

THE FEDERAL POLYTECHNIC, EDE



STUDENT HANDBOOK 2021/2022

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Chapter 1

Introduction

Founded in 1992, the Federal Polytechnic, Ede is one of the fast growing polytechnic in the country

We wish to welcome you to the Federal Polytechnic Ede. This Handbook provides basic introduction to some of the services and organizational procedures as well as important rules, and guidelines which you are expected to observe.

This handbook has therefore been written to help you to adjust as quickly as possible to the institution's norms and practices. It contains useful information necessary for your well-being and welfare.

There are other sources of information (occasional publications) within the institution such as the Fed-Poly-News issued by the Public Relations Unit, Publications by registered Press Club and circulars produced by the various student's societies and organizations.

It is imperative that you understand and respect the policies and regulations governing academic and social life of the institution.

You are therefore strongly advised to read this Handbook thoroughly. Each bonafide student is bound by regulations specified in this Handbook as it may from time to time be reviewed.

This eighteenth editions has been redesigned to reflect the spirit of technological innovations, skills and excellence we are know for. This handbook will continue to be reviewed periodically with a view to enriching it the more for the ultimate benefit of students

General Notice

This handbook of information to students is to be thoroughly studied by every student. The rules, regulations and other information contained in this handbook are subject to review from time to time as may be necessary. Students are therefore urged to watch out for any alterations and amendments. Every student is also expected to photocopy and sign the form attached to the last page of this handbook and return it to Directorate of Student Affairs within seven (7) days of collecting the Student handbook.

Use of the Students' Handbook

The Polytechnic considers that an information Handbook of this type should be every students best companion during his/her stay in the Institution. This is because it contains all the rules and regulations governing all behaviours and conducts expected of good and well-behaved students during their stay in the Polytechnic. It also contains the Students Union Constitution.

The Handbook is intended to:

- (i) Enlighten and educate fresh students coming into the Polytechnic;
- (ii) Serve as a constant book of reference and reminder to incumbent students of what is always expected of them throughout their stay in the institution.
- (iii) To familiarize or acquaint students generally with the aspirations of the institution so that they can settle down quickly and adjust themselves to the College environment for effective and meaningful work;
- (iv) Encourage the growth and development of a healthy, mature and competitive interpersonal interaction among students based on individual mutual respect for others and peaceful co-existence.
- (v) Educate the general public about the various academic and co-curricular activities which the polytechnic provides for the intellectual, moral and physical well-being of its students.

The provisions contained in this Handbook, however detailed are not exhaustive. Hence, rules and regulations herein will be subject to review from time to time by the Polytechnic Authorities in order to keep pace with developments in and around the Institution.

Students are hereby reminded that it is in their interest to obey and respect the polytechnic rules and regulations and the agencies that enforce them. The aim, we had always been stressed is to create a peaceful atmosphere to enable students attend to their studies and attain their ambitions.

The polytechnic authorities will **NOT ACCEPT** ignorance of the law as an excuse for misbehavior by any student(s).

About Ede town

The Polytechnic is situated in the heart of Ede town in the Ede North local government area. The historic town is home to one of Yoruba's famous warlord – Timi Agbale and boast of various historic attraction sites.

The founder and historical head of Ede, Timi Agbale Olofa Ina, was one of the great lords leading the Yoruba Army at that time of both internal and external aggression around Yoruba land. He was in the Upper Cadre of the military chiefs. The first Ede settlement, established as a military outpost in the sixteen century by the Oyo authorities had to be shifted to the other side of the Osun River round 1818-1819.

Between 1824 and 1840, Ede was involved in the various wars of resistance fought to repel the Fulani's invasion into the Yoruba territory. Among the notable wars fought were: Ogele and Mugba Mugba wars; the Ede-Ogbomoso war' among others.

Ede could be said to have gained tremendously from the many wars fought in Yoruba land in the nineteen century as its population got boosted by many Yoruba elements that were moving away from the northern grassland to the forest region to avoid the Fulani's insurgence. Notably, people from Awo, Ara, Iragberi, Akinjake, Ajagemo and Olufinran came and settled in Ede where they felt more protected. Also people from Ofatedo and Erin-Osun left their places to settle in Ede.

Food markets

Food generally is cheap and affordable in Ede boosted by a weekly market that takes place every five days. The weekly market attracts farmers and traders from all neighbouring settlements and affords students and dwellers opportunity to buy fresh farm produce at an affordable rate. Daily markets are also available at the Rector's Market, Oja-timi Market and Total Market, all in Ede North LGA.

Transportation

The popular mode of transportation to the North Campus of the Polytechnic is mainly by the use of motorcycle also known as 'Okada'. Shuttle buses however exist for transportation to the South Campus. Commercial buses are available from Total long Akoda routes

Historical Background of the Federal Polytechnic, Ede

The Federal Polytechnic, Ede came into existence in February, 1992, vide Decree No 33 of 25th July, 1979 as amended by Decree 5 of 1993.

The functions of the Polytechnic as specified in the decree are as follows:

- 1 To provide full-time or part-time courses of institution and training in:
 - (a) Technology, Applied Science, Commerce and Management; and
 - (b) Such other fields of applied learning relevant to the need of the Federal Republic of Nigeria in the areas of industrial and agricultural production, distribution and for

research in the development and adoption of techniques as the academic Board and the Council may from time to time determine.

- 2 To arrange conferences, seminars and study group relative to the field of learning specified in paragraph one above.
- 3 To perform such other functions as in the opinion of the Council which may serve to promote the objectives of the Polytechnic.

The Polytechnic took over the old Baptist Teachers College from the National Youth Service Corps (NYSC) which served as the Orientation Camp for the Corps members. This was achieved with the cooperation of Ede Local Government and Osun State Ministry of Education.

The responsibility for establishing and planning the take-off of the polytechnic was vested in the Task Force committee constituted by the Federal Ministry of Education and headed by Engr. Musa Abdullahi.

In October, 1992, interview for Senior Staff was conducted at the Industrial Training Fund (ITF) Office, Ibadan, by the Task Force.

With the arrival of the Pioneer Rector, Chief Jimi Bamgbose from the United States of America, the polytechnic took off properly in January, 1993 and this subsequently paved way for the admission of 847 students (pioneer students) on 13th April, 1993. Since then, the Institution has grown from strength to strength.

Chapter 2

THE POLYTECHNIC MANAGEMENT

The visitor

The Federal Polytechnic (Amendment) Act of 2019 provides as follows:

1. The President shall be the Visitor to the Polytechnic;
2. The visitor shall, not less one in every five years, conduct a visitation of the Polytechnic or appoint a visitation panel, consisting of not less than five experts, to conduct the visitation.

Governing Council

The highest policy making organ of the Polytechnic is the Governing Council usually referred to as the Council. The first ever Governing Council under the Chairmanship of Mr. Eze Ajoku was inaugurated in October, 2000. Their tenure expired in October, 2003. The second Governing Council came on board on August 2005 under the Chairmanship of Air Cdre P N. GANA (Rtd) and the Board was dissolved in November 2007.

The third governing council came on board on 10th February 2009 under the chairmanship of Hon. Oluwaropo Adesanya. The tenure of Hon. Oluwaropo Adesanya expired in October, 2011. The fourth governing council came on board on May, 2013 under the Chairmanship of Alhaji Tajudeen Oladipo and his tenure expired in June, 2015. The 5th Governing Council led by Prof. Nasiru Yauri was inaugurated on the 11th May, 2017 and the tenure expired on The 6th and current Governing Council led by Air Vice Marshal E. K. Jekada was inaugurated on the 20.....

The Principal Officers

The Principal Officers of the Polytechnic are the Rector, the Deputy Rectors (Academic and Administration) the Registrar, the Bursar and the Polytechnic Librarian

The Rector is the Chief Academic, Administrative Officer of the Polytechnic. He is the first Principal Officer of the Polytechnic. The Rector is responsible for the day-to-day running of the Institution and has power to exercise general authority over both staff and students. He is also responsible for maintaining discipline among the staff and students, subject to the general control of the Governing Council. He is assisted by the Deputy Rectors.

The Deputy Rector (Academic) is charged with assisting the Rector in the performance of his academic related functions. The Deputy Rector Academics could act in the place of the Rector when the Rector is for any reason absent or unable to perform his functions as Rector.

The Deputy Rector (Administration) The Deputy Rector (Administration) assists the Rector in the performance of administrative related functions. He could also acts in the place of the Rector when the Rector is for any reason absent or unable to perform his functions as Rector.

The Registrar is the head of Administration, He is responsible to the Rector for the day-to-day administration of the Polytechnic and performing such other duties as the Councilor the Rector may from time to time require him to do. The Registrar is the Secretary to the council, the Academic

Board, and any Committee of the Council.

The Bursar is the Chief Financial Officer of the Polytechnic and he is responsible to the Rector for the administration and control of the financial affairs of the Polytechnic. He plans, organises, directs and co-ordinates the operations of the Financial System of the Polytechnic. He/She is also the Head of the Bursary Division of the Polytechnic.

The Polytechnic Librarian is responsible to the Rector for the day-to-day running/administration of the Polytechnic Library. He/she is responsible for the smooth running of the Library and for the framing overall library policy.

Other Officers of the Polytechnic

Other officers of the Polytechnic are Director of Works and Services, Director of Medical Services and Deans of Schools. All these serve as administrative heads in their respective Departments, Schools and they report directly to the Rector.

The Academic Board

There is an Academic Board whose functions and membership are as specified in the Federal Polytechnic Act, 2019. Membership of the Board consists of:

- i. the Rector as the Chairman,
- ii. the Deputy Rectors (Academic and Administration)
- iii. all heads of Academic Departments & Units,
- iv. the Polytechnic Librarian,
- v. two academic staff representatives not below the rank of Senior Lecturer
- vi. all Deans and Academic Directors
- vii. all Chief Lecturers and
- viii. the Registrar as the Secretary.

The Academic board is responsible for:

- i) The direction and management of academic matters of the Polytechnic including the regulation of the admission of students, the award of certificate and diplomas, scholarships, prizes and other academic distinctions;
- ii) Making to the Council of such periodic reports on such academic matters as the Academic Board may think fit or as the Council may from time to time direct; and
- iii) The discharge of any other functions which the Council may delegate to it.

Management Committee

By the Federal Polytechnic Amended Act of 2019, the Management Committee consists of all Principal Officers, Deans and Directors. The Rector is the Chairman of the Management Committee which meets to discuss and take decisions on matters of general interest to the Polytechnic

The School Board

The Amended Act of 2019 established a School board for each School consisting of all academic staff in that School, The function of the School board is to deal with academic matters and any other matters assigned to it by the Council, the Rector or the Academic Board. The Dean is the Chairman of the School Board.

The Departmental Board

The Amended Polytechnic Act, 2019 established a Departmental Board to each Department in the Polytechnic with staff in the department. The Head of Department is the Chairman of the Departmental Board whose function is to deal with academic matters and any other matter of interests to the Department.

The Amended Polytechnic Act, 2019 also established a **CONGREGATION** for the Polytechnic consisting both Academic and Senior Non-Teaching Staff with a degree.

Deans and Directors

Each School in the Polytechnic is headed by a Dean while there are some other units of the institution which are headed by Directors.

Meet the Deans

School of Applied Science
School of Business Management
School of Engineering
School of Environmental Technology
School of Information and Communication studies
School of Science and Technology

Meet the Directors

-) Director, Academic Planning - Dr. Mrs. N.N. Nwankpa
-) Director, Institute of Continuing Educ. – Dr. S.O. Oluga
-) Director, Quality Assurance – Engr. Dr. T.A. Abdul-Hammed
-) Director, Entrepreneurship Centre – Dr. A.A. Ileladewa
-) Director, SIWES – Engr. S.A. Adebara
-) Director, Management info. System – Mr. A.U. Adekunle
-) Director, Special Duties – Dr. I.F. Omotosho
-) Director, Multimedia Centre –
-) Director, Advancement Centre – Dr. T.O. Ojo
-) Director, Medical Services – Dr. O.R. Adie
-) Director, Procurement – Dr. J.F. Adegbake
-) Director, Research & Development – Dr. M.A. Ajayi
-) Director, ICT – Dr. A. Adekiigbe
-) Director, Sports – Chief O.O. Oni
-) Director, SERVICOM – Comrade O.C.O. Olutobi

-) Director, Legal Services – Dr Mrs M.I.O. Muhammed
-) Ag Director, Work & Services – Engr. A. Ndatsu Umaru
-) Ag Director, Physical planning – Arch O.A. Asa
-) Ag GMD, Polytechnic Ventures – Mr. Kazeem Oyediji
-) Director, Staff School
-) Director, Audit Services
-) Director, Budget and Planning

The Polytechnic Committees

Tertiary institutions are usually run using the committee system. Such committees include both statutory and non- statutory ones.

Statutory Committees

1. Academic Board
2. Finance and General Purposes Committee
3. Polytechnic Tenders Board
4. Senior Staff Appointments and Promotions Committee
5. Junior Staff Appointments and Promotions Committee
6. Students Welfare Committee

Non-Statutory Committees

1. Management Committee
2. Executive Committee
3. Polytechnic Research Committee
4. Publication and Editorial Committee
5. Sports Committee
6. Board of Trustees
7. Governing Board of the Polytechnic Staff School
8. Convocation Committee
9. Mini-Market Committee
10. Disciplinary Committee for Examinations and other Academic Matters.
11. Security Committee
12. Project Planning and Monitoring Committee
13. Board of Survey Committee
14. Loans Committee
15. Academic Planning committee
16. Staff Development Committee
17. Admissions Committee
18. Staff Professional Ethics Committee
19. Ede Community/Polytechnic Security Based Committee
20. Religious Matters Committee
21. Shuttle Bus Committee
22. Inaugural Lecture Committee
23. Students' Disciplinary Committee
24. Library Development Committee
25. Agric Project Committee

Students' representation on Polytechnic Committees

The governance of an educational institution is sound only to the extent that the integrity of each individual is maintained and to the extent that each member of the Institution has the opportunity to participate in the governance in a meaningful way. Each member of the Institution has responsibility to make constructive contributions to the growth and development of the Polytechnic. In view of the above the following are the Committees which students have adequate representation:

1. Student Welfare Committee (Council Committee)
2. Sports Committee
3. Ede Community/Polytechnic Security Based Committee
4. Students Discipline Committee
5. Mini-Market Committee
6. Orientation Committee

Administration of Schools in the Polytechnic

The purpose of providing administrative organs in the respective schools is to facilitate administrative activities in the various schools. The administration structure at the school level revolves around the Dean of schools and the School Officers. The Deans of Schools are the administrative and academic heads of their Schools. The School Officers are saddled with the responsibility for the day-to-day administration of their respective Schools. School Officers are responsible to their Deans of Schools. The abridged functions of School Officers include:

1. Assisting the Dean of the School in the Administration of the School.
2. Liaising with Heads of Departments on all administrative and academic matters affecting students in the school.
3. Keeping all records affecting students, time-table, course allocation forms, tutorial forms, examination materials, all relevant students statistics, registration, matriculation and convocation lists.
4. Attending to enquiries from parents/guardians, corporate organizations and welfare of students.
5. Liaising with various departments including Rectory, Registry, Bursary, Works and Services, medical and other academic departments on behalf of the Dean.
6. The School Officer also functions as Secretary to all School Committees.
7. Responsible for screening of newly admitted students.
8. Supervises administrative and Technical Personnel in the School Office

At present, we have eight Schools. The schools are as presented in the table below with their Deans, School Officers and the official colour

Schools and their Colours

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Chapter 3

Student Affairs

The Directorate of students' Affairs

The Directorate of Students' Affairs is charged with the responsibility of coordinating all activities that bother on student welfare. The Directorate is headed by a Dean, who works directly with the Rector. Currently, Dr. O.S. Omotosho from the Marketing Department is the Dean, Mr. Olatunde from the Statistics Department as the Sub-Dean and Mrs Babatope heads the non Students' Affairs Division.

Activities of the Directorate of students' Affairs

1. Advising the Rector on policies, regulations and issues affecting students
2. Maintenance of peace and harmony in the institution.
3. Guidance and Counselling duty for students e.g. Drug addicts, quarrelsome students, secret cult members, etc.
4. Registration and monitoring of student clubs, Associations and fellowships.
5. Management of student halls of residence.
6. Mobilization of graduating student for the National Youth Service Corps (NYSC) programme.
7. Overseeing sporting activities.
8. Overseeing students' Union Government's activities.
9. Giving approval for the use of polytechnic facilities to prevent clashes and misuse.
10. Handling of students' final clearance.
11. Handling of government / private financial aids, Scholarships and Bursaries to students.
12. Organizing orientation programme for fresh students and mobilizing them for matriculation.
13. Giving care to sick students and paying condolence visits to the families of deceased students.
14. Overseeing the Alumni Association's activities.
15. Creating harmonic relationship between the town and the Polytechnic Community.

Admission guidelines

Few months to the end of each academic session, advertisement for admission in favour of the next session are displayed in national dailies and on the school website. Depending on the programme to which the student is seeking admission, specific guidelines are issued to which intending admission seekers both at the National Diploma and Higher National Diploma levels are expected to adhere strictly.

Types of admission

The Polytechnic offers admission into all her programmes at the following levels.

1. National Diploma Full-time
2. National Diploma Daily Part-time
3. National Diploma Regular Part-time

4. Higher National Diploma Full-time
5. Higher National Diploma Part-time

Eligibility for Admission

National Diploma (FT, DPT & RPT)

- 1) SSCE/NECO or its equivalent with five Credit Passes in English Language, Mathematics, and three other subjects
- 2) In addition, candidates must meet the prescribed cut-off mark at the Post-UTME screening exercise of the Polytechnic.

Higher National Diploma (FT & PT)

- 1) SSCE/NECO or its equivalent with five Credit Passes in English Language, Mathematics, and three other subjects
- 2) Minimum of Lower Credit Pass at the National Diploma
- 3) Evidence of one year post-ND Industrial Experience
- 4) Candidates with pass grades will be required to show evidence of two years Post-ND Industrial Experience
- 5) Candidates are also expected to take the screening examinations for Higher National Diploma in addition to the above requirements.

Staff Candidate

A full-time member of staff engaged in the Polytechnic may apply for admission into any of the programme offered by the Polytechnic, in accordance with the admission rules and regulations. The staff must also meet the normal requirements for eligibility for admission into a programme.

Deferment of admission

- i) In order to qualify for deferment of admission, the student must have satisfied the requirement for admission to the Department and course as stated in the eligibility for admission into a programme.
- ii) Deferment request will be considered strictly on Merit

Acceptance Fees

It is mandatory that all successful candidates who have fulfilled the requirements for admission MUST confirm their admission by paying the **non-refundable Acceptance Fees** as prescribed by the Academic Board within the stipulated period of time. Candidates who fail to do so risk forfeiting their admission.

Studentship and Registration

Studentship of the Federal Polytechnic, Ede is acquired after admission and registration with relevant organs of the institution. As usual registration commences after the candidate must have obtained his/her admission letter and had accepted the offer by payment of the Acceptance Fee. Candidates are expected to do their registration personally, not even by their parents or by proxy.

Student registration

A very important condition for registration is the payment of all prescribed fees as may be approved by the Polytechnic from time to time. There shall be no refund of fees paid if.

- i. A Student voluntarily withdraw from the Polytechnic or;
- ii. A Student sent away on discipline ground or
- iii. The Polytechnic is closed down.

The balance or all of caution deposit will however be refunded to successful students at the end of their courses.

Procedure for Registration

- i) New students on arrival to the campus are expected to present their results for verification in their respective departments.
- ii) New Students in addition to departmental registration are also expected to registered with the Academic Affairs Division of the Registry Department, the Directorate of Students Affairs and Medical Centre
- iii) New students are expected to fill Biodata and Course registration forms online after obtaining clearance from their respective school officers.
- iv) Every fresh student in 100 level National, Diploma and 300 level Higher National Diploma is expected to print three (3) and four (4) copies of Biodata and course registration forms respectively to be submitted to the school officer.
- v) All returning students are to fill the course registration form online and submit four (4) copies of the form to their respective school officers.
- vi) Course Registration is done once in a session during the 1st semester. A copy of the duly completed and signed Course Registration Form is released to the student for his record.
- vii) All new students seeking registration into the Polytechnic are expected to be medically fit. Accordingly, all fresh students are issued with Medical Forms during studentship registration exercise to enable them go for medical examination. It is therefore not in the interest of any candidate to hide his/her medical problem. It is after the medical examination that registered students will be allowed to register with and use the Polytechnic Medical Centre where health care services are provided.

Documents Required for Registration

Newly admitted students will be required to provide confirmation on the:

- (i) Letter of admission issued by the-institution;
- (ii) State of origin;
- (iii) Local government area;
- (iv) Testimonial;

- (v) Payment of acceptance fee and other fees/charges;
- (vi) Date of birth;
- (vii) Academic qualifications (SSCE, NECO results, etc.).

Student Orientation

Orientation Programmes are organized at the inception of any academic session for fresh students to ensure that they settle down immediately. During the period of orientation, it is expected that the students would have the opportunity to formally meet and exchange ideas with Polytechnic Officers.

The major aims of the orientation include:

- a. Helping new students to acquaint themselves with the various places they will stay, the facilities available as well as regulations and policies of the Polytechnic.
- b. Initiating useful and friendly relations and understanding between students, members of staff and among the students themselves.
- c. Providing students with information on student conduct, opportunities and responsibilities; and
- d. Helping students to develop the necessary skills for making the desirable adjustment to their new environment.

Matriculation Number

New students are allocated with their Matriculation Numbers, at the point of registration in their 1st Semester in the Polytechnic for both National Diploma and Higher National Diploma Programmes.

The number is to be used in all their activities on campus, especially during their examinations, whether continuous assessments or semester examinations. It is also expected to be used when registering for their State, Departmental and Social Associations. The matriculation number is also inscribed in the student's identity card.

Change of Name

Only a female student, on getting married may change her name by notifying the Registrar. Such a notification must be backed by necessary documents relating to the marriage to prove the genuineness of the change.

Regulations governing student publications

The Polytechnic encourages publications by students. This is in keeping with the tenets of a democratic community. But the permission of the Polytechnic should be obtained through the Dean Student Affairs for any student publications, including notice letters or articles for the print or electronic media on matters connected with the Polytechnic twenty four (24) hours before the time.

The following general regulations shall however govern all students' publications.

- i. Only registered students organizations may produce any publication or printed materials

- bearing the name of the Institution.
- ii. All students' publications must carry the name of the organization responsible for the publication and the individual name(s) of the Editorial Board.
- iii. Any students organization which publishes-sells, distributes, prints or otherwise reproduces materials on the campus is responsible for the materials including matter arising from libel etc.
- iv. All student publications must state clearly on the Editorial page that the opinion expressed there in are not those of the Federal Polytechnic Ede or its student body as a whole. .

The following types of publications are prohibited on the campus and shall be subject to disciplinary action if violated:

- a) Publications which are obscene
- b) Publications which incite violence
- c) Publications that are libelous
- d) Each article must bear the name of the Author, while student publications must bear the name and address of the editorial board.
- e) Two copies of the publication from a registered organization must be deposited with the Polytechnic Library.
- f) The Management reserves the right to disallow any publication that it considers inimical to the Polytechnic.
- g) All Press Clubs are to comply with rules and regulations of the Press Council.

Student accommodation

If you are looking for accommodation in halls of residence or off campus, the Directorate of Student Affairs can help.

Students will be admitted to hostels after they have completed the necessary registration requirements. Students are advised to first secure accommodation which is on first come, first served basis from the Students' Affairs Office before paying accommodation fees.

Auditors shall at any time request for receipts of payment and these must be promptly provided.

Payment of fees

The Bursary Department has a Section for Students Account and a Cash Office.

The main responsibilities of these sections are:

- 1 Collection of fees and charges due from students
- 2 Collection of scholarship, bursary and allowance due to students and disbursement of same.
- 3 Maintenance of appropriate accounting records for (1 and 2) above.
- 4 Provision of information to enable the Institution know how many students have paid their fees.

Payment of fees/due by students

- i. School Fees payable by each group of students are available on our website and also in the students Accounts Section of the Bursary Department.
- ii. School fees should be paid as directed in the fees payment procedure pasted on our website and which can be obtained in the Students Account Section of the Bursary. Students are strongly advised to keep such receipts for payment made safely. They would be required for clearance at the completion of their Programme.

The following other charges for specific services should be paid, in cash, to the Polytechnic Cash Office where official receipt shall be issued for them immediately:

- (a) Accommodation and Hostel Maintenance Fees
- (b) Change of Institution Fees
- (c) Regularization of Admission Fees
- (d) Rent of Academic Gown for Convocation Ceremony
- (e) Verification of extra result (where 2 results are combined)
- (f) Transcript fees
- (g) Certificate fee of graduands
- (h) Late registration fee

B. Regulations

- 1) Visitors are allowed in rooms of students only between 4.00p.m. and 6.00p.m. on weekends and public holiday. But in all cases, visitors must not enter rooms of female students after 6.00p.m.
- 2) Visitors must not go directly to the Student's rooms or their common rooms but should first enquire at the Porters lodge, where they must sign the Visitors Book on arrival and at the end of their visit, indicate the time of departure. For the purpose of these rules, male students visiting the female hostels will be regarded as visitors and vice-versa. Every student is responsible for orderly conduct of his/her visitors.
- 3) No student should accommodate any visitor(s) or any unauthorized person in his/her room overnight without the permission of the porter/portresses. Students found entertaining visitors in their rooms outside the allowed period will be subject to a fine of **₦1,000.00** for the first offence, **₦1,500.00** on the second and expulsion from the hostel for the third offence.
- 4) It is an offence punishable by expulsion from the hostel for any student to sublet accommodation or keep any visitor overnight or permit a “squatter” in his/her room without the written approval of the Student Affairs Officer. If an already ejected “Landlord” or “Squatter” is caught again “pirating” or “squatting” with another student in the hostel, the second offender should be suspended from the Polytechnic for up to one academic year, while the first offender (the new landlord) forfeits his/her room allocation without any refund.
- 5) Students leaving their rooms on vacation or finally on completion of their courses, must be properly checked-out by the porter/portresses before they leave. The Polytechnic will not be responsible for personal effects left behind by the students.
- 6) Students must leave the hostel not later than 12 noon of the day following the date on which the Polytechnic officially closes except on permission by the Polytechnic authorities.

Personal Property and Sanitation

- 1) The Polytechnic does not accept responsibility for any loss of personal property in the hostels, Students are therefore advised not to bring valuable and expensive personal property into the hostels
- 2) For health and sanitary reasons, pets-animals, birds, fish and/or reptiles are prohibited in and around the Polytechnic hostels.
- 3) No student shall leave personal property in his/her room during the vacations.
- 4) The laundering of bedding shall be the responsibility of the students.
- 5) Thrash, waste, sanitary pads should be placed in the dustbins provided in the hostel and toilets and on no account should these be thrown into the sinks or water closet.

- 6) Cooking in the room is highly prohibited.

Note: Any Student caught contravening (6) above would be severely punished and in addition forfeit the cooking utensils to the Polytechnic.

- 7) The Dean Student Affairs through Students Affairs Officer and Hall Master/Mistress must be notified of students' meeting or any functions taking place in the hostel. Applications for approval to hold any function in the hostel must be submitted by the applicant, at least 48 hours before the function. Visitors attending such meeting or functions must sign the Visitors Book.
- 8) I agree that should I infringe any of these regulations, appropriate action should be taken against me by the Federal Polytechnic, Ede, in accordance with relevant sections of the Hostels Regulations and this include ejection from the Hall of Residence and forfeiture of any amount paid in respect of the accommodation.

Students Name

Signature: Registration No

Date:

Students Affairs Officer:

Date:

Functions of hall government

Each Hall of residence has a Hall Leadership, which is responsible for programmes for social, cultural, athletic and intellectual activities of the hall.

The hall Leadership is empowered to arrange its own social, cultural and intellectual activities designed to preserve, develop and enrich the traditions of the hall and to make life in the hall generally interesting and worthwhile. The hall executives will comprise the Chairman, Secretary, Public Relations Officer and Welfare Officer. The Hostel Supervisors shall supervise the election into various positions and submit the names of successful candidates to the Dean Student Affairs through the Students Affairs Officer.

Each hall Leadership is expected to perform the following functions:

- 1 To discuss problems affecting the hall and liaise with the Dean Student Affairs through the Students Affairs Officer and the Hostel Supervisor with the aim of solving same.
- 2 To serve as a body through which social activities could be organized in the Polytechnic.
- 3 To ensure that conducive atmosphere is maintained in the hall by reporting any act of misconduct on the part of the residents to the Student Affairs Officer who will inform the Dean Student Affairs.

Student support- Financial Aid, Scholarships and Academic Prizes

Students may receive advice and assistance about scholarships and financial assistance. Registered students of the Polytechnic may apply for one or more External Scholarships or Bursaries.

It should be noted that the Federal, State or Local Government Scholarship bursaries are advertised and detail information and procedure for application are contained in such advertisements. Scholarships are awarded to students on the basis of high academic achievement performance, personal qualification and evidence of financial need. It is pertinent to mention that the Polytechnics offer scholarship to best students in each programme. Information on this is obtainable at the Student Affairs Office.

Channels of communication

- a. Individual student or student associations who wish to have access to the Rector or wish to write requesting for its petitioning against anything/anybody should do so through their Heads of Departments and the Dean Students Affairs.
- b. On purely academic matters, the steps should be through the Head of Department to the Dean, Deputy Rector to the Rector and to the Academic Board.
- c. All non-academic matters should be passed through the Student Affairs Officer to the Dean, Students Affairs to the Rector.

Communication with outside bodies

Any form of communication from the Students Union/ clubs/ societies or individual students to outside bodies must be passed through the Students Affairs and Registrar's office and clearance must be sought from the Rector's office on same

Procedure of inviting important dignitaries to the institution

The following are the steps to be taken when inviting important dignitaries to the Federal Polytechnic, Ede:

- 1 At the planning stage, the students' body concerned must inform the Dean Students Affairs through their staff advisers and discuss the date and time of the function/activities.
- 2 The student body must present the programme of events to the Dean Students Affairs three weeks prior to the date of the function/activity This is to enable Management to have enough time to give the required clearance before invitation cards are sent out.
- 3 In addition to submitting programme of events any speech or address to be read to important dignitaries like the President, Governor, Minister, Commissioner etc should be submitted to the Dean through their Student Affairs Officer in advance for clearance.

- 4 If the date, time and programme are considered suitable by the Federal Polytechnic authorities the Dean through the Student Affairs Officer will communicate approval to the students' body concerned. Thereafter, invitation cards can be issued.

Any steps taken outside these procedures by any student body will be regarded as a breach of the institution's administrative procedure and would attract disciplinary measure

Use of polytechnic facilities

Any club or group intending to use the Polytechnic facilities must apply in writing, stating the nature of such social activities, the starting and closing time through the Student Affairs Directorate to the Director, Works and Service for processing of approval for permission.

It is illegal for any student to tamper with any of the Polytechnic infrastructure and facilities. These include the electrical and water systems, motor vehicle, furniture etc. All faults on facilities should be reported to the Director, Works and Services through the Dean, Student Affairs Dean or of appropriate School.

Any student found tampering with any of the facilities will be made to face disciplinary actions. All organizations will be treated on equal basis of first come first served in the granting of permission to use facilities, except that official Polytechnic activities/programmes and event shall be given preference over all other need(s).

If the Polytechnic property is lost or damaged while in a student's care the student will be responsible for the replacement or repair. This regulation apply to all Polytechnic properties including sports equipment. Only approved societies shall be allowed to make use of Polytechnic facilities.

Student Transportation

Transportation of Students within and outside the Polytechnic Campuses shall be the responsibility of the students.

SOURCES OF INFORMATION

Make enquiries on the following activities and services from the places or offices listed against such activities or services

Public Relations Office The office oversees protocol matters and attend to the general enquires about the Polytechnic	Examination Matters Head by Deputy Registrar located in the North Campus	Verification of Results Results verification unit of the Registry [located in the Examination and Records Division in the North Campus]
Academic Affairs Division Head by Deputy Registrar, Office	Academic Transcript Matters Exams & Records Control Unit	Student's Union Matters, Clubs and Societies And

located at the Top floor of the main Administrative Block of the North Campus in the Polytechnic	located Medical Centre of Polytechnic in the North Campus	Personal Matters Directorate of Students' Affairs located beside Staff School in the North Campus of the Polytechnic]
Management Information Services Unit Records and Data Control Unit located beside Medical Centre in the North Campus of the Polytechnic	Fees Payable Bursary Department [located in the Main Administrative Building of the Polytechnic in North Campus]	Information and Communication Technology Facility Information Desk of the ICT Centre [located at PTDF beside Library Department in the North Campus of the Polytechnic]
School Office (School of Applied Science) Located in North Campus of the Polytechnic	Halls and Off-campus accommodation Directorate of Student Affairs located beside Staff School in the North Campus	Library Services Main Library located in the North Campus of the Polytechnic
School Office (School of Engineering) Located in South Campus of the Polytechnic	Financial Aids, Bursary Awards, Scholarships and Prizes Bursary Department [located beside the Main Administrative Building of the Polytechnic in the North Campus	Student Industrial Work Experience, Industrial Training Industrial Liaison & Placement Unit [located besides Audit Building in the North Campus of the Polytechnic
School Office (School of Environmental Studies) Located in North Campus of the Polytechnic	Sport and Athletics Headed by a Chief Coach [the office is located near the Sport Complex in the North Campus of the Polytechnic]	Postal Services Federal Polytechnic, Ede Post Office [located in the Mini Market in the North Campus of the Polytechnic]
School Office (School of Business Studies) Located in North Campus of the Polytechnic	Health Services Medical Centre, [located in the North Campus of the Polytechnic]	Banking Facilities Skye Bank Plc, [located in the North Campus of the Polytechnic] Skye Bank Plc, Oja-Timi, Ede First Bank Plc, Ajip, Ede WEMA Bank Plc, Ede UNION Bank Plc, Poly Branch, Ede. UNITY Bank, Ede Branch

		National Youth Services Corps Matters Directorate of Students' Affairs located besides Staff School Campus of the Polytechnic
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CAREER DEVELOPMENT

STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

SIWES is a skill training programme designed to prepare and expose students in institution of higher learning to the industrial work situation they are likely to meet after graduation.

The scheme enables student to match their early classroom theoretical knowledge with practical exposure in the work environment. It also avails them firsthand industrial experience as available in the institution.

For the award of National Diploma in Applied Sciences, Engineering Technology and Environmental studies, a period of three to four months attachment in an industrial organization is mandatory during the course of study.

The scheme attracts s four Credit Unit, the assessment of which is captured at three stages viz:

- i. The Industry based supervisor's assessment.
- ii. The Institution's visiting supervisor's assessment.
- iii. The Assessment of students' defence of the SIWES Technical Report to be presented during the Institution's Departmental Seminar at the end of the four-month attachment.

Expectation from Students Participating in SIWES

Students participating in SIWES are expected to do online registration when the portal is open.

Students are expected to print the following document online:

-) SIWES letter to secure a placement
-) Submission of SIWES placement form to SIWES office

SPE-1 Form (for payment of student allowance through the employer (Full-Time Students Only). The form is to be completed by the employers, signed and stamped during the SIWES period.

Form 8 – End of programme report sheet (Full-Time Students Only)

A1 and A2 Forms – Grading format and Assessment forms for all students participating in SIWES

A1 Form is to be completed by the industrial Based Supervisor

A2 Form is to be completed by the institution's Supervisors.

Also, final year students in these various disciplines must ensure that they successfully complete their period of one year industrial attachment.

Guidance and Counseling Services

The Directorate of Students Affairs provides Guidance and Counseling Services to all students in the Polytechnic.

The services are aimed at improving students' academic and non-academic development while in the Institution. Students are therefore encouraged to make use of these services.

It equally promotes health mental well being by sensitization through workshops, lectures and retreats on social vices like incidences of cultism, acquired Immune Deficiency Syndrome, drug addiction, rape, alcoholism, smoking, etc.

The one-on-one counseling environment facilitates student's access to assistance whence they are troubled. This ultimately helps in producing students whose abilities and aspirations are well coordinated for job placement.

Guidance and counseling services are provided from the Unit by highly qualified guidance counsellor at the institutional level and by the course advisers at the departmental level. The Polytechnic Guidance and Counselling Committee comprising the departmental counselors and headed by the Polytechnic Guidance Counsellor meets regularly to share experience and to review strategies and cases.

Chapter 5

Student life, Associations and ethics

Membership of Student Union

A Students Union Constitution forms part of this “Handbook”. Full-time student on courses of not less one academic session may apply for membership. The Constitution of the Students’ Union provides for participation by student either at the Executive Council level or the Student Representative level and at a joint meeting of the two Councils.

Formation of Associations, Clubs and Societies

Students may, if they wish form associations. Such clubs, Societies and their constitutions are subject to approval by the Rector through the Registrar, who acts on the advice of the Student Welfare Committee.

Only associations, clubs and societies which are duly registered and thereby recognized will be allowed to function within the premises of the Polytechnic. Applications for registration of clubs and associations are processed in the Student Affairs Office.

Conditions for registration of clubs and societies

Proposed organizations must meet the following conditions before being accorded formal recognition/registration by the Institution.

- i. Genuine intention to pursue activities which are consistent with educational and established policies of the Institution as may be approved from time to time.
- ii. A clear indication of PERFORMANCE and CONTINUITY in organization as evidenced by the guiding constitution, rules and regulations, Statement of Financial support and source commensurate with activities to be undertaken.
- iii. Members of each association MUST CUT across at least ten (10) states of the Federation except in the case of Township, Local Government and State Associations.
- iv. Nocturnal meeting by any of the Association shall not be allowed.
- v. Each application must be accompanied by the sum of One Thousand Naira (N1000) only which is refundable if the application is not successful.
- vi. Each application must be accompanied by ten (10) copies of the Constitution which should contain detail information about the club in respect of the aims, objectives, functions and scope of membership, source of finance, management of funds, contribution to academic, cultural, social or recreational life of the campus.
- vii. Duly endorsed letter of acceptance of two full time Senior Staff of the Federal Polytechnic, Ede, who have agreed to serve as advisers/patrons/matron should accompany each application.

- viii. The application for registration must be accompanied by undertaking from the adviser/patron/matron that at least fifteen (15) full-time students will constitute the nucleus of the organization
- ix. Application for registration in case of departmental associations should be accompanied by a statement from the Head of Department who MUST be one of the patrons.
- x. All religious activities are strictly restricted to allocated venues until further notice.

General Regulations

- 1 Registration of a club/society is only a recognition of the rights of the association to exist at the Federal Polytechnic, Ede subject to the conditions governing registration of the students organization.
- 2 Only bonafide students of the Federal Polytechnic, Ede are eligible for membership of students organizations
- 3 All students organization must keep proper records of their finances in accordance with the guidelines laid down from time to time. All funds raised by students organization by whatever means are subject to accountability
- 4 Audited account of all clubs must be submitted to the Dean Student Affairs at the end of every session.
- 5 Officers of student organization are presumed to accept individual responsibilities for the planning and conduct of activities sponsored by their organizations.
- 6 Affiliated student organizations may upon application, receive support from the Union. The sponsoring department may assume full responsibility (along with the Office) for the action and activities of the sponsored organization
- 7 No student organization is allowed to indicate or imply that it is acting on behalf of the Polytechnic or with its approval without specific authorization by the appropriate Polytechnic Authority.
- 8 All student organizations must comply with applicable rules and regulation. Infringement of regulations by any organization may result in loss of privileges.
- 9 All student organizations must be registered with the Student Affairs Office at the beginning of each session; five (5) weeks from the resumption day by providing the following information:
 - i. Names and Addresses (Department and Halls/Residence) of Current Officers of the organizations.
 - iii. Programme of activities for the preceding year
- 10 All social activities including awareness campaigns, procession, use of public address system

and drumming should not commence until 4.00 p.m. and this should exclude all designated academic areas.

Conditions under which recognition for clubs and societies may be withdrawn

- 1 Failure to observe the established administrative procedure for recognition and for continued recognition.
- 2 Failure to observe the administrative requirement of decency and good moral expected in a civilized environment.
- 3 Participation in activities considered to be detrimental to the students in particular and the Polytechnic in general.
- 4 By request of the organization itself or by the action of the Dean Student Affairs when the Club/Society has failed to renew its registration at the beginning of an academic session.

Cultism / Secret Cults

The Federal Polytechnic, Ede has zero tolerance for cult activities. Students are therefore warned to stay away from such activities. Secret cults are strictly prohibited by the Polytechnic authority.

Any individual or group of individuals found to be identified with such societies shall be promptly arrested and handed over to the law enforcement agencies.

You are advised to stay away from CULT ACTIVITIES.

Rules relating to Alcohol and Drug

- i) Students are not allowed to bring alcohol or illegal drugs into the campus and such are not to be kept in the hostel at any time.
- ii) A student whose drunkenness and disorderly behaviours is likely to cause disruption of peace will be disciplined by the Polytechnic Authority, if such a person is admitted into hospital; he will be solely responsible for the hospital bills.
- iii) The use or possession of illegal drugs may lead to immediate dismissal. Drugs can only be taken on prescription by a recognized physician authenticated by the polytechnic medical doctor.

Rules relating to Smoking

Students should note that smoking in public places including halls of residence, classroom, laboratory, library, workshop and at examination halls is prohibited.

Lost but found property

The Polytechnic is not responsible for loss or damage to any property belonging to students. Any lost property found by a student must be handed over to the Students Affairs Office, the Information Unit or the Security Unit of the Polytechnic, or it would be regarded as having been stolen, if discovered.

Student Dress Code

All students are expected to comport themselves at all times within the campus as decent ladies and gentlemen. This particularly exemplified by their mode of dressing, and as such the Polytechnic authorities have very little tolerance for indecent, provocative dressing. It is for this reason that the following prescriptions and sanctions were made in consultation with the Students' Union.

Acceptable dress code for female students

Short sleeve blouse and T-shirts that will not expose the arm-pit, long sleeve blouse with skirt decently sewed to the knee level, top with loose pair or free pair of ordinary/jeans trousers, blazers and gowns, skirt suits, kaftans and native dress (complete), full pencil jeans, $\frac{3}{4}$ trousers/jeans that are below knees and are not tight fittings, and academic hats for those students who are on out-door practicals. **All students are expected to wear clean clothes on campus.**

Outlawed dress styles for females

Tight-fitting cloths that reveal 'sensitive par' and outlines the contours of the body; mini skirts and pants with slits on both sides, Jean with obscene and suggestive inscriptions, backless, topless, transparent cloth, wicked straps and sleeves blouses, body-hug, mini gowns, spaghetti top, leggings, weird hair-dos, rascal T-skirts, unkempt hairstyles that appear untidy, sleeves shirts, short sleeve shirts that expose the arm-pit of students, dresses/jean with wrong message inscriptions, low-wait jeans trouser, $\frac{3}{4}$ tight jean trouser and knickers, holed/perforated jeans, sun shades in the class rooms or laboratories except the ones for class-work, wearing of bathroom, slippers on the campus.

Acceptable dress codes for males students

Long/short sleeve shirts that will not expose the arm-pit, with or without ties, properly buttoned and tucked in with moderately low pair of loose trousers; Native dresses (complete), French suit, or Normal suit, two or three piece-men's suit; T-shirt with no abnormalities in terms of weird inscriptions. Hostelites are allowed to wear casual dresses within the hostels. **All students are expected to wear clean clothes on campus.**

Male outlawed dress styles

Wicked jeans with obscene inscription, face caps, ear-rings, curly hair, braid, sleeveless shirt, short sleeve shirts that expose the armpit of students, dresses/jeans with wrong message and inscriptions, low-waist jeans trousers, $\frac{3}{4}$ jeans trousers and knickers, holed/perforated jeans, sun shades in the classrooms or laboratories except the ones meant for studies, laboratories and class work; coloured hair and punk hair-do, wearing of bathroom slippers on the campus.

Male students should not bare their chests

Appropriate Sanctions Dress Code Violation

1. Academic staff members are empowered to disallow erring students from their classes.
2. Campus security operatives are mandated to halt entrance of such individuals into the campus

3. Violators are to be disallowed into the Administrative Offices to transact any official business.
4. Identity cards of such students are to be impounded and returned only upon the appearance of such students at the Directorate of Students' Affairs for booking.
5. Photographs of subsequent / repeated violators may also be taken for exhibition.
6. Constant violators are to be referred to Guidance and Counselling Unit for possible assistance while deviant students will face stiffer penalties

Chapter 6

Courses and Terminologies

Index of taught courses

All the programme offered by the respective departments are available at the National Diploma and Higher National Diploma levels for some while for others it exists only at the National Diploma level. All Part-time (namely Daily Part-time, and Regular Part-time) and Summer programmes offered in the Polytechnic are Corrdinated by the institute of Continuing Education (ICE) with support from the various Departmental Heads and Deans of the respective Schools.

DEPARTMENT	Mode	Diploma	Minimum Entry Requirements	Page
Accountancy	FT, DPT RPT	ND HND	SSCE or its equivalent with (5) "O" Level Credit passes in English Language, Mathematics and other (3) subjects from the following: Animal Husbandry/Agricultural Science/Biology/Chemistry, Accounts/Book-keeping, Geography, Government, Civil Education, Economics/Commerce and Insurance.	100
Agric & Bio-Environmental Engineering Technology	FT	ND	SSCE or its equivalent with (5) "O" Level Credit passes in English Language, Mathematics, PhysicsEngineering Technology, Chemistry and any other one (1) subject from the following: Science, Social Science and Technology Drawing	100
Architectural Technology	FT, DPT	ND DPT	SSCE or its equivalent with (5) "O" Level Credit passes in English Language, Mathematics, Physics and any other two (2) subject from the following: Biology/Agricultural Science, Chemistry, Economics, Technical Drawing/Graphic Design/Fine Arts and Building Construction.	100
Banking and Finance	FT, DPT	ND HND	SSCE or its equivalent with 5 "O" Level Credit passes in English Language, Mathematics,	

	RFT		Economics/Commerce and any other two (2) subjects from the following: Business Methods/Business Studies, Geography, Government/History, Civil Education/Social Studies, Insurance, Marketing, Principles of Account/Book-keeping, Biology/Agricultural Science/Animal Husbandry/Health Science/Fishery/ Chemistry/Physics	100
Basic Science	FT	Remedial	SSCE or its equivalents with 4 “O” Level Credit passes in English Language, Mathematics with any three (3) subjects that is science related.	100
Building Technology	FT, DPT RPT	ND HND	SSCE or its equivalents with 5 “O” Level Credit passes in English Language, Mathematics, Physics and any two (2) subjects from the following: Chemistry Geography, Economics, Technical Drawing, Building Construction, Biology, Carpentry & Joinery/Woodwork, Block laying & Concreting and ICT.	100
Business Administration and Management	FT, DPT, RPT	ND HND	SSCE or its equivalent with 5 O’ level Credit passes in English Language, Mathematics, and any other three (3) subjects from the following: Economics/Commerce, Business Methods/ Business Student, Physics/Chemistry / Biology / Agricultural Science / Animal Husbandry / Fishery, Principles of Account/Book-Keeping, Government/History, Civil Education/ Social Studies, Geography, Marketing.	100
Civil Engineering	FT, DPT	ND HND	SSCE or its equivalents with five (5) O’level Credit passes in English Language, Mathematics, Physics, Chemistry and any other one subject from the science, Geography and Technical	100

			Drawing.	
Computer Engineering	FT, DPT	ND HND	SSCE or its equivalents with five (5) O'level Credit passes in English Language, Mathematics, Physics, Chemistry and any other one subject from the science, or social science.	100
Computer Science	FT, DPT	ND HND	SSCE or its equivalents with five (5) O'level Credit passes in English Language, Mathematics, Physics, and any other two subjects; Chemistry, Economics/Geography and ICT/Data Processing.	100
Electrical/Electronics Technology	FT, DPT RPT	ND	SSCE or its equivalents with five (5) O'level Credit passes in English Language, Mathematics, Physics, Chemistry and any other one subject from the science or Social Science.	100
Estate Management	FT, DPT RPT	ND HND	SSCE or its equivalents with five (5) O'level Credit passes in English Language, Mathematics, Economics and any other two (2) subjects from the following: Physics, Chemistry, Biology, Geography and Technical Drawing/Mechanical Drawings.	100
Fashion and Textile	FT, DPT	ND	SSCE or its equivalents with five (5) O'level Credit passes in English Language, Mathematics, Economics and any other two (2) subjects from the following: Physics, Chemistry, Biology, Geography and Technical Drawing/Mechanical Drawings.	100
Geological Technology	FT, DPT	ND	SSCE or its equivalents with five (5) O'level Credit passes in English Language, Mathematics, Chemistry, Physics and any other one subject, Geography, Biology / Agricultural Science, Economics.	100

Horticultural & Landscaping Engineering Technology	FT, DPT RPT	ND	SSCE or its equivalents with five (5) O'level Credit passes in English Language, Mathematics, Biology/Agricultural Science, Chemistry and any other one (1) subjects from the following: Geography, Economics and Technical Drawing and Physics	100
Hospitality	FT, DPT RPT	ND HND	SSCE or its equivalents with five (5) O'level Credit passes in English Language, Mathematics, Biology, Agricultural Science/Health Science/ Animal Husbandry and any other two (2) subjects from the following: Chemistry, Physics, Geography, Economics, Commerce, Food and Nutrition, Home-Economics, Catering Craft, Tourism and French Language	100
Leisure and Tourism Management	FT, DPT RPT	ND HND	SSCE or its equivalents with five (5) O'level Credit passes in English Language, Mathematics, with any other three (3) subjects from the following, Tourism, Catering, Craft, Geography, Economics, Physics, Chemistry, Fine-Art, Government, Biology / Agricultural Science/Health Science / Animal Husbandry, History and Civil Education.	100
Library & Information Science	FT, DPT	ND HND	SSCE or its equivalents with five (5) O'level Credit passes in English Language and any other three (3) credits from the following subjects: Health Science, Physics, Chemistry, Biology/Agricultural Science/Animal Husbandry, Economics, Literature in English, Home Economics, Food and Nutrition, Principles of Account/Book-keeping, Insurance, Commerce/ Marketing/Business Methods, Social Studies,	100

			Civic Education, Geography, Further Mathematics, Data Processing/ICT and Government, History, Fine-Arts, Basic Electrical /Electronics, Typewriting & any relevant NTC/NBC & NUC Trades	
Marketing	FT, DPT	ND HND	SSCE or its equivalents with five (5) O'level Credit passes in English Language, Mathematics and any other three (3) credits from the following subjects: Marketing/Salemanship, Economics, Commerce / Business Methods, Geography, Account/Book-keeping, Government, Civic Education, Food and Nutrition, Physics/Chemistry/Biology/Agricultural Science, and Store Management/Store keeping	100
Mechanical Engineering	FT, DPT	ND HND	SSCE or its equivalents with five (5) O'level Credit passes in English Language, Mathematics, Physics, Chemistry, and any other one Science subject, Social Science and technical Drawing.	100
Nutrition and Dietetics	FT, DPT	ND	SSCE or its equivalents with five (5) O'level Credit passes in English Language, Mathematics, Chemistry, Biology/Agricultural Science/Health Science, and any of the following: Food and Nutrition, Economics, Commerce, Physics.	100
Office Technology and Management	FT, DPT	ND HND	SSCE or its equivalents with five (5) O'level Credit passes in English Language, Mathematics, and any three (3) credits from the following: Typewriting, Shorthand, Principles of Account/Book Keeping, Business Methods/ Business Studies, Geography, Government/ History, Economics/Commerce, Literature in English, Office Practice, CRS/IRS,	100

			Biology/Agricultural Science/Animal Husbandry /Health Science, Chemistry, Physics, Insurance, Data Processing/ICT and Civic Education/Social Studies.	
Power and Machine	FT	HND	Lower Credit in ND Electrical Electronics Engineering and 5 O'level Credit passes in SSCE or its equivalents as combined in ND Electrical Electronics Engineering programme	100
Quantity Surveying	FT, DPT	ND HND	SSCE or its equivalents with five (5) O'level Credit passes in English Language, Mathematics, Physics and any other two(2) subjects from the following: Geography, Technical Drawing, Chemistry, Building Construction, Biology/Agricultural Science, Principles of Account, Economics/Commerce, ICT/Data Processing	100
Science Laboratory Technology (SLT)	FT, DPT, RPT	ND	SSCE or its equivalents with five (5) O'level Credit passes in English Language, Mathematics, Technology, Physics, Chemistry, Biology/Agricultural Science/ Animal Husbandry.	100
SLT Microbiology option	FT	HND	Lower Credit in ND SLT and 5 O'level Credit passes in SSCE or its equivalents as combined in ND SLT programme above.	100
SLT Biochemistry option	FT	HND	Lower Credit in ND SLT and 5 O'level Credit passes in SSCE or its equivalents as combined in ND SLT programme above.	100
SLT Physics / Electronics option	FT	HND	Lower Credit in ND SLT and 5 O'level Credit passes in SSCE or its equivalents as combined in ND SLT programme above.	100
SLT Chemistry option	FT	HND	Lower Credit in ND SLT and 5 O'level Credit passes in SSCE or its equivalents as combined in ND SLT programme above.	100

Statistics	FT, DPT RPT	ND HND	SSCE or its equivalents with 5 O’level Credit passes in English Language, Mathematics, one science and any other two (2) subjects from the following: Statistics, Economics, Geography, Physics, Further Mathematics, Biology/ Agricultural Science, Chemistry, ICT/Data Processing.	100
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Programme	Mode	Diploma	Minimum Entry Requirements	Page
Surveying and Geo Informatics	FT, DPT RPT	ND HND	SSCE or its equivalents with 5 “O” Level Credit passes in English Language, Mathematics, Physics and any two subject from the following: Technical Drawing, Geography, Economics, Biology/ Agricultural Science and Chemistry.	100
Telecommunication option	FT	HND	Lower Credit in ND Electrical Electronics Engineering, and 5 “O” Level Credit passes in SSCE or its equivalents as combined in ND Electrical Electronics Engineering programme	100

Basic course terminologies

❖ **Academic Session**

An Academic session consists of two semesters.

❖ **Academic Semester**

Each semester shall consist of a period of about 15 weeks of instruction and examinations.

❖ **Core Courses**

Core courses are specified courses that are fundamental to a particular programme of study.

❖ **Elective Core Courses**

These are core courses offered within the department for the student’s specialization on his/her area of interest, at the HND level e.g. a student of Civil Engineering may specialize in Structures or Transportation, etc. which must be treated as a core course and passed.

❖ **Auxiliary Course**

These are complementary to the core courses in providing a well balanced and broad-based education to the student. These are basic studies, General Studies and related studies. Ancillary courses should form 10% of the total contact hours available to students.

❖ **Elective Course**

An elective course can be offered to make up the units required for the award of diploma.

❖ **Pre-requisite Course**

This is a course that the student must pass before he can proceed to a more advanced course of the same nature, for instance, Organic Chemistry is a pre-requisite for Food Chemistry. It is a course whose knowledge is essential to taking another specified course.

❖ **Contact Hours**

This is the number of actual hours of contact per week between the lecturer/instructor and the students, involving lecturing or Studio /Laboratory Workshop Practical work. There shall be a minimum of 25 and maximum of 30 contact hours per week.

❖ **Course Unit**

A course unit is defined as follows:

- (i) Lectures of one hour per week for one semester (15 weeks) of instruction shall be equivalent to one course unit (C.U).
- (ii) A course of 2 units shall be taken 2 hours a week for one semester.
- (iii) One tutorial hour shall be equivalent to half (1/2) hour of a lecture; and two hours of practical/studio work shall be equivalent to 1 hour of a lecture.
- (iv) A practical course of one unit shall be taken 2-4 hours a week per semester.
- (v) A course shall not carry more than 4-5 units per semester (practical/studio work).
- (vi) Student projects shall be 4-5 course units.

❖ **Course Load**

This is the total of course units students will be taking in one semester. The minimum number of course units will be 18 while the maximum will be 24. The schools should endeavour to keep to this limit. Also, students on probation should be advised by the Course Adviser not to exceed the minimum 18 units.

❖ **Registration for Courses**

Students must be registered by the School Board of Studies for courses relevant to their programme of study at the beginning of the session. It is important to note that students on the same programme may not necessarily be expected to register for the same number of courses for each semester as individual progression is allowed at rates reasonably adjusted to individual abilities. However, full time students must register for a minimum of 18 and a maximum of 24 course units per semester, distributed among core, elective and ancillary courses according to the requirements of each school.

❖ **Assessment of Performance**

Assessment of a session's work shall depend on the totality of the student's performance in the two semesters for the session. This shall normally consist of Continuous Assessment (CA) and end- of Semester examinations with the relative weighting of 30% and 70%, respectively. Assessment of 2 tests plus Practical Work, Tutorial, Assignment, etc, shall make up the CA score.

❖ **Grading of Courses**

The Polytechnic operates the 4-point grading system. The grading system shall be by Grade Point Average (GPA). Minimum Score for Letter Grade E (Pass Mark is 40%, while minimum score for Letter Grade A (Excellent Mark) is 75%. Details of the grading System are given below.

Chapter 7

Grading system and examination matters

a. Incomplete Grade (I)

This will be awarded to a student who is yet to complete his project work. Such a student shall not qualify for the award of diploma until the project has been satisfactorily completed.

b. Sick Grade (S)

A sick grade shall be awarded where a student who satisfies all conditions, such as passing Continuous Assessment, maintains 75% attendance for entry for an examination, is unable to sit for the examination; due to certified illness or other exigencies. In this case, both the last grade point and the semester course unit shall not be reflected in the grade point and cumulative course unit. Such a student shall be eligible to sit for the examination when available.

c. Absenteeism Grade (ABS)

This is a grade awarded to a student who absents himself from an examination but had not officially withdrawn himself from or dropped the course and did not report sick; such a student shall score zero for the course and this shall be reflected in semester course units.

d. Carry-Over (CO)

A student who fails a course by scoring less than 40% in any semester will carry-over the course and retake it when it is available.

e. Academic Warning (AW)

Academic Warning shall be issued at the end of every semester to students scoring less than CGPA of 2.0.

f. Probation (P)

A student warned scoring less than CGPA of 2.0 shall be on probation in the next semester.

g. Withdrawal (W)

Any student whose CGPA remains less than 2.0 after probation (i.e. less than 2.0 in two consecutive semesters) shall be advised to withdraw from the institution.

h. Withdrawal from Course(s) during the Semester

A student is free to drop not more than 2 courses in which he/she is not doing well, at least 4 weeks to the semester examinations. To this end, Course Drop Form should be filled by the student and approved by the Course Adviser and the Head of Department. Course(s) dropped should be passed before such a student can graduate.

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the student and approved by the Course Adviser and the Head of Department. Course(s) dropped should be passed before such a student can graduate.

k. Registration of carry-over course

A Student in the graduating class with carry over course(s) may not take more than the course unites) to be carried over in the relevant semester. Such a student must maintain 75% attendance in any course(s) for which he/she registers.

l. Suspension of Studentship

A student must apply to his/her Head of Department, through the Class Adviser and obtain approval to that effect. In all cases, except on medical ground, requests for suspension of Studentship must be made within the first six weeks of the Semester.

Procedure for suspension of Studentship on Health Ground

- i) Report to the Director, Medical Services of the Institution for treatment before departure
- ii) Parent/Guardians must inform the institution management through the Head of Department of their ward, immediately their ward fall sick and is to be away from the institution.
- iii) On resumption, such student must first report (back) to the Director, Medical Services to confirm his/her medical fitness and that h/she would not constitute any danger to the Polytechnic community before reinstatement of studentship.
- iv) However, any such suspension shall not count toward Polytechnic Examination. Any request not in compliance with the new resolutions would not be treated.

m. Graduation requirement

A Student is deemed to have met the graduation requirement if his/her CGPA is not less than 2.0 and has passed all courses approved for registration.

n. Examination grading system

The grading system of a student is as indicated below:

Score(s)	Grading System Letter Grade	Credit point
75% - 100%	A	4.00
70% - 74%	AB	3.50
65% - 69%	B	3.25
60% - 64%	BC	3.00
55% - 59%	C	2.75
50% - 54%	CD	2.50

45% - 49%	D	2.25
40% - 44%	E	2.00
00% - 39%	F	0.00

The weighted grade point attained by a student in a particular course is the student's grade point multiplied by the units attached to the course.

The overall performance of a student during an entire semester shall be determined by means of a weighted grade point of the student (from the set of course) divided by the total number of units contained in the set of courses concerned. Page 44 uses an assumed students' scores as an example to illustrate how the computation is done.

S/N	COURSE UNIT	%SCORE	GRADE	GRADE VALUE	GRADE POINTS
1	GNS 101	75	A	4.00	3X4 = 12
2	MTH 122	63	BC	3.00	2X3 = 6
3	BPT 113	62	BC	3.00	3X3 = 9
4	STA 112	60	BC	3.00	2X3 = 6
	TOTAL			13.00	33

If a student scores as above in a semester examination, the Grade Point Average (GPA) for the semester is computed thus:

$$\text{Semester GPA} = \frac{\text{Total Grade Points}}{\text{Total Course Unit}} = \frac{33}{13} = 2.54$$

Examination and Related Matters

A. Eligibility Conditions

Students must fulfill the following conditions before they become eligible to write all Diploma Examinations, that is, first and second semesters' examinations.

(i) Registration for Semester Examination

All students must be registered for all Semester Examinations by filling the appropriate forms after payment of prescribed fees.

(ii) Class Attendance

Every student should have at least 75% class attendance at the end of each Semester. Any student whose class attendance falls below this requirement shall be prevented from sitting the semester examinations.

B. Moderation of Examinations

All examination question papers, marking schemes and answer scripts are moderated before

and after each semester's examinations. The moderation exercises are done internally and externally. All moderators should submit a report on the general standard of the examinations.

(i) **Internal Moderation**

Internal Moderators nominated by the Head of Department from among the senior and experienced academic staff in the Department shall vet all examination questions, marking schemes and answer scripts for 100 and 300 levels semesters examinations.

(ii) **External Moderation**

External Moderators shall be appointed for the moderation of 200 level and 400 level examination questions, marking schemes and answer scripts. External moderators are drawn from experienced persons in other sister or equivalent tertiary academic institutions, research institutes, relevant industries or institutes.

C. Examination Committee

There shall be an Examination Committee set up by the Academic Board. **The functions of the Examination Committee shall be:**

- i. To organize and conduct the semester examinations;
- ii. to prepare a time-table for the semester examinations;
- iii. to arrange the venues for the semester examinations;
- iv. to organize and prepare a duty roster for invigilators;
- v. to arrange for materials to be provided for the semester examinations;
- vi. to collect answer scripts from the invigilators and hand over to examiners;
- vii. to cancel/audit all blank pages in the students' answer scripts/booklets;
- viii. to report cases of examination malpractice to the Academic Board; and
- ix. to perform any allied function(s) that may be referred to it by the academic Board.

D. Rules and Regulations Governing The Conduct of an Examination

- i. Candidates are to arrive in the examination hall at least 15 minutes before the commencement o/f a paper.
- ii. Candidates who arrive in the examination hall 30 minutes after the commencement of a paper shall not be allowed to or that particular paper.
- iii. Candidates shall provide themselves with: Pen (it is advisable to have two of the same colour at a time), Pencils, Eraser, Razor blade or Sharpener, Ruler, Mathematical Set (where necessary), and Drawing Instruments (where necessary).
- iv. Non-programmable calculators, pocket computers, Communication gadgets (mobile phones, etc) are forbidden in the examination hall.
- v. Every student should strive to be self-sufficient during examination; where it becomes so seriously unavoidable to borrow, the student concerned shall indicate to the invigilator.
- vi. For written examinations, no handbag/purse, paper etc, shall be carried into the examination hall; only Registration Slip and Identity Card issued by the Polytechnic shall be allowed in the examination hall.
- vii. Students should not expect letters of clearance from their Heads of Departments for the purpose of writing semester examination in place of their Identity Card.
- viii. Only examination numbers (no names) shall be used on examination scripts. A candidate shall be given all the papers he/she needs. Any rough work should be done in the

- answer booklet provided by the Polytechnic but such rough work should be neatly cancelled. Any candidate who writes a wrong number or fails to write his number shall score zero.
- ix. No candidate shall bring into the examination hall, any prepared scripts or working aids like protractors or gadgets for visual display, models sketches or formulae. Where a candidate is in doubt as to what he/she is allowed to take into the examination hall, he/she should find out from the Examination Committee/Departmental Examination Officer/Invigilator before the start of the paper.
 - x. All forms of cooperation between candidates e.g. conversation; exchange of papers, writing and drawing aids, calculators, eraser, all forms of communication in the examination hall are not allowed.
 - xi. Where a candidate is in extreme need of help or in an uncomfortable circumstance, he/she should attract the attention of the invigilators by raising his/her hand. Tapping on the table or desk and all forms of noise in order to attract attention, are a violation of proper conduct in the examination hall and shall be considered offences.
 - xii. A candidate can visit the toilet during the examination but strictly under escort.
 - xiii. It is a punishable offence to solicit for marks before or after an examination.
 - xiv. Possession of examination stationery before or after an examination is prohibited.
 - xv. A candidate who is involved in any situation that prevents him/her from writing or completing an examination shall be treated as being absent.
 - xvi. Candidates must individually submit their answer scripts by hand to the invigilator and sign an examination attendance sheet to signify that they sat for the paper and submitted their answer scripts.
 - xvii. A question paper becomes the property of the candidate only where the nature of the examination permits it to be taken out of the examination hall.
 - xviii. A candidate may submit his/her answer script anytime but not earlier than 30 minutes after the commencement of the examination if he/she so wishes, and must leave the examination hall immediately. On no account should such a student be allowed back into the examination hall.
 - xix. Candidates shall obey all lawful instructions given by the invigilator.
 - xx. Any candidate in ill-health who requires any form of special attention or supervision or who feels that his/her health may affect his/her work in the examination hall should notify his/her head of department prior to the examination date and produce a report signed by a medical practitioner from a Government hospital.
 - xxi. In case a candidate falls ill during an examination, he/she should report to the invigilator who shall take necessary action.
 - xxii. In case a candidate falls or reports seriously ill prior to or during the examination period and is attended to at the Medical Centre, a written report on the candidate shall be prepared by the doctor and forwarded to the Head of Department of the candidate concerned within one week of such an occurrence.
 - xxiii. If, in about a week to the examination or during the examination period, a candidate falls or reports seriously ill and he/she is attended to by a nurse at the Medical Centre a situation report shall be made in writing 72 hours to the Polytechnic medical-officer-in-charge who shall forward it to the student's Head of Department within one week.
 - xxiv. Where a candidate is referred to a specialist or another hospital, the external report on the candidate shall be countersigned, with comments if need be by the Polytechnic medical officer and be forwarded to the Head of Department of the candidate concerned.

E. Reports.

All cases of examination malpractice reported by the Examination Committee will be forwarded to Examination Malpractice Committee for investigation to ascertain and make Recommendations on further necessary action. Concerned students are summoned to defend themselves. After thorough investigation, the Examination Malpractice Committee shall present its report to the Academic Board for consideration. All examination malpractice shall be dealt with as appropriate and as prescribed by the Academic Board. Sanctions deemed appropriate by the Academic Board is given.

F. Examination Results

i. Marks and Marked Scripts

All Marks and marked scripts shall be forwarded by the examiners to the Head of Department who will compile, and forward the marks to the Dean of School for the consideration of the School Board of Studies. Marked answer scripts shall remain with the Head of Department for 2 years before disposal.

ii. Consideration of Results by the School Board of Studies

The Dean of School shall convene the meeting of the School Board of Studies to consider departmental results and later send the recommended results to the Academic Affairs Office.

iii. Approval of Results by the Academic Board

The Academic Affairs Office shall check the departmental results and forward them to the Academic Board for consideration and approval.

iv. Release of Result

The Academic Affairs Office shall release the result after approval by the Academic Board.

G. Petitions and Examinations

- i. A student may petition if he/she has justifiable reasons or proof that his/her academic performance has been wrongly assessed in a course, test, or course work that forms part of the semester/Diploma Examinations.
- ii. A student forwarding a petition shall state his/her case in detail and refer to or attach all relevant facts and documents.
- iii. The result of any petition shall be communicated to the petitioner in writing within two months of its receipt.
- iv. The petition shall be forwarded on payment of (Two thousand, Five Hundred Naira only) N2,500.00 per subject (or as determined by the Academic Board).
- v. Any petition received one month after the date of release of results of that particular examination shall not be entertained.

H. Procedure for Obtaining Academic Transcripts

- i. Academic transcripts shall not be sent to any individual student or any employer but only to institutions of higher learning or scholarship boards on request.

- ii. A request for academic transcripts shall be honoured only on payment of N7,800.00 for locally bound or N14,800.00 per copy of transcripts to foreign countries.
- iii. The payment shall be made via prescribed channels given by the Bursar after which the student shall receipt and forward to the Academic Affairs Office for processing and postage of transcript within Nigeria or overseas respectively.
- iv. The request shall normally be made in writing to the Academic Affairs Office either by the student or the institution of higher learning / scholarship board.
- v. The full name and address of the institution or scholarship board should be stated so that the Polytechnic can send the transcript direct to the institution or scholarship board.
- vi. The transcript is prepared by the Academic Affairs Office.
- vii. Request for academic transcripts to institution/scholarship boards attracts the appropriate fees of multiples of N7,800.00 or N14,800.00. For an academic transcript is for only one institution/scholarship board etc.

Examination rules and regulations

Part 1: General Definition of Terms

In these regulations:

- a. **Examination:** “Examination” means any activity required by the Academic Board of the Federal Polytechnic, Ede in the evaluation of students in a programme of study. This may take the form of written papers, oral examinations, practical, field work, studio, workshop, submission of projects or any combination of these. Continuous Assessment, or any form approved by the Academic Board,
- b. **Session:** Session means an academic year as determined by the Academic Board;
- c. **Semester:** A period of study normally consisting of 15 contact weeks of lectures,
- d. **Course:** Means collection of related topics allocated specific Unit(s).
- e. **Course Unit:** Course Unit is defined as equivalent to 15 hours of lectures or tutorials or 45 hours of practical work or another equivalent assignment per semester.
- f. **Repeated Course:** Means a course which a student registered for, takes its examination and fails.
- g. **Course Arrears:** Means any course in a semester which a student fails to register for.

- h. **Continuous Assessment:** It constitutes class test, practical exercise, laboratory reports, etc prescribed for each course and carries 30% of total mark; except otherwise as approved by the Academic Board.
- i. **Pre-Requisite:** This is a course which is essential to the understanding of another course.
- j. **Grade Point Average:** It is the average of grade point obtained in the courses taken in any semester.
- k. **Outstanding Course(s):** Are repeated courses and/or course arrears
- l. **Probation:** Means a status granted to a student whose academic performance falls below acceptable standard.

Notwithstanding any provision to the contrary in these regulations, the Academic Board shall reserve the right to decide any case in all circumstances and to give interpretation to any section of these regulations.

Part II: Structure of Diploma Programmes

a. Full-Time Diploma Programme:

- i. The full-time Diploma programme shall be of 2 levels, ND I, ND II or HND I, HND as the case may be with a period for industrial training.
- ii. The duration for the Students Industrial Work Experience Scheme (SIWES) shall be 3-4 calendar months.
- iii. Except under exceptional circumstances, all students qualified for SIWES must proceed for the same at the end of Second Semester of the first year of programme.

b. Part-Time Diploma Programme: The part-time diploma programme shall be of 3 tiers tagged ND (PT) YRI, ND (PT) YRII and ND (PT) YRIII as the case may be.

Part III: Course Registration

- a. All registration for courses in the Polytechnic must be completed within the first three weeks of the Semester. Late registration which starts 2 weeks after resumption shall last for another two weeks and attract a fee to be determined
- b. Adding and dropping of courses must be done within the first five weeks of registration with the approval of the Department.
- c. A student who fails to register within the stipulated period would be deemed to have voluntarily withdrawn from the Institution.

Part IV: Assessment

- a. The performance of a student in a course shall be measured in term of Continuous Assessment and on end of Semester Examination.

- b. Continuous Assessment shall be based on the following procedure:
- i) **Theory course**
 -) Class test – 20%
 -) Class quiz/assignment – 20%
 - ii) **Practical Oriented Course**
 -) Class test – 20%
 -) Practical – 20%
 - iii) **Practical Workshop**
 - Field/Studio weekly works – 20%
 - Class test studio – 20%
 - Assignment – 20%
- c. An incomplete Grade “1” shall be recorded for a particular course for whose examination the student is absent on genuine grounds. Both the lost grade point and the Semester Courses Units shall not be reflected in the computation of the GPA/CGPA.
- d. Continuous Assessment Scores would be displayed a week to the commencement of semester examination. All complaints about Continuous Assessment Scores should be made known to the Head of Department before the semester examination. Any complaint on Continuous Assessment received after the commencement of semester examination shall not be entertained.
- e. Course in progress ”1W” shall be recorded for a course which last for more than one semester.
- f. For project work, “1” can be reflected under grades at the end of the semester for incomplete project at the time of consideration of result.