

UNIVERSITY OF PORT HARCOURT

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

SEXUAL HARASSMENT POLICY

(ADOPTED FROM THE UNIVERSITY OF PORT HARCOURT SEXUAL HARASSMENT POLICY)

SECOND EDITION
JULY 2020

INTRODUCTION

The Nigerian Bill for an Act to prevent, prohibit and redress Sexual Harassment of students in Tertiary Educational Institutions and for matters connected therewith, 2019.

The Sexual Harassment Bill of the Federal Government of Nigeria was passed by Senate in July 2020. Although not yet signed into law by President Muhammadu Buhari, Section (1) of the Bill states that it is enacted to promote and protect ethical standards in tertiary education, the sanctity of the student-educator fiduciary relationship of authority, dependency and trust and respect for human dignity in tertiary educational institutions, by providing for:

- (1) protection of students against sexual harassment by educators in tertiary educational institutions;
- (2) prevention of sexual harassment of students by educators in tertiary educational institutions; and
- (3) redressal of complaints of sexual harassment of students by educators in tertiary educational institutions.

Relationship of Authority, Dependency and Trust

Section (2) of the Bill defines the relationship between an educator and student;

A relationship of authority, dependency and trust shall be construed to exist between an educator and a student in an institution if:

- (1) the educator is directly or indirectly involved in the full-time or part-time academic training, teaching, advising, supervision and education of the student; or
- (2) the educator has direct or indirect academic or non-academic authority over the student; or
- (3) the student depends, directly or indirectly, on the educator in any manner whatsoever.

Sexual Offences

Section (4) of the Bill states that, an educator shall be guilty of committing an offence or a felony of sexual harassment if he/she –

(1) has sexual intercourse with a student or demands for sex from a student or a prospective student; or

- (2) intimidates or creates a hostile or offensive environment for the student by soliciting for sex from the student or making sexual advances towards the student; or
- (3) directs or induces another person to commit any act of sexual harassment under this Bill, or cooperates in the commission of sexual harassment by another person without which it would not have been committed; or
- (4) grabs, hugs, kisses, rubs or strokes or touches or pinches the breasts or hair or lips or hips or buttocks or any other sensual part of the body of a student; or
- (5) displays, gives or sends by hand or courier or electronic or any other means naked or sexually explicit pictures or videos or sex related objects to a student; or
- (6) whistles or winks at a student or screams or exclaims or jokes or makes sexually complimentary or uncomplimentary remarks about a student's physique or stalks a student.

Commencement of Criminal Proceedings

Sections (8), (9) and (10) of The Sexual Harassment Bill state that

- (8) A written Sexual Harassment Petition complaining of the offence or felony of sexual harassment against an educator may be filed or made by a student or by a student's representative who may be a relative, a guardian, or a lawyer of the student, or any person who has interest in the wellbeing of the student to the Nigerian Police Force, or the Attorney-General who shall take necessary measures to prosecute the educator in accordance with the provisions of this Bill.
- (9) A copy of the written Sexual Harassment Petition complaining of sexual harassment in Clause 8 of this Bill shall be delivered by the student or the student's representative to both the administrative head and Secretary of the Independent Sexual Harassment Committee of the affected institution for record purposes and such actions that may be required under this Bill.
- (10) Criminal proceedings shall commence or be deemed to have commenced under this Bill when a charge has been filed in Court and the processes served on an educator who is alleged to have committed a sexual harassment offence under this Bill.

Penalty

Sections (11) and (12) state the penalties for sexual harassment in Nigerian tertiary institutions as;

- (11) Any person who commits any of the offences or acts specified in Clause 4 (1), (2) and (3) of this Bill is guilty of an offence of felony and shall, on conviction, be sentenced to an imprisonment term of up to 14 years but not less than 5 years, without an option of a fine.
- (12) Any person who commits any of the offences or acts specified in Clause 4 (4), (5) and (6) of this Bill is guilty of an offence and shall be liable on conviction to imprisonment term of up to 5 years but not less than 2 years, without an option of a fine.

Civil Action for Breach of Fiduciary Duty

The Bill further states in Sections (13) and (14) that;

- (a) Notwithstanding the provisions of Clauses 4, 8, 9, 10, 11 and 12 of this Bill or any other part of this Bill thereof, the right of a student who complains of or alleges sexual harassment by an educator to commence and maintain a civil action in Court for breach of fiduciary duty of care contrary to Clauses 2 and 3 of this Bill is preserved.
- (b) The standard of proof in any proceedings for an educator's breach of the fiduciary duty owed to a student under Clauses 2 and 3 of this Bill shall be the same standard applicable in all civil proceedings.

ACE-CEFOR SEXUAL HARASSMENT POLICY

Preamble

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 Center to prevent, report and respond to cases of sexual assault and sexual harassment against national and regional students and faculty members at the ACE-CEFOR. The University is committed to providing a citadel of learning where all may search for knowledge and wisdom free from sexual harassment and other such vices. Sexual harassment is a serious misconduct; very serious wrong doing and improper behaviour, which may lead to dismissal.

Sexual harassment may take the form of victimisation, a hostile learning or work 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 improper sexual advances and or acts that is, an alleged perpetrator

influences or attempts to influence: the admission of a student to the University; employment of a faculty member to the Centre; allocation of University residences; the access of a student to training, organisational or funding opportunities; interfere in grading or evaluation; by coercing or attempting to coerce a student/faculty member to engage in sexual activities. The Centre/University will not tolerate sexual harassment or molestation be it either against or perpetrated by a national or regional student or faculty member at the Centre/University with the collaborating faculties, departments and specialized centres.

Objectives

This Sexual Harassment Policy (SHP) is in line with global best practice in 21st Century Higher Education Institutions (HEIs). It aims to

• Prevent, report and respond to sexual assault(s), molestation(s) and harassment(s) at the Centre or in the entire University.

Scope

This policy covers faculty members, staff, students and those temporarily working at the Centre and or in the University, such as contract staff, casual staff, contractors, and consultants. It is presented under the following sections:

- 1. Definitions
- 2. The Role of Managers
- 3. Communication
- 4. Education and Training
- 5. Third Parties
- 6. The Role of the Reporting Office
- 7. Sexual Harassment Advisors
- 8. Advisory Panel
- 9. Response to a Complaint
- 10. Informal Procedures
- 11. Formal Procedures
- 12. Final Formal Procedures

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 that the conduct:

- (a) was made as a term or condition of an individual's educational progress, living environment, employment, or participation in the Centre/University activities;
- (b) acceptance or refusal is used as the basis for or factor in decisions affecting the victim's education, employment, living environment, or participation in the Centre/University activities, and
- (c) 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 Centre/University community.
- 1.2 'Alleged perpetrator' means a person accused of or suspected 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 Centre's or 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 authorized to have access to it;
- 1.7 **'Employee disciplinary procedure'** means the disciplinary procedure that apply 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 Nigeria 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(s) by electronic means or otherwise.
- 1.14.3 **Unwelcome non- verbal conduct** includes gestures, indecent exposure and the display or delivery of sexually explicit image(s) by electronic or other means.
- 1.15 'SHA' means Sexual Harassment Advisor;
- 1.16 **'Student'** means a registered national or regional student of the Centre/ University;
- 1.17 'University' means the University of Port Harcourt;
- 1.18 'Centre' means the Africa Centre of Excellence in Oilfield Chemicals Research (ACE-CEFOR);
- 1.19 'National student' means a student who is a Nigerian;
- 1.20 "Regional student' means a student who is from other African countries apart from Nigeria.

2. THE ROLE OF MANAGERS

- 2.1. Every manager shall take all reasonable steps to create and uphold a setting that is free from sexual harassment. In this regard, managers should:
- (a) exhibit leadership by learning, knowing and understanding the terms of this Policy, and assume responsibility for implementing the SHP;
- (b) attend training and educational sessions on this Policy as offered by the RO;
- (c) communicate the Policy to all employees, students and third parties in their respective areas of responsibility, and

- (d) ensure that all new students, faculty members, staff, and third parties are informed about the Policy and given the opportunity to discuss its implications.
- 2.2 Every Manager shall take the appropriate action when instances of sexual harassment occur and act as per the reporting and disciplinary processes laid down in this Policy. In this regard, managers are to:
- (a) treat all complaints with utmost confidentiality;
- (b) treat all concerned with utmost dignity and respect;
- (c) refer all complaints to the RO;
- (d) report to the RO when conduct in breach of this Policy is observed, and no complaint is lodged, and
- (e) in consultation with the RO, take steps as appropriate to prevent sexual harassment from occurring.

3. COMMUNICATION

- 3.1 The University shall take all necessary steps to communicate this Policy to all students, employees, and third parties on a regular basis: at the yearly orientation programmes for newly admitted students, statutory student union meetings, on-boarding for newly employed faculty members, and university congregation meetings. Printed copies of this Policy shall be distributed to all staff, students and faculty members to raise awareness about the need to prevent and report cases of sexual harassment.
- 3.2 The University shall make this Policy available on its website.
- 3.3 The Vice Chancellor shall ensure that 3.1 and 3.2 occur.
- 3.4 The Centre Leader/Director/Dean/Provost shall communicate, regularly:
- (a) by oral and written means the seriousness of the issue and the existence of this Policy to students, employees and third parties within their Centers/ Faculties/Colleges, and
- (b) with faculty members/students/Heads of Departments (HODs) and all other managers/stakeholders in the Centre/Faculty/College concerning their responsibilities in the effective implementation of this Policy.
- 3.5 The Dean of Students Affairs (DSA) shall communicate:
- (a) by written and oral means the existence of this Policy and its seriousness to students, employees, and third parties within the campus residences of the University and faculty members, and

in writing and via meetings the contents of this Policy to the various Students' and Staff Unions.

3.6 The RO shall:

- (a) provide the Information, Publication and Public Relations Unit (IPPR) with information that, would enable the University community be, regularly, informed about the implementation of this Policy;
- (b) send regular e-mails to all employees, students and third parties, at least, once a session to give information about this Policy, and
- (c) report, annually, to the Vice Chancellor the status and success of this Policy.

4. EDUCATION AND TRAINING

- 4.1 Regular continuing education and training are imperative to guarantee that, students, faculty members, employees and third parties are conversant with the contents of this Policy in preventing workplace harassment and implement it to respond, report and prevent sexual harassment.
- 4.2 Within six months of the adoption of this Policy, all existing staff of the RO shall be trained, appropriately.
- 4.3 Within four months of the adoption of this Policy, the RO shall appoint and train SHAs. This training shall be repeated for new SHAs and new staff members of the RO within the first four months of each new calendar year.
- 4.4 All SHAs shall attend update training sessions, at least, on an annual basis.
- 4.5 Within six months of the adoption of this Policy, the RO shall present workshops on this Policy for the Steering Committee members of the Centre, principal officers of the University, heads of academic departments, staff in the Quality Assurance and Quality Control/SERVICOM Unit, and Campus Security Unit (CSU). Staff representative bodies and the Students Union (SU) shall be entitled to nominate representatives to attend workshops offered by the RO. The RO shall repeat the programme workshops, at least, every year. The RO shall integrate this Policy into staff induction and student orientation programmes.

5 THIRD PARTIES

The Centre/University intends that this and related policies be upheld and respected by all who work at, or visit, the Centre/University or who take part in the University's activities at any location. Visitors to the Centre/University thus, agree to abide by the rules and conditions for students, faculty members and staff. Such

visitors or consultants or sundry will be deemed to have consented to be subject to the University's disciplinary jurisdiction.

6 THE ROLE OF THE REPORTING OFFICE

- 6.1 The RO shall provide a comprehensive sexual harassment response for the Centre/University. This response will include the provision of supportive and protective measures to the complainant, whether or not disciplinary proceedings are instituted.
- 6.2 Supportive measures may include, but not limited to:
- (a) crisis counselling;
- (b) emergency medical services, para-legal advice and other relevant services, and
- (c) measures to mitigate the impact of sexual harassment or the reporting thereof upon the complainant.
- 6.3 Protective measures, where appropriate, may include, but not limited to:
- (a) no-contact orders;
- (b) change of University student residence;
- (c) change of academic classes and academic concessions, and
- (d) special leave (staff) or leave of absence (students).
- 6.4 While the primary aim of this Policy is to assist complainants who allege sexual harassment, an alleged perpetrator may, at any stage, approach the RO for advice on the application and interpretation of this Policy. In such instances the RO shall:
- (a)provide the alleged perpetrator with a copy of this Policy and of the Centre's/University's disciplinary rules;
- (b) advise the alleged perpetrator of her/his right to obtain legal representation and of the availability of counselling;
- (c) advise the alleged perpetrator that, the Centre/University may choose to follow the Centre/University disciplinary rules even if the complainant does not wish to do so, and
- (d)explain to the alleged perpetrator the protective measures available to the complainant.

7 SEXUAL HARASSMENT ADVISORS

7.1 The RO shall appoint and train Sexual Harassment Advisors (SHAs), drawn from employees of the University,

- 7.2 A SHA shall have the following responsibilities to:
- (a) receive complaints of sexual harassment from the RO;
- (b) in consultation with the Case Officer (CO), to assist, support, consult and liaise with complainants, alleged perpetrators and those initiating complaints of sexual harassment:
- (c) provide reports and records to the RO on all referred cases;
- (d) represent the best interests of a complainant or alleged perpetrator in formal communications with the RO where such representation is required;
- (e) liaise with the CO with regard to responsibilities that may arise from disciplinary hearings, and
- (f) to support the educational work of the RO where practical and reasonable.
- 7.3 The SHAs should, as a group, be diverse in terms of gender, qualifications and background.
- 7.4 While a complainant will be entitled to ask for another SHA to be assigned to his or her case; every effort should be made to ensure that the same SHA deals with a case all through.
- 7.5 The RO shall:
- (a) provide general support and guidance to the SHAs;
- (b) monitor cases, and
- (c) ensure that the SHAs are, suitably, trained.

8 ADVISORY PANEL

- 8.1 For any report of sexual harassment made under this Policy, or in general; the RO may appoint an Advisory Panel to assist the RO with information, suggestions and expertise.
- 8.2 An Advisory Panel (AP) may consist of the following persons:
- (a) the SHA representing a complainant or victim;
- (b) the CO assigned to the complainant or victim;
- (c) a representative of the DSA, if the complainant or alleged perpetrator is a student;
- (d) a representative of the Deputy Vice Chancellor (Administration), if the complainant or alleged perpetrator is a staff or faculty member, and
- (e) a person, not necessarily a staff or faculty member of the University, with expert knowledge in the field.

9 RESPONSE TO A COMPLAINT

- 9.1 Complaints of sexual harassment must be brought to the attention of the RO as soon as is, reasonably, possible.
- 9.2 If a complaint is brought to the attention of the Centre Leader or a manager, the Centre Leader or manager shall notify the SHA and or RO, immediately.
- 9.3 Sexual harassment may be brought to the attention of the RO by the complainant or any other person aware of the sexual harassment case. However, if the incident is of a serious nature, the complainant is encouraged to inform the RO in person.
- 9.4 Any complaint of sexual harassment will be recorded in writing by the RO and will be assigned to a CO who will manage the complaint.
- 9.5 The RO will also assign an appropriate and available SHA to the case.
- 9.6 The steps to be taken by the CO, on receipt of a complaint, should include but, not limited to, the following:
- (a) advise the complainant that there are formal and informal procedures that could be followed:
- (b) explain the formal and informal procedures to the complainant;
- (c) advise the complainant that he/she may choose which procedure should be followed by the Centre/University;
- (d) advise the complainant that, the SHA assisting him or her may not be called as a witness during any formal procedure;
- (e) reassure the complainant that she or he will not face any adverse consequence(s) in choosing to follow either the formal or informal procedure;
- (f) advise the complainant that he or she is not bound by the outcome of the informal procedure and will have the right to appeal directly to the VC within ten (10) working days of the conclusion of that process;
- (g) advise the complainant that, the matter shall be dealt with confidentially;
- (h) if applicable, advise the complainant that no negative inference on his/her credibility will ensue as a result of late reporting;
- (i) provide the complainant with information about counselling available as well as information on how to access independent counselling services, and
- (j) in appropriate circumstances, advise the complainant of her or his right to refer the matter to the NPF and obtain further legal advice outside the Centre or the Legal Unit (LU) of the University.
- 9.7 If a complainant, after consultation with the NPF, does not wish to pursue the matter, and the complaint is judged by the RO to be of a serious nature, the RO must refer the matter to an Advisory Panel. The RO, in consultation with an Advisory

Panel, shall consider all relevant information, including but not limited to the following:

- (a) the risk to other persons at the Centre or in the University;
- (b) the severity of the sexual harassment, and
- (c) the history of the alleged perpetrator with regard to previous cases and complaints of sexual harassment.
- 9.8 If it appears to the RO and the Advisory Panel that, there is a significant risk of harm to other persons, they may advise the CO to follow a formal procedure, irrespective of the wishes of the complainant. In such an event, the complainant must be advised accordingly and the RO, in consultation with the Advisory Panel, must prepare a written recommendation to the Vice Chancellor. The recommendation shall include (but not limited to) the following:
- (a) a description of the alleged sexual harassment or assault;
- (b) the complainant's reasons for his/her unwillingness to pursue the matter further or to be called as a witness, and
- (c) compelling reasons in support of a formal procedure.

10 INFORMAL PROCEDURES

- 10.1 An informal procedure is a process, managed by the RO, in which relationship(s) between a complainant(s) and alleged perpetrator(s) is (are) explored with the consent of both, the aim of which is the resolution of a complaint in a manner that is satisfactory to a complainant(s) and the alleged perpetrator(s).
- 10.2 The complainant has the right to pursue formal proceedings after the conclusion of informal proceedings, if he/she feels unsatisfied with the resolutions. The choice to pursue informal proceedings shall not, in any way, diminish the force of the original complaint.
- 10.3 The alleged perpetrator has the right to refuse participation in informal proceedings and may exercise this right during any stage of the informal process. No negative inference shall be drawn from a refusal to consider, participate or withdraw from the informal process.
- 10.4 An informal procedure may be followed by a formal procedure if the RO, in consultation with an Advisory Panel, believes that there are compelling reasons for this as specified in paragraph 9.
- 10.5 In an informal procedure, only the following information is recorded:
- (a) the fact that the informal procedure took place;
- (b) the names of the participants;
- (c) the date, time and location of the alleged incident, and

- (d) the outcome of the informal procedure.
- 10.6 Informal proceedings require the written consent of both the complainant and the alleged perpetrator provided the following provisions are made known to both parties that:
- (a) the availability and implications of informal proceedings shall be explained to the complainant by the appointed SHA, before such proceedings;
- (b) with the consent of the complainant, preparatory interviews with the alleged perpetrator may be held in the absence of the complainant and with any other person or persons that may provide information to assist with the informal process, and
- (c) the structure, procedure and facilitation of any informal procedure will be agreed upon beforehand by the CO, complainant, alleged perpetrator and SHA.
- 10.7 The informal procedure may include:
- (a) an approach to the alleged perpetrator with or without revealing the identity of the complainant (depending on the choice of the complainant) with information that certain forms of conduct constitute sexual harassment;
- (b) a discussion where the objective is to give the alleged perpetrator an opportunity to apologize. The CO and SHA will facilitate the terms, conditions and acceptance of such an apology, and
- (c) the presentation of the case in confidence to a group of not more than four persons (including the case facilitator), to consider suggestions and to make recommendations that may achieve a resolution based on an agreement between the alleged perpetrator and the complainant. The choice of participants in the discussion will be at the discretion of the CO in consultation with the SHA.
- 10.8 Every endeavour must be made to conclude the informal procedure within fourteen days of the incident being reported to the RO.
- 10.9 Strict confidentiality regarding the process, participants and report will be maintained throughout this process.
- 10.10 No part of the informal procedure may be used as evidence in a subsequent hearing following the outcome of this process.

11 FORMAL PROCEDURES

- 11.1 A complainant may choose to initiate formal proceedings, with or without first following an informal procedure. The purpose of formal proceedings is to test the complainant's allegations through the disciplinary process.
- 11.2 If a complainant, following an informal procedure that does not result in a mutually acceptable outcome does not wish to follow a formal procedure, the CO will establish whether the complainant requires any further advice or support as contemplated in the section dealing with the RO.

- 11.3 If the complainant wishes to proceed with a formal procedure, he/she shall advise the CO, prepare and sign a written statement providing the full particulars of the alleged perpetrator of the sexual harassment act.
- 11.4 The formal processes for the presentation of the complainant's case within University Disciplinary Processes for staff, faculty members and students will be initiated through the RO.

12 FINAL FORMAL PROCEDURES

Where the formal procedure is to be followed:

12.1 Students

The RO should report the matter to the Vice Chancellor, through the legal team in the LU, who then, mandates the CO to present the case to Court as required. The University Students Disciplinary Committee will now have the power to sanction, as required.

12.2 Staff

The RO must be contacted for assistance before instituting disciplinary action for sexual harassment following existing approved disciplinary procedures for staff. The disciplinary committee shall be trained to handle such case(s).

12.3 Employees or agents of contracted-in third parties

Agreed disciplinary procedures between the University and the contracting third party will be used.



ACE-CEFOR, UNIPORT

SEXUAL HARASSMENT INCIDENT REPORT FORM

1a.	Type of Incident:
	[Rape/ Attempted Rape/ Gender Based Violence/ Sexual Harassment/ Others (see 1b)]
1b.	Others: (Please state what other type of incident you suffered)
	<u>Details of Affected Person</u>
2.	Name (Surname, First name, Middle Name)
3.	Gender: (Male or Female)
5.	Occupation: (Staff or Student)
7.	Telephone Number
8.	Email Address
	<u>Details of Incident</u>
9.	Location (Where did the incident take place? Classroom; Hostel; Office; Residential area, Etc.)
10.	Date
11.	Day of the Week

To be filled and submitted in a sealed envelope to the Director, Quality Assurance & Quality Control/SERVICOM Unit, University of Port Harcourt.

CONFIDENTIAL

13. Description of Incident (Describe in detail: situation, circumstances, what exactly occurred)
(You may attach extra sheets of paper if the space provided is not enough)
<u>Details of Assailant</u>
14. Name of Assailant
15. Gender (Male or Female)
17. Telephone Number
18. Email Address
19. Relationship to Affected Person
(Lecturer/ Student/ Supervisor/ Supervisee/ Boss/ Subordinate/ Colleague/ Etc.)
<u>Declaration</u>
I hereby declare that the
information I have reported in this form is correct and true, to the best of my knowledge.
Name
Signature Date
To be filled and submitted in a sealed envelope to the

To be filled and submitted in a sealed envelope to the Director, Quality Assurance & Quality Control/SERVICOM Unit, University of Port Harcourt.