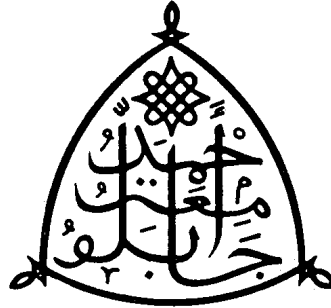


ABU Distance Learning B.Sc. Economics Student Handbook



DISTANCE LEARNING CENTRE
Ahmadu Bello University

STUDENT HANDBOOK

BSc. Economics

ABU Distance Learning B.Sc. Economics Student Handbook

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FOREWORD

Whereas the Distance Learning Centre Prospectus covers all aspects of the Distance Learning delivery in Ahmadu Bello University, the DLC B.Sc. Economics Student Handbook is designed to give you an overview of the B.Sc. Economics by Distance Learning in the Ahmadu Bello University.

A Handbook of this nature is a must read for you. It provides useful information on the nature, orientation and scope of the B.Sc. Economics programme as well as highlights the uniqueness of this delivery modality.

As you opt for the distance learning mode to acquire a Bachelor of Science degree in Economics, we shall strive to make your learning experience a memorable one.

I urge you to commit, discipline and submit yourself to the demand of distance education. This shall entail an appraisal of your obligations and most suitable time to commit to your studies. You are to note that your success as a distance learner largely depends on you as there are no lecture time table or lecturers to insist you should be in class at any specific time.

Once again I welcome you to a wonderful experience of distance learning and looking forward to seeing you on graduation day.

Prof. Muhammed Ibrahim SULE
Director, Distance Learning Centre

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PART I

General Information



Sir Ahmadu Bello, KBE, GCON

Sardaunan Sokoto and Premier of Northern Nigeria
Founder and First Chancellor, Ahmadu Bello University, Zaria

1.1 PRINCIPAL OFFICERS OF THE UNIVERSITY



His Majesty, Nnaemeka Alfred Ugochukwu Achebe, CFR
Chancellor.
(Obi of Onitsha)



Malam Adamu Fika, CFR
MICI Arb (Wazirin Fika)
Pro-Chancellor and Chairman of Council



Prof. Kabiru Bala, FNI OB,
Vice-Chancellor



Prof. Ahmed Doko Ibrahim
**Deputy Vice-Chancellor,
Administration**



Prof. Danladi A. Ameh
**Deputy Vice-Chancellor,
Academic**



Mal. Rabi'u Samaila
Registrar



Mal. Muhammad Bello Aminu Gurin
Bursar



Mal. Abdulhameed Gambo Liman
Ag. University Librarian

1.2 VISITOR, PRINCIPAL OFFICERS, DEANS AND DIRECTORS

Visitor: Bola Ahmed Tinubu, GCFR, President and Commander in Chief of the Armed Forces of the Federal Republic of Nigeria.

Chancellor: His Majesty, Nnaemeka Alfred Ugochukwu Achebe, CFR, Obi of Onitsha (Agbogidi).

Pro-Chancellor and Chairman Governing Council: Malam Adamu Fika, CFR, (Wazirin Fika).

Vice-Chancellor: Prof. Kabiru Bala, MBA, Ph.D, FNIOB, MAPM, MCABE, MSClarb

Deputy Vice-Chancellor (Administration): Prof. Ahmed Doko Ibrahim, B.Sc., M.Sc., Ph.D.

Deputy Vice-Chancellor (Academic): Professor. Danladi Amodu Ameh. B.Sc., MSc., Ph.D.

Registrar: Mal. Rabi Samaila

Bursar: Mal. Muhammad Bello Aminu Gurin

Ag. Librarian: Mal. Abdulhameed Gambo Liman

Ag. Provost, College of Medical Sciences: Prof. M. S. Shehu

Dean, School of Postgraduate Studies: Prof. Sani A. Abdullahi

Director, Directorate of Academic Planning & Monitoring: Prof. Bello Mukhtar

Dean, Students Affairs: Prof. M. Yakasai Fatihu

Director, Distance Learning Centre: Prof. M. I. Sule

Director, Institute of Administration: Prof. Siraj Barau Abdulkarim

Director, Institute of Development Research & Training: Prof. Binta Abdulkarim

Director, National Animal Production Research Institute: Prof. A. M. Kolo

Director, Centre for Energy Research and Training: Prof. S. A. Jonah

Director, Institute for Agricultural Research: Prof. M. F. Ishiyaku

Director, Institute of Education: Prof. Bashir A. Maina

Director, University Health Service: Prof. Muhammed S. Isah

Director, Division of Agricultural Colleges: Prof. Musa A. Mahdi

Director, National Agricultural Extension and Research Liaison Services: Prof. Ike Emmanuel Ikani

Director, School of Basic and Remedial Studies, Funtua: Prof. Balarabe Abdullahi

Director, Ahmadu Bello University Consultancy Services: Dr. Umar Farouq Yaya

Director, Directorate of University Advancement: Prof. Sani Abba Aliyu

Director, Iya Abubakar Institute of Computing and ICT: Malam

Shuaibu Umar

Managing Director, ABU Press: Malam Ahmad Ibrahim Ja'e

Director, Veterinary Teaching Hospital: Prof. Sani Adamu

Director, Centre for Biotechnology Research & Training: Prof.

Muhammad Nasir Shuaibu

Director, Centre for Historical Research and Documentation (CHRD) -

Arewa House: Dr. S. S. Aliyu

Director, Equipment Development & Maintenance Centre: Prof.

Abdulghaffar Amoka

Director, Centre for Disaster Risk Management & Development

Studies: Dr. Usman A. Kibon

Director, Centre for Counselling & Human Development: Dr. (Mrs.)

Sa'adatu M. Makarfi

Ag. Director, Physical Planning & Municipal Services: Arc. Sulaiman

Mohammed

Director, International Centre of Excellence for Rural Finance and

Entrepreneurship: Dr Idris B. Bugaje

Director, Centre for Islamic Legal Studies: Dr. Sa'ad Musa Abubakar

Chief Medical Director, Ahmadu Bello University Teaching Hospital:

Prof. Ahmed Umdagas Hamidu

Director, CBN Centre for Economic & Finance: Prof. Auwalu Haruna

Director, Centre for Inland Basin Studies: Prof. Umaru Adamu Dambatta

Director, Directorate of Sports: Dr. Ali Isa Danlami

Director, Public Affairs Directorate: Mal. Auwalu Umar

Dean, ABU Business School: Dr. Idris Ahmed Aliyu

Dean, Faculty of Administration: Prof. Musa Idris

Dean, Faculty of Agriculture: Prof. Mukhtari Mahmoud

Dean, Faculty of Arts: Prof. Muhammad Sule

Dean, Dental Surgery: Prof. S. O. Ajike

Dean, Faculty of Education: Prof. H. I. Bayero

Dean, Faculty of Engineering: Prof. Mohammed I. Dabo

Dean, Faculty of Environmental Design: Prof. Umar A. A. Sullayman

Dean, Faculty of Law: Dr. Salim Bashir Magashi

Dean, Faculty of Basic Medical Sciences: Prof. Wilson O. Hamman

Dean, Faculty of Allied Health Sciences: Prof. Shehu Abubakar Akuyam

Dean, Faculty of Basic Clinical Sciences: Prof. H. M. Muktar

Dean, Faculty of Clinical Sciences: Prof. M. M. Dauda

Dean, Faculty of Pharmaceutical Sciences: Prof. A. Musa

Dean, Faculty of Life Sciences: Prof. M.N. Shuaibu

Dean, Faculty of Physical Sciences: Prof. I. M. Jaro

Dean, Faculty of Social Sciences: Dr. Shamsuddeen Mohammed

Dean, Faculty of Veterinary Medicine: Prof. Junaidu Kabir

1.3 HISTORICAL PERSPECTIVE

Ahmadu Bello University is one of the First Generation Universities in Nigeria. Others in this category are: the University of Ibadan, the University of Nigeria Nsukka, the University of Lagos and the University of Ife Ile-Ife, now called Obafemi Awolowo University, Ile-Ife.

ABU had a good start because of its solid foundation laid by its founding father, Sir Ahmadu Bello. He attracted to Zaria a talented crop of academics from across Nigeria and other parts of the world, which got the University going on a foundation of excellence. The University was officially launched on 4th October, 1962 in a colourful ceremony presided over by its first Chancellor, Sir Ahmadu Bello, Sardauna of Sokoto, and attended by dignitaries from all over Nigeria, West Africa and other parts of the Commonwealth.

Although officially opened in 1962, the origin of the Ahmadu Bello University dated back ten years earlier when the Nigerian College of Arts, Science and Technology was founded in Samaru, Zaria and provided courses in Engineering, Architecture, Fine Art and Education. Many of the earlier Engineers and Architects in Nigeria had their education and training in this college. But it was in the area of Fine Art that the College most distinguished itself, creating a distinct and African form of art, known today internationally as the Zaria School of Art.

At its official take off in 1962, Ahmadu Bello University had a student body of no more than three thousand enrolled in its various programmes. Today, the student body is over fifty thousand, the majority of them are undergraduates but with a sizeable and growing number of postgraduate students.

As the University now looks forward, it faces the challenge of creating a digital environment in which the most up-to-date

technology assists and serves the process of teaching, learning and research. The vision is that of a campus with internet access in every office, classroom and laboratory, and with a student body and academics versatile in the use and application of these technologies.

The University opened with just four Faculties- Agriculture, Engineering, Law and Science –fifteen Departments. The institution has since inception been under the successive Vice-Chancellorship of Professor Norman Alexander (1961-1966), Professor Ishaya Audu (1966-1975), Professor Iya Abubakar (1975-1978), Professor Oladipo Akinkugbe (1978-1979), Professor Ango Abdullahi (1979-1986), Professor Adamu Nayaya Mohammed (1986-1991), Professor Daniel Saror (1991-1995), Gen. Mamman Kontagora (1995-1998), Professor Abdullahi Mahadi (1998-2004), Professor S.U. Abdullahi (2004-2009), Professor Abdullahi Mustapha (2009-2015), Professor Ibrahim Garba (2015-2020) and currently Prof.essor Kabiru Bala (2020 to date).

In 1987, the year in which the University celebrated its 25th Anniversary, it had turned out to be the largest and the most extensive of all Universities in Sub-Sahara Africa. It covers a land area of about 7,000 hectares and has Eighteen Faculties, a School of Postgraduate Studies, a Business School and 120 Departments. There are also six Institutes, eight specialised Centres, a Division of four Agricultural Colleges, a School of Basic and Remedial Studies, a Demonstration Secondary School, and a Primary School.

The University has of recent been undergoing a fundamental re-organisation. From what has so far been done; it is evident that Ahmadu Bello University will certainly outgrow its crises and become, as it was before, an embodiment of excellence.

1.4 ZARIA

Zaria is a city in Kaduna State, Nigeria. Once called Zazzau, the community was founded in the 14th century as one of the seven original Hausa city-states. According to oral tradition, Zazzau rose to prominence in the early 15th century under the brilliant military leadership of Queen Amina. It became part of the Songhai Empire in the 16th century, fell to the Fulani in the early 19th century, and was captured by the British in 1901.

It is a road and rail hub in a major agricultural area. The city is a market centre for locally produced cotton, peanuts, hides and skins, shea nuts, corn, sorghum, and vegetables. Industries include cotton ginning, peanut and shea-nut milling, tanning, cottonseed-oil production, and the manufacture of cigarettes, bicycles, perfumes, and soap. Zaria is an important centre of education and research, with Ahmadu Bello University and affiliated institutions such as the Institute for Agricultural Research, National Animal Production Research Institute, National Agricultural and Research Liaison Services and the Centre for Energy Research and Training. It also hosts the National Research Institute for Chemical Technology, Nigerian College of Aviation Technology, Nigerian Institute for Transport Technology, Nigerian Military School, Nigerian Army Depot, Nigerian Army School of Military Police, National Institute for Tuberculosis Research and the Nuhu Bamalli Polytechnic among others.

Zaria is made up of the following wards: Zaria-City, Tudun Wada, Kongo/Gyallesu, Tudun Jukun, Tukur Tukur, Wusasa, Sabon Gari, Muchia/Chikaji, GRA, Kwangila, Hanwa, Palladan, Samaru and Zango.



Map of Nigeria showing Zaria arrowed.

1.5 PHILOSOPHY AND OBJECTIVES OF THE UNIVERSITY

At the first ceremony of Ahmadu Bello University in 1963, the founding father and mentor of the University, Sir Ahmadu Bello, enunciated the philosophy of ABU when he said: *“The first duty of every university is the search for and the spread of knowledge and the establishment of truths... But it must also serve the need of the nation.”*

The philosophy of Ahmadu Bello University is predicated upon the “cardinal principles of imparting knowledge and learning to men and women of all races without any distinction on the grounds of race, religious or political beliefs”

Hence, the objectives of Ahmadu Bello University as articulated in Article 4 of its 1962 and 1975 Laws are:

“To provide regular and liberal courses of instruction in the humanities, sciences and other spheres of learning of a standard required and expected of a university of the highest standing, to promote research and the advancement of science and learning and to secure the diffusion of knowledge throughout Nigeria”.

1.6 UNIVERSITY ADMINISTRATION

Ahmadu Bello University is owned by the Federal Government of Nigeria which funds it. The President and Commander-in-Chief of the Armed Forces of Nigeria is the Visitor. There is a Chancellor who is the ceremonial Head of the University; a Pro Chancellor and Chairman of Council; a Vice-Chancellor who is the Chief Executive and Academic Officer of the University, and a Governing Council with power to manage all matters of the University not otherwise provided for or under the University Law.

The academic affairs of the University are managed by the Senate, under which there are Faculty Boards, and a School of Postgraduate Studies Board. There are also Boards of Governors as well as Professional Academic Boards of Institutes and Centres which administer their respective administrative and academic matters.



The University Senate building

1.7 FACULTIES, INSTITUTES, CENTRES AND SCHOOLS

1. ABU Business School
2. Faculty of Administration
3. Faculty of Agriculture
4. Faculty of Arts
5. Faculty of Education
6. Faculty of Engineering
7. Faculty of Environmental Design
8. Faculty of Law
9. College of Medical Sciences
10. Faculty of Basic Medical Sciences
11. Faculty of Allied Health Sciences
12. Faculty of Basic Clinical Sciences
13. Faculty of Clinical Sciences
14. Faculty of Dental Surgery
15. Faculty of Pharmaceutical Sciences
16. Faculty of Life Sciences
17. Faculty of Physical Sciences
18. Faculty of Social Sciences
19. Faculty of Veterinary Medicine

20. School of Postgraduate Studies
21. Distance Learning Centre
22. Institute of Administration
23. Institute for Agricultural Research (IAR)
24. Institute of Development Research (IDR & T)
25. Institute of Education
26. Division of Agricultural Colleges (DAC)
27. National Animal Production Research Institute (NAPRI)
28. National Agricultural Extension and Research Liaison Services (NAERLS)
29. Centre for Islamic Legal Studies (CILS)
30. Centre for Historical Research and Documentation (CHRD) - Arewa House
31. Iya Abubakar Institute for Computing and ICT
32. Centre for Energy Research and Training
33. International Centre of Excellence for Rural Finance and Entrepreneurship (ICERFE)
34. Centre for Biotechnology Research and Training
35. The Veterinary Teaching Hospital
36. Ahmadu Bello University Teaching Hospital (ABUTH)
37. Equipment Development & Maintenance Centre
38. Centre for Disaster Risk Management & Development Studies (CDRMDS)
39. Centre for Counselling & Human Development
40. CBN Centre for Economic & Finance
41. Centre for Inland Basin Studies
42. Institute of Health

PART II

Distance Learning Centre

2.1 DISTANCE LEARNING

2.1.1 Preamble

The need to commence Distance Learning in ABU has been a product of internal demands initiated by the School of Postgraduate Studies as well external agitations by some alumni as exemplified at the 50th anniversary by Mallam Adamu Fika in his lead paper to mark ABU's golden jubilee where he said *“ABU should consider developing an effective Distance Learning System that deploys modern communication facilities and online tutorial to impart functional knowledge to the millions who may not be able to enroll on its regular campus-based programmes”*.

Annually, an average of 13,000 applicants applied for various postgraduate programmes in the Ahmadu Bello University, although about 70% of these were qualified, less than 5, 000 are usually Admitted due to the limitation of on-campus facilities. The situation is even worse with the undergraduate programmes where 31,000 applicants to Ahmadu Bello University scored the minimum JAMB requirement of 180 points. Less than 10,000 of these can be admitted due to the same reason. It is thus obvious that ABU has not been able to satisfy the demands for those interested in obtaining ABU degrees.

It has also been noted that Nigeria has been credited to be among the countries with the highest number of students studying abroad with about 71,000 studying in Ghana alone and paying not less than 155 billion Naira as tuition annually. ABU should cash on this opportunity to increase its relevance as well as revenue base. In an on campus model “there are obviously limits to how many additional students can be admitted without negatively impacting on quality. The Europe Africa Quality Connect Evaluation Report concluded that ABU has obviously curtailed its capacity to generate any additional income by means of enrolling additional students. The need to explore other options of delivery and student enrollment is thus obvious.

2.1.2 Distance Learning

The principal objective of the Ahmadu Bello University (ABU) in establishing a Distance Learning Centre (DLC) is to put in place an administrative structure responsible for the coordination and delivery of its Distance learning programmes at both the Undergraduate and postgraduate levels.

The DLC is a semi-autonomous administrative Unit responsible for the coordination and delivery of Distance Learning programmes of the Ahmadu Bello University.

2.1.3 Philosophy, Vision and Mission

Philosophy

To radically proffer an alternative but robust delivery model for Ahmadu Bello University degrees and other qualifications in line with Universal ODL best practices.

Vision

The Distance Learning Centre, Ahmadu Bello University shall be a unique Distance Learning Centre of repute excelling in the delivery of Certificate/Diploma, undergraduate and postgraduate programmes in all fields to advance the scope of ABU's reach in educational delivery as envisaged by the founding fathers of the University.

Mission

The mission of the Distance Learning Centre is to ensure qualitative, accessible and timely delivery of approved academic programmes to its students without distinction based on geographic location, race, sex, religion or other affiliations.

2.1.4 Objectives

The principal objective of commencing the Open Distance and e-Learning (ODL) delivery of both undergraduate and postgraduate

programmes is to extend the reach of the university in the delivery of quality and reputable undergraduate and postgraduate studies leading to the award of Ahmadu Bello University Undergraduate and Postgraduate Degrees.

E-learning is naturally suited to distance learning and flexible learning, but can also be used in conjunction with face-to-face teaching or issuance of course material on computers, i-pads, CD/DVDs and hard copies, in which case the term Blended learning is commonly used. Whereas the online option has become the primary modality in the delivery of tertiary education in distance learning in some countries, the reality of Nigeria makes Blended learning a more realistic option.

2.1.5 Location

The Distance Learning Centre of the Ahmadu Bello University (see pictures) is currently located in the Ahmadu Coomassie Building (former ABU Bookshop) adjacent the Senate Building on the Main Campus.



Frontage and Interior view of the Distance Learning Centre

2.1.6 Administration

The Distance Learning Centre is directly responsible to the Ahmadu Bello University Senate and Management on academic and administrative matters respectively.

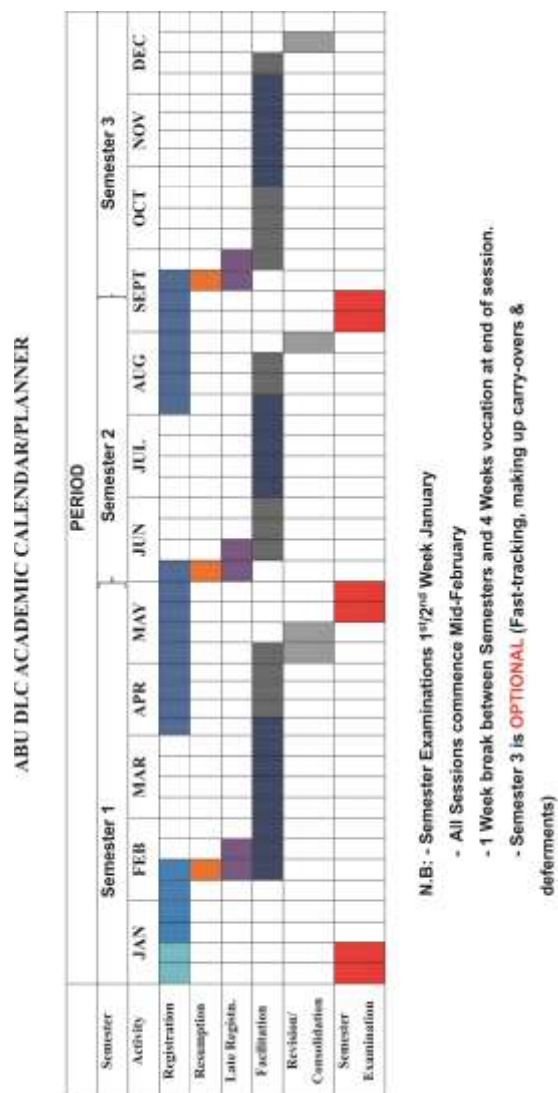
Whereas the Governing Board of the Distance Learning Centre sets out policies for the Centre in line with the overall policies of the Ahmadu Bello University, the Academic Board considers all academic matters prior to its submission to University Senate. The day-to-day administration of the Centre is undertaken by the DLC Management, which comprises of the Director assisted by three Deputy Directors (Administration, Academic and Learner Support Service & IT), a Secretary and several Unit and Sectional Heads.

2.2 DISTANCE LEARNING ACADEMIC CALENDAR

The Academic Calendar of the Distance Learning Centre shall be developed annually by the Management of the Centre and presented to the Academic Board for deliberations and approval.

There shall be three Semesters annually, comprising of One week orientation (for new students only) 12 weeks of interaction, one week of optional tutorials/face to face on campus interaction and 2 weeks of examination. In each of the Semesters, there shall be 2 examination groups (weekends and weekdays). Students are at liberty to select which of the examination groups they may participate in. The calendar of the Distance Learning programmes shall differ from that of on campus programmes to accommodate the 3 semesters and other peculiarities of Distance Learning.

ABU DLC ACADEMIC CALENDAR/PLANNER



- N.B:** - Semester Examinations 1st/2nd Week January
- All Sessions commence Mid-February
 - 1 Week break between Semesters and 4 Weeks vacation at end of session.
 - Semester 3 is **OPTIONAL** (Fast-tracking, making up carry-overs & deferments)

2.3 PROGRAMMES FOR DISTANCE LEARNING DELIVERY

2.3.1 Certificate Programmes

Specific Certificate course as dictated by market needs shall be developed in consultation with the relevant Department of the University. The Public Relations and Marketing section shall be responsible for making the necessary contacts in this regard.

2.3.2 Undergraduate Programmes

The Centre currently deploys 9 undergraduate programmes viz.: BSc. Business Administration, BSc. Public Administration, BSc. Economics, BNSc. Nursing Science, B.Sc. Political Science, B.Sc. International Studies, B.Sc. Sociology, B.Sc. Accounting and B.Sc. Computer Science. It is however projected that undergraduate programmes from the Faculties of Administration, Arts, Education, Social Sciences, ABU Business School, Sciences, would be added to these.

2.3.3 Postgraduate Programmes

The Master in Business Administration (MBA) is the flagship for the delivery of postgraduate programmes. Seven additional PG programmes that include Master in International Affairs & Diplomacy (MIAD), Master in Public Health (MPH), Master in Law Enforcement & Criminal Justice (MLCJ), Master in Information Management (MIM), Master in Public Administration (MPA), Postgraduate Diploma in Education (PGDE) and Postgraduate Diploma in Management (PGDM) were also deployed. Additional PG programmes shall be deployed every session as approval is received.

2.4 DEPLOYMENT OF DISTANCE LEARNING PROGRAMMES

2.4.1 Delivery Stages

Distance learning delivery of Certificate, Diploma, UG and PG Programmes in the Ahmadu Bello University shall involve the following stages:

- i. Online Application by the prospective student.
- ii. Provisional admission by the corresponding Admissions Committee of the DLC.
- iii. Confirmation of admission by JAMB (UG programmes only).
- iv. Online Registration by students.
- v. Assignment of Tutors to students and Academic advisers to Resource Centres
- vi. Matriculation and Orientation
- vii. Course work/Academic activities (Lectures) for the corresponding number of years.
- viii. Project work and seminar.
- ix. Examination result/project report submission to DLC Academic Board.
- x. Submission of Examination result to SPGS Board (PG programmes); Senate (UG Programmes and corresponding Professional and Academic Boards (Diploma programmes).
- xi. Approval of results.
- xii. Graduation and Convocation.

2.4.2 Matriculation

All students entering the university for the first time to undergo the first year of their programme will be required to matriculate at a formal ceremony presided over by the Vice Chancellor. The ceremony shall be held at the Main Campus.

The Director of DLC will present students for matriculation, whilst the Registrar/representative reads out the Matriculation Oath viz “I solemnly undertake and swear to observe and respect the previous of the Ahmadu Bello University Law and Statutes, Ordinances and

Regulations lawfully made there under, which are now in force and which shall from time to time be brought into force”

All new students are expected to have signed the Matriculation Oath during the registration process.

2.4.3 Curriculum

The curriculum of the Certificate, Diploma, UG and PG programmes to be delivered by distance learning shall be as approved for the on campus delivered programmes and in conformity with the NUC BMAS. Elective Courses indicated by the demand of distance learning have also been developed.

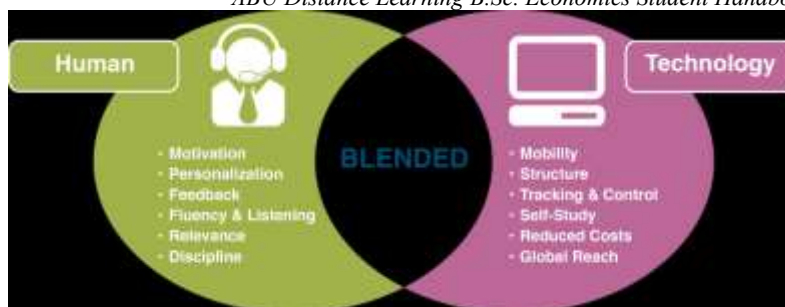
The delivery method shall however be ICT Supported Blended Mode. It shall be a mixture of provision of hard and electronic copies of Course materials, face-to-face interaction as well as an online interactive component.

In conformity with the pedagogy for Distance Learning, the Modular method of organizing Course materials shall be employed.

2.4.4 ABU Model of Distance Learning Delivery

The ABU model of delivery envisages that a Blended delivery protocol shall be utilized. This would include:

- i. Provision of hard and electronic copies of all course materials for the corresponding session.
- ii. Weekly uploads of relevant Discussion questions as well as the provision of an interactive platform for other students to review and critique, write-ups shall be provided.
- iii. An optional 2 week on campus revision session and conduct of lecture sessions necessitating face-face delivery shall be provided for.
- iv. Project defences and examinations shall be held on campus or Resource Centres under the supervision of the DLC staffs.



2.4.5 Learners Support

A robust mechanism for information, advice and guidance to students has been put in place in conformity with ODL practice. These include:

- i. Provision of print (optional) and electronic versions of Course Materials
- ii. Development of a 'Distance Learning Students' Handbook' – Print & Electronic
- iii. Development of a programme specific handbook.
- iv. Assigning dedicated GSM Help lines and a telephone call centre.
- v. Dedicated E-mails (DLC)
- vi. Blog site (DLC)/Interactive website
- vii. Access to on and offline e-libraries
- viii. Activation of Resource Centres (Liaison Offices)
- ix. Allocation of Academic advisers to Resource Centres
- x. Appointment of programme specific Desk Officer/Program Coordinator for each programme deployed.

2.4.6 Liaison Offices (Resource Centres)

A DL Liaison Office is a facility dedicated for the support of DL students as well as creation of an environment to permit student-student, student-staff and student-resource person interactions, provision of offline e-learning resources as well as reserve for all course materials. Each Liaison Office would also be equipped with video conferencing, library and a common room.

The Liaison Offices shall be administered by an Administrative staff of the ABU DLC and shall host the proposed annual/semester meetings between the relevant Academic Adviser and his/her DL students. An MOU shall be in place with an adjacent CBT Centre to facilitate conduct of semester examinations at the various centres.

The geographic distribution of enrollees in the DL programme shall determine the sequence of activation of the Liaison Offices. It is however proposed that there shall be a Liaison Office in each of the 6 geopolitical zones in the country. In event of an encouraging international participation, Liaison Offices have also been proposed in the UK, USA, Middle East, Far East and South/East Africa.

2.4.7 ICT Infrastructure

- i. E- library
- ii. Video-Conferencing Centre
- iii. Online Platform/Software (Moodle)

2.5 STUDYING AS A DISTANCE LEARNER

Distance learning is designed to offer educational programmes to you in anticipation of your inability to partake in the corresponding on campus study. Often, you will be studying on your own and in your own spare time. You will be working through specially prepared materials on your own. This is at variance to the on campus situation where you would be expected to comply with a lecture time table.

Studying suggests learning and so to learn there must be concentration and diligence. It is not the mere act of sitting down with a book or other reading written material. It is pertinent to develop those study skills that would assist you in studying independently.

A. Study Skills

i. Listening Skills

Listening is an important component of learning. Many of the things that are taught are things you listened to. Some of these are:

1. Listening to the lecturers speaking
2. Listening to audios of the course materials
3. Listening to video tapes/U-tube sites
4. Listening to CD-ROM
5. Listening to films, radios, TV, etc.

Thus, in your study, you need to listen to things that will make you learn. You need concentration while listening. You need to follow the speaker or the medium of transmission of message, while listening. Just as you listen to learn, so also you should learn to listen.

ii. Reading

One of the most important skills of studying skills is reading. Reading occupies a central place in studying. This is because most of the information we need is stored in books. Thus, to be able to retrieve information that will be learnt, you have to acquire efficient reading ability.

Reading skills involve mainly reading to learn. As you must have noticed in your attempt to list reading components, to be able to read to learn:

1. You must be in control of the material you are reading;
2. You must be able to understand and comprehend the material;
3. You must be able to read with the speed required to complete the volume of things you have to learn;
4. You must be able to read between the lines and beyond the lines;
5. You must be able to apply what you are reading to relevant learning situations;
6. You must be able to read and create new ideas from what you are reading.

Reading is an important study skill and component of learning. If you read efficiently, you will learn. Without reading, you cannot learn many things. In studying therefore;

- i. You must read very well;
- ii. You must read with concentration;
- iii. You must read where there are less distractions;
- iv. You must read and ensure you are learning; and
- v. you must read and be able to recall what you are learning.

iii. Writing

If you read and you are unable to put what you read down for the people to know that you have read, then no reading is done. Reading and writing are thus interrelated skills. Writing involves the ability to put things down in a clear, precise, coherent and effective manner. You must learn to write well, especially during examinations. Of course, you learn to write well by imitating good writers. And you can only come in contact with good writers by reading widely.

iv. Note taking

You should be capable of taking notes whenever you are reading. In fact, the more you shorten what you are reading, the more you can get them into your brain. Note taking and making help to shorten a large volume of what you are reading. Therefore, you need the skill of note taking and note making.

When studying,

1. Put notes down;
2. Use abbreviations to shorten notes;
3. be consistent in note taking;
4. Let your notes be neat;

More than all these, read your notes constantly and revise them.

B. How to Study

i. Be in the Right Frame of Mind

Before you study, you should be in the right frame of mind. You should be calm. Nothing should be worrying you. Psychologically, you should not be under tension, you must be emotionally stable, free

from shock of any kind and be highly motivated to study. Socially, you should clear all the social problems of the home, children (if any) or parental care that may stand against proper concentration. Studying demands concentration and you must give this.

ii. Have the Right Environment

The environment where study takes place must be conducive. It should be clean, inviting, well-organised, pleasant and noiseless.

iii. Have the Right Equipment

You need certain pieces of equipment for study. Without the right equipment, study will be difficult. The right equipment will make study more appropriate and effective such as:

1. Pen
2. Pencil
3. Paper/note book/file jacket
4. Dictionary
5. Relevant textbooks
6. Tape recorder/cassette
7. Ruler
8. Calculator
9. Computer equipment (if you can afford one)
10. Table and desk
11. Book shelf

Some people find it easy to file notes in a folder. If disorganised, files can pose a big problem while you are studying because notes may not be in proper order; some notes may be missing or misplaced. If you know you cannot keep files, why don't you simply buy a notebook?

All courses are accompanied with **Course Guides (i – viii in your course material)** which state all that you need to know about the course such as:

1. Course information
2. Introduction to the course
3. Course aims and objectives
4. Activities involved in the course

5. Assessment modality
6. Suggested time required for study
7. Course structure

What to do while Studying

1. *Read* and understand what you are to study.
2. *Form* useful notes.
3. *Underline* important points.
4. *Do* some practice activities, tasks or exercises to ensure that learning is taking place.
5. *Assess* yourself periodically by doing what you are learning to do.
6. *Relax* in between study periods to refresh your brain: this you can do by walking around, chatting a bit, taking a tea break, etc.
7. *Always* be active when studying; do many things-writing, listening, reading, speaking to yourself, listing, drawing, labelling, etc; activities keep you awake.
8. *Know* what you have learnt and what you have not learnt: do not keep on reading what you have learnt as if you have not learnt it.

C. Preparing For Examinations

One of the most important reasons why we study is to pass examinations. Examinations cannot be tackled successfully without active study activities.

i. Start early

To pass examinations you have to start studying very early. In fact your first day of lecture should be your first day of preparing for examinations. You should read for the lectures before the lecture and read after the lecture. Put down major points in your jotter in preparation for revision later.

ii. Work hard

Nothing is achieved without hard work. Do not play with your time. Work consistently hard. Many students pile up their work till the last minute. This is not the best way to prepare for examinations.

iii. Read widely

Do not just depend on what is in your study pack. Read widely. Read some of the textbooks recommended for you. Listen to the audio recordings and video-recordings of the lecturers prepared for you.

iv. Reduce what to study

You cannot read and understand all that will be given in notes, hand-outs or textbooks. You need to learn the skills of note taking and note making. The more you summarise and reduce what to learn the better your focus and understanding of the materials to learn for examinations.

v. Revise

Revise for all examinations before the exam. Examination time is not the time to read new things or attempt to learn new things. Examination time is the time to revise and put back to memory what you have learnt before.

vi. Be familiar with the exam pattern

You need to be familiar with the format, the demands and the content of the examination you are preparing for. Get in touch with past question papers. Look for questions that are always set, the one that are rarely set and the ones that are not set at all. Study in order of importance of the topics.

vii. Be organised

Plan your work. Be fully organised during examinations. Be calm. Work according to your plan of study.

D. Revision

This unit treats a very important aspect of preparing for examinations. This is revising for examinations. Here you will go through specific practice exercises that will train you in the art of revising for examinations. Remember, nobody can train you enough on how to revise. You have to train yourself. The more training you have, the better.

You cannot revise for any examination unless you have what to revise. Many students do not know the difference between reading for exams and revising for exams. To read for examinations means to read your notes, study guides, units, textbooks, relevant journals, etc. In reading for examinations, you come in contact with the facts newly. You are learning the facts for the first time. As you read, you also study the points. In fact, you read by jotting down points in a note form. There are many activities you can do when reading your lecture notes for the first or second time. Below are some of them:

1. You have to skim-read the lecture notes or the textbook to determine what is relevant to be read.
2. You may underline (if the reading materials are yours) important points as you read. By underlining the important points you are actively participating in the reading process. If you just read and do not perform certain activities as you read, you may fall asleep or be tired quickly. You must be active as you read.
3. You must stay active and alert throughout the study/reading time. You should not let any important point or word drift past you. Look out for the most important points and underline them.
4. You may form notes as you go along. To form notes as taught under the *Use of English and Communication Skills*, you must have headings and sub-headings, be consistent in your numbering, put only points down, use abbreviations where necessary, use colouring, underlining, etc where needed. The notes should always take the form of a summary.

E. Studying Essay-Type Examination

This is one of the most important types of examination. Essays usually contain many questions. You may be asked to choose from the questions or may not be given any option. In an essay question, you are required to provide facts about the question. Depending on the type of essay, you may be asked to provide your own opinions. Different types of essay questions demand different kinds of answer.

Some of the essays may require you to:

- 1 *Narrate* give the events as they happen
- 2 *Describe* show the parts of the object or issue
- 3 *Enumerate* list
- 4 *Outline* present the points in a simple sentence or phrase form
- 5 *Distinguish* make distinctions
- 6 *Compare* show similarities
- 7 *Contrast* show differences
- 8 *Discuss* fully expatiate bringing all views and your own
- 9 *Prove* provide logical evidence
- 10 *Apply* take the situation to another situation
- 11 *Create* build something new
- 12 *Imagine* present the feeling that is unreal, real
- 13 *Design* construct or re-construct
- 14 *Innovate* bring new ideas
- 15 *Draw inferences* use the situation to bring out another view
- 16 *State* present as it is
- 17 *Define* give the meaning
- 18 *Elucidate* expatiate further
- 19 *Explain* make it vivid and clear

Dos and Don'ts of Essay Writing during Examinations

With the outline ready, you are now confident enough to start writing the examination. Do not waste time on outlining during examination. Remember, it is the essay that will be marked not the outline.

Dos

1. Go straight to your point.
2. Give the point and support it with proofs.
3. Link one point with the other, using linking words like: *First, second, third, most important, less important, on the one hand, on the other hand*, etc.
4. Be conscious of time and divide your time well as you treat each point.
5. Start with a captivating introduction, go to the first, second, third, etc. point and draw a very useful, captivating and well-focused conclusion.
6. Mind your language: be brief, clear and direct.

Don'ts

1. Do not write irrelevancies.
2. Beware of repetitions.
3. Do not waste time on one point thus having no time for the other *points*.
4. Do not go astray.
5. Don't be disorganised.

Before Submission

If you plan your time very well in an essay examination, you will have enough time to go over your work. But in most cases, you are so occupied during the examination that you do not have time to read over your work.

F. Studying For Multiple-Choice Examinations

You should study for examinations based on the demands of such examinations. Multiple-choice and short-answer types of examination are no exception.

Multiple-choice examination is that which requires you to choose from alternatives or options, the correct answer to the question. This

kind of examination is often referred to as discrete examination because it usually tests one concept at a time.

How to Study for Multiple-choice Examination

In studying for multiple-choice examination, you need to know the major points of what you are to study. In most of our textbooks, the major point or the main technical term or word is italicised or produced in bold print. For example, in the passage under discussion, some words may be made bold, italicised or underlined to show that they are important.

During a Multiple-choice Examination

- 1. Be careful:** Read the questions carefully. Sometimes the words like *not*, *only*, *but*, *through*, *off*, etc may make a big difference. You may miss the answer if your attention is not drawn to these words.
- 2. Eliminate obviously wrong answers:** Some answers are obviously wrong. Eliminate these first. Then think more deeply on the options (or detractors) that are very close.
- 3. Follow the instructions:** Sometimes you may require *shading*, *ticking* (P), or *underlining* the correct answer; if you do not do what you are asked to do, your paper may be disqualified.

G. The Examination Day

The examination day is perhaps the most important day. You need to be well composed, confident and determined to succeed. Here are some suggestions you may wish to consider on the examination day.

1. Read and fully understand the examination regulations
2. Be sure of the time and venue of the examination (useful to reconfirm a day before the examination).
3. Revise the facts quickly some hours to the examination.
4. Read the examination questions very well. Follow all instructions including the number of questions to answer.
5. Divide your time very well. Do not spend time on one or two questions at the expense of other questions.
6. Read over your work before submission.

7. Be sure you write the particulars of yourself as demanded by the examination regulations. Write this first. You may forget to do so later on.
8. Answer the question in a clear, correct and well-structured language. Be well organised in your presentation.
9. Neatness, legible handwriting and well-collated examination papers are necessary and should be done.

2.6 WAIVER AND DEFERMENT GUIDELINES

Application Procedure:

Waiver

1. Application for waiver should be addressed to the Director DLC via the ABU support mail (support@abudlc.edu.ng) This should state justifications for request, relevant subject for waiver and earlier courses offered.
2. Payment of waiver fee of N20,000 (\$60)/course requested for waiver and attachment of proof of payment (scanned slip)/payment details for electronic transfers. If course registration has been done, no additional fee is paid.
3. Processing and transmission of transcript by e-mail and later the original hard copy.
4. Consideration of application and transmission of response to applicant.

*In event of securing waivers, registration of higher level courses only permissible in October Semester. Alongside other Courses, maximum permissible load is 24CU while minimum is 09CU.

Deferment:

- A. **Course deferment:** could be made at any time in the semester.
 1. The portal for deferment application is abudlc-edu.ng
 2. If registration for course has not been made, payment of N20,000 (\$60)/ course for deferment and transmission of proof of payment(scanned slip)/ payment details for electronic transfers.

3. Consideration of application and transmission of response to applicant.
- B. **Examination deferment:** application must be made at least 2 weeks before commencement of the semester examination.
 1. Ditto A
 2. Ditto A but N20,000(\$60)/course is paid.
 3. Ditto A
- C. **Semester or Session deferment:** could be made only after registration for the semester / session .
 1. Ditto
 2. Ditto: N20,000 (\$60) deferment of semester and N40,000 (\$120) deferment of entire session
 3. Ditto

D. Examination Rectification

1. Application of rectification within 2weeks of release of result stating justification.
2. Attach evidence of payment (scanned slip) of N20,000 (\$60)/course/ payment details for electronic transfers.
3. Response to request shall be made within 7 days of closing acceptance of applications.

*** Payments for waivers/deferments/transcript/statement of result/examination rectification to be in Account: AcctName: ABU Microfinance Bank, AcctNo.: 1016508300, Bank: Zenith Bank.**

At ABU Distance Learning Centre you are assured of:

1. **Flexibility in fee payment (Full or in Instalments); admission; registration & examination (period & venues); duration of study; learning platforms (Hard copies/book; Electronic copies, lecture videos and Audio versions) & programme transfer (on-campus to Distance learning):**
 - Fees are paid on a per subject basis, your purse and available study time are determinants to number of courses registered.

- You are at liberty to join us in the 1st, 2nd or 3rd semester – whichever is more convenient for you.
- Admission & Registration processes are online, you may however be required to present your credentials at the nearest Liaison Office for screening, foreign students are to scan and forward their credentials for remote screening but originals must be sighted at the nearest Nigerian Embassy.
- ABU DLC Semester examinations are held in Zaria, Abuja, Lagos Sokoto, Gombe, Port Harcourt, Kano, Kaduna, Bauchi, Makurdi, Birnin Kebbi, Minna, UK (London), and UAE (Dubai). Maiduguri, Yola, US (New York) and KSA (Jeddah) soon to be activated. You are thus at liberty to select your examination venue.
- Students are also grouped (for examinations) into weekday and weekend groups, you are also at liberty to choose which is more convenient for you.
- You are at liberty to extend your study period (twice the advertised duration) or fast track it by participating in the 3rd Semesters.
- You are given 4 study options to choose the preferred study mode you are most inclined to (hard copies, e-copies, Audio and videos).
- On campus students facing challenges with keeping up on campus are at liberty to transfer their studies to the Distance Learning option.

2. Same curriculum and certificate as on campus students @ completion of studies:

- Your admission, study and graduation requirements are similar to the corresponding on campus programme.
- On graduation, you shall be issued the same certificate as on campus students, signed by the Vice Chancellor and Registrar of the University.

3. Work and learn with no need to commute or relocate:

- Relocating to or frequently commuting to and from Zaria is not required, you may however be a frequent visitor (if it's convenient for you).
- You can thus maintain your job/business while earning a degree.

- You have a ‘head start’ over your mates since you can commence business/vocation while still in school and you are also not expected to participate in the NYSC programme.
- 4. Stable Academic calendar; Secure and stable online activities via remote Server - 24/7:**
- ABU DLC staff are independent of the University hence there are NO STRIKES and you are guaranteed of timely graduation.
 - Our externally hosted server guarantees stable and seamless online presence, you can thus access our website, portal and other online resources 24/7.
- 5. Electronic delivery/”classroom” using any computer device (tablet/i-pad, smart phone, laptop or desktop) to improve interaction and IT competency:**
- Our courseware (e-text, audio and videos) are adaptable for use on desktops, laptops, notebooks, tablets and smartphones.
 - Our courseware shall be available online (Learning Management System) and offline (drives).
- 6. Robust learning support: Telephone helplines, e-mail, Skype, Webinar/Video conferencing & e-library services:**
- Telephone and e mail helplines are available to you 24/7.
 - Telephone and e mail access to Academic Advisers, IT attaches, Guidance and Counselling staff as well as your e-tutors shall be made available to you.
 - Well stocked online e-library services are available for your use while offline e-libraries are available in Zaria and our liaison offices in Abuja, Lagos, Port Harcourt, Kano, Kaduna and Sokoto.
 - Skype/videoconferencing facilitation of seminar and project defences ensure you are not left out of similar on campus activities.

7. A two week per semester optional on campus tutorial session or alternative participation by Webinar is available:

- Although on campus optional tutorials shall be held at the end of each semester, to ensure your participation, all sessions shall be streamed live to ensure remote participation, you can forward your questions and listen to your tutors address them in real time wherever you are, you can also view at your convenience since all sessions are recorded and available on our Facebook page..

8. Developing the Business Skill in you – “Business Skill Acquisition” :

- This compulsory elective course is to develop or improve your capacity to be successful upon graduation, it comprises of a taught component, apprenticeship and a reading component.

9. Developing the Leader in you – “Motivational Leadership” :

- This compulsory elective course is to develop or improve your leadership capacity is available to all PG students, it comprises of a taught component and a reading component.

10. Chance to interact with your Vice Chancellor and other Principal University and Distance Learning Centre Officers; world-class tutors by webinar/video conferencing as well as Learning from diverse and experienced internationally acclaimed tutors/lecturers:

- Whereas you shall be having frequent online interactions with the DLC Management, an occasional interaction with key management staff of the university would be arranged.
- Guest tutors/speakers shall be occasionally invited to interact with you online.

11. Extending support to your doorstep by a system of Resource Centres/Liaison Offices:

- To enhance the quality of support for our learners, Liaison offices have been established in Abuja, Lagos, Port Harcourt, Sokoto, Gombe, Minna, Kano and Kaduna (others coming up soon).

- Most services can be rendered to you at these Centres.
- A provision for you to study or meet with fellow students shall also be made at these Centres.

12. Our programmes can be undertaken concurrently with other University Certificate, Diploma, UG or PG programmes:

- Universally, distance learners can participate in other on campus programmes independent of their status in DLC, this provision is also available to you.

= For this Lifetime Learning Experience or to learn more about us, visit

www.abudlc.edu.ng OR register.abudlc.edu.ng

“With us, Learning is a Pleasure, not an ordeal”

PART III

BSc Economics

I OVERVIEW

The Distance Learning Centre (DLC) has established academic requirements that apply to all students working towards a first degree in Economics that are consistent with the standards set by the National University Commission (NUC). These requirements reflect the Centre's commitment to a broad-based quality education. The main components of the Distance Learning BSc. Economics programme are:

- (a) Core Curricular; in which students concentrate their studies and receive degrees.
- (b) Electives; which permit students to take courses of their own choice in consultation with their academic advisors.
- (c) General Studies; which acquaint students with the foundation of general education in science, social sciences and humanities, as well as inculcating in the undergraduate students the essence of nationalism and morality.

The BSc. Economics programme runs for a three year and a four year period leading to the awarded of the Bachelor of Science Degree in Economics. The three year program lasts for a minimum of six semesters and a maximum of ten semesters, and admits direct entry candidates to the 200 level. Candidates admitted into the four year program start from the 100 level. The program lasts for a minimum of eight semesters and a maximum of twelve semesters.

II OBJECTIVES OF THE PROGRAMME

It is expected that, at the end of the undergraduate programme in the Distance Learning Centre students would have acquired:

- (a) Knowledge of core principles of theoretical economics, i.e. microeconomics, macroeconomics and economic thought; and in the applied fields of economics such as Monetary, International trade, Financial system, Banking, etc.;
- (b) Knowledge of economic methodologies and quantitative tools of analysis such as mathematics, statistics or econometrics;
- (c) Skills of economic analysis of local, national, regional and international economic problems and

- (d) Intellectual skills, that is, capacity for critical analysis, research skills and some degree of computer literacy.

The electives at 100 and 200 levels are designed to enable students acquire a liberal education and to broaden the intellectual base of the student. The general studies acquaint students with the foundation of general education in the sciences, social sciences and humanities as well as inculcating in the undergraduate students the essence of nationalism and morality.

III ADMISSION REQUIREMENTS

General Entry Requirements

All candidates applying for the Bachelor of Science Degree in Economics must have at least five credits in SSCE, SC, GCE O/L obtained at not more than two sittings. The five credits must include credit in Mathematics; credit in English Language in SSCE, SC, GCE O/L or IJMB English Language and credit in Economics. The other credits can be from other subjects like Additional mathematics, Geography, Government, Accounting, Commerce, etc.

For the Four-Year Programme, applicants must write the Universities Matriculation Examination (UME) and attain an acceptable standard in the use of English, Mathematics, Economics and any other subject. For the three year programme for which admission is given to 200 level, prospective candidates must, in addition to satisfying the O' Level requirements, have sat for three A' Level subjects including Economics and must have passed them creditably.

IV REGISTRATION

Registration of students who are offered provisional admission into the DLC is conducted in a central location and lasts for two to three weeks. At the venue of the registration exercise, the registration officer will check and ensure that an applicant's name is on the admission list before asking the candidate to show his/her original copies of the following documents:

- (a) Academic certificates (SSCE O/Level, A/level, UME scores, etc.) to confirm that the student fulfils the admission requirements.
- (b) Local Government Area of origin declaration
- (c) Valid travelling documents and Residence permit (if a foreign student)
- (d) Birth Certificate or Sworn Declaration of Age

If they have ascertained that the credentials are satisfactory, the registration officer will issue registration forms and files to the new student. Certain of forms having been completed by the student, the student will be given a registration number which together with the students profile will be forwarded to the Management Information Unit of the Centre for uploading unto the Student's Management System as well as the Centre's database. Once the uploading has been done successfully, the new student will proceed to the payment of registration fees and the online course registration. The student can also proceed to request for his/her identification card using the online payment receipt obtained from the bank into which the registration fees were paid.

V MATRICULATION

All students admitted into the Distance Learning Centre for the first time (100 or 200 level) are required to matriculate just as their on campus counterparts. The students matriculate at a formal ceremony presided over by the Vice-Chancellor and the Director of the Distance Learning Centre. The Director shall clearly spell out the core values, in terms of the mission and vision of the DLC to the students.

VI COMPLAINTS AND COUNSELLING

The complaints and counselling committee shall assist students with both academic and personal matters where possible. The guidance and counselling unit assist students with issues relating to registration, examination, general academic issues and personal matters as well.

VII COURSE STRUCTURE AND REQUIREMENTS FOR GRADUATION

i. Course Structure

The undergraduate program has five main elements

- (a) Core courses;
- (b) Project-six credit units in final year;
- (c) Electives from within the program and other programs from the unit
- (d) General courses.
- (e) Foundational courses

Table 1 below shows the core courses, electives and the minimum and maximum credit requirements for promotion at each level and graduation.

TABLE 1: Course Structure (Core Courses, Electives and Requirements for promotion and graduation)

100 LEVEL

Course Code	Course Title	Credit Units	Status
1st Semester	Economic Principles I	3	Core
ECO 101	Introductory Mathematics	3	Core
ECO 102	for Economists I	3	Core
ECO 103	Introduction to Accounting	2	Core
GST 101	Nationalism	2	Core
GST 111	Communication in English	2	Core
GST 107	I	2	Required
BSAQ 101	History & Philosophy of Science		
	Introduction to Business		

2nd	Economic Principles II	3	Core
Semester	Introductory Mathematics	3	Core
ECO 101	for Economists II	4	Core
ECO 102	Introduction to Statistics	3	Elective
SSC 101	Introduction to Sociology	3	Elective
SOC 101	Introduction to Psychology	2	Core
PSY 101	Nigerian Peoples and	2	Core
GST 113	Culture	2	Required
GST 122	Communication in English		
BSAQ 102	II		
	Elements of Business		
	Administration		

Note: The total workload includes electives and the compulsory General Studies (see table 1)

You are to register for a minimum of 1 elective course per semester.

200 LEVEL

Course Code	Course Title	Credit Units	Status
1st			
Semester	Introduction to Micro-	4	Core
ECO 201	Economics	3	Core
ECO 203	History and Structure of the	3	Core
ECO 204	Nigerian Economy I	3	Core
ECO 205	Mathematics for Economist	2	Core
GST 223	I	2	Core
GST 101	Principles of Finance	2	Core
GST 111	Entrepreneurial Skills and	2	Core
GST 107	Innovation	4	Core
SSC 201	Nationalism	2	Required
BSAQ 201	Communication in English		

	I History & Philosophy of Science Applied Statistics Business Policy		
2nd			
Semester	Introduction to Macro-	4	Core
ECO 202	Economics	3	Core
ECO 203	History and Structure of the	3	Core
ECO 204	Nigerian Economy II	2	Core
SSC 202	Mathematics for Economist	3	Core
ECO 208	II	2	Core
GST 113	Introduction to Computer	2	Core
GST 122	Financial Accounting	2	Required
BSAQ 202	Nigerian Peoples and Culture Communication in English II Business Skills		

Note: The total workload includes electives and the compulsory General Studies (see table 1)

300 LEVEL

Course Code	Course Title	Credit Units	Status
1st			
Semester	Intermediate Micro-	3	Core
ECO 301	Economics I	3	Core
ECO 303	History of Economic	4	Core
ECO 305	Thought I	3	Core
ECO 306	Project Evaluation	3	Core
ECO 317	Economics of	2	Core
SSC 301	Development I	1	Core
GST 301	Theory of Statistics	3	Elective
ECO 307	Introduction to Computer	3	Elective
ECO 309	II	2	Elective
ECO 315	Business Creation And	3	Elective
ECO 319	Growth	2	Required
BSAQ 301	International Economics I		
	Operations Research		
	Monetary Economics		
	Industrial Economics		
	Govt., Business & Society		
2nd			
Semester	Intermediate Micro-	3	Core
ECO 301	Economics II	4	Core
ECO 302	Intermediate Macro-	3	Core
ECO 303	Economics	3	Core
ECO 304	History of Economic	3	Core
ECO 306	Thought II	3	Elective
ECO 307	Introductory Econometrics	2	Core
SSC 302	Economics of	3	Elective
ECO 316	Development II	3	Elective
ECO 318	International Economics II	3	Elective
ECO 320	Entrepreneurship	2	Required
BSAQ 302	Islamic Banking		
	Elements of Banking		
	Industrial Economics II		
	Employability		

You are to register for a minimum of 1 elective course per semester.

TABLE 5: 400 LEVEL

Course Code	Course Title	Credit Units	Status
1st Semester			
ECO 401	Advanced Micro-Economics	4	Core
ECO 407	Economics of Production	3	Core
ECO 411	Elements of Statistics	3	Core
ECO 403	Comparative Economic Systems	3	Elective
BSAQ 401	Entrepreneurial Development	2	Required
2nd Semester			
ECO 402	Advanced Macro-Economics	4	Core
ECO 404	Economic Planning	3	Core
ECO 406	Taxation and Fiscal Policy	3	Core
ECO 408	Applied Statistics II	3	Core
Both Semesters			
ECO 420	Research Project/Original Essay	6	Core

You are to register for a minimum of 1 elective course per semester.

Take a minimum of 24 credit units and a maximum of 42 credit units per session. **A total of 120 credit units is required for a 4-year programme and 90 credit units for a 3-yr programme before graduation.**

NOTE:

C = Compulsory

E = Elective

R = Required

LH = Lecture Hours per semester

PH = Practical Hours per semester

SSC = Foundation courses for programmes in the Social Sciences

GST = General Studies Courses offered at the University Level for students registered in all the disciplines in the university.

COURSE SYNOPSIS

100 Level Courses

ECO 101 Economic Principles I & II

An introduction to the nature of economic science and its basic problem of scarcity; the methodology of economics and major areas of specialization; historical development of ideas, major findings in the various areas of specialization; elementary principles of micro and macro-economics; current issues of interest and probable future developments.

ECO 102 Mathematics for Economists I & II

The course begins with mathematical concepts in the social sciences; gradual focus on Set theory; factors and exponents; logarithms; trigonometry; different types of equations as well as functions and progressions. Other topics include: Co-ordinate geometry, Trigonometric functions and their inverse; Inequalities, Matrix algebra, and differentiation. The course will introduce calculus, exponential and logarithmic functions, Economic applications, implicit functions and differential as well as permutations and combinations etc.

ECO 103 Introduction to Accounting

The course commences with the nature, scope and purpose of accounting and introduces basic financial statements and accounting conventions. It covers theory and mechanics of double-entry book-keeping and books of original entry; cash book and the ledger, classification, recording and summary of business transactions are also introduced. In addition, revenue accounts and balance sheets of business concerns, valuation of assets and measurement of business income are discussed. It concludes with interpretation of accounts; significant accounting ratios, and sources and application of funds statements.

SSC 101 Introduction to Statistics for Social Science

Role of statistics in social science inquiry; Nature of measurement; presentation of data. Central values, measures of deviation, correlation, nature of sampling; Probabilities and normal distribution, inference hypotheses testing. Test of significance.

PSY 101 Introduction to Psychology

Basic orientation of the discipline and subject matter; basic theoretical orientations and how psychology relates to other social sciences disciplines. Basic research methods in psychology are introduced and the uses of Psychology in modern life are discussed.

SOC 101 Introduction to Sociology

Introduction to basic problem of sociology and sociological perspective, major theoretical schools and building blocks of society; research methods; culture, socialization and deviance; societal response to deviance and criminality; social differentiation and stratification; main social institutions in society; and social change are discussed.

GST 111: Communication in English I: (2 Units: LH 30)

Effective communication and writing in English Language skills, essay writing skills (organization and logical presentation of ideas, grammar and style), comprehension, sentence construction, outlines and paragraphs.

GST 113: Nigerian Peoples and Culture (2 Units: LH 30)

Study of Nigerian history, culture and arts in pre-colonial times; Nigerian's perception of his world; Culture areas of Nigeria and their characteristics; Evolution of Nigeria as a political unit; Indigene/settler phenomenon; Concepts of trade; Economic self-reliance; Social justice; Individual and national development; Norms and values; Negative attitudes and conducts (cultism and related vices); Re-orientation of moral; Environmental problems.

GST 122: Communication in English II (2 Units: LH 30)

Logical presentation of papers; Phonetics; Instruction on lexis; Art of public speaking and oral communication; Figures of speech; Précis; Report writing.

200 –Level Courses

ECO 201 Introduction to Micro-Economics

Micro-economic theory is introduced; other topics include, problem of scarce resources and allocation of resources in product and factor markets with application to Nigerian and other economies; equilibrium concept, possibility of disequilibrium, partial equilibrium and general equilibrium analyses are discussed. Supply and demand theory and the cobweb theory are introduced along with introductory dynamics and consumer behaviour. Other topics include general equilibrium of exchange; production theory; and cost curves. Other topics are pricing and output under perfect competition, imperfect competition, monopoly and monopolistic competition. The course concludes by examining pricing of production factors and theory of comparative costs.

ECO 202 Introduction to Macro-Economics

Macro-economic theory is introduced along with national income accounting, macro-economic aggregates as well as the classical system--namely Keynesian system and the monetarist system. Other topics include domestic economic stabilisation, monetary and fiscal policies, price control and inflation.

ECO 203 History and Structure of the Nigerian Economy I & II

Beginning with the analysis of development of the Nigerian economy in the pre-colonial and post-colonial periods, the course also covers the development of economic and social organizations, the role of agriculture, industry, as well as monetization and banking. It also examines the role of international trade in Nigerian economic development. In addition, growth of income, employment, wages and prices are discussed as well as public development institutions, national income and expenditure. The related topics of monetary and fiscal policies, monetary institutions, trade and transport systems and contributions of sectors of the Nigerian economy to national output, relationship between these sectors are also discussed.

ECO 204 Mathematics for Economists I & II

This course builds on ECO 102 and proceeds with derivatives of trigonometric functions; sequences and series; expansions, and Taylor's theory. It covers Mathematical analysis of basic theories of economics as well as partial and total derivatives, differentials and

difference equations. It also covers applications of partial derivatives, maxima and minima as well as Lagrange multiplier; Linear algebra; Matrix algebra and Inverse matrix. Other topics include Simultaneous linear equations; introduction to linear programming and in-put output analysis etc.

ECO 205 Principles of Finance

Finance is Introduced, sources of finance (long and short term), sources and application of funds as well as capital formation and types of capital. Financial decision and liquidity are also discusses. Forms of money and theories of finance; finance and the modern economy; finance and economic activities are introduced.

SSC 201 Applied Statistics

The course examines the role and significance of statistics in Social Science research and proceeds with the logic and basis of inferential statistics (sampling design and selection). It also covers sampling distribution and point and interval estimates of parameters as well as the logic of hypothesis testing. Tests of significance for nominal, ordinal level, interval and ratio level are also discussed as well as measures of association for nominal, ordinal, interval and ratio levels. It concludes with simple regression, index number and unit normal distribution.

ECO 206 Theories of Human Resources

The course begins with a review of various theories of human resources and their application to practical situations in industry and public service. Topics include human resources in Nigeria and their distribution in different regions of Nigeria, Africa and the global economy.

ECO 208 Financial Accounting

The nature, scope and purpose of accounting are discussed as are basic financial statements. Accounting conventions. The course also covers theory and mechanics of double-entry book-keeping; book of original entry; the cash book and the ledger, classification, recording and summary of business transactions. Other topics include, the revenue accounts and balance sheets of business concerns; the valuation of assets and measurement of business income; and the interpretation of accounts as well as significant accounting ratios.

GST 223 Introduction to Entrepreneurial Studies (2 Units: LH 30)

Introductory Entrepreneurial skills: Relevant Concepts: Enterprise, Entrepreneur, Entrepreneurship, Business, Innovation, Creativity, Enterprising and Entrepreneurial Attitude and Behaviour. History of Entrepreneurship in Nigeria. Rationale for Entrepreneurship, Creativity and Innovation for Entrepreneurs. Leadership and Entrepreneurial Skills for coping with challenge. Unit Operations and Time Management. Creativity and Innovation for Self-Employment in Nigeria. Overcoming Job Creation Challenges. Opportunities for Entrepreneurship, Forms of Businesses, Staffing, Marketing and the New Enterprise. Feasibility Studies and Starting a New Business. Determining Capital Requirement and Raising Capital. Financial Planning and Management. Legal Issues, Insurance and Environmental Considerations.

300-Level Courses

ECO 301 Intermediate Micro-Economic Theory I

Philosophy and methodology of microeconomics; conceptual analysis of homo-economicus; choice theory and the role of institutions and environment in choice theory; Neo-classical and competing theories of consumer behaviour; Commitment problems; theory of production and cost.

ECO 301 Intermediate Micro-Economic Theory II

This is a more advanced and mathematical treatment of micro-economic theory with incorporation of linear programming; advanced price and output determination under perfect competition, oligopoly and monopoly. The course also covers exchange theory, offer curves, and contract curves as well as introduction to capital theory and types of production functions.

ECO 302 Intermediate Macro-Economic Theory

The course begins with the Concept of national income, classical Keynesian and monetarist systems compared but also covers problems of unemployment and inflation and **IS – LM** analytical apparatus in discussion of the relative effectiveness of monetary and fiscal policy.

ECO 303 History of Economic Thought I& II

Comparative survey and assessment in economic thought is examined as are the ideas of the early Christian Fathers and Islamic Ideas on economic activity. Topics include classical economics, neo-classical school of thought, positive and welfare schools of economic thought, institutional economics, Keynesian School of Economic thought as well as evolution and contemporary development of Marxian School of Economic thought. Contemporary state of development in economics and future prospects are examined; Marginalists and modern schools of economic thought and African economic ideas and future prospects are also discussed.

ECO 304 Introductory Econometrics

Beginning with extensions of the two – variable linear model the course also covers introduction to matrix algebra and algebra of econometrics. The General linear model and generalized least square procedure, violations of linear model assumptions and the correction of serial correlation (autocorrelation) of the errors, intercorrelation (Multicollinearity) of the variables, stochastic regressions and errors in variables are also discussed. Other topics are identification of problems, meaning, detection and correction, simultaneous models and estimations, K-class estimators and the choice of estimators. Students will be engage in practical solution of problems and familiarity with the computer.

ECO 305 Project Evaluation

Definition and classification of projects and project evaluation are introduced and project and the overall view of development programme data requirements discussed. Topics in the course include, location and size of projects, calculation of investments required for a project, and evaluation of projects. Other topics are appraisal of projects from commercial and social view points and cash flow analysis

ECO 306 Economic of Development I & II

The distinction between development and growth is introduced and development and underdevelopment, theories of development are examined. Various theories such as classical, Marxian, Schumpeterian and Harrod – Domar, Characteristics of a developing country, obstacles to development and strategy to remove them are discussed. Governance and corruption; civil society and development;

globalization as a developmental issues are also discussed. Topics such as dualism, balanced and unbalanced growth, resource of technology, globalization as a developmental issue, governance and corruption, civil society and development, international trade and aid policy issues and case studies, poverty, equity and well-being are also discussed.

ECO 307 International Economics I & II

The course covers introduction to the theory of trade and international finance incorporating presentation of various theories of international trade, foreign trade protection, economic integration and balance of payments. It also covers foreign aid capital flows and the uses of international economics in explaining contemporary international relations and diplomacy.

ECO 308 Public Policy/Public Sector Economics

The concept of the public sector is examined and the pricing, investment and financing of public sector enterprises discussed. The role of the public sector and economic development is examined as well as analysis of selected public policies; special attention will be paid to the public service in Nigeria.

ECO 309 Operations Research

The course will concentrate on applications of economic analysis to real life situations and will also cover linear programming, non-linear programming, game theory, queuing-models, Markov Chains, and simulation.

ECO 315 Monetary Economics I & II

The course examines the framework for monetary analysis and discusses whether this should focus on money or wealth. Other topics covered are supply of money theories; wealth effect mechanism of monetary policy, and inflation.

ECO 316 – Islamic Banking and Finance

This is an advanced course which offer foundation of Islamic financial and models of Islamic finance, Islamic economic system, basic characteristics, prohibition of riba, cost benefit analysis to the hereafter, justice to factors of production, zakat, qirad, far'aid and hisbah; theory of consumer behaviour; savings vs investment decision; macroeconomic policies in an Islamic economic system,

financial and business transactions in a non riba economy; central banking in a riba free environment and zakah as a fiscal redistributive policy.

ECO 317 Theory of Statistics

Sample designs and sampling distributions. Point and interval estimation; confidence intervals, hypothesis testing. Simple regression analysis. Two-variable linear model: assumption of estimations and problems. Index numbers. Construction of simple relative: some common business indexes number: problems of index number construction; price index numbers; quantity index numbers other business application of index numbers. Chi-square test; the chi-square distribution; chi-square statistics, test of goodness of fit; test of independence, contingency tables. Time series: the time series models; trend; the cycle; the seasonal index; forecasting.

ECO 318 – Elements of Banking

The nature, evolution and functions of money; the monetary standard; the structure of the banking system, commercial bank deposit, creation and destruction of money, bank operations; loans, asset management, liabilities and capital account, income, risk and profit. Banking institution; development banks, merchant banks, other specialized banks, central banking in Nigeria, money and debt management policies.

ECO 319 Industrial Economics

Definition of industrialisation and industrial structure; notion of industrial revolution or industrial take off and quantitative criteria for classifying economies into industrialised and non-industrialised categories. Notion of industrial development strategy; merits of emphasis on capital good or consumer good at the initial stages of industrial growth; import substitution; source of financing industrial investment; tariffs policies and price policies for industrial development. Techniques for measuring special (regional, locational) and product concentration and diversification; leakage problem; vertical and horizontal integration and firm cost of production.

ECO 320 Industrial Economics II

Ownership structure and the issues of nationalization and indigenization. Choice of techniques, structure of industrial employment, income distribution. Basic principles of industrial

management and organization, difference approaches to industrial management- people and production centered approaches, workers participation, cooperatives, etc. corporate planning and economics of production control: corporate finance and accounting; transportation models, assignment models; marketing and advertising strategies.

400-Level Courses

ECO 401 Advanced Micro-Economics

Beginning with fundamental quantitative relationships, the course focuses on general equilibrium and disequilibrium. It also examines Dynamic analysis, value theory production functions, duopoly, oligopoly, bilateral monopoly and monopsony. Other topics are theories of determination of wages, rent, interest and profit; optimisation in theories of consumption and production. It also includes the notion of economic efficiency; Efficiency and equity; Externalities as well as Social and private costs and Pareto optimum. Social welfare functions are also studied.

ECO 402 Advanced Macro-Economics

This course studies basic model of income determination and extension from a simple closed economy to a four-sector economy. Detailed theories of consumption and investment functions and the classical Keynesian models of employment and output are also examined. Other topic are Capital theory, theories of money, prices and interests and introduction to models of economic growth. Macro-economic policies and optimal allocation of resources are also discussed.

ECO 403 Comparative Economic Systems

The course will expose student to the classification and analysis of economic systems such as communalism, slavery, feudalism, capitalism, and communism. Topics include systems in transition and features of under-developed countries.

ECO 404 Economic Development/Planning

The rationale for planning is examined and origins of planning and types and performance discussed. Topics covered include Planning machinery; the planning process; planning decision models and planning data. Other topics are objectives and policy formation; Plan

implementation; Development planning in Nigeria; Development and under-development.

ECO 406 Taxation and Fiscal Policy

The course covers the Nigerian system of income tax Administration; structure and procedures, returns, assessments, appeal, postponement, collection; with reference to all necessary legislation. Topics will include distinction between the taxation of income and taxation of Capital; Personal Income Tax. Other topics are the law and practice of income tax relating to individuals, exemptions, settlements, trusts, and estates. It also covers Partnership assessments, treatments of losses as well as computation of assessable Income; commencement and cessation of trade or business. Company Tax – the principles and scope of company tax as well as small company provisions including definitions, computations and exemption.

ECO 407 Economics of Production

The course covers the scope, methodology of industrial economics; industrial structure and definitions; problems and measurement theories of the firm. Other topics are the growth of the firm, diversification in mergers and innovation, investment economics, risk, and uncertainty. The course will also examine, the cost of capital, sources of finance; industrial pricing and marketing, pricing and marketing public goods; government intervention in industry and public policy, industrial location; industrial practices and policies in Nigeria and factors of fixed investment demand. It concludes with Economic and non-economic factors in development experience and a survey of development theories, Natural endowments, Human resources, Structural transformation, Trade and aid costs prices.

ECO 408 Applied Statistics II

The course provides the opportunity to apply basic statistical techniques learnt in the analysis of data. Special focus will be on computations of measures of central tendency and variability, statistical application in tests of relationships, computations of basic geographical data, use of statistics in presentations.

ECO 411 Elements of Statistics

The application of statistical techniques to economic problems. Review of descriptive statistics. Survey: complete versus sample

surveys, sampling procedure; survey experiences in some African countries. Estimation: point estimates.

ECO 420 – RESEARCH PROJECT

An essay on a topic selected from a list covering generalised areas of economic disciplines dealing with significant current economic problems. This is to be presented in at least five (5) chapters of not less than sixty (60) pages of A4 paper and double spaced type with 14 font size characters following the format below:

CHAPTER ONE: Introduction

CHAPTER TWO: Literature review and Theoretical frameworks.

CHAPTER THREE: Methodology – method of data presentation, analysis and interpretation.

CHAPTER FOUR: Data presentation, analysis and interpretation.

CHAPTER FIVE: Summary, conclusion and recommendations.

Students are required to write and submit to their supervisor three topics which must be formed from the given sub-themes of that session and are expected to research and gather enough materials on the topic of interest they want to write on before forwarding it to their supervisor for approval.

EXAMINATION RESULTS

Semester Grades

- (a) Semester grades are calculated as Grade Point Averages (GPA) on the basis of A, B, C, D and F, which are equivalent to 5, 4, 3, 2, and 0 grade points (GP), respectively for classified degrees.
- (b) The minimum pass mark is 45% or GP of 1.00 for classified degrees, hence, a minimum CGPA of 1.00 is required for graduation.
- (c) In order to obtain an overall pass in the examinations in any year of study, a student is required to maintain a CGPA of at least 1.00 to be in good academic standing, a student whose cumulative GPA falls below 1.00 at the end of any year of study shall be placed on “probation”.

How Grade Points are computed in your courses

Grades	Grade Points
70-100 (A)	5
60-70 (B)	4
50-59 (C)	3
45-49 (D)	2
0-44 (F)	0

The class of degree as described above is being determined by the efforts a student puts into his/her studies from 100 level or 200 level as the case may be to the final level/year of his/her studies.

CLASSIFICATION OF DEGREE

CGPA	CLASS OF DEGREE
4.50-5.00	1 st First Class
3.50-4.49	2 nd Class Upper Division
2.40-3.49	2 nd Class Lower Division
1.50-2.39	Third Class
1.00-1.49	Pass
Below 1.00	Fail

Appendix 1:

EXAMINATION POLICY AND GUIDELINES

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1.0 INTRODUCTION

1.1 Preamble

The need to commence Distance Learning in ABU has been a product of internal demands initiated by the School of Postgraduate Studies as well external agitations by some alumni as exemplified at the 50th anniversary by Mallam Adamu Fika in his lead paper to mark ABU's golden jubilee where he said *"ABU should consider developing an effective Distance Learning System that deploys modern communication facilities and online tutorial to impact functional knowledge to the millions who may not be able to enroll on its regular campus-based programmes"*.

1.2 DLC Law and Statute

The Senate of the Ahmadu Bello University approved the 'ABU Open and Distance Learning Policy' and establishment of the Distance Learning Centre at its 458th meeting held on 28th March 2013). The ratification of this earlier approval by the Governing Council of Ahmadu Bello University was effected through Statute 28 (2016).

1.3 Justification for DLC Examination Policy

1. The uniqueness of distance education has made the existing University Examination regulation incomprehensive.
2. Compliance with NUC regulations requiring all key activities to be ratified by the corresponding university authority.

2.0 EXAMINATION VENUES

Whereas continuous assessment examinations (individual and group assignments; Forum discussions) shall be undertaken using the relevant e-Learning tool, all Semester Examinations shall be supervised examinations as stipulated by the guidelines of the National Universities Commission.

Examinations shall be held in all 3 semesters (January, May and September Semesters) in secured facilities within or outside Nigeria (preferably, Nigerian Embassies) as dictated by the distribution of Distance Learning students. In all such Centres a minimum of one supervisor for every 50 students shall be made while a Supervisor (Senior Academic from the Ahmadu Bello University – preferably a relevant Head of Department) shall oversee the examinations in each Centre. CCTV monitoring and recording of the examinations shall be undertaken in all examinations within Nigeria.

2.1 Nigerian Students

Examinations shall be held only in JAMB accredited CBT Centres (preferably Universities) where the minimum security and technological requirements have been earlier certified. One or more such facilities in each of the six geopolitical zones of the Nigeria shall be used as venues for semester examinations.

2.2 International Students

Students not resident in Nigeria at inception of their students or who revert to an international student status shall partake in their semester examination in the nearest Nigerian Embassy (with a minimum of 10 students) under the supervision of the Education Attaché (less than 20 students or a Senior Academic Staff (preferably a HOD) where the number of students exceed 20.

3.0 PREPARATION FOR EXAMINATIONS

1. Printing of master list of registered students shall be done by Examination Unit and distributed to various Heads of programmes six (6) weeks before the commencement of the Semester examinations.
2. Tentative time table for examination shall be ready six weeks to examination while a definite time table shall be ready four weeks to examination.
3. Registration of students for semester examination on the portal, where students select their examination venue, schedule (weekdays or weekend) and courses to be written, shall be completed two weeks before commencement of the semester examination. Once selected, the venue or schedule cannot be changed
4. All request for deferment of examinations (en-bloc) must be concluded at least 2 weeks to the commencement of the corresponding semester examination.
5. Generation and mailing of Vigicode (examination card) or other IT based identification shall be done two weeks to the semester examination.
6. Distribution/ mailing of Examination Regulations to all staff/students by the Heads of programmes for compliance shall take place three weeks before commencement of semester examination.
7. Funds approved to facilitate the conduct of examinations shall always be released by mid semester.
8. Examination venues in the six (6) Geopolitical zones shall be in established JAMB Certified institutions.
9. Examination for international students/diaspora shall be supervised in the corresponding Nigerian Embassy.

4.0. ADMINISTERING EXAMINATIONS

1. Whereas Continuous Assessment (CA) examinations shall be essay type (individual & group assignments as well as forum/topical discussions); semester examinations shall be blended and to be held in multiple venues as deemed adequate.
2. All examination questions shall be dispatched to external examination venues on the day of the examination in an encrypted form.
3. Semester examinations shall be held in each of the three (3) semester in every session.
4. Examination timelines:
 - a. All examination questions and marking schemes are to be forwarded to the Programme Coordinator by e-tutors within four weeks of the semester.
 - b. All examination questions are to be internally and externally moderated within 4-8 weeks of commencement of each semester
 - c. All examination questions shall be ready and deposited with the Examination Officer four weeks to the examination.
 - d. A pool of MCQ and Essay type questions shall be developed for each course.
5. Any student who defers any semester examinations shall only be permitted to re-take the said examination in the 3rd Semester for a fee.
6. All Chief invigilators at Examination venues shall be sent examination questions in the morning of the date for the examination, however prior configurations of the CBT system and questions (with dummy questions) shall be completed a day before commencement of the examination.

7. All invigilators shall be at the venue of the each examination two hours to the beginning of each examination. Biometric accreditation of students into the examination hall must commence two hours to the examination.
8. Semester examinations shall not last for more than three weeks.
9. Internal (Programme Examiners Committee) moderation/consideration of results must be done two four weeks after examinations.
10. DLC Board of Examiners shall meet 5 weeks after the last day of the examinations to consider the results and make recommendations to the DLC Academic Board which shall meet within the next 1 week.
11. Semester examination results shall be forwarded to Senate for approval, six weeks after the last day of the examinations for Undergraduate programmes. Postgraduate examination results shall be forwarded to the Dean, School of Postgraduate Studies.
12. Semester Examination result shall be forwarded to the Examination Officer immediately the examinations are concluded while all CA results shall be forwarded prior to the commencement of Semester examinations.
13. There shall be no resit examination for failure in any examination, the course credit system require such course to be carried over to another semester.

5.0 APPOINTMENT OF EXTERNAL/INTERNAL MODERATORS/EXAMINERS

1. Appointment of external and internal Moderators/Examiners shall be forwarded to Senate for consideration and approval four weeks after commencement of academic session.

2. The Centre shall inform Senate in her submission the number of terms the external examiners they recommended had served. External Examiners shall serve for a maximum of three sessions at a stretch.
3. Appointment and approval of Internal and External Examiners for Postgraduate programmes shall be in compliance with 'ABU Regulations Governing Higher Degree Studies'

6.0 GENERAL EXAMINATION REGULATIONS,

1. Candidates must attend punctually at the times scheduled for their examinations, and must be at the venue of the examination two hours before the time the examination is due to start. Candidates arriving more than half an hour after the examination has started shall not be allowed to participate in the examination, or may be admitted only at the discretion of the Chief Invigilator (i.e. provided the cause(s) of lateness by the student are reasonable, cogent and sufficiently convincing).
2. Except with the special permission of the Chief Invigilator/Supervisor, candidates may not leave the examination hall during the first and last half hour of the examination. Outside those periods, candidates with the permission of the invigilator, may leave the room temporarily, and then only if accompanied.
3. Candidates must display their Examination cards/print out of Vigicode during each examination and no writing of any form on the printout shall be condoned.
4. Candidates must bring with them to the examination hall their own pens and pencils and any materials which may be permitted by these regulations, but they are not allowed to bring any other book or paper. Candidates are warned, in their own interest, to ensure that lecture notes,

textbooks, bags, mobile telephones, etc. are not brought into the examination hall. Answer booklets/Plain sheets shall be provided whenever indicated.

5. Candidates shall be searched by the Invigilator before they are allowed into the examination hall.
6. While the examination is in progress, communication between candidates is strictly forbidden, and any candidate found to be giving or receiving assistance shall be deemed to have committed an examination irregularity.
7. Silence must be observed in the examination hall. The only permissible way of attracting the attention of the invigilator is by the candidate raising his/her/his hand for recognition.
8. Candidates shall use their Registration Numbers only, throughout all Examinations
9. Every necessary precaution shall be taken including physical search before candidate leaves or returns to the examination room/hall.
10. There is a No Smoking Policy in all Examination venues/Resource Centres during examinations.
11. Candidates are informed that a First Aid Box is provided in the examination hall, and medical attention can be obtained if necessary.
12. All rough work must be done in the sheets of paper provided by invigilators for the purpose of rough work. Any other paper brought in will be confiscated and candidate penalized.
13. A student involved in examination misconduct or malpractice shall be penalised as dictated by the University Examination Regulations.
14. Candidates must adhere strictly to the sitting arrangement put in place, which has been configured automatically by the CBT system.

15. To improve the objectivity of examination results, the DLC shall put in place a “Double Marking” programme.

7.0 CONSEQUENCES FOR FAILING TO WRITE EXAMINATIONS

1. Students have the right to defer writing a semester examination until the third semester (for a fee), however such student must duly apply for such deferment
2. Students who fail to write the examination without permission shall be made to carry over the course.
3. Students who fail to partake in 2 consecutive Semester examinations (without deferment) are deemed to have voluntarily withdrawn from the programme.
4. Students who fail to write any semester examination due to circumstances such as medical and or security engagements shall be allowed to re-write such an examination at a later time.

8.0 ACADEMIC MONITORING/QUALITY ASSURANCE

1. There shall be a monitoring mechanism for all examinations.
2. Online Programme Assessment Forms shall be made available to DLC students at the end of each of the three semesters in a session to assess the programmes (content, delivery, e-tutors and support).

9.0 RESEARCH WORK AND PROJECT, DISSERTATION AND THESIS MANAGEMENT

1. All research projects by students shall conform to the standard University practice.
2. Management of Project reports, Dissertations and Thesis shall be in conformity with the subsisting 'Regulations Governing Higher Degree Studies in ABU'.

10.0 DUTIES OF INVIGILATORS

There shall be adequate number of invigilators in any examination venue (minimum of 1 invigilator/50 students). Each of the venues shall be supervised by a DLC Deputy Director; DLC Academic Adviser for the Geopolitical Zone or a Head of Department.

1. Arrive at the venue of Examination at least 1 hour before the session commences
2. Shall inspect the Identity and Admission cards of candidates before admission into the examination room/hall.
3. Ensure compliance to all schedules and time restrictions by students.
4. Ensure that items not relevant to the examination are not allowed in the examination room such as books, bags, mobile phones, programmable calculators, palm top computers, mini scanners etc.

5. Confiscate such items and report on such matters to the Chief Invigilator.
6. Ensure that borrowing of any item or removal of examination materials does not occur.
7. Ensure that under no circumstances are candidates left without supervision
8. Should occasionally move around the examinations hall/room.
9. Ensure that candidates caught in breach of Examination Regulations are allowed to continue with the examination but the breach immediately documented.
10. Present a written report on any incident with exhibits to the Examinations Officer/Chief Invigilator.

11.0 EXAMINATION MALPRACTICE

1. All malpractice cases shall be treated in conformity with established University regulations.
2. The DLC Academic Board shall establish an ERIC committee to conduct all preliminary investigations
3. Examination malpractice shall be deemed to have been committed when any of the following has been established:
 - i. Impersonation/attempted impersonation at a CA or Semester Examination
 - ii. Plagiarism of other works, applicable to all assignments (CA) and Project
 - iii. Subletting/conscripting anyone to in parts or wholly undertake an assignment or examination on the student's behalf.
 - iv. Copying from other during center examination
 - v. Tampering/Attempted tampering of/with examination grades
 - vi. Introduction of foreign materials (Including Phones) into examination hall/room

12.0 SANCTIONS

12.1 Offence by Students

(A) Expulsion

The following offences shall carry the punishment of expulsion for breach of Matriculation Oath:

- i) Impersonation at Examination shall involve the exchange of examination numbers or names, intentional use of someone else's name and/or registration number while registering online for the examination
- ii) Introduction of relevant foreign materials and cheat notes into Examination Hall.
- iii) Exchange of relevant materials/information in Examination Hall which may involve collaboration/copying from each other or copying from cheat notes.
- iv) Consulting cheat notes outside the Examination Hall in the course of the examination.
- v) Facilitating/abetting cheating during examination.
- vi) Use of mobile phones (GSM) text messages and/or other such communication or electronic gadgets during examinations.
- vii) Life threatening assault to an invigilator, examination officer or any constituted authority with evidence.
- viii) Willful destruction of exhibit (foreign material or cheat note) in the examination hall on the suspicion or on arrest for committing examination malpractice.
- ix) Solicitation for marks or change of grades from the examiner or examination officer.
- x) Hacking or attempted hacking into sites containing materials/information relevant to examinations.

(B) Rustication for One Academic Year

The following offences shall carry the punishment of rustication for one session

- i) Non-submission or incomplete submission of answer scripts (where applicable)
- ii) Introduction of non-relevant materials to the Examination Hall.
- iii) Non-appearance at the Examination Irregulars and Malpractices Committee (ERIC)
- iv) If a student refuses to appear after first year of rustication, it is then implied as self- withdrawal.
- v) Introduction of mobile phone(s) and/or other such communication or electronic gadgets to examination hall.
- vi) Any student that insults an invigilator, examination officer or any other constituted authority during examinations
- vii) Introduction of fake examination card/ print out of Vigicode in the examination hall.

(C) Written Warning

The following offences shall attract a written warning

- i) Speaking/Conversation during examinations.
- ii) Unruly behaviour in the examination hall that does not affect the conduct of the examination.

11.2 Offences Involving Staff

1. Any act of commission or omission amounting to examination malpractice e.g. loss of students' scripts, continuous assessments or project records, alteration of marks etc. by a member of staff shall be referred to the corresponding Staff Disciplinary Committee for appropriate sanctions.
2. Non ABU staff engaged as adjunct staff for the purpose of any examination shall be required to endorse a document agreeing to be subjected to an appropriate legal/disciplinary action as appropriate for the circumstance e.g. police investigation and possible prosecution.

13.0 MANAGEMENT OF EXAMINATION RESULTS

1. Tentative results shall only be made available to students after its approval by the DLC Academic Board subject to ratification by the Senate.
2. Students shall be able to view their results (copy only) via the LMS, SMS/text or via other secure online options.
3. An Exam checker shall be in place for students to access their results and forward complaints (should the need arise).
4. Students are at liberty to apply for rectification (remarking) of their results for a fee.
5. Students can request for and view their scripts (for a fee) in event they are dissatisfied with the outcome of the rectification process.

****Rectification of Examination Scripts/results Does not
Imply Passing the Course!!!***