



Regional Training Centre
(WMO RTC)
OSHODI – LAGOS, NIGERIA

General Student Rules and Regulations

2023 – 2025

**REGIONAL TRAINING CENTRE,
NIGERIAN METEOROLOGICAL AGENCY**

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FOREWORD

These General Rules and Regulations made by the Head of school, Management Board of Regional Training Centre (RTC), Lagos, and Academic Board of RTC, Lagos, may only be amended or revoked by the authority which made them.

These General Rules and Regulations shall apply to all students in the programmes and courses offered at RTC, Lagos.

It is the student's responsibility to know and comply with these rules and regulations. These rules and regulations must be read in conjunction with the relevant programme information which may place extra requirements or conditions on students.

RTC VISION STATEMENT

“To be one of the best centres for Meteorological man-power training in the World with the capacity to meet up with addressing weather/climate impacted human development challenges”

RTC MISSION STATEMENT

“To employ state of the art technologies on weather observation and forecasting towards training World Class personnel with high competence in Meteorology”

RTC QUALITY POLICY STATEMENT

RTC is committed to training well qualified and efficient man-power for National Meteorological Services and Allied Services in line with its quality objectives for continual improvement in agreement with WMO requirements for West African Sub-region and Africa in general.

ACADEMIC POLICY OF THE RTC

This policy has been formulated in a spirit of cooperation and responsibility by the constituted academic committee within the RTC. It is a living document and thus, is subject to change in every four years/when the need arises.

1. The RTC does not discriminate or permit discrimination by any of its staff member.
2. The student will be evaluated on knowledge character and academic performance for purposes of granting academic award and not on the basis of personal sentiments or affiliations.

DESCRIPTION OF ASSESSMENT OF POLICIES AND PROCEDURES OF THE RTC

Grades will be used as evaluation of students. It is important that grades accurately and fairly reflect the quality and level of the student's knowledge ability on the course. Grading serves as an evaluation of students' work, thereby providing feedback to instructors on their students, and gives information that can inform teaching decisions. It is also a source of motivation to student to continue learning and improving in their studies. This will be tested throughout the duration of the course through progress tests, on the-job training assessment (with the supervision of RTC instructors) and oral interview that will be held at the end of the programme.

1.0 THE STUDENT'S CONDUCT

For the purpose of these regulations the term "Student" means any individual who has been formally admitted to study for the regular or short time course within the RMTTC, while "he" represents both males and females.

There shall be an organized orientation programmes for students at the beginning of every programme. It is a programme wherein students are taken through the culture, practices, philosophy and standards of the RMTTC. It is compulsory for all students to participate.

Students are expected to conduct themselves in accordance with the highest standards of integrity, personal discipline and moral and in particular shall:

- i. Respect and agreed to the administrative and academic proceedings and structure established by RMTTC for the control, governance and operation of Centre.
- ii. Respect the rights and privileges of the members of RMTTC at all times.
- iii. Refrain from any conduct that might bring the RMTTC or any section or program thereof to dispute and carry themselves in all public places with such humility and dignity that befit their status as a responsible student.

It is expected that:

1. Every RMTTC student should ensure compliance with the principles, rules and regulations of the Training School. Learning must be done with professional discipline, dignity, integrity and courtesy, notably in his relations with his instructors, superiors, colleagues, as well as with the public.
2. His conduct shall be deemed to be appropriate only when he behaves in a manner that enhances public confidence and boosts the image of the Training School.
3. Students must be well disciplined. Rules and regulations should be adhered to and the interests of the institution must be paramount.
4. Students should keep the school and hostel, premises and offices tidy.
5. Students should also ensure that they are properly dressed during official hours. Casual wears or improper dressing will not be tolerated either in classes or within the RMTTC complex.
6. Any form of discrimination or unprofessional conduct as regards age, race, colour, sex, background, religion status and nationality are not allowed at all.

The following provisions describe unacceptable conduct and behaviours of RMTC students. Engaging in these prohibited acts violates the standards of individual integrity, self-respect; for the rights and property of others and the responsible behaviour which are expected in the RMTC. Any infringement, Infraction or persistence disregard or contempt of this code of ethics shall constitute a disciplinary offence for which disciplinary action will be taken against a student in accordance with the rules in this handbook. Without prejudice to the generality of the above provision, the following conduct shall constitute specific disciplinary offences and can lead to **dismissal** from the programme:

1. Use, possession or distribution of alcoholic beverages, drunkenness, engaging in drinking activities or exhibition of potentially dangerous behaviour or encouraging others to do so and/or public intoxication are highly prohibited
2. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and conduct that threatens or endangers the health or safety of any person or persons are highly prohibited
3. Dishonesty – giving of false information, any form of forgery, alterations or interference with records
4. False claims against the Training School
5. Any form of assault on members of staff of the RMTC.
6. Improper dressing especially during office hours
7. Habitual lateness to classes
8. Absence from class and school without authorised permission
9. Membership into any form of cult or illegal group or society.
10. Illegal Possession of official documents
11. Refusal to take/carry out lawful instructions from the instructors or superior officers
12. Malicious statement detrimental to the Instructors or Training School
13. Any form of bribery
14. Any form of sexual harassment
15. Any form of sabotage or wilful damage of school property
16. Any form of theft
17. Vandalism or wilful damage to or loss of RMTC property.
18. Falsification of credentials and certificates
19. Use, possession or carrying of firearms or other weapons concealed or not concealed with or without permit while on properties owned or controlled

by the Institute or while on programmers or activities authorized or sponsored by the RTC.

20. Use, possession or distribution of narcotics and other controlled substances.
21. Admission of unauthorized person into the School Hostel.
22. Any attempt to convene or organize or any involvement or participation in demonstrations, gatherings or party for which permission has not been obtained from the RTC Management.

2.0 DISCIPLINARY PROCEDURES

Every disciplinary offence shall, in the first instance be officially reported to and dealt with by Complaint Committee constituted by RRTC Management. The Complaint Committee is made up of:

- The Head of School - Chairman
- Head of Guidance and Counselling unit
- Two Senior Instructors
- Student representative
- Program coordinator

Student representative shall be exempted in any offences related to examination and other academic matters.

1. All disciplinary offences committed within the Hostel or all such offence as it relates essentially to the proper conduct of Hostel affairs shall be reported to the Hostel Complaint Committee for action.
2. If any matter reported to Hostel Warden is in its opinion essentially of an academic nature or involves issues not pertinent to the Hostel affair of the Hostel concerned, such a matter shall be transmitted at once to the appropriate RTC Complaint Committee for actions.
3. All other disciplinary offences e.g., sexual harassment whenever committed shall be reported to the appropriate RTC Complaint Committee for actions.
4. At all proceedings or a Complaint Committee before which he is summoned, the student shall be entitled to a fair hearing.
5. Complaint Committee at RTC level shall have power to impose any one or more of the following penalties:

- I. A letter of query and warning or reprimand
 - II. The payment of damages commensurate with the nature and gravity of the offence committed.
 - III. Expulsion from Hostel for a specified period.
 - IV. Any other penalty which the committee in question may deem fit to impose or recommend to RTC Management.
6. Any penalty imposed by a disciplinary committee herein shall not take effect without the approval of the RTC Management
 7. In arriving at an appropriate penalty or combination, committee shall be at liberty to consider the total conduct (past and present) of the student within or outside RTC and not merely the immediate circumstances furnishing the reason for disciplinary action against him/her.
 8. Failure to appear before a panel of Complaint Committee; after being notified of a misconduct Meeting, the student is obligated to appear at the date, time, and location specified. If a student fails to appear a meeting may be conducted in the student's absence and a decision on charge(s) may be made.
 9. The record and decision of any disciplinary action taken against a student shall be reported to the Director of Research and Training and DG/ CEO of NIMET and shall form part of the students' record.

3.0 EXAMINATION REGULATIONS AND CONDUCT

Examination is a very important component of a student's academic life. Students are expected to familiarize themselves with examination rules and regulations in each respective course. They should ensure that they have fulfilled all the examination requirements in each progress examination which are as follow:

Students should note that a minimum attendance of 70% will be required to qualify a candidate sit for any examination. Attendance and continuous assessment form 40% of their course grading, while the examination is 60%.

1. Lateness to the examination venues will not be tolerated and no student will be allowed to enter an examination hall 20 minutes after the start of the examination.
2. Students are advised to ensure that at no time do they carry unauthorized materials such as notes, books, handbags, phones etc. into the examination hall. However, where a particular course requires the use of tables, graphs, charts etc., the School shall supply these during examinations. Students are advised to search themselves before entering the examination halls.
3. Any student caught cheating in examination for example, by copying, having or making reference to unauthorized materials, any form of communication, will be awarded zero in that course. Students who need clarification are advised to raise their hands to draw the attention of the Invigilator.
4. If a student is caught twice (in two courses) in the same examination he shall not be eligible (based on examination committee recommendation) to sit for the remaining examination and he will be awarded zero in the affected courses.
5. Students are expected to go into examination halls with their Ball pens, erasers, rulers, pencils and any other materials that are permitted. No borrowing of any material is allowed during examinations.
6. All the eligible students are expected to put on their NIMET ID/RTC cards and also fill (their name, examination script number, their NIMET number and also append their signature) in the attendant register before and after each examination.
7. On no circumstance should answer booklet, used or unused, be removed from the examination hall, mutilated or tampered with by a candidate.
8. No Student is allowed to leave the examination hall without handing over the examination script to the Invigilator. On handing over the script, the student must ensure that he signs out on the attendance register. However, students are not permitted to leave the examination hall without the permission of the Invigilator, who may wish to reconcile the number of scripts with the number of students present in the hall.

9. No schedule will be made for any student who missed examinations due to ill health or other reasons e.g., bereavement. Such student will carry the course(s) over.
10. All electronic gadgets should be switched off during lectures, and should not be brought to any examination hall.

4.0 ACCOMMODATION AND HOUSING REGULATIONS

4.1 ACCOMMODATION

There are two types of accommodation;

Hostel **A**: for the regular students (NIMET recruited staff).

Hostel **B**: for the Foreigner\Classified students.

Students on a regular course and Foreigners are entitled to a 'bed space' in the RTC hostels within the duration of the period of study. Only those on a regular course sponsored by the Agency are expected to pay a very minimal monthly stipend to oversee minor repairs and exigencies of the hostel. On demand, the classified student could be given a room and he will pay for the number of bed spaces in that room. This option is subject to availability of rooms in that section.

Occupying the RTC hostel and the use of its facilities is a privilege and not a right. This opportunity must therefore not be abused.

4.2 HOUSING REGULATIONS

All students shall conduct themselves with responsibility and maturity while in residence at RTC and in particular shall strictly observe the followings;

- i. Adhere to the list of allocation of rooms as determined by the Hostel Warden. Change of rooms, or hall once allocated has been made will not be allowed without the permission of the Hostel Warden.
- ii. Share rooms in addition to other facilities of common use.
- iii. Admission or harbouring of non-occupants in the rooms will not be allowed.

- iv. No student should remove any furniture or RTC properties from their rooms or any other part of the hall or from the premises within the halls and common room except by permission from the Hostel Warden.
- v. Use of sound producing electronic materials in the Hostel will not be permitted only on one condition that the sound does not cause disturbances.
- vi. No student shall use any electrical appliances such electric cooker or boiling ring in the Hostel.
- vii. The TV in the common room is to furnish the student with the latest information. Therefore, no student shall tune the TV away from the station where news is being broadcasted without the consent of other students present in the common room.
- viii. In the event of pregnancy either before or after allocation of room in the Hostel, the student will report her condition early to the Hostel Warden. She will be allowed to remain in the hostel not longer than three months of her pregnancy. Female students that are nursing mother are not allowed to reside with their babies in the hostels.
- ix. Motor vehicles of students will not be allowed on the RTC premises without the written permission of the RTC Head of School. Such permission will be issued only on proof of ownership. Such permission may be refused or withdrawn without assigning any reason thereof.
- x. Students are to refrain from acts of hooliganism, unruly or rowdy behaviour (including fighting), mission of unreasonable or excessive noise, or conduct likely to cause annoyance or disturbance to others within or outside the hostel premises.
- xi. Desist from tampering with smoke detector fire fighting appliances wherever installed and shall use such appliance for fire- fighting purpose only.
- xii. Desist from misuse or wilful damage to or destruction of RTC properties, in default of which such students shall bear full responsibility thereof.
- xiii. Avoid use of drugs, smoking, drunkenness or drunken behaviour as would constitute a disturbance to other students.

- xiv. Unauthorized entry or use of RTC premises and failure to report lost or stolen keys of the Hostel.
- xv. Every occupant is expected to be within the hostel premises on or before 10 p.m.
- xvi. No person shall create a safety or health hazard within and around any residential Hall. Examples of prohibited behaviour include opening outside doors, unlocking lounge windows, using windows or balconies to enter and exit building, using unauthorised doors for entering or leaving the buildings, accumulating excessive garbage or filth, changing electrical wiring, throwing, pushing objects or liquids off windows or balconies, sitting or playing on the railings.
- xvii. All electrical appliances/lights should be switched off when leaving the room
- xviii. The use of rugs in the rooms is prohibited. However, the use of carpets is allowed.
- xix. Cooking in the rooms or unauthorized places is highly prohibited.
- xx. No form of co-habitation between the opposite sexes is permitted.
- xxi. Every student shall participate in the general cleaning and sanitation of the Hostel environment every last Saturday of the month.
- xxii. All non- hostel residents and visitors entering the hostels, must check in at the security post or Hall Portal. Non- compliance shall lead to students being surcharged, ejected from hostels or banned from hostel accommodation for the remaining part of his/her studies.
- xxiii. The Hostel Warden and the School Authorities have the right to change the location of any occupant at any time, as it is deemed fit. Any occupant affected by this change is expected to comply to this directive as soon as it is given. However, in case of damages the affected student is responsible for the replacement.
- xxiv. The key to the room of occupation by each occupant is not transferrable to another occupant, without adequate knowledge and permission of the

School Authorities. No student shall duplicate any room key without adequate knowledge and permission of the School Authorities

- xxv. A student is expected to check into his/her room and bed space as assigned by the School Authorities. No student is allowed to share his/her bed space with anyone else, and is expected to take responsibility of every item accorded to him/her. A check-in form will be provided and it must be filled by the students.
- xxvi. On checking out, either at the end of the session or at the end of the programme, a check -out form will be filled by the occupant, while he/she hands over the keys and every other hostel property to the Hostel Master. This shall serve as part of the clearance required for the student to make before he is deemed to have completed his course of study. However, in case of damages the affected student(s) is responsible for the replacement.
- xxvii. Failure to abide by any of these rules and regulations will lead to automatic suspension, ejection or expulsion from the Hostel as decided by the Complaints Committee. All forms of complaints shall be addressed to the School Management through the Hostel Warden.
- xxviii. The visiting time at the hostels shall be:

Monday – Friday	4:00pm to 7:00pm
Saturday & Sunday	2:00pm to 7:00pm

5.0 FILING COMPLAINT OR INFORMATIONAL REPORT

Any student of the RTC alleging a violation of the Code of Conduct may file a complaint to Head of School. Upon receipt of this report, an investigation will take place and, if deemed appropriate, referral will be made to the appropriate committee to commence the Conduct Process. Complaint reports (specific action reports) should be within 24 hours of the violation. Complaint reports must include a detailed description of the incident, date, time, and location of the alleged violation, the name of the accused student(s), if known, and the name of the person filing the report (complainant).

Committee report options:

1. No Action

Upon investigation of the complainant's report, the Conduct Committee may determine that there is insufficient information about a violation of the Code of Conduct to warrant a conduct meeting. The Conduct committee may choose to keep the report on file for reference in future allegations of violations of the Code of Conduct.

2. Screening Meeting

Upon receipt of the complaint report, if the Conduct Committee investigation finds sufficient information about a violation of the Code of Conduct, he will schedule a Screening Meeting where three (3) members of the Screening Committee along with an Advisor will meet with the individuals involved in the report to review the report. All individuals that may have been involved in the alleged commission of violation of the Code of Conduct or may have knowledge that is pertinent to the incident will be invited to appear at this meeting.

The purpose of this meeting is to give the accused student(s) an opportunity to read and review the report and respond in writing to any factual discrepancies they have with the report. Conduct committee members will be responsible for asking questions at this meeting to determine any other information that may be useful in reaching a decision about whether or not a violation of the Code of Conduct occurred.

The accused student has the right to admit responsibility for violating the Code of Conduct and have the case resolved at the Screening Meeting. For violations involving sexual harassment, assault, or other violations of a serious nature, a Review Board meeting may be required.

Note: If the incident of an alleged violation of the Code of Conduct involving more than one student is not able to be resolved with all of the involved students at the Screening Meeting, the Training School reserves the right to have a student who has admitted responsibility appear before the Conduct committee before their case is resolved.

3. Conduct Outcomes

Following the Complaint committee, the decision will be made by a simple majority whether or not a violation of the Code of Conduct occurred. The decision will be sent with a recommendation for sanctions (if violation occurred) to the RTC Management for approval.