



University of Benin

Policies and Procedures Manual

A. Vision and Mission of the University

Vision:

To be a model institution of higher learning which ranks among the best in the world and is responsive to the creative and innovative abilities of Nigerian People.

Mission:

To develop the human mind to be creative, innovative, research oriented, competent in areas of specialization, knowledgeable in entrepreneurship and dedicated to service.

B. Guidelines for University Policy Development

I. Background:

The University of Benin Policies and Procedures Manual includes university-wide policies and procedures.

University of Benin policies and procedures should be organised and drafted using a standard format as outlined by this policy. The Senate of the University is the principal body for reviewing the University policies and procedures. Policy-initiating authorities may suggest policies and procedures to the University Senate. All policies and procedures require review by the University Senate, or by the Vice Chancellor on behalf of the Senate prior to implementation and/or inclusion in the manual. Any approval of and amendments to this “Guidelines for University Policy Development” policy and any University policies pertaining to the naming of institutional facilities, buildings, units or other institutional elements shall also require approval by the University Senate and ratified by the Council.

II. Applicability of the Policies:

These guidelines on University policies and procedures are applicable to all members of the University community. The University Policies and Procedures Manual includes only policies and procedures that are generally applicable to more than one unit of the University. Matters pertaining only to the internal procedures of a given unit are not within the scope of the manual or this policy and must be obtained from the specific unit. However, in the event of an inconsistency between a

provision in a unit's policy and a provision in a University policy or regulation, the University policy or regulation shall prevail.

III. Policy Statement:

University of Benin is governed by Federal statutes. However, where such Federal statutes do not offer procedures or implementation directives necessary for efficient University operations, the University must adopt policies and procedures to dictate and guide the operations of the University.

This policy establishes guidelines for the creation, issuance, review, and publication of policies at University of Benin; ensures consistency in policy creation and implementation; and centralises policies for ease of reference, application, and enforcement. To the extent that there is a conflict between any University policy and procedure and a state or federal statute, the later will prevail.

Having an official policies and procedures manual for the University ensures that University-level policies and procedures will be consistent and subject to appropriate review before implementation.

University policies and procedures should be formulated and drafted according to a template to ensure consistency and organised to ensure ease of reference. Specific implementation directives are provided below.

IV. Definitions:

Executive Committee or Senior Staff. University administrators who are individually and collectively responsible to guide a shared vision and lead institutional operations for the advancement of the University.

Policy. A statement of management philosophy or practice established to provide direction and assistance to the University community in the conduct of University business or activities. University policies apply to all units, departments, or divisions of the University with respect to their operations at the University. Policies must not conflict with statutes, regulations, or other laws applicable to the University.

Procedure. A statement that prescribes categories of action applicable to all units, departments, or divisions with respect to their operations at the University, to be taken to conform to established policies, allowing for the orderly and consistent implementation of policies.

University Senate. Governing body of the university made up of the Vice Chancellor, Deputy Vice Chancellors, Registrar, Professors Emeriti, Professors, Deans, Directors of Academic Programmes and Heads of Department.

V. Procedures:

A. How to Initiate and Implement New Policies and Procedures

Initiation of new policies and procedures occurs when the need for a new policy and procedure is identified by the Vice Chancellor, Senior Staff, Senate or Departments/Units

- (1) A draft policy or procedure is initiated following the guidelines described below. The individual/unit sponsoring or overseeing the drafting a new or revised policy and procedure is the *initiating authority*.
- (2) When the initiating authority has finished drafting the policy and procedure, that draft should be submitted to the office of the Vice Chancellor through the Director of Legal Services for review by Senate. The policy will be placed on the next available agenda of the Senate, and the initiating authority or person designated will be invited to present the policy to the Senate. The initiating authority should be prepared to answer questions regarding the policy.
- (3) After the proposed policy and procedure has been reviewed by the University Senate, the proposed policy is either approved outrightly or subject to corrections; or not approved.
- (4) Once the Vice Chancellor or the Senate has approved a final draft, the new policy and procedure is incorporated into the Policies and Procedures Manual.
- (5) The unit in charge of the policy would proceed to organize sensitisation of staff on the policy, dissemination in hard and soft copies. The unit would proceed to implement the policies and monitor compliance.

B. Review and/or Revision of Existing Policies and Procedures

Every policy and procedure, once implemented, should be reviewed on a periodic basis to ensure that the policy and procedure remains current and necessary.

The procedures to initiate and review revisions to existing policies and procedures, and to eliminate policies, are as follows:

- (1) The need for revisions to an existing policy and procedure, or to eliminate a policy and procedure, may be identified by the Vice Chancellor, Senate or by the authority responsible for the policy and procedure.
- (2) If the need for a revision is identified, the responsible authority must review the existing policy and procedure carefully to determine whether it continues to reflect current practice and responds to a need in the University community. If the responsible authority feels that changes to the policy and procedure are in order, then he or she will prepare a draft of a revised policy and procedure in a format that highlights the proposed changes. If the responsible authority feels that the policy and procedure is no longer needed and should be eliminated, then he or she will prepare a written statement to

that effect for submission to the Vice Chancellor through the Director of Legal Services.

C. Drafting of Policies and Procedures

A standardised format will be used for University policies and procedures and will include certain minimum information. To guide in that effort, the University Senate has created a policy template to be used in drafting policies and procedures.

Policies and procedures should contain the following information:

- The policy number (if any issued upon approval)
- The policy name
- The initiating authority
- Date(s) of initial adoption and any revisions; effective date, if different
- The responsible authority for that policy
- Applicability or Accountability
- Policy Statement
- Definitions of relevant terms
- Procedures, if any are needed, to implement the policy
- Forms, if any are required or suggested, to carry out the procedure

Policies and procedures may also contain the following information as necessary for a full explanation of the policy and its application and procedures:

- General policy or preamble summarising policy
- Related information or documents
- Background information
- Contacts (may be included as part of the procedures)

D. Dissemination of Information about New or Revised Policies and Procedures

Information about new, revised, or eliminated policies and procedures may be announced by e-mail, or released in a memorandum by the Registrar which may be shared in hard copies and on various whatsapp platforms.

E. Maintenance of the Policies and Procedures Manual

The Registrar of the University will be responsible for maintaining the master list of policies and procedures within the Policies and Procedures Manual. A copy of each approved policy and procedure will be kept on file. The policies and procedures will be maintained on the University Web site and users may print copies directly from the system. Policies and procedures will be numbered and organized by topic.

VI. Related Information

Academic and non-academic units may have policies and procedures specific to their operations, but those will not be included in the University's Policies and Procedures Manual. Any such policies and procedures must not conflict with statutes or other regulations of the University of Benin. To the extent that there is a conflict between a

unit's policy and a policy and procedure of the University, the provision of the University policy and procedure, or any approved University collective bargaining agreement will prevail. Units should use the template for their policies and organize their policies in a manual for ease of reference.

VII Policies

Academic Standards Quality Policy

<https://qa.uniben.edu/wp-content/uploads/2023/10/Academic-standards-policy-UNIBEN-1.pdf>

Accommodation/Halls of Residence Policy

<https://studentaffairs.uniben.edu/index.php/policies/>

Admissions Policy

https://www.uniben.edu/admission_policy.html

Equal Opportunities Policy

https://qa.uniben.edu/wp-content/uploads/2023/10/equal_opportunities_policy-UNIBEN-1.pdf

Grade Appeal Policy

<https://uniben.edu/docs/Grade%20Appeal%20Policy.pdf>

Information Management Policy

<https://uniben.edu/docs/Information%20Management%20Policy.pdf>

Mitigating Circumstances Policy and Procedures for Taught Degrees

<https://qa.uniben.edu/wp-content/uploads/2023/10/mitigating-circumstances-policy-and-procedure-UNIBEN-1.pdf>

Policy on Monitoring

<https://studentaffairs.uniben.edu/index.php/policies/>

Policy on Physically Challenged Students

<https://studentaffairs.uniben.edu/index.php/policies/>

Professional Development Leaves – Administrative and Support Staff

<https://qa.uniben.edu/wp-content/uploads/2023/10/Professional-Development-Leaves-Administrative-Support-Staff-Policy-UNIBEN-1.pdf>

Public Information Management Policy

<https://uniben.edu/docs/Public%20Information%20Management%20Policy.pdf>

Quality Assurance Book of Rules

<https://qa.uniben.edu/wp-content/uploads/2023/10/Quality-Assurance-Book-of-Rules-1.pdf>
Regional Strategy

<https://uniben.edu/UNIVERSITY%20OF%20BENIN%20REGIONAL%20STRATEGY.pdf>

Sexual Abuse Policy

<https://www.uniben.edu/#>

Student Centered Learning Policy

<https://academicplanning.uniben.edu/policy-statements-and-strategies/>

Student Support Services Policy

<https://studentaffairs.uniben.edu/index.php/policies/>

VIII Instructions for Drafting University Policies:

Use the form below to draft or revise a University policy. Please use Times New Roman font size 12. You are not limited to the spacing that appears on the form. Draft policies ready for review by the University Senate should be sent via e -mail as a Word document attachment to the Office of the Director of Legal Services at legalservices@uniben.edu. There should be clear indication in the transmittal that the draft policy has been reviewed and approved by its initiating authority.

Policy Template

The following template is intended to serve as a guide for the development of University of Benin policies -- broadly applicable statements of basic principles that direct the activities of the campus community toward institutional goals; promote compliance with external laws and regulations; support University operations; and/or reduce institutional risk. Policy writers and developers with questions, comments or suggestions about the template and/or the policy development process at the University are encouraged to contact legalservices@uniben.edu

.....
Policy Title:

A concise, descriptive heading that identifies the policy.

Policy Section:

Units that are responsible for numerous policies, such as the office of the Registrar may wish to organize related policies into topic-based sections or in alphabetical order.

Responsible Executive(s):

The University officer or other authorized institution official who serves as the sponsor and/or initiator of the policy.

Responsible Office(s):

The office, unit, or department that owns and administers the policy.

Contact(s):

The individual, position, and/or office who should be contacted by University community members for any questions about the policy.

Effective Date:

Date of issuance and/or last major revision.

Last Update

Date of major or minor revisions as deemed by Responsible Executive(s) (details included in the update log).

I.

Policy Statement

This section includes a brief, concise summary (approximately three to five sentences) that states the overall reason for and scope of the policy.

II. Who Is Affected By This Policy

This section describes who this policy applies to and under what conditions.

III. Definitions

The definition and use of key terms is critical to the effective communication of and compliance with policy. This section defines key terms used within the policy to ensure that all readers of the policy interpret its meaning using the same criteria.

IV. Policy

The section contains the full text of the policy, including detailed information about the purpose of the policy and details about the policy components. When appropriate, it also includes instructions for reporting and resolving noncompliance with the policy.

V. Procedures

If applicable, this section provides the University community with a sequential, step-by-step guide of all actions required to comply with the policy. The procedures should be clear and concise.

VI. Related Documents and Forms

This section contains the necessary documents and forms related to the policy.

VII. Roles and Responsibilities

This section outlines the roles and responsibilities of the University offices or individuals referenced in the policy and procedures.

VIII. Related Policies

This section includes hyperlinks to any related University policies.

IX. Update Log

This section details any updates to the policy to track revisions and keep the University community abreast of changes that may affect them. The dates included in the update log should correspond to the dates entered in the *Last Update* field of the policy.

