

DIRECTORATE OF ACADEMIC AFFAIRS

UNIVERSITY OF LAGOS

AKOKA, LAGOS

NIGERIA

STUDENT LIFE CYCLE GUIDELINES

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1.0 Introduction

The Student Lifecycle guidelines serve as a comprehensive framework designed to support students throughout their academic journey at the University of Lagos. These guidelines outline the processes and procedures that ensure a cohesive, consistent, and supportive environment from admission to graduation and beyond. By clearly defining the stages of the student lifecycle, we aim to enhance the student experience, promote academic success, and foster personal and professional growth.

Our commitment to student success is reflected in these guidelines, which are rooted in the principles of accessibility, equity, and excellence. We strive to create an inclusive and engaging academic community where every student can thrive. Whether addressing academic advising, financial aid, mental health support, or career services, these guidelines provide a clear roadmap for students and staff to navigate the university experience effectively.

This document is intended for students, faculty, and administrative staff, offering a detailed overview of the guidelines and practices that underpin the student experience. By adhering to these guidelines, we ensure that all students receive the support and resources they need to achieve their educational goals and prepare for a successful future. In addition, the student handbook will provide more detailed information for adjusting to life in Nigeria, including external resources for international students, and information on university facilities and resources. A copy of the Student Handbook can be accessed on the University's website.

2.0 Admissions

2.1 Undergraduate Admissions Guidelines

At the University of Lagos, we are committed to fair and transparent admissions process into undergraduate programmes which are in two categories, namely:

- (1) Admission into full-time undergraduate programmes
- (2) Admission into part-time undergraduate programmes

2.1.1 Admission into Full Time Programmes

In order to be admitted into Bachelor's degree, a candidate must satisfy the **general** and the **specific** admission requirements for his/her intended programme. Learn about our general and specific admission requirements into full time and part time programmes. ([Read more ...](#))

2.1.2 Admission into Part Time Programmes

Currently University of Lagos offers undergraduate part time programmes under the following institutes or units.

- i. The Distance Learning Institute (DLI) www.unilag.dli.edu.ng (Read more..)
- ii. Institute of Continuing Education (ICE) Sandwich Programme. (Read more...)

The admission requirements align fully with the high standard set to attract top students into the part time Bachelor's degree programmes. Candidate must satisfy the **general** and the **specific** admission requirements for his/her intended programme.



Fig. 1: Newly admitted students



Fig. 2: Screening Exercise for fresh students

3.0 Orientation Programme and Matriculation

3.1 Orientation

Students from the very first day are provided support and guidance on how to navigate the UNILAG academic environment. The first significant ice breaker engagements after successful screening exercise to ensure admitted student have satisfied the entry requirements are orientation programmes which may be held for example at the Faculty, Department and also sometimes at the halls of residence. The University orientation programme is organized by the Directorate of Academic Affairs in collaboration with the Students Affairs Division assist undergraduate fresher's either on the full time or part time programmes, including international students to integrate into their new academic environment by providing essential information towards an enriching and successful academic programme that includes:

- A tour of the university, highlighting classrooms, student areas, administration areas, conveniences, muster points, fire exits, and restricted areas.

- Information on emergency evacuation procedures.
- Guidance on accessing student support services at UL etc. ([Read more ...](#))

3.2 Matriculation

This is the first major event when new students are able to meet the Vice Chancellor and Principal Officers, their respective Deans and Senior Administrative Officers. The induction programme into the academic programmes as a bonafide admitted student is the university matriculation exercise ([Read more ..](#))



Fig. 3: Orientation programme



Fig. 4: Matriculation programme

4.0 Academic Life

4.1 Academic Integrity Guidelines

Maintaining academic integrity is crucial to the learning experience at the University of Lagos. Familiarize yourself with our policies on academic misconducts ([Read more ..](#)), plagiarism, cheating, etc. and proper citation. Similarly, social misconducts are listed for students to conform to global standards in moral conducts ([Read more ..](#)).

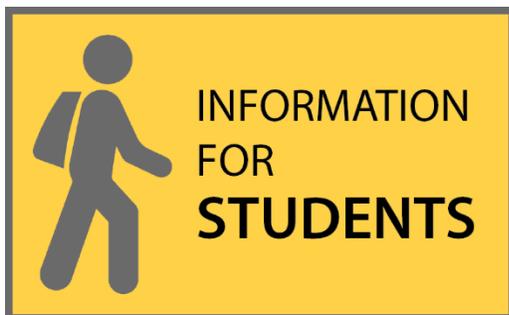


Fig.5: Orientation programme

Fig. 6: Student Handbook

4.2 Maximum Duration for Undergraduate Programme

The maximum time a student can spend on any undergraduate programme is as itemised below:

- For a 3year programme - 10 semesters or 5 sessions
- For a 4year programme - 12 semesters or 6 sessions
- For a 5year programme - 14 semesters or 7 sessions
- For a 6year programme - 16 semesters or 8 sessions

4.3 Admission and Withdrawal from Programmes

4.3.1 Admission

- (i) Admission into course/programme closes at the end of the third week of each semester
- (ii) A student can withdraw from course/programme without penalty anytime up to and including the seventh week of the semester. Any student who withdraws after the seventh week will be deemed to have failed.

4.3.2 Withdrawal from Programmes

A student can withdraw from the University or programme of study at various circumstances:

- (i) **Voluntary withdrawal** is a situation where a student decides to change institution
- (ii) **Withdrawal with absence** is a situation whereby a student who has been absent after three (3) consecutive semesters, the student portal automatically withdraws the student from the programme
- (iii) **Withdrawal based on poor academic performance** is a situation whereby the CGPA is less than 1.00 for three (3) consecutive semesters will be withdrawn from the University and cannot come back

4.4 Grading, Grade Point Average and Academic Standing

Each course shall be graded on the basis of 100 marks. The sum for continuous assessment and course examination for each course shall be assigned an appropriate letter grades and grade points. Understand how your academic performance is evaluated, including grading scales, GPA calculations, and the appeals process. [\(Read more ..\)](#).



Fig. 7: Akokites are “A” Students



Fig. 8: Learn Calculation of Grade Point Average

5.0 Financial Matters

5.1 Tuition and Fees Guidelines

Get detailed information on tuition costs, fees, and payment options to help you plan for your education at the University of Lagos. Information on the adjusted fees for new and returning undergraduate students can be obtained at <https://unilag.edu.ng/?p=24374>.



Fig. 9: New Tuition Payment Scheme Approved for UNILAG Students

5.2 Financial Aid Guidelines and Work Study

5.2.1 Student Grants and Scholarships

Students can explore opportunities of grants and scholarships often provided by some agencies and governments. The notices are made available whenever the calls are made. For example, Lagos State Scholarship Board will partner with the University of Lagos for the disbursement of bursary and scholarship awards to students who are indigenes of Lagos State. <https://scholarshipboard.lagosstate.gov.ng/>

5.2.2 Office of Advancement

This unit works with Alumni to source support for various categories of undergraduate students to support their studies. When calls are open the advancement office works with the office of the Dean, student affairs to make them open to students through platforms like the campus news and Lag mobile. The Lag Mobile <https://unilag.edu.ng/?p=5081> is the official app for students of the University of Lagos, available on the Android platform that allows students to access the latest news, events, and information about the university. Interested students will be directed to the websites to login and commence their application. Advancement office, e-mail: advancement@unilag.edu.ng

5.2.3 Work Study Programme

The Work-Study Programme (WSP) under the Counselling Unit is a scheme designed to help undergraduate students (**only**) reduce the burden of financing their education. The take-off of this laudable programme; the first of its kind in Nigeria, at the University of Lagos came at a time when the general economic situation in the country dictated that students must look for ways of augmenting their finances. (**Read more ..**)



Fig. 10: Explore Financial Support Opportunities Available

5.2.4 NELFUND

The Federal Government has provided accessible funds to enhance educational opportunities for Nigerians. The Nigerian Education Loan Fund (NELFUND) is providing increasing access to higher education. Students can apply for the fund by registering on the Student Loan Application Platform by clicking the “APPLY NOW” button to get started at <https://nelf.gov.ng/>

6.0 Student Services

6.1 Health and Wellness Services

The University regulations allow free medical services to all full-time students during period of residence. It also provides free medical service to each employee, his or her spouse and up to four children. Discover the health and wellness resources offered on campus, including medical services, counseling, and wellness programs. ([Read more ..](#)). Numbers to call for medical complaints are available at <https://unilag.edu.ng/?p=15616>



Fig. 11: Your Health is Your Academic Success

6.2 Security and Social Safeguards

The maintenance of peace, general security, life and property on our three campus are sacrosanct. Security matters are treated with utmost attention. Communication lines are open 24/7. There will be alerts and newsflash to staff and students on any **general credible security issues or concerns, particularly relevant to international students, as observed in the media or government announcements** The Security unit main office on the Akoka campus is located at the Faculty of Education. The emergency contacts are listed ([Read more ..](#)) .

6.3 Career Development Services

The UNILAG Industry Career Insights is a series of industry-focused, personal and career development programmes aimed at empowering UNILAG students across all programmes levels, and modes of study, with the essential knowledge needed for a successful career launch, post-graduation. Through this initiative, you will be provided invaluable guidance on diverse career paths, to make informed decisions about the futures.

The programme will take you on a deep dive into current industry trends and practices, ensuring that you stay ahead in a competitive job market. You will also learn more about critical industry-specific skills, and have access to rich networking opportunities. These will enhance your employability and readiness for real-world challenges.

6.4 Counselling Services

Learn about the variety of counseling services available to support your mental health and well-being during your time at the University of Lagos. To meet these needs, the Centre offers a variety of services with the ultimate hope of resolving individual problems. The services are in form of individual and group counselling ([Read more ..](#))



Fig. 12: You are not alone in UNILAG; Talk to a Counsellor!

6.5 Academic Enrichment Opportunities

The university of Lagos offers many academic enrichment opportunities. These platforms provide learning beyond the classroom and laboratories. Some of these that student can find very interesting and windows to expand their knowledge depending on their interest may include;

- i. The UNILAG Making a Difference (MAD) House (DSA Inf Book page 54)
- ii. UNILAG Museum with its cultural and historical resources (DSA Inf Book page 55)
- iii. NITIDA IT HUB (NiTHuB) <https://nithub.unilag.edu.ng>
- iv. Botanical Garden at the UNILAG Lagoon front
- v. Confucius Institute where you can take Chinese language Proficiency courses (DSA's Info Handbook page 62)
- vi. Modern European Languages such as French and German can be learnt at the Faculty of Arts

7.0 Mechanisms for Academic Complaints and Appeals

At the University of Lagos, we provide environment conducive to learning and personal development for all students. However, grievances may arise within this environment, and it becomes imperative to have a structured mechanism for addressing and resolving student complaints. These enhances academic integrity, ensure student welfare, upholds legal and ethical standards and demonstrates our commitment to excellence, fairness, and student-centeredness.



Fig. 13: Grievances do Arise!



Fig. 14: Act! Get a Resolution

7.1 Lodgment of Academic Complaints

(i) Complaints and grievances are to be directed to relevant Heads of Departments and Units by aggrieved students, staff, and clients regarding any matter with respect to the University's functions ([Read more ..](#))

7.2 Handling of Academic Complaints

(i) All complaints received by Dean of Students Affairs, and or the Vice Chancellor shall be sent to the Focal Officer who is the Director of Quality Assurance Unit.

(ii) The Focal Officer shall forward the complaint to the appropriate Desk Officer that will handle the complaint.

(iii) Complaints on academic matters are also received by the Directorate of Academic Affairs and handled by the Directorate.

7.3 Lodgment of Academic Appeals

Lodgment of Academic Appeals is also routed through the Directorate of Academic affairs to the concerned units. Students may lodge complaints and also appeal against any decision made. The

University of Lagos upholds the principles of procedural fairness. There are several grounds of appeal as long as it is within senate approved rules and guidelines ([Read more ..](#)).

8.0 Campus Life

8.1 Residential Life Guidelines

Explore the policies and guidelines for on-campus housing, ensuring a safe and comfortable living environment for all students. Allocation of bed space to undergraduate students in the halls of residence are through a fair balloting process. Despite the fact that the university has 16 halls of residences for undergraduates across the three campuses they are still inadequate. To secure some bed space students currently ballot using an online platform. The university has provided clear rules guiding the stay in halls of residence. ([Read more ..](#))

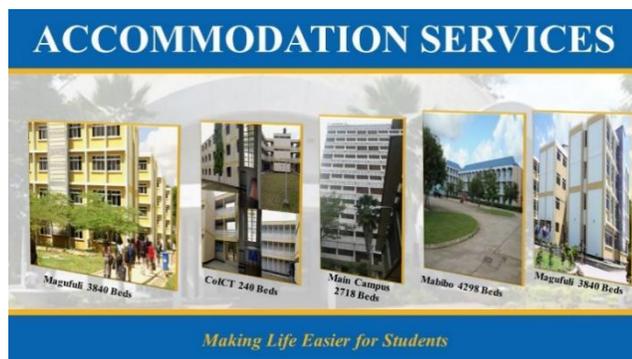


Fig. 15: You are Welcome to Use Our Halls of Residence

8.2 Student Clubs, Societies and Organisations

Engage in extracurricular activities and discover the diverse student organizations that contribute to the vibrant campus life at the University of Lagos. There are guidelines for registration and running of the varieties of students' groups; Faculty Associations, Departmental Associations, Religious Associations, Cultural Association, State Associations Academic Associations and ParaMilitary Students groups. ([Read more ..](#)).



Fig. 16: Members of a Student Club



Fig. 17: ULSU and Anti-Drug Club logo

8.3 Recreation, Relaxation and Sporting Facilities

“All work and no play makes Jack a dull boy.” The University of Lagos places premium on the provision of recreational facilities for students. Facilities for sports are provided in the ultra-modern, Sports Complex which boasts of facilities for hand ball, lawn tennis courts, basketball court, soccer, hockey, cricket, tracks, an indoor complex and also an Olympic size swimming pool for sports enthusiasts. The Lagoon Front is being developed as a Relaxation Centre for students. At the Moremi car park on the side wall of Mariere Hall is placed a big screen where students can get information as well as watch Cable television programmes (CNN, BBC, Super Sports, etc.) at their leisure. A similar facility is also functional to watch soccer games in front of Zennith Bank Plc. ([Read more ..](#))

9.0 Career Development

9.1 Office of Career Development Services (OCDS)

Take advantage of the career services offered to help you navigate your career path, from resume building to job search strategies. The Office of Career Development Services (OCDS) organizes interactive sessions facilitated by notable personalities who use the event to share invaluable knowledge about the boundless career opportunities available in their industrial sector as well as provide insights into strategies for career success. Attendance is free, but all participants are required to register. Announcements are relayed using several student communication platforms like the Lag mobile or the campus news.



Fig. 18: Empathetic Career Services



Fig.19: Career, Focus Point Discussion

9.2 Internships Opportunities

As a student occasionally you have the opportunity to participate in internships and experiential learning experiences that can enhance your academic and professional growth. The university has few Tech hubs like the Design studio <https://unilagdesignstudio.com/> which runs summer internship programmes, while NiTHub <https://nithublms.unilag.edu.ng/> and Entrepreneurship and Skills Development Centre <https://unilag-esdc.com/> occasionally offer clinics that require trainers. These events are announced well ahead to allow students compete for those limited space.

9.3 SIWES Programme

The Central Industrial Liaison and Placement Unit (CILPU) is a Federal Government initiative driven by the Industrial Training Fund (ITF). The programme is used to prepare students of universities and other tertiary institution for the real world of work via the Students Industrial Work Experience Scheme (SIWES). It will enable students to gain knowledge through hands on observation and on the job execution.



Fig. 20: Industrial Training Opportunities



Fig.21: Are You Ready? Start a Business

9.4 Entrepreneurship, Innovations and Startups

Every successful venture begins with a compelling idea. Idea generation is fueled by creativity, problem-solving, and market research. UNILAG provides the enablement, access to industry

experts and support to push the frontiers of creativity for both students and staff. The Entrepreneurship, Skills and Development Centre (ESDC) aim to promote the entrepreneurial spirit with the goal to support students towards setting up of profitable business ventures along their chosen professions before graduation. <https://unilag-esdc.com/programme.html>

The Innovation and Technology Management Office (ITMO) of the University of Lagos (UNILAG-ITMO) facilitates and implements the process of identifying, protecting, marketing/disseminating and licensing inventions, technologies, and creations of members of the UNILAG community in order to benefit the public in keeping with the vision of the University in the pursuit of excellence in knowledge, character and service to serve humanity. [\(Read more ..\)](#)
<https://innovation.unilag.edu.ng/>

10.0 Student Support

This is to ensure that all students at the University of Lagos receive comprehensive support services, encompassing both academic and personal support. This is to stimulate an academic environment that promotes effective learning, where each student feels safe, supported, and contributes positively to the community. It underscores the university's commitment to student learning, well-being, and fostering a positive learning environment.

Our students should recognize that the university has dedicated several units to provide relevant support and welfare services towards completing their studies and achieving their academic goals.

- Health and Safety Guidelines [\(contact\)](#).
- Prevention of all forms of discrimination, harassment, or vilification of university employees and students [\(contact\)](#).
- Counseling Services. Phone: 0811-378-6226, counselling@unilag.edu.ng
- Library and Information Services. Phone: 09063969206, <https://library.unilag.edu.ng/>,
- Academic and Learning Support [\(contact\)](#).
- Language, Literacy, and Numeracy (LLN) programs or referrals for students with disabilities and learning difficulties. [\(contact\)](#).
- Assistance for Hardship: Students experiencing hardship due to economic, social, or other difficulties can request a session with the Deputy Dean, Students Affairs Division or the

Head Counselling unit. They should endeavour to provide evidence supporting their claim (e.g., financial documents, medical certificates, or counselor's recommendations).

- UNILAG Fire Service, Ext.1088, or Phone: 07088777431
- UNILAG Security Operations Officer Phone: 08087658118.

10.1 UNILAG Official Social Media Accounts

Students are encouraged to follow the University of Lagos on our social media accounts, and remember also to subscribe to the YouTube Channel. These platforms provide outside of classroom education and getting abreast with the UNILAG culture.

Facebook: www.facebook.com/UnilagNigeria

Threads: www.threads.net/@unilagnigeria

Instagram: www.instagram.com/unilagnigeria X (formerly Twitter):

Twitter: www.twitter.com/unilagnigeria

YouTube: www.youtube.com/@UNILAGNigeria

LinkedIn: www.linkedin.com/school/unilag-nigeria

Tik Tok www.tiktok.com/@unilagnigeria

11.0 Graduation

All students that has gone through the period of their programme and results has been uploaded are processed for graduation. Each graduating student is notified of the date of graduation through advertisement in newspapers and the University website.

11.1 Convocation

Convocation is an exciting time not only for the graduates but also for everyone in the University of Lagos. Each year the entire Unilag community looks forward to celebrating the success of its students. UNILAG takes great pride in knowing that our graduates are well-prepared for the next step in their lives, whether it is starting a new career, preparing for a new level of responsibility at the current job or attending graduate school.

Each graduating student is notified of the date of graduation through advertisement in newspapers and the University website. The students are requested to collect their academic outfits, invitation cards, car park stickers, convocation brochure and other accessories from their respective Faculty Officers. **(Read more ..)**.

11.2 Certification

Certificates are ready for collection in the faculties after the Convocation Ceremonies. Graduates are expected to comply with guidelines to collect their certificates. They have to follow through the process for their Clearance starting from their Faculty, to the Library and finally to the Bursary. [\(Read more ..\)](#) .

12.0 UNILAG Alumni Association

The University of Lagos Alumni Association came into existence in 1969, four (4) years after the first 41 graduates were turned out of the University that was established in 1962. UNILAG graduates are encouraged to embrace the legacy, amplify the pride. Join the UNILAG Alumni community where memories unite, friendships endure, and success resonates through shared journeys. Membership in the UNILAG Alumni Association doesn't just keep you connected, it provides access to; Exclusive job listings, Access to university resources, Career mentorship, Professional network (read more at <https://unilagalumniassociation.org/>).

13.0 Conclusion

In conclusion, the Student Lifecycle Guidelines at the University of Lagos establishes a robust framework that ensures a comprehensive support system throughout a student's academic journey, from admissions to graduation. By addressing critical areas such as orientation, academic life, student services, and career development, the university fosters an environment that prioritizes student success and well-being. These guidelines are crafted to promote excellence, equity, and accessibility, ensuring that all students, regardless of their background or circumstances, have the opportunity to thrive academically and personally.

This guideline emphasizes the importance of maintaining academic integrity, fostering a supportive community, and providing ample opportunities for growth through academic programs, extracurricular activities, and student services. The various stages of the student lifecycle are clearly outlined to guide students, staff, and faculty in navigating the university experience. Additionally, mechanisms for addressing complaints, appeals, and student support reinforce the university's commitment to maintaining a positive learning environment conducive to personal development and academic success.

By adhering to these policies, the University of Lagos aims to produce well-rounded graduates equipped with the knowledge, skills, and values needed to excel in their future endeavors. The university takes pride in cultivating an academic community that is not only inclusive but also focused on preparing students for the challenges and opportunities of the professional world. The continuous support offered through student services, career development, and alumni engagement reflects the institution's dedication to lifelong learning and student empowerment.