



# **Student Handbook**

(Undergraduate - 2021/2024)

## **Vision Statement**

- To be a world class institution that equips learners with academic excellence, practical competence and impeccable character.

## **Mission Statement**

- To equip our students with knowledge, skills, attitudes, competencies and values through quality teaching, learning and research, thus creating effective change agents and value adding members of society.

## **Trinity University Core Values**

- Academic Excellence
- Professionalism
- Responsibility
- Integrity
- Christian Values
- Leadership

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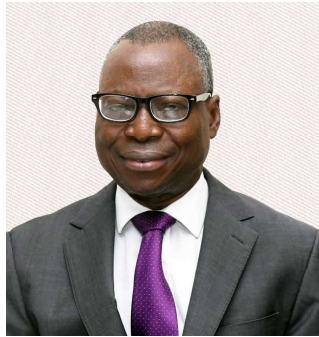
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**NOTE:**

*This Student Handbook, as well as the contents therein, is deemed to have been duly served and advertised to all students, once a copy is received at matriculation or as soon as the Oath of Matriculation is sworn to and signed.*

## Message from the Pro-Chancellor & Chairman of Council



It is with a great pleasure and a deep sense of appreciation to God that I welcome you to Trinity University (TU), a citadel of learning where generational leaders and value-adding personalities are raised to address the developmental challenges that have eluded Nigeria and the African continent in general.

The Trinity vision started 25 years ago and was born out of a deep concern for the alarmingly declining standards in the quality of education offered by most institutions. We moaned like many other Nigerians, but we also challenged ourselves to do something about it, at

least, for the sake of “our own children”. The vision was simply to provide first class education combined with excellent moral and spiritual upbringing.

According to Arnold Glasgow: *“One of the tests of leadership is the ability to recognize a problem before it becomes an emergency.”* Thus, to ameliorate the consequences of fallen standard of education in Nigeria, the Trinity Education and development Foundation (TEDF) established the Trinity International College, Ofada, Ogun State, in 1996, which has grown to become a leading Secondary School with World-class performance that has consistently represented Nigeria in the International Science Olympiads.

Consequently, Trinity University was established as a result of the monumental success recorded at the Secondary School level. Therefore, TU is not just another University but rather, a university setting out to breed graduates equipped with a certificate that is a statement of excellence in learning, in character, in competence and in contribution to humanity.

TU is situated in a serene environment with all the freshness of a green and natural environment. The University is powered, under God, by a great array of seasoned



Academic and Administrative staff and Governing Council. Therefore, I make bold to welcome you once again to Trinity University, where globally competitive professionals are raised with sound Knowledge, Character, and Excellence.

Finally, let me remind you of the Motto of the University, which is simply: "Building on the Rock" and is aptly captured in Mat. 7: 24-25: "Therefore whosoever heareth these sayings of mine, and doeth them, I will liken him unto a wise man, which built his house upon a rock: And the rain descended, and the floods came, and the winds blew, and beat upon that house; and it fell not: for it was founded upon a rock."

Welcome to Trinity University, an Institution where, great destinies and transgenerational leaders are raised.

**Mr. Samuel O. Olatunji**  
**Pro-Chancellor & Chairman of**  
**Council.**



According to  
Arnold Glasgow:  
"One of the tests  
of leadership  
is the ability  
to recognize a  
problem before  
it becomes an  
emergency."

## Words from the Vice-Chancellor



It is a pleasure and privilege to welcome you to Trinity University - God's Owned University. The motto of the University is: "**Building on the Rock**", which symbolises the fact that we aim to produce the Total Man, who is well-grounded spiritually, mentally balanced and of impeccable character.

Our Mission is: *"To equip our students with knowledge, skills, attitudes, competencies and values through quality teaching, learning and research, thus, creating effective change agents and value-adding members of the Society."* Therefore, TU is the place for students, who

aspire to be great thinkers, leaders and game-changers.

Furthermore, our Core Values are: Academic Excellence (Quality Education), Professionalism (Professional Certifications and active involvement in Town and Gown Initiatives), Responsibility (Doing things as demanded and not as convenient, particularly living up to expectations), Integrity (Producing Men and Women of Impeccable Character), Christian Values (Operating with reverence and the fear of God), and Leadership (Developing world changers and transformers).

Our unique selling points include amongst others: Conducive and Cult-free environment that inspires Creativity, Innovation and Ingenuity; Current and Robust Curriculum that produces the Total Man with Impeccable Character and Leadership prowess; State-of-the-art Laboratories and Studios that inspire Learning; International Collaboration and Linkages; International Certifications in IT, French, and Chinese; Robust Community Engagement and Entrepreneurial Development; and Endowed, Tested and Proven Faculty and Management base.

It is instructive to mention at this point that Trinity University is a Christian University. Let me inform you that the best Universities

in the world are Private Christian Universities like Oxford (Catholic), Cambridge (Anglican), Harvard (Protestants), Princeton (Presbyterian), etc. Trinity University is no exemption. TU is modelled after them with a few innovations - we aim to produce global graduates with godly virtues and robust competencies.

At TU we strive to attain excellence in all areas of our operations. Let me remind you of this quote on excellence by Aristotle: "Excellence is never an accident. It is always the result of high intention, sincere effort, and intelligent execution; it represents the wise choice of many alternatives – choice, not chance, determines your destiny." Thus, we guide you to fulfill your destiny in grand style but you need to be committed, tenacious, disciplined, and most importantly, imbibe Christaian values that we teach here. Let me assure you that at TU, we stand for Knowledge, Character and Excellence.

Finally, I leave you with The Word of God in Acts 20:32 (KJV) – "And now, brethren, I commend you to God, and the word of his grace, which is able to build you up and give you an inheritance among all them which are sanctified." Amen! Welcome to Trinity University, the birth place of great thinkers,

leaders and game-changers.  
Thank you all and God bless.

**Professor Charles K. Ayo**  
**Vice-Chancellor**

## Our Mission

Our Mission is: "To equip our students with knowledge, skills, attitudes, competencies and values through quality teaching, learning and research, thus, creating effective change agents and value-adding members of the Society."

## Information About Trinity University Registry



The Registry is an integral organ in the University responsible for the effective function of its different sections. The Registry of a University is headed by the Registrar who is the Chief Administrative Officer.

The Registry is composed of several Departments and Units:

### 1. THE REGISTRAR'S OFFICE:

Has the oversight function of all Departments and Units in the University.

### 2. ACADEMIC AFFAIRS

Academic Affairs is a Department of the Registry, charged with the responsibility

of ensuring:

- i. Smooth administration of students matters, from admission to graduation. It also ensures proper, retrievable records of both present and graduated students.
- ii. Ensure Compliance with Senate approved academic regulations of the University by both students and staff.
- ii. Implement all Senate Decisions.

### 3. THE SENATE

This Division is responsible for the administrative running of Senate matters. Senate is a law-making arm of the University. It formulates policies for the University especially on academic issues. Senate also approves Students' results. Senate sets the academic Calendar, plan and manages graduation ceremonies.

### 4. STUDENT AFFAIRS

Deals with the welfare of all students. All matters of discipline are handled by the office.

### 5. ESTABLISHMENT OFFICE

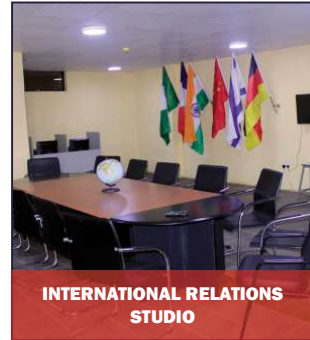
Deals with Staff matters, Academic and Non-Academic. These include: Appointment, Promotions, Discipline, Training

Trinity University - Building on the Rock..  
and Development, and Succession plan.

#### 6. COUNCIL AFFAIRS

Council Affairs covers all Council Statutory and Ad-hoc Committee meetings within the University. There are also Division/Units such as Corporate Affairs and Information and Computer Technology.

**Mrs. Adebowale Ukaiwe**  
Registrar



## CHAPTER ONE

# ABOUT TRINITY UNIVERSITY

## 1.0

By the turn of the 1990s, the status of the education sector, in our country, displayed worrying signals of decay in terms of quality of curriculum and contents, competences and character. For us parents, who were educated a few decades earlier when education was significantly in the hands of missionaries, the differences and decline were simply alarming. Some of us gathered one evening after a church service and heard of a case of immorality in a particular school. Our lamentation went on for a while when one of us asked whether all the lamentation would address the problems or whether we would still not send our children to

same schools afterwards. So, 'why don't we see what we could practically do about it?'

We resolved to do exactly that: to set up a school of our dream, 'for our own children', modeled along the world class education system we had once received in this same country. An education which would truly impart knowledge, mould character and supply a solid academic and ethical foundation for youths. The result, two years later in 1995, was the founding of Trinity International College that operated, for the first three years, at GRA, Ikeja, Lagos, Nigeria and, by 1998, moved to her own permanent site on 83 acres of land at Ofa-

da, Ogun State, in the outskirts of Lagos. We have also set up a leading Primary School, Trinity Foundation School, at Ofada, since 2006.

Trinity International College steadily grew in profile and became one of the most-loved brands in the sector: we record consistently, excellent results and receive prizes both in local and international examinations. We repeatedly represent Nigeria in the Science Olympiads, while our students also stand out in character. They have also travelled to different countries for further studies, done exploits and inspired different foreign institutions to write back to commend our College. Today, by the grace and to the glory of God, our alumni constitute a remarkable gallery of credible, enterprising, competent and achieving young men and ladies in different parts of the world.

The worrying signals of the early 1990s have steadily worsened over the years to become a sort of crisis and the tertiary institutions have a conspicuous share of this crisis. It then clearly occurred to us, a few years ago, that what we have done, by the help of the Almighty, at the

primary and secondary levels, would be necessary to do in the tertiary sector. Hence, the idea of Trinity University (TU): An institution that would boast of a robust curriculum, great teachers, quality students, conducive environment, world class facilities and excellent outcomes; producing graduates who are well groomed in learning and character, able and willing to serve and to bless, confident and roundly equipped to successfully navigate an increasingly unpredictable world and thereby exact a positive impact that will make their individual corners of the world a better place!

The Federal Government of Nigeria issued us a licence to operate Trinity University. We have a City Campus, off Alara Street, near Queens College, Yaba, where students resumed in May 2019 as well as a Main Campus (of about 500 acres), at Laloko, Owode Local Government, Ogun State which will host our other faculties in the course of time.

Like her forebears in our stable, TU will make a clear difference, partnering with God and with families who desire a quality home-grown university education for their children.



### 1.2 OUR VISION

To be a world class institution that equips learners with academic excellence, practical competence and impeccable character.

### 1.3 OUR MISSION

To equip our students with knowledge, skills, attitudes, competencies and values through quality teaching, learning and research, thus creating effective change agents and value adding members of the society

### 1.4 OUR CORE VALUES

The Core Values of our University make up the defining components of the Trinity University Vision which reflects our beliefs in the encrypted truths on which our pur-

pose is firmly defined, and also underlines the ethos of our existence as a University. All students are expected to adhere strictly to the University's Core Values in their day-to-day activities within or outside the University.

The Trinity University Core Values are:

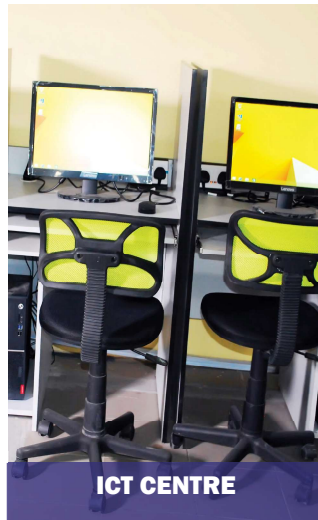
1. Academic Excellence
2. Professionalism
3. Responsibility
4. Integrity
5. Christian values
6. Leadership

To be a world  
class institution  
that equips  
learners with  
academic  
excellence,  
practical  
competence  
and impeccable  
character.



## CHAPTER TWO

# THE UNIVERSITY FACILITIES 2.0



ICT CENTRE

### 2.1 ICT LABORATORY

The ICT Laboratory has several dedicated systems that are networked for use by students and staff.

ICT is a core component of learning and working in the 21st century. The rapidly evolving nature of technology means that new skillsets are constantly being created and previous ones becoming obsolete. The ability to unlearn and relearn is by far the most important skill in today's workplace. It is therefore necessary to ensure that students are in the knowledge of the economy of today and the future, have the right tools to help them thrive in the workplace of tomorrow. At Trinity University, we spare no ex-

pense to ensure that our students are exposed to the latest cutting edge of ICT technologies, hardware and standards.

Trinity University ICT laboratory is well equipped with 30 units of High Performance Lenovo Computer Systems, 2GB RAM systems, which provide a robust platform for information and communication technology requirements. This laboratory is also multimedia compliant.

## 2.2 COMPUTER SCIENCE LABORATORY

Our students can use the Computer Science Laboratory facilities to sharpen their digital skills. Hands-on experiences are the target for setting up the laboratory, especially for Computer science and Information Technology students, particularly in this digital age.

The Computer laboratory is located at the Academic Block of the University, housing over 30 units of full multimedia high capacity Lenovo computers. The laboratory is also equipped with full multimedia projector, which is utilized for the scheduled teaching hours as well as for working on assignments, tutorials and projects. All the computers have Wi-Fi connections.

Students are permitted to use the computer laboratory if they have their student ID card during the working hours. Constant pow-

er supply guarantees the running of computer laboratories, servers and information systems. Also, the equipment and instruments in the laboratory are serviced from time to time.

## 2.3 THE UNIVERSITY LIBRARY

Trinity University Library serves as the heart of the intellectual system of the University. It is positioned to support the objective of the University in the areas of learning, teaching, research and service. The Library provides all resources needed to meet the Information needs of staff and students of the University community and has a combined seating capacity of 118 readers.

Trinity University Library is made up of 6(six) departments, namely:

- The University Librarian Office
- Technical Service
- Reader's Services
- Serial Department
- Information and Communication Technology (ICT)
- Archives, Research and Docu-



**COMPUTER LABORATORY**

#### A. The University Librarian's Office:

This is the administrative centre of the Library where all Library activities and operation are directed and coordinated.

#### B. Technical Service:

These are the Acquisition, Cataloguing, Classification and Bindery sections in the Technical Services Department of the Library.

- i. The Acquisition Section undertakes the function of physical selection, acquisition and processing of printed and non printed material in the Library.
- ii. The Cataloguing Section carries out the duty of describing the book and non- book materials by pointing out important bibliographic details and information about the materials.

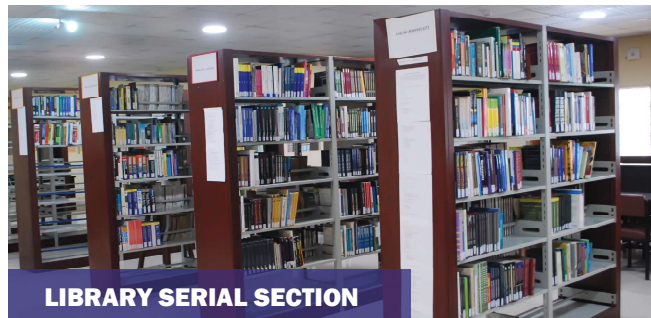
iii. The Classification Section ensures the arrangement of Library materials in a logical sequence according to the subject on the shelf and in the subject catalogue.

iv. The Bindery Section undertakes the binding of books and other Library materials. Books that are torn or falling apart, projects, term papers and other library materials that need reinforcement are repaired in the bindery section.

#### C. Readers Service

The Readers Service Department of the library comprises of the Security, Circulation, Reference and Library Resource Sections.

- The Security Section undertakes duty of checking in and



**LIBRARY SERIAL SECTION**

the checking out of readers to ensure that only registered users come into the Library and that Library materials and users are safe and secured.

- The Circulation Section ensures that users are duly registered, and that Library materials are properly charged and discharged. The Section carries out the duty of compiling overdue fines and clearance of students and staff. They also maintain statistics of materials loaned to users.
- The Reference Section offers reference services by providing answers to questions from staff and students. It offers bibliographic services. The section assists users in the area of simple information on where to find a particular book on a subject as well as gives direction within the Library.
- Library Resource Section is the place where non-print materials are organised and displayed for viewing by users.

**D. Serial Department:** The Serial Section of the Library is the place where serial publications such as Newspapers, Magazine, Journals, Conference Proceedings, Seminar papers, Research reports, etc are organized for

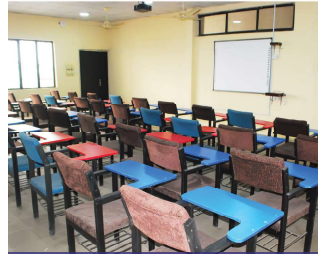
users.

**E. Information Communication Technology (E-Library):** The Information Communication Technology (ICT) Department maintains the Computers, Internet and the Library Servers. This section registers users online, keys in worksheet to feed the Library OPAC and attends to users who consult the Internet and Database in the E-Resource Centre. It is equipped with thirty-three flat screen desktop computer systems to be used by staff and students for lecture and research.



**VIEWS OF THE E-LIBRARY**



**LECTURE ROOM**

**F. Archives, Research and Documents(ARD):** This department acquires, preserves and makes rare documents, such as Seminar papers, past question papers, legal documents, projects, available and accessible to users.

## 2.4 LECTURE ROOMS

All the lecture rooms have Interactive multimedia boards and are located in the Academic Blocks of the University.

The conducive environment for teaching and learning is an advantage for the faculty and students to grab the nitty gritty of their courses. Aside from the laboratories that can also be used for teaching and learning, well-spaced lecture rooms are available. These include:

- **LR 1:** Lecture Room 1 – Council Block G/F Room 6A
- **LR 2:** Lecture Room 2 – Council Block G/F Room 6B

Conducive environment for teaching and learning is an advantage for the faculty and students to grab the nitty gritty of their courses.

- **LR 3:** Lecture Room 3 – Council Block G/F Room 5B
- **LR 4:** Lecture Room 4 – Academic Block S/F Room 4B
- **LR 5:** Lecture Room 5 – Academic Block S/F Room 4C/D
- **E-Lib:** ELibrary – Main Library Block
- **CL:** Computer Laboratory – Academic Block G/F Room 16A
- **ICL:** ICT Laboratory – Academic Block G/F Room 4A
- **CC:** Council Chamber – Council Block F/F Room 2F



**Lecture Rooms**



**ICT Centre**

## About Us

Therefore, TU is not just another University but rather, a university setting out to breed graduates equipped with a certificate that is a statement of excellence in learning, in character, in competence and in contribution to humanity.



### HOSTEL ACCOMMODATION

#### 2.5 HOSTEL ACCOMMODATION

In addition, arrangement is in place to get hostel accommosother students, not resident on campus, a conducive accommodation under the watch of the University Management. The hostel accommodation is equipped with top of the range amenities, including:

- 4 and 2 bed spaces per room
- Individual lockers and wardrobes
- Individual study desks
- Wi-fi Connectivity
- Laundry Services
- Common Rooms
- Flat screen television with DSTV subscription
- Serviced by functional cafeteria

### 2.6 THE UNIVERSITY HEALTH CENTRE

Trinity University Medical Center is a health care center which caters for the students, faculty and staff. Entry into the health centre ushers you into a modern equipped reception that is well ventilated, with air conditioners, comfortable furniture, television and free internet facility for patients' use while waiting.

There is the treatment room where your vital signs or statistics are taken or measured. The consulting room, where you see the Doctor for treatment.

The Center has two large size female and male recuperating rooms, with air conditioners and television, while observation or treatment goes on. There are conveniences or rest rooms, which are so comfortable that you can read there. Each large room contains four beds with very good beddings and orthopedic mattresses. Beside the beds, are lockers, which can take the patients' belongings.

The entire centre is dotted with high standard equipments for medical use. For Instance, instead of Oxygen Cylinder, we have Oxygen Concentrator which gushes out up to 99% of concentrated oxygen for resuscitation, in case of anybody

collapsing.

We have sterilizers for our equipments, and additional Portable Pressure Steam sterilizer for things like cotton wools and gauze for dressing of wounds and other needs.

There are suction machines, in case of inhalation or chocking. There is a nebulizing machine for Asthmatic patients, aside from inhalers and the drugs.

In here, there is a well stocked pharmacy which can be accessed from the reception. Drugs are replenished as at when due.

Finally, this center provides primary health care to students, faculty and staff and we are backed by Metro Health HMO.

The health care center is part of the founding fathers' idea for the University.

## **2.7 THE UNIVERSITY CAFETERIA/MINIMART**

A campus without a good cafeteria is a barren one. Cafeteria and mini mart are important on the university campuses.

Trinity University campus is 'home away from home'. In TU, we have a well spacious, hygienic, well-furnished and equipped cafeteria for both staff and students to provide

Trinity University campus is 'home away from home'.

In TU, we have a well spacious, hygienic, well-furnished and well-equipped cafeteria for both staff and students to provide food.

The Trinity University Chaplaincy ensures that both staff and students are regularly and properly nourished with the word of God which helps to mold and sustain lives of the students and staff.







**UNIVERSITY CAFETERIA**

food. The cafeteria offers meals that are ready-made at any point in time, especially during lunch hour. The cafeteria provides a pleasant environment for social interaction that promotes collaborative learning, with the added benefit of being able to sit and eat. **It should be noted that the school environment is connected with WiFi . The cafeteria remains open everyday and offers assortment of Nigerian cuisines to meet the different tastes of clients.**

The Mini mart is that 'corner shop' on the campus where students and staff do their daily shopping as well as ready-made meals, pre-packed sandwiches and beverage at a subsidized price.

## 2.8 THE UNIVERSITY LABORATORIES

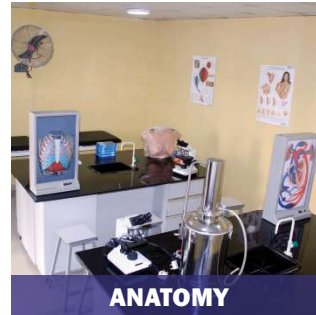
At Trinity University, we believe that hands-on experiment-based education is essentially the bed-rock of training and grooming seasoned young scientists. Our laboratories therefore, are well equipped and conform with the Nigerian University Commission's standards for undergraduate laboratories. Laboratories available for Under-



**BIOMEDICAL LABORATORY**

graduate practical classes include Physics laboratory, Chemistry laboratory, General Biology laboratory, Microbiology laboratory, Nursing Laboratory, Pysiology Laboratory, Anatomy Laboratory and Bio-chemistry laboratory.

We ensure compulsory participation of students in the practical classes by permitting not more than two students to an apparatus,



## CHAPTER THREE

### STUDENTS CODE OF CONDUCT

#### 3.0



#### 3.1 DRESS CODE

The University attaches great importance to modest and decent dressing. Dressing adds value to a person's personality, self-confidence and self-worth. Indeed, 'the way you dress is the way you are addressed'. Dress code is one of the unique aspects of Trinity University's culture that students must imbibe to make their academic pursuits pleasurable and rewarding. The dress code regulations subsist during the academic period, 8.00am-6.00pm. This is without prejudice to other sub-sections of this section.

### 3.1.1. DRESS CODE FOR FEMALE STUDENTS

- a. Female students **MUST** be corporately dressed during normal lectures, public lectures, special ceremonies, Matriculation, Founder's day, Convocation and examinations. To be corporately dressed means a smart skirt suit, skirt and blouse, or a smart dress with a pair of covered shoes. Casual wear is not allowed during the above-listed occasions and during University assemblies in general.
- b. All dress and skirt hems **MUST**

attires or baby sleeves and spaghetti straps without a jacket is strictly prohibited in the lecture rooms and in the University environment.

- e. Any skirt worn with a waist coat or armless sweater **SHALL** be properly tucked into the skirt or loose trousers. It **SHALL** never be left flying under the waist coat/armless sweater. The waist coat or the armless sweater **MUST** rest on the hip. But coats terminating just below the bust line are not allowed. However shirts with



be at least 5-10cm (2-4 inches) below the knees.

- c. Female students may wear decent native attire or foreign wear outside lectures and examination halls, without prejudice to 3.1.1.(a).
- d. Wearing of sleeveless native

frills are allowed.

- f. Jersey material tops are not allowed for normal lectures and other University assemblies.
- g. Skirts could be straight, flared or pleated. Pencil skirts and skirts with uneven edges are

- not allowed. Lacy skirts are better worn to church. None SHALL be tight or body-hugging.
- h. Wearing of dropping shawls or scarves over dresses or dresses with very tiny singlet-like straps (spaghetti straps) is strictly prohibited in the chapel services, lecture and examination halls and in the University environment.
  - i. Wearing of strapless blouses or short blouses that do not cover the hip line is strictly prohibited in the lecture and examination halls and in the University environment.
  - j. Wearing of over-clinging clothing, INCLUDING body hugs clothing made from stretchy and elastic material such as bandage skirts, leggings and jeggings is strictly prohibited in the Chapel services, lecture and examination halls and in the University environment.
  - k. Wearing of revealing blouses, especially low-cut blouses and the type of blouse and that does not fall below the hip line, is strictly prohibited in the lecture and examination halls and in the University environment. Weating of ordinary transparent dresses i strictly prohibited in the lecture and examination halss and in the university environment.
  - l. The use of face caps in the lecture rooms, examination halls, University Chapel and in the University environment is strictly prohibited.
  - m. Wearing of bathroom slippers is not allowed in the academic buildings, library and Chapel.
  - n. Female students are advised to wear corporate hairstyle that are decent. Coloured attachments that are different from the student's hair are strictly prohibited in the University.
  - o. Female students MAY wear trouser suits; however, the jacket MUST fall below the hip line.
  - p. Earrings and necklaces MAY be used by female students, provided they are not the bogus and dropping types. Wearing of more than one earring in each ear is strictly prohibited anywhere in the University. Also,



**NOT ALLOWED**

- painting of nails, attaching artificial long nails are not allowed in the University and outside the University, when representing the University.
- q. Wearing of ankle chains and rings on toes is prohibited in the University.
  - r. Possession and wearing of jeans or any jeans-like materials of any kind are strictly prohibited in the University.
  - s. Female students SHALL wear corporate shoes to lectures and University assemblies.
  - t. Sports shoes or sneakers may only be worn outside the Chapel, Lecture and Examination halls.
  - u. Piercing of any part of the body, other than the ear (for earrings) is strictly prohibited. Any piercing done before admission into the University SHALL be declared during the first registration in the first year.
  - v. Tattooing of any part of the body is prohibited. Any tattoo done before admission into the University SHALL be declared during the first registration in the first year.
  - w. Skirt slits SHALL not be unnecessarily long and should not expose the knees or any other part of the body.
  - x. Wearing of short trousers of any kind, tights, etc., to the lecture halls, Chapel services and examination halls is strictly prohibited.
  - y. Wearing of boob tubes and camisoles under jackets should be done properly. No part of the chest SHALL be revealed.
  - z. Wearing of tops, shorts or T-shirts with indecent inscriptions and other forms of indecent words is not allowed

### 3.1.2 DRESS CODE FOR MALE STUDENTS

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

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



- b. Bandless trousers MUST never be worn without suspenders. Singlets and shorts above the knee are not allowed.
- c. Folding, holding and pocketing of one's tie along the road, lecture halls, University assemblies, etc., is strictly prohibited in the University.
- d. Wearing of a tie with canvass is NOT allowed in the University environment. Jerry curls and treated hair are strictly prohibited.
- e. Male students may wear "native" or foreign attire outside lecture and examination halls, without prejudice to 3.1.2.
- f. No male student is allowed to wear scarves, braided hair, earrings and ankle chains in the University.
- g. Wearing of long-sleeve shirts without buttoning the sleeves is not allowed.
- h. Shirt collars SHALL not be left flying while collarless shirts are not allowed.
- i. Shirts MUST be properly tucked into the trousers.
- j. The practice of pulling down one's trousers to the hip line
- (sagging) is prohibited.
- k. Students SHALL have low-cut hair that is combed regularly. Afro-looking or bushy hair style is strictly prohibited. Male students SHALL be clean shaven, as keeping of beards is prohibited. In addition, the use of clippers SHALL be restricted to the barbing saloon.
- l. The possession and, or wearing of corduroy, chinos, jeans or jeans-like materials of any kind is strictly prohibited in the University environment.
- m. Wearing of slippers, short nickers, tight trousers is strictly prohibited.
- n. The use of fez caps in the lecture halls, examination halls and University Chapel is strictly prohibited, except for sports and other related events.
- o. Piercing of any part of the body is prohibited. Any piercing done before admission into the University SHALL be declared during the first registration in the first year: failure of which appropriate sanctions shall be applied
- p. Tattooing of any part of the body is prohibited. Any tattoo

done before admission into the University SHALL be declared during the first registration in the first year.

- q. Jewellery such as neck chains, hand chains, bracelets finger and toe rings, ankle chains are prohibited for male students.
- r. Wearing of slippers and sports shoes, tennis shoes, sneakers, or canvass shoes is not allowed in lecture and examination halls.
- s. Students SHALL NOT wear worldly hair styles like richo, all back, etc.
- t. Slashing of eyes, wearing of earrings, putting chain on legs are strictly prohibited in and outside campus.

### **3.1.3 DRESS CODE FOR PROFESSIONAL DISCIPLINES**

If any dress code is prescribed for female and male students in any College/Department of the University, particularly those in the professional disciplines, all the students involved MUST strictly adhere to the dress code without prejudice to the general principle contained in this section.



#### 4.1 OVERVIEW

The Trinity University Chaplaincy ensures that both staff and students are regularly and properly nourished with the word of God which helps to mould and sustain lives of the students and staff. This Unit drives with passion the core values this University is known for.

The Chaplaincy Unit is coordinated by the School Chaplain and is in charge of the following:

- Staff Spiritual Retreat
- Evangelism
- Inauguration of Chapel Ex-

ecutives

- Spiritual growth of both staff and students
- Welfare Unit
- Ushering Unit
- Technical Unit
- Mission Trips
- Sanctuary Unit
- Counselling/Support Unit
- Spiritual aspect of the University's programme such as soul enriching and soul uplifting devotions ( morning and evening).
- Christ centered programmes etc

## 4.2 CHAPEL ATTENDANCE REGULATIONS

- i. Chapel attendance is mandatory for all students. All students SHALL maintain decorum during Chapel services.
- ii. Students MUST be on their seats at least fifteen minutes prior to the beginning of the service.
- iii. Provisions shall be made for the signing of attendance in the Chapel.
- iv. Excuses from Chapel services require a written permission from the office of the Dean, Student Affairs. In addition, Class trips, College/ Departmental sponsored activities and emergency cases are excusable absences. Also, students with health challenges who are unable to attend any University general assembly SHOULD report to the Hall Porter/Warden and proceed to the University Health Centre for medical attention.
- v. Dress code MUST be strictly observed.
- vi. No distraction of any kind SHALL be tolerated. Movements in and out of the Chapel and along the walkway during services are not allowed.
- vii. All students MUST obey and take instructions from Chapel officials.
- viii. Students MUST attend Chapel services with their Bibles and writing materials.
- ix. Loitering of students around the University Chapel, Hall of Residence and Cafeteria in the course of any assembly is strictly prohibited.



**WORSHIP SESSION**

## CHAPTER FIVE

# ACADEMICS

## 5.0

### 5.1. LIST OF NUC APPROVED COURSES.

1. B.Sc Computer Science
2. B.Sc Information Technology
3. B.Sc Industrial Chemistry
4. B.Sc Microbiology
5. B.Sc Biotechnology
6. B.Sc Biology
7. B.NSc Nursing Science
8. B.MLs Medical and Laboratory Science
9. B.Sc Physics with Electronics
10. B.Sc Business Administration
11. B.Sc Accounting
12. B.Sc Marketing
13. B.Sc Tourism & Hospitality Mgt
14. B.Sc Economics
15. B.Sc Political Science

16. B.Sc Mass Communication
17. B.A English and Literary Studies
18. B.Sc International Relations.

### 5.2 LECTURE ATTENDANCE AND EXAMINATIONS

Each course is normally examined at the end of the semester during which it is offered and the duration of any examination shall be a period of not less than one hour and not more than three hours.

Each course shall be graded on the basis of 100 total marks with proportions for continuous assessment and examination as shown below:

Structure of the Programme Method of Grading:

- Continuous Assessment Marks

• Class test/Assignments	20%
• Mid Semester test	10%
• Examination	70%
<b>TOTAL</b>	<b>100%</b>

### Ground Rules & Regulations

- 75% attendance is required to sit for the examination.
- Assignments must be submitted as at when due.
- Contributions to group discussion and class work are noted.

### 5.3 RULES GUIDING EXAMINATIONS

1. All examinations will be conducted in designated halls and within the stipulated periods as shown in the time table only.
2. Students are to be at the venue of the examination at least thirty (30) minutes before the commencement of the examination and also seated in the hall at least fifteen (15) minutes before the start of the paper.
3. Students are to be properly checked before they enter the hall. No student, therefore is allowed to bring any unauthorized bags, phones, books, journals, sheets of paper, equipment, clothes, etc. into the hall.
4. No Student will be allowed to enter the examination hall without examination clearance card/permission.
5. Students are not allowed to communicate with one another during examination in any form, either verbally, through gestures or in any other form of body language.
6. All students will be provided with question papers and necessary materials for the examination. Students are not allowed or to be assisted to exchange or borrow any material whatsoever during the examination.
7. No student is allowed to go out of the hall within the first thirty (30) minutes of the commencement of the examination.
8. Students who report in the halls after thirty (30) minutes of commencement of examination would not be allowed to write the examination.
9. Students who seek permission to go to the toilet during an examination, would be accompanied by a staff.
10. Students who have completed their examination should submit the answer scripts and any rough sheet(s) to the Chief Invigilator/Invigilator(s).
11. Students MUST sign the atten-



dance register during the examination and after submitting their scripts.

12. Students are not to write anything on the question paper except where corrections to questions are pronounced by an invigilator.
13. Any case of suspected examination misconduct will be documented on a prescribed form. The student(s) involved shall complete the form before they can continue with the examination. Afterwards, the disciplinary committee will investigate further into such action. Failure of the student to do so shall attract penalty of his/her expulsion from the examination hall.

### DEGREE CLASSIFICATIONS

Scoring and Grading System at Trinity University

Percentile Scores	Letter Grades	Grade Points (GPA)
70 - 100	A	5
60 - 69	B	4
50 - 59	C	3
45- 49	D	2
0 - 44	F	0

Cumulative Grade Point Aveage	Class of Degree
4.50 - 5.00	First Class
3.50 - 4.49	2nd Class Upper

### 5.4 GRADING SYSTEM AND

Cumulative Grade Point Aveage	Class of Degree
2.40 - 3.49	2nd Class Lower
1.50 - 2.39	Third Class

### 5.5 STUDENT WORKLOAD

An undergraduate full-time student of the Trinity University will be required to register for a minimum of fifteen (15) credit units and a maximum of twenty five (25) credit units per semester.

The minimum total workload expected to be covered for the award of undergraduate qualification of the Trinity University will be:

- A minimum of 120 credit units for a four-year degree programme.
- A minimum of 150 credit units for a five-year degree programme and
- A minimum of 180 credit units for a six-year degree programme.

The Trinity University will comply with the NUC guidelines governing postgraduate studies in Nigerian Universities and the following will constitute the

workload for postgraduate programmes:

- All courses will carry at least one (1) credit unit.
- In partial fulfilment of the requirement for the award of a Bachelor's degree, the Bachelor's project will carry a minimum of 6 credit units.

#### 5.5.1 COURSES AND COURSE DESCRIPTIONS

There are six categories of courses for the undergraduate degree programs of the Trinity University, namely:

- General Studies Courses:** These enhance students' capacities in various fields of study, namely, communication skills, arts and humanities, social and behavioral sciences, quantification and natural sciences.
- Major/Core Courses:** These are mandatory courses in the students' main fields of study. These should account for not less than 70% of credits earned.
- Required/Ancillary Courses:** These are compulsory courses in related or relevant fields and should contribute not less than 15% of total credits earned.
- Elective Courses:** These are



non-mandatory courses outside the student's major field of study designed to give the student basic principles of all major fields of knowledge as they exist in inter-relationship. These will account for not more than 10% of total credits earned.

- e. **Optional Courses:** Courses which students can take, based on personal interest.
- f. **Pre-requisite Courses:** Courses which a student must take and pass before a follow-up course at the same or higher level can be taken.

## 5.6 POLICY ON ACADEMIC PROGRESSION OF STUDENTS

### 5.6.1. PREAMBLE

The rating of a student's performance and categorization of the class of the degree shall be based on the cumulative grade point average obtained by each candidate in all prescribed courses and approved electives taken at Trinity University.

#### 5.6.1.1

A candidate who has satisfactorily completed all requirements for the degree with a end of session Cumulative

Grade Point average (CGPA) of not less than 1.50 and not more than 20 credit units of failed courses, shall be deemed to be in **Good Standing (GS), and thus shall be promoted to the next academic level in the same course.** A student with a CGPA that is less than 1.50 and has more than 20 credit units of failed courses shall be considered **Not in Good Standing (NGS).** Those Category of students shall be promoted to the next level, albeit on probation. The existing class of honours degree are as indicated below:

**First Class - 4.50 & above**  
**2nd Class Upper - 3.50 - 4.49**  
**2nd Class Lower - 2.40 - 3.49**  
**Third Class - 1.50 - 2.39**

### 5.6.2 REPETITION OF COURSE

A student may repeat only those courses in which he has obtained a grade of F. The grade earned for a repeated course will be recorded and used in the computation of the Grade Point Average (GPA) in the usual way.

### 5.6.3 PROBATION

Probation is a status granted to a student whose academic performance falls below an acceptable standard. It serves as a warning to a student that his/her academic progress is not satisfactory. A student whose Cumulative Grade Point Average (CGPA) is below

1.50 with more than 20 credit units of failed courses at the end of a session, earns a period of probation for one academic session. The student could take lighter credit loads, provided the units are not less than 15 in a semester.

#### 5.6.4 WITHDRAWAL

A candidate whose CGPA is below 1.50 at the end of a particular period of probation will be required to withdraw from the University. However, in order to minimize waste of human resources, consideration is given to withdrawal from programme of study and possible transfer to another programme in the University bearing in mind the residency policy of the University in the circumstance of a change of programme of study, the applicant must satisfy the Basic Entry Requirement (BER) for the new course.

#### 5.6.5 REMEDIATION OF FAILED COURSES IN THE SAME PROGRAMME

Under peculiar circumstances a student whose CGPA is 1.50 and above and not having more than 20 credit units of failed/dropped courses will be allowed to remain in the same course/level in order to retake only courses that are failed during the first attempt at that level, while already passed courses are retained. This provision is subject to the residency policy of the University.

#### 5.6.6 FAILED COURSE UNITS

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

#### 5.6.7 WITHDRAWAL PROCEDURES AND PROCESSES

##### a. Voluntary Withdrawal

Conditions for voluntary withdrawal from Trinity University will be as follows:

- i. A student who wishes to withdraw from the University will be required to notify the Registrar in writing through the Dean of Faculty and the Head of Department and the withdrawal will be approved by the Senate.
- ii. New student will give notice of withdrawal not later than two weeks after matriculation. Other students will give notice of withdrawal not later than four weeks after the beginning of the Semester.
- iii. A student withdrawing from the University will be required to give reason(s) for and the effective date of the withdrawal.
- iv. A student who voluntarily with-

draws from the University loses all the fees paid to the University.

- v. A student will retain grades earned for the semester examinations preceeding the date of voluntary withdrawal.
- vi. A student who voluntarily withdraws from the University will, in order to be re-admitted, send a formal application to, and receive clearance form the Registrar.
- vii. Senate will provide guidelines to be followed before a student who voluntarily withdraws can resume the programme of study after a period of withdrawal.

**b. Withdrawal without Authorization.**

A student who withdraws from the University without the approval of the Senate will only be considered for re-admission after the case has been addressed by the appropriate authority and the approval of Senate obtained for re-admission. Students who absent themselves for two consecutive semesters without a valid reason may be asked to withdraw from the University, irrespective of their CGPA. Students for good reason and with the approval of Senate and upon recommendation by the Dean, may suspend their programmes of study for a maximum of one calendar year; such period shall be regarded as a period of Leave of Absence. However, such students are to apply for re-admission by the

session immediately, preceeding the session on Leave of Absence; failure to which the students are considered to have voluntarily withdrawn without permission or authorization.

**c. Withdrawal for Health Reasons**

A student may be asked to withdraw for health reasons certified by the University's Director of Medical Services or by a recognized hospital. Such a student may be re-admitted only after a valid medical report from an approved medical doctor and certified by the Director of the Health Centre had been received to the effect that the student is adjudged medically fit to continue the programmed

**d. Disciplinary Withdrawal and Expulsion.**

A student suspended on disciplinary grounds will only be re-admitted with the approval of the Senate and the Vice-Chancellor. A student will be expelled from the University as a result of gross misconduct, Academic misconduct or any other offence as determined by the laws and regulations of the University. Such a student will be given the opportunity to defend himself, but will not be readmitted to the University at any other time if expelled.

### 5.6.8 TRANSFER OF STUDENTS

A student may be considered for transfer from another University in Nigeria to Trinity University at 200 or 300 level of a similar programme for a 4-year or 5-year programme respectively, provided the candidate has attained a prescribed CGPA and other criteria prescribed by the Senate of the University.

- ii. The Vice-Chancellor as Chairman of Senate would determine approval or disapproval of the request.
- iii. The Student will pay a fee of Five Thousand Naira per examination script when the request is approved.

### 5.6.9 THE PROCESS

Forms are obtainable online after paying the appropriate fee. Completed forms should be submitted to the Registrar.

### 5.6.10 RELEASE OF EXAMINATION RESULTS

- i. At the end of each semester, the Registrar shall publish a provisional list of successful candidates in course examinations soon after the recommendation of the College Boards to Senate have been considered and approved.
- ii. The Registrar shall publish the final results of candidates for the award of degrees after Senate approval.

### 5.6.11 PROCESS FOR REMARK OF EXAMINATION SCRIPTS

- i. The Student should write to the Head of Department, stating the reason(s) of the request for a remark of his/her examination script(s). This should be done within 4 weeks after results would have been released.

# CHAPTER SIX

## THE STUDENT DISCIPLINARY SYSTEM

### 6.0

The power to discipline students who violate the University's rules and regulations is vested in the Student Disciplinary Committee (SDC). There is also an Investigating Committee within the Student Affairs Division which investigates alleged offences and submits a report to the SDC. Students shall be given fair hearing in the disciplinary process

#### 6.1 STUDENTS DISCIPLINARY COMMITTEE

- a. Membership
  - Dean, Student Affairs Division - **Chairman**
  - Head, Monitoring, Security & Surveillance Unit - Member
  - One representative of the Chaplaincy

- One Senior Academic Representative of each Faculty - “
- University Legal Officer or its Representative - “
- Representatives of Student Council (a male & a Female) - “
- Representative of the Counselling Unit - “
- Representative of the Registrar - **Secretary**

The following could be in attendance as necessary:

- Hall Porter
- Examination Officer(s)
- Heads of Departments of affected student
- Chief Security Officer or his representative

**b. Terms of Reference**

The Terms of reference of the Committee shall be:

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

**c. Quorum**

For any sitting of the SDC, two-thirds of the numbers shall form a quorum, including the Chairman, representative of the Chaplaincy and representative of the University legal office.

**6.2 PROCEDURES FOR PENALTIES**

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

- Nature of the offence
- Gravity of the Offence
- The penalty prescribed for the offence
- Frequency of the offence in the University
- Character of the offender (whether similar or other offences had been committed before)
- Position of the offender among his/her co-offender.

**a. Filing of Complaints.**

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

If a student files a complaint or is accused of violating any aspect of the rules and regulations and an informal resolution is not reached, the student shall appear before the SDC as a complainant or respondent and personally present any testimony, evidence or witnesses that he/she wishes to be considered in reaching its decision. All parties are expected to comport themselves, present the truth and abide by any restrictions that may be put in place while the matter is pending. The parents are usually informed of the outcome of investigations and penalties after approval by the University Management.

The jurisdiction of the SDC extends to misconducts that take

place within or outside the University owned property; at any University sponsored event or at any location where the misconduct has a significant impact on the mission and wellbeing of the University.

#### **b. Procedure for Dispensing Disciplinary Cases**

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

- Complete an offence form
- If a plea of guilt is entered, the case shall be forwarded for consideration by the SDC
- If a plea of innocence is entered by a student, he/she shall be subjected to further interrogation/cross examination by an in-house investigative panel within the student Affairs Department.
- When a considerable level of guilt is established, the erring student shall be referred to SDC for determination under a "formal resolution".

#### **c. Failure to fill an offence form**

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

#### **d. Failure to appear before SDC**

Failure to appear before the SDC to respond to allegation or to appear as a witness when reasonably notified to do so will not hinder the process of justice. This standpoint extends to all disciplinary

hearings, investigations and appeals. The hearing will be held "in absentia", and the SDC will review/hear the available evidence/witness(es) and reach a decision on the matter which shall be binding and not open to pleas except in cases where the accused/witness has any genuine and tenable reason for failure to honour the summons. A student who chooses to leave the University rather than appear at a hearing is deemed to have voluntarily withdrawn from the University.

- e. Informal Resolution .** If a plea of guilt is entered by a student who appears before the Dean, Student Affairs, the case could be determined by an informal resolution, with the student's consent. This resolution shall be read by the Dean to the concerned student who shall accept guilt and the penalty in writing. The appropriate penalty shall be communicated to the erring student(s) after approval by the University Management.

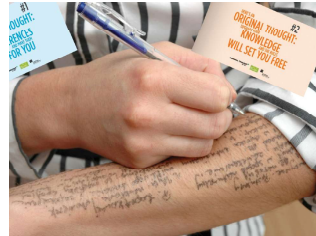
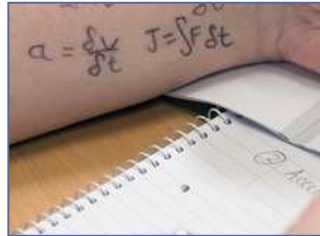
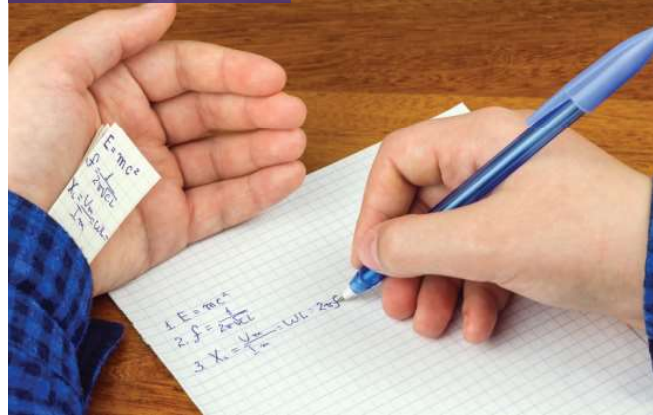
#### **f. Penalties for Violation of Rules and Regulations**

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

#### **i. Letters of Warning**

This is issued to offenders by the Student Affairs Division with the knowledge of their parents. It must be collected promptly or further stringent action shall be imposed. Copies of such letters shall be for-

## NOT ALLOWED





warded to the offending student's file

## ii. Letter of Caution

The issuance of a second warning (Letter of Caution) shall lead to the invitation of the parents/guardian of the offending student for the signing of undertaking. A letter of caution can also be issued for other offences depending on the nature of such offences.

## iii. Fines

These must be paid within specified periods to avoid further stringent actions being imposed by the SDC.

## iv. Confiscation of Items

Unauthorised items shall be confiscated from the concerned students.

## v. Reimbursement

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

## vi. Loss of Privilege

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

## vii. Disciplinary Probation

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

## viii. Definite Suspension

Suspension is an action that excludes a student from registration, class attendance, residence in Hall of Residence and the use of University facilities for a specified period of time, ranging from four (4) weeks to one (1) year suspension. This action means that the student must immediately leave the campus and shall not return to the University until the suspension period is over. A suspended student found on campus during the suspension period shall be penalized for gross insubordination, trespass/unlawful entry.

## ix. Alternative to Suspension

Students whose offences attract four (4) weeks suspension shall be given alternative penalties to the suspension, provided they sign an undertaking, attesting to their understanding of the terms of the alternative penalties. The students shall review some Christian literature and or other Community Services as may be stipulated in the letter communicating disciplinary measures outside lecture periods; The alternative assignment shall be graded by the SDC according to

the gravity of the offences and disciplinary records of the students and supervised by the Student Affairs Division.

#### x. Indefinite Suspension

This is an action that shall exclude a student from all University activities and programmes for undefined period of time within which further investigations shall be carried out to ascertain the level of guilt. This action shall necessitate the student leaving the campus immediately and shall not return until his/her case is brought up for review or recall. Indefinite suspension shall remain in force as long as the issue(s) necessitating the suspension has/have not been cleared.

#### xi. Advice-to-Withdraw

Advised-to-withdraw could be applied in peculiar situations, especially where a student is not a first offender or at the discretion of the Student Disciplinary Committee. Such a student shall be given academic transcripts if applied for.

#### xi. Expulsion

Expulsion is the permanent withdrawal of the privilege of registration, class attendance, residence in the Hall of Residence and the use of University facilities. This action means that the student must leave the campus immediately, as he/she is no longer a student of the University ad infinitum, except

by a decision of the University Management to reverse the expulsion.

### 6.3 STUDENT DISCIPLINARY ISSUES

The offences fall into two categories:

- i. All cases of misconduct, which the Student Disciplinary Committee (SDC) could consider
- ii. Criminal offences, which should be referred to the Police. The final determination of such cases shall depend on the outcome of Police investigations.

Misconduct that the Student Disciplinary Committee (SDC) could consider include the following: unruly behaviour, indecent behaviour, vandalism, disorderly assembly, unauthorized displacement of University property, pilfering, stealing, insubordination and gross insubordination, secret cult matters, double matriculation, giving of false identity/information, overt sexual behaviour and harassment, violation of Chaplaincy regulations, violation of residency regulations, violation of dress code, examination misconduct, disregard for cultural ethics and ethos, violation of University's core Values and any other offence that is not in

line with the University's Vision.  
However, no misconduct shall  
attract One (1) Semester sus-  
pension.

#### a. Chaplaincy

S/N	Chaplaincy Misconduct	Penalties
1.	Unauthorised religious practice or activity	Letter of warning.
2.	Absence from Chapel and Sunday services	Letter of warning.
3.	Non-compliance with expected conduct in the Chapel	Letter of warning.
4.	Lateness to Chapel services	Letter of warning.

#### \* WARNING LETTERS

After obtaining three (3) warning letters, student shall face Student Disciplinary Committee (SDC).

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

S/N	Items	Penalties
1.	Possession of mobile phone, devices and other phone accessories during lectures or university assembly	Letter of Warning
2.	Broken Bottles, knives, and any other weapon.	Rustication
3.	Knock-out of any kind	Letter of warning
4.	Kerosene lamp, gas cooker, candles, matches, lighter etc.	Expulsion from Hall of Residence and confiscation of items.
5.	Electric Utensils and gadgets	Confiscation of items and payment of N10,000 .



S/N	Items	Penalties
6.	All hair dryers, straighteners	Confiscation of items and payment of N10, 000.
7.	Items meant for sale or business activities.	Confiscation of items and payment of N10, 000.
8.	Jeans, chinos, corduroy and diabolic materials?	Letter of warning.
9.	Electrical Equipments such as Video machines, tapes. DVD & VDC players, Computer Game (Play Station etc), Tv Card, Antennas etc	Letter of warning and confiscation of equipments.
10.	Weight or shot put	Confiscation of item.
11.	Other items that may be considered as contra-band from time to time	Confiscation of item.

#### b. Residential Misconduct and Penalties

S/N	Misconducts	Penalties
1.	Squatting	Letter of caution at first instance while a repeat of the act shall lead to ejection from hall of residence.
2.	Inability to live peacefully in the Hall	Letter of Warning at first instance and expulsion from hall of residence thereafter.
3.	Non-observance of Great Silence rule	Letter of warning at first instance and expulsion from hall of residence thereafter.
4.	Refusal to submit keys/Unauthorised possession, use, duplication of keys	Letter of warning and fine of N10,000

S/N	Misconducts	Penalties
5.	Loss of key	Replacement at a cost of N10,000
6	Fighting	Rustication for one semester
7.	Jumping the fence or reception desk	Rustication for one semester
8.	Violation of safety and health regulations	Letter of warning to suspension, depending on the gravity of offence.
9.	Unauthorized transfer of bed space/rooms	Forfeiture of bed space.
10.	Violation of exeat rule	Rustication for one month
11.	Non-signing of attendance register	Letter of warning.
12.	Violation of sanitation rule	Letter of warning
13.	Defacing of walls	Provision of cost of painting and letter of caution
14.	Possession and watching of pornographic materials and listening to indecent tapes	Letter of warning in the first instance. Expulsion from hall thereafter.
15.	Cooking in the Hall of Residence	Letter of warning in the first instance. Expulsion from hall thereafter and confiscation of items.
16.	Accommodating student of opposite sex/visitor in a room	Expulsion from hall of residence.

S/N	Misconducts	Penalties
17.	Holding of nocturnal activities not related to cultism.	Letter of warning.
18.	Nudity	Letter of warning.
19.	Sexual Immorality	Expulsion
20.	Lesbianism/homosexualism	Expulsion
21.	Gossiping/Backbiting	Warning.
22.	Staying in the Hall of residence during University General Assembly	Warning
23.	Activities related to cultism.	Expulsion.
24.	Theft of items during University General Assembly	Students found in the Hall are liable and must replace the items plus suspension.

**c. Dress Code**

- i. Dress code violators shall be sent out of lecture halls, examination halls, etc.
- ii. Penalty for all categories of dress-code violation attracts a letter of caution at the first instance while a repeat of the act shall lead to 4 weeks suspension

**d. Examination**

Penalties for examination misconducts range from warning to expulsion.

**d. 1. Examination Misconduct and Penalties**

<b>S/N</b>	<b>Misconducts</b>	<b>Penalties</b>
1.	Possession/copying of any written materials relevant to the examination, tests and assignments	Rustication for two semesters.
2.	Impersonation	Expulsion
3.	Plagiarism	Rustication for one semester.
4.	Unauthorised access to examination materials	Expulsion
5.	Unauthorised collection of item from another student during an examination without the knowledge of the invigilator	Letter of caution
6.	Falsification of evaluation form and other academic records or documents	Expulsion
7.	Appearing for examination, without meeting attendance requirement	Letter of caution and prevention from writing the examination.
8.	Disobedience to instructions/ disruption during an examination/harassment of invigilator	Disqualification from the examination.
9.	Harassment of Invigilators	Rustication for one semester.
10.	Anti-safety behaviour during practicals, workshops, studio work, etc.	Letter of caution
11.	Attempted inducement of examiners and invigilators	Disqualification from the examination



<b>S/N</b>	<b>Misconducts</b>	<b>Penalties</b>
12.	Aiding and abetting examination misconduct	Expulsion.
13.	Destruction of evidence of examination misconduct	Rustication for one semester
14.	Refusal to complete examination misconduct form	Rustication for one semester.
15.	Any previous arrangement made for access to examination materials whether it succeeds or not	Rustication for two semesters.
16.	Refusal to submit examination scripts	Failure in the examined course.
17.	Any other misconduct recorded from time to time	Penalty shall be determined based on the recommendation of the panel.

**d. ii. General Misconduct and Penalties**

<b>S/N</b>	<b>Misconducts</b>	<b>Penalties</b>
1.	Unruly behavior	Warning.
2.	Indecent behavior	Warning..
3.	Violation of interactive mode and time	Warning.
4.	Smoking	Rustication for one Semester.
5.	Possession/Use of Alcohol	Rustication for one Semester.
6	Possession/Use of Hard Drugs	Expulsion
7.	Unauthorised transfer of University property.	Retrieval of property and warning.
8.	Disorderly Assembly	Warning.
9.	Damage to University property.	Replacement of the damaged property.
10.	Pilfering/Stealing	Return of the materials, plus penalty suspension
11.	Insubordination/Gross Insubordination	Ranging from letter of caution and suspension.
12.	Possession of Cult-Related Materials/	Expulsion.
13.	Membership of Cult/Secret Society	Expulsion
14	Double Matriculation	Advised-to-withdraw
15.	Giving of False Identity/Information	Expulsion.
16.	Non-hanging of Identity Card	Letter of warning

S/N	Misconducts	Penalties
17.	Sexual Harassment	Rustication.
18.	Pairing	Letter of caution
19.	Overt Sexual Behaviour	Suspension.
20.	Fraud/Forgery	Expulsion
21.	Internet Fraud/Hi-tech Fraud	Expulsion
22.	Use of Fireworks	Rustication.
23.	Robbery' Possession of Firearms	Expulsion.
24	Burglary	Expulsion.
25.	Assault	Expulsion.
26.	Murder	Expulsion.
27.	Arson	Expulsion.
28.	Rape	Expulsion
29.	Breach of University Peace	Rustication for one Semester.
30.	Any other criminal act	Ranging from suspension to expulsion, depending on the gravity of offence

#### 6.4 MODDALITIES FOR IMPLEMENTATION OF PENALTIES

- a. Students involved in disciplinary action ranging from suspension to expulsion are to report to the Student Affairs for counseling and specific instructions before their departure.
- b. The parents shall be contacted and informed of the offence committed and the attendant penalty.
- c. The disciplinary letter shall be collected by the parent/guardian of the concerned student and the student must leave the Campus immediately.
- d. The I.D. Card and other University property shall be withdrawn from the student.
- e. The contact addresses of the Parents shall be documented.

- f. The Student Affairs Unit shall take a photograph of the Student.
- g. Retrieval of luggage and belongings from the Hall of Residence shall be supervised by the Hall Officer and Security Operatives.

### 6.5 CONDITIONS FOR THE RE-ABSORPTION/RECALL OF A STUDENT

Any student that has served his/her penalty or been recalled shall be required to come with the parent/guardian to have audience with the Dean, Student Affairs, and shall follow the underlisted formalities: The student must:

- a. Have served the penalty;
- b. Show high level of remorse;
- c. Have passed through spiritual rehabilitation, which must be validated by a letter of attestation from a Pastor/Minister, detailing any spiritual training or programme the student had embarked upon during the period of suspension; and
- d. Have a comprehensive evaluation report of his/her performance during the period of suspension and the attendant spiritual growth from the Resident/Senior pastor in Charge of his/her church.  
Students on any disciplinary action shall not participate in any

excursion during the session of subsisting penalty and shall not participate in any external engagement/exchange programme of the University. However, confiscated items such as phones, laptops, etc., of a reabsorbed or recalled student shall be returned to the parent/guardian.

### 6.6 FOLLOW-UP PROGRAMME ON CAMPUS AFTER RECALL

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

supervision from the University Counseling Unit and the Chaplaincy. A report of attendance and general conduct during the period will be forwarded to the Dean, Student Affairs for further processing.

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

ing the Vice-Chancellor, Registrar and Dean, Student Affairs for reference.

#### a. Appellate Committee

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

- i. The Deputy Vice-Chancellor (Administration) - Chairman
- ii. Chaplaincy Representative
- iii. A staff of the University legal team, who is not a member of SDC
- iv. Representative of Faculty Support Programme
- v. A member of the Counselling Unit
- vi. A representative of each College
- vii. A representative of the Registry as Secretary

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

## 6.7 STUDENTS' RIGHT OF APPEAL

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

## 6.8 PREROGATIVE OF MERCY

The Prerogative of Mercy shall only be discharged by the Chancellor. The Chancellor exercises discretionary power and final authority on any such considerations. Mercy is a compassionate or a kindly forbearance shown towards an offender. The Chancellor's Prerogative of Mercy shall only be extended to students who have shown evidence of penitence and remorse, sequel to the rehabilitative counselling and spiritual

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

### 6.8.1. PREROGATIVE OF MERCY COMMITTEE

- a. The Appellate Committee members shall also constitute the Prerogative of Mercy Committee (PMC). Any beneficiary of the Chancellor's Prerogative of Mercy shall:
  - i. Present Letter of Affirmation of good conduct from a Pastor;
  - ii. Sign an undertaking to be of good behaviour throughout his /her studentship in Trinity University to be completed by both Student and Parent;
  - iii. Sign the re-absorption to campus form;
  - iv. Sign the re-absorption to Hall of Residence form;
  - v. Sign the re-absorption to Academic Activities form;
- b. Operate under restricted exeat permit of 2 per session or 1 per semester;
- c. Operate a defined reporting line which makes him/her interact with the Dean, Student Affairs and the Chaplain on alternate weekends throughout his/her stay in Trinity University, except otherwise reviewed. Further to this, he is to be registered with the Trinity University Counselling

Centre with a periodic report submitted from the Centre to the Office of the Registrar; and

- d. Attend all academic lectures, assemblies, Chapel services, etc., and shall have a designated seat at such occasions, usually in the front row to make his presence or absence conspicuous to enhance monitoring.



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