcome sexual remarks about body, clothing or sexual activities and humour or jokes about sex that denigrate women or men in general.
- c. Unwelcome sexual propositions, invitations, or other pressure for sex.
- d. Students are to shun unhealthy relationships that could culminate into unapproved pairing for interactions at unapproved locations such as on the walkways along the roads, front of Halls of residence, cafeteria etc.

Violation of this clause shall attract Three (3) weeks suspension for the first offender and one academic session or outright expulsion for a repeat of the offence depending on the gravity of the harassment.

O. Disregard for Spiritual Value and Institution

Penalty: Ranges from Three (3) weeks suspension to suspension for one session depending on the gravity of the offence.

P. Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favours, or other verbal, visual or physical conduct of a sexual nature, submission to which is made a condition of a person's exercise or enjoyment of any right, privilege, power, or immunity, either explicitly or implicitly. Sexual harassment occurs when a person is the recipient of conduct of a sexual nature where:

- a. Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of an individual's education (including co-curricular activities) or employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's welfare, academic or work performance, or creates an intimidating, hostile, offensive or demeaning education (including co-curricular activities) or work environment.

No student is allowed to sexually harass (or be harassed by) his/her colleague or staff for whatsoever reason.

Violation of this clause shall attract Three (3) weeks suspension for the first offender and one academic session or outright expulsion for a repeat of the offence depending on the gravity of the harassment.

Q. Violation of Hall of Residence Regulations

This is as discussed in Chapter Seven of this Handbook.

R. Violation of Dress Code

This is as discussed in Chapter Seven of this Handbook.

S. Identification Cards

Students are required to conspicuously carry and present valid University identification cards at all times. Failure to produce the ID card on demand by any University Official shall attract a Letter of Caution. A repeat of violation shall attract Three (3) weeks suspension.

T. Examination Misconduct

All cases of **Examination Misconduct** will attract an **Expulsion** penalty except otherwise indicated.

U. Infringement of Other University Regulations

This refers to any violation of rules and regulations given to students at all and sundry times by the University Management. The appropriate penalty shall be meted to the erring student.

V. Refusal to undergo prescribed drug screening

This refusal will attract expulsion.

W. Any other offence shall be penalised as appropriate

8.6.2. Criminal Offences

These are acts that contravene the laws of the land. They are offences that can warrant expulsion and, as such, shall be handled by the law enforcement agents on the recommendation of the SDC. Student(s) involved in such acts shall be expelled. The offences include:

A. Fraud/Forgery

This is when a person makes or presents false writing, statement or document knowing it to be false with the intention that it be acted upon as genuine. This shall include the signing of roll call, class/lecture attendance, Chapel, TMC attendance, etc. or signing for an officer of the University or other persons in authority outside the University with the intent of validating the genuineness of such document, e.g. Exeat, Letters, Certificates, Bank documents, Medical reports. This shall include all forms of alterations on the Exeat form, etc.

B. Robbery (Theft)

This is an act of forceful and violent removal of a property that belongs to another person.

C. Burglary

This is an act of forcefully gaining unauthorized access into a building, offices, rooms, enclosure/closet, etc. (e.g. locker, wardrobe, boxes, safes, cabinet, stores, etc.

D. Assault

This is an act of striking, touching, moving or otherwise applying a force of any kind to the person of another directly or indirectly without his consent or with his consent if the consent is obtained by fraud, or as defined by the Criminal Code of Nigeria.

E. Murder

This is an act where a person unlawfully kills another or the intentional extermination of another person's life as defined by the Criminal Code of Nigeria.

F. Membership of Secret Cult

G. Possession of firearms/live bullets or any other compliments of a firearm

H. Arson

This is where a person willfully sets fire or attempt to unlawfully set fire to any building, part of building, fittings, appliances, offices, room, vehicles or any part of the University premises, etc.

I. Rape

Any person who has or attempts to have an unlawful carnal knowledge of anyone woman/girl, man/boy without her/his consent or with her/his consent if the consent is obtained by force or by means of threat or intimidation of any kind or by means of false and fraudulent representation as to the nature of the act.

J. Possession and/or Use/Abuse of Hard Drugs/Prescription Drugs and Drug Trafficking

Hard drugs include Indian hemp, Cocaine, Heroin, Cannabis etc., while abuse of prescription drugs such as Rophenol, Tramadol, Drugs with codeine and other controlled substances and drug trafficking shall include any exchange, dealing, buying and selling of same.

In addition, refusal to undergo prescribed drug screening will attract expulsion.

K. Hazing

Whether by omission or commission, no student shall take any action, or create, or participate in the creation of any situation that recklessly or intentionally endangers another person's psychological, mental, or physical health or that involves the forced or expected consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

Examples of hazing activities include, but are not limited to: paddling, branding, tattooing, shaving of hair, or other physical abuse or brutality; activities that involve excessive fatigue and/or stress; verbal and/or psychological abuse that compromises the dignity of any individual.

Any student/group of students found in such act shall be expelled from the University.

L. Internet Fraud/Other Hi-Tech Fraud

This shall include breaking or attempting to break or hacking into the database of the University or any other Computer System assigned to other persons or offices within or outside the University. This shall also cover such areas as unauthorized transaction or usage via the use of internet services, i.e. otherwise known as hi-tech fraud, inclusion or conversion of restricted IP addresses to one's use.

M. Any other criminal offence committed in/outside the University.

This shall include any other criminal offence in/or outside the University not herein listed or adjudged to put the University in disrepute. **Violation of any of these clauses shall attract outright expulsion from the University.**

8.7. MODALITIES FOR IMPLEMENTATION OF PENALTIES

- a. Students involved in disciplinary action ranging from suspension to expulsion are to report to the Student Affairs Department for counselling and specific instructions before their departure.
- b. The parents shall be contacted and informed of the offence committed and the attendant penalty.
- c. The disciplinary letter shall be collected by the parent/guardian of the concerned student, and the student must leave the campus immediately.
- d. The I.D. Card and other University property shall be withdrawn from the student.
- e. The contact addresses of the Parents shall be documented.
- f. The Corporate Affairs Unit shall take a photograph of the Student.
- g. Retrieval of luggage and belongings from the Hall of Residence shall be supervised by the Hall Officer and Security Operatives.

- h. Confiscated items such as phones, laptops, appliances, etc., of a, suspended or expelled student shall be returned to the parent/guardian.

8.8. CONDITIONS FOR THE RE-ABSORPTION/RECALL OF A STUDENT

Any student that has served his/her penalty or been recalled shall be required to come with the parent/guardian to have an audience with the Dean, Student Affairs who will assess his/her suitability for re-absorption. In addition, the following under listed formalities would be observed. The student must:

- i. have served the penalty;
- ii. show a high level of remorse;
- iii. have passed through spiritual rehabilitation, which must be validated by a letter of attestation from a Pastor/Minister, detailing any spiritual training or programme the student had embarked upon during the period of suspension;
- iv. have a comprehensive evaluation report of his/her performance during the period of suspension and the attendant spiritual growth from the Resident/Senior pastor in Charge of his/her church;
- v. go through medical/ psychological screening as prescribed
- vi. sign an undertaking to be of good character and

- vii. The parent/guardian must sign an undertaking of good behaviour for his/her child/ward.

Students on any disciplinary action shall not participate in any excursion during the session of the subsisting penalty and shall not participate in any external engagement/exchange programme of the University.

8.9. FOLLOW-UP PROGRAMME ON CAMPUS AFTER RECALL

- a. Collection of Letter of Re-absorption for the pursuit of academic activities from the Registry.
- b. Presentation of evidence of payment of the required or outstanding fees.
- c. A Letter of Undertaking to be of good behaviour duly signed by both the student and the Parent and submitted at the Student Affairs Office.
- d. Presentation of a brief report on how the student in question has been able to maximize the period of suspension for a change of attitude and display of Godly character must be submitted by the Student and the Parent before resumption.
- e. Issuance of Clearance letter of re-absorption to the Hall of Residence.
- f. To undergo six (6) months of intensive Counseling and Spiritual supervision from the University Counseling Unit and the Chaplaincy. A report of attendance and

general conduct during the period will be forwarded to the Dean, Student Affairs for further processing.

- g. Six (6) months of supervision by the Head of Department of the student. The HOD supervises and monitors the student's classroom attendance and general attitude to his/her academic pursuit. A monthly report and a summary report and recommendation should be submitted by the HOD to the Student Affairs Department.
- h. The Hall Officer should also keep the student under surveillance and comment monthly on his/her character and conformity to rules and regulations of the University. The Hall Officer shall also give a report on the student to the Dean, Student Affairs, at the end of the six months probation.

8.10. STUDENTS' RIGHT OF APPEAL

Landmark University has provided these rules and regulations to guide and reform students' behaviour. Any student who has been placed on corrective measures but feels he/she has not been given a fair hearing or has additional information to guide the University's decision has the right to send in a letter of appeal to the Appellate Committee, copying the Vice-Chancellor, Registrar and Dean, Student Affairs for reference.

8.10.1. Appellate Committee

The Appellate Committee shall include but not be limited to the following:

- a. The Representative of management - Chairperson
- b. The Chaplain
- c. A staff of the University's Legal Team, who is not a member of SDC
- d. The representative of Student Support Programme, who is not a member of SDC
- e. A member of the Counselling Unit who is not a member of SDC
- f. A representative of each College
- g. A representative of the Registrar, who is not a member of SDC - Secretary

Any decision by SDC can be appealed. The Appellate Committee of the University shall review the appeal in line with the provisions in the Student Handbook and make recommendations to the University Management.

8.10.2. Prerogative Of Mercy

The Prerogative of Mercy shall only be discharged by the Chancellor. The Chancellor exercises discretionary power and final authority on any such considerations. Mercy is a compassionate or a kindly forbearance is shown towards an offender.

The Chancellor's Prerogative of Mercy shall only be extended to students who have shown evidence of penitence and remorse, a sequel to the rehabilitative counselling and spiritual measures

undertaken within such periods. The Chancellor's prerogative of mercy shall, therefore, be predicated on credible evidence of rehabilitative measures undertaken.

8.10.3. Prerogative of Mercy Committee

The Appellate Committee members shall also constitute the Prerogative of Mercy Committee (PMC). Any beneficiary of the Chancellor's Prerogative of Mercy shall:

1. Present Letter of Affirmation of good conduct from a Pastor;
2. Sign an undertaking to be of good behaviour throughout his /her studentship in Landmark University to be completed by both Student and Parent;
3. Sign the re-absorption to campus form, re-absorption to Hall of Residence form; and the re-absorption to Academic Activities form;
4. In addition to the above, the student must also comply with the conditions for reabsorption previously stated.
5. Operate under restricted exeat permit of 2 per session or 1 per semester;
6. Operate a defined reporting line which makes him/her interact with the Dean, Student Affairs and the Chaplain on alternate weekends throughout his/her stay in Landmark University, except otherwise reviewed. Further to this, he is to be registered with the Landmark University Counselling Centre with a periodic report submitted from the Centre to

the Office of the Registrar; and attend all academic lectures, assemblies, Chapel services, etc., and shall have a designated seat at such occasions, usually in the front row to make his presence/absence conspicuous to enhance monitoring.

APPENDIX

STUDENTS' DISCIPLINARY ISSUES IN SUMMARY

9.1.1. Chaplaincy: Misconduct and Penalties

| # | Misconduct | Penalty |
|----|--|--|
| 1. | Unauthorised religious practice or activity | Ranging from letter of warning to suspension, depending on the gravity of the offence. |
| 2. | Absence from Chapel and Sunday services | Forfeiture of one week's class attendance for all registered courses, and in addition, penalties ranging from a letter of warning to advised-to-withdraw, depending on the gravity of the offence. |
| 3. | Non-compliance with expected conduct in the Chapel | Ranging from letter of warning to suspension, depending on the gravity of the offence. |
| 4. | Lateness to Chapel services | Forfeiture of Chapel service attendance, and in addition, penalty ranging from a letter of warning to suspension, depending on the gravity of the offence. |
| 5. | Absence from or lateness to any other chaplaincy authorized programme. | Forfeiture of one week's class attendance for all registered courses, and in addition, penalty ranging from a letter of warning to suspension, depending on the gravity of the offence. |

9.1.2. **Residency: List of Prohibited Items in the Halls of Residence and their Penalties**

| # | Misconduct | Penalty |
|---|--|--|
| 1 | Possession of mobile phone, SIM card enabled devices and other phone accessories | Three (3) weeks suspension |
| 2 | Fireworks and explosives of any kind | Ranging from letter of warning to Expulsion, depending on the gravity of the offence. |
| 3 | Kerosene lamp, gas cooker, candles, matches, lighters etc. | Ranging from letter of warning to Expulsion, depending on the gravity of the offence. |
| 4 | Cooking utensils such as hot plates, rice cookers, toasters, microwaves, electric boiling ring, saucepans, blenders etc. | Confiscation of items and payment of ₦10, 000 fine. |
| 5 | Refrigerators, Washing machine, grillers | Confiscation of items and payment of ₦10, 000. |
| 6 | Any unauthorized items meant for sale or business activities. | Confiscation of items and payment of ₦10, 000. |
| 7 | Jeans, chinos, corduroy and diabolic materials | Ranging from letter of warning to suspension, depending on the gravity of the offence. |
| 8 | TV sets | Ranging from letter of warning to suspension, |

| # | Misconduct | Penalties |
|----|--|--|
| 9 | Video machines, tapes, DVD & VDC players | Ranging from letter of warning to suspension, |
| 10 | TV card, antennas etc | Ranging from letter of warning to suspension, |
| 11 | Computer game (play station) | Letter of warning |
| 12 | Weight, shot put, discus or javelin | Ranging from letter of warning to suspension, depending on the gravity of the offence. |
| 13 | Other items that may be considered as contraband from time to time | Ranging from letter of warning to suspension, depending on the gravity of the offence |

9.1.3. Residential Misconducts and Penalties

| # | Misconduct | Penalty |
|---|--|---|
| 1 | Squatting | Letter of caution at first instance while a repeat of the act shall lead to Three (3) weeks suspension. |
| 2 | Inability to live peacefully in the Hall | Ranging from letter of warning to expulsion, depending on the gravity of the offence. |
| 3 | Non-observance of Great Silence rule | Ranging from letter of warning to suspension, depending on the gravity of the offence. |

| # | Misconduct | Penalty |
|----|--|---|
| 4 | Refusal to submit keys/Unauthorised possession, use, duplication of keys | Ranging from suspension to expulsion, depending on the gravity of the offence. |
| 5 | Loss of key | Payment of a fine of ₦10, 000 |
| 6 | Fighting | Ranging from Three (3) weeks suspension to advised-to-withdraw, depending on the gravity of the offence. |
| 7 | Jumping the fence or reception desk | Three (3) weeks suspension |
| 8 | Violation of safety and health regulations | Ranging from letter of warning to suspension, depending on the gravity of the offence. |
| 9 | Unauthorized transfer of bed space/rooms | Ranging from letter of warning to suspension, depending on the gravity of the offence. |
| 10 | Violation of exeat rule | Ranging from Three (3) weeks suspension to 1-year suspension, depending on the gravity of the offence. |
| 11 | Non-signing of attendance register | Forfeiture of One week's lecture attendance on all registered courses, in addition to a penalty ranging from a letter of warning to expulsion, depending on the gravity of the offence. |

| # | Misconduct | Penalty |
|----|---|--|
| 12 | Violation of sanitation rule | Letter of warning |
| 13 | Defacing of walls | Provision of cost of painting and letter of caution |
| 14 | Possession and watching of indecent films and listening to indecent tapes | Ranging from letter of caution to suspension, depending on the gravity of the offence. |
| 15 | Cooking in the Hall of Residence | Ranging from letter of caution to suspension, depending on the gravity of the offence. |
| 16 | Accommodating student of opposite sex/visitor in a room | Ranging from suspension to expulsion, depending on the gravity of the offence. |
| 17 | The holding of nocturnal activities | Ranging from suspension to expulsion, depending on the gravity of the offence. |
| 18 | Nudity | Ranging from suspension to expulsion, depending on the gravity of the offence. |
| 19 | Sexual Immorality | Expulsion |
| 20 | Lesbianism/homosexuality | Expulsion |

| # | Misconduct | Penalty |
|----|---|---|
| 21 | Possession/viewing of pornographic materials | Expulsion and confiscation of such materials and device used. |
| 22 | Gossiping/ Backbiting | Ranging from letter of warning to suspension, depending on the gravity of the offence. |
| 23 | Staying in the Hall of residence during University General Assembly | In addition to the penalty for absence in chapel services and university general assembly, penalty ranging from suspension to expulsion, depending on the gravity of the offence. |
| 24 | Theft of items during University General Assembly | Students found in the Hall are liable and must replace the items plus penalty ranging from suspension to expulsion, depending on the gravity of the offence. |

9.1.4. Dress Code

1. Dress code violators shall be sent out of lecture halls, examination halls, etc.
2. Penalty for all categories of dress-code violation attracts a letter of caution at the first instance while a repeat of the act shall lead to Three (3) weeks suspension.

9.1.5. Examination Misconduct and Penalties

Penalties for examination misconducts range from a warning to expulsion.

| # | Misconduct | Penalty |
|---|---|---|
| 1 | Cheating during examinations, tests, assignments, etc. | Cancellation and forfeiture of marks plus penalty ranging from a letter of caution to expulsion, depending on the gravity of the offence. |
| 2 | Impersonation | Expulsion |
| 3 | Plagiarism | Cancellation and forfeiture of marks plus penalty ranging from a letter of caution to expulsion, depending on the gravity of the offence. |
| 4 | Unauthorised access to examination materials | Expulsion |
| 5 | Falsification of the evaluation form and other academic records or documents | Expulsion |
| 6 | Unauthorised collection of the item from another student during an examination without the knowledge of the invigilator | Letter of caution |

| # | Misconduct | Penalty |
|----|---|--|
| 7 | Appearing for examination, without meeting attendance requirement | Letter of caution |
| 8 | Disobedience to instructions/disruption during an examination/harassment of invigilator | Disqualification from the examination plus penalty ranging from a letter of caution to expulsion, depending on the gravity of the offence. |
| 9 | Anti-safety behaviour during practicals, workshops, studio work, etc. | Letter of caution |
| 10 | Attempted inducement of examiners and invigilators | Disqualification from the examination plus penalty ranging from suspension to expulsion |
| 11 | Possession/ copying of any written materials relevant to the examination | Expulsion |
| 12 | Aiding and abetting examination misconduct | Expulsion |
| 13 | Destruction of evidence of examination misconduct | Expulsion |
| 14 | Refusal to complete examination misconduct form | The penalty ranges from suspension to expulsion, |

| | | |
|----|--|--|
| | | depending on the nature of examination misconduct. |
| 15 | Any previous arrangement made for access to examination materials whether it succeeds or not | Suspension to expulsion, depending on the nature of examination misconduct. |
| 16 | Refusal to submit examination scripts | Failure in the examined course plus penalty ranging from suspension to expulsion |
| 17 | Any other misconduct recorded from time to time | Letter of warning to expulsion, depending on the nature of examination misconduct. |

9.1.6. General Misconduct and Penalties

| # | Misconduct | Penalty |
|---|---|--|
| 1 | Absence from University General Assemblies, such as welcome assembly, departure assembly, Founder's Day events, public and inaugural lectures, etc. | Forfeiture of one week's class attendance for all registered courses, and in addition, penalties ranging from a letter of warning to advised-to-withdraw, depending on the gravity of the offence. |
| 2 | Unruly behaviour | Ranging from a warning to expulsion, depending on the gravity of the offence. |
| 3 | Indecent behaviour | Ranging from a warning to expulsion, depending on the gravity of the offence. |

| # | Misconduct | Penalties |
|----|--|--|
| 4 | Violation of interactive mode and time | Ranging from letter of caution to suspension, depending on the gravity of the offence. |
| 5 | Smoking and Vaping | Ranging from suspension to expulsion, depending on the gravity of the offence. |
| 6 | Possession/Use of Alcohol | Ranging from suspension to expulsion, depending on the gravity of the offence. |
| 7 | Possession/Use of Hard Drugs/Abuse of Prescription Drugs | Expulsion |
| 8 | Vandalism | Ranging from suspension to expulsion, depending on the gravity of the offence. |
| 9 | Disorderly Assembly | Ranging from suspension to expulsion, depending on the gravity of the offence. |
| 10 | Damage to University property/Unauthorised Transfer | Replacement of the damaged property, plus penalty ranging from a letter of caution to suspension, depending on the gravity of the offence. |
| 11 | Pilfering/Stealing | Return of the materials, plus penalty ranging from suspension to expulsion, depending on the gravity of the offence. |
| 12 | Insubordination/Gross Insubordination | Ranging from letter of caution to suspension, depending on the gravity of the offence. |

| | | |
|----|---|---|
| 13 | Possession of Cult-Related Materials | Ranging from suspension to expulsion, depending on the gravity of the offence. |
| 14 | Membership of Cult/Secret Society | Expulsion |
| 15 | Double Matriculation | Advised-to-withdraw |
| 16 | Giving of False Identity/Information | Ranging from letter of caution to suspension, depending on the gravity of the offence. |
| 17 | Non-hanging of Identity Card | Letter of warning |
| 18 | Sexual Harassment | Ranging from suspension to expulsion, depending on the gravity of the offence. |
| 19 | Pairing | Three (3) weeks suspension in the first instance. A repeat of the act shall attract penalty ranging from One (1) year suspension to expulsion |
| 20 | Overt Sexual Behaviour | Ranging from suspension to expulsion, depending on the gravity of the offence. |
| 21 | Fraud/Forgery | Expulsion |
| 22 | Internet Fraud/Hi-tech Fraud / ATM and other bank fraud | Expulsion |
| 23 | Use of Fireworks | Ranging from letter of caution to suspension, depending on the gravity of the offence. |

| | | |
|----|---------------------------------|--|
| 24 | Robbery/ Possession of Firearms | Expulsion |
| 25 | Burglary | Expulsion |
| 26 | Assault | Ranging from letter of caution to suspension, depending on the gravity of the offence. |
| 27 | Murder | Expulsion |
| 28 | Arson | Expulsion |
| 29 | Rape | Expulsion |
| 30 | Breach of University Peace | Ranging from letter of caution to expulsion, depending on the gravity of the offence. |
| 31 | Any other criminal act | Ranging from suspension to expulsion, depending on the gravity of the offence. |

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.

Oh 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.

THE 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.

LANDMARK UNIVERSITY ANTHEM

We're a Covenant Generation
Pursuing excellence
Redeemed to reign
Learning to lead

We are bound by an oath
Obeying rules to rule
Making Kings of youth
Flying high on covenant wings

Wisdom's call for change
Inspired on fire
With courage
Marching on in grace
God's own arrow
Shot for glory

Covenant generation arise
Light and knowledge to shine
Glorious foundation stone
Leadership skills to show
Departing from knowledge
To empowerment
Legalism to realism

Wisdom's call for change
Inspired, on fire
With courage
Marching on in grace
God's own arrow
Shot for glory