



PETROLEUM TRAINING INSTITUTE
P.M.B 20 EFFURUN,

VISION STATEMENT

TO BECOME THE LEADING OIL AND GAS TECHNOLOGY INSTITUTE IN AFRICA

MISSION STATEMENT

**TO PROVIDE COMPETENT TECHNOLOGICAL
MANPOWER THROUGH QUALITY TRAINING RESEARCH AND
CONSULTANCY FOR THE PETROLEUM
AND ALLIED INDUSTRIES.**

PTI ACADEMIC STANDARD RULES AND REGULATIONS

PREAMBLE

SECTION 1

1.0 GENERAL

In these Rules and Regulations

1.1 INSTITUTE: Means the Petroleum Training Institute, Effurun.

1.2 ACADEMIC BOARD:

Means the highest body of the Institute responsible for the general direction and Management of academic matters and any other matters referred to it from time to time by the Governing Council. It shall consist of the Principal as Chairman, the Academic Directors, Deputy Director (Library), Deputy Directors (Training), Deputy Director (Academic Affairs), all Heads of Academic Departments, Head of SICE and four elected representatives of teaching Staff as members (two lecturers and two technologists).

The Registrar shall be the secretary to the Board. Any other officer of the Institute may be invited to be in attendance, wherever the need arises.

1.3 ACADEMIC PROGRAMMES IMPLEMENTATION COMMITTEE (APIC)

Is a Sub-committee of the Academic Board responsible for advising the Board on all academic matters and any other matters referred to it from time to time by the Board and shall consist of all Heads of Academic Department and one representative member of the Academic Board as members with a Chairman elected from among them. The Committee shall have a Secretary from the Academic Affairs Departments.

1.4 OTHER STANDING COMMITTEES SHALL INCLUDE:

(i) Admission Committee

- (ii) Convocation Committee

- (iii) Research Committee
- (iv) Examinations Misconduct Committee
- (v) Students Appeals/Petitions Committee
- (vi) Award of Prizes to Students for Academic Excellence Committee.

Academic Directors means Directors of Academic Directorates.

1.5 DEPARTMENTAL BOARD OF EXAMINERS:

It is the body responsible for the preparation and moderation of departmental examination question papers and results. The Heads of the Academic Department concerned shall be the Chairman, while the internal examiners of the department are members.

1.6 DIRECTORATE BOARD OF EXAMINERS:

Is the body responsible for the consideration of examination results and related matters and making appropriate recommendations to the Academic Board. It shall consist of the Director as Chairman, all Heads of Academic

Departments of the Directorate, Deputy Directors (T), Examination Officers of the Directorate and 2 representatives nominated by the Registrar as members. The Board shall have a Secretary appointed by the Registrar of the Institute.

1.7 DIRECTORATE BOARD OF STUDIES:

Means the highest academic body of each Directorate responsible for the general direction and management of all academic matters of the Directorate and shall consist of the Director of the Directorate as Chairman, Heads of Academic Department and all Deputy Directors (Training) as members. The Board shall have its Secretary appointed by the Registrar of the Institute.

1.8 DEPARTMENT:

Means an academic unit responsible for programme(s) of studies and/or providing services to other programmes.

1.9 PROGRAMMES OF STUDIES:

Means the total aggregate of courses undertaken by a student which together form the requirement for the award of Certificates or Diplomas by Petroleum Training Institute.

1.10 REGULATIONS:

Means the rules and procedures governing examinations, administration and other related matters.

1.11 SESSION

Means an academic year as determined by the Academic Board.

1.12 SEMESTER:

Means one of the two main periods of study in which the academic year is divided as determined by the Academic Board.

1.13 COURSE:

Means a unit subject of a program of study.

1.14 ONE CREDIT:

Means one hour of lecture or tutorial per week or two to three hours of field, laboratory, studio or workshop practical per week.

1.15 COURSE LOAD:

Means total credit unit required to complete a program of study. Total course load is the sum of semester 'course load which is approved by the Academic Board.

1.16 SEMESTER EXAMINATIONS:

Means examinations written at the end of a semester.

1.17 CARRY-OVER:

Means a course failed or missed in previous examination.

1.18 PAPER:

Means the smallest unit of teaching examined in any of the forms provided for in section 4.1 of these regulations.

1.19 EXTERNAL EXAMINERS:

Means a qualified person in a specified field outside the Institute invited to moderate the semester examination.

SECTION 2

2.0 DEPARTMENT AND PROGRAMMES AVAILABLE IN THE INSTITUTE

2.1 Academic Department

- Petroleum Engineering and Geoscience Department
- Petroleum and Natural Gas Processing Department
- Mechanical Engineering Department
- Department of Welding Engineering and Offshore Technology
- Electrical/Electronic Engineering Department
- Marketing and Business Studies Department
- Industrial Safety and Environmental Technology Department
- General Studies Department
- Computer Science Department

2.2 Higher National Diploma (HND) Programmes:

- (1) Petroleum Engineering and Geosciences Department:
Petroleum Engineering Technology
- (2) Petroleum and Natural Gas Processing Department:
Petroleum and Gas Processing Engineering Technology
- (3) Mechanical Engineering Department:
Mechanical Engineering Technology
Options: (i) Power/Plant Engineering Technology.
(ii) Manufacturing Engineering Technology.
- (4) Electrical/Electronic Engineering Department:
Electrical/Electronic Engineering Technology.

- Options:** (i) Instrumentation and Control.
(ii) Power and Machines.
(iii) Electronics/Telecommunications

- (5) Marketing and Business Studies Department:
Marketing.
- (6) Industrial Safety and Environmental Technology Department.
Options: (i) Science Laboratory Technology (Chemistry Option).
(ii) Industrial Safety Technology.
(iii) Environmental Technology
- (7) Welding Engineering and Offshore Technology Department:
Welding and Fabrication Engineering Technology.

2.3 **National Diploma (ND) Programmes:**

- (1) Petroleum Engineering and Geosciences Department:
(i) Petroleum Engineering Technology.
(ii) Mineral Resources and Petroleum Engineering Technology.
- (2) Petroleum and Natural Processing Department:
Petroleum and Gas Processing Engineering Technology.
- (3) Mechanical Engineering Department:
Mechanical Engineering Technology.
- (4) Electrical /Electronic Engineering Department:
Electrical/Electronic Engineering Technology.
- (5) Marketing and Business Studies Department:
Marketing and Business Studies.
- (6) Industrial Safety and Environmental Technology Department.
(i) Science Laboratory Technology.
(ii) Industrial Safety and Environmental Technology.
- (7) Welding Engineering and Offshore Technology Department:
Welding and Fabrication Engineering Technology.
- (8) Computer Science Department:
Computer Science and Information Technology.

2.4 **CERTIFICATE PROGRAMMES:**

- (i) General Welding.

SECTION 3

3.1 COMPULSORY NON-CREDIT COURSES:

The Institute has mandatory non credit courses which every PTI student must attend.

Attendance register must be kept for these courses

COURSES	DURATION
1. Swimming (subject to medical fitness)	30Hrs (on payment of prescribed fees).
2. Use of Library	15Hrs.
3. Students' Industrial Work experience (SIWES)	(3 Months).

3.2 CLASS ATTENDANCE:

It is mandatory for students to attend all classes designed for their programme of study. Absence from class without permission of the Student's Head of Department will attract severe disciplinary action. Lateness to class without good reason will not be tolerated and the student may be sent out of the class by the lecturer. For students with less than 75% minimum class attendance requirement in any of the courses for the Semester, the HOD concerned, not later than two weeks to the commencement of the examinations should forward a written report with his/her recommendations to the Chairman of Academic Board through the appropriate Academic Director for Academic Board's consideration.

Class Captains are required to keep class registers which must be signed by Lecturers at the end of the lecture hours. The class Captains must submit registers to the Head of Department at the end of each day. Any student with

less than 75% attendance in any course may not be allowed to write the Examination.

3.3 STUDENTS PROGRESS EVALUATION

(A) Course Work (CW):

A student's course work is considered completed after;

(i) He/she has satisfactorily completed his/her classroom tests and assignments for the Semester. (ii) He/she has satisfactorily completed his/her laboratory/workshop assignments for the Semester.

(iii) Has written the end of Semester's examination.

(B) Contact Hours:

(i) 38 hours shall be the maximum contact hours and 23 hours the minimum contact hours for courses per week in the Institute.

(C) Credit Unit:

(i) 30 credit unit shall be the maximum and 16 credit units shall be the minimum per semester.

(ii) 104 credit units shall be the maximum credit units and 74 credit units shall be the minimum credit load for a programme.

(iii) Departments with high contact hours in a given semester shall more some course to other semester with lesser contact hours.

(iv) Courses having three (3) credit units shall have eight (8) questions to answer five (5) in three (3) hours.

(v) Courses having two (2) credit units shall have six (6) questions to answer four (4) in two (2) hours thirty (30) minutes.

3.4 COURSE REGISTRATION:

- (i) For a student to be fully registered, he/she must have been registered in courses totaling not less than 23 contact hours per week and not

more than 38 contact hours per week. No student is allowed to register for a course without having passed the courses of lower number in that subject area which should be a pre-requisite.

- (ii) No student should be allowed to register for courses without passing the pre-requisite.
- (iii) It is compulsory for every student to complete the student's Course Registration form provided at the beginning of each semester duly signed by appropriate Officers before the student would be admitted in class and hall of residence in the form provided by the annexure/appendix.
- (iv) At the beginning of each semester duly signed by the appropriate officers before the student would be admitted in class.

3.5 TEACHER PERFORMANCE EVALUATION:

Students shall complete once in a Semester the Teacher/Classroom evaluation form designed and approved by the Academic Board. The administration of this evaluation is the responsibility of the Heads of Academic Department.

SECTION 4

4.1 FORM OF EXAMINATION:

Examination may take the form of written papers, oral examinations, practicals, projects, or a combination thereof or any other form as may be approved by the Academic Board. Continuous assessment (course work) shall also be included in determining examination results.

4.2 EXAMINATION DATES:

Except as may be approved by the Academic Board, Examinations shall be held at the end of each semester for all courses offered during that semester.

The dates for all examinations shall be fixed by the Academic Board on the recommendation of the Academic Programmes Implementation Committee (APIC) and such dates shall be published in the Petroleum Training Institute Calendar which shall not be altered except with the express approval of the Academic Board. No other examinations should be held without the express approval of the Academic Board.

4.3 ELIGIBILITY FOR SITTING FOR EXAMINATIONS:

- (i) In order to be admitted to any examination, a student must have been registered for the course to be examined and must have fulfilled all Petroleum Training Institute requirements concerning fees or any other rules and regulations. He\she must have fulfilled all Institute requirements regarding 75% attendance, satisfactory completion of any course work, practicals, assignments, projects and any other relevant requirements.

- (ii) To ensure that, clause 4.3(i) is complied with:
 - (a) The Registrar shall provide a photo album containing each duly registered student for each program at that examination venue for each examination. The photo album shall be used to verify the status of the student.
 - (b) The students shall submit their printed examination cards at least two weeks before the semester examinations begin for signing by the Registrar. This examination card admits the student into the examination.
 - (c) Before issuing an examination card to any student the Registrar shall satisfy himself that the student has not infringed any of the Institute's requirements for admission to the examination.
- (ii) It shall be the responsibility of each student to make sure that he/she sits for the examinations in the course for which he/she is duly registered and that he/she knows the date, time and place of the examinations.
- (iii) No student shall be credited with marks of examination for a course whose pre-requisite examination he/she has not passed, except his/her application for a waiver of the pre-requisite examination has been approved by the Academic Board.
- (iv) Any examination taken by an expelled, rusticated, unapproved/pending appeal/deferment, withdrawn or suspended student shall be null and void.

4.4 PREPARATION OF EXAMINATION PAPERS:

- (i) The responsibility for the preparation of the draft examination papers shall be as set out in Clause 4.6 to 4.8 of these regulations.

- (a) Each examiner should submit two different sets of examination question papers to the Head of Department for moderation.

- (ii) The Department Examination Officer will ensure that each paper bears the appropriate rubrics showing:
 - (a) The date and time paper is to be taken, should be indicated if known, when the paper is prepared;
 - (b) The number of questions to be answered and any restrictions to choice;
 - (c) The number of units should determine the number of questions to be set and answered;
 - (d) Any additional material to be supplied by the invigilator to the candidates; and
 - (e) Any other necessary instructions to the candidates.
- (iii) At all stages, draft question papers shall be delivered by hand only through appropriate channels by authorized persons directly concerned and in sealed envelopes.
- (iv) The Departmental Examination Officer shall arrange for the examination papers for which he/she is responsible to be printed or duplicated in secured conditions, ensuring that unauthorized persons do not have access to them and that all spare copies, stencils, or any other relevant material are destroyed. Sealed packet(s) of question papers shall clearly indicate the department, level, course, semester and session, academic invigilator(s), date, time and venue of the examination as well as the number of copies.

4.5 OFFICERS INVOLVED IN THE CONDUCT OF EXAMIANCTIONS:

- (i) The conduct of examination in any academic discipline shall be by:
- (a) An Assistant Chief Examiner (Head of Department)
 - (b) Departmental Examination Officer
 - (c) Examination Officer for Common paper
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- (d) Internal Examiner/Course Lecturer
 - (e) Two or more External Examiners (at least one from the Industry)

4.6 CHIEF EXAMINER:

A Chief Examiner shall normally be the Director of the Directorate concerned with the academic programmes. The Chief Examiner shall prepare the overall, examination time-table for the Institute's examinations. The duties of the Chief Examiner shall generally be to make arrangement for the examinations in his programmes and in particular for the preparation and security of examination papers, marking, moderation and presentation of results to the Academic Board through the Directorate Board of Examiners for formal approval.

4.7 CHIEF INVIGILATOR:

The Registrar shall be the Chief Invigilator for the Institute's examinations, while the Registry would prepare invigilation materials which would be issued to invigilators in accordance with the examination time table.

4.8 DEPARTMENTAL EXAMINATION OFFICER:

A Departmental Examination Officer who shall normally be of the rank of Chief Officer (Training) shall be appointed by the Head of Department. In the absence of a Chief Officer (Training), an officer not below the rank of Deputy Chief Officer (Training) should be appointed.

The duties of a Departmental Examination Officer shall be as follows:

- (a) To liaise with the Assistant Chief Examiner and other relevant examination officers and perform all examination duties related to the academic programmes of his\her department.

- (b) After consultation with the Assistant Chief Examiner (Head of Department), appoint:
 - (i) Invigilator(s) for each examination hall. Where a large hall is to be used for conducting the examination, there shall be at least one invigilator to about 40 students;
 - (ii) Where there are two or more invigilators, one of them (lower cadre) shall be designated Assistant Chief Invigilator;
 - (iii) An administrative staff should be a non-academic invigilator in each examination room.

- (c) Perform all necessary functions such as requesting for and control of examination materials, the arrangement of rooms for examinations, time-table, lists of candidates and mark the attendance lists for use by the examiners, the collection of packets of question papers and their distribution to invigilators.

- (d) To give appropriate instructions to each academic staff and display same on all staff notice boards. He shall oversee and be available throughout each examination and he\she shall report, in writing to the Chief Examiner any case of serious illness, disturbances or irregularity in the conduct of the examinations and where appropriate, the Chief Examiner shall report in writing to the Registrar

- (e) Publish within the department concerned, the dates, time and place of the examination normally at least two weeks in advance and send copies to the departmental examination officers concerned.
- (f) After the examinations have been held, send six copies of each paper to the Institute's Deputy Director, Library.

- (g) Arrange for all marked scripts and mark sheets to be securely kept in the department under the Assistant Chief Examiner's control and these may not be destroyed until after a period of not less than three years. No person or organization outside the Institute, except an External Examiner or the National Board for Technical Education or any Institution to which the Institute is affiliated for the purpose of running a particular programme, may have access to any marked script without due authorization.
- (h) Any other function as may be assigned by the Assistant Chief Examiner.

4.9 INTERNAL EXAMINERS:

An internal Examiner shall be the course Lecturer and a member of the academic staff.

An internal Examiner shall:

- (a) Prepare and sign examination papers in respect of which the Assistant Chief Examiner has delegated responsibility to him\her;
- (b) Preserve the secrecy of examination papers at all stages until the papers have been written by the candidates;

- (c) Mark answers scripts before they are moderated by the external examiner;
 - (d) Invigilate during the examination as may be directed;
 - (e) Be within reach up to the end of the examination as may be directed;
 - (f) Arrange to collect the answer scripts immediately after the examination;
 - (g) Submit marked answer scripts, model answers/marking scheme within 4 (four) weeks after the end of the examination.
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- (h) Perform any other examination duties as may be required.

4.10 INVIGLATOR:

Duties:

- (a) He/she shall collect examination question papers, answer booklets and other examination materials not earlier than 30 minutes before the commencement of the examination.
- (b) He/she shall ensure that the examination hall is vacated and cleared of any foreign material.
- (c) He/she shall, with the assistance of any other authorized person, check in and admit only bonafide holders of examination cards and identity cards into the examination hall.
- (d) He/she shall instruct all candidates to check and remove all unauthorized materials with them from the examination hall before the commencement of the examination, reminding them of the consequences of violating the examination regulations.

- (e) He/she shall ensure that the candidates sign-in on the attendance register in the examination within 30 minutes of the commencement of the examination.
- (f) He/she shall ensure that the candidate submit his/her answer script before signing out on the attendance register.
- (g) He/she shall countersign and date any extra sheets issued to the candidates.
- (h) He/she shall not leave the examination hall unless there is another invigilator in the hall.

- (i) He/she shall not make or answer phone calls, smoke, drink or eat in the examination hall during the course of the examination.
- (j) He/she shall comment on and endorse the answer script of any candidate who fails to stop writing after being told to do so.
- (k) He/she shall collect and check all answer scripts and attendance register after the examination and hand over same to the Departmental Examination Officer immediately.
- (l) After the collection of examination answer scripts in the hall, the invigilator should complete the “collection of examination answer script” form (see appendix VII) which should be signed by the examiner before taking possession of the answer scripts from the invigilator.
- (m) In the event of a suspected case of examination misconduct, he shall:
 - (a) Retrieve the incriminating material(s), complete and sign the examination malpractice report form in the presence of a witness who shall also countersign the form. The witness must be a Registry staff, who is an Assistant to the Invigilator.

- (b) Ask the candidate to sign on the material(s), complete and sign the examination malpractice report form in the presence of a witness who shall also countersign.
- (c) Where the candidate refuses to sign, the witness shall be required to make a written statement;
- (d) Retrieve the old answer script and issue a new one to the candidate to continue the examination.

4.11 EXTERNAL EXAMINERS:

- I. External Examiners shall be appointed for the following:
 - (a) All second semester examinations of all ND & HND programmes including student's project work.
 - (b) All final examinations of all Petroleum Training Institute professional certificates.
- II. An External Examiner not below the rank of Assistant Director (Training) or its equivalent in the Petroleum Industry/similar Institutions shall be appointed by the Academic Board on the recommendation of the Directorate Board of Studies for a period of two academic sessions. He/she shall be eligible for re-newal for a further two academic session after which he cannot be appointed until further two sessions have elapsed.
- III. Academic retirees of the Institute of the rank of Deputy Director (Training) can be appointed as External Examiner on the approval of the Academic Board.

- IV. Recommendation for appointment of an External Examiner to the Directorate Board of Studies and the Academic Board shall include the academic and professional qualifications and current appointment of the person being recommended.
- V. The duties of the External Examiner in any examination shall be:
- (a) To moderate and certify draft examination papers in order to ensure the maintenance of good standard and to recommend such alterations as he/she may think fit;
 - (b) To moderate the marked papers, including practicals/projects etc. in the academic discipline for which he/she is an examiner;
 - (c) To certify the score in any course moderated by him/her and where possible the relevant overall pass rate;
 - (d) To report to the Principal and copy the Head of Department concerned on the following matters:
 - (i) Coverage of syllabus;
 - (ii) The standard of the examination(s);
 - (iii) The standard of marking by the internal examiner;
 - (iv) The standard of project or course work Examined.
 - (v) The pass list and any diploma classification.
 - (vi) Any other matters which in his opinion deserves comments.

SECTION 5

5.0 ESTABLISHMENT AND FUNCTIONS OF DEPARTMENTAL EXAMINATION COMMITTEE, DIRECTORATE BOARD OF EXAMINERS, DIRECTORATE BOARD OF STUDIES AND THE ACADEMIC BOARD

5.1 Departmental Examination Committee:

There shall be in each department, an Examinations Committee comprising Internal Examiners and headed by an Assistant Chief Examiner (Head of Department). The duties of the Committee shall be:

- (a) To make a detailed study of the course marks as presented by the Internal Examiners;
- (b) To make appropriate recommendations to the Directorate Board of Examiners.

5.2 Directorate Board of Examiners

The duties of the Directorate Board of Examiners shall be:

- (a) To make a detailed study of marked sheets as presented by the Assistant Chief Examiners;

- (b) To determine the pass and failure rate and where applicable, the classification of Diplomas and Certificates;
- (c) To submit the full results with recommendations to the Academic Board for approval stating which results, if any, have been recommended for revision;
- (d) To draw the attention of the Academic Board to exceptional cases and all recommendations for withdrawal of students from programme of studies;
- (e) To look into all other matters relating to the examinations and make appropriate recommendations to the Academic Board.

5.3 Directorate Board of Studies:

The duties of the Directorate Board of Studies shall be:

- (a) To initiate and consider proposals for the improvement of academic programmes in the Directorate and make recommendation to the Academic Board where appropriate.

5.4 Academic Board

The Academic Board is the highest policy making body on academic matters in the Institute and shall perform the following functions:

- (a) Consider and approve or ratify as the case may be, all examination results for all programmes being run by the Institute and the decision of the Academic Board shall be final;
- (b) Scrutinize and give final verdicts on academic matters and cases of examination malpractice brought to it from the Directorates or Committees;
- (c) Monitor and review these regulations from time to time.

SECTION 6

6.1 DISCIPLINE DURING EXAMINATIONS:

Instructions:

- (a) A student shall be at the examination hall at least thirty (30) minutes before the advertised time of an examination.
- (b) A student is required to provide his/her own pen, pencil, ruler and where applicable mathematical set and tables and drawing instrument and non – programmable calculators.
- (c) No student shall be permitted to borrow any material from another student during the course of an examination.
- (d) A student may be admitted into the examination hall up to thirty minutes after the start of an examination but shall not be allowed extra time except with the permission of the Assistant Chief Examiners.
- (e) A student may be permitted by an invigilator to leave the examination hall during the course of an examination provided that:

- (i) no student shall normally be allowed to leave during the first hour or the last fifteen minutes of the examination period;
 - (ii) a student hands in his/her script to the invigilator before leaving the examination hall and signs out if he/she does not intend to return;
 - (iii) a student who leaves an examination hall shall not be readmitted unless throughout the period of his/her absence he/she has been continually under the supervision of an Invigilator or any other person as directed by the invigilator.
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- (f) A Student shall bring his/her examination card and identity card to each examination and prominently display it on his/her desk.
 - (g) Each student shall complete the attendance register which shall have provision for students matriculation number in the form provided in Appendix 1
 - (h) A student is required to deposit any hand-bag, brief case or other unauthorized items outside the examination hall or any space provided for that purpose.
 - (i) A student shall write his/her matriculation number distinctly and correctly within the space provided on every answer booklet and on any separate sheet of paper and in no circumstance shall a student write his/her name on any answer booklet or sheet.
 - (j) The use of scrap papers is not permitted. No unauthorized writings are allowed on question paper(s) and other valid paper(s) brought the examination hall and the valid papers shall include clearance form, examination Identity cards. All rough work must be done the answer booklet(s) and crossed neatly through or supplementary answer

booklet(s) which must be submitted to the invigilator. Except for the printed question Paper, a student may not remove from the examination hall, or mutilate any paper or material supplied.

- (k) All students are expected to subject themselves to searching by the invigilators before and during the examinations.
- (l) Programmable Scientific Calculators, Electronic Diaries, GSM (cell phones) and other classes of unauthorized materials are prohibited in the examination hall.
- (m) Bringing in any written work to the examination hall (relevant or not) is prohibited.
- (n) No student should pass information to other candidates during the examination.
- (o) At the end of the time allowed, each student shall stop writing when instructed to do so and shall assemble his/her scripts together and remain seated until the scripts are collected by the invigilator.

6.2 EXAMINATION MISCONDUCT

- (a) No weapon, book, printed paper, written document or unauthorized aid shall be brought into the examination hall by any student, except as may be stated in the rubrics of an examination, or as may be permitted by the invigilator. Any student caught with such unauthorized materials after the commencement of an examination shall be guilty of an offence.
- (b) A student shall not during an examination, give assistance to any other student or permit any student to copy from or otherwise use his/her papers. Similarly, a student shall not accept assistance from any other student or use any other student's paper Receiving and or giving

assistance during the course of examination are offences which carry equal weight and attract the same penalty.

- (c) It is an offence for any student suspected to have committed an examination misconduct to conceal or refuse to disclose relevant facts to the Invigilator(s) in the course of an examination or destroy, mutilate or refuse to surrender any suspected or incriminating material or chew/swallow any object that can be used as evidence against him / her or run out of an examination hall with such object or possess unlawful examination stationery before or after the examination or refuse to appear before an investigation panel for a maximum period of one semester after being invited in writing.

- (d) Any person found impersonating or allowing himself herself to be impersonated in examination shall be deemed to have committed an offence.

- (e) A student caught with leaked question or model answer for an examination being written or yet to be written shall be guilty of an offence.

- (f) Any student who commits physical assault against an invigilator or any examination officials or a fellow student in the course of an examination shall be guilty of an offence.

- (g) Any student who leaves the examination hall without the express permission of the Invigilator(s) shall be deemed to have committed an offence.

- (h) Any student who speaks or whispers to any other student during the course of an examination shall be deemed to have committed an offence.

- (i) Any student caught drinking, smoking, making noise or causing disturbances during an examination shall be deemed to have committed an offence.
- (j) A student who refuse to stop writing at the end of the examination when instructed to do so shall be deemed to have committed an offence.
- (k) A student who goes away with his/her answer booklet shall be deem to have committed an offence.

6.3 EXAMINATION MISCONDUCT INVESTIGATION PANEL:

Investigation Panel:

- (a) Whenever a student is found to be or is suspected of having violated any of the provisions of clause 6.02(a) to (k) of these regulations, a report shall be made within 24 hours on the appropriate form in Appendix Ii to the Registrar.
- (b) The Registrar shall upon receipt submit the report under clause 6.03 to the Examination Offences/misconduct Investigation Panel(s) to investigate any case or complaint of examination offences/ misconduct.
- (c) A panel set up under 6.03(b) shall consist of a Chairman, (an Academic Director), Assistant Chief Examiners in the Directorates, two members from the Directorate who shall not be below the rank of Chief Officer (Training) and a representative of the Registrar as secretary.
- (d) A panel constituted under clause 6.30(c) shall dispassionately investigate any allegation referred to it by the Academic Board and in carrying out its investigation shall:

- (i) Duly inform the student of the allegation(s) against him/her.
- (ii) Afford the student the opportunity to examine materials tendered or obtained in the investigation and
- (iii) Afford the student the opportunity to defend him/herself and give evidence in his/her defense.
- (e) The panel shall submit its report and recommendation to the Academic Board for a decision to be taken under clause 6.04 of these regulations.

6.4 EXAMINATION MISCONDUCT OFFENCES AND THEIR PENALTIES

(a) OFFENCES LEADING TO OUTRIGHT EXPULSION FROM THE INSTITUTE

- i. Impersonation, aiding and abetting.
- ii. Physical assault of Invigilator.
- iii. Substitution of answer scripts.
- iv. Forging and altering result grade and signature of officials.
- v. Involvement in examination leakage.
- vi. Coming into examination hall with a dangerous weapon.

(b) OFFENCES LEADING TO SUSPENSION FROM THE INSTITUTE FOR TWO ACADEMIC SESSION

- i. Bringing in and/or unauthorized materials, books, notes, paper, mobile phone or any electronic gadget e.t.c for the examination, except the one allowed.
- ii. Destruction or refusal to submit and running away with unauthorized materials.

(c) OFFENCES LEADING TO SUSPENSION FROM THE INSTITUTE FOR ONE ACADEMIC SESSION

- i. Copying from other students in the examination hall.
- ii. Consulting materials outside the examination hall for an examination that is ongoing.
- iii. Unruly behavior in examination hall e.g. disobedience of lawful order concerning sitting arrangement e.t.c.
- iv. Insulting an invigilator.
- v. Leaving examination hall temporarily or permanently for any purpose without the permission of the invigilator before the end of the examination.
- vi. Failure to submit answer script.

(d) **OFFENCES LEADING TO CANCELLATION OF EXAMINATION PAPER**

- i. Delay in submission of answer script
- ii. Smoking, eating or bringing into an examination hall food items or beverages.
- iii. Deliberate exposure of one's answer script for another to copy.
- iv. Collaborative copying (working together).
- v. Aiding and abetting others to copy
- vi. Giraffing and discussing in the examination hall.
- vii. Exchange of scripts or question paper during the examination.
- viii. Writing on the palm, lap, clothes, body or ruler, question paper e.t.c.

(e) **INDEFINITE SUSPENSION**

- i. Refusal to appear before examination misconduct committee.
- ii. Refusal to complete Examination Misconduct form.

NOTE:

For any other forms of examination misconduct not captured, the penalty shall be determined by the Ad-hoc Committee on Examination Misconduct based on the gravity of the offence.

6.5 NON-COMPLIANCE:

Notwithstanding any provision to the contrary in these regulations, the Academic Board shall reserve the right to decide any case on the basis of what is fair and just in all circumstances and to approve examination results in spite of any breach of these regulations if the Academic Board is satisfied that the said breach has not substantially affected the examination results. The decision of the Academic Board shall be final.

SECTION 7

7.1 APPROVAL OF EXAMINATION RESULTS:

- (i) A student shall carry over any failed or missed course(s) in the previous semester to the next appropriate semester unless otherwise directed by the Academic Board.
- (ii) A full time student shall normally be required to register for a minimum of 16 credit units and a maximum of 29 credit units in a particular semester, unless otherwise approved by the Academic Board.
- (iii) Permission to postpone any examination in a course may be granted by the Academic Board, but such permission may be granted if genuine grounds are shown. Genuine ground includes ill-health and National/State holidays.
- (iv) A student with a Cumulative Grade Point Average (CGPA) of 1.75 and above and who has not passed in all courses shall be required to carry over all failed courses to the next appropriate semester.

- (v) If his/her GPA is below 1.50 in any semester, he/he shall be advised to withdraw from the programme of studies.
- (vi) A student with a Grade Point Average (GPA) of 1.50 and above after the first semester examination shall be allowed to continue with his/her studies and his/her case will be determined based on (CGPA) at the end of the second semester.
- (vii) A student with a Cumulative Grade Point Average (CGPA) of less than 1.50 shall be shall be advised to withdraw from the programme of studies.

- (viii) A student with a Cumulative Grade Point Average (CGPA) of between 1.75 to 1.99 (both inclusive) at the end of the second semester of his/her studies shall be placed on probation in the following semester.
- (ix) No student shall be allowed to take more than the semester total credit units while on probation except with the approval of the Assistant Chief Examiner concerned.
- (x) Subject to the approval of the Academic Board, the Directorate Board of Studies may under such conditions as it considers appropriate, grant exemption from any examination in a course other than courses in the final year of studies, to a student who has already passed an examination, which in the opinion of the Directorate Board of Studies is of an equivalent standard.
- (xi) A student who absents himself / herself from all examination in a semester without an acceptable written document to support his/her absence shall be deemed to have voluntarily withdrawn from the Institute.

- (xii) A student who is absent from any examination shall be deemed to have failed the paper(s) missed. The Academic Board may allow the student to sit for the missed paper(s) later, if the absence is on genuine grounds.
- (xiii) The number and titles of compulsory elective and other prerequisite courses to be examined in any programme of studies shall be as specified in the syllabus approved by the Academic Board.
- (xiv) The performance in a course shall be measured in terms of continuous assessment (40%) and an end of course examination (60%) both of which are compulsory. However, courses with practical content will be

graded on 50% continuous assessment and 50% course examination both of which are compulsory as applicable.

- (xv) Continuous assessment shall consist of test, assignments, Semester paper/project where applicable and practicable.
- (xvi) An incomplete grade “AE” shall be recorded for any particular course for which the student is absent on genuine grounds.
- (xvii) An incomplete project “P1” shall be recorded for a student whose project has not been completed within schedule.
- (xviii) “P1” shall be decided in accordance with the provision of section 7.1 (xii) hereof.
- (xix) The maximum grade obtainable for a candidate who sat for examinations in a course as carry over shall be “CD” or 2.0 grade point (i.e. maximum raw score of 44%). His assessment shall be based on examination scores only.
- (xx) A student who is taking a course for the first time and has not previously

registered for it or had registered for it but for genuine reasons(s) was unable to write the examination at the appropriate time, shall have his full marks recorded at the end of the examination.

(xxi) A carryover student from a particular semester will be assessed on his performance in examination only without continuous assessment.

(xxii) A student would be asked to withdraw if:

(a) He/she makes less than 1.50 of Grade Point Average/Cumulative Grade Point Average.

(b) He/she fails to have a minimum GPA of 1.75 at the end of two successive Semester examinations. The first time, the student is

asked to repeat the semester in question immediately before proceeding to semester three (3) in the next session.

(c) He/she fails to pass the examination in a course after taking it for four times.

(d) If the student after four academic years is unable to meet the requirements for the award of National Diploma or Higher National Diploma.

(xxiii) Repeat: A student would repeat the semester if his/her GPA for a semester is between 1.50 and 1.74. Only one repeat the semester is allowed and should be advised to withdraw from the Programme in the second repeat.

(xxiv) Warning:

A student whose GPA at the end of a semester is between 1.75 and 1.99 should be warned so as to make up for his GPA in subsequent Semester.

7.2 CERTIFICATE PROGRAMMES:

For certificate programmes the following regulations shall apply:

- (a) All certificate programmes in Petroleum Training Institute shall normally last between two and four semesters;
- (b) The performance in a two Semester certificate programme shall be measured in terms of 40% continuous assessments and 60% end of programme (sessional) examinations as in Sub-section 7.1 (xiv) above. For a four Semester certificate programme, the assessment shall be based on Cumulative Grade Point at the end of the fourth semester;
- (c) The level of performance of a certificate student shall be in accordance with the semester grading system in Sub-sections 7.4 and 7.5;
- (d) A student with Grade Point Average (GPA) from 1.50 to 1.74 shall repeat the semester, only one repeat is allowed.
- (e) A student with Cumulative Grade Point Average (CGPA) below 1.50 after the second semester examination shall be advised to withdraw from the programme.

7.3 BREAK FROM STUDIES DEFERMENT:

A student who has been away from studies on genuine grounds for not more than two semesters (in one session) may be allowed by the Academic Board to resume his/her studies. However, the student must continue his/her studies on resumption from the same semester that was deferred before proceeding to the next semester. Such student must however complete his/her studies within four academic sessions from the year of admission.

No fresh student who has not written any examination in the first semester of year one (1) shall be allowed to defer the semester.

7.4 GRADING OF PERFORMANCE:

The Institute shall grade the performances of each course. A student performance for each course shall be weighted from the actual percentage raw score for a given course. The raw score is converted into a letter grade and a weighing point as indicated in the table below.

TABLE 1 GRADING SYSTEM

Score	Letter grade	Quality/honor point
80 and above	AA	4.00
75 – 79	A	3.75
70 – 74	AB	3.50
65 – 69	BB	3.25
60 – 64	B	3.00
55 – 59	BC	2.75

50 – 54	CC	2.50
45 – 49	C	2.25
40 – 44	CD	2.00
30 – 39	DD	1.50
20 – 29	D	1.00
10 – 19	E	0.50
0 – 09	F	0.00

7.5 LEVEL OF PERFORMANCE:

A candidate shall be regarded as having in a course per semester, a level of achievement graded as follows:

- (a) The Weighted Grade Point (WGP) attained by a student in a particular course is the student's grade point multiplied by the credit units (CU) attached to the course i.e. $(GP \times CU) = WGP$.

- (b) The overall performance of a student during an entire semester shall be determined by means of Grade Point Average (GPA) which is computed by using the expression:

$$\text{GPA} = \frac{\text{Total Grade Point (TGP)}}{\text{Total Credit Unit (TCU)}}$$

Where, TGP is the sum of WGP and
TCU is the sum of CU in a semester.

7.6 CONDITIONS FOR AWARD OF CERTIFICATES AND DIPLOMAS:

To earn a certificate/diploma, the following conditions must be satisfied:

- (a) all courses (as specified in the approved syllabus) shall be taken and passed;
- (b) a satisfactory completion of the Industrial Training Scheme (SIWES) where necessary, but it shall not carry credits towards final assessment for the award of diploma;
- (c) a student shall have accumulated the required minimum number of credit hours (CU) as specified by the programmes and as approved by the Academic Board;
- (d) A student shall satisfy all other conditions prescribed by Petroleum Training Institute from time to time.
- (e) A student must not spend more than twice the number of Semesters allowed in a particular programme.

7.7 DETERMINATION OF THE LEVEL OF CERTIFICATE AND DIPLOMA:

When a student fulfills all the requirements for the award of certificate and diploma, his/her certificate, classification shall be determined as follows:

- (a) (i)

all diplomas shall be classified and the class of any award shall be determined by the student's four semester aggregates Grade Point Average (GPA) known as Cumulative Grade Point Average (CGPA) as in Sub-section 7.04 and in accordance with the level of awards in Table 1.

- (ii) all certificates shall be classified and class of any award shall be determined by the student's grade point average (GPA) for the session and in accordance with the level of award in 7.8
- (b) the aggregate Grade Point Average (GPA) for a semester shall be the sum of the weighted grade points of the student from the set of courses divided by the total number of credit units (TCU).
- (c) the final cumulative Grade Point Average (CGPA) of a student during four semesters of study shall be obtained as the total Weight Grade Point for the

four semesters (CGP) divided by the sum of the total Credit Units (CCU) for the four semesters;

7.8 CLASSIFICATION OF DIPLOMAS AND CERTIFICATES:

The official classification of the ND and HND and other certificates as Approved by the Academic Board of the Institute are:

- | | | |
|------------------|---|-------------------------|
| (1) Distinction | - | CGPA of 3.50 - 4.00 |
| (2) Upper Credit | - | CGPA of 3.00 - 3.49 |
| (3) Lower Credit | - | CGPA of 2.50 - 2.99 |
| (4) Pass | - | CGPA of 2.00 - 2.49 |
| (5) Fail | - | CGPA of 1.99 and below. |

7.9 NOTIFICATION OF EXAMINATION RESULTS:

- (i) Under no circumstances, shall examination marks be released to students or other unauthorized persons. -

- (ii) After the Academic Board or any of its Committee has approved final examination results, the Heads of Departments shall notify all students concerned of their results within 48 hours after approval.
- (iii) Statement of examination results shall be issued by Registrar and it shall be in such form as may be approved from time to time by the Academic Board and shall use letter head only.
- (iv) Transcripts may only be issued to Institution of Higher learning and to Institutional Sponsors on request and on payment of appropriate fees.
- (v) All Certificates of award approved by the Academic Board shall bear the seal of Institute and shall be signed by the Principal and the Registrar.

SECTION 8

8.0 EXAMINATION PETITIONS AND APPEALS

8.1 PETITIONS EXAMINATION RESULTS:

- (i) A petition against examination result shall be made on the prescribed form (Appendix III) obtainable from Examination and Records Division in quadruplicate and addressed to the Chairman Academic Board, through the Head of Department, through the Director of Science/Director of Engineering and the Registrar.
- (ii) No petition made under (i) shall be considered unless:
 - (a) It is made by the affected individual only;
 - (b) Within 30 days of official release of examination results;
 - (c) The form is accompanied with a receipt of payment of non-refundable fee as prescribed by the Institute per subject from the Directorate of Finance and Accounts of Petroleum Training Institute.

- (iii) The Department affected shall: -
 - (a) Get the script re-marked/examined using different colour of ink or biro by two markers, other than the original examiner or course lecturer, or by an external examiner. The average of the two marks by the markers or by the external examiner shall be considered as the final score;
 - (b) Prepare the result of the re-assessment and forward recommendation to the Academic Board through the Director of Science or Engineering within fourteen (14) working days of official receipt of such petition for the consideration of Academic Board.
 - (iv) The Registrar shall advise the petitioner on the result of petition within 30 days of the date of receipt of the petition and copy the Head of Department. Thereafter, no further communication may be entertained.

8.2 APPEAL FROM DECISIONS OF ACADEMIC BOARD:

- (i) Any student who is not certified by the decision of the Academic Board on the recommendation(s) of the Panel of Examination Misconduct may appeal to the Academic Board for a review of the decision using the prescribed form in Appendix (iv) in quadruplicate addressed to the Chairman and copied to the Head of Department, Director of Science/Director of Engineering and the Registrar.
- (ii) No appeal made under 8.02 (i) above shall be considered unless:
 - (a) It is made using the prescribed form in Appendix IV within 14 working days of the official release of the decisions of the Academic Board: and
 - (b) The form is accompanied with a receipt of payment of a non- refundable fee prescribed by the Institute.
- (iii) If the Chairman is of the opinion that the applicant has substantial grounds, he shall cause the case to be reviewed by another panel which shall submit its findings and recommendations to the Academic Board for a final decision within 30 days of constituting the panel.

- (iv) The decision of the Academic Board in all matters of examinations misconduct shall be reported to the Institute Governing council.

SECTION 9

9.1 COURSE PROJECT:

- (i) Course projects supervisors shall be assigned to Students at the end of the second semester of year I.
- (ii) On student's resumption for year II, work on projects should commence with assigned supervisors carrying out their supervisory roles.
- (iii) The time-table for course project defense should be made in consonance with the Academic Calendar for that year and compliance ensured.
- (iv) Course project results should be included in the fourth semester final result for Academic Board consideration.

SECTION 10

10.1 APPLICATION AND AMENDMENT

These regulations shall apply to all programmes approved by the Academic Board. Any section of these regulations in respect, of any particular programme being proposed for amendment must be identified and the proposal for amendment clearly stated in a presentation, first to a meeting of the Directorate Board of Studies and then to the Academic Board.

10.2 COMMENCEMENT DATE:

These regulations shall take effect from the first Semester of 2017/2018 Session.

- 10.3** Upon coming into effect of these regulations, the examination regulations previously approved by the Academic Board are deemed to have been nullified and are hereby repealed.

PURSUANT TO ARTICLE 6.1 (G)

APPENDIX I

PETROLEUM TRAINING INSTITUTE, EFFURUN

EXAMINATION ATTENDANCE REGISTER

DEPARTMENT..... INVIGILATOR(S)

SESSION..... (1).....

SEMESTER..... (2).....

PROGRAMME.....

ASSISTANT

TO INVIGILATOR(S)

(1)

COURSE:.....

DATE:.....

PERIOD FROM:..... FROM..... TO.....

S/NO	NAME	MAT. NO	ANSWER BOOKLET NO.	SIGN IN	SIGN OUT

Invigilator's Signature

PURSUANT TO ARTICLE 6.3 (A)

APPENDIX II

PETROLEUM TRAINING INSTITUTE, EFFURUN

EXAMINATION MISCONDUCT APPEAL FORM

DIRECTORATE.....

DEPARTMENT:.....

NAME OF REPORTING INVIGILATOR:.....

NAME OF STUDENT:.....MAT. NO:.....

DATE..... TIME..... COURSE:.....

PROGRAMME..... YEAR OF STUDY.....

SESSION:.....SEMESTER:.....

INVIGILATORS REPORT: (INDETAIL):

STUDENT'S REPORT: (IN DETAIL):

Signature

WITNESS' REPORT (IN DETAIL):

Signature

COMMENTS:

DEPARTMENTAL EXAMINATION OFFICER:

Signature

CHIEF EXAMINER:

Signature

CHIEF INVIGILATOR:

Signature

PURSUANT TO ARTICLE 8.1

APPENDIX III

PETROLEUM TRAINING INSTITUTE, EFFURUN

EXAMINATION MISCONDUCT APPEAL FORM

(To be completed in Quadruplicate)

1. Name of Student.....
2. Matriculation number:.....
3. Programme of Study:.....
4. Year of Study:.....
5. Directorate:.....
6. Department:.....
7. Course Paper of Petition:.....
- B. Date Examination Taken:.....
9. Point(S)/Reasons/Petition Ground(s) of Appeal:.....
.....
.....
.....
.....
.....
.....
10. Receipt number of Petition fee paid to Petroleum Training Institute (Photo Copy MUST be attached).
11. Students Signature:.....
12. Date:.....
13. Date Petition is received in the Department:.....

PURSUANT TO ARTICLE 8.2 (1)

APPENDIX IV

PETROLEUM TRAINING INSTITUTE, EFFURUN

EXAMINATION MISCONDUCT APPEAL FORM

1. Name of Student.....
2. Matriculation number:.....
3. Programme of Study:.....
4. Year of Study:.....
5. Directorate:.....
6. Department:.....
7. Date of Examination:.....
8. Course/Paper affected:.....
9. Dates of Panel' recommendation:.....
10. Points/Reason/Grounds of Appeal:.....
.....
.....
.....
.....
.....
.....
11. Student's Signature:.....
12. Date:.....
13. Date appeal is received in the Department:.....

NB: One copy each to the Head of Department Deputy Director (Academic Affairs), Registrar and Principal.

APPENDIX V
PETROLEUM TRAINING INSTITUTE, EFFURLJN
P.M.B. 20, EFFURLIN
STUDENTS' COURSE REGISTRATION FORM

To be completed in Quadruplicate)

.....SEMESTERSESSION

1. NAME OF STUDENT:.....
2. MAT. NO:.....
3. DEPARTMENT:.....
4. PROGRAMME OF STUDY:.....
5. YEAR OF STUDYAND CLASS CODE:.....
6. COURSES FORTHESEMESTER:.....

	COURSE (S) TITLE/CODE	CREDIT UNIT	LECTURERS SIGNATURE
i)
ii)
iii)
iv)
v)
vi)
vii)
viii)
ix)

x)

7. CARRYOVER COURSE

	COURSE (S) TITLE/CODE	CREDIT UNIT	LECTURERS SIGNATURE	
i)	ii)
	

	COURSE (S) TITLE/CODE	CREDIT UNIT	LECTURERS SIGNATURE
i)
ii)
iii)
iv)
v)		

8. FEED PAID:.....
 RECEIPT NO:..... DATE:.....
 STUDENTS' SIGNATURE:.....
 DATE:.....

.....
 HEAD OF DEPARTMENT'S SIGNATURE

DISTRIBUTION:
 EXAMINATIONS & RECORDS DIVISION
 STUDENT AFFAIRS OFFICER
 DEPT. CONCERNED
 STUDENT CONCERNED

.....
 REGISTRAR

NOTE: TO BE COMPLETED IN QUADRUPPLICATE BY EVERY STUDENT AT
THE BEGINNING OF EVERY SEMESTER.

PUESUANCE TO ARTICLE 4.10 (L)

APPENDIX VI

PETROLEUM TRAINING INSTITUTE, EFFURLJN

P.M.B. 20, EFFURLIN

COLLECTION OF

EXAMINATION ANSWER SCRIPTS FORM

1. DATE OF EXAMINATIONS:.....TIME.....
2. DATE OF COLLECTION:.....
3. DEPARTMENT:.....
4. PROGRAMME/CODE:.....
5. YEAR OF STUDY:.....
6. NUMBER OF STUDENTS:.....
7. SEMESTER:.....SESSION:.....
8. SUBJECT:.....
9. VENUE:.....
10. EXAMINER:.....
11. INVIGILATOR:.....
12. ASSISTANT TO INVIGILATOR:.....

NOTE:

- (i) This form must be completed in duplicate, one copy to be retained by registry (Exams. And Record)
- (ii) The Examiner must sign and evidence of receipt of answer script for particular examination.

APPENDIX VII

COMPUTATION SYMBOLS USED:

- | | | | | | | | | | |
|----|--------------------------------|---|---|---|---|---|---|---|------|
| 1. | Weighting point | - | - | - | - | - | - | - | WP |
| 2. | Credit Hour- | - | - | - | - | - | - | - | CR |
| 3. | Grade Point | - | - | - | - | - | - | - | GP |
| 4. | Grade Point Average | - | - | - | - | - | - | - | GPA |
| 5. | Cumulative Grade Point Average | - | - | - | - | - | - | - | CGPA |

SYMBOLS USED IN PRESENTATION OF RESULTS:

- | | | | |
|----|------|--------------------------------|---|
| 1. | x | Absent with information/excuse | - |
| 2. | AE | Absent with Excuse | - |
| 3. | S | Sick (Confirmed) | - |
| 4. | * | Re-sit Carry-over Results | - |
| 5. | EM | Examination misconduct | - |
| 6. | CP | Course in Progress | - |
| 7. | (PB) | Student Already on Probation | - |

This Academic Standards, Rules and regulations are made by the governing council of the Petroleum Training Institute this 24th day of September, 1998 and amended on 2017.

The common seal of the council having been hitherto affixed in the presence of:-

Chairman, Council of
Petroleum Training Institute

Secretary to Council of
Petroleum Training Institute