

Note:



VERITAS UNIVERSITY, ABUJA

STUDENT HANDBOOK

The Administrative Structure of Veritas University, Abuja

The Office of the Vice-Chancellor

Academic Planning and Quality Assurance
Development Office
Centre for Entrepreneurial Unit Studies
Counselling Unit
Directorate of Advancement/Alumni Office
Information and Communication Technology (ICT) Unit
Internal Audit
Office of Corporate Affairs/Protocol
Office of the Dean of Student Affairs
Security Unit
Transportation Unit
University Medical Centre
Works and Estate Development Unit
Physical Planning Unit

The Office of the Registrar

Academic Office
Council Office
Human Resources
Legal unit
Admissions/Exam and Record Office

The Office of the Bursar

Data Base Management
Technical Service Department (Cataloguing and Classification)
User Services Unit

The Chaplaincy

Chaplaincy Committee
Nigeria Federation of Catholic Students (NFCS)
Pious Societies

Annual Good Conduct Awards		Honour's List
1.	Overall Best Behaved Student (female)	Vice Chancellor's list
2.	Overall Best Behaved Student (male)	Vice Chancellor's list
3.	Overall Best Academic performing Student	Vice Chancellor's list
4.	Overall Best Student in sports	Vice Chancellor's list
5.	Overall Best dressed Student (female)	Vice Chancellor's list
6.	Overall Best dressed Student (male)	Vice Chancellor's list
7.	Best student in library use	Librarian' list
8.	Best Hall Representative	Registrar's list
9.	Overall Best in Chaplaincy Service and Religious Activities(Male)	Chaplain's list
10.	Overall Best in Chaplaincy Service and Religious Activities(Female)	Chaplain's list
11.	Best performing student in the college	Dean's list
12.	Most regular student in class	Dean's list
13.	Best performing student in the department	HOD's list
14.	Best performing student in a Course	Lecturer's list
15.	Other Awards as may be determined	

laws of the State and the Regulations of the Department of Internal Revenue are adhered to.

- All persons and organizations are treated strictly on equal basis of first come first served in the granting of permission to use University facilities. However, official University activities, programmes and events take precedence.
- No reservations may be regarded as finalized until notification has been received in writing from the appropriate office.

Honours List

You may be qualified to be enrolled in the Honours List and win any award. However, this depends on your conduct and academic performance. You can only be enrolled in the Honours List if it has been certified that you have not lost any points in the Misconduct and Sanctions Table within the academic year in question. Where the supposed winner has lost any point, first and second runners up are considered in that order.

To qualify to be enrolled in the Honours List and win an award as the overall best academic performing student; best performing student in the faculty, best performing student in the department, and best performing student in a course, you must maintain a CGPA of not lower than 3.50 in the academic session in question, and not lower than a grade of 'A' in the case of a course as well as the earlier conditions stipulated above. For more on awards see the Annual Awards and Prizes above as well as visit: www.veritas.edu.ng/quality assurance.

FACULTY/DEPARTMENTS IN VERITAS UNIVERSITY

FACULTY OF EDUCATION

1. Department of Art and Social Science Education
2. Department of Educational Foundations
3. Department of Science Education

FACULTY OF ARTS AND HUMANITIES

1. Department of Philosophy
2. Department of Religious Studies
3. Department of English and Literary Studies
4. Department of History and International Relations
5. Department of Theology

FACULTY OF MANAGEMENT SCIENCES

1. Department of Accounting
2. Department of Business Administration
3. Department of Banking and Finance
4. Department of Entrepreneurship
5. Department of Marketing
6. Department of Public Administration

FACULTY OF ENGINEERING

1. Department of Computer Engineering
2. Department of Electronic Engineering

FACULTY OF LAW

LL.B. Law

FACULTY OF NATURAL AND APPLIED SCIENCES

1. Department of Computer Science
2. Department of Physics with Electronics
3. Department of Biochemistry
4. Department of Industrial Chemistry
5. Department of Microbiology

FACULTY OF SOCIAL SCIENCES

1. Department of Mass communication
2. Department of Political Science and Diplomacy

3. Department of Peace and Conflict Studies
4. Department of Economics

School of Postgraduate Studies
Sandwich Programme
Foundation Year Programme
IJMB/JUPEB

on grounds of illness. In such a case, the student may be readmitted only on the advice of the Director of the University Medical Centre who may recommend special conditions for his/her readmission.

- d) During the session, students are expected to consult the doctors at the Medical Centre at all times as medical certificates obtained from private doctors on ill health may not be acceptable for absence from lectures or examinations during term.

NB: Students might be required to pay for certain prescribed drugs at the Medical Centre. However, the Health Insurance fees paid as part of the School fees take care of most primary health care services. In case of more serious cases, the student will be referred to a secondary health care facility. The Parents/ sponsors may be required to bear the additional cost.

Laundry Service

The University does not provide laundry services; however, students can obtain laundry service on private arrangements with the launderers who operate within the commercial area.

Shopping Facilities

The University has a commercial area on her premises with snack bar, fast food joints, Supermarkets, Books and Stationery Stores.

Hairdressing Salon and Barbing Shop, Business Centre and Fruits/Vegetable stands.

Use of University Facilities

In order to prevent interference with University functions or activities, the Registrar reserves the right to grant permission for the use of facilities on Veritas University grounds. Those who wish to use the University facilities shall collect and complete the '**Use of Facilities form**' from the Registry and pay the required fee.

Note

The University facilities must not be used for the purpose of carrying out any unlawful activity

- Permission to use any University facility does not imply endorsement of the activity by the University. Where admission tickets or alcoholic drinks and other beverages are to be sold, it is the responsibility of the organizers of such events to ensure the

moment, there is the presence of a police station and armed Police Officers on campus (responsible for external aggression) and the Sherriff Deputies Security (responsible for internal security). When in difficulty, students are advised to report directly to the Security or the Student Affairs Unit using the designated number on display at halls of residence.

OTHER SERVICES

Counselling

VUNA has in place a Counselling Unit directly under the Vice Chancellor's Office. There are qualified Counsellors working under the Unit to provide counselling support for students in academic and social life. Students are advised to visit the Counselling Unit at least once in every semester to seek advice and direction on issues bordering them during the period of studies. The Vice Chancellor reserves the right to refer students to the Counselling Unit following the recommendation of the Students' Disciplinary Committee and/or Student Affairs Unit under confidential cover.

The Counselling Unit is open from Mondays to Fridays of the week 8:00am-4:00pm.

Medical

VUNA provides health services to all registered students as well as members of Staff and their dependants. The Medical Centre is located within the premises of its campus and qualified medical practitioners are on ground to attend to health related cases. The University Medical Centre is open on a 24 hour basis, 7 days a week.

The following are general regulation:

- a) Each student is required upon admission, to register with the Medical Centre and to undergo a medical examination. Every student is expected to submit a Medical Records form duly signed by his/her doctor, along with a Chest X-Ray to the Medical Centre upon admission.
- b). A student may be denied registration at the beginning of the following semester if at the time the medical examination does not reveal a satisfactory medical condition or if he/she failed to submit the Medical Records Forms.
- c) The Director of the University Medical Centre may advise the Vice-Chancellor to ask a student to withdraw from the University

Table of Contents

Foreword by the Vice-Chancellor	vi
From the office of the Registrar	vii
From the Dean of Student Affair	viii
Background	1
VUNA Administration	6
Academic Affairs	11
VUNA ICT Unit	24
Student Affairs	27
Discipline, Misconduct and Sanctions	39
Chaplaincy Matters	46
Security Matters	47
Other Services	48
Annual Good Conduct Awards	51
Note	

Foreword

Veritas University's Student Handbook is developed to serve as a guide to students of the University throughout their learning and formation processes in the University. The edition of the Handbook primarily focuses on reaffirming the commitment of the University to equipping her students with the needed prerequisites in learning and character formation while shedding better light on perceived grey areas of the previous edition for clarity and avoidance of any doubt. The edition also provides enriching information about the University, emphasizing its establishment, vision, mission, philosophy, goals as well as the intrinsic core values of the University. The University is committed to establishing an enabling environment with recommended rules and regulations to help achieve the goals of the University.

Where there is no law, there is no transgression, (Roman. 4: 15). Should the above condition prevail, anarchy, disorderliness and lawlessness are bound to be corollary to such anomalies. This is undoubtedly antithetic to the beliefs of Veritas University. This Handbook provides detailed and explicit rules and regulations guiding the academic, social, moral, spiritual and general lives in the University. The University employs the compassionate mission and teaching of the Church to promote the culture of counseling and corrections to the offenders. As such, corrective measures would be enforced in love when the need arises.

With the transition of the University from the Take-Off Campus in Obehie to the Permanent Campus in Abuja, the University will continue to consolidate and improve Teaching, Learning and reach to ensure that the University is second to none in tertiary education.

It is my optimism that you will find this Handbook very helpful and I strongly recommend that this book of the law does not depart from your heart, meditate on it day and night. I wish you a very peaceful stay in the University.

Rev. Fr. Professor Hyacinth E. Ichoku
Vice-Chancellor

as well as belonging to other pious societies.

- **Monthly/Weekly Activities:** The Chaplaincy holds several Weekly/Monthly activities which include: daily and Sunday masses, confessions, benediction, adoration, teaching and prayers, fellowships, etc.
- **Chaplaincy Council:** A Chaplaincy Committee is in place with the Chaplain as chairman along with other members of the congregation. The Students play an active part through their N.F.C.S. President and Secretary. Other student pious organizations include: CCRN, Choir, Legion of Mary among others.
- **Programme:** The Chaplaincy holds catechesis for the Sacraments, VUNA Family Valentine Dinner, VUNA Talent Hunt, and VUNA Musical Concert/Christmas carols, Marriage Course, Annual Harvest Thanksgiving, and Annual VUNA Cultural Days.
- **Associations:** The Chaplaincy allows the operation of pious societies and Associations. At the moment, the functional associations include, Board of Lectors, Catholic Charismatic Renewal of Nigeria (CCRN), Legion of Mary, block Rosary, Choir, Alter Server, Sacred Heart of Jesus and Immaculate Heart of Mary, Divine Mercy Devotees, St. Anthony of Padua, Ministry of Hospitality, and Veritas Missionaries of Mercy (VMM) etc.
- **Catechists:** The Chaplaincy provides for Catechists- a student and a non-student.
- **Holy Mass:** Daily Mass: 12:15pm – 12:50pm, Sundays: 9:00 – 12: Noon: Vespers and Benediction: 4:30 – 5:00pm.
- **Confessions:** Daily (Monday – Friday) Saturday at 5:00pm
- **Counselling/Spiritual Direction: Fridays: 4:00 – 5:30pm**

Sunday Eucharistic celebration and daily masses are compulsory for all students.

SECURITY MATTERS

VUNA has in place a Security Committee that reports directly to the Vice-Chancellor and advises on all matters relating to the security of lives and property on campus. Every VUNA students is expected to be security conscious at all times and advised not to leave the Campus without official permission. Students are also advised not to walk alone in the dark and to take normal precaution towards ensuring their own personal safety. At the

disciplinary procedures enumerated above.

For this purpose, the established committees are:

- The Students Disciplinary Committee
- Examinations Misconduct Committee

The following offences listed below are criminal in nature as they contravene the laws of the Federal Republic of Nigeria. **Any student involved in such offences shall be suspended indefinitely from the University pending the determination of the matter by a court of competent jurisdiction.**

- a) Fraud
- b) Theft
- c) Burglary
- d) Assault occasioning harm
- e) Murder
- f) Membership of a secret cult
- g) Possession of fire arms
- h) Arson
- i) Rape
- j) Possession and use of hard drugs and trafficking
- k) Plagiarism

Sanctions for Violation of ICT Policy

Violations of VUNA ICT policy attract immediate suspension of services by the University. Other sanctions may include the loss of network access and computing privileges. Illegal acts involving VUNA Network Resources may also subject users to subpoena and prosecution by commercial enterprises, local, state and/or federal authorities.

CHAPLAINCY AFFAIRS

VUNA has a Chapel on her premises with a University Chaplain. The Chapel is open all day for private meditation and prayers.

The following are available in the chaplaincy:

- **Retreat:** The Chaplaincy begins each semester with a three-day retreat for all students
- **Nigeria Federation Catholic Students (NFCS):** The Chaplaincy considers the formation of Nigeria Federation of Catholic Students a necessary ingredient in the life-wire of the student's Catholic community. You are encouraged to participate in NFCS activities

From The Office of the Registrar

The Student Affairs is a unit of the University that is responsible for students' Welfare, Discipline, Guidance & Counseling and Accommodation for students on Campus.

The Vice-Chancellor oversees the day-to-day running of the unit. The Dean of Students reports and takes directives from the Vice-Chancellor.

The Unit has the following as its sub-units:

1. Students' Welfare (Accommodation & other related Matters).
2. Guidance Counseling Unit.
3. Students Scholarships Unit
4. Foreign Students Affairs.
5. The Secretariat of Student Disciplinary Committee.
6. Placement Office.
7. Mobilization of Graduating Student for National Youth Service Corps (NYSC).
8. Serves as the Electoral Umpire at Students Union Elections.

I urge you to take your academic seriously by ensuring that you abide by adequate support and an excellent service delivery.

I wish you a pleasant learning experience.

Thank you.

Dr. Mrs Stella C. Okonkwo, JP
Registrar

From the Desk of the Dean of Student Affairs

On behalf of the entire staff for student affairs Unit of Veritas University, Abuja I welcome the returning students and the new student of Veritas University at the beginning of the new academic session 2017 to 2018.

The student affairs unit is responsible for the welfare of students in the university. Our role spans the entire gamut of students' life: academic, social, cultural and spiritual. It is incumbent on us to provide and maintain structures and facilities for the general welfare of the students.

The students' handbook is presented as a summary of the guidelines and rules that regulate students' lives in the University with the principal purpose of fostering that wholistic human formation in line with the ethos of Veritas University. Basically students' handbook seeks to offer and promote principles and guidelines that can help to promote an atmosphere of conviviality and a community of order, peace and harmony.

Suffice to reiterate that our vision and mission to embark on a wholistic human formation is realizable only when all imbibe certain values and virtues like, honesty, truthfulness, reciprocal respect, courtesy, decency, hard work and "the fear of the lord" (which is the beginning of wisdom). Once again the Students' Affairs Unit wishes all the students a fruitful academic session and prays for God's protection on us all.

Rev. Fr. Dr. Emmanuel Okwara
Ag. Dean, Students' Affairs Unit.

Gross Misconduct

Any act that is inimical to proper discipline or subversive of the integrity and good reputation of the University, including act that indicate lack of self-restraint shall constitute Misconduct. The following are considered gross misconduct in VUNA: (*the list is not exhaustive*)

- 0 Examination Misconduct
- 0 Unruly Behaviour
- 0 Vandalism
- 0 Unauthorized sale/transfer of bed space
- 0 Unauthorized displacement of University Property
- 0 Stealing/Pilfering
- 0 Insubordination
- 0 Squatting in halls of Residence
- 0 Membership of secret cult on or off campus
- 0 Infringement of other University Regulations

Cases emanating from Halls of Residence, Academic Departments and other areas in or out of campus shall be reported directly to the Vice-Chancellor who shall refer it to the Students Disciplinary Committee for necessary action.

Procedure for handling general misconduct cases:

- The Student Affairs Officer shall issue a query to the affected student, stating the nature of the offence.
- The response, along with supporting evidence, if any, shall be tabled before the committee.
- The student shall be invited to give oral evidence.
- Thereafter, the same procedure as for examinations misconduct shall apply.

The University reserves the right, upon evidence of a student's inability to abide by its regulations, to discipline him/her based on established

44.	Failure to report damaged property in the hostels to appropriate authorities	10	Pay for the damaged property for falling to report.
45.	Rude behaviour on campus (insulting Staff and Security etc)	10	One academic semester suspension.
46.	Late resumption	20	Fine of ₦5,000 per day for the duration of stay.
47.	Late return to campus beyond 8pm on exeat without genuine reasons.	10	Minimum of written reprimand, maximum of Suspension for one academic semester.
48.	Allowing unauthorized visitors in the hostels to stay overnight.	20	Suspension for one academic semester.
49.	Sleeping outside the assigned room without official permission.	10	Minimum of written reprimand, maximum of suspension for one academic semester.
50.	Loitering on campus after midnight.	20	Minimum of written reprimand, maximum of suspension
51.	Unauthorized exit from the University	30	Suspension for one Academic Semester
52.	Deliberate absence from Sunday Mass	30	Minimum of counselling, reprimand, maximum of suspension for one academic semester.
53.	Deliberate absence from Sunday Mass	30	Counselling and suspension for 14days
54.	Lateness to Mass	5	Minimum of counselling, maximum of suspension for 14days.
55.	Forging of University Document	50	Suspension for two academic semesters
56.	Failure to display and/or present ID card on demand while on campus	5	Strong Reprimand.
57.	Invasion of the privacy of any Staff or Student (electronic and non - electronic)	30	Minimum of reprimand, maximum of Expulsion.
58.	Having earpiece on, in the classroom or any Bluetooth device on in the lecture hall or chapel, or while walking in the campus.	10	Device will be seized. A fine of ₦1,000
59.	Sport is compulsory for all students on Tuesdays and Fridays of the week.		Minimum of counselling, maximum of reprimand.
60.	Blackmail	30	Suspension for one academic semester suspension
61.	Conspiracy	20	Suspension for one Academic Semester
62.	Other misconduct not handled shall be determined by the Disciplinary Committee.		

NB: Written reprimand shall not be issues to a candidate for more than two cases, after which the affected student may be suspended or expelled.

BACKGROUND

Preamble

Veritas University, Abuja (VUNA) is the Catholic University of Nigeria. VUNA is established by the Catholic Bishops Conference of Nigeria (CBCN) and was granted provisional license by the National University Commission (NUC) in 2007. The University commenced academic activities in the 2008/ 2009 academic session at its take off site in Obehie, Abia State. The University was established to provide qualitative tertiary Catholic education in Nigeria. The establishment of Veritas University, Abuja is seen as a gift of the entire Catholic Community in Nigeria to the Nigerian nation and the world at large. Going by a track record of academic excellence, the University was formally granted permanent license of operation by the NUC in 2015.

Vision

To be an academic community founded on Catholic principles and committed to a culture of excellence that will make the university rank among the best in the world.

Mission

To provide students with an integral and holistic formation that combines academic and professional training with physical, moral, spiritual, social and cultural formation in line with the social teachings of the Catholic Church.

Focus

The University is research-oriented. This is borne from the need for a continuous quest for truth which underscores the church's belief in the intrinsic value of human knowledge. Emphasis is placed on research that grapples with contemporary human, social, economic, political, cultural, ecological, and religious problems of the Nigerian Society and the wider human community, drawing from the rich and diverse cultures of Nigerian peoples in analyzing societal problems. VUNA is positioned as an instrument for the promotion and protection of nature, human dignity, Justice and Peace, economic and political values in Nigeria and globally (Ex Corde Ecclesiae no. 32).

Philosophy

The university is founded on a philosophy that all knowledge originates from God and that knowledge is for the service of humanity; consequently, knowledge should be disseminated to individuals without hindrance. Thus, in its bid for excellence, VUNA promotes the highest standard of teaching, research and community service while providing a balanced education for the acquisition of knowledge, practical skills and moral rectitude. The philosophy of the VUNA is in line with the challenges posed by the Second Vatican Council to institutions of higher learning "to put forth every effort so that the Christian (human) mind may achieve a public, persistent, universal presence in the whole enterprise of advancing higher culture' (Gavissimum Education, n, 10).

Goals of the University

Grounded on the call of the Second Vatican Council for Institutions of Higher Learning to "put forth every effort so that the Christian mind may achieve, as it were, a public, persistent, universal presence in the whole enterprise of advancing higher culture, and the students of these institutions may become people outstanding in learning, ready to shoulder society's heavier burdens and to witness the faith to the world"(Gavissimum Education, n, 10), VUNA aims to advance knowledge in the service of God, humanity, truth and society; to promote the highest standards of teaching and learning, research and community service; to produce graduates with practical skills and the ability to engage critically and meaningfully with a society that has become more and more alienating, and with the contemporary global culture; and to inculcate in the students the cultivation of moral rectitude in personal and professional life, and the readiness to accept and discharge obligations and responsibilities.

Objectives of the University

- To provide a distinctive setting that facilitates the physical, moral, spiritual, social, cultural and intellectual development of youths in the best Tradition of Catholic Higher Education and train them to be useful citizens and responsible leaders.
- To be an equal opportunity institution opening its door to all persons without distinction of sex, race, ethnic origin, creed or political affiliation.
- To utilize the rich and diverse cultural traditions of Nigerian

(B) Sanctions for General Misconduct

S/ N	Description of Conduct	Deductible point	Sanctions
28	Cultism	100	Expulsion
29	Overt sexual gestures in public place and streaking	30	Counselling and written reprimand in the first instance and suspension for one academic semester in the second instance.
30.	Smoking/drinking alcohol on Campus	20	Suspension for one academic semester.
31.	Possession and use of hard drugs on Campus	100	Expulsion.
32.	Fighting/Beating up a Staff or Student	100	Expulsion.
33.	Violent Altercation	10	Minimum of reprimand, Maximum of suspension for 14 days.
34.	Littering the Campus with dirt/unhygienic conduct in and around the Campus	10	Fine of ₦2,000
35.	Threat (verbal/written) to life with substantial evidence.	60	Suspension for two academic semesters in the first instance and a written undertaking. Expulsion in the second instance.
36.	All forms of harassment and intimidation	20	Suspension for one academic semester.
37.	Playing loud music in the hostel/lecture halls	10	Seizure of the equipment for one academic semester and written reprimand.
38.	Cooking in the hostel	10	Seizure of the equipment until graduation and Fine of ₦5,000
39.	Pilfering/stealing of laptop/phone etc	50	Replace the stolen item(s) and suspension for two academic semesters.
40.	Gambling	50	Suspension for one academic semester and counselling.
41.	Unauthorised electrical connection in the hostel and anywhere on campus	50	Fine of ₦5,000
42.	Wilful Damage to school property/mutilation	30	Pay for the damages to be determined and Suspension for one academic semester.
43.	Causing fire out break due to negligence and failure to switch off electrical appliances or unauthorized electrical connections.	30	Pay for the damages to be determined and written reprimand.

16.	Destroying evidence/exhibit by chewing or by any other means or an attempt to do same.	30	Cancellation of the paper and suspension for one Academic semester.
17.	Use of scripts other than those designated for an examination.	40	Cancellation of the paper and suspension for one Academic semester.
18.	Bringing into the examination hall any unauthorized materials/gadget relevant to the examination being taken	50	Cancellation of the paper and suspension for one Academic semester.
19.	Copying from another student in the examination hall	10	Cancellation of the paper for the person caught copying and a written reprimand.
20.	Presentation of identical responses of the same question by two more students even in Cancellation	20	Cancellation of the paper and written reprimand to all the parties.
21	All forms of verbal communication during examination(PASSING PAPERS AND DROPPING PAPERS consciously or unconsciously	10	Cancellation of the paper and written reprimand to all the parties.
22.	Appearance of different handwriting in a student's scripts	40	Cancellation of the paper and suspension for one semester
23.	Smuggling of examination papers and answer script out of the examination hall	50	Cancellation of the paper and suspension for one academic semester in the first instance and Expulsion in the second instance.
24	Reading of notes/textbooks in the convenience during the examination or under any guise	20	Cancellation of the paper and suspension for one academic semester.
25	Falsification of test or examination marks/guides	100	Expulsion
26	Plagiarism in examination, seminar paper or project.	50	Cancellation of the paper, written reprimand and suspension for one semester.
27	Conniving with Lecturer, Staff of the Department, Invigilator and others to obtain examination questions prior to any test or examination.	50	Suspension for two academic semester where a <i>prima facie</i> case is established.

NB: Written reprimand shall not be issued to a candidate for more than two cases, after which the affected student may be suspended or expelled.

peoples in its research for the service of national unity and the social, economic, political and cultural development of Nigeria.

- To advance higher learning with a commitment to the ideals of hard work, integrity, discipline and creativeness.
- To develop top quality core of academic staff of world standard committed to true scholarship and research within a Christian ethos.
- To attract and retain top class undergraduates and graduates, and prepare them for successful lives and careers in programmes that combine academic excellence with practical skills and entrepreneurial orientation.
- To develop academic partnerships and collaboration in teaching and research with institutions of higher learning world-wide so as to expose both staff and students of the University to influences outside their immediate environment.

All members of staff and all students of Veritas University, Abuja are expected to recognize and respect the Catholic identity of the university, commit to its Philosophy, Vision and Mission and subscribe to and promote its goals and objectives.

Core values

VUNA is governed by the following core values:

- Hard work
- Integrity
- Discipline
- Creativeness

VUNA also promotes the following intrinsic values:

- Academic Excellence
- Honesty
- Accountability
- Transparency
- Justice
- Politeness
- Service
- Self-reliance

- Patience
- Self-sacrifice
- Sense of Responsibility

VUNA and Catholic Identity

The Veritas University, Abuja is designed to distinguish itself in achieving academic excellence in its provision of facilities and the fostering of moral integrity of its students through well-packaged programmes.

The Catholic identity has to do with respect for Catholic doctrines and practices within the University community. In VUNA, Catholicism shall be vitally present and actively operative. All University activities shall have Catholic inspiration and shall be guided by Catholic moral principles.

This shall be exhibited among other ways through:

- Institutional commitment to Christianity, and specifically Catholic inspiration, that leads to the creation, within the University community, of a Christian culture of high moral standard that eschews secularism both in social and academic life.
- Continuous research carried out in the light of the Catholic faith and based on authentic Catholic principles, values and practice. Therefore, research in any field of knowledge that does not respect Catholic values and principles and does not correspond to authentic Catholic practice shall be unacceptable in the University.
- Fidelity to the Christian message expressed in the various teachings of the Church. Hence, opinions and teachings that contradict the teachings of the Catholic Church shall have no place in the University.
- Promotion of Campus pastoral ministry as an essential dimension of the Structure and life of the University such that members are offered opportunity to integrate faith with life.
- Institutional commitment to the spiritual welfare of the people of God and the human family. The University has a religious and pastoral role to play in bringing the light of the Christian message not only to the immediate University but also to the entire human family. It accomplishes this in various ways including outreach programmes, publications, seminars, workshops, and conferences, etc. (cf. Ex Corde Ecclesiae no.13-15)

MISCONDUCT AND SANCTIONS

(A) Sanctions for Dress Code Violations

S/N	Dress	Deductible points	Fine
1.	Baggy, saggy over-length and jump-up trousers/skirts	10	Fine N1,000
2.	Improperly fastened Shirts/Blouses that reveal the chest/breast	5	Fine N1,000
3	Wearing of shorts and sleeveless T-shirts/Blouses in Public place except during sports/games	10	Fine N1,000
4.	T-shirts/Blouses with obnoxious or seductive inscriptions	10	Fine N1,000
5.	Bogus bracelets, earrings, necklaces, etc	5	Fine N2,000
6.	Un-natural coloured hair attachments	10	Fine N2,000
7.	Un-natural coloured make-up, lip lining, medically unauthorized contact iris lens, painted eyelashes: coloured nail polish or artificial nails	10	Fine N2,000
8.	Skirts that expose the knees while standing, sitting, bending, walking, Kneeling	10	Fine N2,000
9.	Skirts with high open slits	10	Fine N2,000
10.	Tight fitted Trousers/Shirts and body hugs, (leggings) with or without short blouses	10	Fine N2,000
11.	Blouses, Shirts, Gowns that expose the armpit, undergarments or intimate parts of the body etc.	20	Fine N2,000
12.	Exposed piercing and Tattoo piercing	10	Fine N1,000

(B) Sanctions for Examination Misconduct

S/No.	Description of Conduct	Deductible points	Recommended Sanctions
13.	Failing to sign an examination misconduct form when caught cheating in an examination	40	Cancellation of the paper rustication for 28 days.
14.	Obstructing any invigilator or any other official in the performance of his/her duties thereby causing damage.	50	Cancellation of the paper and suspension for one semester
15.	Impersonation (writing examination for another)	100	The candidate and the impersonator shall be Expelled. When the impersonator is not a student, he/she shall be handed over to the police.

- b. Streaking
- c. Overt sexual gestures in public places
- d. Smoking on campus

Unruly behaviour

Unruly behaviour shall include disorderly behaviours or acts of indiscipline indicating lack of self-restraint. The following are examples of unruly behaviour:

- o Reckless driving on campus
- o Disturbance of peace of any kind within the University premises.
- o Jumping the Queue
- o Crossing of lawns
- o Defacing a University building in any way
- o Throwing of missiles
- o Hijacking of private or public vehicles on campus
- o Use of threat of violence of any kind on an individual.
- o Fighting
- o Illegal detention of people

Procedure for Handling General Misconduct Cases:

- When a matter of misconduct is reported, the Dean of Student Affairs shall direct the Student Affairs Officer to issue written query to the affected student stating the nature of the offence.
- The response, along with supporting evidence, if any, shall be forwarded to the Vice-Chancellor who may refer the matter to the Student Disciplinary Committee.
- Where the matter is referred to the Student Disciplinary Committee, the Student(s) shall be invited to appear before the Committee.
- Thereafter, the recommendations of the Committee shall be forwarded to Senate.

Veritas University, Abuja operates a zero-tolerance policy for cultism, examination misconduct, harassment of any kind and other unwholesome practices. The University maintains a high level of discipline in all areas of student life on campus. The University demands that all its staff and students should commit to the highest ethical standards.

Name: VERITAS

The name “VERITAS” is derived from the Latin word that means “Truth”. The choice of the word “Veritas” as the name of the University indicates that the search for truth is the bedrock of teaching and research in the University and indeed of all academic and social activities within the University.

Motto: “SEEKING THE TRUTH”

The motto of the University is “Seeking the Truth”. The search for truth is the substratum of all academic and social activities in the University. Truth is the way to freedom (John, 8:32) and lasting knowledge, and an essential ingredient for socio-political cohesion and economic prosperity in the society. The staff and students of VUNA are not only to search for truth in every sphere of knowledge; they are also to put into practice and radiate truth always in their lives and activities.

LOGO

The symbols of Logo are the open book, a dove, and the monstrance.

i. The Open Book

The open book has dual symbolism. It represents the Holy Bible, the embodiment of Truth and Knowledge revealed by God. It also stands as a symbol for teaching, learning and research in the quest for truth.

ii. The Dove

The dove symbolizes the guidance of the Holy Spirit who descends from above and whose light illumines the human mind, human reasoning and understanding in the search for Truth. It stands for God's wisdom made available to humanity in God's creation and works.

iii The Monstrance

The Monstrance symbolizes prayer and worship in the search for Truth. The Logo thus indicates that the ethos of true knowledge is prayer and

guidance of the Holy Spirit. In other words, true knowledge cannot be attained by mere human industry; it comes from God, and should be sought through prayer and divine guidance.

The University Colours:

The University colours are green, white and blue. The green and white colours stand for Nigeria, the land, its people, values and diverse cultures. Through teaching, learning and research, Veritas University, Abuja, seeks to unite the diverse peoples of Nigeria in their common search for truth.

The blue colour symbolizes the unity of the human race and the University knowledge and wisdom.

The Faculty Colours:

The Faculty colours are as follows:

- i. Agriculture and Veterinary Medicine (Green)
- ii. Education (Brown)
- iii. Engineering, Environmental Sciences and Information Technology (Red)
- iv. Humanities (Ash)
- v. Management (Blue)
- vi. Social Science (Maroon)
- vii. Medical Science (Orange)
- viii. Natural and Applied Sciences (Yellow)
- ix. Theological Studies (Violet)
- x. Law (White)
- xi. Postgraduate (Lemon)

VUNA ADMINISTRATION

University Governance

The governance structure is as follows:

The Catholic Bishops Conference of Nigeria (CBCN) is the corporate proprietor of Veritas University, Abuja. It defines the policy of the University and the terms of reference of the Board of Trustees and Council and rectifies all their major decisions. It determines the academic, administrative and executive thrust of the institution. All major acts of the various functionaries and bodies must receive its “approval” before implementation.

Feeding on Campus

For daily feeding, there are caterers on contract on campus.

Opening hours: **Sunday – Saturday: 7:00am – 9:00pm**

There is a Catering Service Committee in the University to regulate the operations of the service providers.

DISCIPLINE, MISCONDUCT AND SANCTIONS

Code of conduct and Code of Discipline

At VUNA, a very high standard of personal integrity is expected of every member of the University community. Every member of the University community is to respect and obey the law of the University. In the “search for truth” every member of the University community must learn to cope with challenges using intelligence, reasonableness, understanding and consideration for the right of others. VUNA regards as serious offences all acts of unethical, immoral, dishonest, or destructive behaviours, as well as violations of University regulations.

Criminal offences

These are acts that contravene the laws of the Federal Republic of Nigeria.

Acts considered as criminal offences include the following:

- a) Fraud
- b) Theft
- c) Burglary
- d) Assault occasioning harm
- e) Murder
- f) Membership of a secret cult
- g) Possession of fire arms
- h) Arson
- i) Rape
- j) Possession and use of hard drugs and drug trafficking

VUNA shall not try offences that are criminal in nature *ab initio*. All such offences shall be handed over to appropriate security/law enforcement agents.

Indecent Behaviour:

The following identified acts constitute indecent behaviour:

- a. Littering the campus with dirt/unhygienic conduct in and around the campus.

Student Identity Cards

Each student of VUNA is issued an Identity Card. While on the premises of the University, Students are mandatorily required to wear conspicuously (carry) their identity cards with them always and be ready to produce them any time on request. Exeat and other University facilities including the Library are open only to students who are able to show valid identity cards.

NB: You should surrender your identity cards to the Records Officer upon graduation or withdrawal from the University.

Clubs, Societies and Organizations

Students are encouraged to maintain membership of academic associations of their various departments as well as other recognized Clubs, Societies and Association on campus.

Clubs and Societies seeking registration are required to collect and complete **Clubs and Societies Registration Form** from the Students Affairs Unit.

Complaints procedure

If you encounter difficulties during your academic studies in VUNA, you are advised to follow the official complaint procedure to solve such difficulties. Seek advice from your Course Lecturers, Course Advisers and Heads of Department or the Faculty officer. Complaints that are non-academic in nature should be submitted to the Students Affairs Unit.

Prohibited items and materials

Students are to take note of the following:

- a) Fire arms, axes, machetes, condoms, cigarettes, alcoholic beverage, pornographic materials (electronic/print), toxic chemicals, etc are prohibited in and around the hostels and campus.
- b) Electrical appliances such as electric cookers, toasters, grills, immersion heaters, heating coil, hot plates, iron, television, refrigerators, ovens, washing machines and multiple outlets, etc. are forbidden in student rooms. These may be used only in areas specially provided for this purpose in each hostel.
- c) Possession of pet animals, birds, fish and/or reptiles are prohibited in and around the hostels.

The Visitor to the University

The President of the CBCN is the Visitor of VUNA. The Visitor takes precedence over every person or persons in the University. He takes precedence over the Board of Trustees, the Council, the Senate and every Committee.

The Board of Trustees

The Board of Trustees performs the following functions among others:

- a. Hold, transfer, assign or dispose of any property or interest therein, belonging to or held for the benefit of the University;
- b. Raise funds, receive gifts, donations, bequests, endowments and the like; and apply same in the interest of the University through the Governing Council of the University;
- c. Determine or approve recommendations from Council on the general development policies and goals of the University;
- d. Approve quinquennial programmes for the University in line with the overall aims and objective of the University;
- e. Appoint and determine the terms and conditions of service of the Chairman and members of the Governing Council of the University;
- f. Receive the annual report of the University (academic and non-academic) including the audited account of the University with relevant inputs from the Management, Senate and Council of the University.

The Chancellor

The chancellor takes precedence before all other members of the University and when present, presides at all meetings of Convocation held for conferring degrees.

The Pro-Chancellor

The pro-chancellor also take precedence before all other members of the University except the Visitor and Chancellor and when present, presides as Chairman at all meeting of the Council.

The Governing Council

The Governing Council is the governing body of the University and is charged with the general control and superintendence of the policies, finance and property of the University, including its public relations.

Within the Council, there are Committees such as the Finance and General purpose Committees, the Building, Works and Sites committees, the Tenders Board, the Appointment and Promotions Committee for Academic and non-academic Staff, Committee on Security, etc.

The Senate

By the provision of the University Law, the Senate has the general function to organize and control the teaching in the University, the admission of students, discipline of students and to promote research. Senate also has the particular function to make provision for:

- a. The establishment, organization and control of Campuses, Faculties and Departments of the University, and the allocation to different Departments of responsibility for different branches of learning;
- b. The organization and control of course of study at the University and of the examination held in connection with examinations with these course;
- c. The award of degrees and such other qualifications as may be prescribed in connection with examinations held as aforesaid;
- d. The making of recommendations to the council with respect to the award to any person of an honorary fellowship or honorary degree or the title of professor emeritus;
- e. The establishment, organization and control of halls of residence and similar institutions at the University;
- f. The welfare of students at the University and the regulation of their conduct;
- g. The granting of fellowship, scholarships, prizes and similar awards in so far as the awards are within the control of the University; and
- h. Determining what descriptions of dress shall be academic dress for the purpose of the University, and the regulation of the use of academic dress.

The work of the Senate is carried out through various Committees such as: Committee of Provosts and Deans, the Development Committee (Academic Planning Sub-Committee, Finance Sub-Committee and Research Grant Sub-committee); Business Committee, Works and Payments Committee, Student Disciplinary Committee, Examination Misconduct Committee among others.

allowed in lecture halls, the Chapel and other public places.

- o Female students should have their hair properly covered while going to the University Chapel.
- o You are expected to comply with the VUNA Dress Code to avoid sanctions.
- o Senior members of Staff are empowered to enforce the dress code and have the right to walk-out erring students from offices, lecture halls, and the Chapel.

Dress Code Sanction (see misconduct and sanctions section)

Change of Name

Students are encouraged to graduate with the names by which they were admitted into the University. For the avoidance of doubt, no change of name by any student will be recognized.

Alumni

Membership of Veritas University, Abuja does not end at graduation. VUNA Alumni is your Alumni Association which helps graduates keep in touch with each other and be part of VUNA community. VUNA is a Catholic University built on truth, integrity, the pursuit of excellence as well on the core values of the University. The Alumni Relations Office is committed to giving graduates an opportunity to learn, share and collaborate, as well as providing professional and social networks. Stay connected always!

Sports/Recreation

Sport is an integral part of the life of the Veritas University, Abuja. Consequently, sporting activities are taken seriously since it helps in maintaining a sound body which in turn is an asset for good mental balance.

Appearance at Important University Ceremonies

During matriculation, convocation and other important ceremonies of the University, you are expected to be formally dressed (that is, in your complete suit) with the matriculation and convocation gowns for those who are to matriculate and the graduating students at convocation.

visiting hours of:

8:00am- 6:00pm (Monday-Friday)

10:00am-6:00pm (Saturdays, Sundays and Public Holidays)

Failure to comply by this regulation may attract stiff penalty as may be determined by the Student Disciplinary Committee

Note:

- The University hostel entrance shall be shut between mid-night and 5:30am.
- Under no circumstances may any student be found outside his/her hostel after Midnight.
- For male students, female student visitors are to be received only in the places designated as 'Common Room'. No female student visitor may therefore be received in male students' rooms.
- For female students, male student visitors are to be received only in the places designated as 'Common Room'. No female student visitor may therefore be received in female students' rooms.
- **All visitors are to leave the campus and Hostel premises at 7:00pm.**

Dress Code and Enforcement

VUNA maintains a dress code.

- o Students shall maintain a clean and decent appearance at all times. Hair, beards shall not be unkempt and personal hygiene should be given priority.
- o Indecent, provocative, near nudity or any form of morally debasing dressing shall not be worn on campus.
- o Any student appearing before the Vice-Chancellor either in his office or the Disciplinary Committee shall wear his/her Academic Gown.
- o Students are expected to dress formally, that is, in a decent skirt and blouse or gown, suits, shirts and trousers with or without tie, to official functions like Public Lectures, Conferences, Workshops as well as meetings where the Principal Officers of the University would be in attendance.
- o Party wears, beach wears and bathroom slippers are not

Academic Board

The Academic Boards of Faculties regulate the teaching and learning; the conduct of examinations in the faculties and advice the Vice-Chancellor and Senate on academic and other issues referred to them.

They are responsible to the Senate.

The Vice-Chancellor and the Deputy Vice-Chancellor are statutory members. The Dean of the Faculty is the Chairman of the Board; he/she is elected or appointed for a specific period of time normally from among the professors in the particular Faculty.

Congregation

Congregation is the general assembly of all graduate members of the University Staff, both academic and non-academic. The Vice Chancellor is its Chairman. The statutory members include the Registrar, the Bursar and all full-time academic staff among others. The Congregation has the general function of serving as a forum for discussing any University problems or issue and has direct access to make recommendations to Council and Senate. Congregation is represented in Council through elected representatives.

Convocation

Convocation is the body comprising all Statutory Officers of the University, all teachers within the act and other persons who are registered as graduate members, as well as graduate alumni of the University. The Chancellor shall preside over Convocation, or in his absence, the Vice-Chancellor. Convocation is represented on Council through elected representatives. It has powers to discuss general University affairs and to make recommendations to Council on any matter.

PRINCIPAL OFFICERS OF THE UNIVERSITY

The following are the principal officers of the University:

a) The Chancellor

The chancellor is appointed or removed by the CBCN

b) The Pro-Chancellor

The Pro-chancellor is appointed or removed by the CBCN

c) The Vice-Chancellor

The Vice-Chancellor is the Chief Executive and Academic Officer of the University and has the general function of directing the

general function of the University. The Vice-Chancellor is also the ex-officio chairman of Senate. It is the executive responsibility of the Vice Chancellor as the Chief Executive of the University to see that all the demands of the University especially as stated in the relevant Status of the University are given practical implementation in all aspects of the University life.

d) The Deputy Vice-Chancellors (Administration and Academic)

They are appointed by Council, on the recommendation of the Vice Chancellor for a period of two years. One of the Deputy Vice Chancellors acts for the Vice Chancellor in his/her absence.

e) The Registrar

The Registrar is the Chief Administrative Officer of the University, and is responsible to the Vice-Chancellor for the day-to-day administration of the affairs other than for matters for which the Bursar is responsible.

The Registry plays a key role in the academic administration of the University, administering and managing student admissions, registration, student records, examinations and graduation. If you need to change details, order a new student identity card, get transcripts, or if you have any query regarding the administrative side of your studies,

You should contact the registry, you can reach Registry through:

Tel. 08064237983

Email: registrar@veritas.edu.ng or academicaffairs@veritas.edu.ng

f) The Bursar

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

The Bursar heads the Bursary Department and together with other Staff of the Bursary, ensures the safety of assets and maintenance of the financial resources of VUNA. The Bursary also provides financial advice to Staff and Students where necessary.

For details of fee schedule and other payments for proper guidance, visit:

www.veritas.edu.ng/bursary

g) The University Librarian

The University Librarian is responsible to the Vice chancellor for the day-to-day administration of the Library of the University and co-ordination of all library services in the University and its

EXIT PERMISSION: *Every registered student must obtain an exeat from the student affairs' office and request for permission to leave the compound officially. If it is just a day's outing, the Dean or Deputy Dean must sign. When the student returns, one of the male/female Hall Administrator must sign exactly on the approved time of return.* For absence from the University a night or a couple of days, a student is required to obtain duly signed Exeat form from the Dean of student. A duly completed exeat form excusing student from classes/lectures shall be forwarded to the Porters and student's Head of Department (HOD) for documentation. Parents/guardians will be notified in cases of overnight or longer-period of absence.

FEEDING: The University has engaged the services of private caterers to provide meals to the students on PAY AS YOU EAT basis in the University's Cafeteria. Food vendors are carefully selected and properly supervised to avoid serving bad and exorbitant food to students.

RECREATION AND SPORTS: It is the interest of the University to ensure moral and physical development of the students through adequate sporting activities. In this regard, a variety of recreation and sporting facilities have been made available in Veritas University, Abuja. These include a football field, volleyball, lawn tennis, badminton, basketball courts and table tennis tables. The sports section also has indoor games and martial arts. It is good to note that Veritas University is a member of the Nigerian Private Universities Games Association (NPUGA) and this requires active participation in various games for the sake of sports competitions.

NB; PARTIAL OR FULL PRACTICE OF CULTISM IN VERITAS UNIVERSITY IS STRICTLY FORBIDDEN FOR ALL STUDENTS

All proven case of membership of; involvement in; association or identification with any secret cult/organization attracts expulsion from the University.

Don't destroy your career and future.

Don't associate or identify yourself with any secret cult activities both on campus and outside the campus.

Visiting Hours to the Hostels

Students are obliged to receive visitors **ONLY into** the University's Academic Area, **NOT HOSTEL PREMISES** within the specified

must be maintained around the hostel at all times. Any activity that is not in the interest of the academic and welfare pursuit of the University is banned.

18. Any student found in possession of dangerous weapon such as knife, gun, offensive chemical will face stringent sanctions.
19. Students may receive visitors only in the area designated as “common room” between the hours specified in the Student Handbook.
20. No male visitors (including male students) are allowed into the female hostel and no female visitor (including female students) is allowed into the male hostel.
21. All non-hostel residents and visitors entering the hostels for any reason must check in at the reception desk in the porter's lodge.
22. Female students who are nursing mothers are not allowed to reside with their babies in the hostel.
23. Friends or relatives are not to be housed in the halls of residence in the students' hostel at any given time.
24. All Registered Students must know and always remember the vows they took at their Matriculation (the official acceptance) into the University to obey University rules.
25. Violation of any of the above conditions shall lead to students being surcharged; face sanctions or dismissal from the University.

PREGNANT STUDENTS: No student is allowed even after marriage to carry pregnancy in the hostel. The Students' Affairs Unit shall not accept liability for the arrangement of ante-natal and delivery services of married pregnant students. The University Medical Centre will undertake to advise and direct such students generally as may be necessary. A married pregnant student will report her condition early to the Dean of Student Affairs and the Chief Nursing Officer.

ELECTRICAL APPLIANCE: Use of high voltage/wattage appliances (hot plate, electric cooker, washing machines, refrigerator, freezer, boiling ring, pressure pot etc.) are prohibited in the rooms. No student must tamper with or alter in any way electrical installations in any section of the hall of residence. Porters are mandated to carry out on the spot checks in students' rooms and effect seizure of such items and forward report on defaulting students to the Dean of Students Affairs through the Student Affairs Officer for appropriate sanction.

campuses, colleges, faculties, schools, departments and institutions and other teaching or research units.

ACADEMIC AFFAIRS

Matriculation

Every new student must be matriculated before he/she is recognized as having been admitted into the academic community of the University. At the ceremony, students are expected to take the matriculation oath. All students are required to be formally dressed (i.e. complete with academic gowns) during the induction ceremony. Matriculation marks the end of the period of registration for fresh student. Students sign the Matriculation Register at the end of the ceremony. You must know and be always definite about your matriculation numbers. Use these numbers on all official transaction including payment of fees.

Academic Regulations

There are different regulations which guide your academic activities in VUNA. You will have different types of assessment to take and assignments to write throughout the year. It is important that you understand the rules and guidelines in relation to them. Unlike secondary school, you will have examinations and assignments at the end of each semester, prior to that, you are expected to take four assignments called Continuous Assessment during each of the Semester. You need to be familiar with words such as '**Plagiarism**' which is a wrong form of copying '**citing and referencing**' etc.

Comprehensive regulations regarding assessment and specifically examination regulations are spelt out for each programme; some of which are contained in this handbook. See the section on “General Examination Regulations”.

Academic Support

You are in a university to learn: you learn a new discipline, new subject and learn about life. It is all about learning. All the things you will learn are not the same. Sometimes you may struggle with one or more subjects during your stay in this new environment. This is normal. When this happens, the first step to take is to seek help. The first person to meet is your course lecturer or the Head of Department.

Remember to seek help as early as possible in order to allow the University to help you along with your studies.

Registration

At the beginning of every semester, all students are required to follow procedures prescribed by the Examination and Records Unit of the Registry and register on-line and manually for all their courses for that semester. A student is not fully registered for an academic session unless and until these on-line and manual procedures have been completed within a prescribed period.

Any student who fails to register for the first semester within four weeks of the beginning of the session shall not be allowed to register for that session any more. For the candidate admitted to 100 level of study, or through Direct Entry, his/her admission shall be considered to have lapsed. Any returning student who fails to register within two months of the beginning of the new session shall be deemed to have voluntarily withdrawn from the University and shall forfeit the benefit of taking any examination in any semester of that session. In addition, such a student shall be re-admitted in a subsequent session only with the approval of Senate.

Students who attend lectures in courses that they have not registered for shall do so only with the express permission of the course lecturer(s). However, such students shall not earn any credit units from participation in such courses.

Repeating Failed Courses

Subject to the conditions for withdrawal and probation, a student may be allowed to repeat the course failed at the next available opportunity provided that the total number of credit units he/she has to carry over during that session shall not exceed 30. The Grade Points earned in all the attempts in such course will count towards the Cumulative Grade Point Average (CGPA).

- **Fines**

Fines are for certain categories of offences. They must be paid within specified period to avoid further stringent sanctions being imposed.

- **Disciplinary Probation**

bed spaces. Such actions would attract penalties which may include suspension from the University.

5. Any student found occupying a bed space illegally or squatting at any point in time will be evicted and made to face disciplinary actions.
6. Any bed space or room allocation made cannot be altered and students must retain where they are assigned for the period or session under review.
7. It is mandatory that students keep their rooms, corridors, toilets, and environment in general, clean and tidy. All rubbish must be properly disposed in the trash cans provided.
8. Students must vacate their room, remove all their personal effects during the holidays and hand over keys to the Hall supervisor before departing on each vacation. Failure of which attract disciplinary sanctions.
9. Students residing in each hall must be ready to participate in any organized sanitation exercise. Students who fail to participate shall be made to face sanctions.
10. Cooking inside rooms is strictly prohibited. Students must use the kitchenette provided in each hall or any other appropriate place approved by the University authorities. Any student(s) who contravene(s) this regulation will have his/her cooking materials seized and also made to face disciplinary action.
11. All University property/facilities provided in the hostel must be used judiciously. Any damage to such property/facilities as a result of misuse shall be fully replaced by the student(s) concerned.
12. Transfer of Classroom, Library, Auditorium or Cafeteria furniture /equipment into student's rooms is strictly prohibited.
13. Students are forbidden to engage in trading or hawking within the hostel.
14. Sale or consumption of alcohol or any other intoxicants is banned on campus. Smoking is also highly prohibited. Any student found violating this order, shall be made to face stringent sanctions.
15. Any electrical appliances not duly certified alright by the Student Affairs Unit should not be brought into the hostel.
16. The use of refrigerator or cooker is restricted to the kitchenette subject to availability of space.
17. Fighting, religious preaching, noise making and misuse of musical instrument in the hostels are strictly prohibited. Maximum silence

- the photocopy of the room allocation slip.
3. All arriving Students are conveyed to the Hostels only by Veritas Students' Shuttle bus.
 4. All students should ensure that all facilities and equipment in the room are in good condition before accepting the offer as students shall be held responsible for damages noticed afterwards.
 5. No student is allowed to choose or select a room; all rooms are allocated directly from the Student Affairs Unit.
 6. Every Student's room is assigned a Room Head, and all other Students must obey him/her according to all the laws and regulations guiding the peaceful habitation of the room/hostel.
 7. No student is allowed to choose a roommate or share bed with another student no matter the case at hand.
 8. Every Room Head is responsible for the roster of cleaning the students' room, as we do not want employed cleaners to enter students room (the cleaners are responsible for cleaning the toilets, bathrooms and corridors) for safety and security of properties.
 9. No student retains the same room or roommate in another academic session.
 10. All students must vacate their halls of residence during the term/semester breaks. If for any reason a student has to stay during vacation, a formal application must be submitted to the Dean of Students Affairs through the Porters and Student Affairs Officer for permission to stay. In such a case the student will pay reasonable charges to the University to cover the duration of stay.

RULES AND REGULATIONS GUIDING HOSTEL ACCOMMODATION

1. All students officially allocated bed spaces in the halls of residence are made to sign an undertaking to be of good behaviour and to abide by University rules and regulations as contained in the Student Handbook and as stated below.
2. The University does not accept any responsibility for any loss or damage to student's property within or outside the halls of residence.
3. Only students duly registered for the session and who have completed the minimum financial requirements are eligible for allocation of bed spaces.
4. It is an offence for any student to engage in illegal transfer or sale of

Disciplinary probation is a trial for a specific period of time during which a student must behave in a manner acceptable to the University. The Disciplinary Committee may impose terms which will restrict the student's participation in extra-curricular and/or other activities.

• Suspension/Rustication

Suspension is an action which excludes the student from registration, class attendance, residence in an official University hall of residence, and the use of University facilities for a specific period of time. This action means that the student must immediately leave the campus and shall not return to the University until the suspension period is over.

• Expulsion

Expulsion is the permanent withdrawal by the Vice-Chancellor of the privilege of registration, class attendance or residence in an official University hall of residence. The privilege of the use of the university facilities is also withdrawn by this action. This means that the student must leave the campus immediately.

• Temporal Loss of Privilege

Loss of privilege is the withdrawal of a privilege or use of a service or facility (such as Library or Sports Centre) for a specific period of time.

• Reimbursement

Reimbursement requires that a student must pay for damages to, loss or misappropriation of University property or the property of the members of the University Community, such reimbursement is charged to any student who made alone, or through group concerted activities, organizes or knowingly participates in the events which caused the damage or costs.

Students concerned have a right to appeal to Council against the decision of the Disciplinary Committee within 14 days of the receipt of the letter conveying the decision of the committee to him/her.

Suspension of Studies

You may have some strong reasons why you can no longer continue your academic studies within an academic year or you may wish to postpone your studies and re-commence the following year. For suspension or deferral of studies, you need to complete the '**Suspension of Studies Form**' from the Registry and process the form through your Head of Department, Dean of Faculty and to Senate. The '**Suspension of Studies Form**' is obtained at a cost as may be determined from time to time. The student shall pay the tuition fee for the year on suspension or deferment.

VUNA is making efforts to set up '**Student Academic Support Department**' which will have a Learning Centre with (i) **Reading and Writing Unit** which will incorporate an English Language Learning section for foreign students who do not use English as a first language as well as support students' academic literacy skills and (ii) a '**Maths Learning Unit**' to provide remedial and coaching for students challenged by numeracy literacy.

Academic Transcripts

Academic transcripts are official copies of your examination results for the semester and year which are posted online after such results have been approved by the University Senate.

Official copies of transcripts can be obtained on the student's request only from the Registry by completing the prescribed form. The cost for transcript for one academic year shall be as may be determined from time to time.

Conditions for Probation

If at the end of the session, a student's Cumulative Grade point Average (CGPA) is less than 1.50, he/she will be placed on probation for a specified period of one full session. A student who is on probation should re-register for all the failed courses before registering the current one. Such a student should not exceed a credit load of 15 for that semester.

Withdrawal from a Programme

If at the end of a probation period, your CGPA is less than 1.50, you will be advised to withdraw from your present programme of study. If you are in such a situation, you may complete the '**Change of Programme Form**' to another programme in any Department within and outside the Faculty that may be willing to accept you, seek advice from your Head of Department as well as the Academic Support unit.

Withdrawal of Degrees

All Degrees awarded by Veritas University, Abuja remain the property of the University. The University may withdraw or effect correction at any time that a Degree was found to have been awarded in error.

Double or Quad per room occupancy. All rooms are allocated to students directly by the Students Affairs Unit after obtaining (fees) clearance from the University Bursary. The Hall Administrators working in collaboration with the Room Head have full control over the hostels, including the individual rooms of students and work to ensure proper discipline and decorum in the hostels. The hostels are well designed to have modest convenience, such as toilets, showers, bed with mattresses and pillows. Students are encouraged to provide for their personal bedding (for instance, bedspread) and toiletries. They are also responsible for the cleaning of their individual rooms, their toilets (if en suite) their immediate surroundings even though services of professional cleaning contractors are employed to clean the halls of residence and "common toilets" linked to the halls.

Hall Security: The dynamic of operations of internal security of the rooms and hostels in the University shall be directly in the hands of the students themselves. Meanwhile, the specific responsibility of networking for the security intelligence of life and property is the responsibility of the Room Heads and Hall Administrators and the Dean of Student Affairs, but God is the provider and in-charge of the eternal security of all persons, thus the preservation of lives on campus. In a unique way, the Vice-Chancellor of the University is the Chief security Officer, therefore must be duly informed as soon as possible by all staff of Student Affairs as well as all security network on campus in case there is any bridge of security. All students (both Undergraduate and Postgraduate) must wear their Identity Card on their body upon entering/until leaving the premises of the University each day; even as each student is expected to signed-in and signed-out at the Main Gate of the University each day.

Registration for Hostel Accommodation Must Take into Cognizance the Following Points:

1. Fresh and returning students are required to contact the Students' Affairs Officer through Email: studentaffairs@veritas.edu.ng to indicate evidence of payment and register for available bed spaces.
2. All students on arrival must obtain clearance from the University Bursary and present evidence of payment and clearance before receiving the room allocation slip from the Students' Affairs Officer. This slip is presented to the hostel Porter or Hall Administrator who assigns the allotted room and gives out the key to the student and keeps

hazards.

- No student should use candles in the room.
- The University does not accept responsibility for any loss of personal property in the Hostel. However, such losses should be reported to the Security Division of the University through the Hall Warden.
- At the close of the semester, students are required to return immediately, all hostel room keys and other University property to the Student Affairs Unit and obtain a clearance form.

VUNA Policy on Hostel Accommodation

GUIDELINES ON ACCOMMODATION: All students admitted for First degree or Foundation Programmes are eligible for bed spaces in the Halls of Residence. However priority will be given to:

Students on foreign exchange programmes or foreign students in general
Students in Professed Religious life
Physically challenged students

Students who have won medals for the University through Sports, Academics or any other activity.

Hall Administration The day-to-day administration of the Students' Halls is the basic responsibilities of the members of staff of the Student Affairs Unit of the University, even though they work in collaboration with the Security Unit. All resident Students in these halls must be law abiding and must be ready to keep the regulations as contained in the Students' Handbook. It is the statutory responsibility of all the employed staff of the Student Affairs Unit of the University to implement and ensure the observance of these rules and regulations for an effective administration of these halls to prevent abuses. For an effective management and administration of these halls, the following are directly in-charge. They are: the Dean, the Deputy Dean, Resident and Non-Resident Hall Administrators, even when the students are on vacation. These are to ensure that the students are properly accommodated, comfortable, responsible, and accountable for the safety of the properties of the University.

Students Accommodation: VUNA operates an all-on-campus residency (except for some Priests/Male and Female Religious who are allowed to stay off-campus) arrangement. The system of accommodation is that of

Withdrawing from the University

This is the voluntary termination of studentship at the student's volition for whatever reason. A student, who cannot return to his/her course of study at the end of one academic session, is deemed to have withdrawn from the University.

Course Advisers

Each Head of Department in the Faculty will appoint from among the full-time members of the academic staff of the department a Course Adviser for each level of study. The Course Adviser shall advise the students on University regulations as they relate to their studentship as well as ensure that the students select courses in accordance with the regulations governing the award of the degree for which they have enrolled. He/she has the primary responsibility of ensuring that the student registers for the course units and credit units required of his/her level of study and academic standing.

Course Credit System

The University operates a course system in which subject areas broken down into examinable units called course units. Instructions in every academic programme shall be by course units and students shall be required to take an approved combination of course units as may be determined from time to time by the University Senate on the recommendations of the Department and Faculty Boards of Studies.

Examination Board

Every Department has a Departmental Board of studies which consists of all course lecturers and chief technologists in the Department which deliberates and makes recommendations to the Faculty Board of Studies on all matters relating to academic programmes of the Department. There is also a Departmental Board of Examiners consisting of all course lecturers of the Department. Departmental Board of Examiners deliberates and makes recommendations to Faculty Board of Studies on all matters relating to examination. The Head of Department chairs the two Boards.

Excess Credit Units

Final year students can apply to Senate through their Head of Department and Dean to carry an excess of 6 Credit Units if that will facilitate their graduation within a given academic session by completing the 'Excess

Credit Units Form'

Regulations Guiding the Conduct of Examinations

A. Requirements for taking examination

In order to be admitted to a University examination, the student

MUST:

Have duly registered for the course;

Follow the approved course of study for a prescribed period;

Have paid all prescribed fees by Senate as and when required;

Satisfy 75% attendance at lectures

Comply with any additional requirements approved by Senate from time to time.

B. Continuous Assessment Regulation

C. Organization of Examination

Each Department shall be responsible for the organization and conduct of examinations for all courses taught in the Department.

Each Department shall appoint an examination officer who shall be responsible for preparing timetable, arranging for invigilation, and other requirements necessary for conducting all examinations in the Department. The responsibility for supervision of examinations shall rest with the Head of Department as the Chief Examiner for the Department.

Scheduling of Examinations

Course examinations shall be scheduled at the end of the semester in which the teaching of the course is completed and on dates approved by Senate. If the University, for unavoidable reasons, is obliged to postpone an examination, the Registrar, in consultation with Deans of affected Faculties and the Director of Academic Planning shall re-schedule such examinations.

Duration of Examinations

- The duration of written examinations shall normally be between two-three hours depending on the Credit units of the course.
- The duration for practical examinations shall be a minimum of three hours.

Exeat

Students may be granted exeat out of the University on the following Occasions:

- I. Exceptional Cases of Severe medical conditions.
- II. Departmental/Faculty Academic Programmes.
- III. Approved External University Programmes.
- IV. Funerals of Nuclear Family members.

Procedure for obtaining Exeat

- The student requesting for an exeat shall obtain and complete an application Form online or from the office of the Dean of Student Affairs.
- The Student Affairs Officer shall process the application through the Dean of Student Affairs who shall grant approvals.
- All approvals must be communicated to respective Departments by the Dean of Student Affairs

NB: Every first and third Saturdays of every month shall be extra-ordinary free outing for all students between 8:00am and 6:00 pm

Students Accommodation

VUNA operates an all-on-campus residency arrangement. The system of accommodation is that of Double or Quad occupancy. All rooms are allocated to students directly by the Student Affairs Unit after obtaining Clearance from the University Bursary. The Porters have full control over the hostels, including the individual rooms of students and work to ensure proper discipline and decorum in the hostels. The hostels have modest conveniences, such as toilets, showers, beds, pillows and mattresses. Students are encouraged to provide for their personal beddings (bedspread) and toiletries. They are also responsible for the cleaning of their individual rooms, their toilets (if en-suite) and their immediate surroundings even though services of professional cleaning contractors are employed to clean the halls of residence and "common toilets."

Note:

- The right to occupy a room is not transferable.
- At resumption, students must obtain a room allocation form duly signed by the Administrative Head of Student Affairs before gaining entry into any room.
- No student is allowed to cook in his/her room or use electrical appliances that may cause electrical faults which may result in fire

12. Social Director II

Criteria for Eligibility

- a. Candidate must attain a minimum CGPA of 2.50
- b. Must be a member of at least one pious society under the Chaplaincy
- c. Must sign a written undertaking of non-involvement in a secret cult.
- d. Must be in good financial standing with the University.

Students' Representative Assembly (One Legislator from each Department)

1. The Speaker
2. The Deputy Speaker
3. Chief Whip
4. Assistant Whip
5. Sergeant at Arm
6. The Provost

(See Students' Representative Assembly's constitution)

Student Auxiliaries (appointed)

One Student Auxiliary is appointed from each academic level (the four academic levels.)

Student Hall Representative (appointed)

One student is appointed from each hall of residence. For a student to be appointed a Hall Representative, he/she must maintain a minimum CGPA of at least 2.50.

The Hall Representatives are expected to:

- * Assist in monitoring movement of students in and out of the hostels.
- * Report the presence of unauthorized visitors in the hostels.
- * Assist in monitoring the general conduct of students in the hostels and report to appropriate authorities any acts of misconduct and possession of unauthorized items in the hostels.
- * Work in conjunction with the other student officials under student Administration.
- * Give weekly report to the Student Affairs Officer.
- * Report to the Dean of Student Affairs.

Examination Timetable

The Director of Academic Planning and Quality Assurance shall compile and publish a draft timetable for all University examinations at least four weeks before the commencement of each examination and a final timetable not later than two weeks before the commencement of the examinations.

Setting and Administration of Examination Questions

Each Lecturer teaching a course shall submit questions to the Head of Department at least two weeks to the examination date.

The Chief Examiner will in turn arrange for the moderation of the questions.

The Head of Department shall ensure that all results of the courses examined are collated by all the examiners of the courses and submitted along with answer scripts, attendance register and marking scheme(s) two weeks after the examination as approved by Senate.

The Head of Department shall be held responsible for any lapses arising from teaching, examination, preparation and submission of results as and when due as approved by Senate.

Invigilation of Examination

For each examination, there shall be a chief Invigilator provided he/she is not the course lecturer of the said course. The course lecturer shall be available as an assistant examiner.

Duties of invigilators

The chief invigilator shall

- Collect examination answer booklets and question papers from the Head of Department;
- Maintain an attendance register which shall be completed and lodged with the Head of Department at the end of the examination;
- Receive from invigilators, report on any misconduct observed or suspected and in turn report the same to the Head of Department after the examination;
- Deposit answer scripts with the Head of Department immediately after the examination
- Ensure that:

- Ø Within the first 30 minutes of the examination, no candidate leaves the examination hall except on cases of emergency
- Ø After the first 60 minutes of the examination, no candidate enters the examination hall
- Ø During the last 15 minutes of the examination, no candidate leaves the examination hall.

Administration of Examination Conduct

- a). Students shall be at the examination venue at least 30 minutes before the advertised time for the examination. Students **MUST BE PROPERLY DRESSED** before entering the examination hall.
- b). Students must produce their identity card on entry to every examination and display them conspicuously throughout the duration of the examination. It shall be the duty of the invigilator(s) to ensure that students write their names, registration numbers and other required information in the attendance register.
- c). Student must produce Examination Card on entering into the examination hall.
- d). Student shall complete all information required of them in the answer booklet including continuation sheets.
- f). The Invigilator shall arrange the answer scripts in labelled envelopes and submit same to the Chief Examiner or Course Coordinator to collect and confirm the number of scripts received from the Chief invigilator.

Extenuating Circumstances

VUNA operate as an academic family. Whatever you may be going through, be reassured that there is support within the University in the Student Affairs Unit of the Registry, the Counselling Unit, your Course Adviser or Lecturer, your Head of Department or the University Chaplain.

- g). During your stay in VUNA, your academic performance may be adversely affected by illness (physical or psychological), accident, bereavement or other personal circumstances. The University may be able to take this into consideration when assessing your overall performance during the semester or academic year.
- h). To merit such a consideration, you will need to complete the '**Extenuating Circumstances Form**' which can be obtained from the Academic Affairs Units of the Registrar and forwarded through your Head of Department, through the Dean of the College to the Registrar.

STUDENT AFFAIRS

Students' Affairs Division

The Student Affairs Division is directly under the supervision of the Vice-Chancellor. The Division is saddled with the responsibility of coordinating and maintaining all non-academic activities concerning students. The Dean of Student Affairs and a Deputy Dean are appointed by the Vice-Chancellor to Head the Division. Other Staff of the Registry Department are re-deployed to work in different capacities under the Division to include but not limited to Administrative Officers, Secretaries, Sports Coaches, Welfare Officers, Matrons and Porters. The most senior Student Affairs Officer is in charge of the day-to-day running of the Division and reports to the Dean.

There are also other Senate Committees and Ad-Hoc Committees set-up to assist the unit in the discharge of its duties. These include the Students' Welfare Committee (SWC) and Students' Disciplinary Committee (SDC). Students are advised to contact the Student Affairs Division as well as specific officers of the Division whenever they need assistance.

Students' Administration

VUNA encourages students' leadership skills acquisition through the Students' Representative Assembly (SRA) and it is open to all students at different levels. There are three levels of Students' Administration recognized by the University: Student Executive Council (through student elections), Student Representative Assembly (through student departmental elections), Student Auxiliaries (by appointment) and Hall Representatives (by appointment).

Students' Executive Council (through student election)

1. President
2. Vice President
3. Secretary-General
4. Assistant Secretary
5. Financial Secretary
6. Treasurer
7. Public Relations Officer
8. Welfare Officer
9. Sports Director I
10. Sports Director II
11. Social Director I

5. Revealing your account password to others or allowing the use of your account by others.
6. Creating or transmitting or causing the transmission of any offensive, obscene or indecent images, data or other material; or any data capable of being resolved into obscene or indecent images or material.
7. Using the University's ICT facilities to actively engage in procuring or transmitting material that is in violation of sexual harassment workplace laws.
8. Accessing, creating, changing, storing, downloading, or transmitting material which may be deemed immoral, offensive, threatening, abusive, discriminatory' or otherwise to cause annoyance or inconveniences.
9. Interfering with the legitimate use by others, or interfering with or removing computer printout or media belonging to others.
10. Violating the privacy and confidentiality of anyone else, such as sending unsolicited email messages or other digital information or falsify emails/information to make them appear to have originated from someone else.
11. Introducing malicious programmes into the University's network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc).
12. Producing of copyright material including, but not limited to digitization and distribution of photographs from magazines, books or other copyrighted sources music, etc without proper attribution.
13. Installing of any copyrighted software for which the University or the user does not have an active license.
14. Using University's ICT facilities for commercial, social or group distribution activities unless permission has been formally granted.
15. Using any programme/ script/ command, or ending messages of any kind, with the intent to interfere with, or disable a user's access and use of the ICT facilities.
16. Using University facilities and or services to gain privileges which have not been authorized,
17. Reselling, sharing or otherwise distribution of services of any portion thereof to any third party.

- i). These forms should be submitted, along with relevant supporting documents, e.g. Medical Certificate, Court Summons, etc as soon as possible but in advance of Departmental Examination Boards meeting to ensure that they are taken into consideration before your results are approved. All matters discussed are treated with the strictest confidence.

Examination Misconduct

In Veritas University, Examination Misconduct defined as an action or inaction of any student and/or staff before, during and after an examination capable of undermining or compromising the integrity or sanctity of an examination.

Procedure for Handling Examination Misconduct

Examination misconduct may occur, before, during or after an examination or be observed by the lecturer while marking the examination scripts. When such a situation occurs, the following shall be the procedure:

1. The student(s) involved shall be made to state and sign the Examination misconduct form with his/her own version of the case. Thereafter, the student is allowed to continue to write that examination using another answer booklet. The form should be counter-signed by a student witness (if available). In a case where the student refuses to sign the misconduct form, the invigilator shall fill his/her portion of the form and note the refusal of the student.
2. The invigilator or lecturer who caught the student in action or noticed the irregularity during the marking of scripts shall report in writing by filling the prescribed Examinations Misconduct Forms provided by the Examinations Office of the University. He/she shall also retrieve the answer booklets from the affected candidate(s).
3. The Form(s) and a covering memorandum from the Chief Invigilator, the alleged offender(s) scripts and other relevant documents and materials shall be stapled together and forwarded to the Head of Department who shall investigate the matter at the Department Board of Examiners. Thereafter, the report shall be forwarded with all evidence to the Dean of the Faculty to be considered by the Faculty Board of Examiners. After which a

report shall be forwarded to the Vice-Chancellor who shall thereafter direct the Registrar to forward the materials to the Examination Misconduct Committee.

4. The queries, along with the written defence of the offender(s), the Examination Misconduct Form, the Chief Invigilator's memorandum, answer script and all other related document shall be presented to by the Registrar for consideration.
5. The Examination results of the offended candidate(s) shall automatically be deferred until the case is disposed of by the Examinations Misconduct Committee of the University.
6. The Examination Misconduct Committee shall scrutinize all the evidences relating to the offender(s) as forwarded to it by the Registrar. In a situation where a *prima facie* case of Examination Misconduct is established, the student(s) shall be invited for oral evidence.
7. Thereafter, the Examination Misconduct Committee shall consider the gravity of the offence and make appropriate recommendations on sanctions to Senate through the Vice-Chancellor.
8. The Registrar shall convey, in writing, the penalty imposed by Senate to the student(s). The letter shall clearly state the offence and the punishment given.
9. The student(s), on receipt of the letter from the registrar shall, if he/she so wish can appeal to the Council through the Vice-Chancellor within 14 days of the receipt of the letter of sanction.
10. On detecting any Examinations Malpractice or misconduct, no officer of the University in charge of the conduct of the examination has the right to confiscate the answer script of the student; such an action shall be a disciplinary offence.
11. On no account shall a member of the Examinations Misconduct Committee sit in a case he/she has an interest or is involved in any way, all member of the Examination Misconduct Committee shall sign an '**Interest Declaration Form**' prior to the Committee.
12. All cases of reported Examination Misconduct shall be disposed of within 6 weeks and a report made to Senate.

NB: Sanctions for Examination Misconduct (See Misconduct and Sanctions section)

Appeals

If you are to serve any sanctions on grounds of misconduct, you have a

application that conflicts with the University's rule, regulations, policies and procedures.

- f. Personal use must comply with the University's policies and regulations in particular email policy.
6. That only staff and registered students of the University or those authorized by the designated authority are permitted to use the University's ICT facilities
7. That electronic mail system will be one official mode of information dissemination to the University community. Information such as memos, notices, administrative communication, and bursary information will be disseminated via email. The University website will also be used for disseminating information to the University community.
8. That staff and students are expected to:
 - a. check and respond to emails regularly, at least once daily for staff and once every other day (48 hours) for students;
 - b. Respect the rights of others, and conduct themselves in a quiet and orderly manner when using open access ICT facilities;
 - c. Make reasonable effort to ensure that they send data that is Virus Free, and to protect themselves from viruses and hacking attempts when connected to the University network;
 - d. Respect the published times of access to open ICT facilities;
 - f. Safeguard their passwords and access to open ICT facilities;
 - g. Comply with the bandwidth, data storage and other limitations on services;
 - h. Conform to all other appropriate policies and guidelines from the Unit and the University.

Unacceptable Use

It is the-policy of the University to prohibit the use of its ICT facilities for activities including but not restricted to the following:

1. Using ICT facilities shall not be prejudicial to the interest and good name of the University.
2. Allowing the University's ICT facilities to be damaged or contaminated by food, drink or other materials.
3. Deliberately allowing unauthorized persons access to the University's network facilities or services.
4. Gaining unauthorized access to facilities or services via the University network.

For more on how to cite works properly, consult your 'English and Communication Skill' Lecturer, the Reading and Writing Centre, or VUNA library at: <https://www.veritas.edu.ng/academics/library.php>

ICT Unit

VUNA is ICT-driven. The ICT Unit which is under the Vice-Chancellor's Office provides staff and students with all the necessary ICT support and services needed in the day-to-day activities of the University. The support and service range from system and application software installation, administration, and configuration to systems maintenance and repairs. For effective and efficient service delivery, VUNA has acceptable use policy which users are expected to adhere and endorse. For details and comments, please contact: VUNA IT Support:

VUNA Acceptable Use Policy (AUP)

It is the policy of the University:

1. That its ICT facilities are provided to support teaching, learning, research, communication and administrative activities or any purpose that is in accordance with the aims and policies of the University.
2. That staff and students use the facilities for official activities as defined in 1 above.
3. That the main purpose for the provision by the University's ICT facilities for email is for use in connection with teaching, learning, research, and approved business activities of the university.
4. The staff and students must be authenticated by the system before they can use the system.
5. That the University permits the use of its IT facilities for email by students, staff and other authorized users for personal use, subject to the following limitations:
 - a. A level of use that is reasonable and not detrimental to the main purpose for which the facilities are provided.
 - b. Priority is given to use of resources for the main purpose for which they are provided.
 - c. Personal use must not be of a commercial or profit-making nature or for any other form of personal financial gain.
 - d. Personal use must not be of a nature that conflicts with the University's business.
 - e. Personal use must not be connected to any purpose or

right to appeal to the Vice-Chancellor against the decision of the Disciplinary Committee within 14 days of the receipt of the letter conveying the decision of the Committee to you by completing the '**Disciplinary Action Appeals Form**'. However, for your appeal to be entertained, it must be seen that you have complied with the prescribed sanction(s).

Appeals for Re-assessment of Examination Scripts/Assessment

Following receipt of results for either examinations or a piece of assessment, a student may find issues with the result or feel material error has occurred. If this happens, such a student may appeal via completing an Appeal Form.

- Students may appeal to the Registrar through their Head of Department and the Dean of the Faculty for re-assessment of their examination scripts on payment of a fee as stipulated by Senate.
- Appeals for the re-assessment of the scripts/assessment can only be made by the student(s) concerned.
- Group appeals by all candidates involved in a particular examination/assessment shall not be entertained.
- If the appeal results in significant improvement on the student's original grade, the appeal fee shall be refunded to the appellant.

For an appeal to be valid, a student shall have completed the prescribed appeal form through the HoD to the Registrar within 21 days of the publication of the online results or within 48 hours of receiving the assessment score/script. The re-assessor in the case of the examination script must not be known to the student whose script is being reassessed.

Late Course Registration

Any student who fails to register within the stipulated period for course registration shall be liable to late registration. Late registration commences directly after the expiration of the duration for normal registration. Late registration shall attract a specified fine as may be determined by the University. Any change or alteration in the student's course registration form after it has been duly endorsed by the designated authority shall not be admitted without the consent of the Head of Department. Such a change, either by way of addition, reduction or substitution, must be effected on completing the '**Add/Delete Course Form**' within the first four (4) weeks of the semester.

Holy Mass

There is Holy Mass for the beginning and ending of the Semester. Students are to attend the Holy Mass that would mark the beginning and the ending of the Semester.

Lectures

Students are to attend all lectures punctually. If for any reason you would be unable to attend any lecture, you should obtain permission from your Course Lecturer or the Head of Department. Students who are unable to meet 75 per cent attendance of lectures in any course are not qualified to write the examination in that course. Such students shall end with an 'F' grade.

UNIVERSITY LIBRARY

VUNA Library supports the vision of the University by providing desirable learning, teaching and recreational material for the University community and the scholarly world. The University Library which occupies the entire top floor of the Block D Building offers an atmosphere conducive for ex-classroom and ex-laboratory academic activities.

There are four main study areas in the Library: The Central Reading Room, the All-Hour Reading Room, Periodical Lounge and the Multi-Media Room. The Central Reading Room houses the print and reference collection, Open public access catalogue terminals. The All-Hour Reading Room provides a 24/7 group and individual study area for those who do not need to consult Library resources. The Periodical Lounge offers a relaxed atmosphere with internet access. The Multi-Media Centre boasts of Internet-enabled computers and overhead projector and is designed for e-presence and group interactions.

Borrowing

All registered students have borrowing access to the Library and they can borrow not more than two books at a time and a period of two weeks for students. Books can be renewed for another two weeks if nobody else desires them. Books can only be renewed for a second two weeks and no more, while overdue fines are charged when a reader fails to return a library material on or before the due date of return.

Online Library

VUNA Online Library catalogue provides 24/7 access to the status of every item in the University Library. You can determine from the

comfort of your home or hostel the material owned by the Library and whether those material have been borrowed by other users or is in the Library. You also have the option of reserving a Library item that is out on loan. The Library provides access to several electronic databases such as Oxford Reference Online, Hinari, Agora, JSTOR and Questia. If you need help using the resources, you can contact the Librarian by email: librarian@veritas.edu.ng, phone or in person.

The official hours of the Library are:

During Session

Monday to Friday: 8:00 am to 9:00 pm

Saturday: 8:00 am to 4:00 pm

During Semester Break/long Vacation

Monday to Friday: 8:00 am to 4:00 pm

Photocopying/Printing

Photocopying services are available within and around the campus at affordable rates. Photocopies are done with due regard to the legal limits allowed for reproducing and use of academic materials.

Plagiarism

Plagiarism is the presentation of another person's word, idea, arguments, concepts or designs as your own. Plagiarism comes in many ways and forms ranging from copying, without referencing, whole sections of published work, to the unattributed use of text, diagrams, picture, illustration or formulae taken from unpublished work of other students. Plagiarism covers intellectual property right whether in print or electronic form including software.

Plagiarism is a very serious offence and allegations of plagiarism are referred to the Students Disciplinary Committee.

In order to avoid any suspicious of plagiarism in your work, always:

- Cite the sources you consulted whether as summary, paraphrase or quotation from print and electronic media which have intellectual property rights,
- Use your own words to paraphrase the work of other including the sentence structure.
- Provide a comprehensive "References" or "Works cited" at the end of your projects, essays or other assignments.