



OVERVIEW OF STUDENTS ACADEMIC MATTERS IN UNIVERSITY OF LAGOS





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Learning Objectives:

At the end of the session, participants will be able to:

- effectively take decisions in line with University Senate-approved policies;
- ensure compliance with Senate-approved academic regulations in the University by both students and staff; and
- guide the Faculty/Department members in implementing all Senate decisions.



Directorate of Academic Affairs

- Smooth administration of students matters
- Ensuring compliance with Senate-approved academic regulations in the University by both students and staff
- Implementing all Senate decisions

RESEARCH ETHICS REVIEW APPLICATION
TO THE WALDEN UNIVERSITY INSTITUTIONAL REVIEW BOARD
REQUESTING APPROVAL TO CONDUCT RESEARCH
VERSION 2018A

All shaded areas of this IRB application need to be completed by the researcher. Text in the shaded areas may not be modified.

Enter researcher's electronic signature (email address) here after reading the statement of rights.

By entering an email address in the box to the right of the application, the researcher is providing a digital signature and certifying that the application is true and correct. A. well read all of the application and understand the application; B. understand the IRB expert IRB review process and the consequences of non-compliance; C. understand the IRB review process and the consequences of non-compliance; D. understand the IRB review process and the consequences of non-compliance.

IMPORTANT NOTE FOR RESEARCHERS

It is the researcher's responsibility to ensure that all research materials are submitted to the IRB for review and approval. Research materials that are not submitted to the IRB for review and approval may be subject to disciplinary action.

WHAT IS IRB APPROVAL?

The Institutional Review Board (IRB) is a committee of staff and faculty members who review each of Walden's major research areas and is responsible for ensuring that all research conducted at Walden University complies with the university's ethical standards as well as U.S. federal regulations. IRB approval indicates the institution's official assessment that the proposed research meets the criteria for ethical research.

IRB approval lasts for 1 year and may be renewed. Outside of the explicit dates and terms of IRB approval, researchers are not entitled to any protections, recognition, funding, or other benefits that may be associated with IRB approval.

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Directorate of Academic Affairs

The
Directorate is
made up of:

Academic Affairs Unit

Admissions' Unit

Records' and Certificates/Verification
Unit

Senate and Ceremonies Unit

Examinations' Unit



Policies on Studentship

- Registration
- Deferment, Leave of Absence and Medical/Sick Leave
- Re-Absorption of Students after Deferment /Leave of Absence and Withdrawal due to absence
- Extension of Studentship





Policies on Studentship

- Withdrawal
- Termination of Programme/Conditions Guiding Re-Admission into undergraduate programme
- Senate-Approved Penalties Academic/Social Misconduct
- Suspension and Rustication
- Re-Admission after Rustication



Inter/Intra Faculty Transfer

Policy on Change of Name

Policy for the Conduct of Examinations for Visually Impaired Students

Disposal of Old Examination Scripts

Policies on Studentship



Every student is expected to register at the commencement of every semester

Registration

All students print two copies of their Course Registration Forms for endorsement by their respective Course-Advisers, within the 6th and 7th week of resumption for the semester



Registration Cont'd

All Students and Departments are to keep a copy (each) of the endorsed form

Registration for courses within the stipulated period as approved by the Senate on Academic Calendar is compulsory

Courses not registered for cannot be credited with scores (grades).



Deferment, Leave of Absence and Medical/Sick Leave

- **Leave of Absence (LoA):** a request made at the beginning of the session, before registration
- **Deferment:** a request made after registration, before Semester examination

It is important to note that:

- Fully registered students are eligible to apply for deferment within the Semester
- Students who are **unable** to register for a particular Semester or Session are eligible to apply for Leave of Absence (LoA).





Deferment, Leave of Absence and Medical/Sick Leave

- **Retroactive Leave of Absence and Deferment do not exist.**
- Results of students are processed as **ABSENT** at the end of Semester if they are not registered.
- Courses registered, for which examinations are not taken, are credited with **Zero (F) grades.**





Procedure

- Request for Leave of Absence/Deferment of 1 or 2 Semesters is considered and approved at the Faculty by the Dean or Director of Distance Learning Institute
- Request for Leave of Absence/Deferment of 3 Semesters and above are considered and recommended by the Faculty Board of Studies to Senate through Academic Affairs.

S/N o	Matric. No	Name	Level	Last CGPA	Academic Status	TCUO	Semesters Absent	Reason	Remark



Medical/Sick Leave

- Absence from examination due to medical reason should be processed through the Director of Medical Services for endorsed medical report **within 72hours or forfeit endorsement.**





Procedure

A student seeking sick leave will submit an application letter along with the medical report endorsed by the Director of Medical Services through the Faculty/Department to Academic Affairs

Result broadsheets of such student should be marked as 'SICK' for the examinations not taken following approval by the Vice Chancellor

If the result of such a student has been approved by the University Senate, the Department will seek amendment of results of courses affected through the Business Committee of Senate (BCOS)



Re-Absorption of Students after Deferment/Leave of Absence and Withdrawal due to absence



Students are re-absorbed at the expiration of period of deferment, leave of absence and re-instatement of studentship by Senate, following withdrawal due to three or more Semesters' absence.

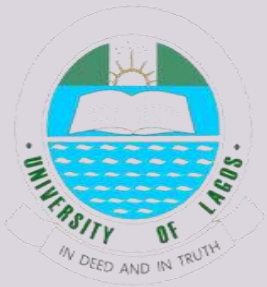


Procedure

Re-absorption **after deferment and LoA** is handled at the Faculty level, re-absorption after withdrawal due to three or more Semesters absence is considered by the University Senate as processed by the Academic Affairs' Office through the Business Committee of Senate

Re-absorption after withdrawal due to three or more Semesters absence are considered and recommended by the Faculty Board of Studies to Senate through the Director, Directorate of Academic Affairs, presented in the approved format

The maximum number of Semesters approved by Senate to be eligible for re-absorption is Six Semesters



Extension of Studentship

- Premier automatically suspends the online account of any student whose studentship expires. Every student is entitled to **two** additional Sessions to complete their programme. This means:
 - Three year programme, 2 extra Sessions - 5 Sessions
 - Four year programme, 2 extra Sessions - 6 Sessions
 - Five year programme, 2 extra Sessions - 7 Sessions





Procedure

I. At expiration of studentship, students apply for Extension through Course Adviser, Head of Department and Dean to the Director Academic Affairs.

II. Application for Extension of Studentship is processed to BCOS for consideration and recommendation to Senate for approval.

III. Senate decision is conveyed to the student just as the student's online profile is endorsed.



Withdrawal

- i) Absence from academic activities for 3 consecutive Semesters
- ii) A 1st Year (100 Level: UTME or 200 Level: Direct Entry) student with a GPA of less than 1.00 for 2 consecutive Semesters
- iii) A student with a GPA of less than 1.00 for 3 consecutive Semesters





Withdrawal Cont'd

- The students in the last two (2) categories above are asked to withdraw from the University. However, there is a peculiarity with the CMUL/Pharmacy students, whereby students with **GPA of less than 2.40** are asked to withdraw from the programme and **NOT** from the University.





Termination of Programme & Re- Admission

Students withdrawn based on poor academic performance could return (fresh admission) on condition that fresh admission **shall not** be sought into the **same programme/course**.

Students currently running a programme but who may wish to change to another programme through a fresh admission process may do so **provided the previous programme is terminated** at the point of registration for the new programme.

Students withdrawn based on Absence status could return on condition that the fresh admission **shall be** for a new programme/course different from the former programme/course.



Termination of Programme & Re- Admission

Students on any form of penalty must serve the penalty (Social or Academic Misconduct: Rustication, Suspension) before they can be considered under category i, ii or iii above.

Any student **expelled** from the University **CANNOT** be offered fresh admission.

On a fresh admission, all courses previously taken are null and void.

The policy is made available on the University website, during advertisement for Post-UTME and in the Joint Admissions and Matriculation Board (JAMB) Brochure for candidates' awareness.



Suspension and Rustication

- **Rustication** is as indicated on the Senate approved penalties of Academic/Social Misconduct
- **Suspension:** A student is **suspended** following his or her failure to appear before a misconduct panel. *Suspension for 2 Semesters is issued after which non-appearance leads to Expulsion.*
- **Re-Admission after Rustication**
A student who has served out the period of rustication (as sanction for academic or social misconduct) needs to apply for re-admission into the University



Procedur e

Application for re-admission is made to the Director, Academic Affairs by the student at the end of his or her rustication period.

Re-admission letter is issued by the Head, Examinations Unit.

However, for social misconduct, the Director must be satisfied that the student is repentant before being re-admitted. Thereafter, a letter of re-admission by the Head, Examinations Unit is issued to the student.



Policy on Change of Name

- Request from female students only, should only be for surname;
- The change of name must have predated the application for admission at either undergraduate or postgraduate level;
- Production of sworn affidavit and newspaper publications; and
- The date of birth and other names must be consistent.

All recommendations for change of name should be forwarded to the Registrar for approval before the change is implemented. Similarly, all other applications by current students for name change should not be entertained except on reasons of marriage, with other names being consistent.



Conduct of Examinations for Visually Impaired Students

- Any visually impaired student, who is unable to write examination conventionally, must prior to admission in the University of Lagos, be able to use a Braille typewriter or Braille Laptop.
- Examination questions should be provided in Braille, or questions be pre-recorded in audio formats for use by each student.
- There should be no use of reader/helpers during examinations.





Conduct of Examinations for Visually Impaired Students

- An extra time of fifteen (15) minutes in an hour paper may be allotted for their examinations.
- Special Examination Centre may be provided for this category of students to minimize distractions.
- The production of the examination questions in Braille or audio mode and safe keeping shall be domiciled with the Registrar.





Disposal of Old Examination Scripts

- Deans of Faculty, Directors and Heads of Academic Departments/Units are reminded that the extant policy which stipulates that examination scripts be kept for **ten (10) years** subsists.
- Examination scripts can only be disposed of centrally by the Directorate of Academic Affairs. To this end, Deans of Faculty, Directors and Heads of Academic Department/Unit who intend to dispose of examination scripts which had been kept for more than ten (10) years should **forward same to the Director of Academic Affairs.**





INTER/ INTRA FACULTY TRANSFER

Procedure:

- Applicant must have completed year two (2) of the programme of admission.
- Applicant must have a CGPA of not less than one (1.00) at the end of 2nd Semester, Year 2.
- Relevant WAEC/NECO 'O' level results are required.
- Application Form must have been approved by HoD and Dean of current and proposed Departments and Faculties.



Transfer of GST Courses (Results and Units)

- Transferred and Re-assigned (Pre-Med.) students of the University do not need to re-take GST Courses already passed. The units of passed GST Courses are credited to each student.
- Similarly, students offered fresh admission (Direct Entry) **after completing a first degree programme in the University do not need to register for GST Courses already passed in the previous programme.** However, they must fulfil the total number of units required for graduation in the new programme.





CONCLUSION

The **University's Vision and Mission Statements** place emphasis on **Learning and Character**.

- **VISION:** “To be a top class institution for the pursuit of excellence in knowledge, character and service to humanity”
- **MISSION:** “To provide a conducive teaching, learning, research and development environment, where staff and students will interact and compete effectively with their counterparts, both nationally and internationally in terms of intellectual competence and the zeal to add value to our World

As direct contacts to the students in the various sectors of the university, it is imperative that we make these our watch words in all our undertakings in building the nation's human capacity..





**Thank you for
Listening**

**Questions/
Comments**

