



BE GREAT. SERVE.

Biblical University

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BIBLICAL UNIVERSITY

Biblical University Code of Conduct / Policies

This document outlines the code of conduct and disciplinary procedures, applying to all students and awardees i.e (PART-TIME, FULL-TIME, DISTANCE, ONLINE, AND THOSE SEEKING HONORARY / MERIT AWARDS AND MINISTRY CREDENTIALS) at Biblical University.

Who uses the process

Staff, students and visitors within the University

Process review

This process should be reviewed whenever the need arises or annually

Date last reviewed

October, 2021

PLEASE NOTE: ALL OUR COURSES ARE ONLINE. STUDY FROM ANYWHERE. GRADUATE IN LAGOS. Give to support our campus project, by clicking on: <http://www.fundraising.biblicaluniversity.org.ng>

Code of Conduct / Policies

SECTION A

Our vision:

To train and equip servant leaders, educating and empowering Christian students to serve Christ in the world, transforming both Church and community.

Our calling:

To train leaders for Church, Society and Business globally, to model Christian community and to help each person here grow spiritually and personally as well as intellectually.

Our beliefs

We believe that the Bible is God's Word. It is accurate, authoritative and applicable to our every day lives.

We believe in one eternal God who is the Creator of all things. He exists in three Persons: God the Father, God the Son and God the Holy Spirit. He is totally loving and completely holy.

We believe that sin has separated each of us from God and His purpose for our lives.

We believe that the Lord Jesus Christ as both God and man is the only One who can reconcile us to God. He lived a sinless and exemplary life, died on the cross in our place, and rose again to prove His victory and empower us for life.

We believe that in order to receive forgiveness and the 'new birth' we must repent of our sins, believe in the Lord Jesus Christ, and submit to His will for our lives.

We believe that in order to live the holy and fruitful lives that God intends for us, we need to be baptised in water and be filled with the power of the Holy Spirit. The Holy Spirit enables us to use spiritual gifts, including speaking in tongues which is the initial evidence of baptism in the Holy Spirit.

We believe that God has individually equipped us so that we can successfully achieve His purpose for our lives which is to worship God, fulfil our role in the Church and serve the community in which we live.

We believe that God wants to heal and transform us so that we can live healthy and prosperous lives in order to help others more effectively.

We believe that our eternal destination of either Heaven or hell is determined by our response to the Lord Jesus Christ.

We believe that the Lord Jesus Christ is coming back again as He promised.

Our values

Transformation

We believe that when you choose to live a life empowered by the Holy Spirit, you choose transformation. We believe that by training transformational leaders, we'll transform the communities they're a part of too.

Partnership

We value partnership – with churches, congregations and pastors; with students, families and the wider community. The relationships our students build continue beyond their studies. When you study or train for ministry at BU, you're part of a special community of people building strong networks for future ministry.

Innovation

We believe the truths of the Bible are steadfast, but we also believe that God empowers innovation and encourages change. We're thought-leaders and specialists in all we do, so you can train for ministry and study the Bible with a fresh and flexible approach, underpinned by our expertise and experience.

Leadership

Biblical University wants to raise up passionate, intelligent and compassionate leaders for God's church. We value the call of God in your life, and want to help our students establish a strong theological foundation for life-long ministry. God has also called us to be leaders: since the College was founded in 2008, we have set ourselves apart with our convictions, values and vision.

Truth

Our students and wider community value our strong commitment to God's Word, as well as our honesty, integrity and transparency. We value the trust they place in us; that all we do is guided by the revelation of God's truth.

Quality

By choosing to train for ministry or study the Bible at Biblical University, you are choosing quality and expertise. We are specialists in training for ministry because that's our calling. We offer awards with the highest possible international accreditation and national recognition, from Certificate through to Doctorate Level.

Diversity

We believe that God's Kingdom is diverse, and that he calls us to embrace these differences. We have students of all backgrounds, denominations and walks of life. Through this diversity, we have been blessed with a variety of perspectives, helping to strengthen our faith and understanding of God's Word.

Our objectives:

- i. To prepare students to serve effectively in the church and society by providing holistic, Christ-centered and biblically integrated education.
- ii. To provide resources for higher education, excellence in teaching, and to promote research and learning within the context of Christian truth, practice and spirituality.
- iii. To provide with other Christian institutions, academic leadership to the Church in Nigeria and Africa.
- iv. To mobilise resources for quality University education, training and research.
- v. To guide students to understand and accept themselves, their individual needs and talents, and to develop their potentials for productive life and service.
- vi. To provide students with a balanced educational programme that helps them to develop professional skills, and to broaden their perception so as to develop a holistic approach to life.
- vii. To offer students the opportunity to commit their lives to Jesus Christ.
- viii. To train and equip men and women to serve Christ in the world, transforming both Church and community.

ix. To train leaders for Church, Society and Business globally, to model Christian community and to help each person here grow spiritually and personally as well as intellectually.

x. To contribute to the sustainable development of education in Nigeria and Africa, and to enhance quality of living conditions.

xi. To conduct examinations and to award degrees, diplomas, certificates and other awards of the University.

xii. To provide sponsorship/scholarships to students that want to pay for their education but can't afford to.

xiii. To establish and support schools, missions/ministries, foundations, publications across Nigeria and in the world.

Our Expectations

In light of our vision, calling, and values we expect all our students to conduct themselves in an honourable manner before God, each other and the wider community.

SECTION B

General expectations of conduct are formed by the following Guiding Principle

The University, in pursuance of its Christian principles and purpose in training, seeks to achieve its objectives within an agreed Code of Conduct. Students of the University are expected to abide by this Code of Conduct, which is based upon Biblical concepts of love and respect for individuals, property and the environment, as well as generally-accepted high standards appropriate to Christian leadership. In our daily interaction with each other, consideration, equality of esteem, honourable behaviour, mutual trust and concern are an expression of our community commitment. Each member of the Biblical University community has a responsibility to promote these standards and the College places responsibility for self-government in relation to these on the student body.

The Guiding Principle stated above governs all areas of students' involvement with the University including the following specific areas:

1. Academic diligence

We expect diligence in the students' approach to learning. Examples of academic diligence are attendance at lectures, punctuality and submission of work on time, as well as diligence in setting aside personal study time.

2. Plagiarism

We expect honesty and transparency as students present their own work, appropriately cited and referenced, for assessment. Issues relating to plagiarism will be dealt with directly by the appropriate regulations.

3. Technology in the classroom

We expect integrity and respect for tutors in relation to use of personal technology (e.g laptops, iPads and Smartphones) in the classroom. All use is by permission of the Teaching Staff.

4. Internet use

We expect each student to exercise discernment and adhere to Christian values in gaining access to sites and obtaining material. We expect students to use social networking (currently such as Facebook and Twitter, as well as any future developments in this area) with the utmost respect for their fellow students, the staff, the Board and reputation of the University. No software should be uploaded onto any University computer without the express permission of the IT Support Officer. Only software which has a full commercial licence (and not just a personal licence for home use) can be uploaded on any College machine.

5. Restricted access

We expect privacy and property to be respected. For reasons of privacy, practicality and security, the following areas of the College campus are designated out of bounds, unless specific authorisation is given or on official duties: all staff offices, College kitchen and store, and the roof of any building. Likewise, female hostels rooms are out of bounds to all male students, staff and visitor(s) at all times. Similarly, female students and female visitors are not allowed into male hostel rooms at all times.

6. Responsible community living

We expect a diligent and co-operative approach to all aspects of University life, in which each student plays an active part in creating a supportive community and in

which all students can take responsibility for their learning and growth at all levels, spiritual, practical, academic and relational. We expect responsible life choices in community and respect for the integrity of other people's relationships. We ask that students conduct their relationships in a way in which they would expect others to act towards them, consistent with Christian principles. Alcohol is not permitted anywhere on the University campus. Smoking on the University campus is not permitted, Drug or other substance abuse and any other activities liable to criminal prosecution are not permitted. Child Protection is of the utmost importance to the University and care must be taken with regard to the presence of children on campus so as to protect their safety at all times. It is the responsibility of students to make themselves aware of the College's Safeguarding Policy and general expectations about community living.

7. Local area

We expect positive involvement and collaboration with neighbours and residents in the wider general community, where the Campus is situated. Students are expected to avoid engaging in behaviour likely to cause annoyance, or distress, to members of the local community, the result of which is likely to prejudice the reputation of the University.

8. Vehicles

We expect care and consideration of others. Staff/Visitors/Students parking, at the owner's risk, is available at all car parks. Please also respect the needs of disabled people by leaving the disabled parking spaces free for them. Staff/Visitors/Students must observe the 10mph speed limit within the confines of the drive and campus. Failure to do so may result in being barred from bringing their vehicle on campus

9. Insurance

We expect students to make responsible insurance provision for their personal property. While the University holds all necessary insurances for public liability, all insurances for personal risk and property are the responsibility of students and visitors. These include, for example, personal effects in study bedrooms and around the campus; bicycles left on campus, including in the bicycle shed; cars parked in the car park and driven on College grounds; accidents occurring during sports events or during any other activity; musical instruments; travel and any other risks relevant to each student's personal circumstances.

10. First aid

We expect appropriate action in the case of a medical emergency. The College's registered First Aiders are available at all times.

11. Meals and special diets

We expect to be as fully informed as possible of the particular needs of students and of their use of the dining facilities. We attempt to provide a varied choice. All meals taken by students or those visiting students must be paid for and there will be no refund for meals not eaten. Any special dietary requirements must be communicated to the Kitchen staff in good time. Instructions for signing in for meals must be strictly adhered to. Eating and drinking in classrooms, apart from bottled water, is prohibited.

12. Security

We expect all students to play their part in ensuring the safety of all on Campus. Security is of utmost importance given the open aspect of the University campus. All students should therefore be vigilant; any person in the grounds or buildings who is acting suspiciously should be immediately reported to Reception or a member of staff. If out of hours, the Security Officers should be contacted and if they are unavailable, Police Station should be contacted directly.

13. Equipment and use of rooms

We expect responsible and careful use of all property and equipment.

a. Photocopiers and printers are available for student use at the rates displayed. Any faults or problems should be reported to Reception immediately. We have service contracts in the case of breakdown and faults; attempts on the part of students to effect repairs, are not permitted.

b. Projectors and A/V Equipment in the lecture rooms are not to be removed without prior agreement of the IT Support Officer and should not be used by any student without the express permission of a member of staff.

c. The Chapel is a public space. The use of equipment (sound, projector etc.) in Chapel is not generally available but request for use can be made. Musical instruments must be stored neatly after use.

d. The Lounge is available for student use by permission from the College when it is not in use by the staff or Board.

14. Breakages, damages and faults

We expect openness and transparency. All breakages and damage should be reported immediately to the appropriate person. Payment may be required. All faults in facilities or equipment should be reported so that they can be rectified.

15. Graduation ceremony

Absence in graduation ceremony is prohibited. Students who will not be present at the ceremony should write to inform the University to receive an exemption from the ceremony. Graduates who defer, or graduates in absentia, and have fulfilled all righteousness, will be sent their documentation at the end of the relevant graduation period to the postal address recorded in the student system or contact the University Office to receive their awards. Delivery service fee is required.

a. The Biblical University graduation ceremony holds every three year. The Chancellor who is the principal authority hosts and confers the awards

b. Full academic gown should be worn at all formal Biblical University ceremonies including matriculation and degree ceremonies. Gowns should be collected from the College. Gowns from the University attract a small fee, it's to be used and returned immediately after the ceremony.

c. The Biblical University has the sole right to sell or re-make its own gown. So, do not sew academic gown outside of the College. It is prohibited!

d. Prostitution of College academic gown is prohibited.

e. Individuals receiving an award, a degree or an honorary degree become ambassadors for the University i.e a representative or promoter

f. The University has usage rights over videos and images taken on campus or during the official ceremonies / meetings organised by the College, and has the right to use videos and images for promotional ads and publicity.

g. Student who fails to pay his or her debts will not be considered for graduation and will be ineligible to participate in the ceremony.

16. Withdrawal of degrees, diplomas, certificates, honorary / merit awards and ministry credentials

Subject to the approval of the Board, the University shall have the power to withdraw any degree, diploma, certificate, other academic qualifications, honorary awards and ministry credentials conferred under the following conditions:

- a. when it is established that the award was obtained by means of fraud, misrepresentation and or other corrupt practices
- b. the award was granted or conferred inadvertently by the University
- c. the award was not deserved
- d. receipt of pertinent information compromising the grant or conferment hitherto unknown as at the time of the award.

17. Fees and charges

We maintain tuition free policy for students that want to pay for their education but can't afford to. This is automatically granted when you submit a tuition fee waiver when applying to study at Biblical University. Biblical University reserves the right to change and implement new fees without prior notice. Fees and other charges are non-refundable.

18. Admission Period

New entries will be received from the month of September - December of every year.

Warning!

"PLEASE DO NOT SUBMIT APPLICATION if you are seeking qualifications or credentials from NYSC approved and regulated institutions by NUC."

We are a Chartered Private Christian University in Nigeria offering PhDs, Masters, Bachelors, Diplomas, and Certificate in Faith-Based Educational Courses.

19. Programmes & Duration

An academic year in Biblical University is equivalent to six calendar months. Bachelor's duration: 3 years i.e eighteen calendar months. Master's duration: 2 years i.e twelve calendar months. Doctorate duration: 3 years i.e eighteen calendar months.

20. Women's dress code

Modesty, femininity and good taste are the guiding principles of women's dress at Biblical University. Women shall wear dresses, skirts, or slacks with sweaters or blouses to class. No low cut necklines or dresses with slits above the knee are permitted.

21. Men's dress code

To be well groomed, clean, neat and tidy is the guided principle for men. No bare feet or bathroom slippers, no short jeans, or advertising t-shirts allowed. Slacks and shirts with collars are recommended.

22. Hairstyles

Hairstyles must be appropriate which means no weird hairstyles for men and women.

23. Personal habits

Use of any tobacco, alcoholic beverages, drugs and occultic activities both on and off campus ARE PROHIBITED, punishable by expulsion from the University. Maintain behavior above reproach in relationship with the opposite sex, avoiding all appearances of evil (I Thessalonians 5:22).

24. Distance learning

When an individual is unable to attend the main campus or a satellite campus or residential programme, they are to complete correspondent coursework with course books or online course material.

25. Attendance

Students are expected to attend all classes for the course(s) in which they are enrolled. A maximum of two unexcused absences per course, per semester are permitted. The instructor for each course is granted discretion as to whether to penalize students with unexcused absences by requiring extra make-up assignments, lowering the course grade, or not granting credit for the course. Students failing to maintain satisfactory attendance will be counseled by the Dean of Student Affairs and an attempt will be made to solve the problem. Continued unsatisfactory attendance will be sufficient grounds for dismissal from the University. Readmission may be permitted if the student can show the Dean of Student Affairs that the problem has been resolved.

26. Visitors

Students are permitted to occasionally invite visitors to class. However, this must be first cleared by the instructor for that course.

SECTION C

Student Disciplinary Procedure

The following procedures are to be followed in the event of an alleged breach of the Biblical University Code of Conduct.

1. Introduction

1.1 The disciplinary procedures which follow will be instigated in situations where a significant breach of the Code of Conduct, or commonly agreed standards of behaviour, has occurred or is alleged to have occurred.

1.2 Every effort will be made to ensure that action taken under the Student Disciplinary Procedures is fair. Students who become subject to the procedures will be given the opportunity to state their case and to appeal against any decision of the Disciplinary Committee that they consider to be unfair or unjust.

2. Misconduct

2.1 Indicative examples of conduct which would make a student liable to disciplinary action include the following:

- a. conduct which constitutes a criminal offence
- b. indecent or immoral behaviour
- c. harassment or bullying
- d. dangerous behaviour or physical assault
- e. significant breaches of the Biblical University Code of Conduct
- f. deliberate or reckless damage to College property or misuse of University property or facilities
- g. objectionable or insulting behaviour
- h. disruption of, or improper interference with, the education or support activities and functions of the University

- i. fraud, deception or dishonesty in relation to the University, its programmes, its activities or its personnel
- j. failure to comply with a reasonable instruction relating to discipline issued by a member of staff acting with the authority of the Rector
- k. failure to abide by the University rules and procedures in relation to health and safety, internet use and security
- l. failure to pay fees
- m. bringing the University into disrepute

3. Criminal offences

The University is required to report certain matters to the legal authorities.

4. Disciplinary process

4.1 A student will only be disciplined after careful investigation of the facts and having had the opportunity to present his, or her, side of the case. A student who is the subject of an allegation of misconduct may be suspended with immediate effect, where appropriate, from the residential and/or worshipping community of the University by the Board, pending the conclusion of the disciplinary process. This is without prejudice to the outcome of the disciplinary process and should not be regarded as disciplinary action or sanction of any kind.

4.2 The student has the right to be accompanied by a fellow student, family member or College member who may act as a witness or speak on his, or her, behalf at all stages of the formal disciplinary and appeal procedures. No legal representation will be permitted.

4.3 If a student is disciplined, he or she will receive an explanation of the sanction imposed and will have the right to appeal against the finding and the sanction.

5. Summary dismissal of case

5.1 Allegations of misconduct should be made to the Dean of Student Affairs - DSA in writing. The DSA may dismiss the allegation immediately if he or she believes, acting reasonably, that there is no case to answer or that it is, for some other reason, appropriate and reasonable to do so.

6. Preliminary interview

6.1 If the allegation is not dismissed, the DSA will invite the student for an interview, indicating in advance that an allegation has been made which he or she wishes to investigate. This invitation may be provided orally or, at the request of the student, in writing. Particularly in cases of alleged serious misconduct, it is important that opportunity is given to the student to respond in a considered manner. Following the interview, the DSA will write to the student whether there is a case to be answered, or whether no further steps needed be taken.

6.2 If the Rector decides to take the process further, he or she may deal with the case summarily without recourse to a Disciplinary Committee, where he or she considers, acting reasonably, that it is appropriate to do so and where the student, who is subject to the allegation, agrees that it should not be referred to a Disciplinary Committee. This will normally only happen where there is an admission of guilt from the student and the penalty does not involve the discontinuation of studies. Otherwise, the case will be referred to a Disciplinary Committee. Any decision taken will be communicated to the student in writing and recorded on the student's file

7. Disciplinary Committee

7.1 The Disciplinary Committee will be composed of the DSA (or his or her nominee), who will chair the committee, and two or four other members.

7.2 The committee will rely solely on evidence presented at the hearing and will find that a student has committed the misconduct if, on the evidence provided, it is satisfied on the balance of probabilities of the student's guilt. If a unanimous decision cannot be achieved, the decision may be determined if a majority of the members agree that they are satisfied that the student's guilt is beyond all reasonable doubt.

7.3 The Chair will produce a written report of the outcome of the hearing, setting out the alleged misconduct, a summary of evidence received, the decision of the committee regarding guilt with grounds for the decision and the penalty, if any, imposed, which will be communicated to the student who is the subject of the disciplinary action as soon as is reasonably possible

Welcome to BU. We love you!

The University Leadership & Organogram

BOARD

1. Founder and Chancellor | 2. First VC | 3. Rector | 4. Registrar | 5. General Secretary | 6. Director of Admissions |

ADMINISTRATION

7. Dean of Student Affairs | 8. Head of Department |

FACULTY

9. College Chaplain | 10. Teaching Staff | 11. Research Supervisors | 12. Admin Officers | 13. Academic Advisors |

SUPPORT

14. GDPP | 15. GAA | 16. Affiliate Representatives | 17. IT Support Officers | 18. First Aiders | 19. Receptionists | 20. Security Officers | 21. Student Body |

If you have questions

For any questions or concerns, email at info.biblicaluniversity@gmail.com, call at **+2347063751540** or visit <http://www.biblicaluniversity.org.ng>