

Foreword

Dear Students

Welcome to Biaka University of Buea (BUIB): ***“The Audacity to be Different”***

This students’ guide or handbook (2023 revised edition) has been prepared particularly for you. It readily answers all general questions and worries which you may have on orientation, registration, examinations, medical examination, the library and the award of degrees at the Biaka University Institute of Buea.

For additional information on specific programmes, do well to check the BUIB brochure or other specific documents prepared by the respective schools or relevant departments.

We advise that you please read this document from cover to cover to ensure that at all times; you are in consonance with the stipulated university rules and regulations. Also, make sure you contact your, Students’ Affairs Director Academic Advisor/Adviser or the Guidance Counselor for help should you need one.

It is our belief that the provision of general information related to your stay on this beautiful campus will help to foster and why not enhance academic excellence in all ramifications.

Best regards,

The Registrar

INTRODUCTION

Why You Have Made the Right Decision to Study at BUIB...

- ▶ Biaka University Institute of Buea has been producing quality graduates since its establishment in 1998.
 - ▶ We are located in a quiet, accessible and study friendly spot in the heart of Buea.
 - ▶ We have full support from internal and external collaborators in healthcare, business, education, engineering and agricultural industries.
 - ▶ Student support services are available to help you make it in flying colours.
 - ▶ Numerous student facilities to facilitate your learning.
 - ▶ We run authorized and accredited professional programmes under respective ministries.
 - ▶ We levy affordable but competitive programme fees at all levels.
 - ▶ We have the best dedicated team of professionals fully committed to your success.
 - ▶ Students have academic advisers who coach them in their studies to empower them in diverse ways
 - ▶ Most importantly, our environment takes care of your spiritual needs as well.
- And much more



ABOUT BUIB

• BACKGROUND HISTORY

Situated on the gentle slopes of Mount Cameroon in Buea, the town of Legendary Hospitality, Biaka is a citadel of learning to reckon with.

It provides a conducive and enabling environment for learning, with the best professionals you can find in Cameroon on her teaching staff bench.

In 1998, St. Francis School of Nursing and Midwifery was opened as a training school for nurses and in the same year, Dr. Lawrence Francis Tonye Biaka was awarded a Fellowship by the Royal College of Obstetricians and Gynaecologists of England. The growing complex saw continuous growth and expansion with the opening of St. Francis Higher Institute of Nursing and Midwifery in 2007 and St. Francis School of Health Sciences in 2010. Today, a legacy and dream come true has been touched with the hopes of the best is yet to come. All the St. Francis schools have been upgraded to Biaka University Institute of Buea (BUIB), mentored by the University of Buea. This upgrade gave BUIB the onus to run five schools- Health Sciences, Education, Management Sciences, Agricultural Sciences and Engineering and Technology. Programmes offered run from HND through Bachelors to Postgraduate studies in the various schools.

• MOTTO: Knowledge and Service to Humanity.

• BUIB: “The Audacity to Be Different” – slogan

• VISION

We pride ourselves in the ideals of building standard professionals adaptable to global trends. Our vision is that of a world where men and women can pursue academic, research and professional excellence in a peaceful environment that upholds our cultural diversity and heritage. We seek to provide specialized vocational skills linked to professional body

requirements and labour market needs where appropriate, with a strong work related emphasis.

- **MISSION**

- Empower individuals to achieve maximum capacity through the provision of quality education at all levels.
- Equip students with specific professional, entrepreneurial and technological skills and hands-on training needed to meet the challenges of the world and their changing needs.
- Promote excellence in diversity, gender equality and create opportunities that will yield practical results and encourage self-reliance.
- Recognize the value of cultural diversity and pave the way for intercultural communication that will enhance human socio-economic development.
- Advance ethical and moral practice in educational, professional and civic life.

Our Approach

Our approach to teaching and learning recognizes the individual needs of the student within the broad context of the curriculum aims with a holistic focus on the learner.

Our methods are based on enquiry based learning (EBL) and other student centered approaches which enable learners to not only develop their cognitive and psychomotor skills, but also communication, problem solving, leadership and independent learning skills.

Our Staff

We have a dedicated team of professional and support staff at your service. Our educators are both experienced and academically trained individuals with a passion for their jobs. Our support staff is welcoming and ready to assist you with your personal and study needs.

BUIB HOSTS FULBRIGHT SPECIALIST PROGRAM WITH US EMBASSY & AREXEL UNIVERSITY



Our Programmes

THE SCHOOL OF HEALTH SCIENCES

● Department of Nursing

Sn	Programme	Duration
	Direct BSc. in Nursing	4 years
	Geriatric Nursing (Post graduate)	1 year
	State Registered Nursing / Nursing Asst.	3 years/1 year
	HND in Nursing	3 years
	Top Up BSc. in Nursing	1 year

● Department of Midwifery

Sn	Programme	Duration
	Direct BSc. In Midwifery	4 years
	HND in Midwifery	3years
	State Registered Midwifery	3 years
	Top Up BSc. in Midwifery	1 year

- **Department of Allied Health**

SN	Programme	Duration
	HND in Medical Laboratory Sciences	3years
	Direct BSc. in Medical Laboratory Sciences	4 years
	Direct BSc. in Physiotherapy	4 years
	Emergency Health Technician	1year
	Environmental Health Technology	1year
	X-Ray/Medical Imaging	1year
	Top Up BSc. in Medical Laboratory Science	1year

- **Department of Public Health and Administration**

Sn	Programme	Duration
	HND in Nutrition and Dietetics	3 years
	Direct BSc. Psychotherapy	4 years
	Medical Secretarial Practice	1 year
	Medical Equipment Repairs	1 year
	Occupational Health and Safety	1 year

	Health Care Quality Control Management	1 year
	Community Health Work	1 year
	Food and Hygiene Safety	1 year

- **Department of Pharmaceutical Studies**

SN	Programme	Duration
	Pharmacy Assistant	1 year
	HND in Pharmacy Technology	3 years
	Herbology Research	1 year
	Medical Sales Representation (Post Graduate program)	1 year

SCHOOL OF MANAGEMENT SCIENCES

SN	Programme	Duration
Department of Accounting and Finance		
	BSc. in Accounting & Finance/HND	3years
	BSc. in Taxation/HND	3years

Department of Banking & Insurance

	BSc. in Banking & Finance/HND	3yrs/2yrs
	BSc. in Insurance & Risk Management/HND	3yrs/2yrs

Department of Management

	BSc. in Management/HND	3yrs/2yrs
	BSc. in Health Care Management/HND	3yrs/2yrs
	BSc. in Marketing/HND	3yrs/2yrs
	BSc. in Events & Conferences Management/HND	3yrs/2yrs
	BSc. in Supply Chain Management/HND	3yrs/2yrs
	BSc. in Tourism & Hotel Management	3yrs/2yrs
	BSc. in Human Resource Management/HND	3yrs/2yrs

The School of Agricultural Sciences

Sn	Programme	Duration
	Direct BSc. in Agronomy	4 years
	Direct BSc. in Food Science and Technology	4 year
	Direct BSc. in Animal Production	4 years
	Direct BSc. in Fisheries and Aquaculture	4 years
	Direct BSc. in Agribusiness	4 years
	Top-Up BSc. for all the above programmes	2 years
	HND in Agricultural Production Technology	2 years
	HND in Agricultural Biotechnology	2 years
	HND in Agricultural Engineering	2 years
	HND in Crop Production Technology	2 years
	HND in Animal Production Technology	2 years
	HND in Food Processing Technology	2 years
	HND in Agro-pastoral Advisor	2 years

Master's Degree (MSc.) Programmes

SN	Programme	Duration
	Master of Science (MSc.) in Agronomy	2 years
	Master of Science (MSc.) in Food Science and Technology	2 year
	Master of Science (MSc.) in Animal Production	2 years
	Master of Science (MSc.) in Fisheries and Aquaculture	2 years
	Master of Science (MSc.) in Agribusiness	2 years

SCHOOL OF EDUCATION

SN	Programme	Duration
1	HND/B.Ed. in Educational Psychology	2 & 3 years
2	HND/B.Ed. in Special Needs Education	2 & 3 years
3	HND/B.Ed. in Adult Education	2 & 3 years
4	HND/B.Ed. in Physical and Health Education	2 & 3 years
5	HND/B.Ed. in Primary Teacher Education	2 & 3 years



Our Programmes

School of Engineering and Technology

PROGRAMMES ON OFFER

S/N	Programme	Duration
Department of Computer and Electronic Engineering		
1	Bachelor of Engineering (BEng) in Software Engineering	4 years
2	Bachelor of Engineering (BEng) in Telecommunications Engineering	4 years
3	Bachelor of Engineering (BEng) in Network Engineering	4 years
4	Bachelor of Technology (BTech) in Information Systems and Software Engineering	3 years
5	Bachelor of Technology (BTech) in Telecommunications and Network Engineering	3 years
6	HND in Software Engineering	2/3 year
7	HND in Network and Security	2/3 year
8	HND in Computer Graphics and Web Design	2/3 year
Department of Electrical Engineering		
1	Bachelor of Engineering (BEng) in Power Systems and Control	4 years
2	Bachelor of Engineering (BEng) in Renewable Energy Engineering	4 years
3	Bachelor of Technology (BTech) in Electrical Power Technology	3 years
4	Bachelor of Technology (BTech) in Renewable Energy Technology	3 years
Department of Civil Engineering		
1	Bachelor of Engineering (BEng) in Civil EngineeringDesign	4 years
2	Bachelor of Technology (BTech) in Building Construction	3 years
3	Bachelor of Technology (BTech) in Public Works	3 years
4	Bachelor of Technology (BTech) in Urban Planning	3 years

Department of Mechanical Engineering		
1	Bachelor of Engineering (BEng) in Mechanical Engineering Design	4 years
2	Bachelor of Engineering (BEng) in Process Control Engineering	4 years
3	Bachelor of Technology (BTech) in Mechatronics	3 years
4	Bachelor of Technology (BTech) in Process Control Technology	3 years

Authorization / Accreditation

Ministerial Decree No: 16-01806/L/MINESUP/DDES/ESUP/SDA/ OPC of February 26th, 2016, which gave BUIB the onus to run three schools – the School of Health Sciences (her mother entity), the School of Education and the School of Management Sciences. Courses run from **HND** to **Bachelors** in the various schools. Hence, our graduates can work anywhere in the world with their diplomas and certificates signed by the respective ministries outlined above. In 2022, two new schools were approved: The School of Agricultural Sciences and School of Engineering and Technology.

Orientation

Orientation of freshmen or new students shall be done annually in two phases:

- General orientation
- Academic orientation in the respective schools and departments
General orientation will comprise exposition/discourse on the following:
- Code of conduct of all students
- Students' rights, privileges and obligations (students' welfare)
- Good academic standing

- Sports and recreation
- Registration procedures
- Medical Examination
- Functioning of the library
- General operations and functioning of the complex
- During the academic orientation, students will be given explanations about the various courses they will take in their respective programmes. This is to expose students to the nature of how their entire study will look like. General registration and course registration comes up after the academic orientation before effective lectures commence.
- **General Registration Procedure (for freshmen)**
- Biaka University Institute of Buea (BUIB) heartily welcomes all newly admitted students to her campus for this academic year. As a freshman/ woman, follow these steps strictly so that you will not have unbearable challenges. The registration procedure at BUIB is as follows:
- Upon collection of your admission letter signed by the Registrar of BUIB, rush to the bank or financial institution concerned with the payment of your school fees and pay the first installment as clearly outlined in your admission letter. The money must be paid in the right bank account to avoid unnecessary issues. Pay to the different accounts as described in **Article IX** and collect a receipt of payment. Make **two (2) copies** of **your** school fee receipt. School fee is paid in two installments with the deadlines being November 2nd and March 18th for the first and second installments respectively.
- Present the original copy and the photocopies of the school fee and registration receipts (with your name, programme and level clearly written on them) to the Financial Manager/Accountant at the Central Administration for verification and stamping. After this is done, you will have to drop a copy of the stamped receipt to the BUIB Admissions Office for records.

- A receipt of payment should be obtained and photocopies made.
- Present your original registration fees receipt at the St. Veronica Polyclinic here on campus where you will carry out the routine medical examinations. Upon completion of all the medical checks, collect a signed medical certificate from the Medical Director. Make a photocopy of the signed Medical Certificate and keep before submitting the original to the BUIB Admissions Office for records.
- Different copies of the school fees receipt will be demanded during the production of Student IDs and Library cards, while the schools and departments may require you to present your school fees receipt as a condition for you to be attended to depending on the nature of your case.
- ***NB: Students should always keep photocopies of all their school documents until they finally graduate from the university. Any student who doesn't complete the registration process will not take part in the end of semester exams.***
- **Course Registration at the Schools/Departments.**
- Upon completion of general registration at BUIB, students will return to their respective schools/departments where they will be given the right course registration forms (Form Rs) for the registration of courses that they shall offer in both semesters of the session/academic year.
- Directors of Schools, Heads of Departments and Programme Coordinators are directly responsible for course registrations. Hence, they shall appoint lecturers who will be charged with the signing of course registration forms for the different levels of their programmes.

- Students shall fill the course registration forms as instructed. Registration of courses will only be considered completed when students are handed personal copies of the course registration forms (student's copy), which they can use to show that they were actually registered for the courses they offered should any issues arise.
- Students who fail to register for a course shall not be allowed to sit for the examination in that course. Where the student succeeds to sit for the said course examination unnoticed, the results will be cancelled and in addition he/she may face disciplinary sanctions.
- **Student Identity Cards**
- During general registration for new students (freshmen), they are required to present themselves at the Department of Students' Affairs with their signed course registration forms, school fees receipts and a photocopy of their medical certificates for their student IDs to be produced and distributed. Student Identity Cards have a life span which is equivalent to the respective programme durations of the university. Students must jealously keep their school IDs; if they are misplaced, the sum of 2000 FRS will still be paid to the office in charge for the issuing of a new one.



General Registration Procedure (for returning or old students) All returning (old) students of Biaka University Institute of Buea are hereby informed that the registration process is as follows:

1. Pay your school fees as outlined in your admission letter to the specific

bank concerned and obtain your receipt(s). School fee is paid in two installments with the deadlines being November 2nd and March 18th for the first and second installments respectively. However, students are advised to pay their fees in one installment should they have the money. Also, they should avoid involving themselves in risky businesses using their school fee. After paying your fees, do two (2) photocopies of the receipt.

2. Returning students who owe fees for the previous year(s) will have to pay off such in full before engaging in the registration formalities for the new academic year. Present the original copies and the photocopies of the school fee and registration receipts (with your name, programme, and level written on them) to the Financial Manager/Accountant at the Central Administration for verification and stamping. After this is done, you will have to drop a copy of the stamped receipt to the BUIB Admissions Office for records.
3. Pay your registration fees as clearly stipulated on the admission letter to the Central Cashier/at the prescribed banks outlined below. Return to your respective schools/departments where you will be given the right course registration forms for the registration of courses that you shall offer in both semesters of the new session/academic year.
4. It should be noted in passing that for prospective candidates wishing to be admitted into any of the programmes of the five schools in BUIB, they will need to present either their GCE Advanced Level or First Degree results/transcripts (for undergraduate and postgraduate programmes respectively) to the Admission Office. In addition to this, they are also expected to present certified copies of their AL, OL and Birth Certificates, not leaving out a photocopy of their national identity card. Application for admission fee stands at 15,500 FRS and 20,500 FRS respectively for undergraduate and postgraduate programmes. The outlined documents are to be presented before the receipt of admission letters.

INTERNAL REGULATIONS GUIDING STUDIES

Preamble

The primary goal of BUIB is to produce competent, disciplined and integrated professionals who are able to meet up with the changing trends in health, business and education within their different competencies. The information and regulations provided herein are thus established to serve as guides to the students with the aim of enabling them attain this goal.

SECTION I: GENERAL DISPOSITIONS

Article I: Organization of the Complex

BUIB is part of the St. Veronica Medical Centre, which also includes the St Veronica's Polyclinic; the complex is headed by Dr. Mrs. Francisca Biaka, the Vice Chancellor of the University Institute who doubles as the Administrator of the Polyclinic. BUIB has a Pro Chancellor, three Deputy Vice Chancellors, a Registrar, 8 Directors, 6 Heads of Department, 3 Liaison Officers, 6 Programme Coordinators, 3 Discipline Offices, lecturers, auxiliary staff and students who are all citizens of the Biaka community.

Article II: Administration of BUIB

The following are principal administrators of Biaka University Institute of Buea which all students on campus must know since they will be interacting with them on a daily basis throughout their studies.

SN	POSITION	NAME	LOCATION
1	Pro Chancellor	Prof. James Portwood	Central Administration II
2	Vice Chancellor	Dr. Francisca Biaka	Central Administration I
4	DVC Academic Affairs and Research	Prof. Fonkeng George Epah	Administrative Block III

5	DVC Administration/ Finance/HR	Mr. Finjap John Ngako	Hospital Building
6	DVC Cooperation and Inno- vation	Dr. Che Mary Lum Epse Feh	Classroom Block IV
7	Registrar	Dr. Veronica Ika K. Visemih	Library Building
8	Director, School of Health Sciences	Mr. Njopin Christopher	Ground Floor Classroom Block II
9	Director, School of Management Sciences	Mr. Mbinkar Bernard	AdministrativeBlock III
10	Director, School of Education	Dr. Che Mary Lum Epse Feh	Classroom Block IV
11	Director, School of Agricultural Sciences	Mr. Clovis Tanyi	Classroom Block IV (Last floor)
12	Director, School of Engineering & Technology	Dr. Willibroad Abongwa Acho	Classroom Block IV (Last floor)
13	Director of Research	Dr. Ako Simon A.	First Floor Classroom Block One
14	Director of Students' Affairs	Mr. Nemkul L. Samuel	Upstairs, Classroom Block II
15	Director of Academic Affairs	Mr. Mungusi Leonard T.	Upstairs, Classroom Block II
16	Head of Department, Allied Health	Dr. Yangkam Yhiler	First Floor Classroom Block One
17	Head of Department, Public Health & Administration	Mr. Ashu Williams	First Floor Classroom Block One
18	Head of Department, Pharma- ceutical Studies	Mme. Anguh Edith	First Floor Classroom Block Two
19	Head of Department, Nursing	Mme. Mary NamondoLuma	Upstairs, Classroom Block Two
20	Head of Department, Placement	Dr. Sandie Soreille	Last Floor Classroom Block One
21	Head of Department, ICT	Mr. Banye Emmanuel	Library Building
22	Communication Manager	Mr. Otte Ekema Ernest Junior	Central Administration I
24	Financial Manager	Mr. Chia Richard	Central Administration I

25	Marketing Manager		Upstairs Hospital Building
26	Examinations Officer	Mme. Tening Mercy	First Floor Postgraduate Block
27	Logistics & Development Manager	Mr. Penny Nelson	Central Administration I
28	Adviser to the VC/ Director International Admissions	Mr. Otto Singe	Upstairs Hospital Building
29	Quality Assurance Officer/Internal Control and Evaluation	Dr. Akom Delbert Afumbom	Upstairs Hospital Building
30	Human Resource Officer	Mme. Catherine Ndeley epe Mbeng-Agbor	Hospital Building
31	Procurement Officer	Mr. George Biaka	Central Administration I
32	Accountant	Mme. Enanga Sallian Likoko	Central Administration I
33	Assets Controller	Mr. Sumbelle Jarvis Ngeme	Post Graduate Block
34	Head of Simulation	Mme. Palle Elisabeth	Last Floor Classroom Block One
35	Central Cashier	Mr. Fotabe Elvis Ebong	Library Building
36	Chief Librarian	Mr. Ngwanue Chefor Cyril	Library Building
37	Admission Officer	Mr. Mbacoup Neville	Admission Office
38	Web Master	Mr. Thomas Nganje Ngalle	Upstairs Hospital Building
39	Head of Department, Midwifery	Mr. Penn Muluh Joseph	First Floor Classroom Block One
40	Receipt Controller	Ms. Marie-Noel Kulu Enjema	Central Administration I

NB: No student is allowed to breach hierarchical protocol. This means that all student problems must be transmitted through the Programme Coordinators to the HODs concerned. Only issues above the offices of the HODs will be attended to by the Deputy Vice Chancellors, Registrar and the Directors of Schools. In such cases, the student concerned shall write a letter addressed to them through the HOD depending on the nature of the problem *for example: To the Registrar, through the Director, School of Health Sciences, Biaka University Institute of Buea. OR; To the Deputy Vice Chancellor Academic Affairs, through the Head of Department, Nursing, BUIB.*

In certain circumstances, students may be allowed to see administrators directly (e.g upon request) and in this case, students must first of all receive clearance at the Secretariat. Students shall not demand to see

the Administrators unless their situations are crucial and have been recommended by strict administrative procedures.

The Student Government which shall comprise elected student representatives (executives) will serve as liaison between the university administration and the student body, with the Director Students' Affairs as the central mediator.

The BUIB Senate, which is the supreme academic organ, is responsible for teaching and research, regulation, supervision of education and enforcing student discipline in the university. It is chaired by the Deputy Vice Chancellor, Academic Affairs in consonance with the instructions of the Vice Chancellor of BUIB. The Senate comprises Ex Officio Members (Main administrators), Appointed Members, Elected Members, Student Representatives and Observers. BUIB's Senate sits at least three (3) times every academic year.

The Disciplinary Committee of BUIB comprises all the main administrators, Student Government President, and observers (non-teaching staff) and shall be called by the DVC Academic Affairs in consultation with the Vice Chancellor when need arises.

Article III: General School Requirements

Students are expected to pay and submit the following requirements upon admission

Registration Fees

New students (year I,II,III) for all HND Programmes (HND Nursing, Medical Laboratory, Pharmacy Technology, midwifery and Nutrition)	40.000FRS
HND Year II (Old students)	25.000FRS
Direct Bachelor Degree in Nursing year Two Direct Bachelor Degree in Physiotherapy year Two	75,000 FRS
All HND Year III (Old students)	25.000FRS
Direct Bachelor Degree in Nursing year One Direct Bachelor Degree in Physiotherapy year One	90.000FRS

Direct Bachelor Degree in Nursing year 2, 3 & 4	75.000FRS
Direct Bachelor Degree in Physiotherapy year 2, 3 & 4	
One year top-up Bachelor Degree in Nursing , Medicallaboratory	120.000FRS
Pharmacy Assistant students	76.000FRS
Radiology Assistant students	76.000FRS
Medical Sales Representation Students	91.000FRS
Assistant Nurses, and StateRegistered Midwifery (SRM).	10.000FRS
State Registered Nursing, Sate Registered Midwives	10,000FRS
School of Management Sciences	
New students (year I) for all programmes for Management Sciences (Management, Accounting,Supply chain management, Taxation, Finance andMarketing	75,000FRS
Returning students (year II & III) for all programmes for Management Sciences (Management, Accounting, Supply chain management, Taxation, Finance and Marketing etc.)	75.000FRS
Returning students (year III) for all programmes for Management Sciences (Management, Accounting, Supply chain management, Taxation, Finance and Marketing etc.)	75.000FRS
Registration for Masters programs (health sciences)	137.000FRS
Registration for MBA Programs & MSc. (SMS, FED, FAS, FET)	125.000FRS

School Needs (submitted to the Records Office)

Two reams of A4 papers for the School of Health Sciences ONLY

Article IV: School Hours and Activities

Full Day Programmes

Classes run for **eight (8)** hours each day from Mondays to Fridays. The school day **begins at 6:45 am** and **ends at 4 pm**, with a one hour **break from 11:00 to 12:00 (Health Sciences Only)**. Sports and recreation activities take place on Thursdays, Fridays and Saturdays according to time table stipulations.

Church services and club activities take place on Tuesdays from **9:00 am - 11:00 am** or otherwise stated as the need arises.

Half Day Programmes

Classes begin later in the day from 1:00, 2:00 or 3:00pm to 7:00pm Mondays to Fridays, **EXCEPT** on Wednesdays when classes begin from 4:00pm to 7:00pm am after club activities which ought to run from 2-4 pm. On Saturdays, classes run from 7:00am – 12:00noon/2-6pm for Top-Ups.

NB: The above schedules could be altered at the discretion of the lecturers and students concerned. For the School of Management Sciences, their respective time tables will be drawn from their departments and followed accordingly.

Article V: Public Holidays

BUIB respects all official public holidays and will usually have no official activities on such days. However, there may be special sessions or activities that may be organized on such days depending on the need.

VI: Respect for Hierarchy

All students are expected to respect all the staff of the complex including teaching, clinical, as well as support staff. They are expected to obey all orders, abstain from making any public remarks or arguments and forward all their complaints through the appropriate departments.

Students in the junior classes must respect their seniors who in turn must also treat their juniors with respect. All complaints from the class should be channeled through the class prefect to Disciplinary staff, Head of Department for Students Affairs or other Departmental Heads concerned who will forward it to appropriate quarters.

Article VII: Uniforms Bachelor of Science in Nursing, Nutrition and Health Care Management

The authorized uniform for girls is 2 plain black skirts, below knee length (no pleats, no gathers). For boys, 2 white long-sleeve shirts and 2 black trousers. Both boys and girls will put on black, brown or white noiseless low-heeled shoes or sandals.

HND Nursing and Laboratory Sciences

The authorized uniform for girls is a white gown and white trousers (all uniforms should be below knee level). A cap for clinical practice (Nurse'sCap) and a plastic apron for practicals and a Lab jacket for Medical Laboratory Science students. For boys, two white short sleeve jackets and khaki brown trousers. Both boys and girls will put on black, brown or white noiseless lowheeled shoes or sandals.

HND in Health Care Management and Nutrition &Dietetics

The authorized uniform for girls is 2 white long sleeve shirts, ash skirts at knee level, ash suits + black tie, ash coloured sleeveless pullovers. For boys, white long sleeve shirts and ash suits, ash tie and ash coloured sleeveless pullovers. Both boys and girls will put on black or white noiselesslow heeled shoes or sandals.

HND in Pharmacy Technology

For girls, the uniform shall be navy gowns with white stripes at the hand and chest pocket and black, brown or white shoes/sandals. For boys, the uniform shall be navy short-sleeved shirts with white stripes at the hand and chest pocket and navy trousers and black, brown or white shoes/sandals.

If students desire to put on jackets and pullovers during cold weather, such must be white. Any student who is not in the appropriate uniform will not be allowed to stay in class.

Female students are expected to wear hair styles that do not go beyond their collars/shoulders, no 'rasta' and long earrings. Long and/or painted finger nails, necklaces, bracelets anklets and rings are not allowed for both boys and girls.

NB: For married students, only wedding bands or rings will be allowed; engagement rings should be kept at home and worn after school.

Medical Secretaries

They shall put on sky blue shirts over navy blue trousers or skirts for girls and sky blue shirts over navy blue trousers for boys. They shall wear black, brown or white shoes or sandals. During official ceremonies, girls should wear navy blue suits over same color skirt and black brown or white shoes/sandals and the boys, navy blue suits over same color trousers and black shoes. The shirts shall always be sky blue.

Medical Sales Representatives

Uniform shall be white/pink shirts over black skirts and trousers and black shoes/sandals. During official ceremonies, these shall be topped with matching black suits.

Pharmacy Assistants

For girls, the uniform shall be navy gowns with sky blue stripes at the hand and chest pocket and black, brown or white shoes/sandals. For boys, the uniform shall be navy short-sleeved shirt with sky blue stripes at the hand and chest pocket and sky blue trousers and black, brown or white shoes/sandals.

Radiology Assistants

For girls, the uniform shall be navy gowns with white stripes at the hand and chest pocket and black shoes/sandals. For boys, the uniform shall be navy short-sleeved shirt with stripes at the hand and chest pocket and navy blue trousers and black shoes/sandals.

Medical Equipment Repairs

Uniform shall be white shirts over black skirts/trousers and black shoes/sandals with a white jacket (“lab coat”)

State Registered Nursing/State Registered Midwifery/Nursing Assistant For females, 2 Nurses uniforms, 2 white nurses caps, 2 white cotton aprons, black noiseless low-heel shoes, one plastic apron, 1 pair of Tennis shoes, Sportswear and 1 pair of black sandals. For males, 2 white tunic top, 2 khaki trousers, 1 plastic Apron - (Obtainable at school), black, brown or white noiseless shoes, black sandals, 1 pair of sports shoes (Tennis) white, Sportswear **and** Identification stripes and badge

The Schools of Management Sciences, Agriculture, Engineering and Education

Students in these four schools are expected to dress decently and responsibly to school since they don't have a specific uniform design. They are also expected not to wear hair styles that are exotic and large; with very shouting colours. Their dressing will be checked accordingly.

NB:-

- ▶ All students should note that sitting in bars, snacks, or clubs in uniform is forbidden.
- ▶ Students who fail to respect this will be punished.
- ▶ Exotic and large hairstyles shall not be allowed, as well as unnecessary/excessive jewelries like engagement rings/assorted rings, bracelets, bangles, etc. Only wedding bands are allowed for married students of BUIB.

Article VIII: Classrooms

Each class is entitled to a particular room for the academic year. This room must be tidied up by the students. Students are not allowed to eat and litter the classrooms. Students are also warned that classrooms are completely out of bounds to visitors, and that **visitors can only be allowed into the campus at break time or in cases of emergency.**

Article IX: Fees

School fees are paid in two installments i.e. first installment in November and the second in March. Students who do not respect these deadlines will not be allowed to stay in class or go for clinical placements.

All students in Biaka University Institute of Buea should pay fees in the following banks according to their programmes as outlined on the table below:

NB: All HND final year students must have paid their complete fees by the time of examination registration. No final year student owing fees will be allowed to register under BUIB.

Students should ensure to write their names, matricule, programme, and level on the bank forms where they pay their fees.

Programme/Class	Bank Concerned	Account Name/Number
All HND Programmes (Year I, II & III)	Societe Generale Cameroon (SGC) UB Junction Molyko Buea	A/c Name: Biaka University Institute of Buea A/c Number 06330833880-68
All BSc. Programmes in SHS	P&T Cooperative Credit Union Buea, Molyko Branch	A/c Name: Biaka University Institute of Buea A/c Number: 0000588
All other BSc. Programmes	NFC Bank Molyko	A/c Name: Biaka University Institute of Buea A/c Number: 1730119760-28
All NAS, SRM, SRN, MSR, PHA, Assist., Radiology Assist., Occupational Health & Safety	ECOBANK -	A/c Name: Biaka University Institute of Buea A/c Number 6331545609757-67
All Agriculture, Engineering, Education, and Management Sciences (Undergraduate)	NFC Bank Molyko	A/c Name: Biaka University Institute of Buea A/c Number: 1730119760-28
All Postgraduate (Registration and Tuition fees)	Central Cashier at BUIB	BUIB Central Account

NB: School fees are non-refundable and must be paid to the banks indicated above only. Students who pay fees into the above accounts from different agencies shall be responsible for the transfer charges from those agencies to the Buea agency should the banks request such payments. The school fees for the different programmes are as follows;

SCHOOL OF HEALTH SCIENCES

Programme	1st Installment	2nd Installment	Total for Nationals	Total for Internationals
All HND Programmes	250 000frs	150 000frs	400 000frs	700 000frs
All Top BSc. Programmes	250 000frs	200, 000frs	450 000frs	900 000frs
Direct BSc. Programmes	250 000frs	200 000frs	450 000frs	700 000frs
Medical Secretary	200.000frs	100.000frs	300.000frs	590 000frs
Medical Sales Representation	250.000frs	200.000frs	450.000frs	900 000frs
Radiology Assistant	200.000frs	100.000frs	300.000frs	590 000frs
Occupational Health and Safety	200 000frs	100 000frs	300 000frs	590 000frs
Pharmacy Assistant	200.000frs	100.000frs	300.000frs	590 000frs
Medical Equipment Repairs	200.000frs	100.000frs	300.000frs	590 000frs
State Registered Nursing	250 000frs	150 000frs	400 000frs	600.000frs
State Registered Midwifery	250 000frs	150,000frs	400 000frs	600.000frs
Nursing Assistant	200 000frs	140,000frs	340,000frs	600.000frs

Programme	1 st Installment	2 nd Installment	Total for Nationals	Total for Internationals
Masters programs (Health Sciences)	350.000frs	250.000frs	600.000frs	-
Masters programs (Management Sciences)	300.000frs	250.000frs	550.000frs	-
MBA programs	350.000frs	300.000frs	650.000frs	-

THE SCHOOL OF EDUCATION

Programmes	1 st Installment	2 nd Installment	Total	Total for Internationals
BSc. Education	100,000 frs	100 000 frs	200 000 frs	450 000 frs
MSc. in Education	200.000frs	150.000frs	350.000frs	600 000frs

The Schools of Agricultural Sciences and Engineering & Technology

Degree	School of Agricultural Sciences			School of Engineering & Technology		
	Registration	Tuition	Total	Registration	Tuition	Total
HND	25,000 frs	325,000frs	350,000frs	25,000 frs	325,000frs	350,000frs
BSc.	75.000 frs	400.000 frs	475.000frs	75.000 frs	400.000 frs	475.000frs
MSc.	125.000frs	500.000frs	625.000frs			

Other Payments at BUIB

1. Record/Registry

Attestation of Results	1.000 FCFA
English Proficiency	1.000 FCFA
Certification of documents	1.000 FCFA
HND Transcript from MINESUP	3.000 FCFA
Attestation of Success from MINESUP	6.000 FCFA
Attestation of Completion of Study	1.000 FCFA

2. Resit Registration

Description	Fees per Course
Normal Resit	3.000 FCFA
Qualifying Resit (HND Year 3)	10.000 FCFA
BSc. Resit	10.000 FCFA
Placement or Simulation/Viva	5.000 FCFA/10,000 FCFA

3. Fees for Graduation Robes and Penalties

Description	Fees per Course
NAS, PHA, SRN & HND	10.000 FCFA
ALL BSC, SRM & MSR	15.000 FCFA
All Postgraduate Programmes	20.000 FCFA
Penalty on robe(s) per week	5.0 FCFA

4. Academic Transcripts

Type	Mode	Application Status		Duration
Partial Transcript		Current	<i>Former</i>	
	Normal	2.500 FCFA	3.000 FCFA	2 Weeks
	Fast	3.500 FCFA	4.000 FCFA	2 Days
Full Transcript	Normal	5.000 FCFA	7.000 FCFA	2 Weeks
	Fast	7.000 FCFA	10.000 FCFA	2 Days
UB Transcript		5.000 FCFA	5.000 FCFA	-----

SECTION II: ACADEMIC ACTIVITIES

Article I: Academics

The academic year runs from October to July and is divided into two semesters. The first semester runs from October to February and the second from March to July. Lectures are delivered in English which is the language of instruction, application and practice. Programmes offered in the schools of Health Sciences, Management Sciences and Education are outlined below.

SCHOOL OF MANAGEMENT SCIENCES

Our vision is to provide specialised vocational skills linked to professional body requirements and labour market needs where appropriate, with a strongwork related emphasis.

Programmes Offered

Accounting and Finance

Banking and Finance

Management

Marketing

Insurance

Taxation

Tourism and Hotel Management

Events and Conference Management

Health Care Management

Human Resource Management



BSc. & HND

Certificates Obtained

Direct Bachelor's Degree - **Duration:** 3 years

SCHOOL OF HEALTH SCIENCES

Our vision is to "Touch a Billion" lives for the next phase of development.

Programmes Offered

- ▶ **Ministry of Employment and Vocational Training**
- ▶ Pharmacy Attendant (1 year) to obtain a Pharmacy Attendant Diploma
- ▶ Medical Secretarial Practice (1 year) to obtain a MSP Diploma
- ▶ Medical Equipment Repairs (1 year) to obtain a MER Diploma
- ▶ Medical Sales Representation (1 year) to obtain a MSR Post-

Graduate Diploma

- ▶ Occupational Health and Safety (1 year) to obtain an OHS Diploma
- ▶ Community Health Work (1 year) -Diploma in Community Health Work
- ▶ Environmental Health Technology (1 year) Diploma in Env. Health Technology
- ▶ Emergency Health Technician (1 year) -Emergency Health Technician Diploma
- ▶ Healthcare Quality Control (1 year) -Diploma in Healthcare Quality Control

1. Ministry of Higher Education (Higher National Diploma Programmes)

- Nursing
- Midwifery
- Medical Laboratory Sciences
- Nutrition and Dietetics
- Pharmacy Technology
- Healthcare Management
- Medical Imaging Technology

2. Ministry of Public Health

- State Registered Nursing (3Years) - State Registered Nursing (SRN) Diploma
- Midwifery (3 Years) to obtain a State Registered Midwifery(SRM) Diploma
- Nursing Assistant (1 Year Nursing Assistant Diploma)

SCHOOL OF EDUCATION

Our vision is to provide high quality learning, teaching, research and outreach that inspire equitable and holistic development for anemergingCameroon.

Direct Degree and Top-Up Programmes

- ❖ Primary Teacher Education
- ❖ Secondary Teacher Education
- ❖ Didactics and Curriculum Development
- ❖ Design and Instruction
- ❖ School Guidance and Counseling
- ❖ Early Childhood and Nursery Education
- ❖ Sports Education and Management
- ❖ Library and Information Science
- ❖ Educational Technology
- ❖ Educational Leadership and Management
- ❖ Educational Psychology
- ❖ Special Needs Education
- ❖ Adult Education
- ❖ Physical and Health Education

Masters Programmes

- ✓ Curriculum Design and Instruction
- ✓ Social Psychology
- ✓ Inclusive Education
- ✓ Guidance and Counseling
- ✓ Primary Teacher Education
- ✓ Early Childhood and Nursery Education
- ✓ Psychology of Peace
- ✓ Sports Education and Management
- ✓ Measurement, Assessment and Evaluation
- ✓ Library and Information Science
- ✓ Science, Technology, Engineering and Mathematics
- ✓ STEM Education
- ✓ Environmental Science Education
- ✓ Educational Neuroscience
- ✓ Educational Technology
- ✓ Educational Leadership and Management
- ✓ Higher Education Management and Administration

SCHOOL OF ENGINEERING AND TECHNOLOGY

The school of Engineering and Technology (SET) is set to change the narrative of engineering training in Cameroon and Africa as a whole. It seeks to train engineers and technologists who will be future drivers of innovation and development in the Engineering and Technology sectors of Cameroon and the world at large.

The vision statement of the School of Engineering and Technology is: ***“Training Engineers and Technologists for Digital Age Development and Innovation”.***

BEng Programmes

- ▶ Software Engineering
- ▶ Telecommunications Engineering
- ▶ Network Engineering
- ▶ Power Systems and Control Engineering
- ▶ Renewable Energy Engineering
- ▶ Civil Engineering Design
- ▶ Mechanical Engineering Design
- ▶ Process Control Engineering

BTech Programmes

- ▶ Information Systems and Software Engineering
- ▶ Telecommunications and Network Engineering
- ▶ Electrical Power Technology
- ▶ Building Construction
- ▶ Public Works
- ▶ Urban Planning
- ▶ Process Control Technology
- ▶ Mechatronics

HND Programmes

- ▶ Network and Security
- ▶ Software Engineering
- ▶ Computer Graphics and Web Design

ADMISSION REQUIREMENTS

BEng Programmes– Four years duration

- ▶ Advanced Level pass in at least any two of; Mathematics, Physics, Chemistry (or Biology), and ICT.
- ▶ Any High School Diploma judged to be equivalent to a pass in two Advanced Level Science or Technology subjects
- ▶ Ordinary Level pass in Mathematics, Physics, Chemistry (or Biology) is obligatory.

BTech Programmes– Three years duration

- ▶ Advanced Level pass in any two subjects
- ▶ Ordinary Level pass in mathematics and physics (or chemistry) is obligatory.

HND Programmes – Two years duration

- ▶ Advanced Level pass in any two subjects
- ▶ Ordinary Level pass in mathematics or physics or chemistry is obligatory.

HND – Programmes Three years duration

- ▶ Advanced level pass in any two subjects

THE SCHOOL OF AGRICULTURAL SCIENCES

Our Mission

The School of Agricultural Sciences seeks to produce highly skilled and competent graduates who can exploit the dual strength of agriculture in the domains of sustainable production of safe and quality food and generation of renewable energy (bio-fuels) in an ecologically-friendly manner. The training will focus on sound theoretical principles as well as practical and entrepreneurial skills, while creative and strategic research will emphasize community-relevant and sustainable development projects. Both training and research will assume a holistic and participatory approach; with outreach activities that will benefit the existing small and medium size, as well as large scale industrial complexes and the community. The graduates, equipped with the skills to face the present and future challenges of the global agricultural human resources needs, will be capable of self-employment or make careers in crop production and protection, horticulture, animal production, forestry, food industries, renewable energy, biotechnology and allied industries, agribusiness, teaching and research.

Aims

To produce graduates who have:

Sufficient technical and entrepreneurial skills for productive self-employment research and be involved in all aspects of agriculture and related areas relevant to national development and global societal needs and industry.

NB: See Page 7 for outlined programmes

Article II: Placements (Clinical Experience)

For the School of Health Sciences, the first year activity is done on campus at the well-equipped Simulation labs. In the second year, there are two placements in each academic year, one in the first semester and the other in the second semester, usually done through balloting and swapping. Students must be ready to go for clinical placement where ever they are posted, and spend all the days of placement in their respective clinical areas.

Note that absences and acts of indiscipline during placement will not be tolerated. Students with such reports from clinical areas are at risk of suspension or expulsion from school. This is so because the placement sites are an arm of BUIB; reason why they work in partnership to complement theory with practice

For the Schools of Management Sciences and Education, internship will be negotiated accordingly, depending on the most suitable periods earmarked.



Article III: Counseling

It must be stressed that this is an integral service of this citadel of learning. All students who have challenges that need counseling or advice of any form should do well to book an appointment with the BUIB Counselor. Students can meet her upstairs (Classroom Block II) during regular working hours. Also, the Students' Affairs Office can intervene in cases where the Counselor is unavoidably absent.

Apart from the counseling service, each student is allowed to choose an academic adviser from the permanent teaching staff members of BUIB. This staff will also play the roles of mentor and coach to that particular ***student guiding and giving advice to the student on issues affecting the student's learning only.***

NB: Academic advisers are not expected to take any form of financial responsibilities for the students under their care, nor are they expected to indulge in any advocacy on behalf of the student who goes contrary to the rules and regulations of the school. In the event where the student wishes to change their academic adviser, he/she can do so with the consent of the academic adviser.

Article IV: Assessment and Examinations

Theoretical assessment is divided into CAs (Continuous assessments) and Examinations. The CA mark shall account for 40% and the exam score 60% of the total marks for each course (for HND programmes). For degree programmes, the CA score accounts for 30% and the exam score is on 70%. The student must participate in all assessment tasks as these will not be repeated once they have been written. Examinations are written at the end of each semester and all students are expected to sit for the examinations. The exam score makes 60% of the total score for each course. Students will only sit for exams if they have paid in full, the tuition fees, and have not been suspended by the Disciplinary Council.

Also, students who fail to register a 70% (School of Management Sciences) or 80% (School of Health Sciences) attendance per course will neither be allowed to sit for a Continuous Assessment (CA), nor sit for the course examination.



**The Grading System for Degree Programmes of Biaka University
Institute of Buea is as follows:**

Mark/100	Letter Grade	Grade Point	Remark
80 – 100	A	4.00	Excellent
70 – 79	B+	3.50	Very Good
60 – 69	B	3.00	Good
55 – 59	C+	2.50	Fair
50 – 54	C	2.00	Average
45 – 49	D+	1.50	Below Average
40 – 44	D	1.00	Poor
0 – 39	F	0	Fail

- Pass grades are from C and above. Students with grades below C will have to take the course again. At the end of each semester/each year/at the end of the programme, using the grade points acquired by students the cumulative grade on a scale of 4 can be calculated and this is called the Grade Point Average (GPA).

**The Grading System for HND Programmes of Biaka University
Institute of Buea is as follows:**

Mark/100	Letter Grade	Grade Point	Remark
80 – 100	A	5.00	Excellent
70 – 79	B	4.00	Very Good
60 – 69	C	3.00	Good
50 – 59	D	2.50	Fair
40 – 49	C	1.00	Below Average
0 – 39	F	0.0	Fail

NB: The pass mark/grade ends at 50/D grade for all HND programmes.

4. To calculate the Grade Point Average (GPA) of a student or candidate who qualifies for graduation, the appropriate grade points assigned to the corresponding letter grade is multiplied by the credit value of the course. The products are added for all courses registered for and the sum divided by the total number of credits registered for. The quotient so obtained is the GPA as demonstrated in the table below:

Mark/100	Grade	Grade Point	Credit Value	Weighted Point
NUR 201	A	4.00	10	40.0
NUR 202	B+	3.50	6	21.0
FRE 101	B	3.00	1	3.0
NUR 204	C	2.00	8	16.0
NUR 205	B+	3.50	6	21.0
ENG 101	C+	2.50	2	5.0
TOTAL	-	-	33	106

The GPA for the scores above = $106/33 = 3.02$ on a scale of 4.

- All students who are duly registered for courses in a given semester are eligible to sit for examinations in those courses except students of the following categories:

1. A student who has recorded more than 10 regular days of unjustified absences from the university without being granted official permission.
2. A student who has not attended up to 70% OR 80% of class lectures, tutorials or practical for a course.
3. All students must acquaint themselves with the principles/rules governing examinations at BUIB so that they will not become victims consciously so as to face the consequences thereof. Also, students **must** ensure that they sign the attendance sheet indicating that they actually sat for an examination such that should anything come up, they will have supportive evidence to justify their cases/claims.
4. Perfect silence and tranquility should be maintained during exam/ test periods and students may be provided with writing materials like answer sheets but not pens, pencils or rulers. A student can only leave the examination hall after exhausting half of the examination period.

Late comers will only be allowed into the hall if they are not more than 15 to 30 minutes late for examinations and CAs respectively.

5. Tests (CAs) can be given after 50% of the course work has been completed and students should be informed at least four (4) days before time. However, a teacher reserves the right to give other assessment tasks even without prior notice to the students. Such tasks will add to, and not replace the main tests to be written for that course. CAs will be assessed on a score of 40 and exams on 60.

6. Those who miss CAs after having met all the conditions for writing for one reason or the other, will have to write an application through the Programme Coordinators to the Head of Department. An adhoc committee may be set up to examine their applications and take a decision which will be binding. Such a committee can only sit once in each semester to examine issues for that semester.

Article V: Resit Examinations

Resit examinations shall come up in August and the exams shall be on a scale of 60. The student's score in resit examinations will be added to the test score (CA mark) to get a new score on 100. To register for resit exams, the student will have to obtain a registration form (Form C) from the Departments concerned. The fees for resit examinations shall be determined by the Administration of the university.

Students must however be informed that any resited course written does not in any way replace the failed course. Hence, students should endeavor to write all their failed courses. No course that was not done/written during the normal session will be resited.

During resit exams, students are expected to appear in their complete daily uniforms and will not be allowed into the hall if they are not properly attired. All other conditions guiding conduct of students during examinations shall also apply during resit examinations.

The Cost of Resit Registration is as follows:

Item	Cost
Theoretical courses (HND)	3000 FRS
Placement/Viva	5000/10,000 FRS
B.Sc. courses	10.000 FRS
M.Sc. courses	20.000 FRS

NB: The costs above could be modified if the need so arises; students should also make sure they sit for the official resit examinations because there will no longer be special resit sessions organized within the semester for whatever reason.

Article IV: Examination Malpractice

Examination malpractice includes coming late into the examination hall (30 minutes after), using prepared materials on paper, written on the body or any other surface, copying from or allowing another student to copy, communicating with another student, writing for other students, staying off examinations and proposing your own time and date different from the scheduled time and much more.

Students who are involved in such acts will face the Disciplinary Committee and may be suspended or expelled. However, immediate action will entail taking the phone, prepared materials or whatever, but they will be allowed to write the said paper/course to the end before they are summoned to the Disciplinary Committee. Students who get involved in examination malpractices of various forms risk being suspended or expelled from the university with a recommendation that they are prevented from attending any other university in the country.

Article VI: Library

A. Regulations Enforced

Mindful of the university's emphasis on teaching, research and outreach, BUIB's library provides services to meet especially the teaching and research goals. Recent and grounded publications in all areas of study can be found in the BUIB library; these are categorized under:

- ▶ Printed items
- ▶ Audio-visuals
- ▶ EBooks and others.

The library is open for study and research to:

- ▶ Members of the Board of Trustees
- ▶ Current staff members of BUIB and partner institutions in and out of the national territory
- ▶ Duly registered students of Biaka University Institute of Buea and students of partner institutions.
- ▶ Students offering special courses like short courses or crash programmes at BUIB.
- ▶ Alumni and retired members of staff who are in perfect accord with BUIB

B. Very Important Remarks

- ▶ All library users are expected to register with and possess valid library cards/identity cards before using library services. Users must present their cards to any library official before entering the library.
- ▶ They should abide by all rules and regulations that govern the use of the library while taking into account the norm that authorization to use the library is non-transferable.
- ▶ The Librarian in harmony with the BUIB Administration and Publication Committee will as the need demands, prescribe fees to be levied to certain brand of card/library users.
- ▶ Applicants for a library card who are not members of the university community may be required to present evidence of status and

or a letter of recommendation/attestation/acknowledgement from competent authorities.

- The public shall be notified and invited to partake/witness exhibitions of the BUIB library.

All BUIB students shall pay a Library maintenance fee of 2000 FRS per academic year for the Library upkeep and purchases of new books.

C. Library Opening Hours

The functioning of the library will go as follows: Semester Periods

Mondays through Fridays: 7:30 am – 5:00 pm

Saturdays 7:30 am – 12:30 pm

Vacations/Long Holidays

Mondays through Fridays: 7:30 am – 2:30 pm

Public Holidays Closed

D. Conditions of Borrowing

Pursuant to the laid down rules and regulations, all library users must adhere to the procedure put in place for the borrowing of books/publications at the BUIB library. Upon presentation of the Library Card and one borrowing card, a user is permitted to borrow out a book/publication from the library. ***It should be stressed that this condition will only hold for books/publications which are not reserved.***

E. Conduct within the Library

Noise, disturbance or behaviour contrary to the BUIB rules and regulations is strictly forbidden in any area of the library.

Smoking, eating and drinking are vehemently prohibited in any part of the BUIB library

Users of BUIB library **must** take good care of library materials, equipment and furniture put at their disposal. The altering of arrangements of equipment and furniture or conscious misuse of such is strictly disallowed.

Users are warned not to deface, mutilate or write on any library book or materials in their keeping. Should such an unlawful act be registered, it should be brought to the library officer on duty's attention immediately.

Allocated areas for specific activities in the library should be respected accordingly. Also, the distributions of hand bills, newspapers, or any other material other than those authorized by BUIB are strictly forbidden in the library.

No reading spaces will be reserved in the library. Any books or materials found placed on a reading space for more than 30 minutes by an absent reader/user will be cleared and the space assigned to another user. As such, no personal effects should be left overnight in the library.

All users must leave their bags/files on the shelves outside or in the property room. They should make sure they don't come

into the library with valuable items that can be stolen. No stolen valuable item(s) will be paid or compensated for by the BUIB library authorities.

All library users should leave all books on the table after use for the Librarian to do the shelving.

Lastly, taking snapshots, making audio/video recordings and the speaking of Pidgin English in the BUIB library are strictly out of bounds.

F. Library Clearances and Thesis Deposition

All BUIB students (both undergraduate and post-graduate) are required to obtain a library clearance before they can collect any official documents from the school. Postgraduate students submit their theses in soft and hard copies to the library for onward binding with a receipt of 15,000 FRS; binding fee paid to the Cashier.

SECTION III: DISCIPLINE/CONDUCT

Article I: Code of Conduct for all BUIB Students

Biaka University Institute of Buea, an academic haven in her own rights accepts the charge of instituting/ensuring the most convivial environment and atmosphere that will promote the academic, social and moral wellbeing and advancement of her students. Hence, students should do well to observe the following:

1. Conduct themselves decently and responsibly at all times, whether on or away from BUIB's campus.
2. No student shall engage his/her fellow student or any member of the institution or public in physical conflicts.
3. Though students are not allowed to be exorbitantly dressed, they are expected to be modest, neat and presentable at all times especially when it concerns formal academic routines like class lectures, clinical and national celebrations/events.
4. All students should contribute to the general cleanliness of the facilities put at their disposal. Thus, they should avoid littering the campus/classrooms and should make maximum use of the trash cans available.
5. No item or furniture belonging to BUIB should be damaged or moved out of the campus without due permission. Consequently, the full cost of lost or damaged property will be borne by the student concerned.
6. The auxiliary staff members of BUIB (security guards, cleaners, technicians, drivers, etc.) are responsible officers of the university. Hence, no student should, on any account insult or assault them. Any student aggrieved or hurt by any employee of BUIB should make a report of their grievance(s) to the Head of Department for Students' Affairs who shall pursue the matter with the appropriate quarters concerned.
7. Students are cautioned not to smoke, consume dangerous drugs or liquor, and move with dangerous weapons, steal, or engage in any criminal practice in and out of school that will attract the disciplinary wrath of the school. Any case which involves the forces of law and order will not be the concern of BUIB.

NB: There shall be a conduct assessment (*for the School of Health Sciences only*) at the end of each academic year. The numeric score of this assessment will be recorded in the student's transcript. The BUIB Senate reserves the right to take a decision on students whose conduct scores are below 50%.

Article II: Rights, Privileges and Obligations of all BUIB

Students BUIB recognizes the fact that students in a university have to enjoy some undeniable rights. Moreover, it is paramount that for students to attain their academic goals, they are obliged to the university in a myriad ways. Such obligations are in exchange for the numerous privileges which the university offers them.

Rights

The right of membership to the Biaka University Institute Community. The right to receive tuition for the courses/programmes into which they have been duly registered.

The right to be examined in accordance with the approved rules and regulations governing the award of respective degrees and diplomas.

The right to be heard in accordance with the rules governing the fundamental rights of freedom of speech and natural justice.

Privileges

The privilege of using the name of the university to protect themselves in all honest and lawful dealings

The privilege of using university facilities to enhance the attainment of their ultimate objectives

The privilege to be certified at the end of their diploma/degree programmes at the university upon satisfaction of the accepted requirements for graduation

The privilege of receiving medical care on campus within the limits of the available resources provided they are duly registered at the St. Veronica Polyclinic (BUIB campus hospital). Free consultation, Hospitalization and discounts on Laboratory tests and medications (for admission cases).

Students shall enjoy all the services offered by the St Veronica's Medical Centre. The students will have the right to use the centre as their address and for references (if they are of good conduct).

Sick students shall benefit from free consultations and hospitalisation in the St Veronica's Polyclinic. However, they will have to pay for their drugs and laboratory tests. Only students who have medical records from the St Veronica's Polyclinic will be considered as justification for their absences.

Obligations

- Students must observe all the rules and regulations governing academic programmes such as registering for courses and sitting for examinations at the stipulated time so as to avoid untold consequences.
- Students must respect and obey constituted authorities of Biaka University Institute of Buea
- Show maximum consideration for other students and for staff of Biaka University Institute of Buea
- Treat premises which they may rent off-campus in a responsible manner and observe rules and regulations governing such premises.
- Abstain from engaging in any activity whatsoever that can bring down the reputation and name of the university or embarrass its constituted authorities.
- Pay their tuition and caution fees as required to allow for the smooth running of the university.

NB: Caution fees are refundable and can only be refunded upon receipt of clearances from the respective units concerned at the end of the course.

Article III: Obtaining Permission

Students may be given permission for absence depending on the reason for such an application. Students who just need a brief exit may get one from one of the Discipline Masters or Mistress/any teaching staff member. For those who want up to **one (1) or more day(s) off**, they must apply to the HoD Students' Affairs. All applications for permission must be sent in at least **two (2) days before** the date of exit. Students should note that until their application is granted, they are not allowed to leave school.

Article IV: Absences

Students are expected to sit for all the hours of the programme and so absences will not be tolerated. Students who accumulate ten (10) days of absence and more, within the semester will be barred from writing the end of semester examinations. The class prefects shall conduct roll call at 7:00am and 4:00pm each day. During this exercise, the students are expected to sit quietly and answer their names. Any disturbances or acts of intimidation towards the class prefect will result in grievous consequences for the student concerned. Absences accumulated during group work activities are also counted as part of the absences for each semester.

Absences recorded during periods of permission also contribute to your total absences acquired for the semester.

In the case of illness, a student must show a medical report from the University's hospital Doctors. Students, who happen to receive medical attention in hospitals other than the University's hospital, must return to University's hospital Doctors to receive clearance. Any medical report without clearance from the University's hospital Doctors will be considered null and void.

Students should keep all exits and other written permissions obtained from the school and be ready to present these when need arises. These will serve as justification for absences, in the absence of which the absences will be treated as unauthorized absences. All absences accumulated in the course of the semester must be 'paid back' through catch up days. For absences not justified, the student will have to be punished in addition to catch up days.

NB: Potential students who plan to get pregnant within the academic year should consider suspending their studies only to return when they have put to birth so that they have no obstructions to their academic activities.

Article V: Mobile Phones

Students must turn off their mobile phones during classes and exams. Phones that ring or vibrate in class will be confiscated for two weeks before being returned and if such an incident repeats itself the student may face the Disciplinary Council. Students are allowed to answer calls only during break. They should not use their phones in class during lectures, unless authorized by the lecturer for online research purposes.

Article VI: Disciplinary Committee *(See other details in Discipline Manual)*

The Disciplinary Committee (DISCOM) which is called by the Directors of Schools in consultation with the Deputy Vice Chancellor Academic Affairs may sit at the behest of the Students' Affairs Officer. Students may appear before this Committee after being involved in examination malpractice, rudeness to staff and hierarchy, repeated absences from school, fighting with or beating up another student, and other acts of indiscipline committed in both clinical areas and school premises. Students may also be called before this Committee for acts committed neither on the school campus nor placement site, but that in one way or the other affect the reputation of the school.

The decision of this Committee is binding on all involved and may only be reviewed in the light of new facts.

Article VII: Sanctions

Any defiance of these regulations will attract sanctions that may range from verbal and written warnings, supplementary manual work, suspension from classes to outright expulsion from the school, depending on the gravity of the offense. Students are also informed that depending on the gravity of an offense, they may be summarily expelled from school after an emergency session of the Disciplinary Council. The discipline department is charged with the execution of the decisions of the Disciplinary Council.

Article VIII: Suspension of Studies

In the same way that students get admitted, they must ensure that in the case where circumstances necessitate that their programmes/study be suspended, the following process must be strictly followed:

- Address an Application for Suspension letter to the Registrar of BUIB through your Head of Department/Director of School and await a reaction or response from the appropriate quarters.
- Should your application be granted, get a photocopy of the approved application for suspension letter from the Registrar which you will have to present when you plan to resume studies.
- Upon return, address an Application letter for Resumption of Studies to the Registrar through your Head of Department/ Director of School and await the corresponding feedback.
- Obtain the approved letter of resumption of studies and use your school admission information to pay your suspension fees (50 000 FRS per academic year) for all the years that you have been away and present the payment receipt to the Finance Office for clearance.
- You can now take the payment receipts to your Head of Department to be guided on the way to go. Remember that resumption means where you paused/stopped your studies, that is where you will be expected to continue till you complete your programme.

- Nevertheless, should you decide to do a complete repeat of the programme in view of upgrading your performance, your department will make a decision following the situation on the ground.
- Lastly, all students who fail to go through this process risk losing their programmes through immediate cancellation of admission since they did not officially declare their intention to suspend their studies.
- All cases of suspension at BUIB channeled through appropriate quarters as defined above should be duly copied to the Academic Affairs office for notification and archiving.
- Once a study programme is officially suspended, the student(s) concerned will continue to pay annual registration fees for the period of the suspension while the fee is frozen and activated when they return.
- All financial agreements related to the clause are null once the student fails to respect the suspension duration.

Article IX: Application for “I” Grade

Should any BUIB student fail/miss an examination with valid or genuine reasons ranging from ill health, incapacity to others, they should immediately follow up the procedure to apply for an “I” grade in their respective departments as indicated:

- ▶ Submit a complete application file to the Director of your school through your Head of Department, attaching all documents to back up your claim or advance concrete reasons to justify your absence.
- ▶ Get back to your HoD two or three working days after to obtain concrete feedback/reaction to your application in writing.
- ▶ Do a photocopy of your confirmation if positive and keep for records.
- ▶ Find out when you will need to come and sit for your own examination so that you can find enough time to prepare yourself.
- ▶ Pay the per course amount demanded (possibly during resit) and get your signed receipt showing proof of payment.
- ▶ Make sure you answer present and write all the courses which you were authorized to write and ensure that you apply for a transcript of results at the end of the examination (after results have been published) to see if the “I” grade marks have been replaced with your new scores as indicated on your individual result slip.

NB: An “I” grade means the authorities that be consider your application based on how convincing it is and conclude that the courses you ought to write were not written because you had a genuine reason for being absent and as such you **will not** be given an “F” which is a failed mark in your courses, but you will have another opportunity to sit for the examination at a time that is convenient enough for the school. Hence, should your application for “I” grade be denied, you will then have the only option of following the normal process which will obviously affect your GPA.

SECTION IV: EXTRA CURRICULAR ACTIVITIES

Article I: Sports and Recreation

Sport (SPE) is a university requirement for graduation; hence, sessions are compulsory for all students. When BUIB is involved in sporting competitions, all those who are not participating in the games should constitute the ‘supporters club (Fan’s Club)’ of the school.

Article II: Clubs and Clubbing Activities

All clubs must apply for authorization through the Director Students’ Affairs. This application shall include the name and purpose of the club as well as its list of members and a constitution binding their functioning.

All the students of BUIB should belong to a club which they have to actively serve for the whole academic year. Club meetings and activities shall hold ***on Wednesdays from 2:00 – 4:00pm.***

The existence of school and departmental students’ associations are encouraged and allowed in view that these structures serve as an arm of the BUIB administration.

Article III: Student Governing Executive

The student body will be represented by a group of elected executives. Students interested in offices in this body will have to apply to the HoD Students’ Affairs. Those whose applications are approved will have to contest in elections that shall include all the students; which will precede the electoral system adopted for the school year.

The student government representatives shall assist the school authorities to enforce the school’s rules and regulations to the letter, and will present any legitimate problems of the students to the school authorities. The administration reserves the right to terminate the function of a student

representative/prefect who is not in order and to conduct fresh elections to replace him/her. The student governing body is expected to carry out its responsibilities within the prescriptions of the school's rules and regulations.

Article IV: Socials

There shall be many social activities within the school year. These activities include welcome activities for freshmen (Matriculation Party), graduation activities, Youth and National Day activities, International Days like AIDS, Diabetes, Nurses' Days and many others. Other social activities may be organized by different clubs/associations on campus, but must be authorized by the Deputy Vice Chancellor in charge of Administration and Finance coordinated by the Students' Affairs Officer. All students must participate and contribute to these activities as shall be decided by the school authorities with input from the student government where necessary.

Transfer and Change of Programme/Course

Transfer: The course credit system permits inter-school and interdepartmental transfers. For this to happen, the candidate must meet all the requirements of the intended Department or School. Requests for such transfers must be routed through candidate's original Department- School through the Destination School, to the Registrar and the Academic Affairs office notified. Transfers are open to all students of 'good academic standing'. Students who are already withdrawn/suspended or expelled are NOT accepted by Departments or Schools.

Change of Course/Programme: A fresh student who has already registered under the course he/she was admitted into can apply for a change of course/programme to another course where he/she can be registered. Requests for such transfers must be routed through candidate's original Department-School through the Destination School to the Registrar, and the Academic Affairs office notified. Transfers are open to all students of 'good academic standing'. Students who are already withdrawn/suspended or expelled NOT rarely accepted by Departments or Schools.

-For such changes/transfers, the Finance office will review and consider ALL payments already made by the student to the former course/programme/ department/school.

University Examinations (See other details in Examination Manual)

All BUIB examination activities are managed by the Examinations office, heading by the Examinations Officer. Considering BUIB's diversity, Public Health, Higher Education and Vocational Training examinations are organized at different intervals, following their unique annual calendars of activities. Hence, students must be alert and follow up with their concerned examination activities accordingly.

Having already elaborated on examination malpractice above, we wish to inform students that they must ensure that they duly follow/respect all instructions/communiques released by the Examinations office prior to exams. Also, they should always consult the examination time tables that are published before particular examinations so that if they have any issues related to clash of courses to be written, omission of a course on the time table and much more, they should immediately report to their HoD OR the Examinations office for onward modifications.

Lastly, upon collection of examination results, students should take note that for all CA related issues, their HoDs are directly in charge of corrections. Meanwhile, for examination related corrections, students should do **two (2)** photocopies of the result slip that needs to be corrected and report to the Examinations office on the first floor of the Postgraduate Block for onward corrections.

Functions of the Students' Affairs Directorate

The Students' Affairs Division is an integral arm of BUIB's management and administration with a multi-task oriented force that promotes student welfare in all dimensions in view of creating the enabling environment for all students who are admitted into various programmes of the existing establishments.

Since 2016, BUIB's Students' Affairs Division has been in the business of promoting its numerous services:

- ▶ Student Welfare
- ▶ Discipline
- ▶ Health
- ▶ Lodging
- ▶ Restoration
- ▶ Sports and Recreation

► Guidance and Counseling

Our vision is to realize the holistic structure of a full directorate of Students' Affairs in all ramifications that will give BUIB the leverage and brand it deserves when she finally becomes an independent university entity. The service of Students' Affairs plays an “unputdownable” role in the realization of key objectives of BUIB’s academic, research, outreach and extracurricular activities in the following dimensions:

- General Student Welfare;
- Organisation and coordination of General Orientation of Fresh and Returning students;
- Upholding, ensuring and promoting general discipline at all levels;
- Coordination of Healthcare provision to students in collaboration with the St. Veronica Polyclinic Management;
- Catering and Restoration Services;
- Lodging arrangement support to students in dire need of living spaces;
- Coordination of Sports and Recreational activities;
- Compilation, printing and multiplication of Students’ Guides for distribution;
- Coordination and distribution of Student ID/Library Cards;
- Production and distribution of Student T-shirts;
- Follow up of general student complaints and mediation with all other units;
- Work hard to instill leadership skills through the student government body, class prefect ship and Club/Association management;
- Coordination of Social, Civic/National and Sporting activities;
- Counseling students on social, academic, spiritual and domestic matters that may slow students’ general progress;
- Working in collaboration with all other units of the university institute to achieve common goals and objectives.

Annual Routine Student Affairs Services/Activities
General Orientation and Matriculation programmes
ID/Library Card Production
Student Guides
Student T. shirts
Routine Medical Examinations
Student Forum (2020/2021)
Election of Departmental Executive and General Student Representative Body
National Youth Day Celebration (11 th of February, 2020.)
Leadership Seminars (one per semester)
National Day Celebration (20 th May,2020)
University Games/other organised sporting activities
Work in close collaboration with BUIB Alumni to promote career development as expatiated below.

What Does the BUIB Alumni Association Do?

The Alumni Association of Biaka University Institute of Buea was created in the year 2011 with the aim of helping to shape the future of our beloved Alma matter by representing the views of its members and contributing to building an engaged and supportive alumni community appropriate to a world class academic establishment. Its influence and activities are pivotal in the development of both the alumni community and the professional trajectory of current BUIB students. The Alumni association works in close collaboration with the university's development programme, which is committed to supporting alumni in their careers, and links to the university's career services to support mentoring and intern opportunities. The Alumni association is very proud with her members in their success which they were, are and will continue to be exposed to through this community.

Upon graduation, all former students of BUIB become automatic alumnus of the university and are encouraged to network with the alumni association so they can be able to be more committed and engaging in their career pathways. Also, they ought to belong to their respective professional

syndicates (with respect to all programmes of the five schools run by BUIB) which will promote, protect and sustain their rights at all time through connections to jobs, creation and establishment of research and capacity building teams and much more.

Together, we can work hand in glove with the administration/management of BUIB to make our prestigious citadel of learning to be audaciously different in a myriad ways. Together we stand, divided we fall.

Medical Services

BUIB works in partnership with the St. Veronica Polyclinic (aka Biaka Hospital) to render quality healthcare services to her students in diverse ways:

- Routine medical checkups for both freshmen and returning students to ascertain their state of readiness for each academic year.
- All BUIB students enjoy the privilege of free consultation, free hospitalization and a considerable discount on laboratory tests and medication purchases.
- The St. Veronica Polyclinic is BUIB's teaching hospital for all clinical practice related activities. In addition to this service, BUIB has succeeded to set up one of the biggest Simulation Centres you can find around to promote the enhancement of clinical activities on campus.
- Lastly, the St. Veronica Polyclinic is always on standby for First Aid and Ambulance related needs every time BUIB students go out for academic, civic or extracurricular activities.

Use of University Premises

Permission to use University premises for organised academic/non-academic and/or social activities must be sought from the DVC-Administration/ Finance through the Director of Students' Affairs at least a week on advance.

Music and Musical Instrument

Radios, televisions, percussion and other musical instruments are not allowed on campus but where necessary, authorization MUST BE GRANTED as per procedures mentioned above. However, this may be used only between

6:00 a.m. and 6:00 pm, and at no time should the sound be so loud as to cause disturbance to other students and the medical section.

Dances/Parties and other Festive Occasions (birthdays etc.): These events/activities are not allowed on campus if they are NOT given official clearance/authorization.

Visitors

(a) Students may receive visitors during School hours but only at break periods or when the students are not engaged in any organised school activities as seen on timetables.

(b) Students are responsible for the conduct of their visitors and MUST caution them against indecent dressing/loud noise/throwing of dirt out of the trash cans and any other act that contravenes University regulations.

NB: Under no circumstance should visitors (whether they are students' PARENTS OR NOT) enter the classrooms or other learning centres. The visitors may end at the Restaurants/canteens or other open air areas where students can meet them.

- Students must ensure to spend a limited amount of time with their visitors as their academic activities are a priority on a daily basis.

-Violation of these regulations will attract very stiff disciplinary actions.

Business within the Campus/Classrooms: Any business activity within the university campus can only be done upon authorization after application to the DVC-Administration/Finance through the Students' Affairs Director. However, ALL business operations including those authorized are not ALLOWED IN CLASSROOMS AND OTHER LEARNING CENTERS.

Bicycle and Motor Vehicles: The use of bicycle and motor vehicles (such as motor cars, motorcycles, motorbikes, motor scooters, etc.), on any part of the University campus, must be consistent with the provisions of the Cameroonian Traffic Regulation including vehicle roadworthiness, the possession of valid driving and motor vehicle licenses/insurance certificates, etc.

NB: Any sound from auto motives (loud/continuous and uncoordinated hooting) is NOT ALLOWED. Security personnel shall be called upon to address any violation to this clause.

Registration of Motor Vehicles

All staff and student motorcars must be registered with the University Security Services.

Accident Prevention

- (a) As a precaution against accidents, and for the safety of all; motorists and cyclists are reminded to obey all traffic signs and other traffic regulations on the campus including the speedometer limit of 40.
- (b) It is an offence to ride in the dark (after 7:00 p.m. and before 6:00 a.m.) without prominent lamps and rear reflect.
- (c) A cyclist must always keep close to the right-hand curb and go in a single file.

Parking

Motor vehicles and bicycles must be parked in students' parking spaces only. However, the University assumes no responsibility, and any vehicle parked on any part of the campus is entirely at the risk of the owner.

Places of Worship

Facilities are provided for religious worship on the campus with a Chapel for Catholics and Protestants (Baptist and Presbyterians) including Ministers for their Christians. The Mosque is also available in town within a short distance from the campus and Muslim faithfuls are allowed to follow their programmes upon notification. It is envisaged that the relationship between the various religious groupings will remain cordial as it has been over the years. Religious counselling may be offered by the Imam, Priests, and other learned or ordained staff members. Students may seek and receive advice on any form of personal or social matter including marriage plans but weddings/other religious activities are not to be done within the campus or university designated chapels.

NB. Tuesdays 9:00am -10:00am is officially designated for worship and other activities MUST be halted at this time for reverence to GOD ALMIGHTY.

-ALL other religious activities from non-authorised denominations within campus are therefore prohibited.

-All other activities from the authorised religious groups within the campus apart from the Tuesday Morning Devotion MUST be permitted ONLY by the Administration upon application through the Students' Affairs department.

Loss of Personal Property

The University does not accept responsibility for any loss of personal property within the campus thus, students MUST take special care of all their belongings.

Services of the Registry

The Registrar heads the Registry service at BUIB. The Registry plays a very pivotal role in any university community. That explains why the following divisions/services all work to ensure the effective satisfaction of our students who are admitted at BUIB. We have the Records office, the IT Management service, the Admissions office, the Students' Affairs service, the Guidance and Counseling service and the Sports Service which are all anchored to the BUIB Registry. All students of BUIB can present themselves at the Registry for the following services to be rendered:

- Production of transcripts of detail results, attestation of English Proficiency, attestation of Completion of Studies, attestation of School Attendance, etc.
- Processing of examination results
- Correction of CA and examination marks in consonance with the Examinations office and the various departments.
- Verification of academic records/credential evaluation with various evaluation boards/agencies
- Matriculation, Graduation and Certification processing
- Updating of students' individual records or university wide information
- And others

The Sports Unit Activities

At BUIB, we offer Sports (SPT100) as another academic (university wide) requirement for our students. The current sports disciplines include:

- Football
- Handball
- Volleyball
- Basketball
- Athletics (runs, throws, jumps, relay races, etc.)
- Gymnastics

- Judo
- Table-tennis

We are affiliated to FENASU which allows us to participate in the University Games. We are also member to BHISCO and other sporting competition bodies in the South West Region. BUIB kick started her participation in the University Games in the 2022/2023 academic year and hopes to forge ahead accordingly. We anxiously look forward to enlarging our scope to scale the heights of sporting activities to meet the already existing motto of a healthy mind in a healthy body (Pierre de Coubertin).

Student Data Protection/Privacy Policy

1. Preamble

Biaka University Institute of Buea-BUIB is committed to preserving your privacy. This section explains what information we collect about you as a student of BUIB and its processing (how we use it, and the way we protect it).

Our use of your personal data is subject to our student privacy policy, your concerns, Ministry of Higher Education guidelines, and the legislation of the Republic of Cameroon as well as our professional duty of confidentiality.

For the purpose of this Data protection and Privacy, the Officer in charge is:

Name: Mr. Nemkul Samuel

Position: Students' Affairs Director

Office Location: Classroom Block 2 upstairs

Tel: 675405498

Email: nemkul@biakahc.org

2. Contact us

If you wish to request any clarification or additional information in relation to this privacy policy, or to exercise any of your rights in relation to your personal data, please send us an email on:

nemkul@biakahc.org or call via...675405498

This privacy policy is effective as of the 2023/2024 Academic Year. In the event that we modify this privacy policy, we will communicate to you on time with clear details.

3. Key terms

No	Term	Definition
01	Data Controller	The person who determines the purpose and means of the processing of personal data.
02	Personal data	Any information relating to an identified or identifiable natural person (student).
03	Processing	Any operation which is performed on personal data, including collection, storage, use, and erasure.
04	Sensitive Personal Data	Personal Data revealing tribal or ethnic origin, political opinions, traditional, cultural religious or philosophical beliefs, trade union membership, genetic and biometric data, and data concerning health, sex life, or home background.

4. Personal Data that we collect, (may process) and what we may use it for

Most of the personal data we collect and process about you as a student is given to us by you directly during the admission process. This includes all personal information that you have provided us with when you submitted your application/registration form and supporting documents, and any other information and document you submitted to us during the admission process and thereafter. We also maintain a record of your studies at BUIB. We may also collect information on your behalf, in which case we would conduct screening checks for safeguarding purposes. The table below sets out the types of personal data that we may process, what we may use it for, and our legal bases (our reasons) for processing the information:



No	Activity	Personal data we may process	What we may use your personal data for	Our legal bases
01	Your application/registration as a student at BUIB	<p>All the details that you provide us with in the forms, together with all the supporting documents and any additional details which we may record during a face-to-face or online meeting or orientation/interview process. These include your name and contact information, photo, information relating to your education and employment, information relating to your personal circumstances and other academic progress records. Sensitive Personal Data which may include information relating to your ethnic/tribal origin, health, medical conditions, and criminal records. A record of your studies. This includes information about the exams you have taken, assessments you submitted, and your results/previous certifications.</p>	<p>Your registration as a student at BUIB.</p> <p>To deliver and administer your education. This relates to all academic matters while you are a student at BUIB, and includes the provision of our academic services to you, as set out in our student agreement.</p> <p>Assessing your eligibility for related opportunities and academic progress.</p> <p>To deal with any queries you may have.</p> <p>To meet our compliance and regulatory obligations, such as compliance with fraud/corruption regulations.</p> <p>To prevent or detect crime. Visa monitoring, residency and other national identification and immigration as well as emigration activities/guidelines.</p> <p>To carry out teaching and research.</p> <p>To evaluate the performance of BUIB and to improve the overall management of the university.</p> <p>To carry out statistical analysis.</p> <p>To promote our services. When we require legal advice or any other advice relating to our rights and obligations.</p> <p>To recover money you owe us.</p> <p>To safeguard your security and collectively our security at BUIB, including through CCTV surveillance and other security based mechanisms.</p>	<p>Execution of registration procedure/contract</p> <p>It is necessary for the performance of a contract with you.</p> <p>Performance of a legal obligation</p> <p>To comply with our legal and regulatory obligations. For our legitimate interests, and for the performance of tasks we carry out in the public interest. For administrative purposes, and to improve the overall management of the university.</p> <p>Consent</p> <p>On the basis of the consent that you have provided us, where this is required.</p> <p>You consent that we process your personal data upon the submission of said data in the context of your student contract with us.</p>

Processing of Student Data

5. With whom do we share your data?

We will share your personal data on a need-to-know basis with our Registry staff, Student Service staff, Faculty, Administration, Finance Service, Quality Assurance Service and others at BUIB, for the purpose of maintaining educational services. ***We do not share your data with third parties, except with the aforementioned and with the following persons and in the circumstances indicated:***

i. Service Providers - we may disclose your personal data to third party service providers. These include student information system provider, cloud storage providers, website hosting providers, consultants, and our legal service providers.

ii. Other Third Parties - where necessary and as required, e.g. University of Buea (Mentor University), Ministry of Higher Education (MINESUP), other partner Ministries, International partners as well as Immigration/ Emigration Services, Legal, Judicial and Security Services in keeping with National legislation.

iii. Family/Guardians/Sponsors – Especially those indicated in your registration form upon enrolment or who otherwise provide evidence of biological/relational ties with the student.

iv. Our institutional stakeholders - where this is required.

NB: We may also disclose your personal data in response to any requests made from law enforcement agencies, government entities, or public authorities, to comply with court orders, to obtain legal remedies and/or limit our damages, to protect your rights as well as our rights and the rights of our employees, and where we deem necessary or appropriate under applicable laws and regulations. We may also share your personal data with other parties in the event of a corporate reorganization.

6. Where your personal data is held

We hold your personal data at our offices and those of our third-party service providers as described in some clauses above. Some of these service providers may be located outside the protection laws.

7. Transferring your personal data outside of the national context.

The transfer of student data outside of BUIB and Cameroon will be subject to data protection laws. Your personal data may be accessed outside the above mentioned contexts via our student information system by faculty and/or

staff and international partners, who may be operating outside Cameroon in order to maintain educational services.

8. Personal Data retention period. Your personal data is part of student records and processed in terms of our Student Privacy Policy. We will not collect more data than we require or retain your data for longer than necessary to fulfil the purposes outlined in this policy.

9. Your rights with respect to your Personal Data. You have the following rights:

Right of Access - The right to access and be provided with a copy of your personal data.

Right to Rectification - The right to require us to correct any inaccurate personal data about you.

Right to be forgotten - The right to require us to delete your personal data in certain circumstances.

Right to restriction of processing - The right to require us to restrict processing your personal data in certain circumstances.

Right to data portability - The right to receive the personal data you provided us with in a structured, commonly used, and machine-readable format, and the right to transmit that data to another data controller in certain circumstances.

Right to object - The right to object to the processing of your personal data in certain circumstances, which include processing for direct marketing purposes and continued processing of your data carried out for the purpose of our legitimate interests.

Right not to be subject to automated processing

The right not to be subject to a decision based solely on automated processing, including profiling, that produces legal effects concerning you or significantly affects you.

10. Protecting your personal data

We have implemented security measures to protect personal data that we collect from being used or accessed unlawfully or accidentally getting lost. We only grant access to your personal data to those persons who have a genuine need to access it. Those processing your personal data are subject to the duty of confidentiality.

11. Complaints

We would like to resolve any concerns that you may have about the processing of your personal data directly with you. However, you have the right to lodge a complaint with a supervisory authority (the supervisory authority is the Vice Chancellor.)

Harassment, Bullying and Anti-Discrimination Policy Preamble

BUIB is an equal opportunity organisation and as such, it will not tolerate any form of harassment, bullying or discrimination. BUIB is committed to ensuring that all of its community members are aware of the importance of maintaining a workplace/campus that is safe, free from discrimination and personal assault.

1. Scope

The scope of this Policy is to define what is perceived as Harassment, Bullying and Discrimination and to stipulate the procedures that shall be adopted in cases of allegations of the aforementioned at BUIB.

2. Guiding Principles

2.1 As part of its commitment to providing a proper workplace/campus environment free from behaviours such as harassment, bullying and discrimination, BUIB firmly believes in the importance of articulation and/or speech, education and prevention. BUIB therefore places a high priority on its articulation of the pledge to eradicate harassment, bullying and discrimination as well as educating the University community on what it believes constitutes inappropriate behaviour and preventing such conduct. Through this Harassment, Bullying and Anti-Discrimination Policy, this institution wants to ensure that all students are treated with respect and dignity.

2.2 BUIB prohibits discrimination in terms consistent with Republican laws of Cameroon. BUIB is committed to providing students with an environment in which they may pursue their careers free from discrimination. Students who believe that they have been denied opportunities because of discrimination may file a grievance directly to the Office of the Vice Chancellor.

2.3 The constitution of Cameroon indicates that harassment is an intolerable violation of the dignity of every person and must not be tolerated in any institution including BUIB.

2.4 BUIB adheres to these precepts and condemns all forms of harassment and is committed to upholding the well-being and dignity of students irrespective of gender, marital or civil status, family responsibilities, race (including colour, nationality, and ethnicity), disability, age, religion or belief, political opinion, or membership or non-membership of a trade union.

2.5 BUIB recognizes that victims of harassment may experience emotional stress, physical stress, and/or a negative change in performance and that BUIB itself may also be adversely affected in terms of morale amongst members of staff and students alike, higher rate of absenteeism, and low performance. Therefore, BUIB takes report of inappropriate behaviour seriously and is committed to investigate each instance in a fair and thorough manner.

3. Objectives

The policy is aimed at:

3.1 Securing the dignity and personal development of all members of staff and students within BUIB regarding aspects of harassment, bullying and discrimination.

3.2 Informing and educating members of staff and students on the type of behaviour that is acceptable or unacceptable within BUIB.

3.3 Building a proactive environment that prevents the occurrence of harassment, bullying and discrimination within the BUIB.

3.4 Providing redress to victims of harassment, bullying and discrimination within BUIB. No student needs to fear that he/she will be victimised for bringing forward a complaint of harassment. All claims will be treated very seriously, and all the necessary action will be taken to deal with the claim. Furthermore, BUIB does not tolerate retaliation in any form for reporting a complaint.

4. Definition of Terms

Harassment and Bullying are generally defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals, and which creates a hostile or intimidating environment for work, studies or which negatively affect performance or work conditions. Individuals must

recognise that what is acceptable to one person may not be acceptable to another. Harassment is not behaviour that is based on mutual attraction, friendship or respect.

4.1 Harassment can be based on any grounds such as race, religion, colour, creed, ethnic origin, physical attributes, and gender. It includes one-off incidents or a series of incidents. It may be carried out in person or online. Harassment may be deliberate, unsolicited and coercive. It may occur among anyone: between peers (e.g student to student, administrator to student, lecturer to student, student to lecturer etc) or between someone in a position of power or authority and an adult in a subordinate position (e.g. lecturer to student, university authority to student etc).

The following may be considered as a broad classification system in this regard:

a) Physical conduct: Any unwelcome physical contact.

b) Verbal conduct: Unwelcome remarks about a person's age, dress, appearance, gender, race, marital status, disability, religion, membership of a trade union or social group, family responsibilities and upbringing, including insensitive jokes and offensive remarks as well as slander, personal insults, persistent criticism, threats and abuse of power.

(c) Non-verbal forms of harassment: Isolation, obscene gestures, setting impossible deadlines, non-cooperation and exclusion, offensive photography and ethnic/tribal/religious propaganda, stereotyping to a specific national group. The above lists are not exhaustive and should not be considered as such.

4.2 Sexual Harassment is a discriminatory assertion of power that has no place within BUIB. Sexual harassment is essentially defined as 'unwelcome sexual conduct' and is unlawful under the law. It is unethical and unprofessional and a threat to the integrity of the individual and the institution. Such harassment may exist in one or a series of incidents and it shall be unlawful for any person to sexually harass other persons, that is to say:

- To subject other persons to an act of physical intimacy; or
- To request sexual favours from other persons; or
- To subject other persons to any act or conduct with sexual connotations, including spoken words, gestures or the production, display or circulation of any written words, pictures or other materials, where the act, words or

conduct is unwelcoming to the persons to whom they are directed and could reasonably be regarded as offensive, humiliating or intimidating to the persons to whom they are directed; or

- the persons so subjected or requested are treated less favourably/unfairly by reason of such persons' rejection of or submission to such subjection or request, it could reasonably be anticipated that such persons would be so treated.

4.3. Thus, sexual harassment may involve:

- Unwelcome physical contact such as touching, hugging or kissing,
- Leering,
- Suggestive comments or jokes,
- Unwanted invitations to go out on dates or requests for sexual interaction,
- Intrusive questions about a person's private life or body,
- Unnecessary familiarity,
- Insults or taunts based on your sex or sexual orientation,
- Sexually explicit emails/ Whatsapp messages/emojis or SMS messages,
- Unwanted contacts / intrusion,
- Messages / offensive postings on social networks, texts, e-mails etc,
- Sexual images displayed electronically, in print etc,
- Sexually explicit pictures, screen savers or posters, and
- Behaviour which would also be an offence under the criminal law, such as physical sexual assault, indecent exposure, and obscene or pornographic communications.

The above list is not an exhaustive list and should not be considered as such. When a case of sexual harassment is proven, it could constitute both a civil and a criminal offence. These include but are not limited to physical molestation or sexual assault, indecent exposure and obscene communications (telephone calls, letters etc.).

Moreover, one should be aware that not all of us view behaviour the same way. As one moves away from the extreme examples of harassment, what one person views as acceptable behaviour, another person might define as unacceptable.

4.4 Bullying, though interchangeable with harassment, is more of an emotive event with more emphasis on intimidation. Bullying involves a person expressing their power through the humiliation of another person or persons. Bullying occurs between people of any age. It includes inappropriate behaviours that are typically cruel, demeaning and hostile toward the bullying

targets. The actual issue of bullying is typically not addressed by the law, except when the behaviour does become a criminal issue – e.g. extortion, physical assault etc. In this policy, bullying is broken down into four types:

- Physical (hit or kick victims; take/damage personal property),
- Verbal (name calling; insults; constant teasing),
- Relational (try to cut off victims from social connection by convincing peers to exclude or reject a certain person),
- Cyber bullying.

The following is a non-exhaustive list of tactics used by bullies to control their targets:

- Unwarranted yelling and screaming directed at the target,
- Continually criticizing the target's abilities,
- Blaming the target of the bullying for mistakes,
- Making unreasonable demands related to performance,
- Repeated insults or put downs of the target,
- Repeated threats to remove or restrict opportunities or privileges,
- Denying or discounting the target's accomplishment,
- Threats of and actual physical violence.

4.5 Discrimination - Discriminatory treatment means any distinction, exclusion, or restriction which is not justifiable in a democratic society including discrimination made based on marital status, pregnancy or potential pregnancy, gender, colour, race, ethnicity, creed, disability, religious conviction, political opinion or membership in a trade union or in an employers' association.

5. Legal Implications

5.1 Members of staff and students of BUIB are hereby informed that sexual harassment, bullying/discrimination are crimes also punishable with a fine or imprisonment with clear terms as instituted in the constitution of Cameroon.

5.2 The presence of this Policy does not preclude the complainant from seeking legal redress through criminal proceedings or a civil action for damages. This should only happen where the administration of BUIB has failed to review and address the situation after complaints.

6. Responses and Remedies

Both harassment and bullying cover a wide spectrum of behaviours, and the response to both must be equally broad in range, appropriate to the behaviour in question and capable of providing a constructive remedy. There must be no summary justice or hasty punishment resulting from a complaint of harassment or bullying. The process of investigation and settlement of any complaint must be fair to all parties; allowing adequate opportunity for the presentation of a response to the allegations.

Minor incidents of harassment, discrimination or bullying should be corrected promptly and informally, taking a constructive approach and with the goal of bringing about a change in negative attitudes and behaviour. More serious incidents should be dealt with according to the relevant guidelines including legal recourse. Complaints should be handled in a timely, sensitive, responsible and confidential manner. There should be no tolerance of reprisals taken against any party to a complaint. The names of parties and the circumstances of the complaint should be kept confidential except where disclosure is necessary for the purposes of investigation or taking disciplinary measures. Any disclosure of information will strictly be reviewed carefully to avoid unforeseen damage.

6.1 Grievances Procedures These procedures are intended to make explicit to both members of staff and students know how cases of harassment are to be tackled. These procedures reflect current standards of good practice and follow the basic precepts of justice, namely:

- (a) The alleged harasser should be informed of the nature of the accusation against him/her.
- (b) The alleged harasser will be given the opportunity to state his/her case prior to the undertaking of any disciplinary action.
- (c) Those presiding over both investigative and disciplinary hearings will act in good faith prior to reaching any decisions.

6.2 The VC or her representative shall appoint a Case Advisor who shall assist all parties involved in allegations of harassment and bullying, in determining the basis, if any, for a complaint of harassment; in formulating the complaint and/or response; and by explaining the options available through the University's Harassment and Bullying Policy. The investigator should be an official who is knowledgeable in dealing with cases of harassment.

6.3 The case advisor shall provide information, advice and assistance to staff members and students filing complaints of harassment. The case investigator

shall also play a key role in investigating and resolving complaints, as detailed in the procedures below.

6.3.1 Two routes may be provided for parties involved in a harassment complaint: an informal and a formal route. Although the parties involved would be encouraged to resolve the complaint in an informal manner, it is ultimately the choice of the complainant which route to take.

6.3.2 The Human Resource Officer will hold a database of all complaints and details of outcomes.

6.4 Complaints

6.4.1 Any student or employee who wishes to make a complaint may address it either to the Human Resource Officer or Quality Assurance Office in the case of an academic/administrative employee and to the School Counsellor or Student Affairs Officer in the case of a student. In the first instance, a student or employee who believes that he or she has a complaint of harassment, discrimination or bullying shall be encouraged to make a direct request to the harasser that the offensive behaviour or actions cease. Where the complainant is too embarrassed or prefers not to approach the harasser to reach informal settlement, the former may ask a colleague or superior officer to raise the issue with the person concerned.

6.4.2 Following the consultation with the case advisor and within five (5) working days or more as the investigator and/or the complainant may deem necessary, the complainant shall advise the investigator which one of the following options they intend to pursue:

- (a) To follow the informal procedures
- (b) To make a formal complaint
- (c) To take no further action.

6.5 Informal Procedures

6.5.1 All proceedings taking place under informal procedures shall be treated as confidential.

6.5.2 If a complainant wishes to proceed to use the informal procedures, the following must occur:

- (a) The complaint must be filed within 7 seven working days after the incident(s). This does not apply when the situation is ongoing;
- (b) The complainant must provide the case advisor with a written complaint giving details of the alleged harassment or bullying, as defined above, including dates, times, places, names of individuals involved in the incident(s), names of any witnesses and any other relevant information.

This should normally be provided within five (5) working days after the initial consultation with the case advisor;

- (c) Within five (5) working days from the receipt of the written complaint, the case advisor shall inform the alleged perpetrator of the allegation(s) and shall provide the alleged perpetrator with a copy of the written complaint;
- (d) Within twenty (20) working days of the action described in (c), the case advisor shall investigate the complaint and interview the complainant and the alleged perpetrator. The complainant and the alleged perpetrator may be accompanied during the interview by a person of trust. If a resolution is achieved because of this informal process, a written copy of the resolution shall be signed by the complainant and the alleged perpetrator. A copy of the written complaint and the resolution shall be maintained by the Human Resources Department, as applicable, in a confidential file for a period of five (5) years from the date of the signing of the resolution and shall be destroyed thereafter.
- (e) If the informal procedure has not been successful, the case advisor shall inform the complainant and the alleged perpetrator in writing that she/he will be recommending to the Vice Chancellor that formal procedures shall commence.

6.6 Formal Procedures

6.6.1 The complainant or the alleged perpetrator may proceed to the formal procedures if:

- (a) the alleged perpetrator or the complainant does not agree to participate in the informal process, within ten (10) working days of the rejection of the informal procedures; or
- (b) The informal process does not resolve the dispute within ten (10) working days of the completion of the informal process.

6.6.2 If a complainant wishes to proceed to use the formal procedures, the following must occur:

- (a) The case advisor shall forward a copy of the written complaint compiled by the complainant to the Vice Chancellor or her representative;
- (b) Should the Case Advisor deem the complaint to be justified, the VC shall within five (5) working days call the Disciplinary Council. The composition of the Council may vary depending on whether the case involves a student or an administrative employee or a Faculty member.

The Council will hear the case and will decide whether the complaint was justified or otherwise. The Council will also recommend whether disciplinary action should be taken against the alleged perpetrator or potentially the complainant if it results that the complaint was not genuine.

7. Application

These procedures apply to harassment, bullying and discrimination cases experienced by the BUIB staff as well as students. It furthermore applies to stakeholders of BUIB, its sub-contractors and other third parties with whom they conduct dealings (if the bullying, harassment and discrimination takes place within BUIB or in other avenues where the perpetrator or victim officially represented BUIB).

7.1 All stakeholders shall be informed of this Harassment, Bullying and Anti-Discrimination Policy through the distribution of this Policy document and through training thereof for students. The HR and or Quality Assurance Office shall be the main point of reference to provide advice and assistance on this Policy. The Director of Students' Affairs will also advise the students about the policy.

Limiting of Academic, Records and Registration/student Services

The Registry, Academic Affairs and other BUIB related services are authorized to withhold their services and refuse registration to any student or former student who fails to return robes, athletic, practical, library, or other university property entrusted to his or her care, or who fails to comply with rules governing the audit of student organization accounts, or who fails to pay any fees, tuition, fines, or other charges assessed against him or her by other students, a university official or by the administration.

Campus Signs and Poster Regulations

"Signs include billboards, labels, notices, placards, posters, banners, and posting as any means used for displaying a sign." The campus is open to posting of signs by the university community and non-university groups or individuals within the following restrictions:

1. All signs and posters must have the stamp of the appropriate office. Before publicly posting a sign or billboard, the individual, non-university group, university department, and registered student organizations must have the sign stamped by the Office of Administration/Finance.

Signs and posters etc. placed outdoors on university grounds must be approved for location by the service for Logistics and Development.

2. Indoor bulletin boards located in academic and administration buildings are normally restricted for the use of the university schools, departments, administrative units, university groups, and registered student organizations. If the indoor bulletin boards are to be used for posting, the unit that maintains the bulletin board must grant approval.
3. Before publicly posting a sign, the individual, academic department, university office, or group must have the signs stamped for posting by the Office of Administration/Finance.
4. Billboards, banners, and posters exceeding 14"x22" are restricted for the use of university schools and departments, administrative units, registered student organizations, and university groups. Those desiring to use the canteens/restaurants area for posting must receive approval from those managing the canteens/restaurants.
5. Signs must be removed from the campus and bulletin boards no later than forty-eight **(48) hours** following the event publicized.
6. All events sponsored by registered student organizations or university student groups should also be published on required social media groups prior to posting and advertising of the event(s).
7. All signs must carry the name of the organizing/sponsoring individual or group.
8. A sign may not be attached to:
 - a) A flowering shrub, tree, or plant, or placed on any landscaped area.
 - b) A permanent sign installed for another purpose.
 - c) A fence, chain, or its supporting structure.
 - d) Brick, concrete, masonry structure, glass, or other finished surfaces on the campus.
 - e) Signs may not be secured by driving stakes in the ground or by digging holes to stabilize signs without technical authorization from the Office for Logistics and Development.
9. During Student Group elections and other socio-cultural/sporting activities, exceptions are made regarding sign and poster regulations. Students campaigning should contact the Students Affairs Office for election code regulations concerning posters or signs for waivers or exceptions.
10. The Director of students/designee, university security officers, and other related employees may remove signs, posters, etc., on university

property that are in violation of the sign and poster regulation.

11. Violation of these regulations may result in future denial of posting privileges for a designated period of time as well as disciplinary action in severe cases as deemed necessary by the competent university officials in charge.

Distribution of Printed Materials

Distribution of printed materials, e.g., newspapers, handbills, pamphlets, literature, stickers, etc., is permitted on campus as long as there is no interference with the normal operation of the university and with the following restrictions:

1. Non-members of the university community may not make use of university buildings or grounds for any distribution purposes unless registered with the Office of Students Affairs in advance. In addition, distribution of printed materials in university-owned buildings or grounds by individual students and registered student organizations may occur only if the materials are stamped in advance by the Office of Students Affairs.
2. In no case may any distribution include materials which are libellous, obscene, or violate or encourage the violation of state, local and Higher Education laws. Individuals distributing printed material deemed contrary to the foregoing do so on their own risk and will subject themselves to arrest and prosecution by the public authorities, and in addition, a student will subject himself or herself to disciplinary action.
3. Placing printed material on vehicles is prohibited.
4. Printed materials must have the name of the individual or group clearly indicated on the printed material.
5. Students dealing with off-campus groups/institutions desiring to market/advertise for commercial purposes shall contact the Office of Administration/Finance for authorization.
6. The distribution of printed material must not disrupt the flow of faculty, staff, or student traffic, or interfere with the rights of others and their related academic/extracurricular activities.
7. Normally the campus is open for the distribution of printed materials Monday through Saturday from 7:30 a.m. to 6:00 p.m.

Demonstrations and Mass Gatherings

In the context of socio-political crisis, pandemics, political affiliations, elections, public disorders by unions and other groups, student grievances, students and groups planning a demonstration or mass gathering **MUST BE WARNED THAT SUCH ACTS/EVENTS ARE NOT PERMISSIBLE ON CAMPUS.**

However, the right of students to express views through formal channels in a responsible manner is protected on campus so long as they do not disrupt the normal on-going campus functions, interfere with the rights of others, or engage in the destruction of property.

NB: *If students plan or participate in any demonstration which subsequently becomes violent and destructive, then ALL those who engaged in the unlawful conduct may be subject not only to disciplinary action but to civil/criminal prosecution. Students are not allowed to interrupt the daily functioning of BUIB and ALL its related activities as a medium to express their grievances on any subject of concern.*

BUIB has an obligation to its students and the larger society of which it is a part to provide the fullest opportunity for a free exchange and critical evaluation of diverse viewpoints. This means freedom to teach, freedom to learn, freedom to discuss, and freedom to expose ideas to the critical analysis appropriate to the university setting.

In order to accomplish its mission, the Administration, Faculty, and students have a continuing responsibility for preserving the properly directed use of the institution's freedom to teach, discuss, and explore. The university's dedication to the spirit of free inquiry requires the examination and evaluation of controversial viewpoints but obviously does not require the endorsement of such viewpoints. Divergent points of view must be recognized but at the same time kept within a framework of orderly conduct in accordance with human dignity.

University Facilities Policies: Use of University Facilities Statement of Principles

University facilities/infrastructure/other resources

University facilities exist for the primary purpose of serving a planned and scheduled programme of educational activity. At times, when not required in the regularly planned educational programme, the university facilities may be made available for extracurricular use to departments, and other organizational units of the university; to organizations composed exclusively

of faculty and staff; to organizations which exist solely for the benefit of the university; and to recognized student organizations with the approval of the administration. University facilities under the law cannot be made available to other organizations for their own purposes in contravention to the business of education.

However, when a facility is in use neither for a regularly scheduled educational activity nor for an extracurricular use by one of the university organizations listed above, the VC is authorized to approve the use of the facility when such use serves the educational objectives of the university.

Procedures for Faculty and Staff in relation to external invitees with benefits for students

A member of the faculty shall be free to invite outside speakers to participate in any class, conference, or institute which is a part of the university educational programme. Any school, department, or other organization of the faculty or administration, any organization composed exclusively of faculty members or university employees, and any other organization whose membership includes university faculty members and which exists solely for the benefit of the university or for scholarly pursuits may use university facilities to hold meetings, subject only to local regulations regarding room scheduling.

NB. Prior notification to the administration must be done.

Student Organizations

Any registered student organization may use university facilities for open or closed meetings or performances subject only to local campus scheduling regulations. If an off-campus speaker or performer is to be invited to address an open meeting of a registered student organization, the Students Affairs Service must give express approval before an invitation is extended and publicity is released.

The university administration may properly inform an organization of its views on any proposed meeting to which an off-campus speaker or performer has been invited but will leave the final decision concerning the meeting to the organization and Students Affairs Service. Publicity and communications concerning any meeting shall clearly identify the sponsoring organization and shall carefully avoid any stated or implied university sponsorship.

In all open meetings at which an off campus speakers will speak, a tenured faculty member shall serve as moderating participant and a reasonable

period shall be reserved for questions from the audience. An invitation to a speaker does not necessarily imply approval or disapproval of the speaker or his views by either the university or the student organization. In case a request for the use of a university facility by a registered student organization cannot be granted, it is the responsibility of the university officer to whom the request was made to notify promptly in writing the organization making the request; stating the reasons for the denial.

Speakers **SHALL NOT** be invited to the campus to discuss political issues. Registered student organizations may solicit membership and dues at meetings but the Students Affairs Service shall regulate amounts demanded and make a written report to the VC detailing the amounts demanded, collected, purpose and usage. Money may not be raised for projects not directly connected with a university activity, and private business may not be conducted in university facilities or in such organizations. Any matters of corruption and extortion herein shall be prosecuted by the Disciplinary Council.

Non-University Groups linked to students

The facilities and resources of the university exist for the sole purpose of supporting and furthering a programme of higher learning. The use of facilities of the university should be extended to non-university groups only when that use will enhance, support, further, or enrich the educational programme of the university and such use will not interfere with the educational activities of the university. Requests for the use of university facilities by a non-university group should be directed to individuals designated by the VC. The evaluation of the appropriateness and worth to the university programme of a particular use of facilities by a non-university group or organization shall be based on the following criteria:

1. Relevance and contribution to the needs of the educational programme of the university specifically to the students.
2. Timeliness and intrinsic merit of the activity.
3. Availability of suitable space not needed for the educational activities of the university. University facilities shall not be used by non-university groups or organizations for their own exclusive purposes, for the solicitation of political party membership, for the support or opposition of a political candidate, for the raising of money for projects not connected with a university activity, or for the conduct of private business.

The St. Veronica Medical Centre

Also known as the Biaka complex, the St. Veronica Medical Centre (SVMC) is the umbrella name for the entire Biaka complex. The SVMC is comprised of the St. Veronica Polyclinic (SVP) AKA Biaka Hospital and the Biaka University Institute of Buea (BUIB). The SVMC is owned by the same proprietor and managed by a centralized system of administration under the able leadership of the Vice Chancellor and CEO Dr. Mrs. Francisca Hongla Biaka, with some offices cutting across both establishments.

In terms of services, the SVP offers all round healthcare provision services to patients in and out of Buea. The Biaka Hospital has a rare cream of well trained and highly professional paramedical workers who are dedicated to the business of saving lives at a very affordable cost. This hospital establishment can boast of cutting edge general practitioners and specialists in diverse domains put at the service of her clients. Given her status as a renowned hospital, only cases above their competence can be referred to either the Buea Regional Hospital, Mile 1 Hospital Limbe or bigger hospitals in Douala where patients can be rendered special services.

On the part of BUIB, we run **five (5)** functional schools at Biaka namely the Schools of Health Sciences, Management Sciences, Education, Agricultural Sciences and Engineering and Technology, with well-designed and very innovative programmes which provide high quality training for our students and prepare them for the current needs of the job market. At BUIB, we have the “Audacity to Be Different”.

Students Healthcare and relevant Tips

Preventive Measures

- i. Avoid undue stress and strain on your body, read regularly and do not leave it until the time of examination, 6-7 hours' sleep is a must for young people.
- ii. Individual exercises are good, but group sport is more beneficial for your social, mental and physical well-being.
- iii. **Avoid smoking**, it reduces expectancy of life, increases the risk of death from heart diseases, stroke, chronic bronchitis, emphysema, and several kinds of concerns.

Remember, you are the only one who can stop smoking on your own, and the effort along is something to take pride in.

- iv. **Substance Use:** All stimulant e.g., Amphetamines, Indian hemp, Cocaine, Alcoholic drinks are harmful since they are habit-forming and lead to addiction. You can perform excellently well academically without using drugs, including a lot of Nescafe and Cola-nuts. Their use is a waste of money, and most of all, harmful to health.
- v. **Unwanted Pregnancy:** Normally, two weeks after a missed menstrual period is the earliest time that a pregnancy test might be recommended.
- vi. **Sexually Transmitted Disease (STDs):** The common STDs include Chlamydia infection, gonorrhea, genital herpes, syphilis, virginities, AIDS etc. Avoid extra marital sexual relations and promiscuity. Remember your health is a pre-requisite to your future children in particular and that of the society in general. You should not risk it!

Take preventive measures against:

- (a) **Malaria** (e.g. use a mosquito net, long sleeve shirts in evenings/cover all body parts, avoid indiscriminate throwing of wastewater/allowing standing water around the house etc.).
- (b) **Typhoid:** (Washing hands with soap and water after toilet, boil drinking water, warm leftover food before eating, avoid eating open food and water assessable to flies, indiscriminate disposal of waste)
- (c) **Tuberculosis:** (avoid indiscriminate spitting, boil cow milk before use, encourage any of your colleagues with chronic cough, coughing out blood, or loss of weight of up to 5kg to seek medical attention at the Polyclinic.
 - i. If you require medical attention after School hours, report to the medical staff or nurse on duty who will take necessary action.
 - ii. All medical records are kept strictly confidential and will not be released to anyone without your permission.
 - iii. Remember your health can be a critical factor in your academic, social and professional success.
 - iv. Inculcate the spirit of open-heartedness, tolerance, morality, and peaceful co-existence.

Try to create an environment conducive for learning and academic pursuits. This is a guarantee for a successful and healthy pursuit of knowledge.

-As first-year students, you are at your most vulnerable stage.

-Having left your homes and parental care for the first time, you are faced with a lot of challenges.

- You are advised to tread cautiously as you explore new grounds. Realize that HIV/AIDS is a reality, even on this campus. Your health is in your hands.
- You need to remain healthy in order to graduate.
- Being healthy means you maintain a sound physical mental and psychological well-being. -You are expected to maintain good personal hygiene and a clean environment.
- Avoid eating and drinking indiscriminately, especially when travelling.
- Learn to plan your time well in order to avoid stresses associated with last-minute preparations for your examination.
- Make sure you have at least 6-8 hours of sleep daily.
- Find time for regular outdoor exercises, at least 30 minutes, 3 days a week. Remember a sound mind is in a sound body.

Drug Abuse and Misuse

- Do not allow academic stress or the influence of bad friends drag you into drug abuse.
- Avoid all forms of stimulants, Panadol, cola nuts, Indian hemp, cigarette smoking, etc.
- Self-Medication which is common with pharmacy and medical students is also drug misuse. It could be very dangerous. Avoid it. Try to see a doctor at the slightest sign of ill-health.

Infectious Diseases

- Malaria remains the number one cause of morbidity and hence poor academic performance in the environment.
- Help yourself by trying as best as you can to avoid mosquito bites. The use of mosquito nets, insecticide sprays and proper dressing can be very helpful. In any case, see a doctor at the earliest symptoms.
 - The commonest killer disease is typhoid fever.
 - Make sure what you eat or drink is hygienic.
 - A vaccine is available for those who can afford it.

Take preventive measures against: Malaria (e.g., use a mosquito net, long sleeve shirts in the evenings, avoid indiscriminate throwing of wastewater etc.);

Typhoid: (Wash hands with soap and water after toilet; boil drinking water, warm leftover food before eating; avoid eating open food and water accessible to flies, avoid indiscriminate disposal of waste);

Tuberculosis: (avoid indiscriminate spitting; boil cow milk before use; encourage any of your colleagues with chronic cough, coughing out blood, or loss of weight of up to 5kg to seek medical attention at the Polyclinic.

Meningitis: Epidemics of this disease are not uncommon in this region. Fortunately, an effective vaccine is available against it.

Sexually Transmitted Diseases (STDs): include gonorrhea, syphilis, genital herpes, AIDS among others. There is a high prevalence of these conditions among staff and students of this University. The complications of STD vary from poor academic performance, infertility to inevitable death in some cases. You should know that HIV AIDS is real and is here with us.

- Do not underestimate it.

- An HIV infected person may look quite normal as you. So be cautious and responsible while you discover your new world.

- Make sure you take certificates home and not AIDS. Aids and the STDs are preventable through abstinence avoiding casual sex and sticking to one partner.

- If you must have sexual intercourse always use Condoms.

- A condom protects from STDs and unwanted pregnancies.

- However, it does not give 100% safety. If you would like to know your HIV status, visit the polyclinic.

- Be careful with what a lot of local traditional healers say about vaccine or cure for AIDS and other health issues.

- Don't let them deceive you.

- We advise that you to seek medical advice about any health concerns from the Polyclinic (Biaka Hospital).

COVID-19

- COVID-19 is a disease caused by a new strain of Coronavirus.

- ‘CO’ stands for corona, ‘VI’ for virus, and ‘D’ for disease.

- Formerly, this disease was referred to as ‘2019 novel Coronavirus’ or ‘2019-nCoV.’The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.

What are the symptoms of COVID-19?

Symptoms can include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or

the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19.

How does COVID-19 spread?

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, and mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

What is the treatment for COVID-19?

However, many of the symptoms can be treated and getting early care from a healthcare provider can make the disease less dangerous.

How can the spread of COVID-19 be slowed down or prevented?

As with other respiratory infections like the flu or the common cold, public health measures are critical to slow the spread of illnesses. Public health measures are everyday preventive actions that include:

- ✓ staying home when sick;
- ✓ covering mouth and nose with flexed elbow or tissue when coughing or sneezing. ✓ Dispose of used tissue immediately;
- ✓ washing hands often with soap and water; and
- ✓ cleaning frequently touched surfaces and objects. As we learn more about COVID- public health officials may recommend additional actions.

University Security Officers

University Security Officers double as those of the entire SVMC. Their job is to strategically ensure security in all ramifications. These officers work under the direct instructions of the DVC-Administration and Finance and have the following duties amongst others:

- Do checks/controls at entry and exit points of the campus/complex.
- Control and regulate students' movements, dressing and general presentation in collaboration with the Service of Students' Affairs.
- Verify/scrutinize cars entering and exiting the campus to prevent the displacement of valuable properties belonging to the complex.
- Have a catalogue of complex properties and all registered automobiles owned by the complex for close security follow ups.
- Work in collaboration with all other units to ensure the attainment of collective objectives.
- Etc. /and others...

The Role of Students in enhancing Security

1. Assist Security Office with true and justified information without prejudices concerning any criminal act(s) or any secret plan(s) to disrupt peace in the University, which you have knowledge of.
2. Report promptly to Security Office any suspicious move or movement of an individual(s) in any part of the Campuses.
3. Always avail yourself to checking at the gates or anywhere when security staff demands to do so, as refusal can create a lot of problems.
4. Do not support your fellow student(s) in criminal activity as this will certainly promote injustice and confusion within the University.
5. You should generally inculcate the habit of security consciousness.
6. Do not bring expensive and costly items to school, they always attract thieves.
7. Keep your money in the Bank and retain only pocket money with you.
8. Students should always keep their doors locked while leaving the room even to the bathroom or while on the bed whether sleeping or not.
9. Do not align yourself to any group that holds its meeting secretly. That will certainly ruin you and affect your studies. Secret cults are deadly and must be avoided.
10. Do not organise or participate in any riot/demonstration that would lead to a total breach of peace, but adopt a method of dialogue in addressing your grievances with the management.

-It is important to note that, the services of the Security Division are on 24 hours' basis. Therefore, all information, complaints and other security-related problems should be promptly reported to them.

-Finally, you should always remember what you have come to the University for and ensure that you work diligently towards that goal. The achievement of this goal will give you an honourable status, honour to your family and the entire nation.

-Do not emulate the bad example of those who waste ten solid years pursuing one degree and end up being expelled.

Students' Representative Organizations/Associations/Clubs

At BUIB, we encourage and promote personal and collective development. One of such ways is through the Students' representative organisations on our beloved campus. Entrepreneurial leadership which builds our students to become useful in diverse ways is one of the approaches that makes us audaciously different.

During their different periods invested on our campus, our students have the privilege of belonging to different student representative structures as well as clubs and associations which they so deem fit and necessary. The following are an elaboration of such platforms:

Student Government

Here, all officially admitted students of BUIB have the right to automatically belong to the following whether they are fully committed to their membership or not:

- Departmental Associations
- Faculty/School Associations
- Student Representative Government

NB: Another very important leadership function/role is that of the Class Delegate. All aspiring candidates for any association executive position or that of the Class Delegate must be morally and academically upright, be ready to work committedly for the common good of the class. Class Delegates/Association Executive members are elected at BUIB every academic year to promote the advancement of democracy in diversity.

Clubs and other Organisations

To enhance other extracurricular skills at BUIB, there is room for all admitted students to belong to any club or organization of their choice, depending on their availability. It is not always a wise thing to be a social island. Hence, having a sense of belonging at BUIB is of great importance. BUIB students can therefore belong to any officially authorized organization or group on campus. Again, they can also belong to different clubs as follows:

- Health Club
- Debate Club
- Journalism Club
- Entrepreneurs' Club
- Music and Dance Club
- The BUIB Choir
- The Arts and Craft Club
- The Sports Club
- The BUIB Models' Corner
- The BUIB Ambassadors' Corner
- The Human Rights Club
- Etc.

NB: For proper functioning and coordination, all organisations, clubs and associations on campus are strictly coordinated under the Service of Students' Affairs, in line with enshrined rules and regulations that are binding to all and sundry.

Regulations Governing Students Publications

The University maintains a tradition of encouraging vigorous, free students press. As such students' publications on campus must abide by the following regulations

1. Only registered students' organizations may produce any publication or printed materials bearing the name of the University or purporting to emanate from it.
2. Printed materials published by students of the University may be sold on the campus only if they are produced by a registered student's organization and have obtained due authorization.
3. All student publications must carry the names of the organizations and members of the editorial board.
4. Any student organization, which publishes, sells, or otherwise reproduces materials on the campus, is responsible for those materials including their contents and matters that may arise.
5. All student publications must state explicitly on the editorial page that the opinions expressed there are NOT those of the University or its student body as a whole.

NB: Publications that are libelous and /or slanderous are prohibited on campus and are subject to disciplinary actions

Students' Time Table

Certainly, you do not want to rush and join every club without first determining how much you will have left after you subtract class time and study time. The first thing to remember is that you came to University to get an education. The next thing to remember is that having set aside time for the academic pursuit, it is important to work just as hard at structuring the rest of your time.

Most educators agree that learning that takes place outside the classroom is very important to your total educational development. And an important part of personal growth during these 4/3/2/1 year(s) or so will result from your involvement in University life.

Study Skills: Planning and Preparing Time Management

Before you read this section, which of the following choices will you make?

1. Will you prepare a time management Time Table or will you study only whenever you feel it's necessary?
2. In reading your class assignments, are you a little bit behind your lecturers; or have you read the assigned materials before the lecturers discuss it?
3. Do you feel that reading class assignments just once is enough, are you committed to review after you have read it for clarity?
4. Do you underline or take note when you read?
5. Do you seek to find a logical relationship between class lecturers and your reading assignment for the class?
6. Do you try to write down every single word spoken by your lecturers in class, or have you learned to distinguish between major and minor points made by your lecturers?
7. When do you revise your class notes? Only at test time or shortly after you take the notes?
8. What are the important steps in preparing for your test, and do you follow them?

Time Management

One of the important decisions you will have to make in the University is how to organize and get the most out of the study time. You have to say NO to your friends sometimes. But it is very important that you adhere to a Time Table. A time management schedule helps you develop a daily and weekly routine that will allow you to be successful both in your University study and in your leisure activities.

Reading Textbooks

The next step in the process of gaining the study habit is learning how to get out of what you read. The main reason you read is for you to learn something about yourself and the world in which you live. Remember that books, particularly your textbooks/hand-outs are a permanent record of your university experiences. Even more important, reading provides you with information that makes you more intelligent and an interesting person. One who is better equipped to make the most of opportunities.

-Therefore, develop a positive attitude about reading, reading introduces you to new experiences; if you want to be informed, read! Reading encompasses all videos, films and music. They are all good forms of communication, but you are only a passive listener.

- Reading makes you an active participant in the world of communication.
- To read is to think. Reading raises your level of understanding and expands your capacities to retain information.

Basic Guidelines for Reading

1. First, re-read your assignment. Skim the chapter/chapters to find out generally what you are going to learn-noting the important points. If the chapter has a summary and/or study questions at the end, read them first so that you will know what to look for in the particular assignment.

2. Secondly, read the assignment. As you read, make notes on a separate sheet of paper, or on the margins, of elements in the chapter that appear important to you and you want to remember for class. Make sure you are familiar with the information called for in the study questions at the end of the assignment.

3. Finally, re-read. When you have finished reading, look at your notes and any questions you wrote down to be certain that they have been curtailed, and answered. Now skim the chapters again re-reading the marked or underlined portions. Be sure you see how all the ideas are related to one another.

It is always a good idea to review your assignment just before class. This is especially useful if you have read the chapter several days in advance.

Taking Notes

The next step toward perfecting your study habit is taking good notes from your classes. Your classes are going to be different from what they were in senior secondary School or your former college. In senior secondary school, you probably had the benefit of small classes and readily available teachers. Now you are in a University lecture theatre or hall with 200 other students sharing courses with some but not all of them. This means that you will need to shoulder even more responsibility when it comes to taking class notes.

The important element for note-taking is organization. Keep a separate notebook or separate divisions in a big notebook for each course. Follow the following guidelines for developing and maintaining good note-taking skills:

1. It is impossible to write down everything that is mentioned in the lecture or class, but write as much as you can, especially information that is:
 - (a) Repeated,

(b) Preceded by a word like important or information that is written on the blackboard. Don't worry about neatness. Your notes are for your benefits. You may even want to develop your abbreviated writing or shorthand.

2. Listen carefully at the beginning of the class for the lecturer's outline of the hour's discussion. Try to jot down your notes in an outline form so that you can see how the information given is related in meaning and importance.

3. If the lecturer takes the time to emphasize a certain point, make sure you emphasize that point in your notes by underlining the point so emphasized and/or repeated are more than likely to appear in a test or an examination. It is important for you to match class note with the information in your textbooks.

4. After class, don't allow your notes to get too cold before you revise them, especially if you write poorly, as possible, look over your notes while the material is still fresh in your memory.

If you find that re-copying notes help you to remember, do it and do it well.

Taking Examinations

The final step in the study habit is learning how to take tests. Tests or examinations are a very important evaluation of your work in a course. On it is the test, assignment and examination that will determine what your final grade will be. The following steps will guide you in preparing for a test:

1. Study your notes. Even if you think you know the material, spend some time going over it again.

2. Discuss class notes, hand-outs and lectures with members of the class. You may even want to prepare practice test questions with your classmates.

3. Don't spend the whole night before the examination cramming. Go to bed early so that you will feel refreshed the next morning.

4. You may even want to get to class early so that you relax and get comfortable.

5. You have studied and are ready for your test. The lecturer will usually announce beforehand what kind of test you are taking.

Because of student population explosion in classes, many lecturers or professors give objective tests which may include True or False, multiple-choice, completion, or matching question. Others give essay examination questions, especially for postgraduate students.

(a) True or False Questions

-When preparing for True-False questions, always look for the keywords because one word can change the meaning of a sentence.

- Look for words like some, all and always. You have a 50-50 chance of choosing the correct answer.
- Don't let a statement that seems to be true confuse what you know if you have studied well, you will be able to answer a true-false question.

(b) Essay Examinations

Essay examination questions call for both writing ability and good clear organization. The key to successful essay examination response is planning and writing. Use the following guidelines for writing a good essay examination.

1. Read over the entire examination question first. When you have read the instructions, decide how much time you have for each answer. Budget your time! If a choice of questions is given, eliminate the question(s) that you know the least about. Always save some time to read over your answers.
2. Analyze the question. In an essay test, the verb is always the most significant word in the question. A verb like summarize, analyze, compare.
3. If your teacher allows you to answer the questions in order, begin with the question(s) you know best. This method will increase your confidence.
4. Write a brief, information outline of your answer in the answer script (Not on the question paper). Don't waste too much time outlining. Jot down the main points that will help you write a well-organized answer.

Summary

1. **Budget your time.** A time management schedule (time table) will help you. Why not make a time management plan now?
2. **Get the most of your studying.** Find a study area that suits you. If it is helpful to get a reliable study partner.
3. Get the most out of your textbooks/hand-outs by pre-reading, reading and re-reading.
4. Develop note-taking skills what will help you get the most out of class lecture and reading assignments.
5. Know the kind of tests you may take.
6. Be prepared for surprises

University Prizes and Awards during Graduation

Biaka University Institute of Buea (BUIB) promotes excellence in numerous ways. During graduation/convocation ceremonies, the Prize Award Committee works tirelessly to see to it that they source for as many prizes as possible to be handed to meritorious students. Awards of excellence are always given following unique patterns:

- Best Overall Graduating Student (for undergraduate programmes)
- Second Overall Best Graduating Student
- Third Overall Best Graduating Student
- Best Graduating Postgraduate Student
- Best Graduating Student in the various schools
- Best Graduating Student in various departments/programmes
- Special award of prizes is also done by BUIB partners, Placement sites, administrators and services and other stakeholders. Lastly, we also have special scholarship awards from the VC's Cabinet and much more.

Students Feedback/Grievance/Satisfaction/Complaints Mechanism

When students feel that standards have not been met in service delivery, they can complain or seek redress. Suggestions, comments and complaints about the quality or effectiveness of our service delivery can be communicated to the university through;

Stage 1

If you have a complaint, please contact:

STAGE 1: Programme Coordinator/Head of Department/Students' Affairs	STAGE 2: Director of School/Academic Affairs	STAGE 3: Final Stage - Quality Assurance Service
Office:	Tel:	Phone
Tel:	Email:	Email:
Email:	Office Location:	

NB: All Suggestion Boxes within the Campus Could Also Be Used

OFFICE LOCATION: *Upper floor left corridor after the Chapel, left turn after the Gynecologist's office*

Q: How quickly should complaints be acknowledged?

A: *Within (3) working days.*

Q: How quickly would intended action be communicated?

A: *Within (3) working days*

Q: How quickly should complaints be resolved?

A: *As quickly as circumstances surrounding the complaint are investigated*

Q: What if the official (s) at any of the above mentioned stages constitute part of the worry or are not cooperating/giving required assistance?

A: *Quickly deposit a confidential/emergency notification attaching all relevant documents to the VC's secretariat*

Other Options:

Other options for lodging complaints or making suggestions include:

- The suggestion/complaints boxes located on the
- The university's website: www.biakahc.org
- **Email:** info@biakahc.org

Service Agreement

-To further affirm our commitment to our Mission, Vision and Strategic Goals, we pledge to deliver the following services;

- Assuring the quality of academic programmes/other related services offered in the university through periodical reviews
- Promoting the use of ICT in the delivery of quality education through periodic intervention by training and re-training of staff and students, the supply of equipment and promoting e-learning.
- Ensuring orderly and qualitative development/implementation of academic programmes at all levels through analysis of memo/briefs and other requests within a month of receipt.
- Promotion of quality training and research at all levels.

Service Delivery

- To provide admission to qualified candidates who must have met the university's entry requirements, subject to availability of space.
- To ensure that admission lists are published and admission letters issued to successful candidates within shortest time possible of the release of application results.
- To provide scholarships to eligible students' subject to availability of resources/opportunities.
- To publish students' examination results immediately after Senate approval.

- To ensure that statement of results, certificates and transcripts are ready for collection by graduands within shortest time possible after the approval of results by the Senate.
- To ensure that issues pertaining to staff/students welfare are given urgent attention. In so doing, no officer is allowed to keep a file for more than 48 hours.

Monitoring for Quality Services

- To publish academic calendars not later than two weeks before the commencement of the next academic session.
- To ensure that information is made available when the need arises.
- To ensure that qualified academics are engaged in training and research activities.
- To ensure that competent and qualified administrative and support staff are engaged in the running of the day to day activities of the university.
- To ensure that in all cases of appointments and promotions, due process is followed.
- To ensure that staff exhibit the highest sense of courtesy, respect, promptness, fairness, integrity and transparency in official engagements.
- To ensure that staff are friendly, smart, decent, articulate and responsible always.
- To ensure that students' feedback is regularly reviewed to meet up with their needs/demands.

Obligations and Expectations

Student's Rights

- Clients have a right to lodge complaints;
- The right to privacy and confidentiality;
- Freedom of information;
- The right to access quality services, facilities and information subject to laid down conditions.

Student's Responsibilities

- To treat university staff with courtesy, respect and to conduct themselves in a manner that will not breach the peaceful conduct of official duties.
- To comply with all financial agreements as prescribed by the University
- To respond to requests for information by the university, accurately, thoroughly and in a timely manner.

- To abide by any legal requirements and other obligations that they are to meet in order to be eligible for services sought.
- Please let us know immediately if we are not courteous or when you experience service failure in our official conduct.
- To strictly adhere to all regulations governing the university especially as enshrined in this handbook and other related documents both verbal and non-verbal

Staff's Responsibilities

- A total commitment on the part of the staff is required for our promises and goals to be achieved.
- Staff should exhibit the highest level of competence, politeness, punctuality, fairness, loyalty, responsiveness, easy access, courtesy, credibility, reliability and accuracy in the discharge of their duties.
- Staff should always appear friendly, decent, smart, and responsible at all times.

Management's Responsibilities

- To train and re-train staff in capacity building, techniques and skills for improving quality and service delivery to students.
- To empower employees to serve as motivation, to push them towards effective service delivery aimed at achieving standards in performance and the attainment of our vision.
- To maintain a safe, secured, peaceful and conducive environment for the successful conduct of official duties.
- To recognize/appreciate staff who have excelled in their official duties.
- To provide all resources required for the execution of these duties and to make the daily activities and programmes of the university feasible within required timeframes

NB:

Students

- Compliance with rules and regulations governing the conduct of students

Staff

- Compliance with rules and regulations governing the conduct of staff and the practice of good work ethics.

Special Needs Provision

These include ensuring;

-Accessible, usable, convenient and comfortable accommodation for physically challenged staff and students across the university campus and for its external programmes

-Provision of accommodation for foreign students

- The easy accessibility of lecture halls, hostels and other essential areas for physically challenged staff and students.

IT, ICT and other technological services

Inclusion of Students with Special Needs

Intimate/Sexual Relationships and Associated Outcomes

NB: No To Sexually Transmitted Marks-STMs/Relationship Based Success

Relationships: There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect.

Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of policy. The university does not wish to interfere with private choices regarding personal relationships when those relationships do not interfere with the goals and policies of the university. However, for the personal protection of members of BUIB, relationships in which power differentials are inherent (lecturer-student, other staff-student, administrator-student, or supervisor-supervisee etc.) are regarded as inappropriate, are strongly advised against, and are inherently dubious in the event of a dispute.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisors. This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or will shift the student or employee out of being supervised or evaluated by someone with whom he or she has established a consensual relationship.

Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee, up to and including termination.

COMPLAINT/GRIEVANCE

These procedures are intended to apply to all grievances involving sexual misconduct as described in this policy, including but not limited to those brought by a student against an employee and/or fellow student, employee against student, third party against student and students against third party. The university benefits from formal and informal procedures that encourage prompt resolution of complaints and concerns raised by students concerning illicit relationships.

Informal Complaint Process

The university does not require a complainant to utilize the informal complaint process if doing so is impracticable or unsafe, or if the complainant believes that the conduct cannot be effectively addressed through informal means. For example, the informal complaint process should not be used to address allegations of sexual assault. However, in other circumstances where it is practical and safe to do so, every reasonable effort should be made to constructively resolve issues with students, faculty, staff, and administrators before pursuing the formal complaint process. Under the informal complaint process, a complainant may elect to resolve his or her complaint by discussing it with the offending party. If the offending party is an employee and satisfactory resolution cannot be reached after discussion, the complainant may also contact the individual's direct supervisor to resolve the complaint. If these efforts are unsuccessful, the formal complaint process may be initiated.

Formal Complaint Process Upon receiving a report of alleged or possible violation of this policy, the Quality Assurance-QA office will evaluate the information received and determine what further actions should be taken. The QA will follow the procedures described in this policy. The QA will take steps, either directly with the complainant or through a reporting employee, to provide information about the university's complaint/grievance procedure, as well as available health and advocacy resources and options for criminal reporting.

NB: Any prosecuted outcomes shall be determined by the Disciplinary Council after a proper hearing/investigations.

Students' Refund

Refunds to students for financial transactions with BUIB are possible, but the circumstances surrounding the amount, payment method, and purpose must be clearly investigated and approved **ONLY** by the VC. Where necessary, refunds will be done only if the amount cannot be transferred for other purposes in the current or subsequent School year.

Conclusion

Having perused through this operational guide, we strongly believe that it has practically drilled you on what there is to know about BUIB; the **Dos** and the **Don'ts** which can now permit you move from the novice position which you occupied when you just arrived to that individual who is now critically conscious of their expectations, obligations, responsibilities and roles vis-à-vis their admission contracts here at BUIB.

Lastly, if we were to consider every minute detail, then this guide would obviously be more voluminous than it is. Hence, any further doubts/worries can be directed to the service of Students' Affairs or other respective units/departments for elaborate clarifications.

Do accept our best regards and good luck in your every academic endeavour.



THE BIAKA ANTHEM

Oh! Saint Veronica Medical Centre; A place of excellence, hard work and holiness.

A legacy brought forth by Patriarch: Doctor Biaka;
Now repose amid his professional prowess.
An edifice sustained by disciplined staff and students;
Now committed towards achieving success.

On the volcanic slopes of Mount Cameroon;
Stand tall above all folks, shining like the moon;
The Biaka University Institute of Buea:
The Audacity to be different. (2x)

A healthy mind in a healthy body: Knowledge and service to humanity,
Mens Sana in Corpore Sano;
A plea to which we cannot say “no”

Chorus;

The Biaka Polyclinic,
The staff and students of BUIB;
Designed by God Almighty,
Shall live for evermore. } 2x

La Polyclinique de BIAKA,
Le personnel et les étudiants
de BUIB; Conçu par Dieu tout-puissant,
Vivront pour toujours. } 2x

Composed by Fotabe Elvis Ebong