GATEWAY INDUSTRIAL & PETRO-GAS INSTITUTE (GIPI)

Oni, Ogun Waterside Local Government Area
Ogun State, Nigeria

www.gipi.edu.ng

STUDENT INFORMATION HANDBOOK
&
INSTITUTE PROSPECTUS

For All Academic and Professional Programmes

FOREWORD / WELCOME MESSAGE FROM THE RECTOR

I warmly welcome you to Gateway Industrial & Petro-Gas Institute (GIPI).

This Student Information Handbook and Institute Prospectus has been developed to provide comprehensive information about the Institute, its academic programmes, policies, facilities, and expectations. It serves as an authoritative guide for prospective students, enrolled students, parents, guardians, and all stakeholders.

GIPI was established to address the growing demand for skilled technical manpower in the oil and gas, construction, marine, and allied industries. Our training philosophy emphasizes competence, discipline, safety, and professionalism, ensuring that our graduates are industry-ready and globally competitive.

I encourage all students to study this document carefully and to adhere strictly to the rules and regulations contained herein. Compliance with these guidelines will contribute significantly to a productive academic experience and personal development.

On behalf of the Governing Council, Management, and Staff, I wish you a successful and rewarding training experience at Gateway Industrial & Petro-Gas Institute.

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Rector
Gateway Industrial & Petro-Gas Institute

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PURPOSE OF THE HANDBOOK & PROSPECTUS

The purpose of this Student Information Handbook and Institute Prospectus is to:

I. Provide detailed information about Gateway Industrial & Petro-Gas Institute
II. Inform prospective students about available programmes, admission requirements, and facilities
III. Guide enrolled students on academic regulations, conduct, and institutional policies
IV. Serve as a reference document for student rights, responsibilities, and support services
V. Promote transparency, discipline, and effective communication within the Institute

This document is an official publication of the Institute and applies to all students unless otherwise stated.

HOW TO USE THIS DOCUMENT

This document is organized into two major parts:
1. Prospectus Section – providing information for prospective students, parents, and the general public
2. Student Information Handbook Section – providing rules, regulations, and guidance for enrolled students

Readers are advised to:
- Read relevant sections carefully
- Refer to specific sections when seeking information on policies or procedures

Note that updates or amendments may be issued from time to time by the Institute
In the event of any conflict between this document and any other publication, the provisions of this Student Information Handbook and Institute Prospectus shall prevail.

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SECTION 1: INTRODUCTION

1.1   Welcome Message

Welcome to Gateway Industrial & Petro-Gas Institute (GIPI).

This Student Information Handbook and Institute Prospectus has been prepared to provide comprehensive information about the Institute, its academic programmes, facilities, policies, rules, and student support services. It serves as an official guide for prospective students, enrolled students, parents, guardians, and stakeholders.

All students of the Institute are required to familiarize themselves with the contents of this document and to comply with the rules, regulations, and procedures outlined herein. Ignorance of any regulation shall not be accepted as an excuse for non-compliance.

1.2   Establishment and Historical Background

Gateway Industrial & Petro-Gas Institute (GIPI) was established by the Ogun State Government under the Ogun State House of Assembly Act No. 9 of 2008. The Institute was created to address the growing demand for skilled technical manpower in the oil & gas, construction, marine, process, and allied industries, both locally and internationally.

The Institute was officially commissioned on 25 January 2008, while academic and technical training activities commenced on 25 May 2008. GIPI is the second specialized technical skills training institute in Nigeria, after the Petroleum Training Institute (PTI), Effurun, established specifically to support Nigeria's local content development initiative.

1.3   Location of the Institute

Gateway Industrial & Petro-Gas Institute is located at Oni Town, in Ogun Waterside Local Government Area, Ogun State, Nigeria. The Institute occupies part of a 100-hectare landmass, situated in a serene, secure, and environmentally friendly coastal environment, close to Iwopin and the Atlantic coastline.

All academic, administrative, residential, and training facilities are located within a single campus, thereby eliminating the inconvenience of multi-campus movement for students.

1.4   Vision Statement

To be recognized as an outstanding quality human resource development centre and a centre of excellence for the training of skilled manpower for the construction, process, marine, and oil & gas industries globally.

1.5   Mission Statement

To be an undisputed leading institute that produces highly qualified, certified, and industry-ready manpower, capable of meeting and exceeding the technical and professional challenges of the oil & gas and allied industries.

1.6   Philosophy of the Institute

The philosophy of Gateway Industrial & Petro-Gas Institute is encapsulated in its motto:
"Skills for Development."
The Institute is committed to:
- Developing marketable, industry-driven skills
- Providing quality technical education at affordable cost
- Supporting industries through targeted training solutions
- Encouraging entrepreneurship and self-reliance
- Promoting non-discrimination and equal opportunity regardless of gender, ethnicity, religion, or social background

1.7   Objectives of the Institute

The objectives of GIPI include:
- Developing technical competence and professional skills
- Enhancing graduate employability
- Supporting public-private partnership initiatives
- Reducing dependence on foreign technical manpower
- Promoting innovation, entrepreneurship, and industrial productivity

SECTION 2: LEGAL STATUS, GOVERNANCE & ADMINISTRATIVE STRUCTURE

2.1   Legal Status of the Institute

Gateway Industrial & Petro-Gas Institute (GIPI) is a government-owned technical and vocational education institution established by the Ogun State Government under the provisions of Ogun State House of Assembly Act No. 9 of 2008.

The Institute operates as a statutory public institution and functions in accordance with:
- Its enabling law,
- Policies of the Ogun State Government, and
- Regulations and guidelines of relevant regulatory and professional bodies.

GIPI's academic and professional programmes are designed and delivered in compliance with standards prescribed by bodies such as the National Board for Technical Education (NBTE), Joint Admission and Matriculation Board (JAMB), Nigerian Institute of Welding (NIW), Emergency, Crisis, Disaster, Risk Management Institute (ECDMI), Nigerian Institute of Building (NIOB), Ogun State Skill Qualification Board (OGSQB) and other relevant national and international certifying agencies.

2.2   Regulatory and Accreditation Framework

The Institute's programmes are subject to accreditation, monitoring, and quality assurance by appropriate authorities. These include:
- NBTE – for National Diploma programmes,
- JAMB for national admission process,
- NBTE and OGSQB – for National Skill Qualifications
- Professional and Industry Bodies – for professional diploma and certification programmes
- Internal Academic Quality Assurance Mechanisms – through the Academic Board

Students are advised to enroll only in approved programmes and comply with all accreditation-related requirements.

2.3   Governance Structure of the Institute

The governance and administration of GIPI are structured to ensure effective leadership, accountability, academic excellence, and efficient service delivery. The major organs of governance include: (Include organogram of the Institute)
- Governing Council
- Academic Board
- Management Committees

Each organ performs clearly defined roles as outlined below.

2.4 Governing Council

The Governing Council is the highest policy-making authority of the Institute. The Governing Council is responsible for:

- Formulating and approving major institutional policies
- Providing strategic direction and oversight
- Approving annual budgets, development plans, and capital projects
- Ensuring compliance with the Institute's legal mandate
- Ensuring transparency, accountability, and good governance
- Appointing principal officers of the Institute where applicable

The Council ensures that the Institute operates in line with government regulations and national educational objectives while maintaining institutional autonomy in academic and administrative matters.

Academic Board

The Academic Board is the highest academic authority of the Institute. The functions of the Academic Board include:

- Formulating academic policies and regulations
- Approving curricula, course outlines, and academic programmes
- Regulating teaching, learning, and assessment activities
- Conducting examinations and approving examination results
- Approving graduation lists and certification
- Ensuring compliance with NBTE and other accreditation standards
- Maintaining academic integrity and quality assurance

All academic matters affecting students are subject to the approval and authority of the Academic Board.

2.6 Management Committees

Management Committees are responsible for the day-to-day administration and operational management of the Institute. Functions of Management Committees include:

- Implement policies approved by the Governing Council and Academic Board
- Coordinate academic, administrative, and technical activities
- Oversee human, financial, and material resources
- Ensure smooth delivery of academic and support services
- Address operational challenges and institutional needs
- Support effective communication across departments and units

Decisions taken by Management Committees are guided by approved statutes, policies, and institutional regulations.

2.7   Administrative and Academic Departments

The Institute operates through various academic departments, administrative units, and support services, including but not limited to:

- Rectory
- Registry
- Bursary
- Library
- Works & Services
- ICT Unit
- Health Services (Clinic)
- Academic Departments

Each department or unit functions within its defined mandate to support teaching, learning, student welfare, and institutional development.

2.8   Communication and Decision-Making Channels

Official communication within the Institute follows established administrative channels. Students are expected to:

- Direct academic matters through their departments
- Address administrative issues through appropriate offices
- Observe formal procedures when submitting complaints, appeals, or requests

Students are discouraged from bypassing approved channels except in emergencies or where explicitly permitted by Institute regulations.

SECTION 3: ACADEMIC PROGRAMMES

3.1   Overview of Academic Programmes

Gateway Industrial & Petro-Gas Institute (GIPI) offers a wide range of technical, vocational, and professional programmes designed to equip trainees with industry-relevant knowledge, practical competence, and professional certification.

All programmes are structured to meet:
1. National manpower development needs
2. Industry standards and best practices
3. Regulatory and accreditation requirements

The Institute adopts a competency-based training approach, with strong emphasis on hands-on practical skills, safety consciousness, and employability.

3.2   Categories of Programmes

The academic programmes offered at GIPI fall into the following categories:
1. National Diploma (ND) Programmes
2. Professional Diploma (PD) Programmes
3. National Skill Qualification (NSQ).
4. Certification of Expert Program (CEP)
5. Short-Term Professional Courses
6. In-House and Customized Training for Industries

Each category is designed to address specific training needs of students, professionals, artisans, and corporate organizations.

3.3 Program of Study - 1

NATIONAL DIPLOMA

List of Departments/Courses
1. Computer Science
2. Computer Engineering Technology
3. Welding & Fabrication Engineering Technology

3.4   DEPARTMENT OF COMPUTER SCIENCE

Goal and Objectives of the programme

Goal: The National Diploma programme is designed to produce diplomates capable of applying computer in various areas of computing.

Objectives: Diplomates of this programme should be able to: -
   i.   Operate Computer systems
  ii.   Use various Computer packages
 iii.   Maintain hardware
  iv.   Solve simple hardware problems
   v.   Use various programming languages:
- Visual BASIC
- JAVA
- C Programming
- Unified Modelling Language (UML)
- Hyper Text Mark-up Language

  vi.   Use Internet
 vii.   Set up Network
viii.   Set up and manage an enterprise

Entry requirements for the programme:

The entry requirements into National Diploma in Computer Science programme are as follows: -

a) Five credit level passes in GCE "O" level, Senior Secondary School Certificate (SSCE), WAEC, NECO or NABTEB at not more than two sittings.

The five subjects must include:
   i.   English Language, Mathematics, Physics and two other subjects chosen from the following:
  ii.   Economics, Geography,
 iii.   Further Mathematics, Physics, Chemistry,
  iv.   Biology/Agricultural Science.
   v.   A Pass in Physics is compulsory for Computer Science.
  vi.   And Relevant NTC/NBC & NVC Trades
 vii.   Plus, JAMB Examination as resolved by National Policy on Education.

b) A pass in Computer Foundation Examination (CFE) of Computer Professionals Registration Council of Nigeria (CPN). The student must be prima fascia qualified as in (a) above.

DURATION

The duration of the programme is two academic sessions consisting of four semesters of 18 weeks per semester.

3.5   CURRICULUM TABLE FOR COMPUTER SCIENCE

YEAR I SEMESTER I

S/N	Course Code	Course Title	L	P	CU	CH
1	COM 111	Introduction to computing	2	2	3	4
2	COM 112	Introduction to Digital Electronics	2	2	3	4
3	COM 113	Introduction to Programming	2	2	4	4
4	COM 114	Statistics for Computing 1	2	0	2	2
5	COM 115	Computer application packages I	2	2	3	4
6	MTH 111	Logic and Linear Algebra	2	0	2	2
7	GNS 101	Use of English I	2	0	2	2
8	GNS 102	Citizenship Education I	2	2	4	4
		TOTAL	**16**	**10**	**23**	**26**

YEAR I SEMESTER 2

S/N	Course Code	Course Title	L	P	CU	CH	Prerequisite
1	COM 121	Programming using C Language	2	2	3	4	COM 113
2	COM 122	Introduction to Internet	1	2	3	3	COM 111
3	COM 123	Programming Language using Java I	2	2	3	4	
4	COM 124	Data structure and Algorithms	2	1	3	3	COM 113
5	COM 125	Introduction to Systems Analysis and Design	2	1	3	3	None
7	COM 126	PC Upgrade & Maintenance	1	3	3	4	None
8	GNS 128	Citizenship Education II	2	0	2	2	GNS 127
9	GNS 102	Communication in English	2	0	2	2	
10	EED 126	Practice of Entrepreneurship	2	0	2	2	
11	GNS 228	Research Methods	2	0	2	2	
		TOTAL	**18**	**10**	**25**	**28**	

YEAR II SEMESTER I

S/N	Course Code	Course Title	L	P	CU	CH	Prerequisite
1	COM 211	Programming Language using Java II	2	2	4	4	COM 113
2	COM 212	Introduction to systems Programming	1	1	2	2	COM 111
3	COM 213	Unified Modelling Language (UML)	2	2	3	4	COM 113
4	COM 214	Computer Systems Troubleshooting	1	2	3	3	COM 111
5	COM 215	Computer Application Packages II	2	2	3	4	COM 111
6	COM 216	Statistics for Computing II	2	0	2	2	COM 123
7	SIW 219	SIWES	0	4	4	4	None
8	GNS 201	Use of English II	2	0	2	2	None
9	EED 216	Practice of Entrepreneurship	2	0	2	2	GNS 101
	TOTAL		15	18	25	27	

YEAR II SEMESTER 2

S/N	Course Code	Course Title	L	P	CU	CH	Prerequisite
1	COM 221	Basic Computer Networking	1	3	3	4	COM 113,
2	COM 222	Seminar on Computer and Society	2	-	2	2	COM 111
3	COM 223	Basic Hardware Maintenance	1	2	2	3	None
4	COM 224	Management Information system	2	1	2	3	COM 112
5	COM 225	Web Technology	2	3	3	5	COM 111, 103

6	COM 226	File Organization and Management	2	1	2	3	COM 111
7	GNS 204	Communication in English II	2	0	2	2	COM 122
8	COM 227	Project	2	4	6	6	COM 216
TOTAL			12	13	20	25	

L = LECTURE HOURS P = PRACTICAL HOURS

CU = CREDIT UNIT   CH = CONTACT HOURS

3.6   DEPARTMENT OF COMPUTER ENGINEERING TECHNOLOGY

GOAL AND OBJECTIVES OF THE PROGRAMME

The National Diploma Programme in Computer Engineering Technology is designed to produce computer technicians to install, maintain and repair computer system software, hardware and its peripherals. More specifically, diplomates of the programme should be able to:

i.   Map out the layout for computers installation and networking;

ii.   Set up the installation, configuration and the operation of a computer system(s);

iii. Set up the installation, configuration and the operation of computer networks;

iv.   Use appropriate instruments and software to carry out simple tests and measurements on all subsystems in a computer and its peripherals;

v.   Carry out routine maintenance and repair of:

- Computer Hardware;
- Computer Software; and
- Computer Peripherals.

vi.   Construct simple computer circuit;

vii. Develop simple programming codes;

viii. Present technical reports; and

ix.   Manage a small enterprise.

ENTRY REQUIREMENTS FOR THE PROGRAMME

Entry requirements for the National Diploma in Computer Engineering Technology programme include at least a minimum score in the Unified Tertiary Matriculation Examination (UTME), five credit passes at not more than two sittings in West African Senior School Certificate of Education (WASSCE), Senior School Certificate of Education (SSCE), National Technical Certificate (NTC), General Certificate of Education (GCE) Ordinary level, West African Examination Certificate (WAEC) or National Examination Council (NECO) in relevant subjects.

The relevant subjects are: English Language, Mathematics, Physics, Chemistry and one other subject from: Metal Work, Wood Work, Technical Drawing, Basic Electronics, Basic Electricity, Economics, Commerce, Statistics, Further Mathematics, Computer Studies, Geography and Biology or Agricultural Science.

DURATION

The duration of the programme is two academic sessions consisting of four semesters of 18 weeks per semester.

3.7   CURRICULUM TABLE FOR COMPUTER ENGINEERING TECHNOLOGY

YEAR 1 SEMESTER 1

S/N	CODE	COURSE TITLE	L	P	CU	CH
1.	GNS 101	Use of English I	2	0	2	2
2.	GNS 127	Citizenship Education I	2	0	2	2
3.	MTH 112	Algebra and Elementary Trigonometry	1	0	2	3
4.	MEC 101	Technical Drawing	1	2	3	3
5.	MEC 113	Basic Workshop Technology and Practice	1	2	3	3
6.	EEC 115	Electrical Engineering Science I	1	2	3	3
7	CTE 111	Introduction to Computers & Information Technology	1	2	3	3
8	CTE 112	Electrical Workshop Practice and Technology	1	1	3	2
9	CTE 113	Computer Application Packages	1	1	3	2
10	CTE 114	Internet and Web Technologies	1	2	2	3
11	CTE 115	Data Structures	1	1	2	2
		TOTAL	**13**	**13**	**28**	**27**

YEAR 1 SEMESTER 2

S/N	CODE	COURSE TITLE	L	P	CU	CH
1.	GNS 102	Communication in English I	2	0	2	2
2.	GNS 128	Citizenship Education II	2	0	2	2
3.	MTH 211	Calculus	1	0	1	1
4.	MEC 102	Machines Tools Technology and Practice 1	1	2	3	3
5.	EED 126	Introduction to Entrepreneurship	1	2	3	3
6.	EEC 124	Electronics I	1	2	3	3
7.	EEC 125	Electrical Engineering Science II	1	2	3	3
8.	CTE 121	Digital Computer Fundamentals I	1	2	3	3
9.	CTE 122	Electrical Measurement and Instrumentation I	1	2	3	3
10.	CTE 123	Computer/Electronic Maintenance and Repairs	1	2	3	3
11.	CTE 124	Technical Report Writing	2	0	2	2
		TOTAL	**14**	**14**	**28**	**28**

YEAR 2 SEMESTER 3

S/N	CODE	COURSE TITLE	L	P	CU	CH
1.	GNS 201	Use of English II	2	0	2	2
2.	MTH 202	Logic and Linear Algebra	1	0	2	2
3.	EED 216	Practice of Entrepreneurship	1	1	2	2
4.	EEC 234	Electronics II	1	2	3	3
5.	EEC 239	Electrical Circuit Theory I	1	0	2	2
6.	CTE 231	Micro Computer Fundamentals	1	2	3	3
7.	CTE 232	Computer Workshop Practice I	1	2	3	3
8.	CTE 233	Digital Computer Fundamentals II	1	2	3	3
9.	CTE 234	Computer Architecture I	1	2	3	3
10.	CTE 235	Electrical Measurement and Instrumentation II	1	2	3	3
11.	CTE 236	Introduction to Visual Basic Programming	1	1	2	2
		TOTAL	**12**	**14**	**28**	**28**

YEAR 2 SEMESTER 4

S/N	CODE	COURSE TITLE	L	P	CU	CH
1.	GNS 202	Communication in English II	2	0	2	2
2.	MTH 122	Trigonometry and Analytical Geometry	1	0	2	2
3.	EEC 249	Electrical Circuit Theory II	1	0	2	2
4.	CTE 241	Introduction to Micro-processors and Assembly Language	1	2	3	3
5.	CTE 242	Computer Workshop Practice II	1	2	3	3
6.	CTE 243	Operating Systems I	2	0	2	2
7.	CTE 244	Computer Networking	1	2	3	3
8.	CTE 245	Telecommunication Engineering, I	1	2	3	3
9.	CTE 246	Project	0	6	6	6
		TOTAL	**10**	**14**	**24**	**24**

L = LECTURE HOURS P = PRACTICAL HOURS

CU = CREDIT UNIT   CH = CONTACT HOURS

3.8   DEPARTMENT OF WELDING & FABRICATION ENGINEERING TECHNOLOGY

GOAL AND OBJECTIVES OF THE PROGRAMME

Goal: The programme is intended to impart theoretical knowledge and practical skill to students on engineering design practice, planning, management, operation and maintenance of Welding Engineering system and equipment suitable for a technician.

Objectives: On completion of ND Welding & Fabrication Engineering Technology programme, the diplomates should be able to:

i.   Apply basic principles of Science and Mathematics to solve Engineering problems.

ii.   Prepare and interpret engineering drawings of mechanical equipment, their components and systems;

iii. Carry out machining, welding and fabrication operations.

iv.   Assist in preparing CNC part programs and use CNC machines to make simple jobs as well as interface CAD/CAM machines.

v.   Produce and assemble machine components.

vi.   Prepare appropriate engineering report.

vii. Apply management principles in organising supervisory groups and in the arrangement of sequence of activities.

viii. Set up and manage an enterprise.

ix.   Use computer and IT tools for creating document, making spreadsheet and presentation.

x.   Use software like AutoCAD and Solid Works to prepare drawings.

ENTRY REQUIREMENTS FOR THE PROGRAMME:

i.   NATIONAL DIPLOMA (ND)The general entry requirement for the ND programme in Welding and Fabrication is General Certificate of Education (GCE)Ordinary Level, or the Senior Secondary School Certificate (SSSC) with credit passes in four relevant subjects. The relevant subjects are: Mathematics, Physics, Chemistry and one other subject from Metal Work, Wood Work, Technical Drawing, Basic Electronics, Economics, Statistics, English Language, Additional Mathematics plus a pass in English Language at not more than two sittings.

ii.   Passes at credit level in the four relevant subjects at the Preliminary National Diploma Examination.

iii. The National Technical Certificate (NTC) with credit passes in the four relevant subjects and a pass in English Language.

DURATION

The duration of the programme is two academic sessions consisting of four semesters of 18 weeks per semester.

3.9 CURRICULUM TABLE FOR WELDING & FABRICATION ENGINEERING TECHNOLOGY

YEAR 1 SEMESTER 1

S/N	COURSE CODE	COURSE/ MODULE TITLE	L	T	P	CU	CH
1	GNS 101	Communication in English I (Grammar)	2	-	-	2	2
2	GNS 111	Citizenship Education	2	-	-	2	2
3	MTH 112	Algebra and Elementary Trigonometry	2	1	-	3	3
4	MEC 103	Mechanical Engineering Science	2	-	3	5	5
5	MEC 112	Technical Drawing	1	-	3	4	4
6	WEC 110	Material Science I	2	-	1	3	3
7	WEC 111	Fabrication Technology	1	-	3	4	4
8	WEC 112	Welding Technology I	1		3	4	4
9	ICT 101	Introduction to Computing		-	3	3	3
10	WEC 113	Welding & Environmental Safety	2	-	-	2	2
	TOTAL		15	1	12	32	32

YEAR1 SEMESTER 2

S/N	COURSE CODE	COURSE/MODULE TITLE	L	T	P	CU	CH
1	GNS 102	Communication in English II (Essay and Comprehension)	2	-	-	2	2
2	SDV 201	Entrepreneurship Development I	2	-	-	2	2
3	MTH 211	Calculus	2	-	-	2	2
4	MEC 102	Engineering Graphics	1	-	4	5	5
5	WEC 120	Material Science II	2	-	2	4	4
6	WEC 121	Welding Metallurgy I	2	-	3	5	5
7	WEC 122	Metallography	1	-	3	4	4
8	WEC 123	Fabrication Process	1	-	3	4	4
9	WEC 124	Welding Technology II	2	-	3	5	5
		TOTAL	15	-	18	33	33

YEAR 2 SEMESTER 3

S/N	Course Code	Course/Module Title	L	T	P	CU	CH
1	MEC 217	Technical Report Writing	2	-	-	2	2
2	MTH 202	Logic & Linear Algebra	2	-	-	2	2
3	MEC 201	Engineering Drawing	1	-	4	5	5
4	MEC 212	Engineering Measurement	1	-	1	2	2
5	WEC 210	Welding Metallurgy II	2	-	-	2	2
6	WEC 211	Welding Technology III	2	-	3	5	5
7	MEC 214	Fluid Mechanics	2	-	2	4	4
8	WEC 212	Basic Thermodynamics	2	-	-	2	2
9	WEC 225	Project	-	-	3	3	3
		TOTAL	**14**	**1**	**13**	**27**	**27**

YEAR 2 SEMESTER 4

S/N	Course Code	Course/Module Title	L	T	P	CU	CH
1	MTH 122	Trigonometry & Analytical Geometry	2	1	-	3	3
2	ICT 102	Introduction to Computer Programming	1	-	3	4	4
3	WEC 220	Welding Technology IV	2	-	3	5	5
4	WEC 222	Basic Elements of Welding & Fabrication Design	1	-	3	4	4
5	WEC 223	Testing & Evaluation of Welds	2	-	3	5	5
6	WEC 224	Introduction to Plastic Welding	1	-	3	4	4
7	MEC 222	Strength of Materials	2	-	3	5	5
8	WEC 225	Project	-	-	3	3	3
		TOTAL	**11**	**1**	**21**	**33**	**33**

3.10   PROGRAM OF STUDY - 2

PROFESSIONAL DIPLOMA

List of Departments/Courses
1. Welding & Fabrication Technology
2. Computer Hardware Technology
3. Plumbing & Pipefitting Technology
4. Lifting Equipment Technology
5. Instrumentation & Automation Technology
6. Electrical Installation Maintenance Technology
7. Underwater Diving
8. Fitting & Machining Technology

Note: ***All courses are available as full time, part-time and online***

3.11 DEPARTMENT OF WELDING AND FABRICATION TECHNOLOGY

Introduction:

The course is approved by Nigerian Institute of Welding, (NIW) which is a member of the International Institute of Welding (IIW). The body was established to define guidelines for the education, training, qualification and certification of personnel involve in welding.

Course Objective:

On completion of the programme, the graduate should be able to:
  i.   Carry out welding and fabrication operations.
  ii.   Develop the ability to communicate their knowledge of techniques, processes and materials by developing their graphical skills including freehand sketching, measured drawing and interpret engineering drawings.
  iii. Provide experience in the use of some common machine tools.
  iv.   Apply adequate Information Technology (IT) skills.
  v.   Apply safety rules as regards safety procedures in the welding/construction industries.
  vi.   Competent practical-wise and fit to work in the oil and gas, construction and other industries
  vii. Be self-employed and employ others.

Mode of Study: Full-time, Part-time and Online
Duration: 2 Modules (6 months)
Entry Requirements:
Minimum of Four (4) credit to include English and mathematics and any other two subjects or equivalent NTC/TTC/C&G/NABTEB. Graduates of higher institution of learning and non-science students can also apply.

3.12 WELDING & FABRICATION TECHNOLOGY COURSE CONTENTS

MODULE A

S/N	COURSE TITLE	COURSE CODE	UNIT
1	FILLET WELDING PRACTICE	WFT 111	6
2	FILLET WELDING THEORY	WFT 112	3
3	PLATE WELDING THEORY	WFT 113	3
4	PLATE WELDING PRACTICE I	WFT 114	3
5	WORKSHOP TECHNOLOGY	WFT 115	2
6	TECHNICAL DRAWING	DRW 111	2
7	TECHNICAL MATHS	TMS 111	2
8	INDUSTRIAL SAFETY	HSE 111	3
10	COMMUNICATION SKILLS	GNS 111	2
	TOTAL COURSE UNIT		**26**

MODULE B

S/N	COURSE TITLE	COURSE CODE	UNIT
1	PIPE WELDING THEORY	WFT 121	3
2	PIPE WELDING PRACTICE	WFT 122	6
3	INTRODUCTION TO MIG & TIG	WFT 123	2
4	PLATE WELDING PRACTICE II	WFT 124	3
5	CORROSION CONTROL AND COATINGS	WFT 125	2
6	INTRODUCTION TO NDT/QA & QC	WFT 126	2
7	GAS CUTTING & WELDING	WFT 127	2
8	PROJECT COSTING	CAS 124	2
9	ENGINEERING DRAWING AND DEVELOPMENT	DRW 121	2
10	INTRODUCTION TO ENTERPRENEURSHIP	GNS 121	2
	TOTAL COURSE UNIT		**26**

3.13   DEPARTMENTS OF COMPUTER HARDWARE TECHNOLOGY

Introduction/Goal:

To impart the necessary skills leading to the acquisition of skilled, enterprising and self-reliant personnel in Computer Hardware Engineering Technology.

Course Objectives:

On completion of the programme, the graduate should be able to:

  i.   Operate and maintain basic Operating Systems (DOS & Windows}
 ii.   Understand the computer environment and acquire the skills needed to identify and optimize memory and computer configuration.
iii.   Start and manage computer-based businesses.
 iv.   Carry out routine (preventive) maintenance of Computer systems
  v.   Be able to assemble and install microcomputers.
 vi.   Partition and format disks and load files
vii.   Install window NT\200x in a multi-boot configuration.
viii.   Partition and format disks and load files
 ix.   Install and uninstall software
  x.   Detect technical faults in a Micro Computer
 xi.   Setup and troubleshoot basic Network in LAN

Mode of Study: Full-time, Part-time and Online
Duration: 2 Module (6 months)
Entry Requirements:

Minimum of Four (4) credit to include English and mathematics and any other two subjects or equivalent NTC/TTC/C&G/NABTEB. Graduates of higher institutions of learning and non-science students can also apply.

3.14   COMPUTER HARDWARE ENGINEERING TECHNOLOGY COURSE CONTENT

MODULE A

SN	COURSE TITLE	COURSE CODE	UNITS
1	COMPUTER WORKSHOP PRACTICE	CHT 111	6
2	OPERATING SYSTEMS	CHT 112	3
3	INTRO TO MICROCOMPUTER & APPLICATION PACKAGES	CHT 113	3
4	ELECTRICAL FUNDAMENTALS	EET 112	3
5	COMMUNICATION SKILLS	GNS 111	2
6	INDUSTRIAL SAFETY	HSE 111	3
7	BASIC NETWORKING	CHT 114	3
8	INTRODUCTION TO ENTREPRENEURSHIP	GNS 121	2
9	PROJECT COSTING	CAS 124	2
	TOTAL		**27**

MODULE B: INDUSTRIAL ATTACHMENT

SN	COURSE TITLE	COURSE CODE	UNITS
1	INDUSTRIAL ATTACHMENT REPORT	CHT 121	6
	TOTAL		**6**

3.15   DEPARTMENT OF PLUMBING AND PIPE FITTING TECHNOLOGY

Introduction:
The Plumbing and pipe fitting course is designed to create appreciation of the trade and develop professional skills within the plumbing and piping Industry.

Course Objectives:
On completion of the programme, the graduate should be able to:
   i.   Make installation of sanitary applications
   ii.   Prepare cost estimate of the trade
   iii. Make necessary or required maintenance
   iv.   Work in any establishment as a plumbing maintenance officer
   v.   Be self-employed and employ other
   vi.   Identify all plumbing tools and materials
   vii. Maintain the tools and equipment of the trade
   viii. Be able to interprete blueprints

Mode of Study: Full-time, Part-time and Online
Duration: 2 Module (6 months)
Entry Requirements:
Minimum of (4) credits, Including Mathematics and English at SSCE Level or equivalent, NTC/TTC/C&G/NABTEB **(NON-SCIENCE CANDIDATE CAN ALSO APPLY)**

3.16   PLUMBING AND PIPE FITTING TECHNOLOGY COURSE CONTENTS

MODULE A

S/N	COURSE TITLE	COURSE CODES	UNIT
1	PLUMBING PRACTICE	PPT 111	6
2	PLUMBING PRINCIPLE	PPT 112	3
3	SANITATION SYSTEM	PPT 114	3
4	FILLET WELDING (THEORY & PRACTICE)	WFT 111	3
5	WORKSHOP TECHNOLOGY	WFT 115	2
6	TECHNICAL DRAWING	DRW 111	2
7	TECHNICAL MATHS	TMS 111	2
8	INDUSTRIAL SAFETY	HSE 111	3
9	COMMUNICATION SKILLS	GNS 111	2
	TOTAL COURSE UNIT		**26**

MODULE B

S/N	COURSE TITLE	COURSE CODES	UNIT
1	PIPE FITTING PRACTICE	PPT 121	6
2	COLD & HOT WATER SUPPLY SYSTEM	PPT 122	3
3	PLUMBING BLUEPRINT	PPT 123	2
4	INTRODUCTION TO GAS INSTALLATION TECHNOLOGY	PPT 124	2
5	ENVIRONMENTAL AWARENESS	PPT 125	3
6	CORROSION CONTROL AND COATINGS	WFT 125	2
7	GAS CUTTING & WELDING	WFT 127	2
8	ENGINEERING DRAWING AND DEVELOPMENT	DRW 121	2
9	PROJECT COSTING	CAS 124	2
10	INTRODUCTION TO ENTERPRENEURSHIP	GNS 121	2
	TOTAL COURSE UNIT		**28**

3.17   LIFTING EQUIPMENT DEPARTMENT

Introduction:

Lifting Equipment is a type of machine, generally equipped with a hoist, wire ropes or chains, and sheaves, that can be used both to lift and lower materials and to move them horizontally. It is mainly used for lifting heavy things and transporting them to other places. It uses one or more simple machines to create mechanical advantage and thus move loads beyond the normal capability of a human. Cranes are commonly employed in the transport industry for the loading and unloading of freight, in the construction industry for the movement of materials and in the manufacturing industry for the assembling of heavy equipment.

Course Objectives:

On completion of the programme, the graduate should be able to:

 i. work supervisors or inspectors in oil and gas, construction, manufacturing and process industries within and outside Nigeria.
 ii. know the basics of lifting equipment safety
 iii. know the types and applications of mobile lift equipment including forklifts and mobile cranes
 iv. know the types and applications of mobile lifting equipment
 v. Forklifts and Truck Cranes stability
 vi. apply principle of operation of various stability monitoring systems used in modern forklifts and truck cranes
 vii. apply application of forklift attachments and the lifting tackles
 viii. inspect the lifting tackles including wire ropes, synthetic slings, clips, hooks, sockets, eyebolts, and hoist rings
 ix. apply a standard inspection procedure on truck cranes and write the relevant report
 x. maintain the forklifts and truck cranes. etc.

Mode of Study: Full-time, Part-time and Online
Duration: 2 Module (9 months)
Entry Requirements:

Open to applicants with the following:

WASC, ND, BSc. /HND in Engineering and Sciences or its equivalent. candidates must also possess a current driving license

3.18 LIFTING EQUIPMENT TECHNOLOGY COURSE CONTENTS

MODULE A

S/N	COURSE TITLE	COURSE CODE	COURSE UNIT
1	COMMUNICATION SKILLS	GNS 111	2
2	INDUSTRIAL SAFETY	HSE 111	3
3	WIRE ROPE	LET 112	3
4	LIFTING EQUIPMENT LOADING	LET 113	3
5	LIFTING EQUIPMENT COMMUNICATION& SAFETY	LET 114	3
6	WORKSHOP TECHNOLOGY	WFT 115	2
7	TECHNICAL MATHS	TMS 111	2
8	PROJECT COSTING	CAS 124	2
	TOTAL COURSE UNIT		**20**

MODULE B: INDUSTRIAL ATTACHMENT

S/N	COURSE TITLE	COURSE CODE	COURSE UNIT
1	INDUSTRIAL ATTACHMENT REPORT	LET 115	6
	TOTAL COURSE UNIT		**6**

3.19 DEPARTMENT OF INSTRUMENTATION& AUTOMATION TECHNOLOGY

Introduction:

As Instrumentation and Automation is the heart of any modern process industry, there is need to equip the generation of students with the necessary skills to bridge the gap, the new trend of technology presents.

Skilled Instrumentation technician/engineer are proudly committed to offer the most sophisticated and extensive quality service, support and engineering capabilities in the field of process measurement and control, automation test & calibration. The need why the department was set up is to bridge the vacuum, as a result of this new trend of technology, to reduce the over-dependence on man-power.

Course Objectives:

On completion of the programme, the graduate should be able to:

i. understand the advantages of instrumentation over manual monitoring and measurement of process parameters such as temp, pressure, level, flow. Etc.,

ii. understand the basic principles of monitoring instruments for most process parameters (thermostat, gauges, meters, thermocouple etc.),

iii. knows electrical measurement of parameters and calibrations of meters,

iv. understand basic electrical control circuits DOL, Star-Delta, speed control,

v. understand logic gates and usage,

vi. knows basic communications between input devices, controller and out-put devices,

vii. understand the introduction to controllers (PLC) configuration, step ladder, step 7, statement list, and,

viii. understand SCADA and HMI usages in automation system controls. Etc.

Mode of Study: Full-time, Part-time and Online
Duration: 2 Module (6 months)
Entry Requirements:

Open to applicants with the following:

WASC, ND, BSc. /HND in Engineering and Sciences with a minimum of four (4) credits including Mathematics, Physics and Pass in English at SSCE level or equivalent NTC/TTC/C&G/NABTEB

3.20   INSTRUMENTATION& AUTOMATION TECHNOLOGY COURSE CONTENTS

MODULE A

S/N	COURSE TITLE	COURSE CODE	UNITS
1	ELECTRICAL INSTRUMENTATION PRACTICAL	IMC 111	6
2	ELECTRICAL FUNDAMENTALS	EET 112	3
3	INSTRUMENTATION AND MEASURMENT	IMC 113	3
4	TECHNICAL DRAWING	DRW 111	2
5	COMMUNICATION SKILLS	GNS 111	2
6	INDUSTRIAL SAFETY	HSE 111	3
7	TECHNICAL MATHS	TMS 111	2
8	WORKSHOP TECHNOLOGY	WFT 115	2
	TOTAL COURSE UNIT		**23**

MODULE B

S/N	COURSE TITLE	COURSE CODE	UNITS
1	PROCESS AUTOMATION PRACTICAL	IMC 121	6
2	ELECTRONICS II	IMC 122	3
3	ELECTRICAL MACHINES	IMC 123	3
4	PROCESS AUTOMATION FUNDAMENTALS	IMC 124	3
5	ENGINEERING DRAWING AND DEVELOPMENT	DRW 121	2
6	PROJECT COSTING	CAS 124	2
7	INTRODUCTION TO ENTREPRENEURSHIP	GNS 121	2
	TOTAL COURSE UNIT		**21**

3.21   DEPARTMENT OF ELECTRICAL INSTALLATION & MAINTENANCE TECHNOLOGY

Introduction:

Installation – the act or process of making a machine, a service or the act of installing something. Maintenance – the upkeep of property or equipment. Electrician - a person who works on and repairs electrical equipment or one who installs, maintains, operates electrical equipment

An electrical installation comprises all the fixed electrical equipment that is supplied through the electricity meter. Satisfactory earthing arrangements are in place to ensure that a fuse or circuit breaker can quickly clear an electrical fault before it causes an electric shock or fire

At GIPI, trainees would be taught the art of routine Electrical Maintenance, *(Wiring, Electric Motor, Generator, Pump, etc)* how to Protects Expensive Equipment, reduce Energy Costs.etc.

Course Objectives:

On completion of the programme, the graduate should be able to:

    i.   understand the basic principles of power distribution of an area,

    ii.   understand the basic power distribution in a house, workshop or an office,

    iii.   be able to competently install household and light industrial equipment,

    iv.   be able to design, read and interpret basic electrical control circuits,

    v.   carry out basic routine maintenance of household and light industrial equipment,

    vi.   know the required effective electrical protections for simple installation and equipment, and

    vii.   understand financial/economics advantages of quality installation and quality post installation maintenance. etc.

Mode of Study: Full-time, Part-time and Online

Duration: 2 Module (6 months)

Entry Requirements:

Open to applicants with the following:

WASC, ND, BSc. /HND in Engineering and Sciences with a minimum of four (4) credits including Mathematics, Physics and Pass in English at SSCE level or equivalent NTC/TTC/C&G/NABTEB

3.22 ELECTRICAL INSTALLATION & MAINTENANCE TECHNOLOGY COURSE CONTENTS

MODULE A

S/N	COURSE CODE	COURSE TITLE	COURSE CODES	UNITS
1	EET 111	ELECTRICAL PRACTICAL1	EET 111	6
2	EET 112	ELECTRICAL FUNDAMENTALS	EET112	3
3	EET 113	ELECTRICAL INSTALLATION	EET113	3
4	HSE 111	INDUSTRIAL SAFETY	HSE 111	3
5	WFT 115	WORKSHOP TECHNOLOGY	WFT 115	2
6	TMS 111	TECHNICAL MATHS	TMS 111	2
7	DRW 111	TECHNICAL DRAWING	DRW 111	2
8	GNS 111	COMMUNICATION SKILLS	GNS 111	2
	TOTAL COURSE UNIT			**25**

MODULE B

S/N	COURSE TITLE	COURSE CODE	UNITS
1	ELECTRICAL PRACTICAL II	EET 121	6
2	ELECTRONICS	EET 122	3
3	ELECTRICAL EQUIPMENT	EET 123	3
4	ELECTRICAL CONTROL CIRCUITS	EET 124	3
5	ENGINEERING DRAWING AND DEVELOPMENT	DRW 121	2
6	PROJECT COSTING	CAS 124	2
7	INTRODUCTION TO ENTERPRENEURSHIP	GNS 121	2
	TOTAL COURSE UNIT		**21**

3.23.   DEPARTMENT OF UNDERWATER DIVING

Introduction:

Almost, two-thirds of the world's surface is covered with water, while the abyssal depths account for the greater part of this, there are many millions of square miles of sea-bed which are within reach of the trained diver, most of this is yet unexplored.

If discovery drives you, welcome to inner space. It's somewhat cliché, yet true, that we know the bottom of the moon better than we know the bottom of the oceans.

The pleasure of diving is many-sided and as diverse as the feelings of those taking part, but since it depends upon entry into water environment, it must first be anticipated, assimilated and understood before it can be enjoyed to the full.

Course Objectives:
On completion of the programme, the graduate should be able to:
  i.   takes up diving for a specific purpose such as scientific investigation,
  ii.   go into underwater photography or salvage,
  iii.   Enjoy the thrill of exploring a new, alien and fascinating world that lures them to take up diving,
  iv.   see things most people never see and go where most people never go.
  v.   capable of swimming confidently and without excessive effort over distances of 200 meters,
  vi.   work as a diver instructor/swimming coach,
  vii.   works in hotels and in recreation centers as a diver. etc

Mode of Study: Full-time, Part-time and Online
Duration: 2 Module (6 months)
Entry Requirements:
Minimum of (4) credits, Including Mathematics and English at SSCE Level or equivalent, NTC/TTC/C&G/NABTEB **(NON-SCIENCE CANDIDATE CAN ALSO APPLY)**

3.24   UNDERWATER DIVING COURSE CONTENTS

MODULE A

COURSE CODE	COURSE TITLE	UNIT
DCM 111	INTRODUCTION TO DIVING	2
DCM 112	THE DIVING ENVIRONMENT	2
DCM 113	SWIMMING (A TEST)	2
DCM 114	PHYSICS OF DIVING	3
DCM 115	MEDICAL	3
DCM 116	THE SEA	2
DCM 117	CECOMPRESSION	3
HSE 119	SURVIVAL SWIMMING & WATER SAFETY 1	3
GNS 111	COMMUNICATION SKILLS 1	2
DCM 118	GAS POISONING	3
	TOTAL	**25**

MODULE B

COURSE CODE	COURSE TITLE	UNIT
DCM 211	BASIC EQUIPMENT	3
DCM 212	SNORKELLING BASIC SKILLS	3
DCM 213	AQUALUNG	3
DCM 214	FIRST AID & RESUSCITATION	2
DCM 215	SAFETY AND LIFE- SAVING	2
DCM 216	OPEN WATER DIVES	4
DCM 217	DIVING TECHNIQUES	3
GNS 121	COMMUNICATION SKILLS	3
DCM 218	SEAMANSHIP	3
	TOTAL	**26**

3.25 DEPARTMENT OF FITTING & MACHINING TECHNOLOGY

Introduction:

Fitting & Machining focuses on the manufacturing and machining of machines parts using processes such as lathe turning, milling, cutting, shaping, fitting of keys, couplings, bushes, shafts and bearings.

Metal Fitters and Machinists fit and assemble fabricated metal parts into products, set up machining tools, production machines and textile machines, and operate machining tools and machines to shape metal stock and castings.

Course Objectives:

On completion of the programme, the graduate should be able to:
  i.   Understand various fitting and machining processes
  ii.   Carry out various practical processes of
      ➢ Turning
      ➢ Drilling
      ➢ Shaping
      ➢ Surfacing
      ➢ Plaining
      ➢ Step turning
      ➢ Threading operation using lathe and milling machines
  iii. Practically design/interpret the draft and transform such produce/manufacture machine parts
  iv.   Fit and assemble, maintain and repair various fixed pipes especially in oil and gas installations and other industries
  v.   Provide experience in the use of simple machines and tools for production in industries
  vi.   Practically should be self-employed and employ others.

Mode of Study: Full-time, Part-time and Online
Duration: 2 Module (6 months)
Entry Requirements:

Minimum of Four (4) credit in English and mathematics and any other two (2) subjects at SSCE level or equivalent NTC/TTC/C&G/NABTEB. Graduates of higher institution of learning and non-science students can also apply.

3.26   FITTING & MACHINING TECHNOLOGY COURSE CONTENTS

MODULE A

S/N	COURSE TITLE	COURSE CODE	COURSE UNIT
1	LATHE MACHINE PRACTICE I	FAM 111	6
2	COMMUNICATION SKILLS	GNS 111	2
3	INDUSTRIAL SAFETY	HSE 111	3
4	WORKSHOP TECHNOLOGY	WFT 115	3
5	MACHINE DRILLING AND THREADING	FAM 113	3
6	TECHNICAL DRAWING	DRW 111	2
7	TECHNICAL MATHS	TMS 111	2
	TOTAL COURSE UNIT		**21**

MODULE B

S/N	COURSE TITLE	COURSE CODE	COURSE UNIT
1	FITTING & MACHINING PROCESS PRACTICE 2	FAM 121	6
2	FITTING & MACHINNING THEORY	FAM 122	3
3	METAL JOINING PROCESS	FAM 123	3
4	ENGINEERING DRAWING AND DEVELOPMENT	DRW 121	2
5	PROJECT COSTING	CAS 124	2
6	INTRODUCTION TO ENTREPRENEURSHIP	GNS 121	2
	TOTAL COURSE UNIT		**18**

3.27 SHORT-TERM COURSES

The Institute also run short-term courses in the under listed area of specialization. Interested candidates or organizations could negotiate for suitable time convenient for their staff/employees. `

S/N	COURSES	DURATION
1	TIG/MIG (Argon Welding)	10 Days
2	Flux Cored Arc Welding	10 days
3	Basic First Aid	2 Days
4	Industrial First Aid & CPR	5 Days
5	Basic Fire Fighting	2 Days
6	Advance Fire Fighting/ Safety	3 Days
7	HSE Competence (I,II&III)	10 Days
8	Industrial Safety Awareness	2 Days
9	Occupational Health	3 Days
10	Scaffolding	5 Days
11	Survival Swimming	10 Days
12	Watermanship I, II, III	10 Days
13	MS Excel (Beginner – Advance)	10 days

3.28 Certification and Recognition

Upon successful completion of any programme and fulfillment of all academic and financial obligations:

- Graduates are awarded the appropriate Institute certificate
- ND certificates are issued in line with NBTE regulations

Professional and vocational certificates reflect demonstrated competence and industry relevance

SECTION 4: ADMISSION & REGISTRATION

4.1 General Admission Policy

Admission into Gateway Industrial & Petro-Gas Institute (GIPI) is open to suitably qualified candidates regardless of gender, religion, ethnicity, or social background. All admissions are processed in accordance with:

- The Institute's admission guidelines
- Relevant regulatory requirements
- Programme-specific entry criteria

Admission is granted strictly on merit and fulfillment of stated requirements.

4.2 Admission Requirements

Admission requirements vary according to the category of programme as outlined below.

4.2.1 National Diploma (ND) Programmes

Candidates seeking admission into ND programmes must possess:

- A minimum of five (5) O'Level credits, including English Language, Mathematics, Physics, and other relevant science subjects
- Acceptable O'Level results from WAEC, NECO, NABTEB, or equivalent
- UTME score that meets the minimum requirement approved for the session

4.2.2 Professional Diploma Programmes

Candidates applying for Professional Diploma programmes must possess:

- A minimum of four (4) O'Level credits, including English Language and Mathematics, or equivalent qualifications
- Technical or vocational background may be an added advantage
- Mature candidates with relevant experience may be considered

4.2.3 Certification of Expert Program (CEP) and Short Courses

Admission into CEP and short-term courses requires:

- Evidence of relevant work experience or professional practice
- Prior training, apprenticeship, or project experience
- Ability to participate in online learning activities (where applicable)

4.3 Application Procedure

Applications into GIPI programmes are processed primarily online, except where otherwise stated.

Steps for Application

1. Visit the Institute's official website or application portal – www.gipi.edu.ng/epay
2. Select the desired programme
3. Complete the application form accurately
4. Upload required credentials
5. Make payment for the application form as directed
6. Submit the application for processing

Applicants are advised to provide correct and verifiable information, as false declarations may lead to disqualification.

4.4   Screening and Selection

All applicants may be required to undergo one or more of the following:

1. Document verification
2. Written screening test
3. Oral interview
4. Practical assessment (for technical programmes)

The Institute reserves the right to determine the most appropriate screening method based on programme requirements.

4.5   Offer of Admission

Successful candidates will be issued:

1. An Offer of Admission Letter
2. Instructions on acceptance, registration, and resumption

Candidates are required to accept the offer within the stipulated period, failure of which may result in forfeiture of the admission.

4.6   Acceptance of Admission

To accept an offer of admission, candidates must:

1. Pay the prescribed acceptance fee (where applicable)
2. Complete acceptance procedures within the given timeframe
3. Acceptance confirms the candidate's willingness to comply with Institute regulations.

4.7   Registration and Clearance

Registered students are required to:

1. Complete course registration at the beginning of each semester or module
2. Submit required academic documents/course registration forms
3. Obtain clearance from relevant departments
4. Pay approved fees or meet instalment payment conditions

5. Obtain financial clearance from the Bursary Department

Failure to complete financial clearance may restrict access to lectures, examinations, or other Institute services.

4.8 Student Identification

Upon successful registration, students are issued official Student Identification Cards. ID cards must be carried at all times on campus and presented when required. Loss of ID cards must be reported immediately to the appropriate office.

4.9 Deferment, Withdrawal, and Change of Programme

4.9.1 Deferment of Admission

Students may apply for deferment of admission on valid grounds, subject to approval by the Institute.

4.9.2 Withdrawal from Programme

Students who wish to withdraw must submit a formal application through the appropriate channel.

4.9.3 Change of Programme

Change of programme may be permitted under special circumstances, subject to:

1. Availability of space
2. Fulfillment of entry requirements
3. Approval by the Academic Board

4.10 False Information and Admission Cancellation

The Institute reserves the right to:

- Withdraw admission at any time
- Cancel registration
- Take disciplinary action where it is discovered that a student supplied false or misleading information.

SECTION 5: TEACHING, LEARNING & ASSESSMENT

5.1   Teaching and Learning Philosophy

Gateway Industrial & Petro-Gas Institute (GIPI) adopts a competency-based, industry-driven teaching and learning approach designed to equip students with practical skills, technical knowledge, and professional work ethics required in modern industries.

Teaching and learning activities emphasize:

1. Hands-on practical competence
2. Safety consciousness
3. Problem-solving ability
4. Professional discipline
5. Continuous skills improvement

5.2   Training Methodology

Training at GIPI combines theoretical instruction with extensive practical exposure in workshops and laboratories. Training Structure

- Theory: 30%
- Practical / Workshop Training: 70%

This structure ensures that students acquire not only conceptual understanding but also the practical skills required for workplace performance.

5.3   Modes of Instruction

Instructional delivery may include any of the following methods:

- Classroom lectures
- Workshop demonstrations
- Laboratory practicals
- Project-based learning
- Industrial exposure and simulations
- Online and blended learning (where applicable)

Students are expected to participate actively in all instructional activities.

5.4   Continuous Assessment

Continuous Assessment (CA) forms an integral part of the Institute's evaluation system and is used to monitor students' progress throughout the programme. Failure to participate in continuous assessment may affect eligibility for final examinations.

Components of Continuous Assessment

1. Paper based or online Tests and quizzes

2. Assignments
3. Practical exercises
4. Term papers
5. Class participation
6. Project work

5.5   Examination System

Examinations are conducted in accordance with approved Institute regulations and may include:

1. Written examinations
2. Practical examinations
3. Computer-Based Tests (CBT) (for selected courses)

Students must:

1. Be duly registered
2. Have financial clearance from the Bursary Department
3. Have clearances from department, library other relevant department
4. Possess valid student identification to be eligible for any examination.

5.6   Grading System for Professional Diploma Programmes

Score (%)	Letter Grade	Grade Point	Interpretation
70 – 100	A	5	Excellent
60 – 69	B	4	Very Good
50 – 59	C	3	Good
40 – 49	D	2	Average
35 – 39	E	1	Fair
0 – 34	F	0	Poor

Classification of Results (Professional Diploma)

Distinction:	4.50 and above
Upper Credit:	3.50 – 4.49
Lower Credit:	2.50 – 3.49
Pass:	2.00 – 2.49
Below 2.00:	Certificate of Attendance

5.7   Grading System for National Diploma (ND) Programmes

Score (%)	Letter Grade	Weighting
75 and above	A	4.00
70 – 74	AB	3.50
65 – 69	B	3.25
60 – 64	BC	3.00
55 – 59	C	2.75
50 – 54	CD	2.50
45 – 49	D	2.25
40 – 44	E	2.00
Below 40	F	0.00

Classification of Results (National Diploma)

Distinction: 3.50 and above

Upper Credit: 3.00 – 3.49

Lower Credit: 2.50 – 2.99

Pass: 2.00 – 2.49

5.8   Practical Training and Assessment

Given the technical nature of GIPI programmes, practical competence is compulsory. Students are assessed on:

- Skill execution
- Use of tools and equipment
- Safety compliance
- Quality of finished work
- Adherence to standard procedures

Failure in practical assessment may result in course repetition or non-certification.

5.9   Examination Regulations and Conduct

Students must:

1. Arrive at examination venue 30 minutes before the commencement of examination
2. Present valid student ID
3. Comply with all examination instructions
4. Avoid prohibited acts and examination malpractice
5. Possession of unauthorized materials, impersonation and disruptive behaviours attract serious sanctions.

Offenders shall be disciplined in accordance with Institute regulations.

5.10   Result Approval and Publication

1. Examination results are reviewed and approved by the Academic Board
2. Approved results are released through official channels such as Notice Board and Students portal
3. Students may apply for result clarification or review through approved procedures

5.11   Academic Appeals

Students who are dissatisfied with their results may:

1. Submit a formal appeal through their department
2. Comply with timelines and procedures
3. Await decision of the appropriate academic authority
4. Decisions of the Academic Board on academic matters are final.

SECTION 6: STUDENT SUPPORT SERVICES

6.1 Overview of Student Support Services

Gateway Industrial & Petro-Gas Institute (GIPI) is committed to providing adequate academic, administrative, and welfare support services that enhance students' learning experience and overall wellbeing. Student Support Services are designed to:

- Facilitate smooth academic progression
- Promote student welfare and wellbeing
- Provide access to learning resources
- Ensure efficient service delivery

Students are encouraged to make proper use of these services and to observe established procedures when accessing them.

6.2 Registry Services

The Registry Department is responsible for the administration of all academic records and student documentation.
Functions of the Registry The Registry handles:

1. Admission processing and student registration
2. Maintenance of student academic records
3. Course registration and examination records
4. Issuance of result statements, transcripts, and certificates
5. Verification of academic documents
6. Processing of graduation lists

Students are advised to promptly report any errors in their personal or academic records to the Registry.

6.3 Bursary Services

The Bursary Department manages all financial transactions of the Institute relating to students.
Functions of the Bursary. The Bursary is responsible for:

1. Collection and receipting of school fees and other charges
2. Issuance of financial clearance
3. Management of installment payment arrangements
4. Financial record keeping

Students must ensure that all payments are made through approved channels. Cash payments are strictly prohibited.

6.4   Library and E-Library Services

The Institute Library provides access to learning and research materials that support academic programmes.

Library/E-Library Services Include

1. Textbooks, reference books, and manuals
2. Technical journals
3. Reading spaces for individual and group study
4. Access to digital books and online resources
5. Support for research and assignments
6. Remote access to library materials

Students are expected to observe library rules, return borrowed materials on time to avoid payment of fine, and handle library resources responsibly.

6.5   Information and Communication Technology (ICT) Support

The ICT Unit provides technical support for:

1. Computer laboratories and digital learning platforms
2. Internet access and online learning systems
3. Computer-Based Testing (CBT) facilities
4. Student access to institutional digital platforms

Students are required to comply with the Institute's acceptable use policy when using ICT facilities.

6.6   Health Services (Institute Clinic)

The Institute operates a Clinic that provides basic healthcare services to students.

Services Provided

1. First aid and basic medical care
2. Health counselling and advice
3. Referral services where necessary

Students are encouraged to report health issues promptly. Serious medical conditions may be referred to external health facilities.

6.7   Works & Services Department

The Works & Services Department is responsible for:

1. Maintenance of buildings and infrastructure
2. Water and Power supply
3. Workshop and laboratory maintenance
4. Campus cleanliness and environmental management

Students are required to report faulty facilities and avoid damaging Institute property.

6.8   Student Affairs and Welfare Services

Student welfare is coordinated through designated student affairs officers within the Registry Department. Welfare Services Include

- Guidance on academic and personal matters
- Handling of student complaints and grievances
- Support for religious and social activities
- Promotion of discipline and peaceful coexistence

Students are encouraged to channel welfare-related concerns through appropriate offices.

6.9   Entrepreneurship Development Support

GIPI promotes entrepreneurship as a pathway to self-reliance. Support Includes

1. Entrepreneurship training and sensitization
2. Practical skill commercialization guidance
3. Support for small-scale business development
4. Exposure to industry practices
5. Digital skills upgrade and certifications

Students are encouraged to leverage acquired skills for employment and enterprise creation.

6.10   Student Feedback and Communication

The Institute values student feedback as part of its quality assurance process.
Students may provide feedback through:

1. Formal complaints
2. Exit surveys
3. Designated communication channels

Constructive feedback is used to improve service delivery and academic quality.

SECTION 7: STUDENT WELFARE, RIGHTS & RESPONSIBILITIES

7.1   Student Welfare Policy

Gateway Industrial & Petro-Gas Institute (GIPI) is committed to creating a safe, disciplined, inclusive, and supportive learning environment that promotes academic excellence, skill development, and personal growth.

The Institute recognizes that effective learning can only take place where students' welfare is adequately protected. Consequently, appropriate mechanisms are in place to address students' academic, social, health, and moral needs.

7.2   Rights of Students

Every registered student of GIPI is entitled to the following rights, provided such rights are exercised responsibly and in accordance with Institute regulations:

1. The right to quality teaching, training, and assessment
2. The right to fair and impartial academic evaluation
3. The right to access approved Institute facilities and services
4. The right to obtain accurate information about academic programmes and regulations
5. The right to express grievances through approved institutional channels
6. The right to a safe and secure learning environment
7. The right to freedom from discrimination, harassment, or exploitation

No student shall be denied these rights except in accordance with due process and established disciplinary procedures.

7.3   Responsibilities of Students

All students of GIPI are required to:

1. Comply with the rules and regulations of the Institute
2. Attend lectures, practical sessions, and examinations regularly
3. Conduct themselves in a disciplined, respectful, and professional manner
4. Protect and properly use approved Institute property and facilities
5. Observe safety rules, especially in workshops and laboratories
6. Pay all approved fees and charges as and when due
7. Respect staff, fellow students, and visitors

Failure to fulfill these responsibilities may attract disciplinary measures.

7.4   Code of Conduct

Students are expected to uphold high standards of moral and professional conduct both within and outside the Institute premises. Prohibited acts include, but are not limited to:

1. Examination malpractice

2. Cultism or secret society activities
3. Harassment, intimidation, or bullying
4. Sexual harassment or exploitation
5. Theft, vandalism, or destruction of Institute's property
6. Drug abuse, possession of dangerous drugs, firearms or trafficking
7. Fighting, violence, or disruptive behaviours
8. Impersonation or falsification of documents
9. Disobedience to lawful instructions of staff

Any student found guilty of any of the above shall be disciplined in accordance with Institute regulations.

7.5   Dress Code and Professional Appearance

As a technical and professional training institution, GIPI requires students to dress decently and appropriately at all times.

Dress Code Guidelines

1. Students must wear approved workshop attire and safety gear during practical sessions
2. Indecent dressing is prohibited
3. Protective equipment such as helmets, gloves, boots, and goggles must be worn where required

Students who violate the dress code may be denied access to classes, workshops, or Institute facilities.

7.6   Anti-Harassment and Anti-Exploitation Policy

GIPI operates a zero-tolerance policy against harassment, exploitation, and abuse in any form. This includes:

1. Sexual harassment
2. Financial exploitation
3. Abuse of authority
4. Verbal or physical intimidation

Students are encouraged to report any form of harassment or exploitation through designated reporting channels. All reports will be treated with confidentiality and investigated fairly.

7.7   Disciplinary Procedures

Disciplinary matters are handled in accordance with due process.

Disciplinary Process

1. Report of alleged misconduct
2. Preliminary investigation
3. Invitation of the student to respond
4. Review by appropriate disciplinary committee

5. Recommendation and approval of sanctions

Possible Sanctions

1. Warning
2. Suspension
3. Rustication
4. Expulsion

The severity of sanctions depends on the nature and gravity of the offence.

7.8   Grievance and Complaint Resolution

The Institute provides structured channels for addressing student grievances.
Students may submit complaints relating to:

1. Academic matters
2. Administrative services
3. Welfare or disciplinary issues

Complaints should be directed through appropriate offices starting from the department level, except in exceptional circumstances.

7.9   Student Pledge

All students of GIPI are required to sign a Student Pledge, affirming their commitment to:
Obedience to Institute rules
Academic integrity
Professional conduct
Respect for authority and fellow students
The Student Pledge forms part of the Institute's ethical and disciplinary framework.

THE GIPI PLEDGE

As I _____accept the GIPI challenge I become committed to pursuing academic/professional excellence.

As I Endeavour to pursue this quest for personal and professional goals, I will pay my tuition and school examination fees promptly before resumption and seek **for professional** certificate **at my own expense**.

I will not participate is any activity or dialogue which Impugns the character, taints the personality or defames the reputation associated with me or this Institute of Skills Acquisition.

My overall goals are to grow, contribute and build.

This is my pledge that I present without duress or reservation.

As a GIPI Trainee, I stand on my honor and integrity: I promise to live according to the highest standards, moral character and social responsibility associated with GIPI, its Faculty, Administrators, Alumni and Students Body.

I will contribute only to those activities associated with the growth, development and furthering of mankind: the exploration of which is life.

I make this solemn commitment to myself and the Institute, So help me God!

Name: _____

School: _____

Department: _____

PEN/Matric No: _____

Signature: _____

SECTION 8: FACILITIES, SAFETY & SECURITY

8.1   Overview of Facilities

Gateway Industrial & Petro-Gas Institute (GIPI) provides purpose-built facilities designed to support effective teaching, learning, and skills acquisition. All facilities are maintained to meet academic, technical, and safety standards required for vocational and professional training. Students are expected to use all facilities responsibly and in accordance with Institute regulations.

8.2   Academic Facilities

The Institute provides adequate academic facilities, including:
1. Lecture halls and classrooms
2. Workshops and laboratories
3. Computer laboratories and CBT centre

These facilities are equipped to support both theoretical instruction and practical training.

8.3   Workshops and Laboratories

Given the technical nature of GIPI programmes, workshops and laboratories form a core component of training.
Major Training Facilities Include:
- Welding & Fabrication Workshops
- Plumbing & Pipefitting Workshops
- Electrical Installation & Maintenance Laboratories
- Instrumentation and Automation Laboratories
- Mechanical and Machining Workshops

Students are required to follow all workshop rules and safety procedures, use equipment only under supervision, wear approved protective gear at all times and unauthorized use of workshop equipment is strictly prohibited.

8.4   Library and Learning Resources

The Institute Library provides access to academic and technical learning resources, including:
- Textbooks and reference materials
- Technical manuals
- Journals
- Digital and electronic resources (e-library)

Students must observe library regulations and maintain proper conduct within the library environment.

8.5   Information and Communication Technology (ICT) Facilities

GIPI provides ICT facilities to support:

- Online and blended learning
- Computer-Based Testing (CBT)
- Research and digital literacy

Use of ICT facilities is governed by the Institute's Acceptable Use Policy, and misuse may attract disciplinary action.

8.6   Health, Safety and Environment (HSE) Policy

The Institute operates a strict Health, Safety and Environment (HSE) policy, particularly within workshops and laboratories.

Key HSE Requirements

1. Mandatory use of Personal Protective Equipment (PPE)
2. Compliance with safety signage and instructions
3. Prohibition of unsafe practices
4. Immediate reporting of hazards and accidents

Failure to comply with HSE regulations may result in suspension from practical activities.

8.7   Medical and Health Facilities

The Institute operates a Clinic that provides basic medical services, first aid, and health counselling. Students are encouraged to seek prompt medical attention when ill or injured. Serious cases may be referred to external medical facilities.

8.8   Campus Security

The safety of students, staff, and visitors is a priority at GIPI. Security Measures Include

1. Trained security personnel
2. Controlled access to campus facilities
3. Monitoring of Institute premises through

Students are required to:

4. Carry valid student identification
5. Comply with security checks
6. Report suspicious activities promptly

8.9   Protection of Institute Property

Students must:

1. Handle Institute property with care
2. Avoid vandalism or misuse of facilities
3. Report damaged equipment or facilities to the appropriate authority

Any student found guilty of damaging Institute property shall be required to pay for repairs or replacement and may face disciplinary action.

8.10 Environmental Responsibility

GIPI encourages environmental responsibility through:

1. Proper waste disposal
2. Cleanliness of campus environment
3. Conservation of water and energy

Students are expected to contribute to maintaining a clean and sustainable learning environment.

SECTION 9: ACCOMMODATION & CAMPUS LIFE

9.1   Overview of Student Accommodation

Gateway Industrial & Petro-Gas Institute (GIPI) recognizes the importance of suitable accommodation and a balanced campus life in supporting effective learning and personal development. The Institute provides both on-campus accommodation and guidance for off-campus housing, subject to availability and institutional policies.

Accommodation arrangements are designed to promote discipline, safety, and peaceful coexistence among students.

9.2   On-Campus Hostel Accommodation

The Institute provides hostel accommodation for students on campus, subject to availability.

Key Features of Hostel Accommodation

- Safe and secure environment
- Proximity to classrooms, workshops, and laboratories
- Regulated living conditions that promote discipline and study

Hostel spaces are allocated on a first-come, first-served basis. Allocation is subject to payment of approved hostel fees and students must comply with hostel rules and regulations

9.3   Hostel Rules and Regulations

Students residing in Institute hostels are required to:

- Observe approved hostel curfews
- Maintain cleanliness of rooms and common areas
- Avoid noise and disruptive behaviours
- Respect fellow residents and hostel officials
- Refrain from cooking with unauthorized appliances
- Cook only in permitted and provided cooking areas
- Avoid possession of prohibited items
- Avoid tampering of all electrical appliance

Violation of hostel rules may result in warnings, fines, suspension from the hostel, or eviction, depending on the severity of the offence.

9.4   Off-Campus Accommodation

Students who are unable to secure on-campus accommodation may reside off-campus in nearby communities.

Important Notes

- The Institute does not act as an agent for private accommodation
- Students residing off-campus are responsible for their own safety and welfare

- Students are expected to comply with Institute rules regardless of residence location

9.5 Campus Life and Student Activities

GIPI encourages a balanced campus life that supports academic excellence, skill development, and personal growth. Campus Life Activities Include

- Academic and professional seminars
- Skills exhibitions and practical demonstrations
- Entrepreneurship-related activities
- Social and recreational engagements

Students are encouraged to participate responsibly in approved activities.

9.6 Student Associations and Clubs

Recognized student associations and clubs may be established subject to:

- Approval by the Institute
- Compliance with Institute regulations
- Adherence to peaceful and lawful activities

Unapproved associations or secret societies are strictly prohibited.

9.7 Religious Activities

The Institute respects freedom of worship and provides an environment that allows students to practice their religion peacefully.
Guidelines

- Religious activities must not disrupt academic activities
- Respect for other faiths is mandatory
- Use of Institute facilities for religious activities requires approval

9.8 Conduct Within the Campus Community

All students are expected to:

- Conduct themselves responsibly within the campus and host community
- Maintain cordial relationships with staff, fellow students, and visitors
- Avoid acts that may bring the Institute into disrepute

9.9 Prohibited Activities on Campus

The following activities are strictly prohibited:

- Cultism or secret society activities
- Violence or intimidation
- Drug abuse or trafficking

- Gambling and unlawful activities
- Unauthorized use of Institute facilities

Students involved in prohibited activities shall face disciplinary action in line with Institute regulations.

9.10   Student Support and Guidance

Designated officers are available to provide guidance on:

- Accommodation-related issues
- Campus adjustment and wellbeing
- General student concerns

Students are encouraged to seek assistance through appropriate channels when needed.

SECTION 10: INDUSTRIAL TRAINING, CAREER DEVELOPMENT & EMPLOYABILITY

10.1   Overview

Gateway Industrial & Petro-Gas Institute (GIPI) places strong emphasis on industry exposure, employability, and career readiness as core outcomes of its training programmes. In line with NBTE requirements and industry best practices, students are exposed to structured industrial training, workplace ethics, and career development activities.

10.2   Industrial Training (IT) / SIWES

Industrial Training (IT), also referred to as the Students Industrial Work Experience Scheme (SIWES) where applicable, is an essential component of selected programmes offered by the Institute.

Objectives of Industrial Training. Industrial Training aims to:
1. Expose students to real industrial work environments
2. Enable application of classroom and workshop knowledge
3. Develop professional work habits and safety consciousness
4. Enhance employability and job readiness

10.3   Eligibility and Duration

Industrial Training is mandatory for programmes where it is prescribed by NBTE or the Institute
- Duration of IT varies depending on the programme and academic structure
- Students must complete and pass IT requirements before graduation

10.4   Placement and Supervision

   1.   Placement

Students may secure placement in approved industries relevant to their field of study
The Institute may provide guidance and recommendations but does not guarantee placement

   2.   Supervision

Students on IT are supervised by both industry supervisors and Institute-appointed supervisors.
Performance is assessed using standard evaluation forms and reports

10.5   SIWES Documentation Requirements

Students undergoing IT/SIWES are required to:
1. Maintain an approved logbook
2. Submit periodic reports

3. Obtain supervisor evaluations
4. Submit a final IT report upon completion to the Institute for evaluation

Failure to comply with documentation requirements may result in non-acceptance of the IT exercise.

10.6   Workplace Ethics and Professional Conduct

During industrial attachment and all professional engagements, students are expected to:

- Exhibit honesty, discipline, and punctuality
- Respect workplace rules and hierarchy
- Adhere strictly to safety regulations
- Protect company property and confidential information

Any misconduct during IT may attract disciplinary action by the Institute.

10.7   Career Development and Employability Skills

GIPI equips students with essential employability skills through:

- Entrepreneurship education
- Practical project work
- Career orientation and guidance
- Exposure to industry standards and best practices

These activities prepare students for employment, self-employment, or further professional advancement.

10.8   Entrepreneurship and Self-Reliance

The Institute promotes entrepreneurship as a viable career path. Students are encouraged to:

- Apply acquired technical skills for business creation
- Participate in entrepreneurship training and workshops
- Develop innovative and marketable solutions

Entrepreneurship training supports national objectives of job creation and economic development.

10.9   Industry Linkages and Collaboration

GIPI maintains collaborations with:

- Oil and gas companies
- Construction and fabrication firms
- Marine and process industries
- Technical service providers

These collaborations support training relevance and occasional industry engagement opportunities.

10.10   Employment Support and Limitations

While the Institute provides training, guidance, and industry exposure, the Institute does not guarantee employment for graduates. Graduates may be informed of job opportunities through alumni platforms or industry requests. Employment decisions remain the responsibility of employers

10.11   Alumni Relations

Graduates of GIPI automatically become members of the Institute's alumni community.
Benefits of Alumni Engagement
- Professional networking
- Information sharing on training and opportunities
- Continued relationship with the Institute

Alumni are encouraged to uphold the Institute's reputation through professional conduct.

SECTION 11: FEES, PAYMENTS & FINANCIAL REGULATIONS

11.1   General Policy on Fees

All students of Gateway Industrial & Petro-Gas Institute (GIPI) are required to pay approved fees and charges applicable to their programmes of study. Payment of fees is a mandatory condition for registration, participation in academic activities, examinations, and certification.
Fees are determined by Management and approved by the appropriate authority and are subject to periodic review.

11.2   Schedule of Fees

The schedule of fees varies according to:
- Programme of study
- Mode of study (full-time, part-time, or online)
- Duration of programme
- Use of special facilities or workshops

Students are advised to refer to:
- The official Institute website
- Admission letters
- Approved fee schedules issued by the Bursary Department
- for detailed and current fee information.

Payment Methods

All payments to the Institute must be made through approved payment channels as specified by Management. Approved Payment Channels
1. Online payment platforms designated by the Institute
2. Bank payment through approved accounts
3. Other official payment methods communicated by the Bursary

Students must not make payments to individuals or through unofficial means. The Institute shall not be liable for payments made outside approved channels.

11.4   Evidence of Payment

Students are required to:
- Obtain official receipts for all payments
- Present proof of payment when required
- Keep payment records for reference

Failure to present valid proof of payment may delay registration, clearance, or access to Institute services.

11.5   Instalment Payment Policy

GIPI permit payment of fees by instalment under approved conditions.
Instalment Guidelines

- A minimum of 50% of total fees must be paid at the beginning of the semester or module
- The balance must be paid within the period approved by the Institute
- Failure to complete instalment payments may result in denial of access to examinations or services
- Approval of instalment payment is at the discretion of Management.

11.6   Financial Clearance

Financial clearance from the Bursary Department is required before students can:

- Complete course registration
- Participate in examinations
- Access certain Institute services
- Be considered for graduation and certification

Students with outstanding financial obligations may be suspended from academic activities.

11.7   Refund Policy

Fees paid to the Institute are generally non-refundable, except where otherwise approved by Management. Refunds, where applicable, may be considered under exceptional circumstances such as:

- Withdrawal before commencement of training
- Overpayment confirmed by the Bursary
- Refund shall be subject to administrative charges

Refund requests must be submitted in writing and are subject to approval.

11.8   Penalties for Late Payment

Students who fail to pay fees within approved timelines may be subject to:

- Late payment penalties
- Restriction from academic activities
- Denial of examination access
- Suspension of registration

The Institute reserves the right to enforce financial regulations strictly.

11.9   Financial Discipline and Integrity

Students are expected to:

- Meet all financial obligations promptly

- Avoid fraudulent financial practices
- Report any suspected financial misconduct

Any attempt at financial fraud or falsification of payment records shall attract disciplinary action.

11.10 Review of Fees and Charges

The Institute reserves the right to:
- Review fees and charges
- Introduce new fees where necessary
- Modify payment policies

Such changes shall be communicated through official channels.

SECTION 12: CERTIFICATION, GRADUATION & ACADEMIC RECORDS

12.1   Requirements for Graduation

To be eligible for graduation from Gateway Industrial & Petro-Gas Institute (GIPI), a student must:

1. Be duly admitted into an approved programme
2. Complete all prescribed courses and modules
3. Meet the minimum academic requirements for the programme
4. Successfully complete all practical and workshop training
5. Complete Industrial Training (IT/SIWES), where applicable
6. Settle all financial obligations to the Institute
7. Comply with all Institute regulations and disciplinary requirements

Only students whose results have been approved by the Academic Board shall be considered graduates.

12.2   Approval of Results

1. All examination results are subjected to departmental and faculty review
2. Results are presented to the Academic Board for consideration and approval
3. Only results approved by the Academic Board are recognized as valid
4. Students should note that provisional results remain subject to final approval.

12.3   Types of Certificates Issued

Upon successful completion of a programme, the Institute issues certificates appropriate to the programme undertaken. These include:

1. National Diploma (ND) Certificates – issued in line with NBTE regulations
2. Professional Diploma Certificates
3. National Vocational Certificates
4. Certificates of Attendance (where applicable)
5. Certificate of Completion (for Short-Term Courses)

Certificates reflect the programme completed and the classification of performance, where applicable.

12.4   Issuance of Certificates

1. Certificates are issued after approval of final results by the Academic Board.
2. For long-duration programmes, certificates are typically ready within a reasonable period after final examinations and approval by the Academic Board
3. For short-term programmes, certificates may be issued immediately after completion, subject to approval

Students shall be duly informed when certificates are ready for collection.

12.5 Collection of Certificates

Certificates may be collected in person at the Institute or by an authorized representative (with proper identification) – this is subject to Management approval.

Students are required to present valid identification and evidence of clearance before certificates are released.

12.6 Courier and Dispatch of Certificates

The Institute may, upon request, dispatch certificates to graduates through approved courier services.

Important Notes

- Courier services attract additional charges payable by the graduate
- The Institute shall not be liable for delays or losses caused by third-party courier services
- Accurate delivery details must be provided by the graduate

12.7 Statement of Results

Students may request a Statement of Results where certificates are not yet ready.

Statements of Results:

1. Are issued upon request after payment of required fee
2. Serve as temporary academic records
3. Are subject to verification

12.8 Academic Transcripts

The Institute processes and issues academic transcripts upon formal request.

Transcript Processing Guidelines

1. Requests must be made in writing or through approved channels
2. Applicable processing fees must be paid
3. Transcripts are sent directly to institutions or organizations as requested and not to the student who requested it
4. Processing timelines may vary depending on the volume of requests.

12.9 Verification of Academic Documents

GIPI responds to requests for verification of:

1. Certificates
2. Statements of Results
3. Transcripts and other documents

Verification requests must be made through official channels and may be subject to verification fees.

12.10 Loss or Damage of Certificates

In cases of loss or damage:
1. Graduates must submit a formal application
2. Supporting documents may be required
3. Replacement certificates may be issued at the discretion of the Institute
4. Replacement attracts additional charges.

12.11 Academic Records Integrity

The Institute maintains strict control over academic records to ensure:
- Accuracy
- Confidentiality
- Protection against fraud

Any attempt to falsify academic records or documents shall attract severe disciplinary and legal consequences.

SECTION 13: QUALITY ASSURANCE, STUDENT FEEDBACK & ACCREDITATION

13.1   Quality Assurance Policy

Gateway Industrial & Petro-Gas Institute (GIPI) is committed to maintaining high academic standards, training quality, and institutional effectiveness in all its programmes and services. Quality assurance is embedded in all academic, administrative, and support activities of the Institute.

The quality assurance framework ensures that:

1. Programmes remain relevant to industry needs
2. Teaching and learning meet approved standards
3. Assessment processes are fair, transparent, and credible
4. Facilities and resources support effective training

13.2   Internal Quality Assurance Mechanisms

The Institute maintains internal mechanisms to monitor and improve quality, including:

1. Academic Board oversight of curricula and assessments
2. Periodic review of programmes and course content inline with NBTE standard
3. Monitoring of teaching and learning activities
4. Review of examination processes and results through external assessor check
5. Supervision of workshops, laboratories, and practical sessions

These mechanisms ensure continuous compliance with approved academic standards.

13.3   Student Feedback Mechanisms

Student feedback is a critical component of GIPI's quality assurance process.

Channels for Student Feedback. Students may provide feedback through:

- Course evaluation forms
- Exit surveys for graduating students
- Structured questionnaires
- Formal complaints and suggestions

Feedback received is analysed and used to improve teaching quality, facilities, and service delivery.

13.4   Exit Survey

Graduating students are required to complete an Exit Survey at the end of their programmes. The Exit Survey assesses:

- Quality of teaching and practical training

- Effectiveness of support services
- Adequacy of facilities and learning resources
- Student satisfaction and learning outcomes

Responses are treated with confidentiality and used strictly for institutional improvement.

13.5   Continuous Improvement Process

Based on quality assurance reviews and feedback:

- Identified gaps are addressed
- Training methods are improved
- Facilities and equipment are upgraded
- Staff development needs are identified

The Institute adopts a culture of continuous improvement to remain responsive to technological and industry changes.

13.6   Accreditation and Regulatory Compliance

GIPI ensures that all academic programmes are:

- Approved and accredited by relevant regulatory bodies
- Operated in compliance with NBTE and other professional standards
- Subject to periodic accreditation and resource inspections

13.7   External Moderation and Industry Input

Where applicable, the Institute engages:

- External examiners
- Industry professionals
- Regulatory representatives to support quality assurance, relevance, and objectivity in assessment and programme delivery.

13.8   Staff Development and Capacity Building

To sustain quality delivery, GIPI encourages continuous staff development through:

- Staff In-House Training and workshops
- Seminars and conferences
- Digital skills upgrade
- Industry exposure and certification

Staff development ensures that instructors remain current with industry practices and teaching methodologies.

SECTION 14: GENERAL POLICIES

14.1   Use of Institute Property

All properties and facilities of Gateway Industrial & Petro-Gas Institute (GIPI) are provided strictly for academic, training, and authorized institutional purposes.
Students are expected to:

- Use Institute facilities responsibly and only for approved purposes
- Handle equipment, tools, furniture, and materials with care
- Return borrowed items in good condition
- Report damaged or faulty equipment promptly

Prohibited Actions

- Unauthorized removal of Institute property
- Vandalism or willful damage
- Misuse of tools, equipment, or facilities

Any student found guilty of damaging or misusing Institute property shall:

- Be required to repair or replace the damaged item
- Face disciplinary action in accordance with Institute regulations

14.2   Data Protection and Privacy Policy

GIPI is committed to protecting the personal data and privacy of students in accordance with applicable data protection principles. Student Data Includes

- Personal and biodata records
- Academic records and results
- Health and welfare information
- Financial and payment records

Policy Provisions

- Student data shall be collected for legitimate academic and administrative purposes only
- Records shall be securely stored and accessed by authorized personnel
- Student information shall not be disclosed to third parties without lawful authorization

Students are expected to provide accurate information and notify the Institute of any changes to their personal details.

14.3   Intellectual Property Policy

All instructional materials, course content, lecture recordings, handouts, manuals, and digital resources produced or used within the Institute remain the intellectual property of Gateway Industrial & Petro-Gas Institute (GIPI), except where otherwise stated.
Student Responsibilities

- Students may use learning materials strictly for personal academic purposes
- Unauthorized reproduction, distribution, or commercial use of Institute materials is prohibited
- Violations of intellectual property rights may attract disciplinary and legal consequences.

14.4   Information Technology and Acceptable Use Policy

The Institute's ICT facilities and digital platforms are provided to support learning, assessment, and communication.

Students must:

- Use ICT facilities responsibly
- Avoid accessing or sharing inappropriate or illegal content
- Refrain from hacking, data manipulation, or system abuse
- Comply with online learning rules and digital conduct guidelines

Misuse of ICT facilities may result in suspension of access and disciplinary action.

14.5   Health, Safety, and Environmental Responsibility

Students are required to:

- Comply with all health and safety rules
- Maintain cleanliness of the campus environment
- Observe waste disposal and environmental protection guidelines

Any behaviour that endangers health, safety, or the environment is strictly prohibited.

14.6   Amendment of the Handbook and Prospectus

Gateway Industrial & Petro-Gas Institute reserves the right to:

1. Amend, update, or revise any part of this Student Information Handbook and Institute Prospectus
2. Introduce new policies or modify existing ones

Such changes shall take effect upon approval by the appropriate authority and shall be communicated through official channels.

14.7   Interpretation of Policies

In the event of any ambiguity or dispute regarding the interpretation of policies contained in this document:

1. The interpretation of the Institute shall prevail
2. Matters shall be referred to the appropriate authority for resolution

SECTION 15: APPENDICES

15.1 Academic Calendar

The Institute operates an academic calendar approved by Management and the Academic Board. The academic calendar outlines:

1. Dates for resumption and registration
2. Commencement and end of lectures
3. Examination periods
4. Holidays and breaks
5. Graduation and certification timelines

The approved academic calendar is published through official Institute channels and may be subject to review where necessary.

15.2 List of Academic Programmes and Departments

Gateway Industrial & Petro-Gas Institute offers programmes through its approved academic departments and training units, including but not limited to:

Academic and Training Departments

1. Welding & Fabrication Technology
2. Computer Engineering Technology
3. Computer Science
4. Plumbing & Pipefitting Technology
5. Electrical Installation & Maintenance Technology
6. Instrumentation & Automation Technology
7. Networking & System Security
8. Lifting Equipment Technology
9. Fitting & Machining Technology
10. Underwater Diving
11. Entrepreneurship and Professional Skills Unit

Programmes offered under each department may vary by academic session and accreditation status.

15.3 Contact Information

Gateway Industrial & Petro-Gas Institute (GIPI)
Oni, Ogun Waterside Local Government Area
P.M.B. 2123, Ijebu-Ode, Ogun State, Nigeria
Telephone:
08036760079, 08034983997, 08138368707
Email:
info@gipi.edu.ng, gipioni2014@mail.com
Website:
https://www.gipi.edu.ng

15.4   Useful Online Platforms and Links

Students may access Institute services and information through the following platforms:
1.   Official Institute Website
2.   Online Application and Payment Portal
3.   Google Classroom (for online and blended programmes)
4.   Official Institute Email Platforms
5.   Facebook and other social media platforms

Access details for digital platforms are provided during registration or communicated by the Institute.

15.5   Official Notices and Communication

All official announcements, academic notices, and policy updates shall be communicated through:
1.   Notice boards
2.   Official emails
3.   Institute website
4.   Approved digital platforms

Students are responsible for keeping themselves informed of official communications.