

PREFACE

The primary aim of this Handbook is to acquaint the students with the relevant information relating to Uptonville Oil and Gas Institute's academic programmes and the general regulations in operation in the institute which are also in lie with the prescribed standard by th National Board for Technical Education and Federal Ministry of Education.

The Handbook contains information such as admission requirements, courses offered and their description, graduation requirements, examination regulations, hall of residence conduct and so on. All of these are subject to periodic review as the need arises to reflect the needs of students.

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SECTION 1: WELCOME

The Management and Staff of Uptonville Oil and Gas Institute extend a warm welcome to you.

Uptonville Oil and Gas Institute is committed to high standards in the provision of Technical-Vocational Education and other student services. We strive to maintain a happy and welcoming atmosphere in which to learn and work and to assist students in achieving the best possible outcome.

Uptonville Oil and Gas Institute will ensure that you receive the opportunity to fulfil your personal potential during your training and every endeavour will be made by staff to accommodate your individual needs.

During your training with Uptonville Oil and Gas Institute you may have questions relating to your training and assessments. These should be raised in the first instance with your trainers who may refer you to the appropriate department of the Institution.

You may also have questions, concerns, complaints and appeals that require the attention of Student Administration Team. The Student Administration Team are the first point of contact for issues aside from training and assessment matters or those issues that you do not wish to discuss with your trainer.

The contents of the Student Handbook will be discussed with you during your introduction programme at Uptonville Oil and Gas Institute. It is important to bring this handbook with you to the induction and keep it safe during your training, as it will provide additional guidance and answers as you progress through your training. In this handbook, you will find information on Uptonville Oil and Gas Institute policies and procedures together with forms and documents that you may need to refer to during your studies.

We sincerely thank you for taking an interest in our institute and choosing to study with us and hope your time at Uptonville Oil and Gas Institute is a memorable and productive learning experience.

Prof. Winston I. Bell-Gam
B.Sc. (Nig.), MBA (Cranfield), PhD (Newcastle Upon Tyne),
FGS (London), MRTPI (UK), MCFI (UK), FNMGS.
President

INTRODUCTION

Uptonville Oil and Gas Institute was established on the 4th of February 2008. Her birth was informed by the consensus reached by the Technical and Vocational Educational Sector's reform and particularly the Specifications Vocational Enterprise Institutions (VEIs) and Innovation Enterprise Institutions (IEIs) for an urgent need to establish institutions of learning that complement the existing ones with the aim of accommodating the ever increasing number of applicants, encouraging the private sector in the provision of such institution as well as bridge the between training provided by the already existing ones and the actual need of the people.

having applied for and also given a license of approval from the National Board for Technical Education, Federal Ministry of Education, Uptonville Oil and Gas Institute was established out of a deep sense of need, desire and passion to mitigate the above challenges among other potentials.

GUIDING PRINCIPLES

MISSION STATEMENT

To empower the youths of the Niger Delta in particular and Nigeria in general through the acquisition of high level skills and professions that would make them relevant in the society and the world at large.

VISION

To see the comity of Nigeria youths as responsible, positively relevant, progressive and a formidable force to be reckoned with in all spheres of life in and outside the country, inspired by the institute's motto.

MOTTO

As Astra PerAudua Up To The Stars Through Hard Work.

THE UPTONVILLE ANTHEM

Our team work in-tandem to provide students' services that will make them utilise their time with us as valuable and effective as possible. Once you enter our facility we expert to provide everything you need to ensure you get the most from your training experience.

All you need to do is ask one of our friendly staff for assistance and we will be more than happy to provide advice and direction to you.

ACADEMIC STAFF

President

Professor Winston I. Bell-Gam

B.Sc. (Nig.), MBA (Cranfield), Ph.D. (Newcastle Upon Tyne), FGS (London), MRTPI (UK), MCMi (UK).

Rector

Dr. Sandra Ezeani PhD

BSC (Nig), MSC (LEADS), Ph.D (Nig), AIEMA, MNSE, TECH IOSH.

Registrar
Engr. Mercy Goodnews (Mrs.)
B.Sc.

Senior Lecturer
Dr. Rogers Wilcox
B.Sc., M.Sc., Ph.D., (UPH), FRGS (London).

Senior Lecturer
Dr. Anthony Ofoma
B.Sc., Geology, M.Sc. Exploration Geophysics;
Ph.D., Applied Geophysics.

Lecturer
Engr. Prince Chinyere Ogbonna
B.Tech Geology, M.Sc. Petroleum Geology.

Ms. Ofon Joseph
B.Sc. Geology (Nig.), M.Sc. Environmental Management (Derby, Uk).

DEPARTMENT CONTACT DETAILS

Student Administration
Reception: **Elohor Kirika (Mrs.)**

Student Welfare/Support
Officer: Dr. Emilia Horsfall (Ms).

Sales and Marketing
Manager: **Fatimah S. B Momoh (Mrs)**
Marketing Executive - **Faith Agor (Ms)**

Student Support Services
Manager - **Fon Integrated Services Ltd.**
Officer - **Ms. Ofon Joseph**
Finance/Legal Adviser
Manager - **Dabota Sokiepriye Briggs (Mrs).**

LOCATION

Uptonville Oil and Gas Institute
129/133 Woji Road, GRA Phase II
City: Port Harcourt
State: River State
Phone: +234 8033103467
+2348039375456
Email: enquiries@uptonvilleoginstu.org
Http://uptonvilleoginstu.org

OBJECTIVE OF INSTITUTE

The millennium development goal for Africa indicates key areas of activity necessary for the achievement of a positive change in Africa. These areas, also believed to be necessary in the attainment of the same result in the Niger Delta and in the country as a whole are also the focus of Uptonville Oil and Gas Institute.

The objective of the institute therefore, is to provide an enabling learning environment for the attainment of the above goal - an environment where human resources are groomed for ministries, industries, the oil and banking sectors and entrepreneurship, bridging barriers created by unnecessary early parking lots for youngsters.

THE AREAS OF FOCUS IN THE INSTITUTE'S CURRICULUM ARE:

- a. Petroleum industry programmes aimed at developing a pool of indigenous professional with competitive industry skills.
- b. Geotechnical, Environmental and Planning Sciences programmes with the objectives of producing both theoretical and practically sound geographers and environmental managers who can contribute meaningfully to the developments, resolve man-made environmental problems and sustain recorded achievements.
- c. Training in basic management, administration, planning and accounting techniques necessary for the implementation of projects in the Oil and Gas and Constructive sectors. This includes the identification and development of project feasibility studies, investment appraisal and case studies of environmental resources management programmes.
- d. Health system programmes comprising personal training, advocacy and awareness campaign against HIV/AIDS and malaria, management of health infrastructure and staff development for medical support roles.
- e. Basically, the institute's curriculum covers both theoretical and professional programmes developed and moderated by the National Board for Technical Education (NBTE) for the National Innovative Diploma (NID) certificate courses of shorter duration are also offered in the areas of Basic Scaffolding, Basic Drilling Technology and NEBOSH Certificate.

RATIONALE FOR THE ESTABLISHMENT OF UPTONVILLE OIL AND GAS INSTITUTE

The institute provides an alternative avenue for learning thus reducing the pressure on university placement of adolescents. The certificates and diplomas earned at the institute would automatically open new doors of opportunities into various professions and vocations for the graduates.

It will also help them to establish their own businesses or work for existing organizations thus reducing to a great extent the number of jobless youths who for want of what to do (in some cases) succumb to the temptations of negative occupations.

PROSPECTS

On graduating from the institute, successful students have ample opportunities for a successful career and life. These include better job opportunities in the Oil, Banking, Agriculture, Construction sectors and so on, and further training in higher institutions and other foundations.

ADMISSION REQUIREMENTS

Candidates must pass the WASC/GCE Ordinary level with a minimum of credit level passes in five (5) subjects. These passes must include English Language, Mathematics and three (3) other subjects relevant to the candidate's proposed course of study in not more than two (2) sittings. Also, graduates and secondary school leavers awaiting results are also eligible to apply.

However, there will be an interview session for the short listing candidates. All admissions are through the Joint Admission and Matriculation Board (JAMB).

MODE OF APPLICATION

A fee of N2,000.00 (two thousand naira only) is paid for the interview session while a request for application forms should be made to the institute and such request must be accompanied by bank draft of N3,000.00 (three thousand naira only) made payable to the institute with the candidates name, address. Other information are as advertised by the institute website (www.uptonvilleoginstu.org).

FEES AND CHARGES

Fees and Costs

- * Courses fees are set at competitive rates and will be advised prior to commencement of courses. These fees will vary from course to course. For up to date course fees please refer to current course outline brochures.
- * Please note that Uptonville Oil and Gas Institute may update fees and costs from time to time and it is recommended that potential students contact Uptonville Oil and Gas Institute directly to ensure the most up to date information is obtained.
- * Course fee can be paid by credit card, cash or via transfer methods (please contact Uptonville for further updates).
- * Payment of course fees is required prior to commencement of the course.
- * Account Details:- Uptonville Foundation - 1011511732 (UBA)
- * The nature of the guarantee given by Uptonville Oil and Gas assessment once the student has commenced study in their chosen qualification or course. Uptonville Oil and Gas Institute gives a guarantee that with the exception of unforeseen circumstances beyond their control, every effort will be made to deliver training and assessment services and meet desired qualification outcomes as agreed. Where cancellation has occurred prior to the commencement of a course due to organisational or external constraints that are no fault of the student all monies paid for the portion of study not yet completed are to be fully refunded.

SECTION 2: REGISTRATION AND PROCEDURES

FRESH REGISTRATION

Having met all the requirements which include:

- * Subject qualification for the desired course of study
 - * Selection by the panel of interviewers
 - * Offer of a provisional admission
 - * Payment of all due fees
- Students shall be expected to formally (and in person) register for the programme and relevant courses. The registration exercise has to be completed before the matriculation day.

RENEWAL OF REGISTRATION

At the commencement of each academic session, students are to renew their registration of courses until the completion of their study.

All returning students should complete their registration within two (2) weeks of the commencement of the first semester of a new session.

LATE REGISTRATION

All admitted students who fail to register within the period assigned for registration shall be given an additional one (1) week and shall be liable to a late registration fee of N5,000.00 (five thousand naira only). Any student who fails to register within all the stipulated time frames shall be deemed to have withdrawn from the programme.

CARRIED OVER COURSES

All students should at the beginning of a new session enrol in person all courses for which they are eligible. All failed courses MUST be registered before the ones meant for that semester. Failure to do so would attract “F” (Fail) grade.

REGISTRATION OF FAILED COURSES

Registration for failed courses outside the carryover period, that is, courses that spill over to a new academic session outside the student study period shall attract a payment of N2,000.00 (Two Thousand Naira Only) per course.

DEFERMENT OF REGISTRATION

For a genuine reason, a candidate may be allowed to defer his/her registration for a year. Applicants for such deferment shall complete the prescribed forms obtainable from the institute on payment of a deferment fee 10% of the session fee. The maximum period allowed for deferments of registration is 12 months (1 year).

LAPSED REGISTRATION

A candidate's registration shall be deemed to have lapsed on the following grounds:

- a. Failure to register in any one session
- b. Failure to present oneself for examination at the expiration of the approved maximum period of the programme. A registration that has lapsed on the above stated grounds shall not be activated.

DEFERMENT OF ADMISSION

A student who has been offered a provisional admission may apply for deferment for one year if he is a private student. A sponsored student's admission may receive an approval for deferment only if he/she will be financially responsible for his study. All deferment is subject to the approval of board of studies.

COURSES OFFERED AND THEIR DESCRIPTION

The National Board for Technical Education and Federal Ministry of Education has given Uptonville Oil and Gas Institute an approval to offer National Innovation Diploma programmes for Manpower Sustainable Development and Human Capacity Building as well as certificate courses in the following areas of Petroleum Geosciences.

- * Basic Drilling Technology
- * Exploration and Production
- * Environmental and Technology
- * Health, Safety & Environment
- * Design Engineering
- * Process Engineering
- * Welding and Fabrication
- * Computer Training

- * Offshore Fire Fighting & Emergency Services
- * River Safety Services
- * E&P Soft wares (Petroleum Geographix etc.)
- * Basic Scaffolding
- * NEBOSH Training

All courses offered in the institute while receiving the best possible teaching are also subject to strict quality monitoring by the National Board for Technical Education and Federal Ministry of Education whereby the prescribed standard is upheld.

The following is a brief introduction of the courses, their modules and codes.

USE OF ENGLISH/COMMUNICATION SKILL GNS 101

This course is designed to enable students acquire improved study and better communicative skills in the use of English for general and academic purposes.

The emphasis on reading, speaking, listening, writing, English grammar and usage, vocabulary development among others are all ways of providing a smooth transition from secondary to higher institution in terms of language needs for academic purposes.

ORGANIC CHEMISTRY STC111

Students will learn about variety of compounds, characteristics features of organic compound, terms in organic chemistry. The IUPAC nomenclature for Aliphatic compounds, Stereo chemistry, Isomerism, Classification of organic compounds. Aliphatic compounds, aromatic compounds, hydrocarbons, petroleum and it effect on the Nigerian Economy and Environment, Conservation of Petroleum.

MECHANICS ENGINEERING STP 111

Students will learn about the SI units, system international units, basic units, derived units, supplementary units, the conversion of units and conversation factors, motion on a straight line, equation of motions, rotational motions, forces tensions and reactions, scales and vector analysis, fluid mechanics, energy and work, application at engineering mathematics in mechanics and the dynamics and static's principles.

HEAT ENERGY STP 112

It is about matter, science, theoretical physics, the laws of conservation of energy, types of energy, physical properties of matter, work and heat concepts, thermodynamics, p.v.t. analysis (pressure, volume, and temperature), fluid flow and transport phenomenon, heat transfer processes; types of temperature scales.

LOGIC AND LINEAR ALGEBRA MTH111

The basic rules of mathematical logic and their application to mathematical proofs. Learn about quadratic equations, roots of equation, simultaneous equation, linear equation of a straight logarithm and indices, binomial theory and polynomial algebra and trigonometric functions, gradients of a curve, matrices.

PRESENTATION SKILL PPG 111

On the completion of this course, students will be able to understand presentation format, understand how to organise the content of presentation, and the general concepts of presentation, students will be taught by visual aids, computer systems, textbooks, etc.

WATER AND WASTE WATER ANALYSIS/TREATMENT PPG 112

The objective of this course is for students to know critical containment of water, occurrence and then treatment, understand unit operations used in water treatment, know the major users and containment reduces, know brine water analysis and understand waste water treatment and disposal.

HEALTH, SAFETY AND ENVIRONMENT PPG113

This course is about knowing the causes, effects and methods of prevention of accidents, fire, fire fighting techniques and fire control, know personal protective equipment, hazards associated with Oil and Gas, noise and vibration, the legislation relevant to health and sanitation and application of common law to environmental safety. Understand the importance of reports in accident, prevention and knowing the methods of handling Oil Spilling and Gas Leaks. Know the importance of good health and safety in working environment; understand basic methods of environmental impact assessment (EIA) and the common hazards of the Niger Delta environment, the various responses to health, environment and social concerns.

MICROSOFT OFFICE APPLICATION AND REVIEW PPG 114

This is a computer application course leading to the global electronic learning bridging the digital divides, where students will learn and understand basic computer skills necessary in the petroleum industry and know the advanced techniques in using Microsoft software packages in the Oil and Gas industry in describing and interpreting subsurface geological reservoir formation.

CALCULUS MTH 121

Basic ideas in differentiation and integration, differential equations, series, the application of calculus in mechanics.

INTRODUCTION TO STATISTICS STA 121

The concept of statistics and all that it stands for:

ENTREPRENEURSHIP DEVELOPMENT SDV 121

The concept of creative development small business (small medium entrepreneurship), self-employed, philosophy, identity and characteristics of entrepreneurship, concepts of planning, business enterprise and project management, preparation of project proposal.

Procurement, supply and contracts, training and development, business laws and the Nigeria legal system, partnership, partners, principal, remedies and agencies.

INTRODUCTION TO THE PETROLEUM INDUSTRY PPG 121

Students will learn about and understand energy, the history and origin of petroleum industry in Nigeria, crude oil and some of its products, understand exploration; drilling and production of petroleum, know the procedure of petroleum processing, understand the transportation

and distribution of petroleum products, understand the basic economics and profitability analysis of the oil venture operation.

CRUDE OIL, NATURAL GAS AND CONDENSATE RESERVES PPG 123

This course will help students to understand the classifications of hydrocarbons, oil and gas reserves, know the evaluation and estimations of reserves, volumetric methods, material balance, performance/decline curve analysis (mathematical and economic models), trend analysis, probabilistic estimation. Types of reservoir fluids, composition, physical and chemical properties.

BASIC PETROLEUM GEOLOGY PPG 122

At the end of this course, students should understand the origin, accumulation and migration of petroleum, the inorganic and the organic theory, well site geology, principles and practice, know well logging and key elements in sedimentary basins.

RESERVOIR GEOLOGY PPG 214

On completion of this course, students should be able to understand the properties of reservoir rocks, trapping mechanism, reservoir stimulation and understand sequence stratigraphy.

CONCEPTS IN GEOLOGICAL (STATIC) MODELLING PPG215

To know the geological concepts in building a reservoir model, also how to select well location and learn how to construct geological maps.

ELEMENTS OF SEISMIC INTERPRETATION PPG 216

Students will be able to understand seismic survey data acquisition process, be able to process and interpret seismic sections, and know the concept of seismic stratigraphy.

BASIC WELL LOG INTERPRETATION PPG 218

On the completion of this course, students should be able to know the importance of well logging, understand the electrical properties of subsurface materials, and know the relevant reservoir properties and how to develop logging programs.

FUNDAMENTAL OF PETROPHYSICS PPG 213

This course is about the integration and understanding of line logs and cone data, seismic data analytical techniques and well logs analysis, knowing the tools used for identification and selection.

CORING AND CORE ANALYSIS PPG 212

Coring and core analysis is about the importance of designing coring programs. It will help the students understand the basic concept of core analysis, know how to carry out quality control, understand the correlation of log and core data and the principles of coring techniques.

WELL LOG AND CORE DATA INTEGRATION PPG 221

This course is designed and structured for students to understand the interpretation of wire line logs, analyse core data and know the integration of well logs and core data.

CONCEPT OF DYNAMIC MODELLING PPG 222

Knowing data, validation and review, know wells and field performance, the concept of reserve calculation and the concept of reservoir simulations.

USE OF PETREL (SOFTWARE) PPG 223

This software helps in understanding seismic data modelling, how to input, build static (geological model), carry out petro physical analysis and carry out reserve estimation from the static model, dynamic and workflow.

USE OF GEOGRAPHIX (SOFTWARE) PPG 224

The Geographix Software is a Geology and Geophysics (G&G) software. Geographix is one of the leading interpretation software used in the Oil and Gas industry for interpretation purposes. It is used in carrying out 2D/3D seismic interpretation, petro physical evaluation of well log data, display of interpreted work on map form, cross section determination, seismic to well tie, etc.

DURATION OF THE PROGRAMME

The prescribe time frame for the programme is four (4) semester for school leavers, where a semester comprises fifteen (15) weeks and two (2) semester for the graduate students.

DURATION OF A SEMESTER

Each semester is usually made up of fifteen (15) weeks of a classroom interaction, practical sessions in the laboratory or field, one (1) week of student week and two (2) weeks for examination.

CREDIT UNIT PER SEMESTER

A total credit load of twenty eight (28) units and seventeen (17) for the first and second semester of the year respectively for the undergraduate students and then twenty seven (27) and twenty eight (28) units for the graduate students.

In the second year, undergraduate students are required to register for a minimum of twenty one (21) credit units in the first semester and twenty three (23) in the second semester.

Note that the extra nine (9) and four (4) are meant to accommodate the units of carried over courses.

DEFINITION OF A UNIT

Uptonville operates a course unit system in which one course unit is defined as one hour lecture, practical in the laboratory or field work per semester.

**CURRICULUM TABLE FOR PETROLEUM
GEOSCIENCES UNDERGRADUATE COURSES
FIRST YEAR SEMESTER ONE**

S/N	CODE	COURSE/MODULE TITLE	UNITS
1.	GNS 101	Use of English	2
2.	STC 111	Organic Chemistry	5
3.	STP 111	Mechanics	5
4.	STP 112	Heat Energy	4
5.	MTH 111	Logic & Linear Algebra	2
6.	PPG 111	Presentation Skill	1
7.	PPG 112	Water and Waste Water Analysis/Treatment	3
8.	PPG 113	Health, Safety and Environment	3
9.	PPG 114	Microsoft Office Application and Review	3
		Total	28

FIRST YEAR SEMESTER TWO

S/N	CODE	COURSE/MODULE TITLE	UNITS
1.	GNS 121	Communication Skills	2
2.	MTH 121	Calculus	2
3.	STA 121	Introduction to Statistics	2
4.	SDV 121	Entrepreneurship Development	2
5.	PPG 121	Introduction to Petroleum Industry	2
6.	PPG 123	Crude Oil, Natural Gas and Condensate Reserves	2
7.		Basic Petroleum Geology	5
		Total	17

**UNDERGRADUATE COURSES
SECOND YEAR SEMESTER ONE**

S/N	CODE	COURSE/MODULE TITLE	UNITS
1.	PPG 211	Technical Report Writing	1
2.	PPG 215	Concept of Geological (Static) Modelling	5
3.	PPG 214	Reservoir Geology	3
4.	PPG 216	Element of Seismic Interpretation	3
5.	PPG 218	Basic Well Log Interpretation	3
6.	PPG 123	Fundamentals of Petrophyscis	3
7.	PPG 212	Coring and Core Analysis	3
		Total	21

SECOND YEAR SEMESTER TWO

S/N	CODE	COURSE/MODULE TITLE	UNITS
1.	PPG 211	Well Log and Date Integration	
2.	PPG 222	Concept of Dynamic Modelling	
3.	PPG 223	Use of Petrel (Software)	
4.	PPG 224	Use of Geographix (Software)	
5.	PPG 225	Field Work	
6.	IT 226	Project/Seminar	
		Total	23

**GRADUATE COURSES FOR PETROLEUM
GEOSCIENCE SEMESTER ONE**

S/N	CODE	COURSE/MODULE TITLE	UNITS
1.	PPG 115	Technical Report Writing	1
2.	PPG 111	Presentation Skills	1
3.	PPG 112	Water and Waste Water Analysis/Treatment	5
4.	PPG 113	Health, Safety and Environment	3
5.	PPG 114	Microsoft Office Application and Review	3
6.	PPG 116	Introduction to the Petroleum Industry	3
7.	PPG 117	Crude Oil, Natural Gas and Condensate	2
8.	PPG 118	Basic Petroleum Geology	3
9.	PPG 119	Reservoir Geology	3
10.	PPG 110	Element of Seismic Interpretation	3
		Total	27

SEMESTER TWO

S/N	CODE	COURSE/MODULE TITLE	UNITS
1.	PPG 124	Use of English	5
2.	PPG 125	Organic Chemistry	3
3.	PPG 126	Mechanics	3
4.	PPG 127	Heat Energy	3
5.	PPG 128	Logic & Linear Algebra	3
6.	PPG 129	Presentation Skill	3
7.	GEO 120	Water and Waste Water Analysis/Treatment	3
8.	PPG 120	Health, Safety and Environment	3
		Total	28

COURSE ASSESSMENT

Each course shall be assessed on the basis of:

- a. 30% continuous assessment weighting which is the totality of students participation and commitment to study, this includes:
 - i. Regular and punctuality in attendance
 - ii Active participation, that is, interaction in the lecture hall and every other venue of study.
 - iii Assignment
 - iv Test and so on
- b. 70% awarded for a written examination at the end of the semester in which the course is offered.

REGULATIONS COVERING THE CONDUCT OF EXAMINATION BOARD OF STUDIES

The governing body of the institute shall appoint among the academic staff a panel of examiners comprising the Rector of the Institute, the School Coordinator of Studies and the Assistant Head of Department and these, together with at least two (2) External Examiners also appointed by the Institutes governing body, shall make up the Board of Studies of the Institute. The term for the appointment shall be bi-annually or otherwise stated by the Board.

FUNCTIONS OF THE BOARD

The Board shall carry out the following duties:

- * Appoint an Examination officer
- * Examine result of all courses
- * Invite the External Examiner for a re-marking of scripts if need be.
- * Determine and effect disciplinary action on examination malpractice culprits.
- * Where a student is prevented by ill-health or other unavoidable circumstances from sitting for an examination, the Board of Studies may recommend a makeup examination on the ground that the student produces a medical report and/or other evidence of his/her incapacity.

FUNCTIONS OF THE APPOINTEES

EXTERNAL EXAMINERS

The duties of the External Examiners shall be as follows:

- * To assist in the conduction of examination
- * To satisfy themselves as to the appropriateness of the questions, having considered the approved syllabus for the course and the level of the examination.
- * To make or revise the making of the scripts as they wish to examine in consultation with the Internal Examiner of the subject.
- * To participate in the determination and approval of the results.
- * To submit a report of appraisal to the Board of Studies at the completion of the examination.

EXAMINATION OFFICER

The Examination Officer shall among other duties:

- * Appoint investigators
- * Prepare and submit an examination time table four (4) weeks to the examination period to the Board of Studies for Approval.
- * Post and circulate the approved time table two (2) weeks prior to the actual data of the commencement of the examination.
- * Make sure that the questions in each course are within the approved syllabus and should contain all necessary information as: time allowed, course title and code and any other relevant instruction to the candidate.
- * Make sure that the content of the question papers shall by no means be disclosed to any unauthorised person.
- * Ascertain that the following materials are available for all examinations.
 - i Question papers
 - ii Answer booklets
 - iii Attendance register
 - iv Clocks for the examination halls

INVIGILATOR

Invigilator should make sure that;

- * Candidates are seated far enough from one another and that all candidates are visible to the Invigilator.
- * That seats are arranged in a way that all candidates could be reached with ease.
- * A large clock is prominently displayed in the examination hall.
- * The time allotted for the paper is adhered to as much as possible.
- * No unauthorised person is allowed in the hall while examination is in progress.
- * No candidate leaves the examination hall during the first 30 minutes.
- * No candidates is admitted after one (1) hour into the examination.
- * Silence is maintained through out the period.
- * Attention of candidates are drawn to the time spent (one hour, thirty minutes, ten minutes and five minutes respectively) till the end of the examination.
- * Candidates remain at their desks at the end of each paper until their scripts have been submitted.
- * Answer scripts and the attendance register are submitted to the subject lecturer.

INSTRUCTIONS TO CANDIDATES

- * In other to be permitted to sit for an examination, candidates shall normally be expected to attend a minimum of 75% of the lectures for the courses they register for,
- * Candidates must have paid the semester fees completely before having access into the examination hall.
- * Candidate must be ready to be admitted into the hall 10 minutes before the time for the paper.
- * Candidates shall not be permitted in any circumstance to enter the examination hall more than 10 minutes before the commencement of the examination.
- * Candidates arriving one hour after the examination has started shall be admitted only at the discretion of the invigilator.
- * Candidates must bring with them to the examination hall their own pens, pencils and any other materials they are permitted to use for a given paper.
- * While the examination is in progress, communication between candidates is strictly forbidden, and candidate found to be giving or receiving assistance may be required to withdraw from the examination.
- * Silence must be observed in the examination hall. The normal way of attracting the attention of the invigilator is by the candidate raising his/her hand.
- * The use of paper other than the supplied answer sheet is not permitted. All rough work must be done in the answer booklets and crossed neatly through.
- * Candidates are advised in their own interest to write legibly and to avoid using faint ink.
- * Before handing in their scripts, candidates must be sure they have written their examination numbers, the course name and code and the number of questions they have answered.
- * It is the responsibility of each candidate to hand in his/her script to the invigilator before he/she leaves the examination hall.
- * Where the above instructions are violated and candidates found guilty of other forms of cheating, they shall be liable to dismissal from the institution.

REQUIREMENTS FOR GRADUATION

To qualify for the award of the NID and PGD in Petroleum Geosciences, a candidate must have:

- * Registered and passed all the prescribed courses for their programme option with at least a grade of "C"
- * Undertake a field practical and present a seminar in area of specialization arising from it.
- * Must also participate in seminar discussions, obtaining a grade not less than "C".
- * Submit four copies of a research project in an area of specialization. The thesis should not be more than 70 pages of A4 size paper, or 20,000 words.
- * Pass an oral examination in defence of the thesis before the Board of Studies.

GRADE PER PERFORMANCE

To be awarded the National Innovative Diploma in Petroleum Geosciences (NIDPG) and Post Graduate Diploma in Petroleum Geosciences (PGDPG),

Grades per performance shall be:

70% - 100% = A

60% - 69% = B

50% - 59% = C

40% - 49% = D

0% - 39% = F

Candidates are therefore expected to obtain a minimum of “C” (50%) in each course registered for in order to successfully graduate from the Institute.

GRADE POINT AVERAGE (GPA)

Grade Point Average is calculated by dividing the sum of the product of all the earned grade points and units by the sum of the units attempted during the semester up to two (2) decimal places.

Sum of (grade point x units of course) in the semester / Total unit attempted in the semester.

GPA index

Grade Point Average (GPA)

Above 3.50	Distinction
3.00 - 3.49	Upper Credit
2.50 - 2.99	Lower Credit
2.00 - 2.49	Pass
Below 2.00	Fail

CUMULATIVE GRADE POINT AVERAGE (CGPA)

Cumulative Grade Point Average (CGPA) is the sum of the product of all earned grade points and units divided by the total units attempted in the Institute up to two (2) places of decimal.

WITHDRAWAL FOR ACADEMIC FAILURE/REPEAT

A student who has a CGPA that is less than 1.00 at the end of the first year shall be asked to either repeat the session or withdraw from the programme.

PROJECT/THESIS TITLE

Students shall submit the title of their project to the Institute’s Board of Studies for approval. Undergraduate students shall submit their topic at the beginning of their final year of study and the graduate students at the end of their first semester.

FORMAT AND LAYOUT

Thesis should be made up of the following:

- a. Title page
- b. Certification page
- c. Dedication page
- d. Acknowledgement page
- e. Abstract (between 200 - 300 words)

- f. Table of content
- g. Text (Body)
- h. Note to chapters
- I. Bibliography

It is expected that all these should be well bound and should open with ease.

SIGNATORIES

The under listed members of the Institute's Board of Studies shall sign the Certificate of thesis.

- a. Supervisor
- b. Coordinator
- c. External Examiner
- d. President

PROJECT COVER COLOUR

Wine (project cover)

SUBMISSION OF PROJECT

A candidate shall submit four (4) copies of his/her project in paper binding to the Board of Studies not later than two (2) months to the date of the oral examination.

Three (3) copies of the thesis accepted shall become the property of the Institute.

ORAL EXAMINATION/SEMINAR

Each candidate shall be examined by not less than four (4) examiners. The examination should not be limited to the context of the candidate's field of specialization.

INDUSTRIAL TRAINING

Undergraduate students shall embark on a three (3) months Industrial training at the end of the second semester in their first year and six (6) months at the end of the second semester in their final year. Note that the placement for industrial training is the responsibility of the student, and not the institute. Students should also note that this exercise (especially the three (3) months training) is one of the requirements for graduation from the Institute.

RULES OF CONDUCT IN THE HALL OF RESIDENCE

Provided by the manager

STUDENT UNION ACTIVITIES

The student Union is a democratic body that is separated from the Institute's administrative body and is run by students for students.

MEMBERSHIP

All students of the Institute are entitled to the membership of this body. Executive Committee Members are made up of the following officers:

- * President
- * Vice President
- * Secretary General
- * Assistant Secretary General

- * Public Relation Officer
- * Financial Secretary
- * Treasurer
- * Provost
- * Social Welfare Officer
- * and All Course Representatives

PRIZES AND AWARD

At the end of the course, recognition and prizes shall be awarded to students in the following categories:

ACADEMICS

- * The best overall graduating student
- * The best graduate student
- * The best post graduate student
- * The best project presentation

BEHAVIOURAL

- * The best well behaved student
- * Student with the best attendance record.

SECTION 3: STUDENT WELFARE SERVICES AND SUPPORT

Uptonville Oil and Gas Institute has dedicated student Welfare/Support Officer available for contact during business hours. The student Welfare/Support Officers are the first point of contact for issues that fall outside of Training and Assessment, or for those issues you may not wish to discuss with your trainer.

Uptonville Oil and Gas Institute caters to divers student learning needs and aims to identify and respond to the learning needs at stages of their learning experience from the contact enrolment stage through to graduation.

All students should make an appointment at reception with the Student Welfare/Support Officer if they require additional support of welfare service advice.

Uptonville Oil and Gas Institute provides suitable resources to help students identify their learning needs and provides staff with the required student based information for use in designing and adapting training and assessment strategies. In designing and adapting training and assessment products Uptonville Oil and Gas Institute will do its best to ensure they are relevant to industry needs and meet the requirements of the Training Package or Accredited Course.

Uptonville Oil and Gas Institute is committed to providing students requiring additional support, with advice or assistance while training. To achieve this and ensure the quality delivery of training and support services, Uptonville Oil and Gas Institute provides.

- * Student Technical-Vocational support service to improve and extend training outcomes. This can be arranged on a one to one basis with management, trainers and assessors who are required to monitor student progress. Students are advised to make an appointment at reception to see the Student Welfare Officer in the first instance.
- * Student Support Service are available to all students from management and may take the form of advice or referral to other services.

OTHER FACILITIES

- * Medical Health Centre - Riverine Community Medical Centre (RCMC)
No.129/133 Woji Road GRA Phase II, Port Harcourt.
- * Hall of Residence - No.17 Ebara Road, Orazi, Port Harcourt.
Managed by Fon Integrated Service Ltd.
- * Sport Facility - No.17 Ebara Road, Orazi, Port Harcourt.
- * Chapel of Ascension - Uptonville Foundation
No.129/133 Woji Road GRA Phase II, Port Harcourt.
- * Logistics (Optional) - Shuttle Services for the chauffeuring of students from the Hall of Residence to and fro the Institute.

STUDENT HARASSMENT POLICY

* Uptonville Oil and Gas Institute will not tolerate any harassment, victimisation, bullying because of sex, race, ethnic affiliation, religion, disability, sexuality, age or any other conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or an offensive learning environment. Harassment is unlawful under the constitution of the Federal Republic of Nigeria and all harassment, bullying and victimisation are contrary to our duty of care to provide safe environment for work and learning.

Harassment, victimisation and bullying can take many forms, and be overt or subtle, direct or indirect.

Examples of Harassment include:

- * Unwelcome physical contact
- * Repeated unwelcome invitations
- * Insulting or threatening language or gestures.
- * Continual unjustified comments about a student's work or work capacity.
- * Jokes and comments about someone's ethnicity, race.
- * Pictures, posters, graffiti, electronic images, which are offensive, obscene or objectionable.

Students and staff should be aware that differing social and cultural standards may mean that behaviour that is acceptable to some may be perceived as offensive by others.

All staff and students are expected to work in an atmosphere based on mutual respect for the rights and differences of each individual.

Disciplinary action may be taken against students or staffs who are found to have harassed other students of staff.

Uptonville Oil and Gas Institute expect all students to uphold the spirit of this policy. Breaches of the policy will be considered to be "Misconduct" or "Serious Misconduct" which may result in expulsion for students or dismissal for staff.

STUDENT HEALTH

It is in the interest of all staff and students that self-responsibility for health is seen as a serious concern. Anyone suffering from a temporary illness, which could affect others, e.g cold, flu and viral infections, should not come to Uptonville Oil and Gas Institute until they have recovered.

Students unable to attend Uptonville Oil and Gas Institute due to illness must advise the Administration office immediately. A medical certificate will be required for any absence.

Students are advised to visit the Medical Health Centre - Riverine Community Medical Centre (RCMC) at No.129/133 Woji Road GRA Phase II, Port Harcourt.

Uptonville Oil and Gas Institute's policies ensure that students who do not attend due to illness evidenced by a medical certificate are not disadvantaged.

FURTHER INFORMATION

- * Computers are available ONLY to Uptonville Oil and Gas students.
- * Students wishing to work on assignments and course work TAKE PRIORITY. If you are not able to use a computer for course work because other students are playing games, watching videos, etc contact the student administrative staff.
- * If you have food or drink in the computer area a staff member will ask you to consume it elsewhere.
- * Do not leave anything in the computer area.
- * Students who use Uptonville Oil and Gas computers for inappropriate reasons (especially viewing pornography) will be banned from the computer area. This may lead to expulsion under Disciplinary Policy.
- * It is in your interest to self-manage the computer area and follow this fair use policy.

UPTONVILLE OIL AND GAS INSTITUTE PROPERTY

During the term of enrolment students may be issued with resources to aid them in their studies. These resources remain the property of Uptonville Oil and Gas Institute and are only on loan.

These resources may take the form of:

- * Work paper
- * Class set of notes
- * Text books belonging to UPOG and for which the student has paid.
(NOTE: all loan text books received by students must be recorded on the Student Load Register held at the administrative office. The Register must be completed with the students name, signature and the date of issue and also signed and dated when the books are returned).

Students are expected to return Uptonville Oil and Gas Institute property within the time specified by the issuing staff member.

Failure to comply with this policy will result in no certification being issued until all property is returned.

EMERGENCY AND HEALTH SERVICES

Emergency Services

The National Telephone Number of emergency Police, Ambulance or Fire Service response is 122.

Police Service

The Nigeria Police Force provides a 24-hour Police service to Port Harcourt and the entire Rivers State. It is recommended that you find the contact details of the Local Police Station and record these.

Ambulance Service

The Rivers State Ambulance Service delivers emergency care to people of Port Harcourt Metropolitan.

Fire Service

The Rivers State Fire Service is in-charge of providing protection from fire and other emergencies in Port Harcourt Metropolitan.

PUBLIC TRANSPORTATION

Port Harcourt has an extensive public transport network consisting of cab and bus services with new rail lines coming on board.

Public transport is a safe, reliable, cost-effective and environmental friendly way to travel.

Engr. Mercy Wopara (Mrs)

Registrar,

Uptonville Oil and Gas Institute.