



Landmark University



Student Handbook

..Breaking New Grounds..



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WELCOME MESSAGE FROM THE CHANCELLOR
RECONSTRUCTING DESTINIES
-The Power of Exposure

As we set out to witness the beginning of what promises to be another great University, it is my pleasure as Chancellor, to welcome you to a Royal Academy where Kings and Queens are raised. Landmark University was founded to provide a context where a self-reliant and solution-driven mentality is inculcated in our students. It is a place where human development issues are core and are inextricably woven into the academic curriculum. Our objective is to raise the awareness of our staff and students towards leadership and positive mentality. We lay emphasis on these for the enhancement of their self-worth and dignity.

Our Vision as a University is ***“to be a leading world class university, by spearheading an agrarian revolution on the African continent through the exploration of hidden treasures in the mother-earth thereby restoring the dignity of the black race.”*** “Our commitment is to raise the modern day Josephs, Moses, Esthers, Nehemiahs of our great continent. Our mission is to empower students towards national reconstruction, reconciliation, socio-economic development and restoration of human dignity by driving a change philosophy via the vehicle of higher education.

Our disciplinary stance as a University is to guarantee the release of quality graduates at the end of their stay as students in this citadel of learning. The requirement of worthiness in character and learning in preparing solution-providing leadership for our continent and our nation is a task and therefore we will do all in our power as enabled by God to “tend”, “water” and “fertilize” the “gentle plant” that is symbolic of the Landmark student. However, we will also weed the 'suffocating tares' in this 'academic Garden of Eden'. We are committed to raising an army of Reformers.

According to George Washington, “Discipline is the soul of an army, making small numbers formidable procuring success to the weak and esteem to all”. We vow to maintain discipline as our watchword.

For you to maximize your adventure as a student of Landmark University, you must of necessity gain knowledge on how to get the right things done at the right time. This is because if one does not get exposed to the right ideas and values, one may find it difficult to excel. Excellence is a product of exposure. It is always a requirement that a man of purpose will maximize his adventure in life. Isaac Newton said, ***“If I have seen any further, it is because I stood on the shoulders of those who went ahead of me”***. That is why no price will be too much to pay for exposure. Let us recognize fathers who have made marks in our field and go after them, so as to enhance our rate of accomplishment and worth.

Landmark University is a home away from home and in our *in-loco parentis* role, we speak and impact value on our students. As a centre of unlimited opportunities and possibilities, without proper exposure and alignments, a student will not maximize the benefits that the University offers.

In the light of the various challenges we face as a nation and continent, we are in dire need of world changers who will be changed through exposures to take charge of the destinies of men and make changes that they want to see happen. Landmark University is a centre where such men and women are groomed and that is why you must maximize the benefits of your studentship privilege. I am confident that you are indeed the chosen of God to ensure that the fallen walls of our nation are rebuilt and made to stand upright! Make the best of your time at Landmark University and ensure that every day counts towards helping to actualize your vision of becoming a new generation leader that you were born to be.

Once again, I welcome you all to an exciting adventure at Landmark University – the birthplace of Kings and Queens of our new generation, a Royal Academy. It is my prayer that your great dreams will find absolute fulfilment as you go through our unique production line in the name of our Lord Jesus Christ, God bless you.

Dr. David Oyedepo, (Ph.D.)
Chancellor

A WORD FROM THE VICE-CHANCELLOR

Landmark University represents one major step in the transformation agenda of the World Mission Agency, the umbrella organization of our parent body, the Living Faith Church. The institution is a breeding ground for an army of patriots committed to uplifting mankind in all ramifications. It is a centre of excellence for raising sound minds that would address the myriads of challenges confronting the human race. At Landmark, ours is a drive towards restoring and molding destinies, and bringing hope to a battered generation. Therefore, I welcome all students on board this great ship to a voyage of recovery and redemption, to a life-transforming experience meant to positively impact your generation.

In this journey, we have entered into a contract with God and humanity to jealously guide our spiritual base in all our dealings. Therefore, as the arrow head of our seven core values, we shall be guided in our day-to-day activities by the noble and enduring truth in spirituality. Consequently, I enjoin you to walk in the fear of the Lord, as a primary responsibility in life. Adhering to this guiding spiritual principle will help you to obey the rules and regulations in this Handbook willingly and enthusiastically, and in doing so, build up yourselves and your careers.

Let me stress, for purpose of emphasis, that the rules in the handbook are meant to inform, direct and guide. They are also designed to regulate your conduct. The prescriptions are simple and straight forward, and the proscriptions have been made very clear. Ensure that you avoid infractions of these golden rules designed to elicit the best of your potentials.

The investments of the proprietors in providing the University with the required infrastructure are enormous. The serene atmosphere and standard facilities have been put in place to ensure that learning is made conducive, and distractions in whatever form are eliminated. Therefore, as privileged stakeholders, we must ensure that these facilities are not violated but jealously guarded by putting them to good use.

Landmark University is poised to offer you the best opportunity for a life-changing experience. Take advantage of the crop of dedicated faculty and staff in the University in advancing the frontiers of your academic career. Ensure that you maximize the benefits in the in-loco-parentis responsibilities these officers have to offer you throughout your stay in the University.

At the end of your studentship, I am confident that the University would have succeeded in making you entrepreneurially self-dependent, socially relevant to the society and a role model to your generation. I admonish you to release yourselves wholeheartedly for this unique and rare opportunity to be on this ship, and it is an adventure you must not take for granted. By so doing, the great investments of the proprietors, your parents, and above all, the grace of the Lord Almighty that brought you to Landmark University would have been preserved.

Professor Aize Obayan
Vice-Chancellor

Quotable Quotes on Leadership

- *There is no speed you can make in the wrong direction that can take you to your destination, it will only take you farther away* - Bishop David Oyedepo.
- *Destiny answers absolutely to personal responsibility and it is not just about kick-off but about sustenance-* Bishop David Oyedepo
- *Everything that works, works in the hands of people that work.* - Bishop David Oyedepo

- *Leadership is impossible without a guiding vision and a purpose that generates passion for accomplishment.* - Myles Munroe
- *A leader must have a proper estimation of himself in Jesus Christ* - Myles Munroe
- *Most people don't lead their lives they accept their lives-*John Maxwell
- *He who waits to do a great deal of good at once, will never do anything* - Samuel Johnson
- *Be determined for a departure in order to build a future.-* Bishop David Oyedepo
- *Self-discipline is not a gift, neither can it be imparted; it is an individual choice made for the purpose of accomplishing a given task.* - Bishop David Oyedepo
- *True leadership cannot be divorced from the basic qualities that produce good sound character* - Myles Munroe
- *The quality of your character is the measure of your leadership effectiveness* - Myles Munroe
- *It's very difficult to be a representative of God if you are prejudiced* - Myles Munroe
- *To be informed is to be transformed, to be uninformed is to be deformed.* - Bishop David Oyedepo
- *Leadership is taking the lead and not occupying a seat.-* Bishop David Oyedepo

CHAPTER ONE

OUR VISION

To be a leading world class university, by spearheading an agrarian revolution on the African continent through the exploration of hidden treasures in the mother-earth thereby restoring the dignity of the black race.

OUR MISSION

- i. Raising a generation of solution providers through a qualitative and life-applicable training system that focuses on value and creative knowledge
- ii. Raising a new generation of leaders through a broad-based qualitative education built on sound biblical principles culminating in the birth of breadwinners, job creators and world changers
- iii. Raising an army of reformers who shall redeem the battered image of the black race and restore her lost glory as these well-equipped graduates begin to build the old waste, repair the wasted cities and raise the desolation of many generations as *Pathfinders*.

OUR FOUNDING PHILOSOPHY

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

- i. Facilitating the Proprietors conviction on the urgent need to discover, develop and engage the great human and natural resources potentials of the nation.
- ii. Focusing the University's learning efforts around the urgent need to minimize national poverty occasioned by a limited translation of received and acquired knowledge into tangible and quality output through strategic interface with research and development.
- iii. Facilitating the realization of the Promoters' convictions that the heavy investment warranted by this establishment decision will enable wider attention and deeper effect to the achievement of the prime objectives of developing the nation's human and natural resource capacities.
- iv. Giving fulfilling consciousness to the black man in terms of taking up personal responsibility for growth and development on the basis of his rich endowments.

THE NAME: LANDMARK UNIVERSITY

The name "**Landmark**" was inspired from the compelling establishment purpose which is to advance learning through research by "*breaking new grounds*" of knowledge and innovation. Names are significant because individuals and corporate entities answer to their names. They remind not only the bearers but also the corporate operators, leaders and stakeholders of the institutions establishment purpose. From this understanding of purpose, they are able to check if the University is truly breaking new grounds of knowledge through research or not.

The institution shall be a degree-awarding conventional University and shall focus on making ground-breaking contributions in the fields of agriculture and engineering and other related fields in terms of advanced research, improved production methods, and greater yields; not only in Agriculture but in every area of learning affecting human productivity.

Landmark University is being established to make landmark contributions to knowledge in order to secure increased comfort for humanity by "*Breaking New Grounds*" in teaching, research and community service as she engages the strategy of promoting collaboration between related disciplines as a conventional university.

DEFINITION OF A STUDENT

A student in Landmark University is anyone who has been duly registered having met all the

requirements for admission to a programme of choice in the University and is actually involved in all Academic and Non Curricular activities on campus. Such a person must be duly matriculated.

Such a person is also expected to be fully resident on Campus except otherwise declared either by termination/cessation of studentship or official policy declaration by Management, sequel to completion of programme or imposed penalty as contained in the Students' Handbook. If in the course of the Semester or Session a student is suspended, such a student shall lose all rights of studentship for the period of suspension.

DEVELOPMENT PROCESS, LEADERSHIP DEVELOPMENT, MENTAL DEVELOPMENT, SUCCESS CONCEPTS AND WORK ETHICS THE TOTAL MAN CONCEPT

The *Total Man Concept (TMC)* is Landmark University's custom-built programme that constitutes the core concept of its academic programmes. This concept centres on '*developing the man that will develop his world.*' It is designed to make the student become intelligently conscious of his environment and thus be able to maximize his potential. The programmes of the University are first directed at '*the person*' before '*his profession*'. In this way, the University will raise a generation of experts who should possess a great capacity to face and manage challenges. The TMC programme centres on three components. Students in Landmark University will be rigorously drilled in the three components of the human personality: *the spirit, the mind, and the body*, in order for them to identify their personalities and develop acceptable behavioural standards within the society.

The Spiritual Man

Spiritual development is to us a major force for the evolvement of the **Total Man**, as mental excellence and understanding are generated through the vital force in man, which is the Spirit of God and the Spirit of Intelligence. As a University sponsored by a Christian Mission, character formation is considered as a spiritual issue that is instilled by self-discipline and commitment to the principles enunciated by our **Lord Jesus Christ**. With Jesus Christ as the example of the perfect personality, **Landmark University** encourages her students to evolve a life patterned after our Lord and Saviour.

The mission of the **Holy Ghost** constitutes the basis of Spiritual Development. Landmark University provides opportunities for spiritual development through various avenues, including spiritual formation programmes and counselling, and also by creating leadership opportunities.

The Physical Man

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

We actively encourage students to take part in sports and sporting activities, as well as in programmes that lead to the evolution of a spiritual mind, as against a reprobate mind. Both body and mind must develop along the line charted by the spirit, being the third component of man's personality.

THE TOTAL GRADUATE

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

OUR OBJECTIVES

The objectives of the University are to:

- (a) provide facilities for learning and give instructions and training in such areas of knowledge that will produce sound and mentally equipped graduates, who will provide intellectual leadership in academic institutions, industry and the public sector through the **Total Man Concept** approach;
- (b) develop and offer academic and professional programmes leading to the award of diplomas, first degrees, postgraduate research and higher degrees, which emphasize planning, adaptive and technological maintenance, and developmental and productive skills;
- (c) promote by research and other means, the advancement of knowledge and its practical application to social, cultural, economic, scientific and technological problems;
- (d) encourage and promote scholarship and conduct research in all fields of learning and human endeavour;
- (e) disseminate scientific and technological knowledge among scientists, researchers, industries, trade services and other bodies;
- (f) relate its activities to the technological, scientific and socio-economic needs of the people of Nigeria and to undertake other activities appropriate for a University of the highest standard.

OUR CORE VALUES

Our *Core Values* of *Spirituality, Possibility Mentality, Capacity Building, Integrity, Responsibility, Diligence* and *Sacrifice* define our commitment to excellence. Landmark University is committed to transforming students into expert thinkers, solution providers, innovative managers and resourceful technocrats in all fields of learning.

Our Core Values are the defining components of the Landmark University Vision, and they reflect our beliefs in the encrypted truths that firmly define our purpose and the underlining ethos for our existence as a University.

As a University, we strongly uphold the practices embedded in our Core Values, and strive to integrate these values into all facets of our functions and operations as a University. We expect that students of Landmark University will visibly demonstrate and integrate the virtues embedded in these Core Values in their daily conduct as students who are being raised along the Vision lines of raising a new generation of Leaders for the Continent of Africa on the Total Man Concept driven developmental platform.

Spirituality

This forms the bedrock of our existence as a University and defines every aspect of our operations and context. The Christian ethos under guard our activities and conducts at all times, and every student of Landmark University is expected to exhibit character traits and dispositions of a Jesus-centred heritage. The Jesus - factor centred approach to all issues is non-negotiable and central in the pursuit of our mandate in raising a new generation of leaders and in the realization of the objectives of our purpose. To this extent therefore, students will be committed to maintaining a high level of spirituality and shall act in such manner as to facilitate their spiritual growth as well as work out ways to evolve and implement a spiritual development plan. Attendance at Chapel Services is a compulsory part of students' spiritual development where a Bible and notebook are essential kits for the service. Students are expected to demonstrate a deep reverence for God at all times.

Possibility Mentality

Students of Landmark University are expected to exhibit a royal carriage, attitude, habits and character, exuding self- confidence and dignity at all levels via mode of communication, interaction and general conduct. They are expected to see themselves as persons of worth and value, taking pride in their uniqueness as individuals with a positive mind-set devoid of any trace of inferiority but an overarching belief in self and nation as well as articulating their core purpose as individuals and a possibility mindedness directed towards its positive achievement and

contribution.

Capacity Building

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

Integrity

Students of Landmark University are expected to demonstrate traits of honesty, uprightness and trustworthiness at all times. They must ensure that they are accountable persons, whose words are their bond, transparent and open in all their dealings. They shall flag truth as a virtue at all times particularly in their conduct, and also integrity in matters of conduct during examination, obeying the rules and regulations of the University, being spiritually sound, morally upright and having a good conscience are indications of integrity.

Responsibility

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

Diligence

Students of Landmark University are expected to be strongly committed to their assignment. We expect that they will extol the virtues of hard work and deliver qualitative output and constantly strive towards excellent attainment of high standards in all they do. We believe that commitment is the greatest qualifier for attainment, hence our celebration of this trait in preparing students for leadership responsibilities, post-graduation.

Sacrifice

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

Strict Adherence to Landmark University Core Values

All students are expected to *adhere strictly to the University's Core Values in their day to day operation or activities within or outside the University*. Any violation or contravention of all or any part of the Core Values shall attract stiff penalty ranging from warning to expulsion from the University depending on the severity of the violation.

LANDMARK UNIVERSITY CAMPUS

The University operates with a specific mandate to revolutionize the educational context of Africa and is best described as an education learning centre.

The context of Landmark University is morally and spiritually-holding, with a well-stocked library, state-of-the-art laboratories and an excellent road network. Our Mandate is to pioneer excellence, along the parameters of teaching, research, performance, community impact and scholarship.

The University campus is an ultra-modern new generation campus. Its luscious lawns, beautifully planted gardens and architectural masterpiece buildings, provide a unique, stimulating and empowering context for inspiring research and creative activities. Landmark University is fully residential for both staff and students. At Landmark University there are

ample opportunities for informal interaction between faculty and students thereby creating a special ambience for living and learning.

Facilities in Landmark University include:

(A) 1st College Building

Completed in the year 2010, it is a three-storey office complex of floor area totalling 5,543m². The building opens into a large well-packaged Reception Hall on the ground floor, adjacent to where a panoramic elevator services all the floors, complemented by strategically positioned stair halls. The building comprises of over 60 staff offices, Professorial Offices, Drawing Rooms, well equipped Engineering and Science Laboratories, Classrooms, utility spaces, beautiful courtyards, conveniences etc.



(B) 2nd College Building

The College of Business and Social Sciences building is relatively the largest single building on the entire Campus as at 2015. It is popularly referred to as ‘new college building’. With a Total floor area of 9,445m², it accommodates 32 Classrooms, 8 Seminar rooms, 90 Staff Offices, 3 Lecture theatres, 7 Courtyards, Research Rooms, Laboratories and Conveniences.



(C) Halls of Residence

The University currently has on its campus, eight (8) Halls of Residence comprising 4 male halls and 4 female Halls, with a total of 4584 bed spaces. Four (4) of the buildings are 4-storey building of 7 separate wings, with two (2) being a total of 198 rooms each, and the other two (2) has 200 rooms each. Also, there are four (4) one-storey buildings each of 182 rooms. The four-storey Halls, viewed from the top, are finger-shaped. It has two of its accommodation wings on the approach elevation, separated by an entrance/reception on the ground floor.

In each of the eight (8) Halls of Residence, are ancillary spaces such as common rooms, butteries, tuck shops, telephone rooms, beauty/barber's salons, and other administrative offices. All Landmark University Students are fully residential in the Halls of Residence.



(D) Residential Quarters

i. Two-Bedroom Apartments

There are **128 units** of the two-bedroom apartments, made up of Sixteen blocks of eight flats. These are meant to take care of housing needs of intermediate teaching and non-teaching staff. Each flat has provision for living room, dining area, kitchen, toilet and bath.



(ii) Senior Staff Quarters

Currently, the University has **60 units** of this type (all rooms en suite) in **12 blocks of four flats** with provisions for living room, dining section, kitchen and store. They are designed for senior teaching and non-teaching staff.



(iii) Sabbatical Staff Quarters

The sabbatical staff chalets is a four number 2 bedroom Chalet terrace apartment, a total number of 3 blocks of one storey. Each block occupies a floor area of 372m². Some major spaces are as follows: Veranda, Living room, Dining, Kitchen, Store, Two bed room (en-suite), Visitor's toilet, and Kitchen Yard.

(iv) The Professor's Quarters

There are **20 blocks of duplexes** built en suite, with the following spatial provisions: family lounge, main lounge, kitchen, dining area, visitor's room, master bedroom, guest toilet, study and two other bed rooms. The environment is further endowed with plush lawns and beautiful walkways.



(E) Engineering Workshop

The Engineering Workshop is a one-storey building covering an area of 5,500m². It consists of six standard workshops, seven lecture rooms, and 14 Executive offices (attached with Secretary's offices and conveniences). Also, there are two standard laboratories and one seminar/conference room.



(F) Landmark University Guest House

This caters for the guests of the University who come in from time to time for official meetings. The Guest House is a 2 Floor facility, consisting of two double executive rooms, and 60 standard rooms (all en suite), with posh rugs, air-conditioned, and equipped with plasma television sets, providing 24-hours satellite cable facility.



The Guest House also has one Conference Room, Dining/Restaurant, Laundry Room, Gymnasium, and offices. The living room in the mini suites are provided with full upholstery easy settees with a Kitchenette each to go with it. The Guest House also provides accommodation for persons from the external context who may need a place to rest for the night, provided they are ready to abide by the rules governing the use of the facilities.

(G) Landmark University Multipurpose Hall

The Landmark University Multipurpose Hall is an ultra-modern architectural masterpiece, situated in the heart of the University campus. It has a sitting capacity of 1,500. In addition to the Hall being used as a centre for the students' spiritual development, it also serves as a lecture venue for University-wide courses.



(H) Cafeteria

There is a Cafeteria outlet on the University Campus, centrally situated beside the Multipurpose Hall. It has a capacity for **2,500** students, dining at the same time. It is an expansive free-space structure, roofed with a parabolic lattice steel frame covered with aluminium sheets of that shape, to suit the curvature. There are three restaurant outlets on the ground floor the Cafeteria, providing a variety of menu to meet the different tastes of their student clientele. A section has been carved out on the upper floor, for members of faculty and senior administrative staff.



The Cafeteria is strategically located to take care of staff and students.

(I) Centre for Learning Resources – The University Library

The University's Centre for Learning Resources (CLR), otherwise known as the University Library, is an information-age learning centre. It is the research nerve centre of the University. It is strategically located in the College building. It is able to accommodate up to – readers and about – research staff and students.



(J) Landmark Primary and Secondary Schools

There are also established on campus both primary and secondary schools to take care of the interests of faculty, staff and the external environment. The schools, which are of international standards, have full complement of academic and non-academic staff and modern facilities. The schools are to ensure that faculty and staff carry out their duties with minimal distractions occasioned by the educational demands of their wards. In the secondary arm are full boarding facilities.



(K) The Landmark University Tennis Court



HALLS OF RESIDENCE SPORTS CENTRE

Landmark University has put in place a well-rounded programme of sporting and athletic activities on the campus under the able supervision of seasoned coaches. The Sports Complex though still under construction is located on the left hand side of the main entrance to the University. Currently provided for both staff and student recreation are the following facilities which are located both at the Stadium complex and around the halls of residence: a Football Pitch, one Tennis Court and one Volley Ball court.

(N) Infrastructural Facilities

These include the campus water works, comprising of ten Industrial boreholes, two large overhead tanks, underground reservoirs, a water treatment plant and about six 500 KVA mainly CAT generators which supplement the public Power Holding Corporation of Nigeria (PHCN) power supply, fibre cable for telephone to buildings, and a central sewage treatment plant. The campus premises is laid with tarred roads and concrete drainage.

ADMISSION POLICY

The undergraduate academic programme of the university is focused on raising a new generation of leaders equipped in their total personality to positively influence their community and restore hope to the citizens of their nations and to mankind in general.

Coming To Landmark University

Your grade and test scores help us to assess your academic potentials, but they are not the only basis for assessing a candidate's admissibility. As a Christian Mission University, intending students of the University must be God fearing. They must love Him and be unreservedly committed to obeying Him.

Prospective students are expected to demonstrate in all their conduct the Core Values of the University – Spirituality, Possibility Mentality, Capacity Building, Integrity, Responsibility, Diligence and Sacrifice. In our screening of prospective students these requirements are tested.

Undergraduate Admission Requirements

The minimum entry requirements for admission into Landmark University are credit level passes in 5 subjects at the SSCE/GCE O' Level/NECO ABTEB or its equivalent obtained at not more than two sittings. The subjects passed must include English Language, Mathematics and other subjects relevant to the proposed course of study.

Candidates are also to note that there are other requirements that may be specific to a College and/or a Programme.

UTME PREREQUISITES

Candidates applying to Landmark University should note the following:

i) Candidates must have sat for the current year Unified Tertiary Matriculation Examination (UTME) of the Joint Admissions

Matriculation Board (JAMB) and attained the prescribed cut-of marks as a statutory requirement for entry into Nigerian Universities.

ii) Applicants are strongly advised to ensure that their UTME subject combination qualifies them for their chosen programme in Landmark University.

iii) Candidates who did not choose Landmark University in the current year UTME are free to apply for admission into the university.

iv) In addition to the above, the University conducts a Landmark University Scholastic Aptitude Screening (LUSAS) exercise for all candidates seeking admission into the University and applicants may not be admitted without fulfilling the demands of the screening exercise.

International Admissions

Our mandate involves a revolutionizing of the educational landscape of Africa by driving quality at the cutting edge.

Landmark University is a vision-birther, vision driven University established in the footsteps of world-renowned institutions like Harvard, Yale, Princeton, and Duke. The founding philosophy and pillars of Landmark University are deeply rooted in biblical principles and are directed towards effecting a change that will advance humanity and restore dignity to Africa. An international student in Landmark University is defined as any intending student applying to the University for Admission Consideration who is not a citizen of Nigeria or a Nigerian who wants to come into the University from a foreign land. To be eligible for consideration, applicants must fulfil the following requirements:

1. Obtain, complete and send an admission application form.
2. Submit statements of results/certificates of secondary school education with application form. Your High/secondary school result/certificate must satisfy the minimum academic entry requirement for your desired programme.
3. Attach a letter of reference from your Pastor/Imam/Priest with completed application form.
4. Also a scanned copy of International passport is required
5. LUSAS is also conducted online for all foreign applicants
6. **Application forms for International Applicants can be completed online at a fee of \$100, payments can be made through money order in favour of Landmark University. For further enquiries and how to obtain the application form, kindly visit www.admission.lmu.edu.ng.**

The University conducts comprehensive medical tests for all Students at the point of entry and exit, to and fro the University. Each student is expected to undergo such tests.

RESUMPTION CLAUSE

All students are expected to comply with stated resumption dates as announced by the University management at the last general assembly. Any student who refuses to resume on the set date of resumption, except for cases of ill health, financial constraints bordering on payment of fees, and similar mitigating circumstances, which must have been duly reported formally to and approved by the Dean, Student Affairs prior to resumption, shall be liable of violating the RESPONSIBILITY CORE VALUE; and shall be made to face the consequent penalty, ranging from warning to expulsion depending on the severity of the violation.

STUDENT ACADEMIC INFORMATION

Landmark University runs the Course Unit System. This simply means that courses offered in the university are quantified in units. Courses run on semester basis. Each academic session is divided into two semesters. These are:

- Alpha Semester
- Omega Semester

Each semester consists of fifteen (15) teaching weeks and two (2) weeks of examination.

i. STATUS OF A COURSE

A course is classified into three categories

Core or Compulsory courses include those that must be offered unconditionally and passed.

Required courses are those registered for at departmental level and must be passed.

Optional or Elective courses include those that may be offered to make up the minimum number of credits to be passed in order to graduate.

ii. GRADING SYSTEM

Each course has three grading components. These include:

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

See below for the tabular picture of these grading components.

PERCENTAGE SCORE	LETTER GRADE	POINT GRADE
70 -100	A	5
60 - 69	B	4
50 - 59	C	3
45 - 49	D	2
0 - 44	F	-

iii. GOOD OR NOT IN GOOD STANDING CLASSIFICATION

In Landmark University a student is considered to be in Good Standing or Not in Good Standing based on his/her standardized Cumulative Grade Point Average (CGPA). Any student whose Cumulative Grade Point Average (CGPA) is below 1.0 at the end of an Academic session is adjudged not to be in Good Standing and shall be required to automatically withdraw from academic pursuit in the University

PROMOTION CRITERIA

At the end of every Omega Semester examination, the following criteria are used to determine a student's academic status and whether or not he/she would promote to the next academic level:

GOOD STANDING

1. Clean Bill: A student is said to have a clean bill if he/she is having a CGPA greater or equal to 2.0, with no credit failure.
2. Proceed with Carryovers: A student in this category will have a CGPA greater or equal to 2.0, but with credit failure lesser or equal to 15.
3. Proceed on Probation: A student will be promoted on probation if he/she is having a CGPA greater or equal to 2.0, with credit failure greater than 15 but lesser or equal to 20. He/she is in good standing.

NOT IN GOOD STANDING

4. Repeat: A student in this category is NOT in good standing, because he/she is having a CGPA greater or equal to 1.0, or with credit failure greater than 2.0. Such student is asked to repeat on the condition that he has not been earlier asked to repeat.
5. Advised to Withdraw: If a student is in the category stated in "4" above and he/she has to repeat again, he/she is advised to withdraw from the University. Also, if a student is having a CGPA lesser than 1.0, he/she is advised to withdraw from the University whether or not he/she had earlier repeated.

iv) GRADUATING RESULT CLASSIFICATION

Classification of degree is based on standardized Cumulative Grade Point Average (CGPA) as shown below. Landmark University offers only Honours degrees. The result is classified into four main classes (*First Class Honours; Second, Class Honours (Upper Division); Second Class Honours (Lower Division); Third Class Honours* as specified in the Table below. This in effect means that the pass degree is not entertained at Landmark University. Students who cannot meet the minimum standard prescribed for graduation are automatically withdrawn from the University.

S/N	LETTER GRADE	CUMULATIVE GRADE POINT AVERAGE
1.	FIRST CLASS HONOURS	4.5 – 5.0
2.	SECOND CLASS HONOURS (UPPER DIVISION)	3.50 – 4.49
3.	SECOND CLASS HONOURS (LOWER DIVISION)	2.40 – 3.49
4.	THIRD CLASS HONOURS	1.50 – 2.39

CHAPTER TWO

REGULATIONS ON STUDENTS CONDUCT AND DISCIPLINE

- a) A high standard of personal discipline and integrity is expected of every student of Landmark University. Each student is expected to conduct himself/herself peaceably in espousing any charges he/she may consider necessary. Landmark University regards all acts of un-ethical, immoral, dishonest or destructive behaviour, as well as violations of University regulations, as serious offences. It is the responsibility of each student to know these regulations.
- b) All members of the Landmark University Community are to obey the laws of the nation and to embrace the demands of mutual co-existence with their neighbours. Each member should recognise that, as he/she values the rights and freedom for himself/herself, so also is he/she expected to respect the rights and freedom of others.

c) The Disciplinary System:

Under the University Act, the power to discipline students caught violating the University's rule and regulations is vested in the Dean, Student Affairs and the Students' Disciplinary Committee (SDC). The Dean is the Chairman of the Student Disciplinary Committee which has the general function of dealing with individual cases of indiscipline and misconduct.

There is also an Investigating Committee within the Student Affairs Department which has the function of investigating all alleged offences and submitting its report to the SDC. Thereupon due notification of the alleged act of misconduct is given to the defaulting student who shall acknowledge the receipt of the notification. Whatever decision reached by the SDC is then communicated to the student.

The Dean, Student Affairs operating as Chairman-in-Council, has the prerogative to deal decisively and with utmost precision with all minor disciplinary issues where-in a defaulting student pleads guilty of the alleged misconduct and waives an administrative hearing.

A defaulting student who commits a minor act of misconduct and admits his/her guilt might not be brought before the SDC, but the appropriate sections of the Student Handbook and the University regulation violated shall be quoted explicitly to him/her with the minimum penalty apportioned.

d) Students Disciplinary Committee-Composition and Terms of Reference:

Membership:

- * Chairman/Dean of Students Affairs
- * Two members of Staff from Student Affairs Department
- * Two Representatives of the Chaplaincy
- * One senior academic representative of each of the Colleges
- * A representative of the University Legal Office
- * A Representative of the Student Council
- * Any other 2 staff members appointed by the Chancellor in attendance: (as occasion demands)
- * Hall Officers and Head(s) of Department of affected Student(s)
- * Examination Officer
- * Chief Security Officer

The Terms of reference of the Committee shall be:

- * To deal with disciplinary cases involving students in all matters of rules and regulations presented in the Student Handbook and in respect of other policies, instructions and directives of the Senate, the Executive Council or the Board.
- * To make recommendations to the Executive Council, the Senate, and the Vice- Chancellor on the nature of offences and the prescribed punishment for the disciplinary cases brought before the committee.
- * To make recommendations to the Executive Council, Senate on any matter that could be in

the interest of the proper discipline of students of the University.

- * To review cases already concluded as may be directed by the Executive Committee/Senate or when fresh information not available as at the time of the initial conclusions were reached, are acquired.

Quorum:

For any sitting of the SDC, four members shall form a quorum provided any two of the following: Chairman, the Dean of Student Affairs, and the Chaplain, shall be among them.

OFFICIAL DIRECTIVES

Within the University, authority is delegated specifically to some individuals and some official bodies to direct the action of other members of the University, in fulfilment of legitimate purposes and functions of the institution. Students shall comply with the directives of University Officials, exercising assigned duties amongst which are the Revolutionary Squad, Vigilante group, the Faculty Support Programme and any other official bodies which the University may delegate responsibilities from time to time. Violation of or non-compliance with such official directives shall be treated as *Gross Insubordination* and shall attract suspension or expulsion from the University.

PROCEDURES AND PENALTIES

Short Explanatory Notes on Procedure

a. In deciding a case, the SDC acting in Council or at any meeting shall consider the following:

- Nature of the offence.
- Gravity of the offence
- The punishment prescribed for the offence
- Frequency of the offence in the University
- Character of the offender (whether there have been similar or other offences).
- Position of the offender among his co-offenders.

b. Procedure for Handling Cases of Examination Misconduct.

For uniformity of approach, cases of Examination Misconduct shall also be considered by the Student Disciplinary Committee.

c. Procedure for Handling Cases of Misconduct e.g. Unruly Behaviour, etc.

Such cases emanating from Academic Departments or Halls of Residence shall be reported directly to the Dean, Student Affairs, who will set machinery in motion for effecting the appropriate disciplinary action by **the SDC**.

Any member of the University community (Student, Faculty, or Staff) or visitor to the campus may bring a complaint to the attention of the Student Disciplinary Committee, through the Office of Dean, Student Affairs. The jurisdiction of the SDC extends to allege misconduct that takes place on University owned or controlled property; at any University-sponsored event; or at any location where their conduct has a significant impact on the mission and well-being of the University community.

d. FILING COMPLAINTS

Complaints may be filed by any student, faculty or staff member of the University or visitor to campus against any student(s) or recognized student organization. One can file a complaint with a staff member in the Student Affairs Department or directly to the Office of the Dean, Student Affairs.

i. Revolutionary Squad

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

WHAT HAPPENS AFTER I FILE A COMPLAINT, OR, IF A COMPLAINT IS

FILED AGAINST ME?

The Office of the Dean, Student Affairs will send a request to the defaulting student (s) or student organisation, indicating the complaint/charge/offence that has been filed. This correspondence requests an investigative meeting and/or hearing with the defaulting student(s) to review the allegations, and evidence.

ii. Failure to Appear before SDC:

Failure to appear before the Student Disciplinary Committee to respond to allegations or to appear as a witness when reasonably notified to do so will not hinder the process of justice.

This requirement extends to all disciplinary hearings, University investigations, and Appeal Hearings. The hearing will be held anyway, “in absentia”, and the SDC will review/hear the available evidence/witness(es) and reach a decision on the matters which shall be binding and not open to appeals except in cases where the accused/witness has any genuine and tenable reason for failure to honour the summon.

e) Criminal Cases

Criminal cases shall be reported by the Vice-Chancellor through the Chief Security Officer, to the Police for necessary action.

HOW IS THE UNIVERSITY DISCIPLINARY SYSTEM DIFFERENT FROM CRIMINAL COURT PROCEEDINGS

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

f) Sanctions on Violation of Regulations

The following are some of the disciplinary sanctions that may be imposed for violation of University regulations;

(i) Letter of Warning

This is issued to offenders by the Student Affairs Department. It must be collected promptly or further stringent actions shall be imposed. Copies of such letters shall be forwarded to offending student's personal file and to the parent/guardian. The issuance of a second Letter of Warning shall lead to the invitation of parents/guardian of offending student to the Student Affairs department. A third letter of warning will attract suspension for One (1) Session.

(ii) Fines

These must be paid within specified periods to avoid further stringent actions being imposed. The Dean, Student Affairs may impose fines of up to One thousand Naira (N1,000.00) for certain categories of Offences committed in the Halls of Residence. Anything in excess of this can only be imposed by a joint decision of the Student Disciplinary Committee.

(iii) Disciplinary Probation

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

(iv) Suspension

a. Definite Suspension

Suspension is an action that excludes the student from registration, class attendance, residence in an official University Hall of Residence, and the use of University facilities, for a specified period of time. This action means that the student must immediately leave the campus and shall not return to the University until the suspension period is over. A suspended student found on Campus during the suspension period shall be arrested and sanctioned for gross insubordination, trespass/unlawful entry. This will attract expulsion.

b. Indefinite Suspension

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

(i) Conditions for Re-absorption

- The student must have served the suspension penalty for a minimum period of one Academic Session.
- Show high level of remorse, which should be stated in the letters of Appeal forwarded to the University.
- Must have passed through Spiritual Rehabilitation, which must be validated through the letter of attestation from the Pastor/Minister in Charge of any Spiritual training or Program the student embarked upon during the period of suspension.
- 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.

(ii) Follow-up program on campus after the Recall

- Collection of Letter of Re-absorption for pursuit of Academic activities from the Registry
- Presentation of evidence of payment of the required or outstanding fees with Financial Services.
- A Letter of Undertaking to be of good behaviour duly signed by both the student and the parent and submitted at the Students' Affairs office.
- Presentation of a brief report on how the student in question has been able to maximize the period of suspension for a change of attitude and display of Godly character must be submitted by both the Student and the Parent before resumption.
- Issuance of Clearance letter of re-absorption to the Hall of Residence
- To undergo six (6) months of intensive Counselling and Spiritual supervision from both the University Counselling Unit and the Chaplaincy. A report of attendance and general conduct during the period will be forwarded to the Dean, Students' Affairs for further processing.
- 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, a summary report and recommendation should be submitted by the HOD to the Student Affairs Department.
- **The Halls of Residence supervision.** The Hall Officer shall also keep the student under surveillance and send monthly reports on his/her character among peers and the intensity of his/her conformity to rules and regulations of the University within the Hall of Residence. The Hall Officer will also give a summary report of the student in question to the Dean, Student Affairs at the

end of six months' probation

c. Expulsion

Expulsion is the permanent withdrawal of erring student by the Vice-Chancellor, of the privilege of registration, class attendance or residence in an official University Hall of Residence. The privilege of the use of University facilities is also withdrawn by this sanction. 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 Executive Council to reverse the expulsion.

d. Loss of Privilege

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

e. Confiscation

To *confiscate* is defined as, “*the action of taking or seizing someone's property with authority; seizure.*” Confiscated items are therefore contraband items such as the Rules and Regulations as carefully spelt out by the Landmark University Current Student Handbook, prohibits; and requests that they be confiscated/seized if found with, or are in use by any student. (Details on Appendix A)

f. Reimbursement

Reimbursement requires that a student must pay for damages to, or misappropriation of the University's property, or the property of a member of the University Community. Such reimbursement is charged to any student, who alone, or through group concerted activities, organises or knowingly participates in events that cause the damages or costs, which had been or had to be incurred by another party.

g. Procedure for Dispensing/Discharging Disciplinary Cases.

A student who is caught violating any University rule or regulation shall first be made to:

- i. Complete an Offence Form.
- ii. Completion of a form of plea of guilt or innocence.
- iii. If plea of guilt is entered, a case is forwarded for accelerated consideration to the office of the Dean of Student, who acting in council as Chairman of SDC, shall read the alleged act of misconduct again to the student and when such plea of guilt is taken before him (the Dean), he shall then invoke the relevant sections of the Handbook to mete out appropriate punishment to the erring student under the clause of “Informal Resolution”.
- iv. If a plea of innocence is made by a Student, he/she shall be subjected to further Interrogation/cross examination by an in-house investigative panel within the Student Affair Department.
- v. When a considerable level of guilt is established from procedure (iv) above, the erring student is referred for interdiction at the SDC under a “formal resolution”.
- vi. What is an “Informal Resolution” An Informal Resolution may occur when the erring student or student organisation may then formally “waive an administrative hearing” and accept the proposed sanction(s). This resolution is confirmed in correspondence to the erring student(s) and is not appealable. If the defaulting student(s) denies the allegations, or does not accept the proposed sanction, and, therefore, wishes to contest the allegations, the matter is forwarded to SDC for formal resolution in an administrative hearing. A student who chooses to leave the University rather than appear at a hearing is deemed to have voluntarily withdrawn from the University unless otherwise determined.

vii. What Will My Role Be If I Choose To File A Complaint Or, I am Accused Of Violating the Rules by Someone Else?

If a student chooses to file a complaint, or is accused of violating the University Student Rules and Regulations and an informal resolution is not reached, it will be the student's responsibility to appear before the Student Disciplinary Committee as a Complainant or Respondent, and personally present any testimony, evidence, or witnesses that he/she wishes to be considered by a University Official or SDC in reaching its decision. All parties are expected to comport themselves in a respectful manner throughout the process, to present only the truth, or remain silent, and to abide by any restrictions that may be put in place while the matter is pending.

viii. Will My Parents Be Contacted By The University If I File A Complaint Or A Complaint Is Filed Against Me?

The University will not routinely report minor offences to parents, but in the case of serious violations of law, the University may notify parents in cases where we believe the student might benefit.

ix. What Role Will University Officials Have In The Processing Of My Complaint Or The Complaint Filed Against Me?

1. Initial Contact/Investigative Meeting

At the initial stage of the disciplinary process you will meet with a University Official who will investigate the allegations. This person(s) will be (a) staff members from the Student Affairs Department or (a) members of the Students Revolutionary Squad. The Student Revolutionary Squad is the disciplinary arm of the Student Council. It is made up of students with high moral standards and ethical behaviour. Membership is as contained in their operational guidelines. Any student who is directed to appear for an investigative meeting and chooses not to appear may be subject to disciplinary action.

2. Decision to Proceed/Notice of Charges

If the evidence/witnesses support the allegation(s) brought forth in the complaint and the seriousness of the matter warrants, a Notice of Charges is prepared stating the alleged violation(s). If an informal resolution of the matter cannot be reached, through an administrative hearing waiver, the matter is forwarded to SDC for an Administrative Hearing.

3. Withdrawal By Administrative Action

The Dean Student Affairs may initiate and approve procedures for the administrative withdrawal from the University or Hall of Residence of any student for the following reasons:

- i. Behaviour that poses a threat to the health and safety of such student, or others.
- ii. Completion of a mandated evaluation and behaviour that continues to pose a threat to the health and safety of such student, or others.
- iii. Inability to control the behaviour that poses a threat to the health and safety of such student, or others, as assessed in this evaluation procedure.

x. Modality For The Discharge of Students Found to Have Violated Any Rule with Suspension/Expulsion Penalties

1. Students involved in cases of disciplinary action ranging from suspension to expulsion are to report to the Student Affairs Department for counselling and specific instructions before their departure.
2. The parents are to be contacted and informed before discharge for clarity of information on the offence committed and the attendant penalty.
3. Three copies of the disciplinary letter (Suspension/Expulsion) will be

issued to the Student.

4. The I.D. Card and other University property will be withdrawn from the student.
5. There will be the documentation of detailed address of the parents.
6. The Corporate Affairs Unit will take photograph of the student.
7. Retrieval of luggage and belongings from the Halls of Residence will be supervised by the Hall officer and Security Operatives, in the presence of roommates as witness (es).

***Note: A Student suspended on the basis of a provision in this Handbook shall proceed immediately in line with the prescribed penalty notwithstanding what stage in the session or period unless otherwise prescribed in the penalty and provided the SDC delayed sitting is not responsible for the time the sentence is being passed.**

xi. Resumption/Recall From Suspension/Expulsion

Any student whether suspended or earlier expelled in any major offence and having served the penalty or recalled after any review in accordance to any relevant section of this handbook, shall be required to come with his/her parents to see the University administration before he/she is readmitted into the University. Such returning Students shall be required to follow the formalities for returning/recalled students as stated below:

- a. Students recalled from suspension/expulsion and the parents are to report to the office of the Dean, Student Affairs for detailed steps for re-absorption into Landmark University.
- b. 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 will be required from both the student and the parent before resumption.
- c. A comprehensive evaluation (report) of your performance during the suspension period and the attendant spiritual growth from the Resident/Senior Pastor of his/her Church or his designate.
- d. Issuance of letter of re-absorption to the Hall of Residence from the Student Affairs Office.
- e. Notification with Registry.

xii. Students' Right of Appeal

Landmark University has provided these rules and regulations to guide and reform students' behaviour. The University has no intention of frustrating, rejecting or condemning any student. 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 Management Committee of the University copying the Vice-Chancellor, Registrar and Dean, Students Affairs for reference. Any decision by SDC (except Administrative Hearing Waivers) can be appealed. A designated University Official will review the appeal in the context of criteria and procedures outlined in the Students Handbook.

g) Prerogative of Mercy

Landmark University is established to raise a new generation of leaders that will impact positively the Nigerian nation and African continent at large. To achieve this objective, we covenanted with God and parents to turnout graduates who are worthy in both character and learning. To this end, discipline is a core requirement for the attainment of this goal. Driving this vision successfully requires enforcing set rules and regulations to make students conform to the good conduct expectation of the University, whereby defaulters are sanctioned accordingly. These rules and regulations are as contained in the Student Handbook.

Statutory Provisions for Prerogative of Mercy

Landmark University as a dynamic institution considers it good to include in her disciplinary instrument or regulations clear provisions for an exclusive right to a Prerogative of Mercy (Chapter 2, Section 4, Sub-section M). This Prerogative of Mercy shall be determined and discharged by the Chancellor as and when he considers due and shall hinge on the proclamation of mercy. He can exercise definite and final authority to decide on all matters that pertain to students who have been penalized, convicted or sentenced for the violation of any part of the Landmark University rules and regulations as contained in the Student Handbook. Mercy here is defined as compassionate or a kindly forbearance shown towards an offender. It is purely borne out of compassion, pity or benevolence. It is discretionary power orchestrated for discharge at some point in time especially coinciding with specific events in the life of the institution.

Such *Prerogative of Mercy* shall not in any way vitiate or undermine the rules and regulations of Landmark University as contained in the Student Handbook as may be reviewed from time to time. Also it could be seen as an opportunity for the extension of mercy to those deserving such from time to time. When the Chancellor makes a proclamation for mercy, the offenders are released purely on the ground of compassion and the prerogative of administration of mercy.

It is on this note that the Chancellor's administration of this solemn responsibility becomes imperative and expedient in cases that pertain to students who have been found guilty of violating certain provisions of the rules and regulations guiding their studentship in Landmark University.

The Chancellor's *Prerogative of Mercy* shall be extended to those students who have shown evidence of penitence and remorse, sequel to the rehabilitative counselling and spiritual turnaround measures, undertaken within such periods provided they fall within the category of students covered by the provisions of this document on the administration of prerogative of mercy by the Chancellor. Such students who are beneficiaries of the Prerogative of Mercy must show evidence that they have gone through such corrective measures as stated above.

The Chancellor's prerogative of mercy is predicated purely on penitence and an effort to recover attacked but promising destinies and shall be administered with reference to the following provisos:

1. Apply to students who are in the final year of their undergraduate programme and for whom, in the opinion of the Mercy Committee, initial signs of remorse are evident and that a recovery of destiny for such applicant on this account shall be worthy of mercy investment;(special cases of students in the penultimate years who meet the remorse and recovery criteria could also be considered)
2. Production of strong and credible evidence of the potential effect of rehabilitative measures so far taken.
 - a. The Management shall constitute a 5-man Committee which shall be known and called Prerogative of Mercy Committee (PMC).
 - b. The membership of the Committee shall comprise the following Chaplaincy (1), Registry (1), Faculty Support Programme (1), and Student Affairs (2).
 - c. Affected students shall appear before the Committee and at such interactive meetings with the potential beneficiaries for the prerogative of mercy, The Committee shall:
 - (i) Listen to the students and take record of their appeal.
 - (ii) Present evidences of successful participation in specific and credible Rehabilitation programme.
 - (iii) Respond to questions bordering on his/her readiness to align with Landmark University Core Values or culture as entrenched in the Student Handbook.
 - (iv) Determine his/her suitability for re-absorption into Landmark University. This shall be with the intent of identifying areas of lapses in the life of such beneficiaries that must be addressed in the course of re-absorption. Such a beneficiary shall be put under stringent conditions to facilitate appropriate monitoring to fast track the full reintegration into Landmark University. Towards this end, such a student shall:
 - a) Sign necessary documents as listed below:
 - (i) Letter of Affirmation of good conduct from Pastor during the period of

serving penalty.

(ii) Form of undertaking to be of good behaviour all through his/her studentship career in Landmark University to be completed by both student and parent.

(iii) Re-absorption to campus form

(iv) Re-absorption to Hall of Residence Form.

(v) Re-absorption to Academic Activities Form.

Completion of these Forms shall involve the student, parents and a witness (es) from the external context, preferably a Pastor.

- b) Operate under restricted exeat permit of 2 per session or equivalent of 1 per semester.
- c) Operate a defined reporting line which makes him/her to interact with the Dean, Student Affairs and the Chaplain on alternate weekends throughout his/her stay in Landmark University except otherwise reviewed. Further to this, he is to be registered with the Landmark University Counselling Centre with a periodic report submitted from the Centre to the Office of the Registrar.
- d) Attend regularly and periodically all academic lectures, assemblies, chapel services, roll calls etc. and shall have designated seat at such occasions, usually in the front row to make his presence/absence conspicuous and also the monitoring of his flow at such meetings evident such as Chapel note etc. His Chapel/lecture notes shall be inspected bi-monthly by the Level Adviser/Chaplain or his representative. Missing of such lectures/assemblies for any reason shall be with stiff and irreversible penalties.

The prerogative of mercy shall, in the administration and dispensation of this instrument, apply only to the class of students here specified and shall not be extended to all other categories of students expelled or suspended under the provision of the Student Handbook. The entire period of re-absorption of any beneficiary of this provision into the University shall be considered exclusively as probationary; and character performance during the entire period shall serve as part of the basis for determining final clearance for the award of degree and release of certificate to such a beneficiary at the completion of his or her programme

h) Cultural Ethics

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

- a. Their smart and business-like comportment shall not lack respect in their countenance to senior or elderly member of the community whether in the class, in the halls of residence or anywhere on the campus.
- b. Helps and courtesies must be extended to the elderly or seniors wherever possible practicable or affordable.
- c. Their countenance and composure to enquiries and instructions by faculty, staff and visitors must be devoid of arrogance, but, rather show respect, care and love.

Failure to abide by this shall attract severe punitive measures ranging from letter of warning to outright expulsion from the university.

i) Categories of Offences:

The offences fall into two broad categories:

- (i) All cases of misconduct, which the Student Disciplinary Committee (SDC) could try.

- (ii) Criminal offences, which should be referred to the Police by the SDC for necessary action, where the Committee's opinion on the matter should be recognised. In this regard, the final decision of the Student Disciplinary Committee would depend on the outcome of Police investigations.

I. Misconduct

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

- A. Unruly Behaviour
- B. Indecent Behaviour
- C. Vandalism
- D. Disorderly Assembly
- E. Unauthorized displacement of University property
- F. Pilfering
- G. Stealing
- H. Insubordination
- I. Membership of Secret Cults
- J. Playing of Cards, Magic and Magic-like activities
- K. Double Matriculation
- L. Damage of University property
- M. Giving false identity/Information
- N. Overt Sexual Behaviour
- O. Disregard for spiritual value and institution
- P. Sexual Harassment
- Q. Violation of Hall of residence regulations/policies (as discussed in Chapter 4 of this Handbook).
- R. Violation of Dress code (as Discussed in Chapter 3)
- S. Examination misconduct (This is discussed in details in chapter 5 of this book.
- T. Infringement of other University Regulations
- U. Any other offence that is, in the opinion of the SDC considered to be contrary to what the University's vision stands for.
- V. Disregard for Cultural ethics and ethos

A. Unruly Behaviour

This shall include disorderly behaviour or acts of indiscipline indicating lack of self-restraint. Offences classified under unruly behaviour and the penalties they attract are as categorized below:

Offences & Punishments (Maximum penalty, unless otherwise stated):

a. Driving and Keeping Vehicle On Campus Without Permission:

No student is expected to drive or keep any vehicle, personal or commercial within the university premises without due authorization from the Dean, Student Affairs. Any violator of this section shall be referred to the Dean, Student Affairs for appropriate disciplinary actions. Such disciplinary actions shall range from suspension for four (4) Weeks/One (1) Academic Session, to outright expulsion.

b. Crossing of Lawns. Penalty: Letter of warning.

c. Urinating outside designated areas. Penalty: Letter of Strong Warning. Any repeat performance will lead to suspension for four (4) Weeks at the first instance.

d. Streaking.

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

Penalty: Letter of Strong Warning. Any repeat performance will lead to **Suspension for Four (4) weeks to One (1) Academic Session**, depending on the gravity.

e. Brushing of Teeth outside designated area. Penalty: Letter of warning.

f. Hijacking of a private or public vehicle on campus or off campus, under any action of complaints, protest or demonstration.

Penalty: Suspension for a maximum of One (1) Academic Session and surcharge for repair of any damage done to vehicle, public or University property.

g. Use of threat of violence of any kind on anybody:

1. **Fighting:** Any attempt to cause injury or inflict pain; or causing injury or inflicting pain.

Also causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. (It is not a defense that the person (or group) against whom the physical abuse was directed) consented to, or acquiesced to, the physical abuse.

Penalty: Suspension for One (1) Academic Session

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

Penalty: Suspension for One (1) Academic Session

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

Penalty: This shall range from **Letter of Warning to Suspension for One (1) Academic Session/Indefinite Suspension/Expulsion,** depending on the gravity.

4. **Illegal detention of person(s):** **Penalty:** This shall range from **Suspension for one (1) Academic Session to Expulsion from the University.**

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

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

B. Indecent Behaviour

The identified acts that constitute Indecent Behaviour and the recommended punishment for each act are listed as follow.

Offence & Punishment (Maximum, unless otherwise stated):

i. **Defecating outside designated areas** or any other indecent behaviour:

Penalty: Letter of warning. If offence is committed on a second occasion, the offender shall be **suspended for One (1) Academic Session.**

ii. **Brushing of teeth outside designated areas: Penalty: Letter of Warning.**

iii. **Spitting in public places / Littering of University premises: Penalty:** Ranges from **Letter of Warning to Suspension for One (1) Academic Session** depending on the gravity of the act.

iv. **Violation of Interactive Time And Mode(Pairing Rule / Interactive Time, Mode And Location)** Pairing is defined as two students of opposite sex being together outside interactive hours. The interactive hour shall be between 6.00am-7.00pm daily. However, students of opposite sex found in compromising position during interactive hours shall also be liable of Pairing. In addition, students of opposite sex shall be allowed to interact at the Landmark University Chapel, daily between 7.00am and 9.00pm; under strict surveillance and monitoring. They shall thereafter proceed separately to their various Halls of Residence. This is to ensure decency and decorum in *all their comportment.*

Violation of Interactive Mode includes students of opposite sex walking hand-in-

Penalty: Violation of the Pairing Rule shall attract **Suspension for Four (4) weeks in the first instance. A repeat act shall attract penalty ranging from Suspension for One (1) Academic Session to Expulsion from the University**

v. **Any other behaviour that may be classified as indecent: Penalty:** Ranges from

Letter of Strong Warning to Suspension for One (1) Academic Session, and even Expulsion, depending on the gravity of the offence.

C. Vandalism - Offence & Punishment (Maximum, unless otherwise stated):

i. Willful or malicious damage or destruction of University or private property.

Penalty: Suspension for One (1) Academic Session to Expulsion from the University, depending on the gravity of the offence; and payment for the repair or replacement of damaged or destroyed property.

D. Disorderly Assembly

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

Penalty: Any student who encourages or participates in the formation or prolonging of such a gathering is subject to immediate suspension from the University for **Suspension for One (1) Academic Session to Expulsion from the University,** depending on the gravity of his involvement in the event.

E. Unauthorized Displacement: Use or Damage of University or Private Property

Three possible offences are listed below:

- Unauthorized transfer of personal or University property
- Unauthorized transfer and use of such property.
- Unauthorized transfer, use and damage of such property.

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

F. Pilfering

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

G. Stealing

This is the unauthorized removal of a property that belongs to another person. Stealing is a criminal offence and may be referred to the Police after the student had first been dealt with according to the Disciplinary Codes in this book. Upon being arraigned in court, the student is automatically expelled from the University.

Penalty: Expulsion from the University.

H. Insubordination

This is defined as unwillingness to submit to, or willful disrespect of, constituted authority. This shall attract a punishment, ranging from **Letter of Warning/ Letter of Strong Warning** at the first instance. A repeat act shall attract **Suspension** ranging from **Four (4) Weeks to One (1) Academic Session** depending on the frequency, and severity of the offence.

I. Secret Cult

1. Undertaking/renunciation of Membership

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

2. Membership and Possession of Cult Related Materials

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

The Definition Of Cult Related Materials

Cult related materials shall be defined as:

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

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

Penalty: This shall attract summary **Expulsion** from the University. Such student shall thereafter be handed over to be tried by the appropriate organs under the Decree.

J. Playing of Cards, Magic and Magic –like activities

The playing of cards, magical displays, and other such magic – like activities; are absolutely prohibited in Landmark University, as they contravene the *Spirituality* Core Value of the University. *Penalty for this offence shall range between Letter of Warning and Expulsion, depending on the gravity of the offence.*

K. Double Matriculation

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

L. Damage to University property

This is any willful damage or destruction of university property or asset either in the Halls of Residence, Library, Lecture halls, Cybercafé, laboratories or any part of the University premises. Behaviour that destroys, damages, or litters any property of the University, of another institution, or of another person, on University premises or at University-sponsored activities. The punishment of this offence is as stipulated under (as earlier discussed in Section 7(i) Sub section C of this Chapter).

M. Giving false identity/Information

Every student is expected to always provide correct and adequate information as and when demanded. Therefore:

- i. any wrong or misrepresentation of self for whatever reason with the intent that such information be acted upon as true, is strictly prohibited.
- ii. forgery, unauthorized alteration, or misuse of any document, record or instrument of identification is prohibited.
- iii. withholding material information from the university, misrepresenting the truth before a hearing of the university and making false statements to any university official.
- iv. submission of false information at the time of admission or readmission is ground for rejection of the application, withdrawal of any offer of acceptance, cancellation of enrollment, dismissal or other appropriate disciplinary action. Students are required to conspicuously carry and present valid University identification at all times.

Student(s) found guilty of this offence(s) shall be **Suspended for Four (4) Weeks** while a repeat of same act shall attract **Suspension** from the University for **One (1) Academic Session**.

N. Overt Sexual Behaviour

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

This includes but is not limited to:

- i. touching of the body of student of opposite sex, directly or through clothing such as patting, pinching, brushing against the body, attempted or actual kissing or fondling and any other inappropriate and/or unwelcome touching or feeling.
- ii. unwelcome sexual remarks about body, clothing or sexual activities; and humour or jokes about sex that denigrate women or men in general.
- iii. Unwelcome sexual propositions, invitations, or other pressure for sex.

Students are to shun unhealthy relationships that could culminate into unapproved pairing for

interactions at unapproved locations such as on the walkways along the roads, front of Halls of residence, cafeteria, deserted locations, etc.

Violation of this law shall attract **Suspension for Four (4) Weeks for the first offender, and Suspension for One (1) Academic Session** from the University or outright **Expulsion for repeat of the offence** depending on the gravity of the harassment.

O. Disregard for Spiritual Value and Institution

Penalty: Ranges from **Suspension for Four (4) Weeks to Suspension for One Academic Session** depending on the gravity of the offence.

P. Sexual Harassment

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

1. Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of an individual's education (including co-curricular activities) or employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's welfare, academic or work performance, or creates an intimidating, hostile, offensive or demeaning education (including co-curricular activities) or work environment. No student is allowed to sexually harass (or be harassed by) his/her colleague or staff for whatsoever reason.

Violation of this clause shall attract suspension for Four (4) Weeks for the first offender, and One (1) Academic Session or outright expulsion for repeat of the offence depending on the gravity of the harassment.

Q. Violation of Hall of Residence Regulations/Policies. (This is as discussed in Chapter Four of this Handbook).

R. Violation of Dress Code. (This is as discussed in Chapter Three of this Handbook)

S. Use of Identification Cards:

1. Students are required to conspicuously carry and present valid University identification cards at all times. Failure to produce the I.D card on demand by any University Official shall attract a **Letter of Strong Warning**. A repeat of violation shall attract **suspension for Four (4) Weeks**.

2. Replacement of Lost or Misplaced Student Identity Card

- a. Misplacement of Student Identity Card should be made known to the Dean, Student Affairs as soon as such misplacement or theft is discovered. Any process for replacement of Identity card shall commence One (1) week after the report and shall be completed within One (1) week. This implies that no student shall be qualified to have Identity card replaced until after two (2) weeks from the date the loss is reported.
- b. Any student reporting a misplacement of Identity card shall be made to pay the requisite fee attendant to such misplacement. Procedure to follow for the replacement of such Identity card after the expiration of the date specified in (a) above shall be in the order herein specified:
 - i. Submission of written application for the replacement of the missing Identity card to the Registrar, through the Dean, Student Affairs. Attached to the application shall be a police report and court affidavit; as well as evidence of payment to Financial Services for a replacement.
 - ii. Approval of such letters; and final authorization or go-ahead order for printing by the Registrar.
 - iii. After the issuance of a replacement for a missing Identity card, recovery of the former

should be made known to the Dean of Student Affairs and such Identity Cards surrendered forthwith. It is an offence for any student to hold more than one identity card per time. Being in possession of more than one (1) Identity card per time, will attract a term of suspension for Four (4) Weeks to One Academic (1) Session.

T. Examination misconduct (This is discussed in details in Chapter Five of this Handbook) All cases of **Examination Misconduct** will attract an **EXPULSION** penalty.

U. Infringement of other University Regulations

This refers to any violation of rules and regulations given to students at all and sundry times by the University Management.

V. Any other behaviour that may be classified as misconduct: Penalty: Ranges from Letter of Strong Warning to Suspension for One (1) Academic Session, and even Expulsion, depending on the gravity of the offence.

II. Criminal Offences

These are acts that contravene the laws of the land. They are offences that can warrant expulsion and, as such, shall be handled by the law enforcement agents on the recommendation of the SDC. Student(s) involved in this act shall be expelled or given an indefinite suspension pending the outcome of the investigation by the law enforcement agents. If found guilty, such a student shall be expelled from the University.

The offences are:

(i) Fraud/Forgery

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

(ii) Robbery (Theft)

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

(iii) Burglary

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

(iv) Assault

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

(v) Murder

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

(vi) Membership of secret cult

(vii) Possession of firearms/live bullets or any other compliment of a firearm.

(viii) Arson

This is where a person willfully sets fire or attempt to unlawfully set fire to any building, part of

building, fittings, appliances, offices, room, vehicles or any part of the University premises, etc.

(ix) Rape

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

(x) Possession and use of hard drugs and drug trafficking

This shall include Indian hemp, Cocaine, Heroine, Cannabis etc. and drug trafficking shall include any exchange, dealing, buying and selling of same.

(xi) Hazing:

Whether by omission or commission, no student shall take any action, or create, or participate in the creation of any situation that recklessly or intentionally endangers another person's psychological, mental, or physical health or that involves the forced or expected consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Examples of hazing activities include, but are not limited to: paddling, branding, tattooing, shaving of hair, or other physical abuse or brutality; activities that involve excessive fatigue and/or stress; verbal and/or psychological abuse that compromises the dignity of any individual.

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

(xii) Internet fraud/other hi-tech fraud

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

(xiii) Any other criminal offence committed in/outside the University.

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

CHAPTER THREE

DRESS CODE

The University attaches great importance to modest and good dressing. Dressing adds value to a person's personality, self-confidence and self-worth. This saying is very instructive: "The way you dress is the way you will be addressed."

Below we present the Dress Code for your compliance.

This is one of the unique aspects of the Landmark University culture that students must imbibe to make their academic pursuit a pleasurable one.

A. DRESS CODE FOR ALL FEMALE STUDENTS

1. During normal lectures, public lectures, special ceremonies, Matriculation, Founder's Day, Convocation, and examinations, all female students must be corporately dressed. To be corporately dressed connotes a smart skirt suit, skirt and blouse, or a smart dress with a pair of covered shoes.
2. All dress and skirt hems must be **AT LEAST 4 INCHES BELOW THE KNEES**.
3. Female students may wear corporate "native" attire or foreign wear (decently sowed outside Lecture and Examination Halls provided it is decently worn.
4. The wearing of sleeveless native attires or baby sleeves and spaghetti straps without a jacket is strictly prohibited in the lecture rooms and in the University environment.
5. Shirt, when worn with a waist coat or armless sweater has to be properly tucked into the skirt or loose trousers. It should never be left flying under the waist coat/armless sweater. The waist coat/armless sweater must at least rest on the hip. "Bust coats", terminating just below the bust line are not corporate hence are not allowed.
6. Jersey material tops, having cotton collars are not allowed for normal lectures, public lectures, special ceremonies, Matriculation, Convocation, Founder's Day and examinations. They are regarded as casual wears. Shirts could be tucked into skirts or not. It must however be smart, even if it is not tucked in.
7. Skirt could be straight, flared or pleated. Skirts with uneven edges are not allowed. **PENCIL SKIRTS ARE ALSO NOT ALLOWED**. Lacy skirts are better worn to church. Skirts should not be tight or body hugging.
8. The wearing of dropping shawls or scarves over dresses or dresses with very tiny singlet-like straps (spaghetti strap) is strictly prohibited in the Lecture and Examination Halls and in the University environment.
9. The wearing of strapless blouses or short blouses that does not cover the hip line is strictly prohibited in the Lecture and Examination Halls and in the University environment.
10. The wearing of over-clinging clothing, including body hugs, hip-stand trousers and any clothing made from stretchy, elastic material, is strictly prohibited in the Lecture and Examination Halls and in the University environment.
11. The wearing of revealing blouses, especially low-cut blouses and the type of blouse that does not cover the navel, is strictly prohibited in the Lecture and Examination Halls and in the University environment.
12. The wearing of ordinary transparent dresses is strictly prohibited in the Lecture Rooms and in the University environment. Transparent dresses may be worn with **DARK** singlet or other forms of **DARK** inner wears.
13. The use of face-caps in the Lecture Rooms, Examination Halls, University Chapel and in the University environment is strictly prohibited. The use of face caps in the Lecture Halls, Examination Halls and University Chapel is strictly prohibited. It may however be used during sporting activities, and any other such activity as will be so specified.
14. Wearing slippers and half-shoes is not allowed in College buildings, Library, Cyber cafe And Chapel between 7am-6pm.

15. Female students are advised to wear corporate hairstyles that are moderate and neat that characterized a decent and joyful, University student. In addition, use of hand dryer should be restricted to the hairdressing saloon.
16. Coloured hair, coloured attachments and or the use of two or more shades of coloured attachments are strictly prohibited in the University. Students are expected to wear weaves and attachments that are the same color as their natural hair.
17. Female students may wear trouser suits however the jacket must fall below the hipline.
18. Earrings and necklaces may be used by female students, provided they are not the bogus and dropping types. The wearing of more than one earring on each earlobe is strictly prohibited anywhere in the University.
19. Wearing of ankle chains and rings on toes is prohibited in the university community.
20. The possession and, or wearing of Jeans or any jeans like materials of any kind for example Chinos, Corduroy and Alanshi is strictly prohibited in the University environment.
21. Female students can wear low sandals or covered corporate shoes.
22. Tennis shoes or sneakers may only be worn outside the Lecture and Examination Halls.
23. 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. Failure to do so will attract requisite penalty.
24. 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. Failure to comply will attract appropriate sanction.
25. Skirts must be worn with slips underneath. Also, skirts slits should not be unnecessarily deep. Neither should it expose the knees or any other part of the body that ought to be covered.
26. The wearing of $\frac{3}{4}$ (three quarters) trousers of any kind to the lecture halls, Chapel Services or during official hours is strictly prohibited. Farmer's shorts are prohibited. They can only be worn around the Students' Residential Area. Farmers' shorts are outrightly prohibited.
27. Wearing of boob tubes and camisoles under jackets should be done properly. The entire body must be covered. No part of the chest should be revealed.
28. Wearing of tops, shorts or T-Shirts with unholy inscriptions such as SEX, BITCH and other form of indecent words is not allowed anywhere in Landmark University

DRESS CODE FOR ALL MALE STUDENTS

All male students are expected to dress corporately to the Lecture Halls, Examination Hall and special ceremonies, such as Matriculation, Founder's Day, Convocation, public lectures, Church Services, and other events specifically so stated. To be corporately dressed connotes a shirt and necktie, a pair of trousers, with or without a jacket, and a pair of covered shoes. Male students may wear French suits.

1. For national days such as Independence Day, national dressing code may be observed.
2. Band-less trousers must never be worn without suspenders.
3. Folding, holding and pocketing of tie along the road, lecture halls, Chapel assemblies etc. is strictly prohibited in the University.
4. Wearing of tie with canvas is not corporate. Therefore, such an act is not allowed in the University environment. Jerry Curls and treated hair are strictly prohibited.
5. Male students of the University may wear "native" attire or foreign wears outside lecture and Examination Halls. Every student dressing in western attire must wear a necktie to match. The tie knot must be pulled up to the top button of the dress shirt.
6. No male student is allowed to wear scarves, braided hair, earrings and ankle chains in the University.
7. Wearing of long-sleeved shirts, without buttoning the sleeves is not allowed.
8. Shirt collars should not be left flying while collarless shirts are not allowed.
9. Shirts must be properly tucked into the trousers.
10. The practice of pulling down one's trousers to the hip line is prohibited.

11. Students are advised to have well-cut hair that is combed regularly. Afro-looking hair styles are strictly prohibited. All male students are also expected to be clean-shaven, as keeping of beards is prohibited. In addition, use of clipper should be restricted to the barbing salon.
12. The possession and, or wearing of Jeans or Jeans-like materials of any kind is strictly prohibited in the University environment.
13. Male students are to wear covered shoes to the University Chapel, all lectures, examinations and any University assembly.
14. The use of face caps in the Lecture Halls, Examination Halls and University Chapel is strictly prohibited. It may however be used during sporting activities, and any other such activity as will be so specified.
15. Piercing of any part of the body is prohibited. Any piercing done before admission into the University shall be declared during the registration in the first year; failure of which appropriate sanctions shall be applied.
16. Tattooing of any part of the body is prohibited. Any Tattoo done before admission into the University shall be declared during the registration in the first year; failure of which appropriate sanctions shall be applied.
17. Clothing and jewellery that do not conform to the prescribed dress code will be confiscated. Release of the confiscated items shall be in consonance with the Policy on Confiscated Items (Appendix A). Jewellery such as neck chains, hand chains, bracelets, finger and toe rings, ankle chains are prohibited for male students.
18. Wearing slippers and half shoes, tennis shoes, sneakers, or canvas shoes is not allowed in and around the Lecture Halls of the University from 7:00 a.m. - 6:00 p.m.

C.UNIFORM DRESS CODE FOR PROFESSIONAL DISCIPLINES:

If any Uniform Dress Code is prescribed for female and male students in any College/Department of the University, particularly those in the professional disciplines, all students involved must adhere to the Uniform Dress Code very strictly.

The University Administration will consider any violation as a very serious one and severe disciplinary action will be taken against the defaulters, which may include a written warning, suspension or expulsion.

D.PENALTIES FOR IMPROPER DRESSING

- i. Erring students shall be sent out of the Lecture Room, examination halls or back from the University area where such is not allowed at the time.
- ii. A Letter of Warning shall be issued to the erring student, and a copy of the letter shall be filed in his/her personal file in the University/Department.
- iii. The parents/guardians of the erring student may be informed in writing, accordingly.
- iv. The student shall be suspended from the University if unrepentant, subject to (i), (ii) and (iii) above. A student is considered unrepentant of the bad dressing habit if he or she has been warned of the offence up to at least two times.
- v. Repeated case after two warnings or 4 weeks suspension shall attract **Suspension for One (1) Session** or outright expulsion as the case may be.

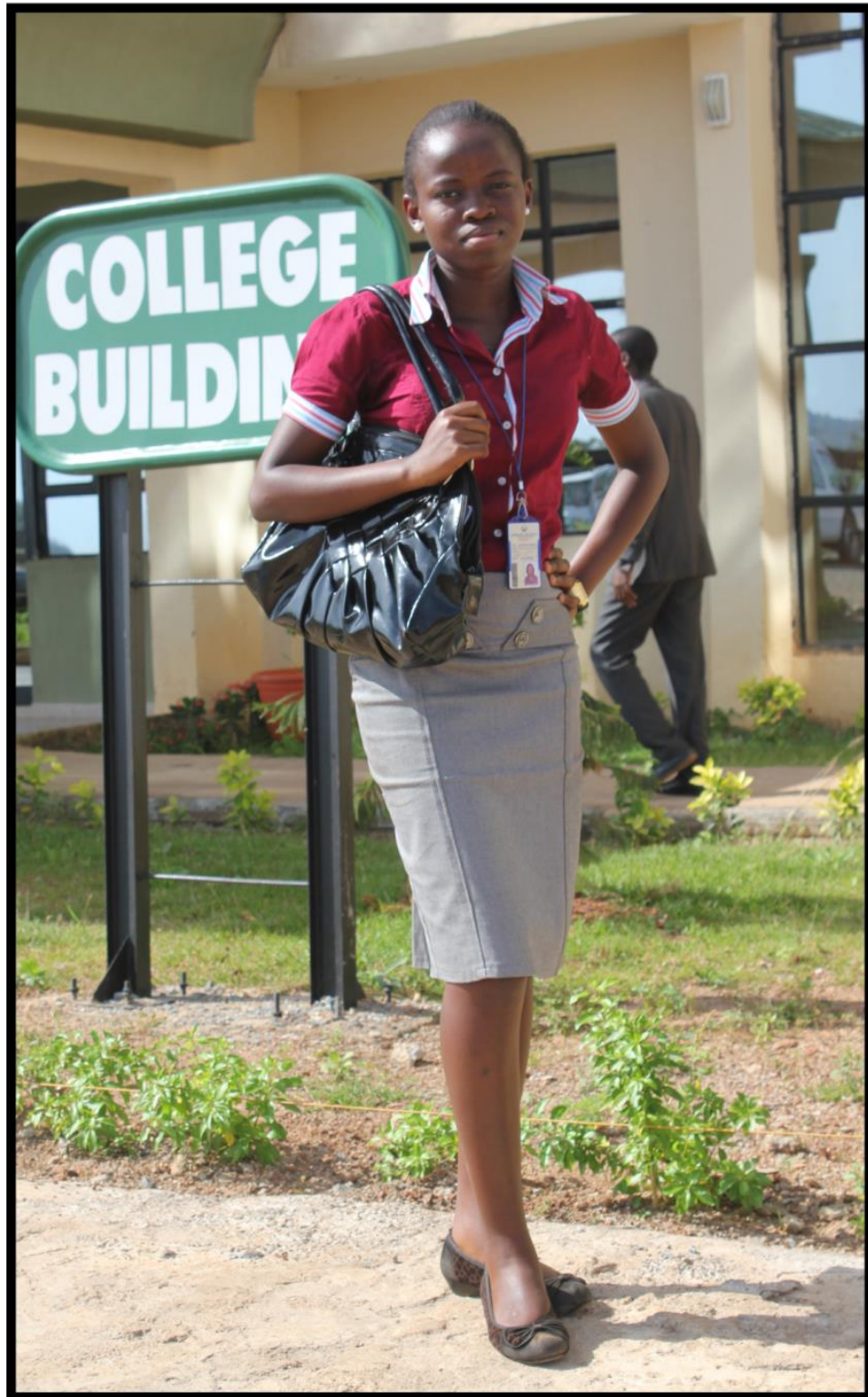
ADDITIONAL INFORMATION TO ALL PARENTS

In the spirit of promoting decency and decorum amongst our students, as well as partnering with God in raising a new generation of leaders – Kings and Queens, destined to reign; parents' cooperation in enforcing the Dress Code Policies during the holiday period is here being sought, as this will make driving the same values, easier for the University; and our desire of their becoming TOTAL MEN AND WOMEN, a reality.

SAMPLE PHOTOGRAPHS OF PROPER DRESSING

The photographs below are just samples of proper and approved dresses in Landmark University.

FEMALE STUDENTS:



MALE STUDENTS:



CHAPTER FOUR

POLICY ON RESIDENCY

Resident life of University students is a community life. It is an ideal place where a student's moral character and conduct can be molded. This chapter of the Handbook contains necessary information on rules and regulations concerning the general welfare of all boarding students in the Halls of Residence.

The main purpose of it is to enhance peaceful co-existence amongst the students, and facilitate good administration in the Halls of Residence for the attainment of the University's goal of decency in education and morals; thereby creating a happy, relaxed atmosphere or environment, germane for a student's successful stay on the campus.

The penalties for violation of these rules and regulations are also clearly stated and will be fully enforced.

1. CONDITIONS FOR TAKING UP RESIDENCE IN THE HALLS OF RESIDENCE

(i) **Eligibility for Accommodation:** No student shall be granted accommodation unless he or she has signed the Student Code of Honour Form, paid all required school fees, paid the Hall fees in full, and has been properly registered as a full-time student of the University.

(ii) **Authorisation for Allocation, Accommodation:** It is the Dean, Student Affairs, or his representative, who assigns accommodation to students.

(iii) **Keeping to Stipulated Exit Hours:** A student who is duly assigned to a Hall may go into residence any time from 12.00 noon the day before semester lectures begin, and leave, latest, 12.00 noon on the day following that on which the University is officially declared closed for the semester or session.

(iv) **Unauthorised Hall Allocation:** Outside the time stipulated in (iii) above, no student shall reside in the hall without the authorisation of the Dean, Student Affairs.

(v) **Non-transferable Residence:** The permit to reside in the Hall of Residence is non-transferable. A student shall not harbour another student of the University in the Hall, nor shall he/she sublet his/her residence.

2. RULES FOR PEACEFUL RESIDENCE

(i) A student who accepts residence in the Hall also accepts to abide by all the rules of residence.

(ii) A student, who, in the judgment of the Dean, Student Affairs, cannot co-exist peacefully with his colleague, after sufficient caution and warning, shall be expelled from the Hall of Residence and the University.

(iii) **Great Silence and Lights Out**

a. From 12 midnight to 5.00am, there shall be the **GREAT SILENCE** (*Magna Silencio*) in the Halls of Residence. Students are in that period constrained only to their rooms and are not permitted to engage in any activity that may disturb other students either in their room or other rooms.

b. The light in all rooms is expected to be put off from 12.30am. However, students are allowed to use their reading lamps to do their private study in their rooms without constituting himself/herself a nuisance or disturbance to any other student.

c. **Any student caught violating (a) and (b) above and is found guilty shall be given a warning letter at the first instance.** Subsequent violations shall attract **Four (4) Weeks Suspension**. Any repeat violation after these shall attract **Indefinite Suspension** from the University.

(iv) **A student of noisy character**, that does not comply after enough warnings or cautions, shall be suspended indefinitely from the Hall of Residence and from the University.

(v) **Unauthorized Keys' or Access.** No student shall duplicate, loan, or transfer possession of any

key or disclose or change a combination to any residence hall facility or room. Students shall only use keys for spaces they are authorized to enter by the Dean, Student Affairs. The University considers the unauthorized possession, use, duplication, or transfer of master or control keys to be extremely serious and the sanction for this category of violation will ordinarily be **Expulsion** from the University.

(vi). **Pet animals and birds** are prohibited in the University.

(vii). **Sales of Commodities in the Halls of Residence:** The University prohibits the operation of commercial activities/solicitation on campus. Therefore, no student is allowed to be involved in the sale of consumables or non-consumables commodities. Students are expected to do their shopping at the designated sales points in the university i.e. Butteries and Shopping Mall, etc.

Exceptions may however be made for specific, controlled enterprises that contribute to the convenience and well-being of University members, and conform to established regulations; during Exhibitions, Trade Fair, and other such similar programmes.

Violation of this stipulation will attract the **Confiscation** of such items at the **first instance**.

Repetition of the offence will lead to **Suspension** from the University for **not less than Four (4) Weeks**, and the **items shall be Confiscated**.

(ix). Students are strictly warned against jumping or flying over the reception desk. Violation of this shall attract **Four (4) Weeks Suspension** at the first instance, while a repeat act shall attract suspension for one academic session.

SAFETY, HEALTH AND WELL-BEING

Safety and Health regulations are maintained by the University for the protection of the entire community.

Safe Conditions:

* No person shall create a safety or health hazard within and around any residential hall. Examples of prohibited behavior include, but are not limited to:

* Compromising Community Security e.g. propping open outside doors, unlocking lounge windows, using windows or balconies to enter and exit building, using unauthorized doors for entering or leaving the building.

* Accumulating excessive garbage or filth.

* Changing electrical wiring.

* Using or installing air conditioners (except in approved locations).

* Using or Installing TV, Radio or Telecommunication antennae.

* Throwing, pushing objects off windows or balconies.

* Using weights/weight benches in student rooms.

* Game playing within interior public areas of residential hall facilities including, but not limited to: floor hockey, basketball, football, hacky-sac, etc. shall not be tolerated.

* Placing minibikes or motorcycles inside residential facilities.

Penalty: Violation of any of these shall attract a **Letter of Warning** in the first instance. Subsequent violations may lead to **Suspension** for **Four (4) Weeks** or **One (1) Year** depending on the gravity of the violation or the offence.

3. CHANGE OF HALL/ROOM

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

(ii). The Dean, Student Affairs can, however, at any time transfer a student from one room or Hall to another, and/or change his/her bed.

(iii). Any student who desires a change of room, hall or bed shall apply in writing to the Dean, Student Affairs, whose decision shall be final.

4. TRANSFER OR SALE OF ROOMS TO OTHERS

The right of a student to occupy a hall /room is non-transferable or sellable. When and if this is done without a written authorization of the Dean, Student Affairs, or his representative, it is considered a serious offence, punishable by **Indefinite Suspension of both students** involved in the deal.

5. BED SPACE TRAFFICKING

This is defined as unauthorized transfer and receipt of bed- space *gratis* or by direct sale. It is an offence to squat or permit squatting within the hall or across the halls. It is also an offence to squat non-students. **“Squatting”** is the act of a student harbouring another student or 'visitor', or being harboured in a room that has not been officially allocated to him/her. Spending the night in the room that is not officially allocated to a student shall be viewed as squatting. The penalties for this category of offences are listed below:

- i. **Unauthorised Transfer of Bed space. * Suspension for Four (4) Weeks for both offenders.**
- ii. **Direct Sale. * Suspension for a maximum of One (1) Academic Session for both offenders.**
- iii. **Squatting within Hall. * This shall attract a Suspension for Four (4) Weeks for both offenders** (the squatter and the person squatting him/her). Any **repeat** of same offence shall attract **Suspension for One (1) Academic Session.**
- iv. **Squatting across Halls* Suspension for Four (4) Weeks for both offenders** (the squatter and the person squatting him/her). Any **repeat** of same offence shall attract **Suspension for One (1) Academic Session.**

6. EXIT PROCEDURES FROM HALLS OF RESIDENCE AT VACATION PERIODS.

- (i). All students are expected to evacuate their luggage from their rooms in the Halls of Residence during vacations. Anyone caught violating this rule shall have his/her property confiscated.
- (ii). Any student who loses the key to his/her room shall be made to pay a fine of **=N=2500.00** only, as replacement charges; provided he is a first offender and has no character defect. A non - first offender shall however be made to face other disciplinary charges as shall be spelt out by the Student Disciplinary Committee.
- (iii). Students going on vacation are to submit all keys to the main door & wardrobes of their rooms to the Hall Office. Any room or wardrobe/s whose key/s is/are not submitted shall be forcefully opened, the properties therein confiscated. A repeat performance of this act of violation shall also attract a penalty ranging from **Suspension for One (1) Academic Session to Expulsion.**
- (iv). All students are expected to vacate the Halls of Residence, latest 48hours after the Closing Assembly has held; except a formal application has been made and due approval given by the Dean, Student Affairs for concessions. Any violation of this shall be regarded as a violation of the Responsibility Core Value; and such students shall be made to face the consequent penalty, ranging from **Letter of Warning to Expulsion**, depending on the severity

7. STAYING BACK IN THE HALLS OF RESIDENCE DURING VACATIONS

- i. A student who wishes to stay in the Hall during vacation shall apply in writing to the Dean, Student Affairs at least two weeks before the vacation begins.
- ii. The decision of the Dean, Student Affairs on such application is final.
- iii. A student whose application to stay in a Hall during vacation is approved, shall pay an appropriate fee before being granted access into the hall.
- iv. A student permitted to stay in a hall during vacation must move to the hall assigned to him/her for the period, irrespective of his hall during the semester.
- v. Students permitted to stay in the halls during vacations must vacate the halls latest by 7.00am of the official resumption day for the semester or any other day so specified.
- vi. All students permitted to stay in Halls of Residence during breaks or vacations must abide by the rules of the Halls of Residence
- vii. **Unauthorised Use of Halls of Residence:** Residents who remain in a Hall of Residence beyond the official closing date of a semester, or a received authorization from the Dean, Students Affairs are considered unauthorized occupants and shall be **subject to minimum daily charge during the entire period of improper occupancy** and shall **also be subject to appropriate disciplinary action.**

8. SPECIAL ACCOMMODATION

The University does not provide any special accommodation for any student. A student who is not satisfied with the accommodation provided by the University should make plans to adjust to the Hall environment, or leave the University.

9. SPIRITUAL HARMONY

With the purpose of fulfilling the founding philosophy of the University, all students are expected to comply with all regulations designed to ensure spiritual harmony in the University. For this reason, no instrument, document, property or substance of any form, connoting or purporting to be used for any religious practice or activity, is allowed in the University. Any student found violating this rule shall be issued a **Letter of Warning** and where there is **re-occurrence** of such violation; the student shall be **Suspended indefinitely**.

10. AFTER-HOURS ACTIVITIES

- (i). All students of Landmark University are expected to respect other students' rights to privacy and rest, both in the Halls of Residence and their respective rooms.
- (ii). Students who, for special reasons enter or leave a Hall room other than his or her own between the hours of midnight and 5:00 a.m., should endeavour to respect the rights of other roommates and other Hall residents.
- (iii). If any student is found violating the After-Hours activity rules the person(s) responsible shall be issued a **Letter of Warning** and will be issued **Four (4) Weeks Suspension** where such act is **repeated**; and **Expulsion if not abated**.

11. HALL OF RESIDENCE FUNCTIONS

- (i). Although the University places a high premium on the pursuit of academic excellence, it also appreciates students' need for social functions and interaction. However, everything must be done within the acceptable boundaries of decency and purity.
- (ii). Before such social / hall function can be organized by students in their Halls of Residence, permission should be obtained by the organizers from Registrar through the Dean, Student Affairs and the Hall Officers, accordingly, at least 48 hours before the function.
- (iii). **Social Functions and Ceremonies (Association & Individual):**
 - a. Any individual/student or association wishing to organize any social function or ceremony such as birthday, Special luncheon, etc. are to forward application for such anniversary or event at least two weeks before the date of the event. Such application should be directed to the Dean, Student Affairs and shall include: Type of gathering, Number of persons expected, and the programme of event or activities for the gathering. All birthday celebrations are to be confined within the Halls of Residence.
 - b. Where such application is successful, the University authorities shall not permit any Hall function to go beyond 9.00 p.m.
 - c. On no account should the venue be found dirty after use. Those involved in organising the function should ensure that the place is thoroughly cleaned up immediately after use.
 - d. The Registrar shall normally request the Chief Security Officer of the University to make available the necessary security arrangements for peaceful conduct of permitted functions.
 - e. Representatives from the Monitoring & Surveillance Sub-unit of the Directorate of Student Affairs shall also be present at such gatherings to monitor the event.
 - f. However, any student found violating these regulations will be Suspended **from the Hall of Residence** and may eventually be **Expelled** from the University.

12. WEEKEND/IMPROMPTU TRAVEL

Since the University is committed to the discipline and safety of its students, especially with respect to movements outside the University premises, students are to note that:

- (a). No student shall be absent from the Hall of Residence overnight without permission from the Dean, Student Affairs.
- (b). Similarly, no student is allowed to travel out of the University on weekends or undertake an impromptu journey outside the University, no matter how urgent or important the issue at stake, without a written permission from the Dean, Student Affairs of the University.
- (c). No Student is allowed to Visit the staff quarters at any time without exeat permit. However, biological children of faculty and staff may visit their parents without taking exeat, only on brief visits. Where such a visit requires staying overnight, such must be with exeat permit from the appropriate authority.

(d). Any student exiting the campus on exeat must disclose, honestly, the information regarding his intended whereabouts, destination address, telephone number and purpose for such journey with the Hall Officer.

(e). A student leaving the hall, except for activities within the campus, must sign off at the Hall Officer's office. Upon return, he/she must also sign in *after* submitting *the exeat permit*. Failure to sign in will attract a **Letter of Strong Warning**, and when **repeated**, a **Four (4) Weeks Suspension**.

(f). No student is allowed to **overstay or extend his/her authorized exeat** without due consultation with the Dean, Student Affairs or his representative. Any violator of this clause shall **forfeit his/her subsequent permits for the remaining part of the semester**.

(g). Any student who fails to comply with (a),(b) & (c)above shall be **suspended for Four (4) Weeks**. A **repeat** act will attract **Suspension for One (1) Semester**.

(h). No student is allowed to be in possession of a used. Such exeat is expected to be handed over to the Hall Officer on duty upon the student's return to the Hall of Residence.

(i). Exeat collected is expected to be used on the date of issuance. If not used, it should be returned to the Hall office immediately. On no account should any student be in possession of a blank exeat (either signed or unsigned by the hall officer).

(j). All exeat forms are to be completed by Hall officers before they are handed over to students.

(k). Students are not allowed to leave their Hall of Residence for another Hall to pick an exeat, except otherwise approved by the Dean, Student Affairs or his representative.

(l). Additional information on exeat application and issuance can be found on Appendix B (Policy on Exeat)

13. CLEANING OF ROOMS

i. Every student occupant shall take the responsibility of cleaning his / her room on daily basis. This responsibility shall be shared among all occupants in the room.

ii. Unwashed plates, cutleries, overnight soaked underwear and dresses, etc. should not be found in any room, bathrooms, toilets or kitchenettes.

iii. All dirt, waste papers, etc., should be emptied in the waste paper basket /dust bins provided by the University. This is to ensure easy evacuation by the hall cleaners.

iv. All beds should be neatly dressed before students go for lectures.

v. All electrical appliances/lights should be switched off when leaving the room.

vi. Every student shall participate in the general cleaning of the hall environment every Saturday.

vii. A fine of **N1000.00** shall be imposed on any student who fails to participate in the general cleaning exercise.

viii. The University authority shall eject any dirty student from the hall after the first warning has been issued with respect to (i) to (v). Any repeat violation shall attract a **Four (4) Weeks Suspension**.

14.DEFACING OF UNIVERSITY WALLS WITH PASTING OF POSTERS, BILLS or PAPERS, WRITINGS, DRAWING, ETC.

(i). No student shall deface the walls of the University, or hall/rooms with any posters, bills, writings, drawings, graffiti, etc.

(ii). Any violator of this rule shall be made to **paint the wall at his/her expense**. This is without any prejudice to any other form of disciplinary action by the University.

15. USE OF PRINTERS

Students are allowed to use printers for academic purposes on the following conditions:

(a) Such printer must be portable and configured to print documents only.

(b) Printers with other facilities such as photocopying, scanning etc. are not acceptable.

(c) Printers shall not be used for commercial purposes.

PENALTY FOR VIOLATION OF USE OF PRINTER RULE

Violation of this rule shall attract **Four (4) Weeks Suspension** in the first instance.

A repeat of the offence shall attract **One (1) Year suspension** and **Confiscation** of the gadgets.

16. USE OF WIRELESS SETS, RADIOS, STEREO SETS, MOBILE TELEPHONES, ETC.

(i). **Use of Musical Instrument:** No student is allowed to disturb his/her roommates with musical equipment. However, students may play radios, cassettes and other musical instruments any time

between 6.00am and 11.00pm, provided the gadget is tuned to the level that will not disturb other roommates. The use of earphone is the mode for such after 11.00 p.m.

(ii). Minimum Sound: On no account shall a gadget be so loud as to be heard outside the closed door of the room. Earphone use is always preferable when operating electronic gadgets. Any violation of this requirement shall lead to **Confiscation** of the gadget, and the offender shall be made to pay a fine of **N1,000** to the Accounts Department. A copy of the receipt is to be submitted to the Dean, Student Affairs. **In the event that a student refuses to pay the said fine, it shall be debited to the school account of the offender.**

(iii). Use of Mobile Telephone: No student is allowed to possess or use mobile phones or land lines and or any other gadgets or devices that are capable of placing and receiving calls on Campus. **MDA/PDA** devices with phones / **SIM-ENABLING** device are not allowed for use in the University.

(iv). No student under any circumstance is permitted to make use of the phones of the staff in the Halls of Residence to place calls at any time. There are phone centers available within and outside the Halls of Residence to place calls as appropriate. Offenders will face due penalty as hereunder stated.

(v). Students are not permitted to bring beepers or other communications devices into lecture halls, University events, or quiet places on campus. No student is allowed to use any item/device/gadget that might disrupt class, lectures, or University assemblies as palm pilots during lectures, course examinations, chapel services, University Assemblies, etc.

(vi) Misuse of intercom facilities, modern pool, phone mail, data transmission devices, and computer systems for committing fraud, slander libel, harassment, theft of services, or invasion of privacy, is strictly prohibited in Landmark University. Such violation shall lead to **Suspension** or **Expulsion** depending on the gravity of the offence

(vii) These provisions are also applicable to students when they are on campus for any official academic/non-academic programs during the session such as SWEP, etc.

Penalties:

(a). Four (4) Weeks Suspension in the first instance, a repeat act will attract **Suspension** for **One (1) Academic Session** while the third violation shall attract a **Two (2) Years Suspension** from the University or an **Indefinite Suspension/ Expulsion** as the case may be.

(b). The handset/ **MDA/PDA** devices with phones /**SIM-ENABLING** device shall also be confiscated. On r e s u m p t i o n, the student must be accompanied by parents/guardians, who will be required to sign an undertaking of good behaviour for their ward.

(vii). Watching of Films and Listening to tapes and or Radio.

No student is allowed to be in possession of unholy films, home videos or secular musical tapes, either stored directly in the computer or listening through the use of the Computer, stereo set radio or any other electronic device. These provisions are also applicable to all students when they are on campus for any University officially approved programs during the session such as Easter Break, SWEP, Summer school, Shiloh etc. Any violation of this rule will earn a **Letter of Warning** in the first instance while a **repeat** act will lead to the **Confiscation** of the computer stereo set or radio **in addition to Four (4) Weeks Suspension.**

17. ELECTRICAL APPLIANCES/CANDLES

i. In order to prevent domestic hazards and accidents, the use of electrical appliances, such as electric boiling rings, shavers, driers, cookers, toasters, griller, electric beds, mattresses, or blankets, etc., are absolutely forbidden in the halls. Any student found violating these regulations, with respect to use of equipment, shall have his equipment confiscated, in addition to paying a fine of N10,000.00; and/or **Suspension** from Four (4) Weeks to **One (1) Academic Session** as may be determined by SDC.

ii. Use of Candles, Kerosene Lamps or Naked Light etc. The use of lighted candles, kerosene lamps or any naked light is strictly prohibited. Students who use candles or other open flames in the Halls of Residence, shall be **Suspended from the University for Six Weeks.** Any repeated acts will attract **One (1) Academic Session Suspension.**

However, if destructive motives are established against a student, he or she shall be **Expelled** at first attempt. Students are, however, allowed to use bedside lamps with rechargeable batteries.

18. FEEDING

- i. The fee paid for accommodation in the Hall of Residence does not include feeding. Each student is responsible for his/her own feeding.
- ii. The University has a cafeteria where students can eat on a pay-as-you-eat basis.
- iii. The use of electric boiling rings is strictly prohibited. However, students are allowed to use their personal electric kettles for water boiling purposes only. Such kettles must be the types that can automatically switch-off.

19. COOKING IN THE HALLS OF RESIDENCE

- i. No student is allowed to cook in the Hall of Residence. Students are to purchase their meals from the University Cafeteria.
- ii. **Any student found violating this rule shall be suspended for One (1) Academic Session from the University.**

20. ACCREDITATION OF VISITORS

- i. All visitors to students' residential area shall first be duly verified and accredited at the Student Affairs office or designated place(s) before entry. Visitors are not allowed in the Halls of Residence, after 6.00pm.
- ii. Any visitor found attempting to access students' halls of residence without due verification and accreditation shall be regarded as trespasser and shall be handed over to the security agents for prosecution.

21. VISITORS

A visitor is any person who is not an authorised resident of a particular hall. All students should, therefore, take note of the following details:

- i. No visitor is permitted to enter into the Halls of Residence. All visitors shall report at the Hall Assistant's desk (at the reception). The Hall Assistant shall thereafter send for the student being visited, who shall meet with the visitor **outside** the Hall of Residence. Visitors are expected to sign the visitor's register with the Hall Assistant, both at their arrival, and before departing. If these actions do not occur, the student being visited shall be duly held accountable.
- ii. The hours of visitation are from 3.00 p.m. to 6.00 p.m. on Monday to Friday, and 12.00 noon to 6.00 pm on Saturdays, Sundays and public holidays. The visiting period, as indicated above, must be observed. Visitors outside this period must see the Dean, Student Affairs, or Hall Officer for permission.
- iv. No visitors (see (i) and (ii) of this section) shall be allowed into the hall reception after 6.00pm each day. Failure to comply with the above rules leads to an outright expulsion of the violator(s) from the Hall of Residence
- v. All visitors must wear the University Visitor's Cards for easy identification.

22. VISITORS OF OPPOSITE SEX

Visitors of the opposite sex **MUST NOT** go beyond the Hall Assistant's Desk at the reception.

- i. A male student visiting female hall(s) is regarded as a visitor and *vice versa*.
- ii. However, a male student visiting a male hall or a female student visiting a female hall is not a visitor, but a colleague.
- iii. Female students are not allowed into the male halls of residence and *vice versa*.
- iv. Any violation of (i) and (iii) regulations by students will attract strong disciplinary measures varying from Warning to **Suspension**.

23. OVERNIGHT VISITOR/ GUEST ARRANGEMENT

No student is allowed to accommodate any male or female visitor/guest, or any student of opposite sex in his/her room overnight. Similarly, any student found entertaining visitor/guest or **any student of the opposite sex in his/her room overnight will be Suspended for One (1) Session.**

24. HALL OF RESIDENCE ATTENDANCE REGISTER

- i. All the students are to be present at their respective Hall /rooms at 9:30 p.m. every day to take part in

roll call exercise, upon the presentation of their identity cards. Being a 24-hour full boarding institution, the Roll Call Exercise helps to ascertain student's presence or otherwise; on the campus. Roll Call signing is therefore not to be attended to with any measure of levity.

ii. The Hall Assistants; as well as the Hall Representatives, who are strictly students of proven integrity appointed by the Dean, Student Affairs, will take regular attendance of the students in the hall from 9.30 pm to 11.00pm.

iii. Those who want to study thereafter, can do so; but must observe the **Great Silence Rule**.

iv. The Register of Attendance in each Hall/ Unit or Floor must be submitted to the Hall Assistant(s) on duty that night for action. If any student is found absent without a written permission from the Dean, Student Affairs, or Hall Officer during the time of taking attendance, the student, if found guilty after investigation, shall be punished

as follows:

- | | | |
|----------------------------------|---|---------------------------------------|
| a. Two Times | - | Letter of Warning |
| b. Four to Six Times | - | Suspension for Four (4) Weeks |
| c. Seven to Ten Times | - | Suspension for Six (6) Weeks |
| d. Eleven to Twenty Times | - | Suspension for One (1) Session |
| e. More than 20 Times | - | Expulsion |

v. Any student(s) who cannot make it up for the roll call exercise due to ill-health or for any other reason should report officially to the Hall Officer or through the irrespective Hall representatives.

vi. Signing of the roll call register for other students within the hall of residence is strictly prohibited. This is also applicable to the signing of attendance register either at the lecture halls or during Chapel services. Any student found liable shall be penalized as found in Chapter 2 (Fraud/Forgery) of this Handbook.

vii. Any student who refuses to participate in the Roll Call exercise on any night, or any other time that it is required, will be deemed to have left the school without due authorization.

25. INVITATIONS TO STUDENTS FROM OTHER INSTITUTIONS

i. No student is allowed to invite student(s) of other tertiary institution(s) to the University or his/her living room to hold parties or meetings, either in the Hall or any other venue of the University, without written permission from the Dean, Student Affairs and Registrar, through the Hall Officer.

ii. Any violation of this regulation shall attract **Suspension from the University for one (1) Academic Session**.

26. BREACH OF UNIVERSITY PEACE AND TRANQUILITY

i. Every student is expected to maintain peace and tranquility in the entire University.

ii. Any student involved in fighting, rioting or inciting other students will be subjected to disciplinary action and if found guilty, shall be **Suspended for One (1) Academic Session** or **Expelled** from the University as may be determined by the Student Disciplinary Committee (SDC).

27. NOCTURNAL ACTIVITIES

i. Engaging in nocturnal activities by students has been regarded by the Federal Government as illegal.

ii. Students must understand that Landmark University is a Christian Mission Institution, first and foremost. Therefore, no nocturnal activities of whatever nature and appearance are allowed in the University.

iii. Students found directly, or indirectly, involving in, or interacting with, inviting others to, or attending, such meetings with students from other institutions, will be **summarily Expelled** from the University and handed over to the police for prosecution.

28. SMOKING

i. Any student found smoking or is proven to have smoked or in possession of cigarette of any type within or outside the University, shall **Suspended for One (1) Academic Session**.

29. POSSESSION / USE OF ILLICIT/ HARD DRUGS

i. The possession/use of illicit/ hard drugs, which includes Indian hemp, cocaine, heroin, cannabis,

Opiate based/related medication, such as Tutolin, Codeine, Morphine, Heroin, Pethidine, Oxycodone HCL, Oxycontin, Hydrocodone etc. is highly prohibited in Landmark University and shall not be found with students during any period of their studentship in the University. Other hard drugs include, but are not limited to Marijuana, Gamma Hydroxybutyrate GHB, Ketamine, Lysergic Acid Diethylamide (LSD), Methamphetamine, Amphetamine, Cocaine, MDMA, Methylenedioxy-methamphetamine, Nicotine, Dextromethorphan (DXM) Alcohol, etc.

ii. The possession/use of any Opiate based medication shall be only with due registration and approval by the Director, Landmark University Health Services. Any such medications ingested during holiday/at home must be duly reported to the Director, Landmark University Health Services by the student's parent(s), and the medical doctor who prescribed it; prior to school resumption.

iii. Any student found in possession/use of any illicit / hard drugs of any kind (whether listed above or not) will be **Expelled** from the University and **handed over to the police for prosecution**.

30. USE OF ALCOHOL

Any student found using alcohol or in possession of it either within or outside the University shall be **Expelled** from the University.

31. PROTECTION OF UNIVERSITY PROPERTY

i. It is the solemn duty and responsibility of each student to protect the University's property such as electrical installations, beds, curtains, wardrobe, chairs, tables, mosquito nets, etc., put at his or her disposal.

ii. **Any student found destroying or losing the University property inside his/her living room will be required to replace or pay the equivalent cost of the property, so destroyed or lost. This is without prejudice to any other punishment the authorities of the University may decide to impose on the student for misconduct.**

32. LOSS OF PERSONAL PROPERTY

i. It is the duty and responsibility of each student in the Hall to take care of his/her personal property, as the University Administration will not accept any responsibility for any loss of property in the Halls of Residence.

ii. Students are, therefore, advised, in their own interest to take good care of valuable items brought into the Halls of Residence.

iii. The wardrobes and door keys should be properly used.

iv. Students are advised to deposit their money in the nearest bank or with, Financial Services, Student Accounts section.

v. Students are strongly advised to register all their valuable assets in the Asset Registration Book with the Hall Officer in their respective halls of residence. For example - Laptop, Desktop Computers, electronic gadgets, etc.

33. USE OF FIREWORKS AND POSSESSION OF FIREARMS AND OTHER DANGEROUS WEAPONS

i. The possession and use of firearms, and fireworks such as knockouts, etc. by students are strictly prohibited on the University campus.

ii. Any student found violating this rule will be **Expelled** from the University and handed over to the police for prosecution.

34. INVENTORY OF UNIVERSITY PROPERTIES IN HALLS OF RESIDENCE

i. At the end of each Academic Session, all students living in the University halls of Residence are expected to hand over the keys and other properties in their living rooms belonging to the University, for their safe custody, not later than 12 noon on the day of vacation, after Assets Verification has been concluded; through the Hall Officer.

ii. A representative of the Dean, Students Affairs, will take a proper inventory of all rooms and will, thereafter, issue a Clearance Certificate to each student at the end of every session.

Students who violate this rule shall be **Suspended** from the University for **Four (4) Weeks**.

35. PUBLIC DISPLAY/POSSESSION/WATCHING OF PORNOGRAPHIC FILMS OR PHOTOGRAPHS

- i. Public display or possession of pornographic films or photographs is a grievous offence in Landmark University. Any student that involves him/herself in such unholy acts shall be **Expelled** from the University.
- ii. Similarly, any student found exploring or viewing pornographic websites on the internet shall be equally liable to **Expulsion** and such computer set or electronic devices shall be confiscated.

36. IMMORAL ACTS/PRE-MARITAL SEX

- i. Any indecent/immoral act of lesbianism or homosexuality with or against any student or group of students shall attract expulsion from the University.
- ii. No student should indulge in any act of sexual immorality on or off Campus.
- iii. In line with Landmark University's Core Values and extolled virtues/ethics, no Landmark University Student is permitted to be involved in premarital sex and/or attendant pregnancy. Any student found to have violated these rules shall be liable to **Expulsion** penalty.

37. GOSSIP AND BACKBITING

Acts of gossip or backbiting are forbidden in Landmark University. Any student found guilty of this offence shall be issued a **Letter of Warning** and where the offence has damaging effect such student will be **Suspended** from the University for **Four (4) Weeks to One (1) Academic Session**, or **Expelled** from the University; depending on the gravity of damage caused.

38. UNIVERSITY GENERAL ASSEMBLIES

- i. University General Assemblies shall include the following:
 - a. Sunday Worship Services
 - b. Chapel Services/Cell Fellowship
 - c. Farm Practice
 - d. Public Lectures/Conferences/Seminars
 - e. University General Lectures (e.g. TMC, EDS, etc.)
 - f. Variety Night
 - g. Other Special Programmes.
- ii. These assemblies are mandatory for all students of the University, and they are expected to be seated, at least 15 minutes before the commencement of such programmes. The University would not condone any act of lateness. Students must ensure that they sign the attendance register/ have their attendance taken, accordingly during any such assemblies.
- iii. No student is allowed to remain in the room/Hall of Residence whenever there is a University General Assembly. Any student who is unable to make it to such programmes as a result of ill health, should call the attention of the Hall Staff to his state, through his roommate(s), floor mates, or student leaders in the Hall. Such a student shall be conveyed immediately to the Health Centre, pending the completion of the programme if such a student is not admitted. Any student caught in the Hall of Residence during any General Assembly shall be issued a **Letter of Warning** and may be **Expelled** if the act becomes habitual.
- iv. Failure to attend a University General Assembly on three occasions within a Semester without permission will attract **Suspension for Four (4) Weeks**.
- v. Failure to attend a University General Assembly on four (4) to six (6) occasions within a Semester without permission will attract **Suspension for One (1) Academic Session**.
- vi. Habitual and unrepentant defaulters, who violate up to seven (7) instances and above, shall be **Expelled** from the University.
- vii. Lateness to any University General Assembly on three instances within a semester shall attract a **Letter of warning**.
- viii. Lateness to any University General Assembly **more than three instances** within a semester shall attract **Four (4) Weeks Suspension** on the first count, and **Six (6) weeks**, to **One (1) Session Suspension** for habitual and unrepentant late comers.
- ix. In case of lost items in the Halls/Rooms, any student found staying back will be charged to be responsible for such lost items and such students shall be penalized accordingly.

- x. All students of Landmark University are expected to attend all University General Assemblies with their Bibles and notebooks. Notebooks will suffice for other assemblies.
- xi. All Students are expected to attend all University General Assemblies wearing their Identification Cards.

39. CARE FOR THE SICK

- i. A student who becomes sick should report to the University Medical Centre without delay.
- ii. A student who is too sick to report personally to the Medical Centre shall get his/her nearest neighbour students to report to the Hall Officer/Hall Assistants, who will assist in getting him/her to the Medical Centre immediately.
- iii. Students are prohibited from engaging in self-medication. Students who observe any such act should report immediately.
- iv. Students suffering from infectious or contagious diseases may be required to withdraw from the University for the time of the sickness, depending on the type of infectious sickness, as well as professional advice by the Director, Landmark University Health Services.

40. PASTORAL/PROFESSIONAL COUNSELLING AND MONITORING SUPPORT

- i. Any student who experiences any emotional or social discomfort while within the University should feel free to speak, in confidence, with the Chaplain, the Director, Counseling Centre, Dean, Student Affairs, Hall Mentors, Hall Officers, or any other officer designated to provide spiritual and emotional counseling to students.
- ii. Every student of Landmark University is expected to relate with other students and staff and the entire University Community, as a member of the Household of Faith and as a happy Christian family.
- iii. Landmark University's authority will perform its *'in-loco-parentis'* role to students and will assist students to develop spiritually, academically, emotionally, socially and physically during their period of study in the University.
- iv. The Faculty Mentoring Support Programme (FMSP) also provides a rich anchor in this respect.

41. CLOSING OF DOOR/GATES

- i. The main gates of the University shall remain closed from 10.30p.m. to 5.00 a.m. the next morning.
- ii. Any student who arrives after the gates have been shut must give satisfactory explanation to the security men on duty, who will relay the same to the Dean, Student Affairs; towards receiving instructions on the next line of action before he/she will be allowed on Campus.
- iii. On no condition, should a student who returns late to the Hall break the “**Great Silence**”. Students are always free to continue their studies in the classrooms, Centre for Learning Resources or any other places that is so authorized within the campus at the specified periods for use of such areas.

42. HALL MANAGEMENT

A. Hall Student Leader (Hall Representatives)

- i. Every hall unit shall have a Hall leader who shall be a student, lawfully resident in that Hall unit.
- ii. The functions of a Hall Leader include:
 - a. Keeping the Dean, Student Affairs regularly informed of developments in his/her unit relating to issues such as light or water supply, students’ general well-being etc.
 - b. Enforcing all Hall rules in his/her unit.
 - c. Maintaining discipline in his/her unit.
 - d. Preparing his/her Hall for Inter-Hall Sports Competition, Dinner, Quiz, Drama, etc.
 - e. Any other duties that the Dean, Student Affairs may assign to him/her.

B. Hall Assistant

The number of Hall Assistants operating morning and evening shifts shall be defined by number of students per hall and the established vacancy per time.

The **Hall Assistant** is charged with the following duties:

- i. Work hand-in-hand with the students' representative in the hall.
- ii. Take custody of keys to the rooms in the hall.
- iii. Assist the Hall officer to take daily roll calls.

- iv. Get students out of the Halls for services and other University General Assembly.
- v. Enforce observance of the “Great Silence” Rule.
- vi. Identify and report to the Hall officer students who damage hall facilities.
- vii. Ensure students sign for their keys.
- viii. Write daily report of activities in the hall.
- ix. Ensure the compliance of Visitors’ registration during visiting hours.

C Hall Officer

The number of Hall Officers operating morning and evening shifts shall be defined by number of students per hall and the established vacancy per time.

The **Hall Officer** is charged with the following duties:

- i. Co-ordinate the administrative responsibilities relating to room allocation to students and attend to matters involving their general welfare.
- ii. See to the enforcement of any disciplinary action taken against any student residing in their hall of supervision.
- iii. Conversant with the University and Hall regulations and ensure adequate compliance by the students.
- iv. Hold regular meetings with the Hall representatives with the view of passing across relevant information to and through them as well as getting feedback on the student's needs and observations.
- v. Ensure responsible issuance of exeat permits and monitor strict adherence to exeat terms.
- vi. Monitor and appraise students' attendance registers in the Halls of residence.
- vii. Write daily report of happenings and events in their hall of supervision and submit same to the Dean's office through the appropriate channels.
- viii. Supervise general cleaning up exercises in their hall of supervision and ensure compliance by all students.

43. SANCTIONS

- i. Hall Representatives or Hall Leaders can report cases of infringements to the Hall Officer. Failure to report cases and carry out specified duties will be considered as a violation of the responsibility Core Value, and shall attract appropriate sanctions.
- ii. The Hall Officer must refer major cases above their jurisdiction to the Dean, Student Affairs through the established channels
- iii. The Dean, Student Affairs may impose punishment, ranging from immediate sack from the Hall, to recommending the total expulsion of the culpable offender from the University, depending on the gravity of the offence.

44. VIGILANTE SQUAD

A vigilante squad consisting of the Dean, Student Affairs (or his representatives), Deans of Colleges, Hall Officers, Chief Security Officer, a few selected security staff and other appointed staff are granted authority to periodically visit and search rooms and personal belongings in Halls of Residence at any time to enforce the above Hall rules and regulations and to report exceptional matters to the University authorities.

45. AWARD OF LANDMARK UNIVERSITY DEGREE

Landmark University has the right to refuse the award of its degree to any student who has exhibited gross acts of misbehavior in the University. The award of the University's degree is subject to both good academic and behavioral performance of the student throughout his/her period of study. The award of a Landmark University degree is subject to a student's worthiness in both character and learning. The University reserves the right to withhold certificate for the award of a degree to a student whom she has not found worthy in character.

46. SPECIAL GRADUATION REQUIREMENT

For any student to be adjudged qualified to be certificated by Landmark University as her graduate, he/she is expected to have successfully gone through the *Towards A Total Graduate (TTG)* Course which is specially designed as a consolidated approach towards raising a new generation of leaders

equipped in their total personality to positively influence their community and restore hope to the citizens of their nations and to mankind in general. This course shall partly examine and provide teachings and counsel on the character status for Landmark University Students. There shall be lecture component for this programme as well as appropriate examinations/tests to validate levels of comprehension in the course and the character disposition of the intending graduate. Attendance at all lectures and Examinations/Test is compulsory for all students. Students who fail the TTG programme shall not be deemed to have graduated until the failure is remedied.

Quotable Quotes on Leadership

- It is not enough to know something; you must know enough of the thing to be on the highway of life. – *Bishop David Oyedepo*
- It is not motivation that gets result; it is motion that begets result. – *Bishop David Oyedepo*
- Wisdom, the kind that is from above, is above all and it sets you on high. – *Bishop David Oyedepo*
- Be determined for a departure in order to build a future.– *Bishop David Oyedepo*
- Self-discipline is not a gift, neither can it be imparted; it is an individual choice made for the purpose of accomplishing a given task. – *Bishop David Oyedepo*
- To be informed is to be transformed, to be uninformed is to be deformed. – *Bishop David Oyedepo*
- Until your task is discovered, your success is not in view. – *Bishop David Oyedepo*
- Try not to become a man of success but rather try to become a man of value – *Albert Einstein*
- Success is a function of right choice, engineered by personal commitment and sustained by a right attitude. – *Bishop David Oyedepo*
- Everything that works, works in the hands of people that work. – *Bishop David Oyedepo*

CHAPTER FIVE

REGULATIONS GOVERNING STUDENTS' EXAMINATIONS

This chapter presents the regulations governing all examinations in the University. Part of its objective is to inculcate sound moral discipline and practice and to promote integrity. This is to avoid those pitfalls that have tended to erode the public's confidence in university degrees. You must not lose your identity. Depend on yourself, study well, attend lectures and cultivate the habit of personal reading and studying. All students should scrupulously observe the regulations, as ignorance of them will not be entertained by the Administration.

1. Admission to Examinations

Only students, who have been duly admitted, who have registered, matriculated, signed for the Student Handbook, paid their school fees in full, signed the Student Code of Honour, and undergone a regular course of study in the University in line with the rules and regulations of the University, shall be allowed to take their examinations, subject to section 2 below.

2. Minimum Class Attendance

(a) All such students, who are matriculated with the University, are required, in addition to paying all prescribed fees to the University, to have a minimum of 75% (percent) physical attendance in all the courses selected in the various departments of the University, before being allowed to take their examinations. Each lecturer keeps a class attendance register for course(s) taught. Any student that fails to meet the 75% lecture attendance in any course, would be deemed to have failed the course.

(b) Student(s) who are serving any punishment such as suspension or recalled from expulsion, will not be allowed to re-take any examination already written during the course of serving such punishment, except as decided at the discretion of management. Such examinations will be carried over to the next academic session by such student(s).

3. Students to Use Only Assigned Seats

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

4. Use of Current Student Identity Card in All Exams

All students are expected to put on their current ID Cards during examinations. Any student who fails to show his ID Card during an examination, shall present an authorized/stamped validation of studentship, bearing his photograph and other details from the Dean, Student Affairs.

5. Punctuality during Examination

Students must be punctual at every Examination Hall. In this respect, all students are expected to report at the Examination Hall at least 30 minutes before the commencement of each examination. Students who come late to the Examination Hall may be admitted at the discretion of the Chief Invigilator, but no student shall be admitted into the Examination Hall, 30 minutes after the commencement of the examination.

6 a. Leaving Examination Hall upon Commencement of Examination

No student is allowed to leave the Examination Hall with the intention of leaving the examination altogether for the first one hour after the commencement of an examination.

b. Leaving the Examination Hall Upon Completion of Examination

No Student is allowed to leave the examination Hall without handing over the answer scripts to the Invigilator. On handing over the answer script, the Student must ensure that he/she signs out on the attendance register irrespective of whether he has signed the 'in' Column of the attendance register. Students are not permitted to leave the examination hall without being instructed to do so by the invigilator who may wish to reconcile the number of answer scripts with the number of students physically present in the hall. Where a student fails to sign the 'out' Column of the attendance register,

he/she would be deemed to have been absent from that particular examination irrespective of the fact that he/she has signed the 'in' column of the register.

7. Visiting the Toilet During Examinations

No student is allowed to leave the Examination Hall with the intention of returning, except to go to the toilet, and an Examination Attendant of the University shall accompany the student.

8. Utmost Silence During Examinations

Students are advised to maintain utmost silence in the examination hall throughout the examination.

9. Unauthorized Communication During Examination

No student is allowed to communicate with any other student when the examination is in progress in the examination hall. Instead, if students need clarification, they are advised to raise their hands to draw the attention of the Invigilator, as opposed to rising from their seats or making sound of any sort.

10. Personal Requirements

Students must bring their own ink, pens, biros, erasers, rulers, pencils, calculators and any other instruments that are specifically permitted to be brought into the examination Hall for a particular examination paper. **No borrowing of any of these items is allowed in the Examination Hall.**

11. Items Not Allowed into the Examination Hall

Students are not allowed to bring any papers, books or bags with them into the examination hall. However, where a particular course requires the use of tables, graphs, etc., the University shall supply these during the examination and they must be returned along with the examination scripts. Also scientific calculators, organizers, iPods, etc. are not allowed during examination unless specifically permitted by Course lecturers. **No candidate shall have any other material or paper in his possession,** even a private letter, while inside the Examination Hall. Upon resumption, students are advised to familiarize themselves with other details of the examination regulations on accessing their result and computation of their GPA.

12. Alteration or Cancellation of Matriculation Number

No alteration or cancellation is allowed in the answer booklet of the student's registration or matriculation number. If any mistake is made in respect to a student's registration or matriculation number, the Chief Invigilator shall witness and initial the correction immediately it is made. It is unlawful to sign in a wrong matriculation number so it is important for Students to memorize their matriculation numbers.

13. Smoking, Eating, Drinking, etc.

Smoking, eating, chewing gum, drinking, etc., is prohibited in the Examination Hall.

14. Use of Scrap Paper: The use of scrap paper is not permitted in the Examination Hall.

Students are advised to do rough examination work in the answer book itself and it should be neatly crossed through later on. Similarly, no rough work is permitted on the question paper, on the desk, the student's palm, thighs, hands, handkerchief, or anywhere else.

15. Legible and Neat Writing Students are advised to write neatly and legibly.

16. Filling Examination Answer Booklets

Students are advised to ensure that, within the first 5 (five) minutes of the examination, they have inserted, the title of the examinations and their matriculation numbers at the appropriate place, names are to be written on the answer sheets. Students shall also insert the number of the attempted questions on the front cover of the answer scripts before submitting their answer scripts to the Invigilator.

17. Used or Unused Answer Scripts

The students are not allowed to take away any used or unused scripts from the Examination Hall. Any student found with any of these will be brought before the SDC for unlawful possession of proscribed or prohibited documents.

18. Dressing to Examination Halls

Students' dressing to the Examination Halls should comply with the regulations on the Dress Code.

19. Update of visa & sitting for professional examination during mid-semester or end of semester examination

(a) No student would be given permission to go out of campus to process his/her Visa or attend any professional examination during the mid-semester or end of Semester examination

(b) Also, the University while not against or discouraging students interested in participating in Professional examinations, may not be directly involved in students' participation.

(c) Students are hereby to note that all academic activities have priority over and above any Professional examination/programme. Thus, students are strongly advised to schedule their professional examination/programmes to vacation periods.

d) However, where students are interested in any of the professional programmes like coaching and sitting for its examinations, student should ensure that the timing does not conflict with their basic academic activities.

(e) The University would not organize any make up examination/test for student(s) who miss their examinations as a result of (a) above.

(f) Since the academic curriculum remains the major focus of the University, permissions to attend to issues that may arise on the platform of meeting the requirement of professional examinations, which may come in the course of the academic session, can only be granted by management of the University.

CHAPTER SIX

EXAMINATION MISCONDUCT AND PENALTIES

This chapter summarizes what constitutes examination misconduct and the various penalties, ranging from warning to expulsion, for violating examination rules. Landmark University stands out to promote integrity, both in and outside the classroom. Thus, every student has been advised to study these rules and their penalties. Examination malpractices not covered in this code shall be addressed by the Student Disciplinary Committee and if found guilty, the violator shall be so brought under the prescribed provisions. The list is by no means exhaustive.

Students are to note that:

- i) Any action by a student, which prejudices the integrity and sanctity of the University examination, shall be considered to be an academic misconduct and shall be punishable by appropriate disciplinary action;
- ii) Without limiting the generality of the foregoing, academic misconduct shall be deemed to include, but shall not be limited to the following:

1. Cheating during Examination: The penalty for this offence shall be cancellation of the Student's paper, assignment, project or report and forfeiture of the marks obtained or obtainable. Depending on the gravity of the offence, the Student may be **Suspended for One (1) Academic Session**, or **Expelled** from the university as the case may be.

2. Impersonation: This is impersonating another student or entering into an agreement with another person to be impersonated for purposes of taking examinations or tests or carrying out laboratory or other assignments. The students involved, that is, both the impersonator and the impersonated, if both are Landmark University students, shall be **Expelled** from the University. **However, where the impersonator is not a student of Landmark University, he shall be handed over to the police.** Similarly if a student of Landmark University impersonates anyone outside Landmark University, he shall be **Expelled** from the University.

3. Plagiarism: Plagiarism is the act of presenting the ideas or works of another as one's own. The use of other people's ideas or words must be properly acknowledged and referenced. This applies to all written materials, such as essays, laboratory reports, term papers, designs and other projects, statistical data, computer programmes and research results. The properly acknowledged use of sources is an accepted form of academic behaviour. The penalty for plagiarism shall be **Cancellation of the student's paper and forfeiture of the mark obtained or obtainable.** In addition, the student shall be made to face SDC and if found guilty, he/she shall be sanctioned accordingly. This sanction shall range from **Suspension to Expulsion.**

4. Unorthodox Means: Obtaining, by theft, or other improper means, examination papers, tests, or any other materials, or using such materials, or distributing such materials to other students. The penalty for this offence shall be **Suspension for One (1) Academic Session.**

5. Falsifying Academic Records for Admission, etc.

Falsifying academic records or submitting false credentials for purposes of gaining admission to the University examination hall or for any other academic purpose. The penalty for this offence shall be **Expulsion.**

6. False Medical Certificate

Submitting a false medical or other certificate, or obtaining such certificate under false pretence for examinations or any other academic purpose whatsoever. The penalty shall range from **Suspension to Expulsion**, depending on the gravity of the offence.

7. Re-Submission of Used Materials

Submitting an essay, report or assignment to satisfy some, or all of the requirements of a course, when that essay, report or assignment has been previously submitted or is concurrently being submitted for another course, without the express permission of the lecturer(s) involved. The penalty for this offence shall be **disqualification in the relevant examination paper and the student is deemed to have failed that paper.**

8. Disruption, Harassment, etc.

Behaving in a manner, which infringes in an unreasonable way the orderly conduct of an Examination, the student should be disqualified from writing that examination paper and shall be deemed to have failed the paper.

9. Anti-Safety Behaviour

Violation of this safety-regulation shall attract a suspension from such Workshop, Studio room or laboratory activities for a period of not less than four (4) weeks depending on the gravity of the offence.

10. Unauthorised Communication

If a student is found engaging in any unauthorised communication (oral, written or sign) while the examination is in progress, **the student involved shall be disqualified in the relevant examination paper and shall be deemed to have failed that paper.** Such a student may be allowed to register for the course during the following year or in the Summer School Programme, provided he/she satisfies the conditions for the Summer School Programme in the University.

11. Influencing an Examination Official

If a student is found attempting to influence any examination official with a view of gaining an advantage (e.g. writing of unauthorised numbers, names, marks, notes, etc. on answer booklets), **the student involved shall be disqualified in the relevant examination paper, and shall be deemed to have failed that paper.** Such a student may be allowed to register for the course during the next session or in the Summer School Programme, provided he/she satisfies the conditions for the Summer School Programme in the University.

12. Writing on Unauthorised Materials

If a student is found writing on any unauthorised paper or material(s) during an examination, either the question set or solution, thereof, **the student involved shall be disqualified in the relevant examination paper and shall be deemed to have failed that paper.** Such a student shall be allowed to register for the course during the next session or in the Summer School Programme, provided he/she satisfies the conditions for the Summer School Programme in the University.

13. Unauthorised Change of Seating Position

If a student is found changing assigned seating position in the examination hall without the permission of the Invigilator, **the student involved shall be disqualified in the relevant examination paper and shall be deemed to have failed that paper.** Such a student shall be allowed to register for the course during the next session, or in the Summer School Programme, provided he/she satisfies the conditions for the Summer School Programme in the University.

14. Possession of Written Materials

If a student is found having in his/her possession, any written or photocopies of notes or any printed materials, or notes written on any part of the body, clothing, instruments, such as set square, slide rules, calculator etc., or having notes written on chairs, tables, desks or drawing boards during the examination, the student involved shall be **Expelled** from the University.

15. Copying from Unauthorised Materials

If a student is found, while the examination is in progress, copying, or has copied any paper, book or note on to any part of clothing, body, table, desk or instruments, like set square, slide rule, protractors,

calculators etc., the student involved shall be **Expelled** from the University.

16. Consulting Recommended Books or Lecture Notes

If a student is found, while the examination is in progress consulting lecture notes or recommended textbooks, inside or outside the examination hall, the student involved shall be **Expelled** from the University.

17. Passing Unauthorised Materials to Others

If a student is found, while the examination is in progress, passing any material, such as a copy of the set in the paper or solution, to any one, **both students involved shall be expelled from the University.**

18. Receiving Unauthorised Help from Others During Examination

If a student is found, while the examination is in progress, receiving or giving help to another student through some written material relevant to the examination, **both students involved shall be expelled from the University.**

19. Aiding and Abetting Others to Copy

If a student is found, while the examination is in progress, aiding and abetting any other student to copy from unauthorised material, **both students involved shall be expelled from the University.** If the student aiding or abetting the other(s) is not writing that particular paper, **he shall be expelled from the University or handed over to the Police, if the culprit is from another institution.**

20. Soliciting for Marks

If a student is found, while the examination is in progress, communicating or attempting to communicate, directly or indirectly, with the examination officials, with a view of influencing them in the award of marks, **the student involved shall be disqualified from the entire examinations and suspended for one session and shall be required to register at the beginning of the corresponding year following.**

21. Destruction of Unauthorised materials

If a student is found, while the examination is in progress, destroying any unauthorised note or paper found on him/her, **the student involved shall be expelled from the University.**

22. Disobeying Examination Instructions

If a student is found, while the examination is in progress, disobeying lawful instructions from examination officials, **the student involved shall be disqualified from the entire examinations and Suspended for One (1) Academic Session and shall be required to register at the beginning of the third year following the suspension.**

23. Refusal to Complete Malpractice Form

If a student is found, while the examination is in progress, refusing to complete part of the form for reporting examination malpractice, **the student involved shall be Suspended for One (1) Academic Session and shall be required to register at the beginning of the following year.**

24. Illegal Possession of Examination Materials

If a student is found, being in possession of examination materials, such as answer booklets, before and/or after examination, **the student involved shall be expelled from the University.**

25. Making Previous Arrangements for Help

If a student is found to have made, or makes, or is making, any prior arrangement to obtain help in connection with the question, paper, **the student involved shall be Expelled from the University.**

26. Smuggling of Answer Scripts

If a student is found smuggling, in or out of the examination hall, an unauthorised answer script or continuation sheet or question paper, **the student involved shall be Expelled from the University.**

27. Impersonating another Student

If a student is found impersonating another student by writing the candidate's name and/or number, the students involved, that is, both the impersonator and the impersonated, if both are Landmark University students, **shall be expelled from the University**. However, where the impersonator is not a student of Landmark University, **he shall be handed over to the police. Similarly if a student of Landmark University impersonates anyone outside Landmark University, he shall be expelled from the University**.

28. Illegal Possession of Question Papers, Examination Materials, etc.

If a student is found with unauthorised written materials, question papers, solutions or any materials relevant to the examinations, **the student involved shall be expelled from the University**.

29. Attacking Invigilator(s) or Lecturer(s) If a student is found attacking an invigilator or any examination officer, in or out of the examination hall, **the student involved shall be expelled from the University**.

30. Collaborative Copying, Refusal to Submit or Destruction of Materials

If any student is involved in collaborative copying, exchanging of answer scripts or written materials in the examination hall, or refuses to hand over suspected unauthorised material(s), or destroys the suspected unauthorised material(s), or tenders any non-authentic document relating to the examination (e.g. I.D. Card, payment, receipts, medical certificates), or refuses to sign the Examination Misconduct Form when instructed to do so, **such a student shall be Expelled from the University**.

31. Failure to Return Examination Booklets, etc.

Failure to return an answer script after the examination or talking to another student during an examination or looking into another student's answer script, or borrowing or lending material in the Examination Hall, or exhibiting an unruly behaviour to the invigilator or any other examination officer or student constitutes an examination misconduct. **The penalty for this offence shall range from Suspension to Expulsion**.

32. Failure to stop Writing or Writing before the start of Examination

Writing before the start of examination, or after the call for stop of examination or writing things other than the registration number on the question paper administered, constitutes an offence **and the penalty shall range from Suspension to Expulsion**.

33. Alterations or Cancellation of Matriculation Number

No alteration or cancellation of either student's registration or matriculation number is allowed during examinations. **The penalty for the violation of this rule shall range from Suspension to Expulsion**.

34. Other types of Examination Malpractices

If a student is found committing any other related offence(s) connected with examinations, which may not be specifically mentioned above, the student involved shall face the penalty recommended by the Student Disciplinary Committee.

PREROGATIVE OF THE VICE-CHANCELLOR

As the law governing the University vests the Vice-Chancellor with the power and authority to discipline the students, it is the prerogative of the Vice-Chancellor of Landmark University to enforce the "STUDENT HANDBOOK" in full or in part or to suspend any part of the "STUDENT HANDBOOK" in the best interest of the University.

CHAPTER SEVEN

STUDENTS SERVICES/RESOURCES

1. Directorate of Student Affairs

The Student Affairs Directorate headed by the Dean, Students Affairs, addresses issues pertaining to welfare and challenges related to issues, which include the following major areas:

a) Students Academic Services

- i. Guidance and Support Services
- ii. Counseling and Self Development Services

b) Students, and Campus Life, including:

- i. Dining
- ii. Health Services
- iii. Library Services
- iv. Students Associations
- v. Consultancy Services
- vi. Postal Agency
- vii. Safety and Security
- viii. Transportation
- ix. Sporting Facilities
- x. Housing (Chapter Four)
- xi. Residency Life (Chapter Four)
- xii. Students' Accounts

2. Dining Services

Landmark University has put in place feeding arrangements that have taken into cognizance the various taste and economic status of all students. The Cafeteria provides a broad variety of food on an a la carte basis.

The dining hours are:

i.	Breakfast	7.00 a.m. - 10.00 a.m.
ii.	Lunch	12.00 noon - 5.00 p.m.
iii.	Dinner	6.00 p.m. - 9.00 p.m.

3. Buttery Services/Shopping Mall

The University has put in place affordable Buttery Services in each of the Halls of Residence, Shopping Mall at the Chapel Building, as well as the College Buildings. These services are to provide the students with their daily needs. In addition to these, barbing and hair-dressing saloons are also operational in the Halls of Residence. The services in the Halls of Residence are operational between 8.00 am and 9.00 pm daily.

4. University Medical Centre

- i. All students, upon first admission to the University are required to register at the University Medical Centre. This is to help identify those who would require immediate medical attention.
- ii. These include those with serious chronic diseases such as Hypertension, Heart diseases, Sickle Cell Disease, Bronchial asthma etc., who may need frequent, urgent treatment at the Medical Centre or special consideration for the physical, mental and spiritual exercises of the University.
- iii. Students are encouraged to be detailed and truthful in completing the medical registration form. Those receiving specialist care or who are on special medication should inform the University Medical Centre in order to facilitate follow-up visits to such Specialists.

- iv. During medical registration, students are expected to come along with two passport photographs and evidence of payment of medical examination fee.
- v. Each student is issued a Patient Reference Card with his/her Hospital Number and photograph on it.
- vi. The Hospital Number is electronically captured on each student's Identification card. Students are therefore expected to come with their Student Identification card on each visit, to facilitate prompt medical attention.
- vii. The University Medical Centre has well qualified, experienced and God-fearing medical personnel and appropriate medical paraphernalia to cater for students' health needs.

REFERRALS

The Medical Centre refers students out for medical attention when the facilities or manpower required for their treatment are not available at the medical centre. Such referrals are based on the Director's assessment and not on students' preferences. Students are discouraged from seeking medical exeats on flimsy and frivolous grounds.

MEDICAL REPORTS

The Medical Centre issues medical reports or "Excuse Duty Certificates" on request, to students who miss lectures, examinations and other University activities on health grounds. Such documents should reach the Students Affairs Department not later than 8.00am of the next school day. The Medical Centre will not issue medical reports to or verify medical reports brought from home by students who by-pass the Medical centre to receive medical attention elsewhere.

EARLY PRESENTATION AND COMPLIANCE

- i. Students are encouraged to present themselves at the medical centre early in the course of their illness and avoid self-medication with antibiotics, anti-malarias, sedatives and strong pain relievers.
- ii. They are also encouraged to adhere strictly to prescriptions and instructions from the Medical Centre to minimize the incidence of drug resistance on campus. This will help reduce the cost of health care delivery occasioned by the use of more expensive second and third line drugs due to first line drugs which have been abused.

Landmark University is committed to combining the prayer of faith and medicine as the best means of regaining and maintaining health. The University therefore reserves the right to know the health status of the student from time to time. This shall be through the conduct of test and medical examinations that will facilitate this knowledge.

Medical or Psychological Evaluation

- i. A Student may be directed to participate in a Medical and/or Psychological Evaluation whenever the behaviour of the student appears to pose a serious threat to the health and safety of such student, or others.
- ii. Failure to respond to a directive from/ cooperate with a University Official, to complete the medical and/or psychological evaluation; or failure to provide necessary records of prior treatment by the date requested may result in administrative action, **up to and including Indefinite Suspension from the University until the evaluation and records request requirements are met.**

5. CENTRE FOR SYSTEMS AND INFORMATION SERVICES (CSIS)

The Computer Laboratory is an operational unit of the Centre for Systems and Information Services (CSIS). Its purpose is to educational services to students, faculty, staff, researchers and the University at large. There are two (2) Computer Laboratories within the University, these services are available in the First College Building and the Second College Building.

The details of the modes of operations are available at the CSIS.

RULES ON USE OF UNIVERSITY PORTAL

- i. The use of the University's information technology (College Portal) resources to receive or distribute copyrighted material without proper authorization from the copyright holder is strictly prohibited. This includes but is not limited to the sharing of copyrighted music, videos etc.
- ii. Students are not permitted to establish servers on non- university owned machines using campus facilities. No user shall view, copy, alter or destroy another's personal electronic files without permission. No user may, under any circumstances, use campus computers or networks to harass or defame (slander, libel, etc) any other person.
- iii. Computer accounts, passwords and other types of authorization are assigned to individual users and should not be shared with others. Students are responsible for any use of their account(s). If an account is shared or the password divulged, the holder of the account may lose all account privileges and be held personally responsible for any actions that arise from the misuse of the account.
- iv. Permitting unauthorized access: Students shall not run, operate or otherwise configure software or hardware to intentionally allow access by unauthorized users. The deliberate attempt to degrade or compromise in any manner the performance of a computer system or network or to deprive authorized personnel of resources or access to any Landmark University computer or network is prohibited.
- v. Breach of security includes, but is not limited to: configuring software or hardware to intentionally allow access by unauthorized users, creating or knowingly propagating viruses, hacking, password cracking, unauthorized monitoring of electronic communications, or unauthorized viewing of other person's files. Abuse of campus computer resources is prohibited and includes, but is not limited to: propagating chain letters, posting a message to multiple list servers, distribution lists, or news groups with the intention of reaching as many users as possible, and the use of computing and networking resources of campus for commercial purposes.

Violation of these set rules shall receive stiff penalty, ranging from **Suspension to Expulsion**, depending on the gravity of the offence.

6. University Bookstore

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

7. Telephone Services

Telephone services are available in the Halls of Residence and the College Building and at the Business Centre

8. Word Processing

Word processing facilities are available around the campus at affordable prices, basically for the use of the student

9. Photocopying

Photocopiers are also available in the College Building, Bookstore, Centre for Learning Resources(CLR) and Cafeteria Building for students' photocopying needs.

10. Postal Agency

The University provides postal services to serve all students and staff of Landmark University. Postage stamps and other Postal Services are available at the Registry. Students' letters and correspondences shall be distributed to them promptly in their colleges and Halls of Residence, as the case may be.

11. Landmark University Student Council

The student body shall be represented by a multi-level structure spanning their spiritual, academic and residency life. At the apex of the student representative council is an Executive Council. Members of the Council include:

1. Chairman
2. Vice-Chairperson (Male & Female)

3. General Secretary
4. Student Chaplain (Male & Female)
5. Revolutionary Squad Commander
6. Revolutionary Squad Commandant
7. Financial Secretary
8. Public Relations Officer
9. Press Secretary
10. Welfare Secretary (Male & Female)
11. College Representative (CAS)
12. College Representative (CBS)
13. College Representative (CSE)
14. Hall Representatives (For each of the Hall of Residence)
15. Community Development ((Male & Female)
16. Sport Coordinators (Male & Female)
17. Assistant General Secretary
18. Deputy Student Chaplain (Male & Female)
19. Assistant Financial Secretary
20. Assistant Public Relations Officer

*They shall represent the student body in all matters to the University authorities. Landmark University Students are not permitted to be represented on Union basis.

* All Offices shall be filled by consultation and spiritual search.

*Election into any such office is of grace and their duties are well spelt out in the instrument setting them up.

*All meetings, deliberations and activities of the Council shall not exceed 12 0'clock midnight except with special permission from Dean, Student Affairs.

12. Community Development Impact

The University engages in Community Development Initiatives to impact the immediate environment with the virtues and values of Landmark University. All students are expected to participate in this programme.

13. Student Associations

- a. It is the policy of the University to encourage students of the University, who so desire, to organize themselves into and join associations that contribute to the academic and social life of the University.
- b. As a rule, the University does not encourage or recognize any student association, which, in its membership, discriminates on account of race, sex or religion. For this reason, tribal and other ethnic student organizations are not encouraged or given any recognition by the University. However, recognized and registered associations are required to inform the Dean, Student Affairs of their activities and to submit the names of their officers to him for record purposes at the beginning of every session.
- c. For this purpose, groups seeking recognition must submit the following to the Dean, Student Affairs:
 - i. Two copies of the proposed constitution and by-laws.
 - ii. Names, matriculation numbers, hall and faculty/departmental addresses of the officers. Such officers' CGPA should not be less than 3.5 and must be of good Christian Character.
 - iii. Signatures of a full-time, senior academic, administrative or technical staff of the University who agrees to serve as Adviser/Patron to the association and who must have been cleared by the management.
 - iv. Certification by the Adviser/Patron that at least twenty full-time students will form the nucleus of the association.
 - v. Statement of purposes and proposed programmes of activities, as they relate to the expected contributions to the academic, cultural, social or recreational life of the campus.
 - vi. Affiliations, if any, to any outside association.

- vii. Student associations may be dissolved or dis-established by request of the association itself or by a decision of the Dean, Student Affairs, when the association has failed to file a registration form for two consecutive Academic Sessions, or by action of the Dean, Student Affairs, with the approval of the Registrar, for any violation of University Regulation and policies governing student associations.
- viii. All associations are to be registered at the commencement of a new session. No unregistered students' organisation would be allowed to operate within and outside the University, and such operators shall be sanctioned accordingly. **Such sanctions would include but not limited to, the proscription of the association, suspension / expulsion of the student(s) officials involved as may be determined by SDC.**
- ix. No student association or group of students is permitted to go on public performance within or outside the University without due authorisation from the University authority through the Dean, Student Affairs. **Violation of this clause would lead to the proscription of such association and subjection to further disciplinary measures.**
- x. No student or association is to solicit for fund or sponsorship from individuals, institutions, organizations or corporations without due authorisation from the University through the Dean, Student Affairs. **Violation of this clause shall lead to the sanctioning of such association(s).**

Printing/Publishing of Books, Magazines, Journals, Newspapers, Periodicals etc.

No student or association shall print or publish any such materials without going through the procedure that shall be made available in the office of the Dean, Student Affairs. Such materials may be subjected to the peer review of the University.

14. CENTRE FOR LEARNING RESOURCES (CLR)

The Library occupies a central point in any citadel of learning worth its salt. It is the hub around which academic activities revolve. It serves as the engine room for knowledge generation and dissemination which makes it a theatre for intellectual renaissance where the past, present and future interact. The worth of any library is based on the robustness of its collection aimed at enhancing the quality of teaching, learning and research.

The Library in Landmark University is known as Centre for Learning Resources (CLR). It is a world-class two storey magnificent glass edifice equipped with state-of-the-art facilities with a seating capacity of 1,700. It acquires, organizes, stores and disseminates information in various formats. These include print and electronic formats. Landmark University Centre for Learning Resources is fully automated, with an OPAC (Online Public Access Catalogue) accessible to staff and students remotely from their offices, departments, hostels and homes. CLR also has diverse electronic resources accessible to users irrespective of their locations. Resources available in the Centre include:

- Reference materials
- Online Databases
- Books (print and electronic)
- Periodicals: Journals, Newspapers, Magazines
- CD-ROMS
- Internet Resources/Services

❖ CLR Resources/Services

i. Online Databases

The library can boast of quite a number of online databases. These include EBSCO, JSTOR, ARDI, Bioline, AGORA, DOAJ, HINARI, OARE, Ebrary, NUC Virtual Library and Science Direct. Ebrary alone provides access to over 700,000 e-books and other documents while others contain over 40, 000 electronic journals across all disciplines.

ii. Escapist Reading

This section is located on the ground floor of the library. It is tastefully furnished and equipped with a large screen Samsung Led television, DSTV, and Air-conditioner. This

section provides access to educational documentaries, CNN, TBN and other information bearing networks. It provides a platform for relaxation and learning.

iii. Spiritual & Leadership Development Section

In pursuit of the mandate of the University in raising solution providers that would break new grounds in all fields of human endeavour, a section called Spiritual & Leadership Development has been established. This section is fully equipped with books on leadership and spiritual development. This is to further drive the University's Mandate of producing Total Graduates.

iv. Electronic Library

The library provides 40 state-of-the art computers with uninterrupted connection to the internet in order to facilitate access to our various online databases. The E-library is designated purely for research purposes and it is fully air-conditioned to create an enabling environment that fosters teaching, learning and research.

v. Wireless Access Points

The library provides wireless hotspots which enable users connect to the internet using their personal laptops and other devices.

vi. Reserved Materials

The last copy of every book title especially those on high demand or requested by Deans and lecturers are placed on 'Reserve' to allow equitable use of the materials.

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

Cataloguing details are digitized and made accessible through several networked computer workstations within the campus and anywhere around the world. CLR uses Alexandria Library Management Software to perform routine activities such as the creation of bibliographic databases, acquisitions, cataloguing, circulation, serials control, current awareness services (CAS) and selective dissemination of information (SDI). It is the computerized version of the traditional catalogue system. Like the traditional catalogue system, the OPAC leads you into the treasures of the library. It is the guide to the quick and efficient utilization of library resources. It is imperative for you to be thoroughly acquainted with the operations of the OPAC.

viii. Circulation Services

Materials are circulated via the use of barcodes. The barcodes are scanned into the computer system which automatically updates user's loan file and data. Renewal of books is done either online by intercom or mobile phone or in the library at the circulation desk. Profile of all authorized users and their passport photographs are captured digitally using Alexandria registration module.

ix. Bibliographic Instruction

The Library provides training on the use of our WebPac, Online Public Access Catalogue - OPAC and other Electronic Information Resources, as well as other search techniques. Bibliographic details of the library collections which are held in electronic format are made accessible through different computer terminals in the library and remotely from departments and other locations within the campus. This is accessible via <https://opac.lmu.edu.ng>

x. Online Renewal of Borrowed Materials

There is facility for online renewal of books that are due. This is done through the intercom or intranet.

xi. Library Orientation/Teaching of the Use of Library

The Library organizes practical orientation for all fresh students and new staff members. The exercise aims at exposing them to effective use of resources available within and outside the library. The Library is also involved in the teaching of the 'Use of Library' under the University Wide Courses programme.

xii. Selective Dissemination of Information /Current Awareness Services

Profiles of Professors and Heads of Departments are being compiled for dissemination of information relevant to their areas of research. These profiles are being captured at the point

of Library Registration. Relevant materials in their areas of research interest are then being forwarded through their e-mails by the Reference Librarian.

Also, newly acquired materials are duly publicized by routing and displaying tables of content at various departments and strategic notice boards within the campus. This is aimed at sensitizing students and faculty to library holdings of interest.

xiii. Photocopying and Printing Services

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

xiv. Online Reference Services

The library renders online reference services via the intranet through the Tracking System. Every inquiry/request made by students and/or staff, is assigned a unique ticket number with which they can track the progress of their requests online. This service is accessible on <http://support.lu.edu.ng>. Other reference Services rendered include; individual assistance with library usage, online database and CD-ROM searching.

xv. Overnight Loan of Reference Materials and Journals

Overnight loan service on reference materials and journals is available to staff. Undergraduate students are not eligible for this service to forestall careless handling of the materials.

❖ **CLR Operations and Policies**

A. Hours of Operation:

Days	Opening Hours	Closing Hours
Mondays – Fridays	8.00am	9.00pm
Saturday	10.00am	9.00pm
Sunday	3.00pm	8.00pm

B. Registration

Every user of the library whether a student, staff, researcher, etc. is expected to register and obtain authorization to access CLR resources. Students **must** show their identification cards and be compliant with the University Dress Code before entering the library.

C. Check Out Procedure

- Only duly registered students, faculty and staff are allowed to check out books from the CLR.
- Every book must be checked out by computer but the due date must be indicated on the Date Due slip.
- Identify the book you need from the shelves after consulting the Online Public Access Catalogue (OPAC).
- Ensure that the book is in good condition and that no pages are missing before taking it to the Circulation Desk
- Tell the Library Assistant your names starting with the surname
- Ensure that the book is properly checked out by observing that the date due slip is stamped correctly to avoid embarrassment at the checking-points as well as ascertaining that the record of the loan is scanned into your file on the computer system.
- Ensure that the book has been desensitized before leaving the library to avoid embarrassment by the electronic security gate.

D. Number of Loans Permitted for Users

The maximum number of books permitted for a loan period is 2 for undergraduate, 3 for postgraduate students and academic staff.

E. Duration of Loans

The normal duration of loan is 14 days for undergraduate and 21 days for research students and faculty. However, a loan may be renewed on application for one further period as long as no other user requests for the material, after that it must be returned. Academic staff, with special reasons are requested to state clearly the length of loan required if they desire to use the material for a longer period.

F. Overdue Books

Fine for regular loan items is N50 per day, per item. This is strictly enforced. Students and staff are expected to pay the necessary fines to Financial Services when the item is returned.

G. Lost Material

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

H. Damaged Materials

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

I. Audio-Video Material

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

J. Periodicals

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

K. Dissertations/Theses Collection

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

L. Computer Services

Computers are available in the Multimedia Section for accessing databases, CD-ROMS, the online catalogue and for word processing needs of staff and students. In addition, there are computers dedicated to internet services and browsing. CLR routine services are computerized as a perfect virtual library. Staff and students could access resources from offices, cafes or wherever there is a computer terminal within the university-networked environment.

M. Organization of Materials

Outline of the library of Congress Classification Scheme

Classification Mark	Subject
A	General works Polygraph
B-BJ	Philosophy, Psychology
BL-BX	Religion

C	Auxiliary Science of History
D	History: General, Europe, Asia, Africa, Oceania (DT History; Africa)
E-F	History: North and South America
G	Geography, Anthropology, Folklore, Manners & Customs, Recreation
H	Social science
J	Political Science
K	Law
L	Education
M	Music, Books, on Music
N	Fine Arts, Architecture
P-PA	General Physiology & Linguistics Classical Languages & Literature
PA Supplement	Byzantine & Modern Greek
PR-PH	Modern European Languages
PG	Russian Literature
PJ-PM	Languages & Literature of Asia, Africa, Oceania, American Indian Languages
P-PM Supplement	Index to Languages and Dialects
PN, Pr, RS, PZ	General Literature, English & American Literature
PQ, Part I	<i>African Literature</i> in English, Juvenile Literature, French Literature (includes Africa Literature in French)
PQ, Part II	Italian, Spanish, Portuguese Literatures
PT, Part I	German Literature
PT, Part II	Dutch & Scandinavian Literatures
Q	Science
R	Medicine
T	Technology
U	Military Science
V	Naval Science
Z	Bibliography, Library Science

N. **Information Centre Courtesy**

The CLR is a quiet zone. Anyone entering the library area is expected to be considerate of those studying there. Eating and drinking, and GSM calls are not allowed in the CLR. Group discussion is limited to Escapist Reading and the Scholars Commons sections of the library.

O. **Theft & Mutilation**

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

P. **Lost but Found Items**

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

15. **Safety and Security**

The Security Department issues parking permits and enforces traffic regulations, which are to be obeyed by all and sundry. All thefts, vandalism or accidents, etc. should be reported to the security

office immediately. Students are advised to be in possession of their ID cards at all times for identification upon request by security personnel.

16. Transportation

Students are not permitted to operate or park personal vehicles on Campus. The University shall provide transportation, when necessary, to any location, on or outside Campus, as demanded by academic or sporting programmes. In addition, Shuttle Bus Service is provided from the gate to the University campus.

17. Sporting activities/Halls of Residence sports facilities.

Landmark University maintains a well-rounded programme of sporting and athletic activities on the Campus under the supervision of experienced coaches. Sports for which facilities are available include Athletics (Track and Field), Basketball, Tennis, Soccer, Table Tennis, Volleyball; and Board Games i.e. Chess, Scrabble and Monopoly. Competition among the Colleges for the possession of the Championship cups holds during the Omega Semester of every Session. The responsibility for the administration of sports in the University is vested in the Sports Sub Unit of the Directorate of Student Affairs. The subunit serves as the governing body in sports and advises on proper principles of University policy on sports. There is the compulsory physical fitness jogging exercise for every Landmark University student, therefore all new students are required to come along to school with such sporting wears as:

- (1) T-Shirts
- (2) Track down or Shorts
- (3) Canvas shoes

These are essential requirements for the compulsory jogging activities in the school. The dress code for the compulsory jogging activities is not negotiable; therefore every student is strongly advised to procure these items before coming. However, exemptions are granted to students with pronounced health challenges, upon presentation of medical proofs exempting them from rigorous activities. The University Health Centre must also have record of such health challenges during registration.

Various University teams are available in the following sports:

Football (Male and Female)

Basketball (Male and Female)

Volleyball (Male and Female)

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

INDOOR GAMES

Facilities are also provided within both male and female halls for indoor relaxation and mental exercise for all students. The games equipment provided include:-

- (1) Chess
- (2) Scrabble
- (3) Monopoly
- (4) Table tennis
- (5) Drafts
- (6) Ayo and many others.

RULES GUIDING THE USE OF INDOOR GAMES

1. The games shall be kept in the custody of the Hall Officers
2. Under no condition should any of the games materials be removed from the Hall of Residence to which it belongs.
3. There shall be a register in the Hall Office for signing in and out of games facilities. Any student collecting any game material must drop his/her identity card.
4. No student is permitted to hold on to a particular game material for more than 2 hours
5. None of the game materials should, under any condition, be with any

student overnight.

6. Misplacement and damages of any of the games items will attract the following penalties:
- a. Loss of games material: Immediate replacement of games material or payment of replacement cost to Accounts Office.
 - b. Damage of games materials: Repairable items will attract 50% replacement cost if damaged. If the cost of repairs is however beyond the 50% surcharge suggested, 100% surcharge shall be paid.
 - c. Damage of games materials beyond repairs will attract payment or surcharge of the total replacement cost.

7. Time for collection of games items

Monday – Friday	3pm -8pm
Saturday	10am - 8pm
Sunday	2pm - 8pm

NB. The above timing remains except when it clashes with any special University Assemblies.

Quotable Quotes on Leadership

- To be informed is to be transformed, to be uninformed is to be deformed. – *Bishop David Oyedepo*
- Leadership is taking the lead and not occupying a seat. – *Bishop David Oyedepo*
- It is not enough to know something; you must know enough of the thing to be on the highway of life. – *Bishop David Oyedepo*
- What you need to succeed doesn't come from abroad, it comes from above. – *Bishop David Oyedepo*
- True leaders cultivate character with the fertilizer of self-discipline. - *Myles Munroe*
- A true leader hates the things God hates - *Myles Munroe*
- All great leaders are products of time and trophies of life's war. - *Myles Munroe*
- Every moment is a golden one for him who has the vision to recognize it as such. – *Henry Miller*
- The greatest discovery of my generation is that man can alter his life simply by altering his attitude of mind. - *William James*
- Everyone who got where he is had to begin where he was. - *Richard L Evans*
- Winning starts with beginning. - *Robert H. Schuller*
- The man who removes a mountain begins by carrying away small stones. –*William Faulkner.*

CHAPTER EIGHT

STUDENTS' SPIRITUAL DEVELOPMENT AND CAMPUS LIFE

1. SPIRITUAL LIFE

The educational programme in this nation has been so unilateral in its approach to preparing the youth to handle the challenges of the future. We have focused mainly on academic development all these years. Man is a triune being - spirit, Soul and body. Any institution that wants to prepare man to achieve laudable goals in life with less stress has to take cognisance of the entire man - spirit, soul and body.

Landmark University is a Christian Mission University; hence, our approach to Spiritual development is purely based on principles and practices drawn from the Holy Bible. The Bible remains our standard source of reference in all issues of life. It is our main text book in the school of spiritual development.

The Chancellor, Dr. David Oyedepo, Landmark University's spiritual leader, directs the overall spiritual development of the students. All the spiritual development programmes and administration are handled by the Chaplaincy headed by the University Chaplain.

The spiritual development goals of the University are achieved through the following segments.

- a) Chaplaincy
- b) University Chapel
- c) Spiritual Formation Department
- d) Community Outreach Department
- e) Church Attendance

2. The Chaplaincy

The Chaplaincy's mission is to generate spiritual programmes designed to achieve the spelt-out Vision and Mission of Landmark University for her graduates. The spiritual life of the faculty, staff, students and the University Community shall be enhanced through:

- Pastoral Care Services
- Chapel and Church Attendance
- Counseling
- Spiritual Formation
- Chapel Programmes
- Workshops and Conventions
- Group Studies
- Community Outreaches

3. Landmark University Chapel

The Chapel is intended to bring the Landmark University faculty, staff, students and community together for worship, spiritual nurture and education, regarding relevant issues of life. The Chapel exists to point us to God alone, as we worship Him in Spirit and in Truth. We seek to keep God first by:

- i. Encouraging an intimate, personal relationship with Him (John 1:12; Luke 10:27; Philippians 3:8).
- ii. Providing challenging, biblical teachings intended to produce transforming power through the power of the Holy Spirit (2 Timothy 3:16-17).
- iii. Providing a corporate experience to unify LU in Christ (John 17:20-21; Hebrews 10:24-25). The overall programme brings a unique distinction to the ethos of Landmark University as a Mission University. Due to the central and significant nature of this ethos, attendance at Chapel is required of all students.

A. Chapel Attendance Policy & Procedure

- i. Chapel Services hold twice every week, on Tuesday and Thursdays from 8.00am – 9.30am.

- ii. Students are expected to be on their seats at least fifteen (15) minutes prior to the beginning of the service.
- iii. Excuses from Chapel Service require an official note from anyone of the following:
- iv. the Director of Landmark University Health Centre (LUHC), a HOD, College Dean, Hall Officer, and must be submitted to the Office of the Chaplain; with the Dean, Student Affairs put in copy the within 24 hours following the absence.
- v. Class trips or college/department-sponsored activities are excusable absences. It is however, the student's responsibility to request a letter from the HOD, College Dean or Group Supervisor, prior to the event, and notify the Chaplain with a copy sent to the office of the Dean, Student Affairs. This letter must include the student's name, Programme, Matriculation Number, Hall/Room Number, date and time of event.
- vi. Emergency Absence - In severe cases (i.e. hospitalization), excuses may be submitted at the time of the emergency.

B. Record of Attendance

- i. Please note that Chapel Attendance is mandatory for all students.
- ii. Sustained conversation and/or loud talking are not permitted during Chapel Services.
- iii. Food or drink is prohibited inside the auditorium and chapel arena.
- iv. Attendance at Chapel requires paying full attention to the programme, consequently, the use of cell phones, headphones and Walkman is prohibited.
- v. In case you have left any item in the Chapel, report to the Chaplain or his representative, who will enter the Chapel with you. No one is allowed to re-enter the auditorium until after everyone has exited.

C. Chapel Service Regulations

- i. No sitting down while others are standing for prayers, praise and worship or any other event.
- ii. No eating of food of any kind or chewing gum during chapel service.
- iii. Dress code must be strictly obeyed.
- iv. No disturbance or distraction of any kind shall be tolerated. Movements in and out of the chapel and along the walkway during service are not allowed.
- v. No talking or sustained conversation shall be tolerated during chapel services.
- vi. All students must obey and take instructions from chapel officials e.g. Ushers, Revolutionary Squad Members, etc.
- vii. Each student must possess a copy of the Bible and a chapel service notebook, to record messages, testimonies and instructions during the services. These notes shall be submitted to the Chaplain for assessment from time to time.
Penalty: Any student found violating any of the above regulations will be given an offence form to fill and will be recommended for appropriate punishment ranging from **Letter of Warning** for first offenders, to some degree of **Suspension** for subsequent violations, depending on the gravity of the offence committed. This gravity shall be determined by the SDC.
- viii. Loitering of students around the University Chapel, Hostels or Cafeteria in the course of any assembly is strictly prohibited.
- ix. Disruption of any assembly order by making noise, or sitting down when expected to stand up, going out before the Chancellor, Management, Faculty and Staff is not allowed.
- x. No Student is allowed to slouch or sleep in the course of any assembly.
- xi. Students with health challenges and are unable to attend any University General Assembly are expected to report to their Hall Staff, and proceed to the University Health Centre for medical attention.

D. Chapel Service Units

- i. Service opportunity is available for students to give their gifts and talents expression through the following units:

1. Choir
 2. Ushering
 3. Sanctuary Keepers
 4. Drama (Landmark University Theater Group – LUTG)
 5. Dance (SALT etc.)
 6. Evangelism
 7. Prayer Force
 8. Technical Crew
 9. Attendance Unit
 10. Decoration Unit
 11. Hospitality
 12. Communion Unit
- ii. Details of these can be obtained through the Chaplaincy.

4. Spiritual Formation Department

a. Our Mission

i. To influence the Landmark University community towards a more vital relationship with God and with others.

b. Our Objectives

- i. To develop and implement faith-building programmes that encourage students to mature in wisdom and character and motivate them to develop into leaders, who will be ambassadors of God's grace in the world.
- ii. To see our graduates having a transformational impact on culture and society etc.

Spiritual Formation Activities are Centered On:

- Promoting students' organized leadership developing programmes
- Involving students in community development initiatives
- Encouraging group seminars and discussion on vocational topics
- Encouraging young ministers' forum, where up-coming students with evidence of call of God upon their lives will begin to learn how to maintain a balance between their academic pursuits and ministerial expressions.

5. Community Outreach

The Community Outreach Department (COD) has a unique opportunity to demonstrate the love of Jesus, through practical means, to people in our community who are hurting and desperate for someone to bring hope to them. The COD has the privilege of encouraging students to use their gifts, talents and time for those in need, thereby impacting the community. The community outreach, although voluntary, is an essential part of the lifestyle that is being promoted within the University framework. Students are being encouraged to spread the values to other schools within our immediate communities.

6. Students' Orientation Programme

This shall be organized at the beginning of every session. It is a programme wherein students are taken through the culture, practices, philosophy, mission and vision of Landmark University. It shall be compulsory for all students of the institution.

7. Spiritual Emphasis Week

There shall be a week of Spiritual Emphasis every semester, during which the entire student body shall be exposed to the new creation fundamentals as well as seek God in the bid to deepen their spiritual anchor. It will involve diverse ministration and impartation and will be an event at which the spiritual tempo of the community will be flagged off.

8. Cell Fellowship

Cell fellowship takes place every Saturday Evening from 5.00 pm – 6.00pm in the Halls of

Residence. This is a weekly Bible Study program designed to help students have an in-depth knowledge of the word of God. The topics are well chosen to meet the immediate spiritual need of the students to enhance their spiritual understanding and growth. The Bible study outlines are prepared by the pastoral team in the chaplaincy depending on the spiritual need of the students under the guidance of the Holy Spirit.

9. Campus Foundation Class

To help establish new converts in the faith; foundation classes are organised on campus to teach the new Christians the fundamental Christian principles, get them filled with the Holy Ghost and baptized by immersion.

10. Counseling Services

The Chaplaincy also runs counseling services to both students and staff. Feel free to visit the Chaplain over all issues that require attention including health challenges; family crises; bad habit; spiritual problems; etc.

11. Church Attendance

A vital aspect of your overall growth while in Landmark University revolves around your Sunday fellowship at the University Chapel. All students are expected to attend Service every Sunday, as may be arranged by Chaplaincy. Students are expected to be corporately dressed to all Chapel Services as stipulated in Chapter Three of the current Student Handbook.

12a. Students' Breakthrough Night

Students' Breakthrough Night is a special spiritual programme designed for students to develop the art of intercession. This programme holds once in a month, except otherwise directed by the University Chaplain, acting on behalf of the Chancellor. Attendance is mandatory for all the students.

Failure to attend night vigils in the Chapel shall attract **Letter Strong of Warning** in the first count and **Four (4) Weeks** or more on subsequent counts.

12b. Monthly Leaders' All Night Prayer Meetings

Student leaders (Council members, Chapel Stewards, Floor Chaplains, Cell leaders, Wing, Floor, and Departmental Reps) are to attend an end of the month all night prayer meeting. This is to get them prepared spiritually for the beginning of a new month.

13. Early Morning Devotion

There is early morning devotion that takes place in each of the Halls of Residence. This is a 30 minutes devotion programme organised by each of the Floor between the hour of 5:00 and 6:00am. Each floor is free to determine the time suitable for them. The Floor Chaplain in each of the Halls coordinates the early morning devotion.

14. Floor Family

Each floor is expected to live like one family. This will foster love and care among members. They should see themselves as members of the same family and attend to the welfare of one another. They should regularly hold their family meeting and ensure that they are their brother's keepers. They must not allow any form of disunity and acrimony among members.

15. Floor Love Feast

Each floor shall hold a love feast at least once every semester to share love among the members of the floor and appreciate one another.

APPENDIX A

POLICY ON CONFISCATED ITEMS

i. **Preamble:**

To **confiscate** is defined as, “*the action of taking or seizing someone's property with authority; seizure.*” Confiscated items are therefore contraband items such as the Rules and Regulations as carefully spelt out by the Landmark University Current Student Handbook, prohibits; and requests that they be confiscated/seized if found with, or are in use by any student.

This shall be the Policy guiding Confiscated Items:

ii. **Documentation and Submission of Confiscated Items:**

a. All confiscated items are to be weekly submitted to the Office of the Dean, Student Affairs; through the Head of the Monitoring and Surveillance Sub-Unit of the Directorate, from the various platforms of seizure.

b. The Head of Monitoring and Surveillance (M&S) Sub-Unit will be expected to document all reported cases as hard and soft copies. Documentation shall include columns for ***students' data*** (names and matriculation number), ***information on seized items*** (description of item, date, time and location where it was seized; as well as names, signature, and designation of the official who seized the item, and the date the seizure was reported to M&S Subunit). Other columns to be included are: ***receipt of item by Monitoring and Surveillance Sub-Unit*** (names, signature, and designation of the receiving M&S official, as well as the date of receipt of the item); and ***receipt of item by the Dean, Student Affairs*** (names and signature of the DSA, as well as the date of receipt of the item).

iii. **Duration of Confiscation of items:**

Duration of confiscation shall vary, depending on the nature of the Confiscated Items.

a. All non-perishable confiscated items shall be kept for 5years, after which the owner of the item will be allowed to recover it again, if he/she so wishes.

b. All perishable confiscated items, such as edibles, clothing materials, etc shall not be reclaimable by the owner; but shall either be disposed of out rightly by destroying them; or channelling them as Welfare materials, through the Liberation Army; as applicable

iv. **Recovery Process, and Auction of Confiscated Items:**

a. At the end of the sixth year of confiscating any non- perishable item, every unrecovered item will be auctioned by the University.

b. The original owner will also be required to buy his/her confiscated item, if he /she comes for it after the sixth year, and recovery period has lapsed; on the condition that the item has not yet been auctioned.

APPENDIX B
POLICY ON EXEAT

i. **Preamble:**

Exeat is defined by the Oxford Dictionaries as, “A permission from a college, boarding school, or other institution for temporary absence” .

In Landmark University, we run a 24-hour boarding facility, which makes the care of the students while they are on campus our absolute responsibility. We are in partnership with parents and guardians to play the in –loco parentis role towards their children and wards while they are with us. As a result, it becomes expedient for us to closely monitor our students’ itinerary as long as they are duly registered in our Halls of Residence; hence the need for a Policy on Exeat.

This Policy Statement will therefore enunciate explicitly, the Landmark University Exeat Policy, types of exeats, conditions for issuance, as well as other such related issues.

ii. **The Landmark University Exeat Policy:** This Policy which is anchored on the Accountability component of the University’s Responsibility Core Value, expects every student to be accountable for their itineraries, as well as give correct and detailed information of their whereabouts and intended trips, as and when required of them.

Therefore, all students are expected to officially intimate designated officials of the Student Affairs Directorate, receive approvals, as well as fill necessary forms and registers; before any exit is made from the campus.

It is not automatic for a student to secure an exeat at every request. Hence, having submitted an application, necessary interactions are made with the applicant; and when required, with parents/guardians to determine the need for such an exeat or otherwise.

Solution providers, such as our esteemed students are being trained to become, must of necessity be solution thinkers; such as will maximize every second made available to them, and dispense off every form of frivolities. It is on this account that we require that our students stay focused on their primary assignment on campus, which is their academics. This also primarily explains why some exeat requests may be turned down.

iii. **Types, and Handling of Exeat Requests:**

a. **Medical Exeats:** A student seeking Exeat on Health grounds will be expected to secure a Medical Permit/ Referral from the Landmark University Health Centre.

The Health Centre refers students out for medical attention when the facilities or manpower required for their treatment are not available. Such referrals are based on the Chief Medical Director's assessment, and not on students' preferences.

Students are therefore discouraged from seeking medical exeats on flimsy and frivolous grounds. Any application for Exeat on Medical grounds **must** be accompanied by a Medical Permit from the Landmark University Health Centre.

b. **Exeat in respect of Final Year Project:** Any application for Exeat on this ground shall be routed to the Dean, Student Affairs through the student’s Project Supervisor and Dean of College; respectively.

c. **Exeat to Process/Update Visa and/or Travel Documents:**No student shall be issued an Exeat out of campus to process/update his/her Visa, and/or Travel Documents; if it will interfere with his/her statutory academic activities.

Hence, students requesting exeat on any of these grounds shall be expected to process their application for Exeat to the Dean, Student Affairs; through their Head of Department and College Dean respectively.

It is however not mandatory that recommendations in favour of such applications from the Departmental and College platforms be considered, in the face of other emerging circumstances.

- d. Exeat to sit for Professional Examination:** While the University is not against, or discouraging students who are interested in participating in Professional examinations, it may not be directly involved in students' participation.

Therefore, no student shall be issued an Exeat out of campus to sit for any Professional Examinations, if it will interfere with his/her statutory academic activities.

Students (as well as parent/guardians) are to note that all academic activities have priority over and above any Professional Examination/Programme (such as coaching, etc.).

In view of this, students are strongly advised to schedule their Professional Examination/Programmes to vacation periods.

However, if it cannot be so scheduled, students requesting exeat on this ground shall be expected to process their application for Exeat to the Dean, Student Affairs, through their Head of Department and College Dean respectively.

It is however not mandatory that recommendations in favour of such applications from the Departmental and College platforms be considered, in the face of other emerging circumstances.

- e. Exeat to write Scholarship Examination/ attend Industrial Training Application Interview:**

Exeat request for either of these reasons is to be processed in an application, to the Dean, Student Affairs; accompanied by supporting evidences such as Letter of Invitation, etc; from the organization offering the scholarship/inviting the student for the interview.

Neither of these should however interfere with statutory Academic activities.

If the Examination/Interview is scheduled for a week day, application for exeat shall be processed to the Dean, Student Affairs, through the student's Head of Department and College Dean respectively.

It is however not mandatory that recommendations in favour of such applications from the Departmental and College platforms be considered, in the face of other emerging circumstances.

- f. Exeat to attend Social/Family Functions:** Exeat request to attend social/family functions such as weddings, birthday parties, naming ceremonies, funerals, family meetings, etc; shall be considered, at parental request, and having established the closeness, relationship, as well as the peculiarity of the request.

The invitation card for such programmes shall be attached to the student's application. It is not expected that social / family functions interfere with statutory academic schedules. Nonetheless, if it does, application for Exeat shall be processed to the Dean, Student Affairs, through student's Head of Department and College Dean respectively.

It is however not mandatory that recommendations in favour of such applications from the Departmental and College platforms be considered, in the face of other emerging circumstances.

This application as well as the process above shall be subject to further scrutiny by the Dean, Student Affairs; before approval can be granted or otherwise.

In cases whereby parents' insist that the child/ward be released, against the recommendations of the Dean, Student Affairs, College Dean and/or HOD, such parent(s) shall be requested to undertake not to hold the University liable should the child not attain the required 75% lecture attendance that is prerequisite to writing examinations.

Any other concession to proceed on Exeat for any social/family function shall be as approved by the Registrar.

The Dean, Student Affairs is given the prerogative to treat any other Exeat type request that is not captured in this Policy, in line with the University's Responsibility Core Value.

iv. **Types of Exeat and modalities for issuance:**

In Landmark University, there are 3 types of exeats namely: Campus, Day and Home Exeats.

- a) **The Campus Exeat** allows the students to visit the Professor/Staff Quarters, Landmark University Nursery and Primary School, Landmark University Secondary School, Base Office, University Gate and other such other locations within the campus that shall be listed from time to time.

Every student has the privilege of obtaining unlimited number of Campus Exeats, per Semester. This is however subject to the issuing officer's discretion.

Campus Exeats is issued only on Saturdays and Sundays, between the hours of 10.00am and 3pm. The Dean, Student Affairs however has the prerogative to instruct the issuance of a Campus Exeat on any other day and at any other time outside the stipulated.

Female students shall not be granted Campus Exeat to visit an unmarried male Faculty/Staff, or a married male Faculty/Staff whose family is not resident on campus. In the same vein, male students shall not be granted Campus Exeat to visit an unmarried female Faculty/Staff, or a married female Faculty/Staff whose family is not resident on campus.

Confirmation that the student-applicant is being expected by the intended host shall be sought from before consideration is given to any application for Campus Exeat.

Parental consent shall also be sought before granting Campus exeats to students.

- b) **The Day Exeat** allows students to go out of the Campus and return the same day. However, parental consents are sought before granting day exeats to students. Every student, on approval, has the privilege of obtaining 6 Day Exeats, per Semester.

Day Exeat is issued every day of the week, between the hours of 8.00am and 1.00pm. The Dean, Student Affairs however has the prerogative to instruct the issuance of a Day Exeat at any other time outside the stipulated.

- c) **The Home Exeat** allows a student out of the Campus for more than a day, and it also requires parental consent before it is granted.

Every student, on approval, has the privilege of obtaining 3 Home Exeats, every Semester.

The Dean, Student Affairs or his representative(s) reserves the right to determine the number of days that will be granted to a student proceeding on Home Exeat; without any prejudice to the application made.

Any student exiting the Campus on Home Exeat will be expected to leave latest by 12 Noon, depending on the distance of the journey.

Exeat Application Forms:

Students desirous of processing either a Home or Day Exeat will be expected to collect Exeat Application Forms from the Hall Office. The Form must be properly filled, and attached to the student's letter of application for Exeat, before submission is made for further processing.

All Exeat applications are to reach the Office of the DSA, at least 48 hours before the expected date of departure.

General restrictions on issuance of Exeat:

General restrictions are sometimes placed on the issuance of Exeat, as deemed necessary from time to time. Reasons for such embargos range from Security, to mandatory University Programmes, on-going Tests/Examinations, etc.

Approval/Non Approval of Application:

Responses indicating approval or otherwise will be communicated to applicants, through the Office of the Head of Residency.

v. **EXTENSION OF EXEAT PERMIT**

No student is allowed to overstay or extend his/her authorized exeat without due consultation with, and subsequent approval by the Dean, Student Affairs or his representative. Any violator of this clause shall forfeit his/her subsequent permits for the remaining part of the Semester.

APPENDIX C

LANDMARK UNIVERSITY HALL OF RESIDENCE REQUIREMENT FOR UNDERGRADUATES

Under listed are the minimum items required for students' comfort in the Halls of Residence. Kindly note also that each student has limited space; hence each item quantified "*as required*" should be acquired in moderate quantity.

SN	ITEM	QUANTITY
1.	Pillow	1
2.	Pillow Cases	2
3.	Blanket	1
4.	Duvet	1
5.	Bed Sheet 4" x 7"	2
6.	Mosquito Net	1
7.	Plastic Bucket	1
8.	Plastic Hangers	1Dozen (12)
9.	Torch Light and/or Rechargeable Reading Lamp	1
10.	Batteries	1
11.	Set of Plastic Cutlery	1 of Each
12.	Automated Electric Kettle	1
13.	Pressing Iron	As required
14.	Padlock and key Ring	4 Sets
15.	Raincoat or Umbrella	1
16.	School Bag	1
17.	Toiletries	Varied
18.	Laptop (Optional)	1
19.	Clothings (<i>It is advisable that a few warm clothings be acquired, to suit the sometimes cold weather of Omu Aran</i>)	As required
20.	Feeding / upkeep allowance per semester (4-5 months)	As required
21.	Provision	As required
22.	Exercise Books, Hard Cover Note Books and other writing materials etc.	As required

APPENDIX D

The under listed items are prohibited in Landmark University. Returning and New students are to take note, and ensure compliance:

LANDMARK UNIVERSITY – LIST OF PROHIBITED ITEMS FOR STUDENTS

- Cigarettes
- Alcoholic Beverage
- Any form of Illicit Drugs
- Knock outs / Bangers of any kind
- Guns and Bullets
- Lethal Weapons and injections
- Occultic and Cult Related Materials
- Self-Medication (Western or Orthodox)
- Condom and contraceptives
- Landlines, GSM Cell Phones, SIM Cards, all SIM enabling gadgets, and phone accessories
- Weight, Javelin, Shot-put
- Binocular
- Candles
- Cooking utensils such as (but not limited to) pots, to sauce pans, rice cookers, micro wave ovens, electric boiling rings, blenders, grillers, blenders, hot plates and toasters.
- Bottled drinks, foods and/or refreshments
- Metal/Stainless steel cutlery sets
- Raw food items
- Contraband clothing (Jeans, Chinos, Alanshi, Spaghetti wears, knee length/short skirts, leggings, any form of transparent material, etc. as found in the current handbook).
- Electric blankets, Mattress or beds
- Electric Boiling Ring
- Hair dryers
- Hair Straighteners
- Refrigerator
- TV Sets, TV Cards, and TV Antenna
- Ungodly musical tapes and CDS
- Video machine, video tapes, DVD & VCD player
- Computer Games (e.g. Play station)
- Items intended for sale or business activities
- Items requiring registration before use
- Any other item that may be declared prohibited from time to time



LANDMARK UNIVERSITY, OMU-ARAN
PARENTS' INDEMNITY FORM

I/We, ----- of
Address-----
Telephone No. ----- Email-----
Parent/Guardian of (Student's Names) -----,
a ----- Level student of the Department of-----,
College of-----

Hereby undertake in indemnity, the University of all/any liabilities that may be occasioned on the University by my child/ward, whose name appears above; in violation of the University Code of Conduct as laid down in the Current Landmark University Student Handbook. And in consequence thereof, any disciplinary measure meted out to my/our child/ward as a result of violating the provision of the Current Student Handbook shall be accepted by me/us.

I/We also undertake to discharge any financial obligation in respect of my/our child/ward to the University as may be requested of me/us.

Signature----- Date-----

In the presence of:

1. Name: -----
Address: -----
Occupation: ----- Relationship: -----
Telephone No.: ----- Email-----
Signature: ----- Date-----

2. Name: -----
Address: -----
Occupation: ----- Relationship: -----
Telephone No.: ----- Email:-----
Signature: ----- Date-----



LANDMARK UNIVERSITY, OMU-ARAN
CULT RENUNCIATION / DENUNCIATION FORM

A. INFORMATION:

Name (Surname First):-----

Sex:----- Age:----- Date of Birth:-----

Do you belong to any cult group? Yes No

If Yes, for how long have you been a member? ----- Indicate Date: -----

Who influenced your joining the group? -----

What influenced your joining the group? -----

Can you recount any havoc you have caused? If yes, state clearly:-----

(You may wish to attach another sheet if the available space will not be sufficient)

Are you sincerely willing and ready to renounce / denounce your membership of the group?

Yes No

If yes, please proceed to **(B)**, below:

B. OATH OF RENUNCIATION / DENUNCIATION

I, -----

do solemnly affirm that I hereby renounce my membership of / denounce being a member of -----
----- cult group. I also swear to faithfully abide by the Rules and Regulations of this
Institution; and will to the best of my ability, preserve, protect and defend the Constitutions and the Laws
of Landmark University. So help me God. Amen.

Name, Signature & Date:-----

I, (Name and Office) -----

attest that this was sworn to and subscribed before me by *(Student's Names)*-----

-----of the College of-----,

Department of-----; ----- Level.

Signature:-----



LANDMARK UNIVERSITY, OMU-ARAN
RESIDENCY AGREEMENT FORM

Name of Student:-----

Matriculation/Registration Number:-----

College: ----- **Department:**-----

Programme:----- **Level:**-----

Preamble: This document when signed by you and accepted by Landmark University (the “University”) upon its making a room allocation shall constitute the agreement between you and the University pertaining to your Residency in the University’s Halls of Residence for the period of your studentship in the University.

The University agrees to provide you with the use of the room allocated to you at the terms and conditions outlined in Chapter 4 on Policy on Residency in the University’s Student Handbook, and as may be amended by the University authority from time to time.

In addition to, and notwithstanding anything contrary contained in the Policy on Residency, you agree that the following provisions shall apply to your Residency in the University’s Halls of Residence.

Damage to the University Facilities: In the event of any damage done to University facility within the Room, Floor, Wing, and Hall you are allocated, the University reserves the right to surcharge you fully, severally or jointly for such damages resulting from your collective or individual carelessness, negligence or willful misconduct.

Loss of personal property / University Facilities: In the event of any loss of any duly registered valuable item or University Facility within the Room, Wing and Hall you are allocated to, the University reserves the right to surcharge you fully, severally or jointly for such loss resulting from your collective or individual carelessness, negligence or willful theft.

Keeping of Valuables: Large deposits in excess of Five Thousand Naira (₦5, 000.00) are to be deposited in the Banks. All other valuables such as Laptops, Desktops, approved Electronic gadgets, Jewelleries and Trinkets, etc shall be registered with the Hall Officials. In the event of loss of any such items, the University shall not be responsible for indemnifying such students.

Permit to be in Residence: The permit to be in the Hall of Residence is not transferable.

- You are not to harbor another student of the University or any visitor in the Hall nor sublet all or any part of the Residence allocated to you. Your right to occupy a Room/ Floor/Wing/Hall is not transferable or sellable.
- You are not to transfer from one Room, Floor, Wing or Hall to another without due authorization from the Dean, Student Affairs
- However, you can be transferred from one Room, Floor, Wing or Hall to another, and /or change your bed space at any time within the Session after due authorization by the Dean, Student Affairs.
- In the event of being transferred to another Room, Floor, Wing or Hall different from that originally allocated to you, the terms and conditions of this agreement shall remain in full effect without necessitating the execution of a new agreement.

When and if any of the above is violated without engaging the due process, it becomes a serious offence, punishable with indefinite suspension/expulsion for both students involved in the deal.

Responsibility clause: It is mandatory as a responsible student of the University to:

Report any event of damage to property occasioned by regular use by students, at any time.

- ii. Report any case of malicious damage of University property by either student or staff so involved , failing which:

- a. *I shall pay to the University, severally or jointly, the cost of any repair or replacement to such property so damaged to my knowledge and for which I did not report.*
- b. *I agree to face maximum disciplinary penalty for any such complicity.*
- iii. Watch over property directly in my care or within my surrounding and ensure the responsible use of such property.

Termination of Residency by the University: The University may terminate this agreement and your right to Residency in the Halls of Residence in the event of any material or persistent disregard by you to any of the Rules and Regulations set forth in the Policy on Residency.

Modification to Policy on Residency: The University reserves the right to revise and amend the Rules and Regulations set forth in the Student Handbook at anytime during the period for which this agreement is executed.

Attestation:

I, -----, hereby certify that I have read and understood the Policy on Residency as contained in the Current Student Handbook and I accept and agree to abide by the Terms and Conditions so set forth . I agree that any act of indiscipline incidental to me and for which I am found guilty be duly publicized within the University and on her website.

Signature of Student:----- Date:-----

Witness Column (Parent/ Guardian):

Name:-----

Signature of Parent/Guardian:-----

Name of Hall Officer:----- Signature & Date-----



LANDMARK UNIVERSITY, OMU-ARAN
TATTOO / PIERCINGS REGISTRATION FORM

A. INFORMATION:

Name (Surname First):-----

College----- Department-----

Programme:----- Level:-----

Hall / Room No.:-----

- i. Do you have any tattoo and / or piercings (aside the single ear piercing allowed for female students only)? Yes No
- ii. If Yes, for how long have you had it?----- Indicate Date-----
- iii. What influenced the action? -----
- iv. Does it have any cultic or occultic connotation/s? Yes No
- v. If yes, kindly give details -----

(You may wish to attach another sheet if the available space will not be sufficient

vi. On what parts of your body do you have the tattoo/s and / or piercing/s?

B. Attestation:

I, -----

do attest this -----day of -----20-----, that the information given above is true, and that I had the tattoo/s and /or piercing/s done before the commencement of my studentship in Landmark University. I also solemnly declare not to make any other tattoo/piercing during the period of my studentship in Landmark University, and after. I will to the best of my ability, preserve, protect and defend the Constitutions and the Laws of Landmark University. So help me God. Amen.

Name, Signature & Date: -----

I, (Name and Office) -----

attest that this was sworn to and subscribed before me by *(Student's Names)* -----

----- of the College of-----,

Department of-----; ----- Level.

Today, -----, 20----- Signature:-----



LANDMARK UNIVERSITY, OMU-ARAN
POSSESSION & USE OF ILLICIT/HARD DRUG PROHIBITION UNDERTAKING
FORM

INSTRUCTION: PLEASE PRINT IN BLOCK LETTERS

PERSONAL INFORMATION:

1. Name: -----
Surname
First Name
Others
2. Date of Birth ----- Age----- Gender -----
- (a) Place of Birth -----
- (b) Home Town -----
- (c) State of Origin-----
- (d) Nationality -----
- (e) Full Residential Address -----

ACADEMIC INFORMATION

1. Level----- Programme----- College-----
2. Matric No----- Reg. No-----
3. Year of Admission -----
4. Expected Year of Graduation-----

OATH OF UNDERTAKING/ RENUNCIATION

I, ----- do solemnly affirm that I hereby undertake to renounce my involvement in the possession and/or use of hard and illicit drugs/substance. I do swear to faithfully abide by the Core Values, Rules and Regulations of this Institution; and will throughout my stay in Landmark University and beyond. I also agree that the University Management has the right to take me for periodic medical examination as explicitly stated in Chapter 7, Subsection 4, Page 148 Lines 14-18 of the Current Student Handbook, and if at any time I test positive for use of hard/illicit substance or I am found in possession of any hard/illicit Drug; the University reserves the right to terminate my studentship.

Signature ----- Date -----

In the Presence of:

(Parents/Guardian)

Signature ----- Date -----



LANDMARK UNIVERSITY, OMU-ARAN
POSSESSION/ OR USE OF HARD/ILLCIT DRUGS PARENTS' UNDERTAKING
FORM

I/We, ----- of (Address) -----

----- Telephone Number ----- Email -----

Parent/Guardian of (Student's Names) -----, a ----- Level student of the

Department of -----, College of ----- Year of Admission -----

Current Session: ----- Academic Session

Hereby undertake that the University Authority has the right to take my/our child/ward for periodic medical examination as explicitly stated in Chapter 7, Subsection 4, Page 148, Lines 14-18 of the Current Student Handbook; and if at any time he/she is found to have tested positive for use of hard/illicit substance; any disciplinary measure meted out to my/our child as a result of violating the provision of the Current Student Handbook shall be accepted by me/us. In the same vain I/We hereby accept that my/our ward/child be penalised according to the dictates of the Current Student Handbook whenever found liable.

(1) Name: -----

Address: -----

Occupation: ----- Relationship: -----

Telephone No: ----- Email: -----

Signature: ----- Date: -----

(2) Name: -----

Address: -----

Occupation: ----- Relationship: -----

Telephone No: ----- Email: -----

Signature: ----- Date: -----

In the Presence of (Witness):

Name: -----

Address: -----

Occupation: ----- Relationship: ----- Telephone No: ----- Email: -----

Signature ----- Date -----

National Anthem

Arise O' compatriots
Nigeria call obey
To serve our fatherland
With love and strength and faith

The labour of our heroes past
Shall never be in vain, to serve with heart and might
One nation bound in freedom, peace and unity

Oh God of creation,
Direct our noble cause:
Guide our leaders right
Help our youth the truth to know
In love and honesty to grow
And living just and true
Great lofty heights attain
To build a nation where peace and justice shall reign.

The National Pledge

I pledge to Nigeria, my country
To be faithful, loyal and honest,
To serve Nigeria with all my strength
To defend her unity and uphold
Her honour and glory
So help me God.

Landmark University in pictures



Senate Buiding



College Building



College Building II

Landmark University in pictures



Multipurpose Hall



Guest House

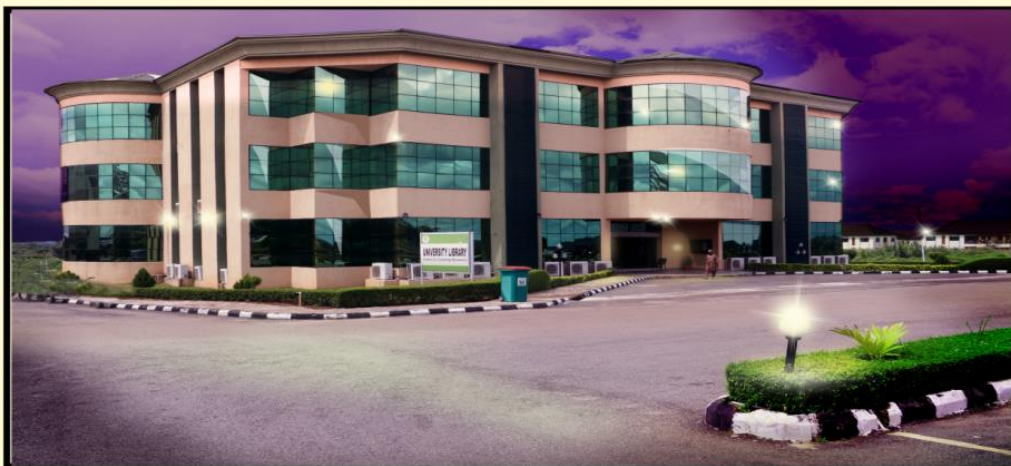


Cafeteria

Landmark University in pictures



Health Centre



Centre for Learning Resources



Students Hostel