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Guidelines and Rules of Conduct

For

ACENTDFB Students

Preamble

The Africa Centre of Excellence for Neglected Tropical Diseases and Forensic Biotechnology (ACENTDFB), Ahmadu Bello University, Zaria which was formally established in February, 2015, had among its major mandates, the training of manpower in the diagnosis and treatment of and development of policies on neglected tropical diseases. Towards achieving this objective, the Centre developed and mounted MSc and PhD Biotechnology degree programmes in Neglected Tropical Diseases and Post-graduate diploma (PGD) in Forensic Biotechnology.

To ensure the smooth operation and successful implementation of the postgraduate degree programmes, the following guidelines have been developed. In these guidelines, the roles and expectations of the various stakeholders in the programme (PG Students, ACENTDFB, Department of Biochemistry, Centre for Biotechnology Research and Training (CBRT)) are described.

Roles of and Expectations From ACENTDFB

- a. ACENTDFB shall provide laboratory space for students research work. This will involve but not limited to arranging bench spaces in the Centre for Biotechnology Research and Training, Department of Biochemistry, Other Departments in ABU, Collaborating institutions/agencies/organizations, or other places as the case may be.
 - b. Where the laboratory space is not within the control of ACENTDFB, the Centre shall take responsibility for the students bench fees, transportation and accommodation during the period of the bench work.
 - c. ACENTDFB shall bear the cost of chemicals, reagents and consumables required for the research work up to a maximum of \$2,500 (₦1.0m) for MSC work and \$5,000 (₦2.0m) for PhD research work.
 - d. ACENTDFB shall source and arrange for Students internship trainings in acceptable institutions/organizations for a duration not less than one month. The Centre shall bear the cost of transportation, sustenance and accommodation of the student during the internship.
- a. ACENTDFB shall sponsor eligible students to attend at least one relevant conference/training workshop during the period of the studentship. Such sponsorship shall be limited to cost of transportation, conference/workshop fees, accommodation and sustenance.
 - b. The Centre shall put in place measures that will ensure unhindered access to research and teaching facilities by students and, in addition, put in place measures that will ensure their timely completion of the postgraduate programmes.

Roles of and Expectations from Students

- a. In addition to and without any contradiction to the guidelines of the University, the School of Postgraduate School and the Department of Biochemistry, each student is expected to attend all lectures (attain at least 75% attendance), seminars and present seminars/term papers as stipulated by the School of Postgraduate Studies regulations and the Department of Biochemistry.
- b. Each student is expected to pass all courses at a minimum of 'C' grade as required by the School of Postgraduate Studies

- c. Each student shall be required to interact and consult members of his/her supervisory committee regularly and document the interactions using the log book as stipulated by the School of Postgraduate Studies of the University.
- d. Each student shall be required to, within the first month of their second year of study, present a research proposal at the regular Departmental seminar
- e. Each Student shall also be required to present a budget of his/her research work, based on the approved budget amount and after due consultations with his/her supervisors
- f. Each student shall, following consultations with his/her supervisors, commence the field/bench work latest at the end of the first quarter of the second year of study. Students that fail to comply, without reasonable and acceptable explanations, shall be visited with sanctions.
- g. Students who fail to complete their degree programmes within the scheduled time (2 years for MSc and 3 years for PhD) without reasonable explanations, will not be entitled to ACENTDFB assistances such as funding of research expenses and sponsorship to conferences.
- h. Students shall follow the due process/accepted laid down procedure in the procurement of reagents, chemicals and other consumables. Procurement made without prior approval or not in accordance with laid down procedure shall be deemed 'mis-procurement' and therefore, expenditure incurred shall be non-refundable by the ACENTDFB.
- i. All communications by students with external persons, researchers, organizations or research institutions shall be with the knowledge and approval of the student's major supervisor, Head of Department or ACENTDFB Management as the case may be. In this regard, no student shall commit the Department or Centre on any matter, material or financial, without explicit prior approval from the Department or the Centre. This also applies to research work or sample analysis carried out at unapproved locations.

Incentives to Foreign Students

To encourage enrolment of students from other countries in the sub-region into the postgraduate programmes, ACENTDFB shall, In addition to the benefits being offered to national students, provide to foreign students the following incentives:

- a. ACENTDFB shall accommodate foreign students in a reasonably secure location within the campus, preferably a student hostel. Where the latter is provided, ACENTDFB will provide basic (room ?) facilities and pay for the accommodation fees for the officially approved period of studentship.
- b. ACENTDFB shall also bear the cost of school fees for the foreign students for 2 years in case of MSc programme and 3 years for the PhD programme.
- c. The Centre shall also bear the cost of language course training for non-anglophone foreign students
- d. Where field work is required in the student's home country, ACENTDFB shall bear the financial responsibilities.

Procedure for Chemicals /Consumables Procurement

Students who want to procure chemicals/reagents and other consumables shall be required to strictly abide with the following steps:

- a. Write and submit a signed application for approval to procure needed items after due consultation with supervisor(s).
- b. The application should be addressed to the Centre Leader through the Head of Department and Supervisor in that order.
- c. Attach the list of needed items with quantities (justify the stated quantities). You may attach invoices from at least three vendors for such supplies if contacts have been made
- d. After approval by the Centre Leader, liaise with the Centre Procurement Officer for finalizing the procurement process.
- e. When the items are supplied, present them to the store officer for receipt into the ACENTDFB Store and obtain a signed store Receipt Voucher
- f. Write a letter to indicate receipt of the supply with supporting documents to enable processing for payment of the goods

Procedure for Conference/Workshop Attendance

- c. Source for and identify relevant conference/workshop for attendance
- d. Consult with your supervisor and seek approval for participation at the conference/workshop
- e. Write to the organizers of such conferences/workshop to obtain approval for attendance. If you have papers to present, submit your paper for presentation
- f. Write an application to the Centre Leader for sponsorship to the Conference and attach full announcement of/invitation to the workshop, cost implication and approval from the organizer. The application shall be routed through your supervisor and Head of Department.

Student Support Services and Resolving of Conflicts

The University has a Guidance and Counselling Unit that provides counseling services for students on wide variety of issues from emotional to financial difficulties while in school. The University Guidance and Counselling service can be assessed directly or via the Department or through the ACENTDFB Student's Officer.

The ACENTDFB Student's Officer will also be available to assist students in obtaining accommodation within and outside the campus, identify social services around the university and facilitate Immigration and other procedures required by law for foreign students.

- ✓ When students have difficulties associated with social conditions or arising from lack of smooth relationships with other student and staff (between students, student vs. lecturer, student vs. supervisor), they are advised to use the University laid down procedures and channels whenever such conflicts or misunderstandings arise.
- ✓ In addition, Students shall constantly engage their supervisors, advisers, Heads of Departments, Principal investigators and the Centre management for issues that will impact negatively in their academic work.
- ✓ Where issues are general, students should channel their grievances or comments through their class representative to the Head of Department and the Centre Management.

Other student support services are offered during the periodic staff-student meetings, social media groups and the Centre and University websites.

Each student is also assigned a personal staff advisor. The telephone numbers and other contacts details of staff are available in the Department of staff or the Project Secretariat.