

ABU Distance Learning Student Handbook (B.Sc. International Studies)



DISTANCE LEARNING CENTRE
Ahmadu Bello University

STUDENT HANDBOOK

BSc. INTERNATIONAL STUDIES

ABU Distance Learning Student Handbook (B.Sc. International Studies)
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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. International Studies Student Handbook is designed to give you an overview of the B.Sc. International Studies 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. International Studies 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 International Studies, 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, FNIOB,
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 Vic- Chancellor (Academic): Professor. Danladi Amodu Ameh. B.Sc., MSc., Ph.D.

Registrar: Mal. Rabiu 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

ABU Distance Learning Student Handbook (B.Sc. International Studies)

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 impact 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.

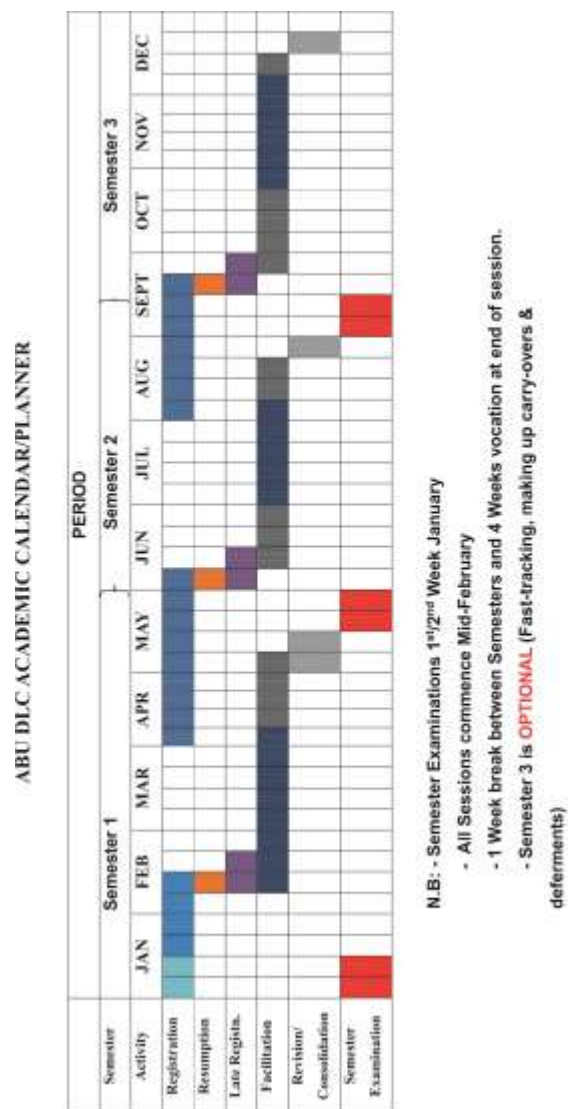
Whereas the Governing Board of the Distance Learning Centre sets out policies for the Centre in line with the overall policies of the Ahmadu Bello University, the Academic Board considers all academic matters prior to its submission to University Senate. The day-to-day administration of the Centre is 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 & deferment)

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. ii.. 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-abu.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

B.Sc International Studies

3.1 OVERVIEW

The programme, B.Sc. International Studies is a four-year course that is offered within the Faculty of Art, Social Sciences and Education at ABU DLC, albeit it has been existing on campus since 1981 alongside Political Science. The programme has grown over time from been a sub-discipline of political science to an independent discipline with sub-disciplines. The course is designed to equipped students with the knowledge of International Relations and Politics with fresh ideas and ability to analyse, explain and predict domestic and international issues. As such, the students are exposed to scientific research method as obtained in the behavioural approach to the study of politics. The course also train students on how to conduct real diplomacy and other diplomatic engagements such as representation, conflict resolution, conflict management and peace building at domestic, international and organizational levels. Overall, the programme provides an avenue for skill acquisition and manpower development for both students and staff on policies and research issues.

3.2 OBJECTIVES

In consonance with the Vision and Mission of ABU and the Distance Learning Centre, the undergraduate programme for a degree in International Studies is designed to fulfill the following objectives, irrespective of gender, race, location and in flexible manner:

- a. Strengthen democracy, national/international integration and good governance through the production of quality manpower capable of impacting existing structures and institutions
- b. To offer a broad and inductive foundation to International Studies students in order to acquaint them with the general nature of politics and the working of government in Nigeria and other regions of the world.

- c. To give students a sound background in the breadth, depth and content of the International Relations disciplines and its principal sub-fields.
- d. To offer instructions and training in courses that are relevant to the needs and problems of Nigeria, Africa and other developing countries.
- e. To provide training on interdisciplinary approach and analytical skills in solving national and world problems.
- f. To emphasize research focused on a world region other than the student's own and inculcate foreign language skills in the students.

3.3 ADMISSION REQUIREMENTS FOR B.Sc. INTERNATIONAL STUDIES

3.3.1 General Requirement

Admission for all candidates to study B.Sc. degree in International Studies shall be by entrance examination organized by Joint Admissions and Matriculation Board (JAMB).

However, the following specific requirements must be fulfilled:

- a) To be an eligible candidate for admission into 100 level, candidate must possess 5 O/Level credit passes including English Language, Mathematics, Government/Civic education History, French/Arabic and any other two (2) credits in social sciences or Art subject in either SSCCE, WASC, NECO at not more than two (2) sittings. At UTME level, candidates must write Government, Economic or History, English language and any other social sciences or art subject.

b) Direct Entry

For direct entry candidates, holders of IJMB Certificate or Diploma in International Relation offered at the Department of political Science and International Relations with a minimum of merit may be admitted into the second year. They must also possess 5 O.Level or equivalents with passes at credit level as obtained in (a) above.

3.4 REGISTRATION

3.4.1 Registration Requirement

Registration of students who are offered provisional admission to study B.Sc. International Studies 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

3.4.2 Registration Details:

Registration for fresh students for B.Sc. International Studies programme shall be guided by the ABU DLC method of online delivery. 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. However, students are required to note the following:

- i. All core courses for a semester/session must be registered before considering taken an elective(s)
- ii. Students will be given the opportunity to choose electives to make up or add to their credit units for a semester/session where necessary before his/her courses are uploaded. Hence, students are strongly advice to choose their electives from the available ones that will be recommended.
- iii. The minimum credit units to be registered in a semester is 12 and a maximum of 24.
- iv. It is mandatory for fresh 200 level International Studies students to register all the 100 level French courses for the programme (i.e. FRNC 111, 113, 112 and 114) GENS courses and computer studies course (COSC 101) in their first year.
- v. Students must pass their French courses from the previous semester/ session before taking the subsequent ones as the case may be. This is because all lower French course are prerequisites to the higher ones except the French courses at 100 level first semester.
- vi. From 100 to 400 level students from Nigerian or non-French speaking countries are to study different French courses from students that are from francophone countries.
- vii. Student should note that their decision to take on either French or Arabic option cannot be interchange at any level of their studies after the commencement of the programme.

3.5 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.

3.6 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.

3.7 COURSE STRUCTURE AND REQUIREMENTS FOR GRADUATION

3.7.1 Course Structure

The undergraduate program has five main elements

- i. **Core Course:** This is a course which is considered so important to the programme that they are classified as compulsory. If a student fails a core course at the end of a semester, such failed courses constitute a carry over and a student cannot graduate without passing all core courses.
- ii. **Cognate Courses:** This is a compulsory course taken outside the Department. It has all the features of a core course.
- iii. **Elective Course:** This is classified as optional, although the Department has suggested some relevant elective courses that students may wish to select from. If a

student fails an elective course, he/she has the right to retake it or abandon it.

- iv. **Prerequisite Course:** This means if a student fails to pass a prerequisite course, he/she will not be allowed to register the higher-level course.
- v. **Project:** six credit units in final year;

3.7.2 TABLE 1: Course Structure (Core Courses for promotion and graduation) for B.Sc. International Studies

100 Level Courses

A) First Semester Courses

COURSE CODE	COURSE TITLE	CREDIT UNIT	STATUS
INTS 101	Ancestors of the Contemporary International System	2	Core
POLS 101	Introduction to Political Science	2	Core
INTS 105	History of Europe from the French Revolution to World War II	2	Core
STAT 165	Statistics for political Science	2	Core
FRNC 111	Introduction to French for International Studies	2	Core
FRNC 113	Conversational Practice for International Studies	2	Core
GENS 101	Nationalism	1	Core
GENS 103	English and Communication Skills	2	Core
COSC 101	Computer Studies	2	Core
TOTAL CREDIT UNIT		17	

B) Second Semester

COURSE CODE	COURSE TITLE	CREDIT UNIT	STATUS
POLS 102	Introduction to African Politics	2	Core
POLS 110	Introduction to Research and Knowledge Acquisition	2	Core
POLS 112	Citizen and the State	2	Core
INTS 102	Evolution of the Contemporary International System	2	Core
INTS 106	Introduction to Management	2	Core
GEOG 106	Environmental Science	2	Core
FRNC 112	Rudiments of French for International Studies	2	Core
FRNC 114	Conversational Practice for International Studies	2	Core
TOTAL CREDIT UNIT		16	

200 Level Courses

A) First Semester

COURSE CODE	COURSE TITLE	CREDIT UNIT	STATUS
INTS 201	Introduction to International Relations	2	Core
POLS 201	Nigerian Government and Politics I	2	Core
INTS 211	Element of Contemporary Global Studies	2	Core
POLS 203	Political Ideas	2	Core
POLS 213	Introduction to Regional Integration and Comparative Regional Integration	2	Core
POLS 207	Introduction to Comparative Politics	2	Core
INTS 207	New States in World Politics	2	Core
FRNC 213	French Language for International Studies	2	Core
FRNC 215	Oral Practice for International Studies	2	Core
TOTAL CREDIT UNIT		18	

B) Second Semester

COURSE CODE	COURSE TITLE	CREDIT UNIT	STATUS
POLS 202	Nigerian Government and Politics II	2	Core
POLS 204	Foundation of Political Economy	2	Core
INTS 202	Structure of International Society	2	Core
POLS 210	Introduction to Political Analysis	2	Core
FRNC 212	French for International Studies II	2	Core
FRNC 214	Oral Practice for International Studies II	2	Core
GENS 202	Entrepreneurship and Innovation	2	Core
TOTAL CREDIT UNIT		14	

300 Level Courses**A) First Semester**

COURSE CODE	COURSE TITLE	CREDIT UNIT	STATUS
INTS 301	International Economic Relations	2	Core
POLS 307	Research Methods	2	Core
POLS 311	Globalization and the Developing World	2	Core
INTS 303	The International Political System	2	Core
INTS 307	International Politics in the Post-cold War Era	2	Core
INTS 309	Field Trip	2	Core
POLS 321	Theory and Practice of Administration	2	Core
FRNC 321	French for International Studies	2	Core
GENS 301	Entrepreneurship	2	Core
TOTAL CREDIT UNIT		18	

B) Second Semester

COURSE CODE	COURSE TITLE	CREDIT UNIT	STATUS
POLS 304	Public Policy Analysis	2	Core
POLS 302	Political Data Analysis	2	Core
INTS 310	Theories of International Relations	2	Core
INTS 308	Foreign Policy Analysis	2	Core
INTS 304	Laws of Nations and Diplomacy	2	Core
POLS 326	History of Political Thought	3	Core
FRNC 322	French for International Studies (Advanced) II	2	Core
TOTAL CREDIT UNIT		15	

400 Level Courses**A) First Semester**

COURSE CODE	COURSE TITLE	CREDIT UNIT	STATUS
INTS 401	Nigerian Foreign Policy	2	Core
INTS 403	Fundamental Human Rights	2	Core
INTS 405	Foreign Policies of the Powers	2	Core
INTS 407	Race, Religion and Ethnicity in International Relations	2	Core
INTS 409	International Politics of Mass Communication	2	Core
POLS 405	Third World and Dependency	2	Core
INTS 411	International Politics of Africa	2	Core
FRNC 431	French for International Studies I	2	Core
TOTAL CREDIT UNIT		16	

B) Second Semester

COURSE CODE	COURSE TITLE	CREDIT UNIT	STATUS
POLS 400	Research Project	6	Core
INTS 406	International Institutions	2	Core
INTS 404	Contemporary Strategic Studies	2	Core
INTS 408	Technology, Ecology and Environmental Issues in International Relations	2	Core
FRNC 430	French for International Studies II	2	Core
TOTAL CREDIT UNIT		14	

Total number of Credit Units: 128

3.7.3 Course Description/Synopsis**100 Level Courses****A) First Semester****INTS 101: Ancestors of the Contemporary International System (2 Units: LH 30)**

A brief survey of the fore-runners of the contemporary international system to highlight some earlier answers to the problem of co-existence, order and peace; focus on previous examples of arrangements for organizing relations between diverse peoples from which our modern system sprang; The Chou system; the Greek City States; the Egyptian; Assyrian, Persian world, Renaissance Italy etc.

INTS 105: History of Europe from the French Revolution to World War II (2 Units: LH 30) (4-2-0-6)

Ideas, concepts and institutions which influenced the evolution of Europe and sustained it up to the era of the French Revolution and beyond; feudalism, the church; cities,

humanism, renaissance; reformation; the commercial and scientific revolutions; absolutism, enlightenment; industrial revolution; the advent of the principle of nationality and the globalization of the international system.

POLS 101: Introduction to Political Science (2 Units: LH 30)

A general introduction to the organization and operation of modern governments with emphasis on the forms and types of government, the principles associated with modern government; rule of law; theory of separation of powers; the making, execution and control of public policy; and examination of the relationship between the citizen and the state in terms of duties, obligations and responsibilities to each other, political discourse and practice as these affect obligation, freedom, loyalty and patriotism.

INTS 165: Statistics for Political Science (2 Units: LH 30)

The course will introduce the nature of statistics, statistical inquiries, forms and design, the role of statistics and basic concepts in statistics.

COSC 101: Introduction to Computer (2 Units: LH 30)

History and development of computer technology; the why and how of computers; computer types; analogue; digital and hybrid; central preparation equipment; key punch, sorter etc; data central preparation equipment. Topics will include transmission; nature, speed and error detection, data capture and validation including error detection, system analysis and design; the programming process; problem definition, flow charting and decision table.

FRNC 111: Introduction to French for International Studies (2 Units: LH 30)

In this course, students will be acquainted to basic sound patterns of French and rudiments of French Grammar starting

with “presentatifs” one-word structure, three-word structure etc. deictics, vocative, etc. Primary grammatical participants in the sentence

FRNC 113: Conversational French Practice for International Studies (2 Units: LH 30)

Students will be exposed to first attempts to acquired oral French for social interaction in francophone community. This is preparatory to laboratory exercises.

B) Second Semester

POLS 102: Introduction to African Politics (2 Units: LH 30)

The origins, nature and problems of African Politics; problems of colonialism, neo-colonialism and apartheid; Succession to power, military rule etc; Africa’s lingering dependence on the former metropolis, and Africa in International Politics.

INTS 102: Evolution of the Contemporary International System (2 Units: LH 30)

The evolution of the contemporary international system from 1648 up to the end of the Second World War; particular emphasis on the European International System and factors which led to the globalization of that system by the end of 1945.

INTS 106 Introduction to Management (2 Units: LH 30)

Basic concepts in management; management principles; functions of the manager; planning and organization; span of control, departmentalization, line and staff authority; staffing; selection of managers; appraisal of managers; development and training of managers; direction and leading; motivation; leadership, communication, controlling, the system and process of controlling special control techniques; recent development of control process; the Nigeria environment problems; transferability of the management system.

POLS 112: The Citizen and the State (2 Units: LH 30)

The course exposes students to the origin, concept and theories of state and society. The relationship between the citizens and the state in terms of the duties and obligation of the citizen to the state and responsibility of the state to the citizens. The nature of relations (strained and cooperative) and the processes of reconciliation, political obligation, basis of freedom, loyalty, patriotism and patriotism.

GEOG 106: Environmental Science (2 Units: LH 30)

Energy systems in the atmosphere, biosphere, hydrosphere, and lithosphere. Current environmental issues, including air pollution and other natural hazards; erosion, drought, earthquakes, hurricanes, floods etc.

POLS 102: Introduction to Research and Knowledge Acquisition (2 Units: LH 30)

The course introduced students to the fundamentals of research. Students will be exposed to the logics of reasoning, scientific inquiry, research design, meaning of political inquiry, the objectives, importance and problems of doing research in Nigeria. The types of research (historical, ex-post factor, applied, evolutionary, comparative and descriptive). The primary and secondary sources data, Sample and sampling techniques of doing research. Population of a study, targeted population and sample population among others.

FRNC 122: Rudiment of French for International Studies (2 Units: LH 30)

Students will learn simple verbs and structure. The French sentences and basic vocabulary development.

FRNC 114: Conversational Practice for International Studies (2 Units: LH 30)

The course exposes students to first laboratory exercise such as sound reception and integration, and reproduction such as sentence structure and basic vocabulary.

200 Level Courses

A) First Semester

INTS 206: Introduction to International Relations (2 Units: LH 30)

The course introduces students to the field of International Relation as an academic discipline. It equipped students with the meaning and scope of International Relations and how human race can survive and develop through complex relationship among actors in the international environment. Students are expected to be acquainted with the workings of international politics, interaction between nation-states, foreign policy as well as distinction between International Relations, International System and International Politics.

POLS 201: Nigerian Government and Politics I (2 Units: LH 30)

The course surveys the approaches to the study of Nigerian government and politics as well as the basic features of pre-colonial systems of government from the annexation of Lagos to conquest of kingdoms and entities as well as the military punitive expedition of the today's current eastern part of Nigeria.

INTS 207: New States in World Politics (2 Units: LH 30)

The collapse of imperial rule in Asian and African countries, forms of government in the new states, their main preoccupations, their role in international order; U.N., international law, international military order, international economic order, international morality; their role as producers or consumers of international order, the contemporary new statehood, neutralism and nonalignment, imperialism and neo-colonialism.

**INTS 211 Elements of Contemporary Global Studies
(2 Units: LH 30)**

The course will focus on issues of Contemporary global interest such as Globalisation, terrorism, Weapons of Mass Destruction, Environmental Degradation, HIV/AIDS, Malaria etc.

POL 205: Political Ideas (2 Units: LH 30)

Political ideas and ideology are phenomena that shape individuals and groups politically, socially, economically and even religiously. Thus, introduction to major political ideas in their historical context is the thrust of this course. Emphasis should be placed on concepts like Monarchism, Liberalism, Democracy, Socialism, Fascism and Anarchism among others.

INTS 213: Introduction to Regional Integration and Comparative Regional Integration (2 Units: LH 30)

Regional integration in academics is an area through which scholar sought to explain patterns of interstate cooperation and corresponding socio-economic benefits. As such the course clarifies the basic concepts and approaches used in regional integration and also outlined the necessity for integration. Again, theoretical issues on regional integration and the level of regional integration are explores with relevant examples such as EU, ECOWAS AU etc. Exploration of what regional integration is all about and how Africa has fared as a regional entity. Students will be exposed to the contextualization of regional politics among the blocs of African continent and other sub-regional organizations such as ECOWAS, SADC and EAC and other classical regional bodies such as EU and OAS.

POLS 210: Introduction to Comparative Politics (2 Units: LH 30)

In this course students are expected to be acquainted with the method and logic of comparative political analysis. Therefore, the principles, basic concepts, comparism of contemporary political system, institutions, ideologies, levels of development

over a period of time etc. will be exposed. Guided by the principles of comparative political analysis students will be taught how to compare current events in world politics across diverse issue such as: types of government, systems of government, gender, democracies, civil society, globalization etc.

FRNC 213: French Language for International Studies (2 Units: LH 30)

Students will be subjected to serious conversational exercises with topic bearing on themselves, their environment and their immediate community.

FRNC 215: Oral Practice for International Studies (2 Units: LH 30)

Students will be subjected to serious conversational exercises with topic bearing on themselves, their environment and their immediate community.

B) Second Semester

POLS 202: Nigerian Government and Politics II (2 Units: LH 30)

This course further exposes students to the approaches, dynamics and nature of Nigerian government and politics from 1960 as well as the basic features of the post-independence systems of government. The students are to be acquainted with analytical prowess of major event and development of the Nigerian federal structure which has continue to shape the country.

INTS 202: Structure of International System (2 Units: LH 30)

The major historical, intellectual and sociological developments which have shaped relations between nations, particularly the industrial and technological revolution; the spread of

nationalism, the breakup of the European empires and the rise of the superpowers.

POL 203: Introduction to Political Analysis (2 Units: LH 30)

The study of this course introduces students to the definition, description and explanation of political phenomenon. Therefore, students are expected to be acquainted with basic concepts and nature of politics, political systems and the structure of government, political representation; institutions of different regimes, political efficiency, citizen participation, political culture and socialization. They are also exposed to theories such as the system theory etc. This will equip students with the intellectual capacity for analysing political phenomenon in real world issues.

POLS 204: Foundations of Political Economy (2 Units: LH 30)

Relationship between politics and economics; economics and determinants of politics with emphasis on the material basis of political actions.

FRNC 212: French Language for International Studies II (2 Units: LH 30)

The focus of this course will be on Essay Writing, Translation, more-than-simple grammatical structure, useful vocabulary for daily use. In addition, Irregular expression will be studied.

FRNC 214: Oral Practice for International Studies II (2 Units: LH 30)

The course will involve discussions on academic topics of immediate relevance separately, and on society and people.

300 Level Courses

A) First Semester

INT 301: International Economic Relations I (2 Units: LH 30)

The economic basis of some of the actions and reactions in international politics, international trade; commercial policy; capital movement etc; role of IMF; World Bank and other monetary agencies; multi-national enterprises; customs unions, and currency areas.

INTS 303: The International Political System (2 Units: LH 30)

The emergence and organization of the modern international system; the political processes in the international community and contemporary thought on state activity; the external needs of states and goals of states activity; the means of exerting pressures, and the forms of political relationships between states; the dynamic aspects, revolutionary movements; the external projection of political values, and the changing distribution of power and leadership; war as a contingency in international life; mechanisms for maintaining International Order.

POLS 307: Research Methods (2 Units: LH 30)

An examination of the boundary of political studies; the various modes of political analysis with emphasis on scientific methods; the logic and language of inquiry; the problems of political evaluation and the sources of data with emphasis on survey, questionnaire construction, statistical association, scaling and content analysis together with the reporting of results.

INTS 307 International Politics in the Post-Cold War Era (2 Units: LH 30)

The end of the Cold War and its effects on the international system; the collapse of communism and disintegration of alliance systems; the democratic fever in the Third World and Eastern Europe; the UN and the challenges of peace-keeping and peace-making; options and tendencies in the emerging world; Africa and the problems of marginality.

INTS 309 Field Trip (2 Units: LH 30)

Visits and attachment to selected international institutions, ministries, diplomatic missions and other agencies relevant to the study and practical aspects of diplomacy; written reports at the conclusion of the attachment.

POLS 311: Globalization and the Developing World (2 Units: LH 30)

The course seeks to acquaint students with a survey of the idea of globalization and its implications on development across the regions of the world particularly its adverse effect on the developing countries. Gains and pains of globalization to Africa and Nigeria in particular with emphasis on remedies or way forward.

POLS 321: Theory and Practice of Administration (2 Units: LH 30)

Evolution of administrative organization theory from the classical through the neo-classical to the modern; relation of administration to politics and the political process; administrative behaviour in various international settings; interplay of political institutions and administrative patterns of political institutions and administrative patterns of behaviour; study of personnel administration, decision-making in bureaucratic organizations

FRNC 321: French for International Studies (2 Units: LH 30)

Reading of texts on diplomacy, simple correspondence, translation. Students will be made to study relevant texts. They will also write a lot of composition.

B) Second Semester

INTS 304: Law of Nations and Diplomacy (2 Units: LH 30)

The course will examine the foundations of international law; problems of formation, changes and modern trends. The meaning and historical development of diplomacy; the contribution of individuals to the development of diplomacy; tasks of diplomacy and diplomatic protocol and rules of courtesy; diplomacy and intelligence; acceptance of peaceful methods; mediation, conciliation and good offices.

POLS 304: Public Policy Analysis (2 Units: LH 30)

The course is designed to teach students the concepts and approaches involved in the formulation of public policy in general and its applicability in Nigeria. Thus, students will be exposed to the various stages of policy making or policy circle as well as the theories of public policy such as incremental theory, system theory and decision-making theory. Furthermore, they also learn how to analyse public policies using different theories or models.

POLS 302: Political Data Analysis (2 Units: LH 30)

In this course, students are taught practical ways of applying the methods and approaches of political inquiry. They will be acquainted with how to identify and choose a research topic and the steps that should be followed in conducting research such as: introduction, statement of problem, research questions, etc. Other areas of concern are: referencing styles, qualitative research, quantitative research, methods of data analysis and the organization of research.

INTS 310: Theories of International Relations (2 Units: LH 30)

An examination of the following basic concepts and theories: Power, Conflict and Accommodation, Systems' Theory; Linkage Politics; the Theory of Coalitions and Alliances; Games and Simulation.

INTS 308: Foreign Policy Analysis (2 Units: LH30)

Nature of foreign policy as an activity; purposes, aims and determinants of foreign policy; internal and external pressures; decision-making in foreign policy; different theories and categories which may be employed. Some selected cases, the American decision to go to war in Korea in 1950; the Cuban Missile Crisis of 1962; the British decision to join the EEC 1961-1970; the French decision to withdraw from the integrated NATO Command Structure in 1966; Israel decision to go to war in June 1967.

POLS 326: History of Political Thought (2 Units: LH 30)

A general survey of Classical and Medieval thought up to the fifteenth century with a focus on individual thinkers; pre-occupations of political thought; the language and methods of political analysis. A critical analysis of post 17th century normative political thought with emphasis on liberal democratic traditions; Marxism-Leninism and the thoughts of people like Fanon, Senghor, Nkrumah etc.

FRNC 322: French for International Studies II (2 Units: LH 30)

The focus of this course is to exposed students to texts on diplomacy, simple correspondence, translation and general texts.

400 Level Courses

A) First Semester

INTS 401: Nigerian Foreign Policy (2 Units: LH 30)

Basic principles underlying Nigeria's foreign policy; Nigeria's role in Africa, her relations with the Great Powers, and her role in the UN; and the Commonwealth, ECOWAS etc. Major factors, internal and external, shaping the foreign policy of Nigeria; the role of political parties, the press, parliament, public opinion in formulation of policy, the role of the foreign service, and Federal Executive Council in the foreign policy process; presidential system and Nigerian foreign policy under the Second Republic; the role of the Executive office of the President etc. Selected cases; decisions to abrogate the Anglo-Nigerian Defence Pact 1962; the decision to break diplomatic relations with Israel in October 1973; the decision to recognize the MPLA government in November 1975; policy towards Southern Africa.

INTS 403: Fundamental Human Rights (2 Units: LH 30)

The course will study of the nature of human rights; an evaluation of contemporary experience and institutions in protecting and reinforcing such rights both nationally and internationally.

INTS 405 Foreign Policies of the Powers (2 Units: LH 30)

Theories of international relations, foreign policies of different power blocks, foreign policies during the cold war, foreign policies in the post-war period; foreign policies of key countries such as USA, Britain, Japan since the end of the cold war; foreign policies of Nigeria, Ghana, South Africa and other African countries

INTS 407: Race, Religion and Ethnicity in International Relations (2 Units: LH 30)

The course will focus on politics of race and ethnic nationalism, their impact on inter-state relations; patterns of conflict management strategies, materials to be drawn from Europe, Asia, Africa and the Americas e.g. role of Jewish League in the U.S.A. and the concept of overseas Africans and African foreign policy.

INTS 409: The International Politics of Mass Communication (2 Units: LH 30)

The politics and manipulative nature of international communication focusing on the role of technology, ideology, culture, economy and international market on the international flow of news among nations; examination of the role of communication in development.

POLS 405: Third World and Dependency (2 Units: LH 30)

Students will be equipped with the knowledge of modernization/development school and contemporary third world politico-social structure. Criticisms of the modernization/development school.

The dependency/underdevelopment approach to the understanding of contemporary third world political and social structure. Criticisms of the dependency/underdevelopment school. The modes of production school. Capitalist penetration of the Third World nations, under the dominance of merchant capital. Capitalist penetration of the Third World nations (especially African, Asian and Latin American) under the dominance of capital export. Debt system and global recession.

INTS 411: International Politics of Africa (2 Units: LH 30)

An investigation into the relationships between Africa, and the Great Powers Africa and International Organizations.

FRNC 431: French for International Studies (Advanced) (2 Units: LH 30)

The final year students of International Studies will be taught to write reports, summaries, dialogues and advanced correspondence.

B) Second Semester

POLS 400: Research Project (6 Units)

An investigation and report on a topic in International Relations selected with the approval of Head of the Department and supervised by an appointed member of staff.

INTS 404: Contemporary Strategic Studies (2 Units: LH 30)

Contemporary strategic concepts; Brinkmanship; Containment; Massive Retaliation, Flexible and Gradual Response; Deterrence, Saturation etc; The evolution of strategic and military policy since 1945 with special reference to the U.S., the Soviet Union, Western Europe and China. The course will also examination of developments in weapons technology since the Second World War and their impact on the U.S.A., U.S.S.R, and Western Europe. Perestroika, Glasnost; strategic thinking in the post-Cold War period.

INTS 406: International Institutions (2 Units: LH 30)

The origins of international institutions; writings on international institutions; failure of the League of Nations; the various peace conferences before the establishment of the United Nations; the origins of the U.N; Charter; the various organs and its agencies; the changing emphasis of its role in the 60s to the present time; Regional Institutions; OAU, ECOWAS, etc.

INTS 408: Technology, Ecology and Environmental Issues in International Relations (2 Units: LH 30)

The role of Geography and physical environment in International Relations; linkages between science/technology and World Politics; international politics; international politics of population, global ecological changes; environmental pollution, land use; famine etc; transitions from international to planetary politics; the challenges of disaster management in this context and response of public policy decision makers.

FRNC 430: French for International Studies II (2 Units: LH 30)

The course teaches students advanced correspondence and advanced translation of relevant texts and essays on practical situation, dialogue, etc.

3.7.4 Duration of Studies for B. Sc. International Studies

- i. The undergraduate degree programme is purely a full time programme and it will run for a minimum of four years or four academic sessions of two semesters per session and a maximum of six academic sessions.
- ii. While direct entry candidates will spend a minimum of three years or three academic sessions of two semesters per session and a maximum of five academic sessions.
- iii. However, following the flexibility of the DLC programmes, student can graduate earlier than the periods stated above based on the flexibility of ABU DLC mode of delivery.

3.7.5 Course Credit System

- i. The Centre runs a Course Credit System (CCS) in which courses are weighted according to credit units.
- ii. For this programme, the CCS classes are graded into 100-400 levels

- iii. The programme runs the CCS on Semester basis. Thus, a 4-year degree programme requires a minimum of 8 semester, while a 5-year degree programme requires a minimum of 10 semester

3.7.6 Graduation Requirements

For a student or a candidate to qualify for an award of Bachelor of Science degree (B.Sc) International Studies, he/she must have:

- i) Obtained or earned at least 120 credit units in the four-year degree for students admitted through UTME/JAMB. Or 90 credit units in the 3-year degree programme for students admitted through the direct entry.
- ii) Passed all prescribed core courses/general/or cognate and taken the required electives where necessary.
- iii) Must run the degree programme for a minimum of four (4) years or four (4) academic sessions of two (2) semesters per session and a maximum of six (6) academic sessions for UTMEJAMBE candidates.
- iv) While direct entry candidates will spend a minimum of three (3) years or three (3) academic sessions of two (2) semesters per session and a maximum of five (2) academic sessions.
- v) Must not have a case with ERIC
- vi) Minimum CGPA for graduation: **1: 00**

3.8 EXAMINATION RESULT

3.8.1 Students Academic Evaluation/Compilation of CGPE

The University evaluates the students on the basis of cumulative performance as follows:

- i. In the first case, each course is evaluated based on a Grade Point Average (GPA) scoring system from A, B,

- C, D, E and F which are equivalent to 5, 3, 2, 1 and 0 grade point (GP).
- ii. Therefore, the minimum pass mark is 40% or GP of 1.00. Hence, a minimum of CGPA of 1.00 is required for graduation.
 - iii. 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 is indicated below.

Mark Range %

Grade	Credit/Grade Point	
70-100	A	5
60-69	B	4
50-59	C	3
45-49	D	2
40-44	E	1
00-39	F	0

The following defined abbreviations are very important:

CUR (Credit Units Registered) = Sum of credit units of all the courses registered in a semester.

CUE (Credit Unit Earned) = Sum of credit units of all courses passed in a semester.

TCUR (Total Credit Units Registered) = Sum of credit units of all courses registered from the first year of the programme to a particular semester under consideration.

TCUE (Total Credit Units Earned) = The sum of credit units of all the courses passed from the first year of the programme to a particular semester under consideration.

WGP (Weighted Grade Point) = The product of the grade point in a semester multiplied by the number of credit units.

GPA (Grade Point Average) = Credit points divided by credit units earned in a semester.

CGPA (Cumulative Grade Point Average) = Total weighted point scored divided by the TCUR

3.9 CLASSIFICATION OF DEGREE

Cumulative Grade Point Average (CGPA)

CLASS

4.50-5.0	First Class
4.49-3.50	Second Class (Upper Division)
3.49-2.40	Second Class (Lower Division)
2.39-1.50	Third Class
1.49-1.00	Pass Degree
Below 1.00	Fail

APPENDIX 1:

EXAMINATION POLICY AND GUIDELINES

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 identifications 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) semesters 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!!!***