

**MARYAM ABACHA AMERICAN
UNIVERSITY
OF NIGERIA – KANO**

**STUDENTS' HAND BOOK
SECOND EDITION**

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No. 5, Adamu Abubakar Gwarzo Road,
Hotoro GRA, Nassarawa Local Government, Kano
Kano State – Nigeria

Phone: +234 8023658213, 234 8023170586

Web: www.maaun.edu.ng

Email: enquiries@maaun.edu.ng

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1.0 PREAMBLE

The Maryam Abacha American University of Nigeria shall have exclusive features associated with it to ensure its easy recognition and to make it characteristically different from other Universities. This features have been selected to reflect the objectives of the University as well as the aims and objectives of its proprietor. It is expected that the identifying features of the University shall be indicators of the outstanding academic excellence and moral decency that shall be assimilated by all those who attend the University. The name, logo, motto, vision, mission and colors of the University are presented in this chapter.

1.1 NAME OF THE UNIVERESITY

The name of the University is **‘Maryam Abacha American University of Nigeria’**. The University is named after Hajiya Maryam Sani Abacha, the widow to Late General Sani Abacha, President of Nigeria from 1993 to 1998. Hajiya Maryam Sani Abacha was born on March 4, 1945 in Kano, Kano State; and presently resides in Kano, Nigeria. During her resign as the First Lady of Nigeria, she founded the National Hospital Abuja (originally National Hospital for Women and Children), as well as the African First Ladies Peace Mission. She is a good mother to her children and to the general public, as well as a renowned philanthropist. The Adamu Abubakar Gwarzo Foundation decided to name the University after this great daughter of Nigeria and Africa.

1.2 LOGO



The logo of the Maryam Abacha American University of Nigeria depicts an artistic open book with a golden star above it resting on a chalice across which the motto and year of establishment of the University are written. These elements are enclosed in a circle with a designed end at its bottom; across the outer part of which the name of the University in English and its acronym are written; while in the inner part the name of the University in French is written. The open book represents knowledge and scholarship, which are hallmarks of the University and shall be pursued in truth, excellence and justice. The golden star represents innovation and success, which the University hopes to champion, as well as inculcate in its staff and students. The chalice represents the hard work, sacrifice and commitment, which are required in the pursuit of knowledge. The circle conveys the notion of an institution dedicated to the pursuit of knowledge.

1.3 MOTTO

The motto of the Maryam Abacha American of Nigeria is **‘Knowledge is Life’**. The motto of the University conveys the primacy of knowledge to growth and development of the individual and of society. It conveys the notion that man, without knowledge, will not differ from other animals. It signifies the role that knowledge has played, and continues to play, in the development of mankind, and the journey on earth so far. It seeks to bring to the fore the role knowledge plays in defining which nations are developed, and those that are developing. It connotes the importance knowledge plays in defining the individual, as well as in wealth distribution. In totality, it connotes the permeation of knowledge in all aspects of human existence.

1.4 UNIVERSITY COLOURS

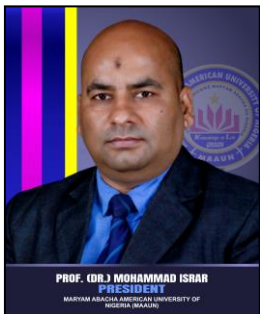
The colours of the Maryam Abacha American University of Nigeria are **blue, gold and pink**. The **blue** colour symbolises power and royalty, and this represents the essence of knowledge as a tool for the development of society and for the success of the individual. The **gold** colour symbolises beauty, purity and success, the reflect the aspiration of the University to provide knowledge in a conducive environment that shall stimulate the intellect and innovativeness of staff and students. The **pink** colour symbolises scholarship and knowledge, which are the essential features of a University and signify the goal of the University to be center of academic excellence.

2.4.1 COLOURS OF COLLEGE HOODS

The colours for the hood for the various colleges of the Maryam Abacha American University of Nigeria are:

- i. College of Computing and Information Technology – blue, selected to connote the importance of Information and Communication Technology to modern living;
- ii. College of Dentistry – white, selected to connote desire for healthy teeth;
- iii. College of Engineering – brown, selected to connote the work, design and innovativeness associated with Engineering and its influence on the growth and development of the modern world;
- iv. College of Environmental Sciences – yellow, selected to denote the creativity and beauty of Environmental Sciences;
- v. College of Law – red, selected to connote justice, equality and fairness;
- vi. College of Management and Social Sciences – Orange, selected to connote the depth, quality and uniqueness associated with subjects in Management and Social Sciences as well as their contributions to shaping our understanding of commerce, trade, communication, etc;
- vii. College of Medical Sciences – beige, selected to connote the importance of health sciences to the survival of humans on earth and the advancement of the quality of life; and
- viii. College of Pharmacy – purple, selected to connote the relevance of modern drugs to humans.

WELCOME ADDRESS BY THE PRESIDENT MAAUN



It is my pleasure to welcome each and every student from different workforce and communities to Maryam Abacha American University of Nigeria, Kano, a prestigious accredited American English University in Sub-Saharan Africa.

MAAUN is an institution that encourages intellectual and personal growth of its students. As an educational institution, the University recognizes the transmission of knowledge, the pursuit of truth, and the development of individuals that require free exchange of ideas, self-expression, and the challenging of beliefs and customs respectively.

Consequently, for choosing to study at Maryam Abacha American University of Nigeria, the University obligates all students to a civil code of conduct. However, I strongly advise you to make the best use of the opportunity of being students of this great University. You must uphold the tradition of keeping our University cult-free. Keep away from drugs as it will only ruin your future and dash your hopes and aspirations. Also, you must shun examination misconducts for it is dishonorable. It is expected that students' conduct will be in concert with, and supportive of the University's central purpose and core values.

Finally, my dear students, I want you all to take your studies very seriously, obey the rules and regulations of the University, be law abiding, dress decently, be tolerant of other

people's culture and tradition, and ultimately be polite. I also enjoin you to be true to yourself, work hard, attend lectures, participate in co-curricular activities of the University, and relate with others in good manners. It is my hope that you will enjoy your stay at MAAUN Kano, as we work together to make this University greater.

I warmly welcome you to Maryam Abacha American University of Nigeria, Kano.

Good luck and God bless.

Prof. (Dr.) Mohammad Israr.

President,

MAAUN, Nigeria - Kano.

**MARYAM ABACHA AMERICAN UNIVERSITY OF
NIGERIA, KANO
STUDENTS' HANDBOOK**

INTRODUCTION

Maryam Abacha American University of Nigeria (MAAUN) is fully licensed by the National Universities Commission (NUC) and an accredited American English University in the Sub-Saharan Africa.

This Handbook is an important companion to every student because it introduces you to the University's policies, structures, authorities, code of conducts, rules and regulations etc. The information in the Handbook is to assist in making your stay in the University pleasant and fruitful. The rules and regulations in this Handbook are to guide you against misconduct, protect the sanctity of the University and its social values.

Consequently, learning and teaching are paramount to the vision of this University, and we shall therefore continue to strive to enhance a University that is student-driven and student-oriented. High impact investment is being undertaken in almost all our programs of study to make the University a center of excellence. To complement the academic development, we have completed the construction of standard laboratories, demonstration rooms, physical library, e-library, games and recreational complex. Presently under construction is our 500-seater twin-theater, staff quarters, guest house and University cafeteria. We also encouraged greater participation in games and recreation among students. We shall continue to encourage leadership training and initiatives amongst our students through various programs.

However, the policies, debarments, rights and responsibilities, rules and regulations governing students' conducts in Maryam Abacha American University of Nigeria, Kano are also summarized in this booklet.

1) STATEMENT OF PHILOSOPHY

- A. Maryam Abacha American University of Nigeria (MAAUN) affirms that the central purpose of a University is the pursuit of truth, the discovery of new knowledge through scholarly research, the teaching and overall development of students' character, and the transmission of knowledge and learning to the world at large. However, the establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows for the pursuit of these objectives in an environment that is both safe and free of invidious disruption.
- B. Rules and regulations are necessary to mark the boundaries of this needed order. However, the rights of the individual demand that honesty; integrity, responsibility, and respect for persons and property must form the core values upon which those rules and regulations are based. All members of the University community share a mutual responsibility to practice these values.
- C. It is expected that students' conduct will be in concert with, and supportive of, the University's central purpose and core values. Examples of prohibited student behavior are described in this *Student Code of Conduct (Code)*. Behaviors that reasonably indicate a violation of the *Code* will give rise to the immediate consideration of resolution through the University's disciplinary process.
- D. The *Code* is applicable to all students, which include anyone who has been duly registered, having met all

the requirements for admission to a program of choice in the University and is actually involved in all academic and co-curricular activities on campus.

Such a person must be duly matriculated, except otherwise declared by termination/cessation of studentship or official policy declaration by Management, sequel to imposed penalty as contained in the Student Handbook.

If in the course of the semester or session a student is suspended, such a student shall lose all the rights of studentship during the period of suspension.

Again, if a parent indicates an intention to withdraw his or her ward from the University, such a student will be so allowed.

- E. It is the responsibility and duty of students to become acquainted with all provisions of the *Code*. It is resumed that every student, from the date of his/her initial acceptance into the University, has knowledge of the *Code*, the *Academic Code of Conduct*, the *University Code of Ethics and Conduct*, as well as policies and procedures contained in the Handbook, the *Bulletin*, the *Student Reference Manual*, and the *Directory of Classes*. All students are deemed to have agreed to the *Code* and are required to adhere to the *Code* as a condition of enrolment at the University.
- F. MAAUN is a private institution just like any other private school, as such payment of individual dues/school fees must be considered with utmost priority.

- G. Our certificates inculcate both character and learning, therefore staff and students must adopt and portray good manners within and outside the University at all time.
- H. Nigerian law must be respected by all staff and students of Maryam Abacha American University of Nigeria (MAAUN).
- I. The good people of Nigeria are our host, we therefore, owe them respect and humility in all endeavors.
- J. By enrolling at MAAUN, students agree to abide by this Student Academic Code of Ethics and to understand what is considered academic dishonesty.
- K. Students are expected to maintain the highest standards of academic integrity. Work that is not of the student's own creation will receive no credit. If a student is uncertain of what these standards are, he or she may consult his or her School Administrative Officers for guidance or further directives as appropriate, but a student's ignorance is no legitimate defense for academic dishonesty. Academic dishonesty includes lying, cheating, stealing, and using unauthorized materials on any assignment, quiz or examinations and/or otherwise.

SECTION ONE

SCHOOLS AND ACADEMIC PROGRAMS

1. **SCHOOL OF NURSING SCIENCES**
 - (a) Bachelor of Nursing Science (BNSc)
2. **SCHOOL OF HEALTH SCIENCES**
 - (b) Bachelor of Medical Laboratory Science (BMLS)
 - (c) Doctor of Physiotherapy (DPT).
3. **SCHOOL OF SOCIAL AND MANAGEMENT SCIENCES**
 - (a) Bachelor of Science (BSc) International Relations.
 - (b) Bachelor of Science (BSc) Mass Communications.
 - (c) Bachelor of Science (BSc) Peace Studies and Conflict Resolution.
 - (d) Bachelor of Science (BSc) Accounting.
 - (e) Bachelor of Science (BSc) Banking and Finance.
 - (f) Bachelor of Science (BSc) Economics.
 - (g) Bachelor of Science (BSc) Business Administration.
 - (h) Bachelor of Science (BSc) Human Resource Management.
3. **SCHOOL OF COMPUTING**
 - (a) Bachelor of Science (BSc) Computer Science.
 - (b) Bachelor of Science (BSc) Information Technology.
 - (c) Bachelor of Science (BSc) Software Engineering.
 - (d) Bachelor of Science (BSc) Cyber Security.

ENTRY REQUIREMENTS

1. Candidate must obtain Five (5) O'level credits which varies with Schools and programs of studies including English and Mathematics.
2. He/she must be mentally fit.
3. Must have UTME minimum cut-off marks as determined by JAMB.
4. Must have JAMB admission.
5. Must be of good moral values and socially acceptable character.
6. Must obtain a reference letter or MAAUN Undertaking Form.
7. Must undergo a Drug test and certified to be Drug Free at MAAUN Health Services.

SECTION TWO

RULES AND REGULATIONS GOVERNING THE CONDUCT OF STUDENTS' ACTIVITIES

2.1 Scope, Limitations and Applicability of the *Code*:

The *Code* applies to incidents occurring on campuses and some situations occurring off-campus. Incidents that involve students who are involved in clinical rotations, practicum, internships, externships or other activities directly involved with an academic program of study are also subject to the *Code*.

The actual daily administration, enforcement and operation of the University's judicial programs are delegated to the office of the Vice President Campus Life, the head disciplinary committee or the Vice President Administration. Judicial action against any student committing a violation of the *Code* off-campus will be considered on a case-by-case basis upon receipt of the examples of off-campus matters include landlord/tenant dispute, violent domestic issues, opposite sex visitation/molestation, drugs and alcohol abuse, public nuisance, theft, nudity, felony or misdemeanor and any criminal act. Disciplinary action may be taken in respect of any student convicted of, or charged. Depending on the severity or nature of the charge, students who violate the *Code* are subject to a range of disciplinary actions including suspension or expulsion and may be barred from all University-owned and operated property and all University-sponsored events and activities.

2.2 Cooperation with Law Enforcement Authorities

The University cooperates fully with law enforcement authorities and violations of the *Code* that are also violations of federal or local law may be referred to the appropriate non-University authority. Proceedings under the *Code* may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus at the discretion of the Management.

Maryam Abacha American University of Nigeria (MAAUN) works closely with other law enforcement agencies of Nigeria, particularly that of the jurisdiction area. University security officers have full powers of arrest, search, and seizure on all owned and operated MAAUN properties and are usually the first to respond to calls for police services on both campus and outside campuses as the case may be. However, complainants may request that law enforcement agencies respond to any reported offence or incident that may violate the law or otherwise.

SECTION THREE

STUDENT RIGHTS, FREEDOMS, AND RESPONSIBILITIES

Students have certain rights as members of MAAUN community in addition to those constitutional and statutory rights and privileges inherent from the city of Kano and nothing in this document shall be construed so as to limit or abridge students' constitutional rights. Students have the responsibility to respect the rights of other members of the University community and Kano at large.

Example of such student rights include:

- A. All MAAUN students have the right to:
 - 1. Access to MAAUN academic and non-academic University policies where it deemed necessary.
 - 2. Express themselves through academic work within the guidelines of the University rules and regulations. The right to expression does not limit the responsibility of the University and its faculties to evaluate based upon genuine academic criteria such as relevance, coherence, creativity and quality of academic work.
 - 3. Participate in University sponsored activities and services without threat of harassment or discrimination whatsoever.
 - 4. Join any academic groupings, tutorial lectures and extra-memorial lessons without fear of charges being brought solely on the basis of membership and for educational purposes only.
 - 5. Expect that University will not create records that reflect beliefs, political activity, and ethnic bias etc.

6. Be informed through appropriate means of any academic and non-academic activities, procedures, or practices of the University.
7. Have rights to pass their communications, complaints, redress, requests and prayers through the appropriate channel as indicated in the following sequence:
 - a. Departmental Chair
 - b. Dean of School
 - c. University Examination Officer (for examinations related complaints)
 - d. Vice President Campus Life
 - e. Vice President Administration
 - f. University President

In all cases, students are cautioned not to bypass the established sequence.

RESPONSIBILITIES

- B. Subject to the right indicated above, students have the responsibility to:
1. Read, become familiar with and adhere to the *University's Code of Ethics and Conduct*, the *Handbook*, and the relevant academic Bulletin of the school in which the student is enrolled.
 2. Represent themselves truthfully and accurately in their interaction with official University functions.
 3. Accept the consequences of their actions and inactions.
 4. To protect and foster the intellectual, academic, cultural, social, and other missions of the University.
 5. To observe the laws of Kano State and the Federal Republic of Nigeria.

6. With appreciation for the tradition of freedom of expression on campus, the University reasserts its commitment to fostering and tolerating different viewpoints. However, the University will not tolerate disruption to its academic mission by whosoever and in whatever means. As this interfere with the legitimate rights of others.

SECTION FOUR

ACADEMIC INTEGRITY AND RESEARCH MISCONDUCT

- A. Academic Misconduct: The academic work of all students must comply with all University policies on academic discipline, honesty and dedication. Such examples of academic misconduct are summarized below:
- i. Attempting to use unauthorized information in the completion of an examinations, assignments and/or otherwise;
 - ii. Submitting as one's own work, themes, reports, drawings, laboratory notes, computer programs or other products prepared by another person and/or otherwise;
 - iii. Knowingly assisting another student in obtaining or using unauthorized information or materials.
- B. Research Misconduct: Students must also comply with the MAAUN policy on Research. The policy prohibits research misconduct, which includes fabrication, falsification, or plagiarism in proposing, performing, or reviewing research or in reporting research results. In addition, students are responsible for adhering to expectations in course syllabus and as per the directives given by faculty and instructors related to assignments and examinations.
- C. The University will automatically withdraw at any stage or level of studies, any candidate found to have falsified his/her credentials/documents.
- D. All students must have 75% and above of class attendance and must complete the payment of school

fees before writing his/her examinations. All students must be cleared and obtained examination card one week to the examination time.

- E. MAAUN is a private institution, as such all payments of fees must be completed before candidate is allowed to proceed to the next session/class.
- F. The University has the right to withdraw any candidate who has not paid his fees for two semesters.

Appeal

Students who wish to appeal against suspensions, withdrawals or any other disciplinary actions shall submit their appeal to the University Legal Unit in writing. In those cases where internal and/or external professionals were consulted, a report of findings and response to the appeal will be obtained. In addition, the President or University Management may require the student, at his or her expense, to obtain a psychiatric/medical evaluation from appropriate professionals external to the University to be presented. The Legal Unit will be consulted for advice before a final decision regarding the appeal is reached. Further appeal will not be considered if decision has been taken after the appeal.

SECTION FIVE

MISCONDUCTS AND THEIR PENALTIES

The power to discipline students who violate the University's rules and regulations is vested in the Student Disciplinary Committee (SDC). There is also an Investigating Panel within the Campus Life Division which investigates alleged offences and submits a report to the SDC through the Vice President Campus Life.

STUDENTS DISCIPLINARY COMMITTEE (SDC)

Membership

- The representative of Management- Chairman
- Representative of the Senate
- Vice President Campus Life
- Representative of Security Unit
- Representative(s) of the University Legal Unit
- Representative of the Counseling Unit
- The representative of the Vice President Administration - Secretary

The following could be in attendance as necessary:

- Examination Officer(s)
- Chairs of Department of affected student(s)
- Any other person so invited

Terms of Reference

The Terms of Reference of the Committee shall be:

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

Quorum

- For any sitting of the SDC, two-thirds of the members shall form a quorum, including the Chairman, Vice President Campus Life and representative of the University Legal Unit.

Emergency Student Disciplinary Committee Sitting

For cases due to time constraint or other administrative procedures, an emergency SDC shall be constituted with the Chairman, Representative of the Chaplaincy and the representative of Legal team in attendance. It shall follow the normal SDC procedures.

PROCEDURES AND PENALTIES

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

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

Filing of Complaints

Complaints may be filed by any student, faculty or staff of the University or visitor to campus against any student(s). One can file a complaint with the Vice President Campus Life or His/her Representative for the attention of the SDC. The office of the Vice President Campus Life will send an invitation to the defaulting student(s) or staff, 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.

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

The jurisdiction of the SDC extends to misconducts that take place within or outside the University-owned property; at any University sponsored event or at any location where the misconduct has a significant impact on the mission and wellbeing of the University.

Procedure for Dispensing Disciplinary Cases

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

1. Complete an offence form.
2. If a plea of guilty is entered, the case shall be forwarded for consideration by the SDC.
3. If a plea of innocence is entered by a student, he/she shall be subjected to further cross-examination by an investigative panel within the Campus Life Division.
4. When a considerable level of guilt is established, the erring student shall be referred to SDC for determination under a “formal resolution”.
5. The student will be issued a formal Letter of summoning and the parent/guardian will be notified accordingly. However, where the erring student is unavailable, the summon will be:
 - a. Posted to his/her email
 - b. The parent will be further notified of the unavailability of the student to receive the summon, as the case would be heard as indicated.

Failure to Fill an Offence Form

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

Failure to Appear Before SDC

Failure to appear before the SDC to respond to allegations or to appear as a witness when reasonably notified to do so will not hinder the process of proceeding. This standpoint extends to all disciplinary hearings, investigations and appeals. The hearing will be held “in absentia”, and the SDC will review/hear the available evidence/witness(es) and reach a decision on the matters which shall be binding and not open to pleas except in cases where the accused/witness has any genuine and tenable reason for failure to honor the summons. Deliberate failure to appear before the SDC would be viewed as gross insubordination and be tried appropriately.

INFORMAL RESOLUTION

If a plea of guilty is entered by a student who appears before the Vice President Campus Life, the case could be determined by an informal resolution which penalty does not attract suspension, expulsion or advice to withdraw. This resolution shall be read by the Vice President to the concerned student who shall accept guilt and the penalty in writing. The appropriate penalty shall be communicated to the erring student(s) after approval by the University Management.

ACCOMPLICE TO OFFENCE

- 1.** A student who is present at a scene of an offence and who has contributed directly or indirectly either by word of mouth, action or even silence would be deemed to be an accomplice to the offence and may receive the same penalty as the principal offender.
- 2.** A student who by accident is present at the scene of an offence, who has not made any contribution either directly or indirectly to the offence would be deemed as a witness.

PENALTIES FOR VIOLATION OF RULES AND REGULATIONS

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

Letter of Warning

This is issued to offenders by the University Management through Campus Life Division with the knowledge of their parents. It must be collected promptly or further stringent actions shall be imposed. Copies of such letters shall be forwarded to the offending student's file.

Letter of Caution

The issuance of a second warning (Letter of Caution) requires the invitation of the parent/sponsor of the offending student for the signing of an undertaking. A Letter of Caution can also be issued for other offences depending on the nature of such offences. However, staff/faculty are not permitted to collect this letter unless a letter of authorization from the parent/sponsor is communicated to the Vice President Campus Life.

Fines

These must be paid within specified periods to avoid further stringent actions being imposed by the Student Disciplinary Committee (SDC).

Confiscation of Items

Unauthorized items shall be confiscated from the concerned students. However, repeated use of unauthorized items by any student will attract summon to the Student Disciplinary Committee. All confiscated items which will not be returned to the erring students shall be disposed of as the University deems fit.

Reimbursement

Reimbursement requires that a student pays for damage to 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, organizes or participates in events that cause the damage or costs incurred by another party.

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, Library, Laboratories, Sports complex etc.) for a specific period of time.

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 co-curricular and other activities.

Definite Suspension

The suspension is an action that excludes a student from registration, class attendance and the use of University facilities for a specified period of time, ranging from **one (1) week to two (2) semesters suspension**.

This action means that the student must immediately leave the campus and shall not return to the University until the suspension period is over. A suspended student found on campus during the suspension period shall be penalized for gross insubordination, trespass/unlawful entry.

Indefinite Suspension

This is an action that shall exclude a student from all University activities and program for an undefined period of time within which further investigations shall be carried out to ascertain the level of guilt.

This action shall necessitate the student leaving the campus immediately and shall not return until his/her case is brought up for review or recall. The indefinite suspension shall remain in force as long as the issue(s) necessitating the suspension has/have not been resolved.

Advised-to-Withdraw

Advised-to-Withdraw could be applied in particular situations at the discretion of the Student Disciplinary Committee. Such a student shall be given academic transcript if applied for.

Expulsion

Expulsion is the permanent withdrawal of studentship. This action means that the student must leave the campus immediately, as he/she is no longer a student of the University.

CATEGORIES OF OFFENCES:

The offences fall into two broad categories:

1. All cases of **Misconduct**, which the Student Disciplinary Committee (SDC) could try.
2. **Criminal offences** which should be referred to the Law Enforcement Agencies by the University Management on the recommendation of the SDC.

Misconduct

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

- A. Unruly Behavior
- B. Indecent Behavior
- C. Vandalism
- D. Disorderly Assembly
- E. Unauthorized Displacement, Use or Damage of University or Private Property
- F. Pilfering
- G. Stealing
- H. Insubordination
- I. Violation of the University Cultural Ethics
- J. Membership of Secret Cults

- K. Giving false identity/Information
- L. Overt Sexual Behavior
- M. Disregard for spiritual values, instructions and institutions
- N. Sexual Harassment
- O. Violation of Dress code.
- P. Identification Cards
- Q. Examination misconduct.
- R. Infringement of other University Regulations
- S. Refusal to undergo prescribed drug screening
- T. Any other offence that is, in the opinion of the SDC considered to be contrary to what the University's vision stands for.

A. Unruly Behavior

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

The maximum penalty shall apply unless otherwise stated.

1. 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 Security Unit.

Any violator of this section shall be referred to the Vice President Campus Life for appropriate disciplinary actions. Such disciplinary

actions shall range from suspension for One (1) week to Two (2) semesters or outright expulsion.

2. Crossing of Lawn

Penalty: Letter of warning

3. Urinating outside designated areas

Penalty: Letter of Caution. Any repeat performance will lead to One (1) week suspension in the first instance.

4. Streaking

This is a quick run, half-naked or naked within the University premises. This is not allowed except for approved physical exercise carried out at designated centers.

Penalty: Letter of Caution. Any repeat performance will lead to One (1) week suspension in the first instance.

5. The hijacking of a Vehicle on or off Campus

The hijacking of a private or public vehicle on-campus or off-campus under any action of complaints, protest or demonstration;

Penalty: Suspension for a minimum of one session or outright expulsion and a surcharge for repair of any damage done to vehicle, public or University property as appropriate.

6. Use of Threat of Violence of Any Kind on Anybody

Penalty: Suspension for a maximum of one semester.

7. 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 a maximum of one session or outright expulsion.

8. 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 a maximum of one semester.

9. 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: Suspension for a maximum of one semester.

10. Illegal detention of people

Penalty: This shall range from suspension for one session to expulsion from the University.

11. Any other behavior that may be classified from time to time as Unruly Behavior by the University authority.

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

B. Indecent Behavior

The identified acts that constitute indecent behavior and the recommended punishment for each act are listed as follows. The maximum penalty shall apply unless otherwise stated.

1. Defecating Outside Designated Areas or Any Other Indecent Behavior

Penalty: Letter of warning. If the offence is committed on a second occasion, the offender shall be suspended for one semester.

2. Spitting in Public Places / Littering of University Premises

Penalty: Ranges from Letter of Warning to Suspension for one semester, depending on the gravity of the act.

3. Violation of Interactive Time and Mode

Pairing is defined as two students of the opposite sex being together outside interactive hours.

The interactive hour shall be between 8.00 am and 7.00 pm daily. However, students of opposite sex found in compromising position during interactive hours shall also be liable for pairing.

Note: Violation of Interactive mode includes students of opposite sex walking hand-in-hand, kissing or being found in any other compromising positions.

Penalty: Violation of this rule shall attract Three (3) weeks suspension in the first instance. A repeat of the act shall attract penalty ranging from One (1) semester suspension to expulsion.

4. Any other behavior that may be classified as indecent

Penalty: Ranges from Letter of Caution to suspension for one semester, and even expulsion, depending on the gravity of the offence.

C. Vandalism

Willful or malicious damage or destruction of University or private property. The penalty includes Suspension for one semester or expulsion, depending on the gravity of the offence. In addition, the offender shall be mandatorily required to pay 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 one semester or 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:

1. Unauthorized transfer of private or University property
2. Unauthorized transfer and use of such property.
3. Unauthorized transfer, use and damage of such property.

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

F. Pilfering

This is the unauthorized and habitual removal of small things/items belonging to another person or the University, seemingly of little value.

Penalty: Suspension for a maximum of one semester.

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 Procedures in this book.

Penalty: This shall range from suspension for one semester to expulsion from the University.

H. Insubordination

This is defined as the unwillingness to submit to, or willful disrespect of, constituted authority.

Penalty: Ranging from letter of warning/Letter of Caution at the first instance. A repeat act shall attract suspension ranging from three (3) weeks to One (1) semester depending on the frequency, and severity of the offence.

I. Violation of the University Cultural Ethics

A man's culture influences his future. Thus, MAAUN 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 MAAUN students are to give due respect, honor and benevolence to their elders at whatever time and whatsoever context. Specifically, students are to note that:

1. their smart and business-like comportsment shall not lack respect in their countenance to a senior or elderly member of the community whether in the class or anywhere on the campus;
2. helps and courtesies must be extended to the elderly or seniors wherever possible, practicable or affordable;
3. 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.

Penalty: Failure to abide by this shall attract punitive measures ranging from a letter of warning to outright expulsion from the University depending on the gravity of the offence.

J. Membership of Secret Cult

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

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.

3. 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 cults related 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.

Penalty - This shall attract summary expulsion from the University such student expelled shall also be subject to trial by the appropriate organs under the Decree.

K. Giving False Identity/Information

Every student is expected to always provide correct and adequate information as and when demanded. Therefore, any wrong or misrepresentation of self for whatever reason with the intent that such information is acted upon as true is strictly prohibited. Forgery, unauthorized alteration or misuse of any document, record or instrument of identification, withholding material information from the University, misrepresenting the truth and making false statements to any University official are prohibited.

The submission of false information at the time of admission or readmission is a 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 always carry and present valid University identification at all times.

Penalty for the above-mentioned offence:

Student(s) found guilty of this offence(s) shall be suspended for one (1) week while a repeat of same act shall attract suspension from the University for One (1) semester.

L. Overt Sexual Behavior

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:

1. 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.
2. Unwelcome sexual remarks about body, clothing or sexual activities and humor or jokes about sex that denigrate women or men in general.
3. Unwelcome sexual propositions, invitations, or other pressure for sex.
4. Unhealthy relationships that could culminate into unapproved pairing for interactions at unapproved locations such as on the walkways along the roads, lecture halls, gardens, sport complex, cafeteria etc.

Penalty:

Violation of this clause shall attract Three (3) weeks suspension for the first offender and one semester or outright expulsion for a repeat of the offence depending on the gravity of the harassment.

M. Disregard for Spiritual Value and Institution

This include but not limited to the violation of section 38 of the Constitution of the Federal Republic of Nigeria 1999.

Penalty: Ranges from Three (3) weeks suspension for the offender and one session for repeat of such offence depending on the gravity of the offence.

N. Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature by a student or towards a student; 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. No student is allowed to sexually harass (or be harassed by) his/her colleague or staff for whatsoever reason.

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);
2. Submission to or rejection of such conduct by a student is used as the basis for academic and decisions affecting the student's welfare; or
3. Such conduct has the purpose or effect of unreasonably interfering with a student's welfare, academic, or creates an intimidating, hostile, offensive or demeaning education (including co-curricular activities) or school environment.

Penalty:

Violation of this offence shall attract one (1) semester suspension for the first offender and one academic session or outright expulsion for a repeat of the offence depending on the gravity of the harassment.

O. Violation of Dress Code

This is defined as a student appearing in any dress that exposes her privacy (nudity). Boys leaving hairs uncombed and appear irresponsible. All students must dress according to the University dressing code. (Modest dressing) in school nudity is not accepted.

Penalty:

2. The student found violating this should not be allowed into the school premises;
3. And, shall be sent out of lecture rooms, laboratories, library, workshops, examination Halls.

P. Identification Cards

Students are required to always carry and present valid MAAUN identification cards at all times. Failure to produce the ID card on demand by any University Official shall attract a Letter of Caution. A repeat of violation shall attract Three (3) weeks suspension.

Q. Examination Misconduct

All cases of Examination Misconduct are unacceptable and will attract appropriate penalty as indicated below:

1. Disobedience to instructions/disruption during an examination/harassment of invigilator/supervisors.

Penalty:

Disqualification from the examination plus penalty ranging from a warning letter, payment of fine to expulsion, depending on the gravity of offence.

2. Bringing into the examination hall or being found in possession of a book, manuscript, cell phone, or any

other electronic material or matter which is not permissible to be brought into the examination hall.

Penalty:

Cancellation and forfeiture of marks plus penalty ranging from a warning letter, payment of fine to expulsion, depending on the gravity of offence.

3. Communicating with other candidate inside or outside the examination hall, aiding and abetting examination misconduct.

Penalty:

Ranges from Warning Letter to Cancellation and forfeiture of marks.

4. Copying from the material or matter or answer of another candidate or assistance is rendered to another candidate within the examination hall.

Penalty:

Cancellation and forfeiture of marks plus penalty ranging from a warning letter, payment of fine to expulsion, depending on the gravity of offence.

5. Disclosing identity by writing any words or by making any peculiar marks or by writing on the question paper other than the facing sheet in the answer scripts while answering.

Penalty:

Ranges from Warning Letter to Cancellation and forfeiture of marks.

6. Smuggling or tearing off of the answer script pages or supplementary sheets or inserting papers written outside the examination hall into the answer booklet.

Penalty:

Cancellation and forfeiture of marks plus penalty ranging from a warning letter, payment of fine to expulsion, depending on the gravity of offence.

7. Impersonation, Forging Examination Card and other examination documents, Unauthorized access to examination materials or allowing any other person to do so.

Penalty:

Suspension for a maximum of one session or outright expulsion.

8. Attempted inducement of examiners and invigilators.

Penalty:

Ranges from Warning Letter to suspension for one (1) semester.

9. Refusal to complete Examination Misconduct Form or Destruction of evidence of examination misconduct

Penalty:

Cancellation and forfeiture of marks plus penalty ranging from a warning letter, payment of fine to expulsion, depending on the gravity of offence.

10. Refusal to submit examination scripts

Penalty:

Cancellation and forfeiture of marks plus penalty ranging from a warning letter, payment of fine to expulsion, depending on the gravity of offence.

11. Any other misconduct deemed by the Senate of the University to warrant penalty.

NOTE:

1. Any candidate involve in Examination Misconduct will be made to pay registration fee for the session or semester

under suspension before been allowed to sit for the examination.

2. A warning letter will be given and copied to individual files/parents for record and documentation. And if such act continued will lead to dismissal from the University.

R. 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. The appropriate penalty shall be meted to the erring student.

S. Refusal to Undergo Prescribed Medical Examination

Penalty:

Ranges from suspension for one (1) semester to expulsion.

- T. Any other offence that is, in the opinion of the SDC considered to be contrary to what the University's vision stands for.

SECTION SIX

UNIVERSITY FACILITIES

A. UNIVERSITY LIBRARY:

Library Rules and Regulations:

The following are not allowed within the library (e-Library and Print Library):

- i. Use of Cell phone (making or receiving calls)
- ii. Smoking, eating, sleeping, talking loudly. Etc.
- iii. Marking, underlining, writing or tearing page(s)
- iv. Unauthorized removal of any library material out of the library.
- v. Replacement of books on the shelves etc.

Penalty:

B. UNIVERSITY HEALTH SERVICES

The university health service unit are providing merely primary health care services which include the following:

- i. Outpatient care services which include treatment of plasmodium infection, enteric fever, asthma, diarrhoea diseases, dysmenorrhoea, RTI, UTI and PID etc
- ii. Provision of prescribed drugs and medications
- iii. Basic diagnostic laboratory investigation merely using RDS
- iv. In patient care maximum of 48hours
- v. Emergency treatment for accidents and injuries

- vi. Preventive health care, example vaccination and prophylaxis drugs
- vii. Health education inform of individual or group advice
- viii. Annual students medical careening and investigation

The University have two well equipped health care centres:

- i. UNIVERSITY COMPUS CLINIC which is situated at Deanery block ground floor and operating 9hourly (8:00am to 5pm) from Monday to Friday for NOW!
- ii. OFF COMPUS CLINIC which is located at Hotoro Tsamiyar Boka adjacent to Chula petroleum station three kilo-metre away from university building and We provide 24hours services from Monday to Sunday including public holidays.

C. UNIVERSITY SPORTS COMPLEX

The Unit is under the office of Vice President Campus Life headed by a highly educated and well-trained professional head coach in Sports Management, assisted by other professional coaches.

Sports and Recreation

All students are expected to register for, and participate in at least one sporting activity available in the University.

Sports Equipment

- i. Students are encouraged to participate in all sports activities. Sports equipment will be issued to students whenever necessary.
- ii. All students issued with sports equipment must take good care of them and should return them to the coach at the end of each event.

All students who fail to return the sports equipment issued to them at the stipulated time will be made to pay full cost of replacement of the equipment with additional penalty.

D. UNIVERSITY CAFETRIA

There are two (2) major strategically located cafeterias on the University Campus providing both local and continental dishes for staff and students of the University. Students are to adhere to the rules and regulations regarding the use of cafeteria.

SECTION SEVEN

ACADEMIC INFORMATION

A. COURSE-UNIT SYSTEM:

Maryam Abacha American University of Nigeria runs the Course-Unit System, meaning each course is given a **unit** value and each program requires a total number of units to be completed. Courses are quantified in units and are run on a semester basis. Each academic session is divided into two semesters.

B. STATUS OF A COURSE

The courses are classified into three categories as follows:

- ***Core courses*** are compulsory courses that must be taken unconditionally and passed.
- ***Required courses*** are those courses registered for at the Department and must be passed.
- ***Optional or Elective courses*** include those courses that may be taken to make up the minimum number of credits to be passed in order to graduate.

C. GRADING SYSTEM

For the university rules regarding grading system, Course Registration, Academic Classification, Academic Standing, Probation, Withdrawal, Repeating Failed Course Units, Prerequisite for Progressing into the Graduating Class, students should check with the University Examination Office or their respective Schools.

SECTION EIGHTH

PRACTICAL AND INDUSTRIAL ATTACHMENT

All students pursuing science and other field/practical related programs must participate in Demonstration/Clinical Posting/Community posting/Field trips (where applicable) both within and outside the school. Industrial attachment in various organizations, states and countries are carried out for effective and dynamic experiences of our student in the contemporary world of science and technology.

**CONFIRMATION OF STUDENT HAND BOOK BY
THE AUTHORITIES OF MAAUN**

This book is formally confirmed, unanimously endorsed and accepted on March 14, by the Senate of Maryam Abacha American University of Nigeria and reaffirmed by the University Governing Council.