

AFRICAN UNIVERSITY OF SCIENCE AND TECHNOLOGY

STUDENT HANDBOOK



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1 INTRODUCTION TO AUST

THE AFRICAN UNIVERSITY OF SCIENCE AND TECHNOLOGY

Although situated in Nigeria, the African University of Science and Technology, Abuja (AUST-Abuja) was set up to be a pan-African university to serve all of sub-Saharan Africa. It is the first of a small group of institutions created to be part of a framework called the African Institute of Science and Technology (AIST), others are now to be found in Burkina Faso and Arusha, Tanzania. The AIST concept drew its inspiration from the highly successful Indian Institutes of Technology (IIT) and the Indian Institute of Science (IIS). AUST is a respected, not-for-profit world-class technological university, whose purpose is to train, and help retain in Africa, top-level scientists and engineers. The medium of instruction at AUST-Abuja is English. Special language courses are provided for non-English speakers to prepare them for participation in programs in English. The AUST-Abuja campus is located within the Abuja Technology Village (ATV), a planned cluster of leading research institutions and technology companies, located on a 1,000-hectare site where it occupies 240 hectares. The land was donated by the Government of Nigeria for this purpose. It is conveniently situated just 10 minutes from Abuja's city centre and 20 minutes from Nnamdi Azikiwe International Airport. AUST received accreditation from the Nigerian Universities Commission (NUC) in 2007 and received its first batch of students in 2008. Since then, true to the philosophy behind its establishment, as a pan-African institution to build science, engineering and technology capacity in all of sub-Saharan Africa, AUST has educated students from more than 26 African countries in East, West, Central and Southern Africa

In its short 10 years of teaching, research and innovation, AUST has already matured into a promising institution with a combination of Resident Faculty, over 40 full-time staff members, 80 visiting Faculty, world renowned specialists in their fields, brought in every year to teach and supervise research for over 160 MSc/PhD students in Computer Science, Materials Science and Engineering, Petroleum Engineering, Pure and Applied mathematics and Theoretical and Applied Physics. It is not surprising that AUST is already emerging as a noteworthy research university in the heart of Africa; the University has already become one of the very few African universities designated as a Center of Excellence by the World Bank, with a special focus on its programs in Material Science and Engineering and thus serves as the coordinating center for the region's Pan African Materials Institute (PAMI). Our groups in materials science and physics are developing the next generation of organic

solar cells and light emitting devices. They are also developing the next generation of nanoparticles now being used in the detection and treatment of such medical conditions as cancer and cardiovascular disease. Similarly, our groups in petroleum engineering are working on using cutting-edge theoretical and computational tools to develop new tools for the oil and gas industry. These include theoretical and computational tools for flow assurance and reservoir management, as well as the introduction of nano-mechanics and fracture mechanics to the management of pipelines, reservoirs and offshore structures.

In the area of computer science, our DEVS team has won a number of top awards at International Conferences and professional events. The groups in computer science are also working on e-learning platforms and wireless technologies that are being integrated with mobile telecommunications. This is being done in an environment that has a 64-node multi-processor that has been used as the basis for the setting up of a high-performance computing (HPC) array. Our mathematics group has established itself as one of the leading groups in functional analysis. With its recent focus on fixed point theory and equations of the Hammerstein type, they are solving problems at the frontiers of mathematics.

The fundamental objective of the African University of Science and Technology (AUST) is to educate the next generation of African scientists and engineers – providing them with the technical and leadership capacities to solve real African problems and contribute to the economic and social transformation of the continent. AUST will deliver a strong foundation in the fundamentals of mathematics and science; a deep understanding of the research frontiers; and an orientation towards entrepreneurship and service. AUST is committed to excellence in teaching, research and service. It is also motivated to build collaborative partnerships with for-profit and not-for-profit institutions to support the millennium goals for the development of the African Continent. The goal of the curriculum is to prepare students to become very high-level professionals who can play a transformational role in African industry/business and academia.

2 ADMISSIONS

2.1 GENERAL REQUIREMENTS

Please note that all programs at the African University of Science and Technology, Abuja are taught in English. Applicants are therefore expected and required to have a level of proficiency in English to be able to effectively participate in their program without needing remedial action. Applicants who are academically qualified but do not have the required level of proficiency in English will be required to attend an intensive English language program before embarking on their chosen academic track.

Details of admission procedures, deadlines, and fees are available on the University's website <https://aust.edu.ng/admissions>. It is the responsibility of the applicant to ensure that all information provided correct and accurate and all documents submitted are true and accurate reflection of what they purport. AUST's Honor Code is based on the presumption of honesty and integrity among all its students, staff and faculty. Therefore, if an applicant makes inaccurate statements or submits false material, appropriate action will be taken. In most cases, these misrepresentations are discovered during the admission process and the application is rejected. However, if a misrepresentation or an error is discovered after a candidate has been admitted, or after registration, the University reserves the right to withdraw the offer of admission or terminate registration, as the case may be. If the discovery occurs after a degree has been awarded, the degree will be rescinded.

The President of AUST alone has the authority to make offers of admission.

2.2 BACHELOR OF SCIENCE/BACHELOR OF ENGINEERING ENTRANCE REQUIREMENTS

Generally, only candidates with at least credit level passes in five subjects including English Language and Mathematics, to form core subjects with credit in any relevant science or social-science subjects, at the Senior Secondary School Certificate or its equivalent. All candidates are also required to have a minimum JAMB score of 140 for the academic year being applied for.

Specific entrance requirements for each department can be found in the individual [departmental handbook](#).

2.3 MASTER OF SCIENCE ENTRANCE REQUIREMENTS

Generally, only applicants with a distinguished undergraduate record in a field of study related to the program being applied for, and holding an undergraduate degree with a minimum requirement as prescribed by the department being applied to, may be considered for admission into the Master of Science (MSc) program at AUST.

Specific entry requirements into the various masters programs offered at the University can be found [here](#).

2.4 DOCTOR OF PHILOSOPHY ADMISSION REQUIREMENTS

All applicants for admission into a doctoral program must, in addition to holding an undergraduate degree with a record of performance acceptable to the admissions committee, a distinction (or its equivalent) in their MSc academic record in the field of specialization intended. Admission is also conditional upon the availability of a suitable supervisor for the area of research intended. Specific entry requirements into the various doctoral programs offered at the University can be found [here](#).

Candidates for doctoral degrees may be admitted directly from the AUST MSc program, or from other recognized Masters programs. In the case of AUST Masters (MSc) students, candidates with a Grade Point Average (GPA) of 3.5 and above may apply for admission to the PhD program 13 – 15 months after enrolling in the MSc program. Non AUST Masters (MSc) students applying for the doctoral degree program would be required to have a minimum Grade Point Average of 3.5 or its equivalent.

Candidates for doctoral degrees who did not attain an M.Sc. degree from AUST can only initially be given a provisional admission. Following this, they will be required to take a minimum of 18 Credit Units of coursework in their department. This can be a combination of both M.Sc. and Ph.D. courses. They are to maintain a minimum CGPA of 3.25 (out of a possible 4.0) at the end of the courses taken, after which their admission into the doctoral program will be regularized. Credit Units for Ph.D. course(s) taken during this period will be credited to the student as part of the 4 compulsory Ph.D. courses needed to be taken prior to the qualifying examination.

All candidates will be considered on the basis of their prior academic performance and demonstrated

potential for original research. The successful student must also show a clear and well-defined interest in a particular area of research, in which an identified AUST faculty member can provide the mentorship required for the successful completion of doctoral research. Publications will be considered as important indicators of the potential for future success. For that reason, AUST requires that candidates for a doctoral degree show proof of publication or acceptance for publication of at least two papers in approved peer-reviewed journals, before seeking approval to graduate. The applicants must also provide a vision statement with compelling evidence of the potential for future leadership in scholarship and/or applications of innovation. The students will be considered by an Admissions Committee, based on the balanced considerations of the above factors.

2.5 RE-APPLICATIONS AND OTHER CATEGORIES OF ADMISSION

- Individuals who previously applied for admission into an AUST degree program and were not admitted should apply via the Admissions page [here](#).
- Individuals who were previously admitted to an AUST degree program but did not enroll for the term to which they were offered admission or who were not registered students long enough to be required to pay tuition should apply via the Admissions page [here](#).
- Students who were previously enrolled in an AUST degree program long enough to have paid at least one installment of tuition and who then held a registration status of withdrawn, deferred or lapsed for at least one full term should apply for readmission to return to registered student status in the same AUST degree program using the appropriate re-enrollment form [here](#). Completed applications should be submitted directly to the Office of the Registrar.
- The University will not accept more than two applications for readmission from any individual during the course of his or her academic career. Ordinarily, a student who has been required to withdraw from AUST may not apply for readmission until two academic terms have passed.
- Readmission is not automatic and requires approval from the degree program. Readmission, if offered, may be conditional, requiring performance of a specific task at a specific standard, either prior to or following readmission.

- The application for readmission must be submitted with 1) the approved letter of deferment from the University; 2) one letter of recommendation; 3) a current AUST academic transcript; and 4) transcripts of any formal academic training taken since leaving the university.
- Students applying for readmission should contact the degree program in which they were previously enrolled to clarify courses and examinations to be taken; to specify the time frame or duration to completion of the degree; to confirm consent of their faculty advisor and committee (for PhD candidates), and to determine what additional supporting documentation should be submitted with their application.
- Consideration is given to the record of each applicant, the length of absence, the activities undertaken during the absence, and the number of student places available in the department.
- To be offered readmission, a student may need to provide evidence of ability to pay tuition during the enrolled terms and should inquire with the University's Accounts Department to ensure compliance with any other financial requirements.

3 ACADEMIC PROGRAMS

The degrees offered at the University are:

- Bachelor of Science (B.Sc.)
- Bachelor of Engineering (B.Eng.)
- Master of Science (M.Sc.)
- Doctor of Philosophy (Ph.D.)

Degree programs are administered by departments, as authorized by Senate. References to “departments” throughout this Handbook are meant to indicate any degree-granting unit, as appropriate.

Details of the degree programs are provided on the [University's website](#). Applicants should thoroughly familiarize themselves with the program description and requirements for their department. Doctoral candidates are especially advised to familiarize themselves with criteria and requirements of their respective departments with regard to publications and other requirements for degree completion.

4 ACADEMIC POLICIES AND PROCEDURES

4.1 THE REGISTRAR'S OFFICE

The Registrar's Office is responsible for all matters relating to the academic administration of the University. It also supports the teaching, research, and public service functions of the University and, working with the Student Affairs Office and academic units, promotes the academic success of AUST students. The Registrar's Office also provides a number of services to students in addition to being the primary information source on enrollment, registration of courses, academic calendars, academic programs, grades and transcripts, degree progress report, convocation ceremonies and important dates and events throughout the year.

All students and alumni may request transcripts, letters of certification, and degree and enrollment verification at transcripts@aust.edu.ng. Typically, transcript documents are processed within 7 business days from receipt of applicable fees.

Once a final degree has been ratified by Senate and awarded, no change can be made on a transcript.

4.2 THE GRADING SYSTEM

The grading system provided by the University is an indicative policy for the calculation of grade point average (GPA). The grading system policy for students at AUST showing the letter grades, its corresponding grade point and the score range is shown below:

Grades on 4.0 Scale	Letter Grade	Score Out of 100
4.00	A	95 – 100
3.75	A-	89 – 94
3.25	B+	83 – 88
3.00	B	77 – 82
2.75	B-	71 – 76
2.25	C+	65 – 70
2.00	C	59 – 64
1.75	C-	53 – 58
1.00	D	48 – 52
0	F	0 – 47

4.2.1 NON-LETTER GRADES

INC – Students who miss a scheduled examination, arranged by their department during the time frame of a course, are given a grade of “INC”, which will be changed only if the student is granted and takes a make-up examination. This provision is only given to a student who had received prior approval for exemption from their Head of Department.

PASS/FAIL – Students who take an elective course either from their department or from another department (previously approved by their Head of Department), and decide not to have the grade for the elective course count towards their grade point average, may be given a PASS/FAIL grade.

ABS – A grade of ABS may be given to a student who absents himself/herself from a scheduled examination without prior approval from his/her department, as described below in the relevant section of the handbook. An ABS grade is permanent on a student’s record if a make-up petition is not filed or not granted, or if the make-up examination is not attended.

4.2.2 CALCULATION OF GPA and CGPA

In calculating a student's Grade Point Average (GPA), the formula used at AUST is shown below:

GPA =	Total Grade Points for Core Courses Taken
	Total Number of Core Courses Taken

To calculate the Cumulative Grade Point Average (CGPA), the formula shown below is employed:

CGPA =	Total Grade Points for Core Courses Taken + Total Grade Points for Electives Taken
	Total Number of Courses Taken

4.3 GRADE, EXAMINATION AND OTHER ACADEMIC REQUIREMENTS

4.3.1 COMMON REQUIREMENTS

Complete continuous registration, satisfactory grade record, and evidence that satisfactory progress is being made toward the degree are required of all candidates for all degrees offered by AUST. For specific program requirements, all students are required to consult with their various departmental handbooks.

4.3.1.1 BSc/BEng GRADE REQUIREMENTS

Students with a GPA lower than a 0.7 at the end of an academic semester are placed on the Probation List. Criteria to be removed from the Probation List can be found on the individual departmental handbook.

Any student who remains in the Probation List at the end of 3 academic semesters may be dismissed or asked to withdraw from the program.

Classes of degree are awarded based on the Cumulative Grade Point Average (CGPA) obtained by a student at the end of their degree program. The classes of degree awarded, and the corresponding CGPA for each class, are shown below:

CGPA	CLASS OF DEGREE
3.50 – 4.00	First Class Honors
2.50 – 3.49	Second Class Honors (Upper Division)
1.40 – 2.49	Second Class Honors (Lower Division)
0.50 – 1.39	Third Class Honors

Except with the express approval of Senate, please note that the maximum duration an enrolled student has to complete a Bachelor of Science or Bachelor of Engineering degree program at AUST is Five (5) years or Six (6) years respectively.

4.3.1.2 MSc GRADE REQUIREMENTS

The minimum standard for satisfactory academic progress at AUST is a B or a 3.0 Grade Point Average (GPA). A grade of a C is offset by a grade of A. Grades D, or an unexcused INC are considered “unsatisfactory” and an F grade is a failing grade.

Any student who receives an unsatisfactory or failing grade in any two courses during an academic year may be dismissed or asked to withdraw from the program.

Any student who fails to meet the requirements for his/her program and/or has a grade point average

of between 2.50 – 2.99 will not qualify for award of the research-based M.Sc. and may be awarded a Post Graduate Diploma or advised to transfer to a non-thesis program where applicable.

Except with the express approval of Senate, please note that the maximum duration an enrolled student has to complete a Master of Science degree program at AUST is Three (3) years.

4.3.1.3 Pre-Candidacy Requirements

In order to monitor progress and for accounting purposes, all doctoral students will be required to re-register at the beginning of each academic year. Re-registration shall be contingent upon satisfactory progress, including submission on an acceptable annual report detailing their progress. Doctoral students who are still registered after the initial 39 months will be required to pay a re-registration fee. More information on these can be accessed at the Registrar's Office.

Upon admission to the PhD program, the Head of Department shall work closely with the student to identify an advisor and two other committee members who shall serve as “advisors” for the study/research program. The selected committee members may include a faculty member(s) from the candidate's major department, and/or other departments or programs with faculty that can provide useful inputs to the candidate during the period leading to the award of the PhD degree. The consent of the selected committee members must be obtained within the first month of enrollment at AUST.

During the first 1 year of enrollment, pre-candidacy enrollees are expected to take a few selected courses, and largely prepare for a departmental or program qualifying exam. All Ph.D. Students who had attained an M.Sc. degree from the University are required to take a minimum of 4 Ph.D. courses in their program of study prior to their qualifying examinations. Ph.D. students who did not attain an M.Sc. degree from AUST are required to take a minimum of 18 Credit Units of coursework in their department. This can be a combination of both M.Sc. and Ph.D. courses. The nature of the qualifying exam will be determined by the department or program. The results from the qualifying exam will be submitted to the Office of the Vice President (Academic) for approval or other appropriate action. Upon the successful completion of the qualifying exam, pre-candidacy enrollees are expected to present the results of their initial research efforts at the AUST PhD Colloquium. The presentations are

expected to show clear evidence of a well posed research problem, an appropriate literature review, the initiation of at least one component of the research, and a well-conceived plan for future work. These are usually presented and defended in a public oral presentation.

The first part of the exam will be open to the public, while the second part of the exam may be limited to the examiners selected by the department/program with the approval of the Office of the Vice President (Academic). The successful candidates must receive the approval of the examiners in order to be admitted to full candidacy as a doctoral candidate. Candidates that do not receive such approval may try again within 2-6 months of the first attempt. However, failure to succeed in the second attempt will mean that the candidate is not likely to meet the requirements for a PhD degree from AUST. In such cases, the candidate may be asked to withdraw from the university and can only reapply after an academic year has elapsed. Candidates that successfully defend their research will be advanced to candidacy as PhD candidates.

4.3.1.4 PhD Candidacy Requirements

The minimum standard for satisfactory academic progress at AUST for a PhD student is a B grade or a 3.0 Grade Point Average (GPA). If a Ph.D. student attains a grade below a B grade in any advanced course taken, they will be required to immediately withdraw from the doctoral program.

Upon admission to candidacy, PhD students are expected to serve as Teaching or Research Assistants in their departments; specific tasks are drafted out by the respective departments.

Stipends for Ph.D. students who act as Teaching or Research Assistants can only be considered for the following categories of students:

- Students on Full Scholarship (this must be clearly stated/covered in their letters of scholarship)
- Students who work on a part-time basis at the University. To qualify to work on a part-time basis at the University: a) a student must have completed his/her M.Sc. at the University and also maintain a 3.5 CGPA b) a student who did not attain his/her M.Sc. degree at the University must have completed a total of 18 Credit Units of AUST coursework (M.Sc. and/or Ph.D.) in their program of study and also maintain a 3.5 CGPA.

Note: The maximum number of hours for any Teaching/Research Assistant at the University is 20 hours/week.

They are also required to participate in graduate seminars and independent research projects under the supervision of an advisor and two other committee members. Candidates are encouraged to apply for fellowships that will provide them with sponsorship to travel abroad to work on aspects of their research and/or participate in short courses/programs and conferences. The approval of the Office of the Vice President (Academic) must be obtained before engaging in such programs. The approved students must also return to AUST to complete their research and PhD program.

Prior to submitting themselves for final assessment for the Ph.D. degree, all doctoral candidates are required to publish, from their doctoral research, at least two (2) papers in: a) G8 countries, Europe, North America, Australia, New Zealand, and must be indexed in at least SCOPUS b) Springer or Taylor and Francis or Elsevier.

Candidates are also required to take an approved number of courses, while engaging in an original research program. The final thesis defense should be scheduled after the completion of a thesis that has been proof-read by a professional editor and read and approved by at least 2 examiners.

The Final Public Oral examination must include an initial public presentation of the research, and an open forum in which the candidate is expected to defend the ideas presented in the thesis. The committee will then deliberate briefly before voting on whether to award the candidate the degree. A simple majority vote by the committee is required for the award of the degree.

Before receiving the PhD degree, the candidate must make all necessary corrections to the thesis as indicated during the final examination. This must be verified by the submission of a thesis completion form that is signed by each of the committee members. The candidate must also submit three bound copies and one electronic copy of the thesis to the library for safekeeping in the archives of [AUST's Institutional Repository](#). A signed thesis approval form must also be submitted by the candidate to the Office of the Vice President (Academic) along with a library release and financial release form. Successful filing of all of these documents is required before a candidate can be allowed to proceed for graduation and elevation to the status of alumnus.

Except with the express approval of Senate, the maximum duration an enrolled student has to

complete a Doctor of Philosophy degree program at AUST is Five (5) years.

4.3.2 ATTENDANCE AND TIMELY COMPLETION OF ASSIGNMENTS

Attendance of classes is restricted to those who are officially registered or who are present at the specific invitation of the instructor.

All students are expected to attend all classes for which they are registered or for which they are required to be registered, including participation in activities required by the instructor, and to complete all of their assignments in a timely fashion. All course requirements are to be completed no later than the date of the final examination. Absences may have an adverse effect on grades in a course and may result in failure and dismissal from the program.

“Absence” is defined as the failure of a student to be present when the class roster is checked by the instructor or tutor. Lateness may be listed as absence, since students may be refused admission to any class when late. Flagrant cases of absence that affect the student’s achievement of course objectives may necessitate withdrawal from the school.

Students absent for several days because of illness should notify their Departmental Office. A prolonged absence may necessitate the student’s withdrawal from the University for the academic year.

4.3.3 STUDY ABROAD

Except in rare circumstances, no BSc, BEng or MSc student will be sponsored by AUST to study for an AUST degree at a foreign institution. In special circumstances, with the approval of the Vice President (Academic), students may be sent for very limited periods (1-2 months) to use specialized equipment for thesis research. The same policy shall also apply for PhD students, except that the period of absence for external research, testing of samples or related use of facilities, may be longer (3-6 months). Most research plans, including design of experiments, must be completed at AUST and submitted to the program coordinator prior to the departure of the student to the foreign research centre. Requests for foreign research visits must be made to the Vice President (Academic) through

the Registrar's Office, about 6 months prior to the proposed date of foreign visits.

4.3.4 EXAMINATION REQUIREMENTS

To obtain credit in a course for which there is a regularly scheduled final examination, a student must take such examinations unless previously excused by the department.

Typically, AUST faculty adopt a formal and objective instrument of assessment which includes one or a combination of the following:

- Open/closed book written papers
- Coursework
- Practicum(s)
- Group projects
- Individual projects

Each faculty member will inform students of the types of assessment to be used and notify them well in advance of the times and venues of each assessment.

Re-sit/re-take of examinations

Except in rare cases, such as a medical or family emergency, the university does not entertain requests for a re-sit or re-examination. In those cases where exceptions may apply, such examinations will be administered at the discretion of the faculty concerned and in concert with the Head of Department. The students in these cases will be given a reasonable period to prepare for the make-up.

A student absent from an examination because of illness must give notification using the "[Deferral of Course Assessment Application Form](#)", to the Head of Department within twenty-four hours of the beginning of the examination. In an emergency, if the student is unable to notify the Head of Department, or is being treated elsewhere off campus, a petition using the "[Deferral of Course Assessment Application Form](#)", may be made to the Registrar's Office. In this case, the student must also file a letter from a physician, certifying the date and nature of the illness. Students who are unable to take an examination at the scheduled time due to a documented condition should contact the Head of Department as soon as the need is apparent, to discuss make-up examination

accommodations and procedures.

Students who must be absent for reasons other than illness, such as a death in the family or a reason of similar gravity, should obtain a make-up petition from the Registrar's Office using the "*Deferral of Course Assessment Application Form*". All make-up petitions must be filed with the Registrar's Office within one week of the end of the examination period. Students who do not take the regularly scheduled final examination in a course receive a failing grade of ABS (Absent), unless excused by their Head of Department (see Non-Letter Grades). A grade of ABS is permanent on a student's record if a make-up petition is not filed or not granted, or if the make-up examination is not attended.

4.4 PROBATION

Students who fail a course or who earn a cumulative grade point average below the required set CGPA in their specific program are automatically placed on probation. Probationary status continues until it is lifted by the Registrar's Office. Students on probation are required to consult with their departments for specific provisions to these requirements.

In general, students on probation are expected to earn a grade point average as set by their department while carrying out remedial requirements following imposition of probationary status. The Registrar's Office reserves the right to impose additional or higher standards of performance (these additional conditions are communicated to the student by letter). Any student who fails to meet all of these conditions—general or specific—may be suspended or dismissed.

Please note: no notation of academic probation is made on the transcript.

4.5 SUSPENSION OR DISMISSAL FROM THE UNIVERSITY

Students may be suspended or permanently dismissed from the University because of unsatisfactory academic performance or other unacceptable conduct. Students who fail a course while on probation are eligible for suspension or dismissal as are those who fail two courses (postgraduate) in a single academic year while enrolled at AUST.

In cases of academic suspension, the length of the student's separation from the University is

determined by the Academic Committee of Senate. The Committee may also impose requirements for readmission at the end of the suspension period. Such requirements would generally be linked to the expectation of better academic performance when study is resumed. Students who are suspended for academic deficiency, or infringement of the Student Honor Code or Student Conduct Code violations, will not be allowed to transfer to AUST credits earned elsewhere during the suspension period.

Please note: academic suspensions are noted on transcripts.

In cases of dismissal for any reason including academic deficiency, Student Honor Code, or Student Conduct Code violations, students are permanently separated from the University.

Please note: academic dismissals are noted on transcripts. Dismissed students may not continue to work in any way toward an AUST degree.

Suspended and dismissed students may not register or attend classes, hold a room in a campus residence hall, or participate in any activities reserved for students in good standing at AUST including (but not limited to) Commencement activities.

4.6 APPEAL OF SUSPENSION OR DISMISSAL

Students who are academically suspended or dismissed may submit an appeal against this decision by writing to Senate's Academic Committee through the Registrar's Office within the time limit set by individual departments. Students who do not request an appeal within the time limit determined by the department forfeit the right to appeal. This time limit is specified in the letter of the Senate notifying the student of the suspension or dismissal. The appeal will be heard by a special Appeals Committee instituted by the Senate. Every effort will be made to assure the student of fundamental fairness in the appeal hearing. The Appeals Committee for all departments operates within the following parameters:

- In requesting the appeal, the student must explain in writing what the mitigating factors might be and may also present any evidence to which the Senate may not have had access. Normally, appellants must appear before the Committee to present the case in person. The student may bring someone who is a member of the university community to help present the case and for

the purpose of moral support. However, since the Committee is an educational institution and not a court of law, an attorney may not appear on behalf of a student during the hearing or appeals process. In extraordinary cases in which it is not possible for the student to appear in person before the Committee, a written statement from the student may suffice.

- The Committee has the right to call people other than the student to appear before it in the interest of illuminating the case and especially the claims made by the student about extenuating circumstances. If these people cannot appear, they may submit their views in writing. The Committee will accept and review written statements submitted at the request of the student in support of the appeal, but it is up to the Committee to decide whether it will invite “witnesses” such as parents, professors and, when needed, psychiatrists or such other professionals as may be deemed appropriate to participate in the hearing itself.
- The student may be present for all stages of the hearing except for the final deliberations of the Committee.
- Decisions reached by the Committee are final and may not be appealed again.

4.7 READMISSION

Students who are suspended must make a formal written request to be readmitted at the end of the suspension period. These requests must be submitted to the Senate through the Registrar's Office no less than six weeks before the date of registration.

A student who has been dismissed from AUST must not expect to be readmitted. In very rare cases, the Senate may agree to consider an application for readmission after at least one year has elapsed from the date of the dismissal. Requests for readmission must be made in writing to the Registrar's Office.

4.8 INVOLUNTARY LEAVE OF ABSENCE

The Vice President (Academic) may place a student on involuntary leave of absence for any of the following reasons, or a combination thereof:

1. Medical circumstances: (a) The student faces a direct threat to his/her health or poses a threat to the health or safety of others or has suffered or is suffering from a condition that seriously disrupts others in the student's residential community or academic environment; and (b) The student's behavior or threatening state is determined to be the result of a medical condition, or the student refuses to cooperate with efforts deemed necessary by the University Health Services to evaluate the cause of the student's behavior or threatening state. In some circumstances, the level of care and accommodation may exceed the resources or appropriate staffing capabilities of the University or may be beyond the standard of care that the University Health Service can be expected to provide or monitor, in which case continued enrollment may constitute a serious disruption of the residential community or the academic environment, justifying an involuntary leave of absence.
2. Alleged criminal behavior: The student has been arrested on allegations of serious criminal behavior, or has been formally charged by law enforcement authorities with such behavior.
3. Risk to the community: The student has allegedly violated a disciplinary rule of Student Honor Code and Student Conduct Code, and the Student Conduct Committee concludes that the student poses a significant risk to the safety or educational environment of the community.

Prior to placing a student on involuntary leave of absence, the Vice President (Academic) will consult with the Registrar, with other officers of the University (for example, with the University Health Services in the case of leave for medical reasons) or with the Senate Council.

A student will be notified in writing of the decision to place him/her on involuntary leave of absence. The student may ask the Vice President (Academic), in writing or in person, to reconsider the decision. If the decision remains unchanged, the student may petition the Senate.

Placement on involuntary leave of absence is not disciplinary, and a student who wishes to take a voluntary leave of absence rather than being placed on involuntary leave of absence will ordinarily be allowed to do so.

Transcripts and other external reports will not distinguish between voluntary and involuntary leave of absence. However, an incident that gives rise to an involuntary leave of absence may subsequently result in disciplinary action.

A student who has been placed on involuntary leave of absence is subject to the same rules that apply to a student granted a voluntary leave of absence. Any student on leave of absence must remain away from AUST, if instructed by the Vice President (Academic) or the Senate.

A student who has been placed on involuntary leave of absence and who subsequently petitions to return to AUST will be required to demonstrate to the Senate that the circumstances that led to the placement on leave of absence have been satisfactorily addressed. Any disciplinary matter must be resolved before a student on leave of absence will be allowed to return. If the leave is for medical reasons, evidence for the student's readiness to return will include consultation with the University Health Services so that the Health Services may advise Senate whether the medical condition that resulted in the behavior or threatening state is under control through treatment or no longer exists.

The final decision whether to allow a student to return to the university rests with the Senate.

4.9 WITHDRAWAL/APPROVED ACADEMIC LEAVE

A degree candidate who does not intend to register for an academic year should file a withdrawal or "approved academic leave" notice with the Registrar's Office. The date the student signs his/her withdrawal notice will in most cases be the effective date of the student's withdrawal.

All current courses will be dropped automatically from the student's registration profile before the drop deadline. If a student withdraws from the university after the deadline, current courses will remain on the transcript with a WD (Withdrawn) designation. The last working day prior to the first day of the examination period is the final day by which a student may withdraw and receive the notation WD in place of a grade.

Withdrawn students may later apply for readmission as outlined in Chapter 2 of this handbook.

4.9.1 DEPARTMENTAL WITHDRAWAL NOTICE

Ordinarily, students who have not met satisfactory progress requirements or who have not maintained contact with their departments for more than six (6) months are subject to being withdrawn from the program at the discretion of the department. The department will make a reasonable effort to contact the student to outline what actions must be taken to obtain or return to satisfactory progress. If the effort to make contact is unsuccessful and/or if the student continues to not make satisfactory progress, the student will then be withdrawn.

Students who are withdrawn by the department and would like to apply for readmission should consult Chapter 2.

4.10 LAPSED REGISTRATION AND DEGREE CANDIDACY

Students who do not take action with regard to their registration status, including but not limited to registration or withdrawal, will incur a registration status of “lapsed”. Students with a lapsed registration status do not have access to the University’s physical resources and do not have access to many electronic resources (but retain access to their email account). MSc students may not remain in a lapsed registration status for more than two (2) months from the start of the academic year.

Students whose degree candidacy has been lapsed or who have been withdrawn must apply for readmission to the university (as outlined in Chapter II) in order to register for a future term and are responsible for any fees associated with readmission.

4.11 TRANSCRIPTS AND CERTIFICATION

Students and alumni may request transcripts, letters of certification, and degree and enrollment verification at transcripts@aust.edu.ng. Typically, transcript documents are processed within 7 business days from receipt of applicable fees.

Once a final transcript is awarded, no change can be made on it.

5 STUDENT HONOR CODE AND STUDENT CONDUCT CODE

The African University of Science and Technology strives to protect and guide its community by establishing a Student Honor Code, a Student Code of Conduct and a student conduct system that all promote individual and social responsibility and are enforced through **University Regulations**. The university requires students to abide by the tenets of those codes. Choosing to join the African University of Science and Technology, community obligates each member to a code of responsible behavior. Individuals are expected to observe the policies, rules, regulations, law and requirements of the African University of Science and Technology, Abuja municipal and local government, the Federal Capital Territory, Nigeria and, when in another state or country, that state or country. University regulations have been designed to protect individuals and the campus community and create an environment conducive to achieving the academic mission of the institution. Provisions for these guidelines are shown in the [Regulations of the African University of Science and Technology, Abuja 1.0 – 14.0](#). Students are advised to go through these regulations thoroughly, in order to familiarize themselves with the required policies, rules, regulations and requirements of the African University of Science and Technology, Abuja.