

## RULES GUIDING LIFE IN THE VILLAGE

### 7.1 HOSTEL FACILITIES

Rooms are allocated to each student on arrival. No student is allowed to relocate from one room to another. A student is expected to share his/her room with other students and therefore conduct himself/herself in a reasonable manner. French is the language of communication for all students resident in the Village hostels.

Each student is expected to fill an accommodation form before a room is allocated. Sample of the form is indicated below.

#### § Hostel accommodation form

Personal data: \_\_\_\_\_

Name of student: \_\_\_\_\_

Date of birth: \_\_\_\_\_

University: \_\_\_\_\_

Date of arrival: \_\_\_\_\_

Address: \_\_\_\_\_

Contact address of parents/Guardian: \_\_\_\_\_

Ailment (if any): \_\_\_\_\_

Nationality: \_\_\_\_\_

#### Declaration

I \_\_\_\_\_ have taken possession

today \_\_\_\_\_ of the following items in Room

No: \_\_\_\_\_

§ A bed/mattress

§ A pillow

§ A chair

§ A table

§ A wardrobe

§ A shelf

I promise to use these items judiciously and will not intentionally destroy them during my stay in the Village.

If I, accidentally, destroy any of these items, I will personally repair or replace them as soon as possible before I leave the Village.

I promise not to disturb my room-mates throughout my stay in the Village.

At the end of my programme in the Village, I will return all the items given to me, including the key to the room in the original state, before leaving the Village.

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Signature of Student/date

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Signature of House-Keeper/date

### **In the hostels**

1. No cooking in the rooms: the use of hot plates, electric heater and refrigerator is highly prohibited.
2. Changing of room is not allowed except for official reasons and the occupant of each bed space must vacate the bed space at the end of the programme. All the occupants must submit all the materials handed over to them in good order e.g. mattresses, pillows, etc.
3. Habouring of visitors in the hostels is not allowed at all.
4. No female guest is allowed beyond the common room of the male hostels, also no male student is allowed into the female hostel beyond the common room.
5. Washing and spreading of clothes in the rooms or along the corridor is not allowed.
6. Smoking and drinking of alcohol in the hall of residence and its environs is highly disallowed.
7. Writing on walls in the hostels attracts serious punishment.
8. Always reduce the volume of your electrical gadgets to your own end in order not to disturb your room mates.
9. Fighting, bullying, assault, disturbance of any kind attracts serious punishment.
10. Remember that, cleanliness helps to promote good health. Always tidy up your rooms, no littering of any sort. Use the waste bins appropriately.
11. It is prohibited for students to stay in their hostels during lecture hours. From 9 a.m. to 5 p.m. except during break periods which is between 12 p.m. to 2 p.m. This rule not only applies on Fridays during the "Causerie" period, but also during the daily socio-educative activities.
12. Students are advised to switch off all lights before leaving the rooms.

### **§ Keeping the hostel tidy**

1. Ensure that all taps in the toilets, kitchenettes and laundry are turn-off.
2. Inform the house-keepers of leaking taps, electrical faults and blocked water closets (WC).
3. Keep your rooms tidy, arrange all personal belongings, and make your beds daily before leaving the room.
4. Do not spread your clothes by the windows, or along the corridor, in order to keep the surroundings neat and tidy.
5. Throw your rubbish in the waste basket provided around the hostel for that purpose.
6. Sweep your rooms daily.

### **§ *For peace and tranquillity in the hostel***

1. Reduce the volume of your radio in order not to disturb other occupants of the room.
2. Smoking in the classrooms and in the rooms is highly prohibited.
3. In the event of any disagreement that cannot be resolved amicably, students are advised to see the house-keepers, or the Students Affairs Officer.  
Fighting or quarrelling is highly prohibited. The French culture requires cordial co-habitation.
4. There should be cordial relationship between Village employees and students.

#### § **Punishment**

Students are to adhere strictly to the above mentioned rules. Any student caught violating the rules will be made to face the appropriate sanctions.

#### § ***For security of lives and property***

1. It is prohibited to harbour strangers (parents, friends, children etc.) in the hostel.
2. Always lock the door to your rooms when leaving the hostel and drop your key with the housekeepers. Report any case of loss or theft immediately.
3. Do not attempt to replace door locks and do not install additional locks. The housekeeper or the Students Affairs Officer or his/her representative should be able to access any part of the hostel, including the rooms should the need arise.
4. Cooking in the room is prohibited to all students. Using of hot plates and refrigerators are not allowed in the hostels to prevent fire out-break.
5. Students are advised to open an account or deposit large sums of money in the cash office and collect receipt to that effect. This is to prevent it from being stolen. The Housekeeping Unit/Students Affairs Office shall not attend to any complaint on theft of money or valuables as you have been adequately advised.

### 7.2 **PRACTICAL SERVICES**

#### § ***Feeding***

Food is available in the Village restaurant at affordable cost.

#### § ***Books and Other Materials***

The bookshop in the Village offers a wide range of French books and other pedagogical materials.

#### § ***Health***

The Village is endowed with a clinic and a pharmacy. Students are advised to visit the clinic in the event of ill-health. The clinic is open 24 hours.

#### § ***Shopping***

You can easily do your daily shopping in shops located within the Village.

### 7.3 **RULES AND REGULATIONS ON STUDENTS CONDUCT AND DISCIPLINE**

#### 7.3.1 ***Orientation***

The Village organises a pre-orientation programme for fresh students on arrival. A formal orientation is organised where students meet with members of Management and are exposed to the rules guiding their stay in the Village. The programme is designed to introduce the new students to various activities and facilities.

### 7.3.2 Students Dress Code

#### § *Standard of Discipline*

The Village shall maintain a high level of discipline in all areas of student life on campus. The Village is a unique establishment that frowns at all forms of indiscipline.

- There shall be a difference between dresses worn to the classroom and to a disco hall.
- Students shall not appear tattered; neither shall they leave their hair/beards unkempt nor shall they expose their body while on campus.
- Indecent dressing and provocative dressing shall not be tolerated on the NFLV campus.

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- The Village frowns at dressing to near nudity, ditto any form of morally-debasing dressing.
- Students shall maintain a clean and decent appearance on campus at all times.
- Students are expected to dress formally to official functions like prestige lectures, conferences, workshops as well as meetings where the Director/Chief Executive and other members of Management would be in attendance.
- Female students shall not dress in an unwholesome manner that is patently capable of compromising the moral integrity of the opposite sex.
- Hair plaiting and obscene hair-do by men shall not be accommodated.
- Wearing of earrings, nose rings and lip rings by men are strictly prohibited on campus.
- Both male and female students are not allowed to wear the following:
  - i) All tight-fitting clothes, including skirts, trousers, blouses among others.
  - ii) All clothes which reveal sensitive parts of the body such as the busts, chests, belly, upper arms, and the buttocks (e.g. spaghetti tops, wicked straps, mono straps, tubes and show- me- your-belly). Etc.
  - iii) Outfits such as knickers, mini-skirt and dresses which are not up to knee-length.
  - iv) Inappropriate outfits such as party wears, beach wears and bathroom slippers to lecture rooms and halls; and to other public places.
  - v) Outfits such as T-shirts, jeans etc which carry obscene and subliminal messages among others.
  - vi) Transparent clothing
  - vii) Dresses with slits above the knee
- Students are to remember that dressing as well as conduct exhibited tell what image the individual projects (Whether cultist, 'area-boy', tout, commercial street hawker etc.)

#### § *Enforcement*

- Erring students shall be called to order in the first instance. Where students refuse to comply, appropriate sanctions shall be applied.
- Students who flout the stipulated Dress Code shall face the appropriate Disciplinary Committee.

§ **Sanctions**

- In applying appropriate sanctions, Management shall be guided by the findings and recommendations of the Disciplinary Committee.

§ **Empowerment**

- Senior members of staff are hereby empowered to enforce this Dress Code. They are empowered to walk out erring students from offices, classrooms and lecture halls.

§ **General Application**

All members of staff are invited to note that the provisions above are binding on all members of the Nigeria French Language Village community, staff and students alike.

7.3.3 **Movement In And Out Of The Village**

Your programme in the Village is very important.

The acquisition of linguistic competence in French, renewed confidence among friends and class-mates will be the reward of your stay in the Village.

Note that leaving the Village is subjected to formal control.

In the event of any emergency, you are expected to formally apply for permission through your Course Advisers. The letter should be written 48 hours before departure.

Note that once you have resumed in the Village for the Language Immersion Programme, you cannot leave the Village without due authorisation from the Village Administration. The students Affairs Officer will sign an exit card, authorising your departure.

External visitors are under strict control. No visitor is expected in the Village within the active hours of 9a.m to 5p.m., Mondays to Fridays.

Visitors can visit on weekends from 10 a.m.

Visitors are not allowed after 8 p.m. Therefore no vehicle will be allowed into the Village between 8:00 p.m. and 6:00 a.m.

There is a system in place to monitor defaulters who refuse to communicate in French, while in the Village. Be reminded that French is the language of communication in the Village.

The “Linguistic Police” will be elected from the students with a view to ensuring that each student abides by this regulation.

7.4 **STUDENTS REPRESENTATIVE COUNCIL**

There shall be a Students Representative Council (SRC) in the Village that will serve as a link between the students and Management. It should be noted that the SRC is not a union. The SRC shall be constituted as follows:

- The President
- Vice President
- Secretary General
- Assistant Secretary General
- Linguistic Monitor
- Socio-Educative monitor
- Information/Publicity Secretary
- Social Secretary
- Sports Secretary
- Hostels' Representatives
- Religious Representatives (Christian Fellowship), (Muslim Fellowship), (Catholic Community)
- Facility Monitor (auditorium chairs)

The Council shall be officially inaugurated by the Director on a date to be determined by Management. The oath will be taken by all members of the Council before a competent authority.

#### OATH OF OFFICE

I \_\_\_\_\_ member of the SRC promise to work actively to improve the welfare of the students and defend the integrity of the Village. I do solemnly swear that I will respect the rules and regulations and will never participate in activities that will be against the interest and development of the Village.

I promise to be honest, responsible, and available at all times to execute my duties without prejudice, abuse or fear.

So help me God.

\_\_\_\_\_  
Signature/date

§ ***Mission of the Council***

The SRC will work as a team to defend the interest of the Village and to ensure that Village activities run harmoniously.

As students Representatives, the members of the Council must work in line with the goals of the Village.

§ ***Activities:***

To attain academic goals the Council shall:

- Ensure that French is the language of communication used by all students at all times.
- Organise intra-university and inter-university debates.

§ ***Socio-educative for all students***

Lecturers and competent resource persons shall:

- Organise presentations, such as theatre, musical day, concerts e.t.c.
- Animate the Friday talk show
- Monitor the welfare of students during excursions.
- Ensure judicious use of audio-visual materials/ equipment.

§ ***Sports***

- Organise sporting activities within the Village.
- Organise sporting competitions with other Institutions.
- Ensure that the sporting materials/equipment is well maintained.

§ ***Cleanliness***

- Ensure that, the furniture in the hostels are well maintained.
- Ensure that, the Village and its surroundings are kept clean, (classrooms, corridors, rooms and grasses).

§ ***Morals***

- Sustain the moral health of the Village (No Preserve to drugs, No to alcoholism, No to moral decadence!).
- Ensure that, the rules and regulations of the Village are observed.
- Discourage and fight against all forms of misdemeanour.
- Draw the attention of Management to knotting issues that may cause misunderstanding among students.
- Ensuring cordial and harmonious working relationship between the students and employees of the Village.
- Serve as a link between Management and students.

§ ***Administration***

Council shall participate in some administrative processes with regards to students' welfare, feeding, sports, religious activities and socio-educative activities.

§ ***Meetings***

- The students Affairs Officer must be informed of any Council meeting 24 hours to the time of such meetings.

- Religious meeting will be held in French and will take place in the Village chapel for the Christians and in the Mosque for the Muslims.
- All notices for the notice boards shall be written in French and will not be pasted until after due authorisation from the relevant office.

§ ***Offences***

At the NFLV, the following shall be considered as punishable offences;

- Refusal to speak French.
- Refusal to participate in socio-educative activities.
- Absence from lectures.
- Absence from “causerie”, debates, non-participation in excursions or authorised outings.
- Harboring of strangers in the rooms.
- Insubordination to constituted authority of the Village, as well as members of Students’ Representative Council.
- Not observing the dress code.
- Sale of food items is forbidden in the hostels.
- Stealing.
- Drugs abuse (Cocaine, Heroine, Hashish, and Cannabis).
- Physical assault
- Secret/cult activities.

All other offences indicated in the Manual Code of the Federal Republic of Nigeria.

§ ***Application of Sanctions***

The gravity of the sanctions shall be determined by the offence committed.

Each case shall be examined and judged by the relevant authority.

The Students Disciplinary Committee shall be involved to determine sanctions for crimes and offences committed.

§ ***Conditions for leaving the Village***

- Inform the relevant office of your departure.
- Ensure that you fulfil all financial obligations.
- The relevant office will ensure that, everything put at your disposal is returned in good state.
- You are expected to fill a clearance form before leaving the Village finally.

§ ***Legal Status***

These conditions are the internal regulations of the Village. In the case of breach of these rules, the Village Administration reserves the right to take the appropriate measures.

## 7.5 RULES AND REGULATIONS GUIDING CONDUCT OF EXAMINATIONS

- § Candidates must obtain a minimum of 70% of lectures to qualify to sit for examinations in the Village. Examiners and invigilators reserve the right to prevent defaulters from sitting for examinations.
- § The list of disqualified candidates shall be displayed, not later than 48 hours before the commencement of the said examinations.
- § Candidates must be ready to enter the examination hall ten minutes before the time the examinations are due to start. Candidates who arrive later than half an hour the examinations have started shall be admitted only at the discretion of the invigilator(s).
- § Candidates may not leave the hall during the first-half hour of the examinations.
- § Candidates must bring along with them to the examination hall their own biros, pens, pencils and erasers, ID card and evidence of payment of fees.
- § All rough work must be done in the answer booklets and crossed neatly throughout.
- § Communication among candidates is strictly forbidden.
- § The only permissible way of attracting the attention of the invigilator is by raising of the hand.\* (See NFLV Student Brochure for other rules and regulations)

<b>Misconduct</b>	<b>Penalty</b>
Leakage of examinations' questions Impersonation	Expulsion, session's results cancelled
Coming to examination venue with materials related to the course/ using such materials	Cancellation of all the Semester results
Exchange of written materials, Textbooks, notes, handouts in examination Halls	Same as above
Copying from other candidates/ spying in examination halls (aiding and abetting).	Cancellation of all the examination result for the course copied
Exchange of question papers/ answer sheets(offender and partner)	Same as above
Refusal to co-operate with invigilator	Same as above

A first time offender will forfeit examination grades that he/she obtained in the semester in which he/she committed the examination misconduct.