



ACE-CEFOR, UNIPORT

UNIVERSITY OF PORT HARCOURT

**AFRICA CENTER OF EXCELLENCE
IN OILFIELD CHEMICALS RESEARCH
(ACE-CEFOR)**

STUDENT'S HANDBOOK

**FOURTH EDITION
JULY, 2020**

The purpose of this handbook is to provide general information for the guidance of PhD students who may wish to undertake training and research at the World Bank African Centre of Excellence for Oilfield Chemicals & Research (ACE-CEFOR), University of Port Harcourt. The handbook and the contents are subject to changes from time to time. The Institute's Academic Board reserves the right to modify or cancel any statement in the brochure and accepts no responsibility for any consequence(s) arising there from.

**FOURTH EDITION
JULY, 2020**

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**IMPORTANT TELEPHONE NUMBERS TO NOTE DURING YOUR
STAY AS A STUDENT AT THE UNIVERSITY OF PORT
HARCOURT**

S/N	POSITION	TELEPHONE NUMBER
1.	ACE-CEFOR Center Leader	+2348037099211
2.	ACE-CEFOR Deputy Center Leader	+2348037045315
3.	ACE Project Coordinator	+2348033845642
4.	ACE-CEFOR Safeguards Officer/Industry Liaison	+2348063338783
5.	ACE-CEFOR Administrative Officer/Student Liaison	+2348037100051
6.	ACE-CEFOR ICT Officer	+2348111724668
7.	University Chief Security Officer (CSO)	+2347033551454
8.	University Deputy Chief Security Officer (DCSO)	+2348064683770
9.	Director, University of Port Harcourt Health Services	+2348064689151
10.	Director, University Quality Assurance/Quality Control	+2348037045315
11.	Assistant Director, University Quality Assurance/Quality Control	+2348033423985

CENTER LEADER'S WELCOME ADDRESS

Introduction

Oil well drilling, well completion and production enhancement require the use of several chemicals known as **oilfield chemicals**. Most of the chemicals currently being used in Nigeria and other African countries where oil has been discovered and produced are imported. However, the raw materials for these chemicals are available locally in large quantities and could be sourced and processed for use in oilfield operations. The lack of research in this area has robbed these nations of enormous opportunities to create jobs, generate new knowledge and develop skills. The aspiration of the Federal Government of Nigeria is to increase indigenous participation in the oil and gas industry, build local capacity, create linkages to other sectors of the national economy and thereby boost industry contributions to the growth of our National Gross Domestic Product. One of the ways of actualizing this aspiration is to encourage and fund in-country raw materials by our universities. This will be a win-win for the Universities, the oil industry and the Country. Collaborative research efforts among African

Universities will enhance capacity building, provide platform for quality training and regional applied research networks to address regional challenges and promote specialization. The University of Port Harcourt through her strategic research plan and as a leading Centre of Excellence in petroleum Studies, has a cream of experts with industry experience to address this need of in-country oilfield chemicals research and development.

You have been selected as PhD students to join this cream of experts to form multi-disciplinary research teams, after a rigorous admission process, which eliminated equally intelligent candidates, that applied for the PhD programme of the Center. The objective of this programme is to commit intelligent and talented young men and women within the African region to solving the diverse problems in the oil and gas industry particularly in the areas of Oilfield Chemicals/Biofuels, Petroleum and Environmental Studies. The degree will be awarded to candidates that demonstrate scholarship and ability to carry out independent research investigation. You are expected to graduate within a period of 24 to 36 calendar months of intensive modular taught courses and research project. During your time as a student at

the Center, you will be provided with all the necessary resources to enhance your academic experience. As a student of the Center, you will be expected to;

- Comply with the Laws in Nigeria;
- Follow the Rules and Regulations of the Center and the University of Port Harcourt;
- Communicate with ACE-CEFOP on a regular basis by providing contact details, bank information, and visa documents (for foreign students); as well as when encountering any problems or requiring assistance;
- Work closely with your ACE-CEFOP Academic Manager throughout the university admissions and study process;
- Demonstrate exemplary conduct – behave in an honest, honorable, mature and respectful manner at all times;
- Demonstrate respect when communicating with faculty, students and administrators at the Center and the university at large; allow time for processing your requests and schedule meetings before coming to see your contacts;
- Remain enrolled as a full-time student throughout the academic year.



STUDENT WELFARE

Introduction

At ACE-CEFOR, the wellbeing of students is paramount. Every available resource is provided for students to make their stay in the Center, comfortable for academic activities and excellence.

Health, Safety & Environment (HSE) - ACE-CEFOR takes Health, Safety and Environment (HSE) seriously. There is a Safeguards Officer/Industry Liaison at ACE-CEFOR. At the Center, there are clear safety indications and markings in the event of emergencies. Fire extinguishers are placed strategically and within easy reach in case of fire outbreak. Classrooms, libraries, laboratories, offices and restrooms are clearly marked for easy identification. Should there be a need to exit the ACE-CEFOR building in the case of an emergency alarm ringing, staff and students are advised to quickly leave the building in an orderly manner and re-group at the Muster Point clearly marked out, in front of the ACE-CEFOR building.

Hostel Accommodation – There is a dedicated and well secured hostel for foreign ACE-CEFOR PHD students with free 24-hour internet facility within 5-

minutes walking distance from the Center. Students are lodged two per room. The hostel has porters and an independent power supply. The center's national students are lodged in an alternative Post Graduate hostel within the Abuja campus of the university.

Recreation - The University has a Theatre Arts Department that presents several productions each year. The University has a Sports Institute equipped with sporting facilities for squash, tennis, swimming, football and athletics. There is also a state of the art shopping mall with a cinema. The university environment also boasts several restaurants and fast-food outlets. For religion, the university has two churches and a mosque, while there are several other Pentecostal churches in the Choba area.

Exchange and Linkage Programmes Unit (ELPU) – Foreign students will be pleased to know that the university has an Exchange and Linkages Unit (ELPU), which has the following functions:

- Identify and establish linkages with national and international institutions (tertiary institutions, research institutes, industry and Donor Agencies



etc.) in order to promote capacity building, research and academic programme collaborations.

- Coordinate existing exchange and linkage programmes and initiate new ones in respect of staff and students study abroad programmes.
- Draw up protocols and articles/memoranda of understanding between the university and other institutions taking part in the exchange and linkage programmes.
- Coordinate the reception and welfare of exchange and linkage visitors.

Communication Channels – At ACE-CEFOR, students are encouraged to always approach management of the Center if they have enquiries or issues. The Center Leader's office is always open to receive students and in the event of him not being immediately available, the Administrative Officer who also doubles as the student liaison officer is always on hand as a first respondent to student enquiries. Depending on the level of the student's enquiry, the Administrative Officer may then

pass on the enquiry to the Deputy Center Leader or the ACE Project Coordinator for resolution.

Students can reach the following staff of the Center for enquiries:

S/N	POSITION	TELEPHONE NUMBER
1.	ACE-CEFOR Center Leader	+2348037099211
2.	ACE-CEFOR Deputy Center Leader	+2348037045315
3.	ACE Project Coordinator	+2348033845642
4.	ACE-CEFOR Safeguards Officer/Industry Liaison	+2348063338783
5.	ACE-CEFOR Administrative Officer/Student Liaison	+2348037100051
6.	ACE-CEFOR ICT Officer	+2348111724668

Other important university staff to contact in times of emergency or otherwise are;

S/N	POSITION	TELEPHONE NUMBER
1.	University Chief Security Officer (CSO)	+2347033551454
2.	University Deputy Chief Security Officer	+2348064683770



	(DCSO)	
3.	Director, University of Port Harcourt Health Services	+2348064689151
4.	Director, University Quality Assurance/Quality Control	+2348037045315
5.	Assistant Director, University Quality Assurance/Quality Control	+2348033423985

We believe that by the end of your programme, you would have been found worthy both in character and in learning. On behalf of the staff and management of the Center, I wish you a successful academic experience at the University of Port Harcourt.

Professor Ogbonna F. Joel

Centre Leader,
World Bank Africa Centre of Excellence
in Oilfield Chemicals Research (ACE-CEFOP).

ABOUT THE UNIVERSITY OF PORT HARCOURT

Founded by the Federal Government of Nigeria in 1975 as a University College and in 1977 as a full-fledged University, the University of Port Harcourt (UniPort) is one of the second generation Universities. The University as at 2002/2003 had a student population of twenty-seven thousand (27,000) made up of regular students and part-time students enrolled in the College of Continuing Education (CCE). The University had the following Faculties: Humanities, Social Sciences, Science, Education, College of Health Sciences, Engineering, Management, School of Graduate Studies, Institute of Agriculture and an Institute of Education. Apart from the Institute of Petroleum Studies, the University had planned to establish the Port Harcourt Business School and the Institute of Environmental Studies.

The University has produced two National Merit Award Winners, Prof. Claude Ake (Social Sciences) and Prof. Kelsey Harrison (Medicine) and some internationally renowned scholars and international award winners. The University was given a high rating by the National University Commission (NUC) accreditation. The 2003



ranking by the National Universities Commission (NUC) ranked Uniport as number one along with another Federal University. Many of the scholars are Fellows of Academies of Science, Engineering, Education and Letters. There are also Fulbright and Humbolt Scholars and other international Fellows. The University is supported by endowments from industry, private Foundations from abroad and Nigeria. It has affiliations and link programmes with Foreign Universities such as the United Nations University (UNU) and Pittsburg State University, Universities of Cape Town, Witwatersrand and Natal in South Africa. It also had Professorial Chairs such as the UNESCO Chair of Cultural Heritage and PTDF Chair in Gas Engineering.

Life at the University of Port Harcourt

The University of Port Harcourt is located at Choba about a 20-minute drive from Port Harcourt, an oil city, where all the major oil and gas companies and service companies have offices. Therefore, we are located in the heart of the Niger Delta, the hub of Nigeria's petroleum industry. The University has a Theatre Arts Department that presents several productions each year. The University has a Sports Institute equipped



with sporting facilities for squash, tennis, swimming, football and athletics. There is a Leadership Training Centre (Man-O-War Bay) at Aluu, a five-minute drive from the University. There is a Health Centre and a Teaching Hospital. There are two Churches and a Mosque. The University operates a multi-campus system. There are three such campuses: Choba Park, Delta Park and the University Park. The Delta Park has hostels for most of the females: King Jaja Hall 1 and King Jaja Hall 2 and some staff quarters. The University Park is expected to be the ultimate home of all students and staff when it is fully developed. Meanwhile, there are the three hostels in the University Park: Nelson Mandela Hall and Claude Ake Hall for males and females and the Postgraduate hall for both male and female postgraduate students. Some banks are also situated in this park. Choba Park also houses three hostels - Aminu Kano Hall, Kwame Nkrumah A and Kwame Nkrumah extension. There are also banks and a Shopping Centre with a Cinema in Choba Park.

The University produced the 2001 Miss World Beauty Queen, Miss Agbani Darego in the 51st Miss World Beauty Pageant, the first black woman to wear the



beauty crown. The University has hosted the Nigerian University Games (NUGA), four times in being the second time it hosted NUGA. By 2017, the University has won NUGA for 6 consecutive times and the West African Universities Games (WAUG) 3 times. Port Harcourt has a seaport and an International Airport. Port Harcourt has many Hotels, Restaurants and Motels as well as many Shopping Centers. There are sporting facilities such as golf clubs at Shell Camp, Bori Camp, PH Club and a Polo Club/Horse Riding School. There is a Cultural Centre where drama/musical productions are organized. Students can enjoy social and cultural life in PH.

ABOUT THE AFRICA CENTER OF EXCELLENCE IN OILFIELD CHEMICALS RESEARCH (ACE-CEFOR)

The Africa Center of Excellence in Oilfield Chemicals Research (ACE-CEFOR), University of Port Harcourt was established in 2013 as one of the 22 beneficiary Universities of the World Bank grant to establish Africa Centers of Excellence, under the ACE I Project. Based on the success of the ACE I Project, the World Bank in 2018, through the National Universities Commission

(NUC), advertised for Proposals for the Africa Centers of Excellence for Development Impact (ACE Impact) Project from all Universities in Nigeria. ACE-CEFOR submitted its proposal, alongside two other proposals from the University of Port Harcourt, for two new centers in Public Health and Toxicological Research and Economic Analysis Research and Training. After a rigorous screening exercise, the Association of African Universities (AAU), the Regional Facilitation Unit (RFU) of the Africa Centers of Excellence (ACE) Project announced the conditional selection of 44 Centers of Excellence in 12 participating countries in West and Central Africa, under the ACE for Development Impact (ACE Impact) Project. ACE-CEFOR was one of the 44 Centers and thus obtained a renewal of its mandate under the new Africa Centers of Excellence for Development Impact (ACE Impact) Project, in 2018. The Project became effective in 2019. The University of Port Harcourt, also won one of its two other bids to have another Africa Center of Excellence domiciled in the University. The new Center is the Africa Center of Excellence in Public Health and Toxicological Research (ACE-PUTOR).



Mission

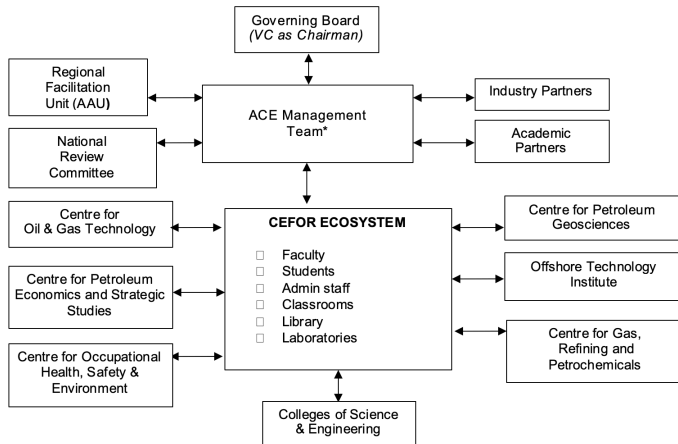
The mission of ACE-CEFOR is to provide international post-graduate programmes and applied multi-disciplinary research in engineering and the sciences for sustainable development of the oil and gas industry in Africa

Vision

The vision of ACE-CEFOR is to become the leading Center of Excellence in Oilfield Studies for the petroleum industry.

Strategy

ACE-CEFOR operates on the basis of triple helix model of government-academia-industry partnership and thus creates a research network of higher institutions for knowledge and technology transfer. ACE-CEFOR industry partners teach and co-supervise graduate students of the Centre in Research Teams. We have more than fifty experts from University of Port Harcourt, other Nigerian and Regional Universities as well as from the industry.



* **ACE Management Team:** Centre Leader; Deputy Centre Leader; ACE Project Coordinator; M&E Officer; Finance Officer/Project Accountant; Procurement Officer; Project Auditor; Communication Officer and Safeguards Officer.

Fig. 1: ACE-CEFOR Organizational Chart

UNIPORT CENTERS IN COLLABORATION WITH ACE-CEFOR

The following affiliate Centers of Excellence in the University of Port Harcourt, operate on the Triple Helix concept of Government-University-Industry Partnership.

1. Center for Oil and Gas Technology (COGT),
Institute of Petroleum Studies (IPS):

- MSc in Petroleum Engineering and Project Development
 - Post Graduate Diploma in Petroleum Technology
2. Center for Occupational Health, Safety and Environment (COHSE):
- PhD in Occupational Health and Safety
 - PhD in Environmental Management and Technology
 - MSc in Occupational Health and Safety
 - MSc in Environmental Technology and Management
3. Center for Petroleum Geosciences (CPG):
- MSc in Petroleum Geosciences
4. Offshore Technology Institute (OTI):
- MSc in Pipeline Engineering
 - MSc in Offshore Technology
 - MSc in Subsea Engineering

5. Emerald Energy Institute for Petroleum & Energy Economics, Policy and Strategic Studies (EEI):
- PhD in Petroleum Economics
 - PhD in Energy Economics
 - MSc in Petroleum Economics, Management and Policy
 - MSc in Energy Economics, Management and Policy
 - Professional Masters of Energy Economics.
Options: Oil and Gas Economics;
Gas and Power Economics;
Energy Policy & Regulation.
 - PGD in Petroleum and Energy Economics
6. Center for Gas, Refining & Petrochemicals (CGRP):
- MSc in Petroleum Refining & Petrochemical Engineering
7. Institute of Natural Resources, Environment and Sustainable Development (INRES):
- Post-Graduate Diploma (PGD) in Natural Resources and Environmental Management



- MSc in Natural Resources and Environmental Management
- PhD in Natural Resources and Environmental Management

IMPORTANT STUDENT RESOURCE CENTERS AT THE UNIVERSITY OF PORT HARCOURT

THE UNIVERSITY OF PORT HARCOURT SECURITY UNIT

The University of Port Harcourt has a robust Security Unit headed by the Chief Security Officer (CSO), of the University. All entry points into the University are manned by well trained professional security men and women, easily identified by their official uniforms. You will also find these security officials posted at strategic locations all over the university. In the event of emergencies, please do not hesitate to approach any of these security officials for assistance. The University's Security Unit works closely with the Nigerian Police Force, Choba Divisional Police Station, located within the University environment. In the event of emergencies, please call the following numbers:

University Chief Security Officer (CSO)	+2347033551454
University Deputy Chief Security Officer (DCSO)	+2348064683770



THE UNIVERSITY OF PORT HARCOURT TEACHING HOSPITAL (UPTH)



Fig. 2: The University of Port Harcourt Teaching Hospital

The University of Port Harcourt Teaching Hospital (UPTH), was established in April 1980. The Hospital's vision is "To be a first-rate world-class Hospital" and its mission statement is "To provide excellent Medical Services, Manpower Training, and Research, using a well-trained and well-motivated workforce and the best affordable modern technology with a culture of courtesy, humanness, and patient friendliness".

UPTH is an 800-bed hospital that has in its employment 182 Specialist (Consultants) staff in virtually all specialties and subspecialties (such as Neurology and Neurosurgery, Cardiology and Cardiothoracic Surgery,

Paediatrics and Neonatology, Paediatric Surgery, Obstetrics and Gynaecology, Endocrinology, Nephrology, Urology, Haematology, Anatomical Pathology, Chemical Pathology, Radio Diagnostics etc); 400 Resident Doctors (Trainee Specialists), 603 Nurses in various Specialties and 40 Pharmacists. The University of Port Harcourt Teaching Hospital treats well over 400,000 out-patients per annum, over 10,000 in-patients per annum and well over 3000 surgeries per annum.

The University also has a Health Center, the O. B. Lulu Briggs Health Center situated at the Abuja Park of the University.

In case of medical emergencies, students are to call the Director, University of Port Harcourt Health Services on +2348064689151.

DONALD E. U. EKONG LIBRARY

The University of Port Harcourt Library now known as Donald E. U. Ekong Library was established in 1975/76 session, at the time the parent institution, University of Port Harcourt was also established. When the University



moved to its temporary site, the Library moved with it and was allocated a space where it finally started normal activities in 1977/1978 session with the opening of the circulation, technical, and administration units. All circulation and technical services, including lending, reference, acquisition of material etc started immediately. However, the Automation Unit and its activities started in 2006. With the completion of the ultra-modern permanent building for the library in the permanent site, all branches of the Library relocated to this building in 2008.

The Library which started with a stock of 3000 volumes and 78 periodicals now has a collection of 130, 000 volumes. It subscribes to over 10 databases which give access to a large collection of peer reviewed journals. For example, HINARI alone has more than 8,500 peer reviewed journals and 7,000 e-books. It has a seating capacity of more than 2000 and serves as a depository for the United Nations Publications. Since its establishment, special collections which place emphasis on the Niger Delta, its problems and products have been built. These are used to support research and scholarship in vital subjects concerning the Niger Delta.



There is also being developed, a University of Port Harcourt archives serving as the official depository for all Uniport publications, records of historical and research importance by members of staff and the university itself. Visit the Donald E. U. Ekong Library @ www.library.uniport.edu.ng.

ICT FACILITIES AT ACE-CEFOR - DIGITAL LIBRARY AND LANGUAGE LABORATORY



Fig. 3: ACE-CEFOR Language Laboratory

The Africa Center for Excellence in Oilfield Chemistry Research (ACE-CEFOR), is equipped with state of the art Information and Communication Technology

facilities. The Center has a digital library which houses 60 high speed enabled computers and a Language Laboratory also equipped with 30 high speed enabled computers. The Center also has two smart classrooms, two smart Seminar/Conference Rooms, one e-Conference/Video Conferencing Room, one smart Board Room, and a Faculty Work Station, two smart classrooms, two smart Seminar/Conference Rooms, one e-Conference/Video Conferencing Room, one smart Board Room, and a Faculty Work Station. In addition, all ACE-CEFOP students are provided with internet access on their personal computers and devices, within the Center.

UNIVERSITY OF PORT HARCOURT SPORTS INSTITUTE

The University of Port Harcourt Sports Institute was established in 2014 to promote professional sporting activities at the University and as a center for advanced research in Sports Science, Sports Medicine and Sports Technology. The Institute aims to make the University of Port Harcourt the choice destination in West Africa, for Sports Science research and High Performance. The

Institute creates opportunities for community based sports and recreation programmes.

The Institute has the following facilities for exercise and recreation:

- Gymnasium with Indoor training and competition facilities
- Synthetic athletic track with a warm-up track and accessories
- Olympic – standard Myrtha technology swimming pool
- Football pitches (with training pitches)
- Cricket oval
- Squash court
- Tennis courts
- Modern and well-fitted Athletes' Hostel





Fig.4: University of Port Harcourt Swimming Pool

QUALITY ASSURANCE & QUALITY CONTROL/SERVICOM UNIT, UNIVERSITY OF PORT HARCOURT

The Quality Assurance & Quality Control (QAQC)/SERVICOM Unit of the University of Port Harcourt, diligently monitors all service windows of the University without shielding any staff or pandering to pecuniary interest. The Unit is located at the Abuja Park of the University. The QAQC diligently and promptly addresses genuine customer complaints and seeks

redress in a non-intrusive or abrasive manner. QAQC/SERVICOM Unit routinely monitors staff attendance at work and productivity.

The QAQC also vigorously monitors compliance to timetable, quality of teaching, early release of results and addresses genuine complaints by students. The QAQC strives to

1. Ensure Quality Service Delivery.
2. Institute Right to Good Service.
3. Allow Redress when Service Delivery Fails.
4. Participate Actively in Service Delivery Programme.

As a student, when you make an official complaint to the QAQC;

1. Your complaint will be treated speedily.
2. You will be listened to carefully
3. Circumstances will be carefully considered
4. You will not be treated as a stirrer.
5. You will not be discriminated against for any reason.



6. The University of Port Harcourt will use the experiences of your complaint to further improve its services.

7. There will be fair hearing to all sides.

Complaints can be registered by calling:

Director, University Quality Assurance/Quality Control Unit	+2348037045315
Assistant Director, University Quality Assurance/Quality Control Unit	+2348033423985

SERVICOM can be reached via servicom@uniport.edu.ng.

DETAILS OF THE PHD PROGRAMME

Objective

The objective of this programme is to commit intelligent and talented young men and women within the African region to solving the diverse problems in the oil and gas industry particularly in the areas of Oil Field Chemicals/Biofuels, Petroleum and Environmental Studies. The degree will be awarded to candidates that demonstrate scholarship and ability to carry out independent research investigation

Admission Requirements

1. Students that have successfully completed the relevant MSc degree of the University of Port Harcourt with a minimum CGPA of 4.0 as well as minimum of CGPA of 3.0 in their first degree
2. Candidates with equivalent qualifications from other Universities.
3. Qualified industry staff with relevant MSc degree can apply.
4. Shortlisted candidates will be invited for interview/ presentation of research proposals. Limited sponsorship opportunity is available for students, however, candidates are encouraged to seek for sponsorship from other sponsoring agencies and employers.



Duration of Programme

Expected to graduate within a period of 24 to 36 calendar months of intensive modular taught courses and research project.

SCHEDULE FOR THE PhD PROGRAMME

WEEKS (1-24)

- Registration/Orientation of students
- Identify research interest/topic
- Assign Supervisors
- Undertake compulsory Nigeria University Commission/ Centre stipulated Courses
- This will be on modular basis of 40hrs per week
- Extensive Literature review
- Develop project road map/time-line
- Regular contact with supervisors on progress
- 1st Presentation - Proposal defense (literature review, objectives/ research methodology/etc)

WEEKS (25 – 36)

- Take remaining departmental courses
- Identify equipment, software and laboratories needed for research execution
- Estimate costs associated with project
- Experiment set-up
- Commence data/sample collection
- Regular contact with supervisors on progress

Candidates may be required to take departmental based courses/ advised to audit some courses depending on perceived knowledge gap by the supervisors

WEEKS (37- 48)

- Continue with lab work/project execution
- Regular contact with supervisors on progress
- 2nd Presentation on Research progress.

WEEKS (49-60)

- Continue on lab work/project execution
- Regular contact with supervisors on progress
- Align with road-map and ensure progress is on track
- Identify patenting potentials of project, liaise with Centre Leader and IPPO for documentation and necessary actions
- Publish 1st paper in any of the approved journals

WEEKS (61-72)

- Continue on lab work/project execution
- Regular contact with supervisors on progress
- Develop models if applicable
- Review progress in line with road- map and objectives
- Regular contact/presentation to supervisors

WEEKS (73-84)

- Continue on lab work/project execution
- Result analysis



- Validation of experimental results with developed models
- Regular contact with supervisor on progress
- Follow-up and fine-tune on patenting documentation
- Publish 2nd paper in approved journals

WEEKS (85-96)

- Validation of models with experimental results and existing models
- Tidy loose ends
- Regular contact with supervisor on progress
- Prepare report to capture all inputs during previous presentations
- Finalize documentation for patenting if any
- Make final presentation(3rd) to the Centre

WEEKS (97- ?)

- Effect corrections and make report ready for School of Graduate Studies
- Submit report to IPPO for plagiarism check
- Make presentation to School of graduate Studies
- Effect corrections after presentation in graduate school
- Schedule for external examiner/Final defense

REMARKS: This schedule is for candidates who meet the minimum period of 24 calendar months. Others who fail to meet this minimum target are expected to complete within a period of 36 months.

TUITION FEES

Tuition fees for three years should be:

- N750,000 per annum for self-sponsored nationals

- \$15,000 for self-sponsored non-nationals
- N2,500,000 for sponsored nationals
- \$25,000 for sponsored non-nationals

The Tuition fee will be paid by the University for students sponsored by the ACE.

ACCEPTANCE FEE:

- Non- refundable acceptance fee of N100, 000 per candidate for Nationals and \$1000 for non - Nationals.

Academic Programme

This programme will consist of the following:

- Extensive research leading to publications in reputable international journals
- Participation in seminars, workshops and conferences
- Taught courses comprising NUC compulsory courses, and specialized departmental courses as applicable.

The courses will be taught in modular basis. Students are expected to pass all courses as part of their continuation requirement.

Research Focus

Research work should focus on any of the following:

- Petroleum Engineering
- Gas Engineering and utilization
- Petroleum Economics
- Chemical Engineering
- Geological Studies
- Oilfield Chemicals



- Biofuels/Biotechnology
- Environmental Studies

Selection of Supervisors

- Supervisors will be drawn locally, internationally and from the Industry.
- Every student must be assigned to at least two supervisors.

COURSES AND COURSE CONTENTS

ACE 901

Research Methods and Commercialization (3 Credits)

Course Content

- Principles of Scientific Research and Reporting
- Research as an Enterprise/Multidisciplinary
- Approach (Entrepreneurship, Commercialization)
- Advanced Statistics
- Proposal Writing and Presentation Skills
- Anti-plagiarism and Patenting

ACE 902

Oilfield Science & Technology (3 Credits)

Course Content.

- Overview of Oilfield Biology
- Overview of Oilfield Chemistry
- Overview of Oilfield Technology (Exploration, Drilling, Cementing, Production and Processing)
- Environmental Impact of Oilfield Chemicals

ACE 903

First Departmental Taught Course (3 Credits)

As applicable from respective Departments/Centers

ACE 904 (3credits)

Second Departmental Taught Course

As applicable from respective Department/Centers

ACE 905 (3credits)

Seminar 1/Advances in Areas of Research

ACE 906 (3credits)

Seminar 2/Advances in Areas of Research

ACE 907

Thesis (12 Credits)





ACE-CEFOR, UNI-PORT

**WORLD BANK AFRICA CENTRE OF
EXCELLENCE FOR OILFIELD AND CHEMICAL
RESEARCH (ACE-CEFOR)**

UNIVERSITY OF PORT HARCOURT

MEMORANDUM OF UNDERSTANDING

Academic Supervision for Registered Research Students

(* Adapted with permission from the Institute of
Engineering, Technology and Innovation Management,
University of Port Harcourt)

Preamble

Every candidate registered for a research degree at ACE-CEFOP, University of Port Harcourt is required to complete and submit this Memorandum of Understanding, which entails inter alia:

- Contact information of both candidate and supervisor(s)
- Candidate's expectation of the supervision
- Supervisor(s) expectation of the research and from the candidate
- Intellectual Property issues
- Plagiarism policy agreement (to be attached to every written submission)
- Declaration of originality

Student Registration Number	
Name of Candidate	
Email Address	
Postal Address	
Contact Telephone Number(s)	

Name of Supervisor	
Email Address	
Work Address	



Name of Co-Supervisor (where applicable)	
Email Address	
Work Address	

Candidate's Expectations

- Supervisor(s) to be easily accessible.
- Clear mediation mechanisms (in accordance with University Regulations) to deal with any issues that may arise between the candidates and supervisor(s).
- Candidate to receive appropriate feedback (preferably in written format) within a reasonable time (to be agreed upfront at time of submission) from all submissions to the supervisor(s).
- Other special expectations of the candidate

.....

- Candidate's plans and commitments: The candidate should indicate any matter(s) that may have an impact on the timetable proposed for the research study

.....



Comments by supervisor(s) on Candidate's expectations

.....

.....

.....

Candidate undertaking

Supervisor(s) Expectations

- Candidate to be acquainted with University policies on Research Ethics, Plagiarism and Intellectual Property.
- Regular scheduled meetings (at least once in every three months) punctually attended by the candidate. Meetings to be scheduled in advance by the candidate.
- Candidate to make email contact with supervisor(s) at least once a month.
- Candidate to provide a research project timetable, which conforms to the minimum time period allowable for the degree study at the University. The University Regulations regarding the renewal of registration per degree will apply.
- Candidate to be conversant with and apply guidelines and templates for preparing a research proposal, for conducting research, for producing research reports and publishable articles, and for making presentations.



- Quarterly written progress reports from the candidate with revisions and updates of the timetable.
- Candidate to ensure that all submitted work is written in an acceptable standard of English language. It is not the supervisor(s) responsibility to edit grammar and spelling. Any revisions suggested by supervisor(s) may be re-submitted within the time period stipulated.
- Candidate to attend to any prerequisite modules, courses, workshop, seminar, or conference as may be recommended by supervisor(s).
- Candidate has to demonstrate research competence in order to be recommended for the award of a degree.
- Other special expectations of the supervisor(s)
 -
 -
- Comments by candidate on Supervisor(s) expectations
 -
 -
- Supervisor(s) Comments
 -
 -



Intellectual Property Issues (Refer to applicable University Policy)

Authorship of research outputs should be discussed and agreed upon by all parties concerned. In the case where a candidate is not sponsored by another employer and the research is not specifically supported by another organization, the research output must be published under the name of the University.

Administration (write Y to indicate 'yes' and agreement)

☐

Candidate is familiar with University's Code of Research Ethics and agrees to abide by it.

☐

Candidate is conversant with the University's Plagiarism Policy and agrees to abide by it.

☐

Candidate is aware of the University's regulations pertaining to postgraduate matters as well as general regulations applicable to all students and agrees to abide by them.

☐

Candidate is familiar with University's Intellectual Property Policy and agrees to abide by it.

☐

Other specific regulations



Termination

Should a candidate fail to maintain satisfactory academic progress during the period of study, the supervisor(s) may, after consultation with the candidate, formally write to warn the candidate regarding the seriousness of the matter and stating the probationary conditions to achieve satisfactory progress. Should the candidate fail to rectify the situation for a period of three months following, then the supervisor(s) may recommend that the candidate be de-registered from the programme.

A candidate may appeal against such a recommendation in writing citing reasons and providing assurances of progress. The candidate's appeal, together with a written response from the supervisor(s) shall be considered by an Appeals Committee, duly set up in accordance with University Regulations. The Appeals Committee decision is final.

Candidate's comment and signature

.....

.....

.....

Centre Director: I have reviewed this completed Memorandum of Understanding as it reflects the roles and responsibilities of the candidate

Center Director	
Signature & Date	





ACE-CEFOR, UNIPORT

**WORLD BANK AFRICA CENTRE OF EXCELLENCE
FOR OILFIELD CHEMICALS RESEARCH
(ACE-CEFOR)
UNIVERSITY OF PORT HARCOURT**

Plagiarism Policy Agreement

The University places great emphasis upon integrity and ethical conduct in the preparation of all written work submitted for academic evaluation. Both the candidate and supervisor(s) have a responsibility to avoid plagiarism.

One is guilty of plagiarism when copying from another author's work without acknowledging the source and passing it off as own effort. This 'stealing' also applies when someone else's work is submitted slightly altered in a manner that retains much of the effort of the original author.

Candidates who commit plagiarism will not receive any credits for the plagiarised submission. Where there is evidence, the matter may be subject to a Disciplinary ruling, which can result in expulsion from the University for anyone found guilty of plagiarism.

The declaration which follows must accompany all written work submitted by the candidate. No written work will be accepted for assessment unless it is prefaced with the declaration.

Declaration:

I hereby confirm that the attached submission is my own work and I am familiar with the University policy on plagiarism. Where other people's work has been used, this has been acknowledged and referenced in my report. I have not used work previously produced by any person to hand in as my own. I have not allowed, and will not allow anyone to copy my work with the intention of gaining academic credit. I understand that this submission contributes to the assessment of my competency for the research and I accept the assessment made.

Student Number	
Surname, First name, Middle Initial	
Signature & Date	
Email Address	
Supervisor Signature(s)	
Supervisor(s) Comments	

INFORMATION FOR SUPERVIORS CRITERIA FOR SUPERVISION OF REGISTERED PHD RESEARCH STUDENTS

Ph.D. Research Supervisors should address the following criteria:

- a) The candidate's capacity to perform critical analysis and demonstrate original thought in all aspects of the study.
- b) Candidate's ability to carry out comprehensive and detailed review and critique of literature, views and persuasions relevant to the field of study.
- c) Candidate's capacity to apply appropriate research methodologies. Testing of hypothesis is crucial.
- d) Extent to which the research demonstrates a significant original contribution to knowledge through theory building, the application and/or the testing of theory.
- e) Preparation and presentation of articles, reports and the thesis, including;
 - Clarity of expression,
 - Accuracy and appropriateness of presentation of results,
 - Quality and relevance of illustrative material (such as graphs, tables, illustrations)



- Relevance and accuracy of citations, references, etc., and
 - Development of relevant and coherent arguments.
- f) Quality of artifacts, if any, including:
- Conceptual understanding of the relevant field,
 - Ideas and/or imagination demonstrated,
 - Technical competence,
 - Resolution of the artifacts,
 - Complexity and difficulty demonstrated.
- f) Worthiness of the research for publication in any appropriate form



ACE-CEFOR, UNI-PORT

SCHOLARSHIP POLICY

ACE-CEFOR DEFINITION OF SCHOLARSHIP

- An award of money or other benefits made to an ACE-CEFOR student in support of his/her education and Professional enhancement
- This scholarship may include full or part tuition fees, research support and Professional Certification depending on the category of scholarship.
- The scholarship may also include free hostel accommodation for all foreign students of the Center
- This scholarship may include sponsorship to approved conferences & workshops. Any journal where technical papers will be published, must

be referenced on Scopus, while conferences and workshops must be of high professional standard.

- Note that, **Sponsorship to conferences and workshops is subject to prevailing financial conditions at the Center and the author must present technical paper as evidence to qualify for the sponsorship.**

TUITION FEES AT ACE-CEFOR

Tuition fees for three years at ACE-CEFOR is:

- N750,000 per annum for self-sponsored nationals
- \$15,000 for self-sponsored non-nationals
- N2,500,000 for sponsored nationals
- \$25,000 for sponsored non-nationals

The Tuition fee will be paid by the University for students sponsored by the ACE.

WHO IS THE SCHOLARSHIP FOR?

- To qualify for ACE-CEFOR sponsorship, a candidate must first be a bona fide student of the Center.
- PhD students who are on part-time will not be eligible for tuition free scholarship.
- The Center's MSc students are expected to pay the specified fees to the partner Centers they are admitted and therefore not eligible for tuition sponsorship, however all admitted MSc students of the Center shall receive a specified amount as support for their research work, and sponsorship for Environmental workshop and International Certification with National Registry of Environmental Professionals (NREP) USA.
- Note that, the scholarship cannot cater for all admitted students but every year the Centre defines eligibility for scholarship for students



depending on space and fund availability,
therefore, admitted students are encouraged to
source for alternative means of sponsorship

WHAT DOES THE SCHOLARSHIP COVER?

- Successful PhD student beneficiaries of the ACE-CEFOR scholarship will receive full tuition-free sponsorship
- All PhD students shall receive an amount of Three Hundred Thousand Naira only **(NGN300,000)** as support for their research work.
- All admitted MSc students of the Center shall receive an amount of Fifty Thousand Naira only **(NGN50,000)**, as support for their research work.
- Both the MSc and PhD Students will be sponsored by the Centre for Environmental

workshop and International Certification with National Registry of Environmental Professionals (NREP) USA.

- All foreign PhD students of the Center are entitled to free hostel accommodation

DURATION OF SCHOLARSHIP

- Tuition sponsorship, whether part or full shall be for the prescribed duration of the academic PhD programme. Full or part tuition sponsorship will terminate once the prescribed duration expires. If at the expiration of the prescribed duration, sponsored students have not graduated, the students shall forfeit the sponsorship benefits, and shall begin to pay the full approved tuition fees of the Center until graduation from the PhD programme.



- Hostel accommodation shall be for the prescribed duration of the academic programme. If the sponsored student is unable to finish the programme during the specified duration, he/she shall begin to pay the approved hostel fees until graduation from the programme.

NOTE TO SPONSORED STUDENTS (AND ALL ADMITTED STUDENTS OF THE CENTER)

As a reminder, ACE-CEFOR sponsored students are expected to:

- Comply with the Laws in Nigeria;
- Follow the Rules and Regulations of the Center and the University of Port Harcourt;
- Communicate with ACE-CEFOR on a regular basis by providing contact details, bank information, and visa documents (for foreign

students); as well as when encountering any problems or requiring assistance;

- Work closely with your ACE-CEFOR Academic Manager throughout the university admissions and study process;
- Demonstrate exemplary conduct – behave in an honest, honorable, mature and respectful manner at all times;
- Demonstrate respect when communicating with faculty, students and administrators at the Center and the university at large; allow time for processing your requests and schedule meetings before coming to see your contacts;
- Remain enrolled as a full-time student throughout the academic year.



FREQUENTLY ASKED QUESTIONS ABOUT ACE-CEFOR SCHOLARSHIP

Q: How is gender and regionality considered in scholarship mechanism?

A: All benefit from scholarship policy as applicable

Q: Are there specific scholarship funding categories?

A: Yes. However, the funding categories and availability is subject to budget and scholarship policy.

Q: How are applications for ACE-CEFOR scholarship submitted?

A: No special application is required. Depending on policy and availability of fund, all full time admitted students qualify, however, students are encouraged to seek for scholarship from independent sources



Q: How long is the application process?

A: The Center's scholarship is automatic with successful admission and enrolment for eligible PhD full time students, therefore, there is no application process.

Q: How often are scholarships awarded?

A: ACE-CEFOR scholarships are awarded once for the duration of the academic programme.

Q: How are successful beneficiaries notified?

A: Successful beneficiaries are notified in the provisional admission letter signed by the Center Leader.

Q: Who can I contact concerning ACE-CEFOR admission issues?

A: Contact the following for any ACE-CEFOR enquiries:

- **Prof. Ogbonna Joel**
Center Leader
ogbonna.joel@uniport.edu.ng

- **The ACE-CEFOR Administrative Officer**
acecefor@uniport.edu.ng





ACE-CEFOR, UNIPORT

SEXUAL HARASSMENT POLICY

The Africa Center of Excellence in Oilfield Chemicals Research (ACE-CEFOR), University of Port Harcourt frowns on all forms of sexual harassment and has adopted the University's Sexual Harassment Policy. In the unfortunate event of any sexual harassment, please contact the Quality Assurance/Quality Control/Servicom Unit of the University, to register your complaint.

Director. University Quality Assurance/Quality Control Unit	+2348037045315
Assistant Director. University Quality Assurance/Quality Control Unit	+2348033423985

Preamble from the University of Port Harcourt Sexual Harassment Policy

Sexual harassment such as unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature, is a common form of violence that can cause enduring psychological

harm. Both women and men are targets of such behaviour though women and girls are the primary targets. This document is to aid the University to prevent, report and respond to sexual assault and sexual harassment. The University is committed to providing a citadel of learning where all may search for knowledge and wisdom free from sexual harassment. Sexual harassment is serious misconduct; very serious wrongdoing and improper behaviour which may lead to dismissal.

Sexual harassment may take the form of victimization, a hostile environment that interferes with another's performance at work or in study or an alleged perpetrator influences or attempts to influence a person's educational or employment circumstances by coercing or attempting to coerce/force that person to engage in sexual activities; i.e. an alleged perpetrator influences or attempts to influence: the admission of a student to the University; or to University residences; or the access of a student to training, organisational or funding opportunities; or interferes in grading or evaluation; by coercing or attempting to coerce a student to engage in sexual activities. The University will not tolerate sexual harassment.



Objectives

This Sexual Harassment Policy (SHP), is in line with global best practice in 21st century Higher Education Institutions. It aims to prevent, report and respond to sexual assault and sexual harassment in the entire University.

Scope

This policy covers staff, students and those temporarily working in the University, such as contract staff, casual staff, contractors, and consultants.

1. DEFINITIONS

1.1 Sexual harassment is unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature that violates the rights of a person. In determining whether the unwelcomed conduct constitutes sexual harassment, consider the following factors:

(a) The conduct was made as a term or condition of an individual's educational progress, living environment, employment, or participation in the University activities.

(b) The conduct acceptance or refusal is used as the

basis or factor in decisions affecting the victim's education, employment, living environment, or participation in the University activities.

(c)The conduct impacts the individual's academic or employment performance or creates an intimidating, hostile or offensive environment for that individual's work, education, living environment, or participation in the University community.

1.2 **'Alleged perpetrator'** means a person alleged to have committed an act of sexual harassment;

1.3 **'Complainant'** means a person: who lodges a complaint under this Policy or against whom an act or acts of sexual harassment as defined in the Policy has or have been allegedly perpetrated;

1.4 **'Case Officer'** means the person assigned to present the University's case in formal internal disciplinary proceedings, who may also be the person assigned to investigate the matter;

1.5 **'Quality Assurance and Quality Control/SERVICOM Unit'** means the complaints and redress unit of the University;

1.6 **'Confidentiality'** means ensuring that information is



accessible only to those authorised to have access to it;

1.7 **'Employee disciplinary procedure'** means the disciplinary procedure that applies to a category of staff;

1.8 **'Employee'** means an employee of the University

1.9 **'Manager'** means any employee of the University with managerial, supervisory or warden's responsibilities;

1.10 **'RO'** means the Reporting Office, as may be designated by the Vice- Chancellor from time to time;

1.11 **'Unique Student handbook'** means the rules on the conduct of students given to the students at the beginning of each session;

1.12 **"Security Unit"** means the security unit of the University

1.13 **'NPF'** means Nigerian Police Force;

1.14 **Unwelcome sexual** conduct includes physical, verbal and non-verbal conduct/behaviour. Such conduct/behaviour may be direct or indirect through phones and android devices or images.

1.14.1 **Unwelcome physical conduct** ranges from



touching to sexual assault and rape;

1.14.2 **Unwelcome verbal conduct** includes insinuations or suggestions of a sexual nature, sexual advances, sexual threats, sexual comments, sex-related jokes/insults, inappropriate enquiries about a person's sex life, graphic comments about a person's body, whistling of a sexual nature and the exchange of sexually explicit material by electronic means or otherwise.

1.14.3 **Unwelcome non-verbal conduct** includes gestures, indecent exposure and the display or delivery of sexually explicit images by electronic or other means.

1.15 **'SHA'** means Sexual Harassment Adviser;

1.16 **'Student'** means a registered student of the University.

1.17 **'University'** means the University of Port Harcourt.

For the complete version of the Sexual Harassment Policy of the University, please visit <https://aceceforuniport.edu.ng/sexualharassmentpolicy/>

