

Department of History and International Relations

Student Handbook

(UNDERGRADUATE PROGRAMMES)

2014

Vision of the University

To rank among the best as an academic community founded on Catholic principles and committed to a culture of excellence.

Mission of the University

To provide integrated and holistic formation of students and advance knowledge in the service of God and society based on Catholic principles.

Vision of the College

To be the best in the Humanities, Social and Management Sciences in the country where the advancement of these disciplines is nurtured by teaching and research undertaken in the search for truth and for the rapid industrialization and development of Nigeria.

Mission of the College

To make its programmes responsive to the needs of the graduates, the government, industry, and the society thereby supporting the socioeconomic and moral development of the country, and scientific research to advance knowledge in the respective disciplines.

Vision of the Department

To be amongst the best where the humanities is nurtured in the search for truth and for the advancement of humankind.

Mission of the Department

To advance research and knowledge on sound ethical values for integrative and holistic formation of the individual who is creative and responsive to the needs of the society thereby supporting the socio-cultural, economic, political and moral development of the country and the world at large.

History of the Department

The Department of History and International Relations is one of the two foundation Departments of the College of Arts and Theological Studies of Veritas University, Abuja, (The Catholic University of Nigeria) which has recently been created from the defunct College of Management, Social Sciences Arts and Theological Studies (MSAT) by Professor Michael Kwanashie, the current Vice chancellor. Dr Apya Nongonan Hyacinth is the Pioneer Head of Department. The Department offers combined undergraduate degree programme, B.A. History and International Relations.

Philosophy of the Department

The B.A (Hons) History and International relations programme reflects the belief that a proper understanding of history, apart from being indispensable to an educated individual, should embrace some perspectives from related disciplines in the humanities hence its combination with the field of International Relations. The programme also embraces other aspects of humanities, Social Sciences and the natural sciences. In tune with the philosophy of VUNA which is a faith-based institution, the department, in addition to emphasising the

history and teachings of the church emphasises and adopt the multidisciplinary approach to the study of development of human society over time.

To achieve this therefore, students are exposed to the major areas of human development and international relations as well as social teachings and history of the church in their first and second year of the programme. In their third and fourth year, students are carefully exposed to much more specialised areas of history and international relations to guide them in making their choices of specialisation. In their final (fourth) year, students are encouraged to undertake small scale research in form of a long essay (project work). In addition, a number of specialised courses are offered in order allow them have a feel of contemporary issues in international arena and historical issues.

Objectives

In addition to giving the students a thorough understanding of the history of Nigeria, Africa and contemporary issues in international relations, students will acquire the skills to critically and rigorously analyse local and global historical movements that have shaped and continue to shape the lives of ordinary people in Nigeria Africa and the world over.

In addition to the intellectual alertness that arise from the knowledge of history; students will also acquire the analytical faculty to and balanced judgement in readiness for research, administrative and managerial responsibilities.

Students are also expected to acquire the awareness on how the realities of our contemporary world necessitate comparative study of other major areas of Europe and Asia and the new insights into the main political, social and economic forces that have shaped specific historical events and also how these historical events and other factors have enhanced or impeded world historical development.

Modes of Admission and Admission Requirements

Candidates may be admitted into the undergraduate degree programme of the Department in any of the following three ways:

1. Through Unified Tertiary Matriculation Examination (UTME)
2. By Direct Entry
3. Through Inter-University Transfer

1. Unified Tertiary Matriculation Examination (UTME) Entry Mode

Candidates seeking admission through Unified Tertiary Matriculation Examination (UTME) into 100-level of any of the four-year programmes leading to the award of Bachelor of Arts (B.A.) degrees of the Department should possess a minimum of:

- (i) Five credit passes at the GCE/WAEC/NECO examinations, which must include English Language. Specifically, the requirements are as follows:

B. A. (History and International Relations): English Language, Geography, History or Government, and any other two subjects,

- (i) Grade 11 Teachers Certificate (TC11) with credit or merit passes in at least five subjects including English and Literature in English for English and literary Studies programme; and History or Government for History and International Relations programme.

(iii). National Teaching Certificate (NTC), National Business Certificate (NBC) with credit passes in five subjects relevant to the course and obtained at not more than two sittings. For NTC/NBC, a credit in any General Education subjects, trade related subjects and trade component subjects is equivalent to a credit in a subject.

In every case, the University requires that the candidate make an acceptable pass on the Unified Tertiary Matriculation Examinations (UTME) conducted by the Joint Admission and Matriculation Board (JAMB). In addition, the University further screens all candidates for admission into its degree programmes.

2. Direct Entry Mode

Candidates seeking Direct Entry admission to the 200-level of a degree programme should possess, in addition to the minimum of five credit passes at the GCE/WAEC/NECO examinations:

- ∅ Advanced Level GCE in Literature for English and Literary Studies programme ; and History or Government for History and international Relations programme,
- ∅ Interim Joint Matriculation Board (IJMB) Examination in relevant subjects
- ∅ Nigeria Certificate in Education (NCE) in relevant subjects excluding Education
- ∅ National Diploma (ND) Upper Credit in subject applied for or related field
- ∅ Higher National Diploma (HND) Lower Credit in related field
- ∅ First degree in a related area from a recognized university

specified as follows:

B. A. (History and International Relations): at least two 'A' level passes including History or Government,

Results at 'O' level and 'A' level must be attained at not more than two sittings.

Candidates with two equivalent subjects at the Nigeria Certificate of Education (NCE) or a National Diploma (ND) certificate from an approved university, college of technology, or polytechnic with the minimum grade of MERIT may be accepted if they have satisfied all University Matriculation requirements.

3. Inter-University Transfer

Candidates wishing to transfer from another university into any of the academic programmes of the Department must obtain and fill the Inter-University Transfer form from the University's Admissions Office. An application for admission to the University through inter-university transfer will be considered only if the Department is satisfied that the candidate has met the minimum academic requirements for admission to the programme he or she has chosen. All - inter-university transfer candidates will normally be admitted into 200 (or lower) level of the receiving programme.

General Studies Requirement

The degree requirements in every case include compulsory courses in General Studies (GES) as well as specified Theological (THG) courses. Students are required to take all GES and specified THG courses, which they must pass before they can graduate. Direct Entry students will also take and pass all GES and specified THG courses. However, some General Studies courses may be waived for students transferring from other universities in Nigeria if the General Studies courses they took in their previous universities are equivalent in content to the GES courses offered in Veritas University, Abuja.

Orientation for New Students

Besides the University-wide orientation for new students, the Department provides orientation for all new students on resumption. The exercise is intended to enable new students settle down and adjust to the Department.

Course Credit System

The University operates a course credit system in which subject areas are broken down into examinable units called Courses. Instructions in the Department shall be by units of courses and students shall be required to take an approved combination of courses as may be determined from time to time by the University Senate on the recommendations of the Departmental and College Boards of Studies.

Credit Unit

All courses offered in the College's degree programmes are assigned credits and students earn credits for course units passed. A credit unit refers to a specified number of hours of student-teacher contact for lectures/tutorials of one hour per week per semester of fifteen weeks. Hence, one credit unit is one hour of lecture or tutorial per week per semester of fifteen weeks, or an equivalent amount of study, such as seminars, laboratory, or fieldwork, or any combination of these.

Grade Point Average (GPA)

Grade Point Average (GPA) is a measure of the average performance of a student for a given semester expressed in grade points earned in all the course units taken by the student during the semester. The Grade Point Average (GPA) is derived from the raw scores obtained by

a student in all the course units taken. It is computed by first multiplying the numerical value assigned to the letter grade attained in each course unit (that is, the *value points*) by the number of credit units assigned to that course to obtain the *grade points*. Then, these grade points are summed across the number of courses taken to obtain the *total grade points* earned in that semester. Finally, the sum—the *total grade points* earned in that semester—is divided by the total credit units the student registered for in the semester to get the grade point average. An illustration of the computation of the GPA is given below.

An illustration of GPA Computation

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7
Courses Registered	Credit units	Raw Scores (%)	Letter Grade	Value Points	Grade Points	Remarks
HUM1111	2	75	A	5	10	Grade Points Average (GPA) is derived by dividing the total of Col. 6 by the total of Col. 2, i.e., $\text{GPA} = \frac{\text{Total of Grade Points (GP) earned}}{\text{Total Credit units registered (TC)}}$ $= \frac{94}{24}$ $= \underline{3.92}$
HIR 1211	2	67	B	4	8	
HIR1311	2	55	C	3	6	
GES 1011	2	46	D	2	4	
GES 1021	2	40	E	1	2	
GES 1031	2	64	B	4	8	
GES 1041	1	56	C	3	3	
FRE 1111	3	78	A	5	15	
HIR 1411	2	65	B	4	8	
HIR 1611	2	70	A	5	10	
HIR 1621	2	71	A	5	10	
LAW 1111	2	75	A	5	10	
TOTAL	24				94	

Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) is a measure of a student’s overall performance in his/her programme of study at the end of a particular semester or academic session. It is an up-to-date average or mean of the cumulative grade points (CGP) earned by a student at any point in his/her programme of study. The CGPA is derived by adding the *grade*

points earned by the student in each course taken to-date; then, this aggregate quantity (the cumulative grade points) is divided by the sum of the credit units of all the courses the student has taken to-date to obtain

CGPA = $\frac{\text{cumulative grade points}}{\text{cumulative credit units}}$.

Work Load

A student shall normally register for a minimum of thirty (30) and a maximum of forty-eight (48) credit units in any academic year, except in the case of direct entry and inter-university transfer students. This means that a student should take between 15 and 24 credits in any given semester and no student can earn more than forty-eight (48) credit units at the end of an academic year.

In the special case of direct entry and inter-university transfer students, who follow a three-year degree programme, this maximum may be exceeded by the number of credit units assigned to the General Studies courses, which they must take.

Examination and Grading

- a) Courses must be offered in progressive tiers. This means that 100 level courses must be offered and passed (as may be required) before a candidate is allowed to register for the next higher tier of courses.
- b) At least 75% attendance is required in all lectures/tutorials to qualify to sit for the semester examination in a course unit.
- c) Continuous Assessment (CA) shall account for a minimum of 40% of the final examination grade. A minimum of four (4) Continuous Assessments (CAs) consisting of tests and assignments must be administered per course unit per semester and the assessed script returned to the student in good time (advisably before the final examination of the course unit in question).

Course Listing

Courses for each academic programme are categorized as compulsory courses and electives. Compulsory courses are made up of designated core courses in the discipline, General Studies (GES) courses, research methods, and other required courses. Elective courses are closely related alternative course units from which the student chooses some in order to complete the required credit load for the semester.

Audited Courses

A student may register to audit a course unit outside his/her programme of study according to his/her interest, but subject to departmental approval. A student may write examinations in such audited courses, and the scores for such examinations reflected in his/her academic records, but he/she may not earn credits for them.

Conditions for Probation

If at the end of the session, a student's Cumulative Grade Point Average (CGPA) is less than 1.00, then he/she will be placed on probation for a specified period of one full session. A student who is on probation should re-register for all the failed courses before registering the current ones. Such a student should not exceed a credit load of 15 for that semester. If the student still has a GPA less than 1.00 at the end of the session, he/she is advised to withdraw from the programme. He/she may shop for admission in another programme.

Conditions for Withdrawal

If at the end of a probation period, a student's CGPA is still less than 1.00, the student will be asked to withdraw from his/her programme of study. A student who is so withdrawn need not leave the University; rather, he/she may transfer to another programme in any Department within and outside the College that may be willing to accept him or her.

Course Coding

All courses offered in the Department are coded by assigning them a three-lettered prefix followed by four-digit numbers. The three-letter prefixes represent the B. A. degree programmes or those academic disciplines that do not yet have degree programmes. The three-letter prefix GES is assigned to General Studies courses. The four-digit numbers are assigned to represent the level of study, a specialized area within the programme of study, the serialization of course units within the specialized area, and the semester in which the course is offered, in that order.

Programme Codes

For course units in the combined degree programme currently offered in the Department, the three-letter prefixes are assigned as follows:

HIR — B. A. (History and International Relations)

For course units taken from other academic disciplines that do not yet have degree programmes, three-letter prefixes are assigned as follows:

HUM — Humanities
LAW — Law

The Four-Digit Codes

The four-digit numbers are to be interpreted in the following manner. The first digit in the sequence represents the level of study. The digits representing the levels are assigned as follows:

1	-	100 level
2	-	200 level
3	-	300 level
4	-	400 level

The second digit in the sequence represents a special area of study (specialization) within the degree programme. The entries for the degree programmes in this handbook spell out the

specialized areas within each programme and the numbers assigned to them. However, the University has reserved the number '0' as the second digit exclusively for General Studies (GES) courses.

The third digit in the sequence represents the serial number the Department assigns to a particular course unit among the course units offered within that specialization, while the last - digit refers to the semester in which the course unit is offered. The digits that act as semester codes are assigned as follows:

1	—	First semester
2	—	Second semester

Course Registration

At the beginning of every session, all students are required to follow procedures prescribed by the Examination and Records Unit of the Registry and register on-line. A student is not fully registered for an academic session unless and until these on-line procedures have been completed within a prescribed period. At the beginning of every semester, all students are required to require for the approved appropriate level of courses.

Any student who fails to register within two months of the beginning of the semester shall not be allowed to register for that semester any more. For the candidate admitted to 100 level of study, or through Direct Entry, his/her admission shall be considered to have lapsed. Any returning student who fails to register within two months of the beginning of the new session shall be deemed to have voluntarily withdrawn from the University. In addition, such a student shall be re-admitted in a subsequent session only with the approval of Senate.

Late Course Registration

Any student who fails to register within the stipulated period for course registration shall be liable to late registration. Late registration commences directly after the expiration of the duration for normal registration. Late registration shall attract a specified fine as may be determined by the University.

Any change or alteration in the student's course registration form after it has been duly endorsed by the designated authority shall not be admitted without the consent of the Head of Department. Such a change, either by way of addition, reduction or substitution, must be effected on specially prescribed forms and within the first four (4) weeks of the semester.

Students who attend lectures in courses that they have not registered for shall do so only with the express permission of the course unit lecturer(s). However, such students shall not earn any credit units from participation in such courses.

Matriculation and Induction Ceremony

Every new student must be matriculated before he/she is recognized as having entered the academic community of the Department. At the ceremony, students are expected to take the matriculation oath. Matriculation usually marks the end of students' registration. Students are

usually issued with matriculation numbers, with which they will obtain Identity Cards from the Students Affairs Division.

Course Advisers

For each level of study, the Head of Department appoints from among the full-time members of the academic staff of the department a course adviser. The course adviser shall advise the students on university regulations as they relate to their studentship as well as ensure that the - students select courses in accordance with the regulations governing the award of the degree for which they have enrolled. He/she has the primary responsibility of ensuring that the student he/she advises duly registers for the course units and credit units required of his/her level of study and academic standing.

Pre-requisite Courses

Courses may have pre-requisites, which are specified courses that a student must take and pass before registering for the next relevant higher-level courses or continuation of the same course in a subsequent semester. However, a student who fails to pass a pre-requisite course may be allowed to register concurrently for next relevant higher-level courses or continuation of the same course, provided such a student seeks in writing and receives approval from the Department.

ACADEMIC PROGRAMME: HISTORY AND INTERNATIONAL RELATIONS

List of Academic Staff

Apya, Nongonan Hyacinth B.A (BSU), M.A.(BSU), PhD (BSU), Ag Head of Department
International and Diplomatic History

Dokun, Oyesola M.A.(Bradford), PhD (Bradford) Associate Professor
International Relations

Akpan, Dominic B.A (Calabar), M.A.(Calabar), PhD (Port Harcourt) Senior Lecturer
International Economic Relations & Diplomacy

Mbakwe, U. Paul PGD (ABSU), M.Sc.(ABSU), PhD (Unical) Lecturer 1
International Relations Studies

Ecoma, S. Chinyere B.A Ed Edu/Arts(Calabar), M.A (Calabar), PhD (Calabar) Lecturer 1
African History

Ugbegili, I Sylvester B.A (BSU), M.A (BSU), PhD (BSU) Lecturer1
Social History

Ayemga Tor B.A Hist./Pol. Sc.(ABU), M.A. (BSU) Assistant Lecturer
Diplomatic History

1.0 TITLE OF DEGREE: B.A. History and International Relations

1.1 Introduction to the Programme

The Department of Arts and Theological Studies, History and International Relations Section, offers a B.A. Degree in History and International Relations. The mission and vision of the Programme are derived from the changing demands of the society it is designed to serve. In the first two years, students are introduced to the histories of major areas of the world, the basic techniques of the historical craft and major concepts in International Relations. In the last two years, students concentrate on specific areas, selected themes, major strands in International Relations and research project in the hope of acquiring substantial competence in research skills and the powers of expression, interpretation and judgement.

1.2 Philosophy

The Programme provides both theoretical and practical knowledge in the areas of History and International Relations to enhance the graduate's competitiveness in not just the labour market, but also in other spheres of life where the skills of the historian and the diplomat are required. In order to deepen students' understanding of international events and their impact on the system, the Programme adopts comparative, analytical and holistic approaches. In addition, the Programme strives to develop many of the abilities and benefits traditionally associated with historical study, such as critical, analytical faculties and balanced judgement. Furthermore, the Programme reflects the belief that a proper understanding of History and International Relations is indispensable to all educated persons in a world that is fast changing and contracting as a result of technological revolution in communications and transportation. This is because it enhances perspectives on social, economic and political events and issues as well as on related disciplines in Humanities and Social Sciences. On this account, the Programme also includes courses on Modern Languages, Political Thought and the History of Science and Technology. In essence, the overall University undergraduate requirements and the Academic Programme of History and International Relations situated in the Department of Arts and Theological Studies provide for the study of the development of human society in its total form.

Objectives

- i) To enable students acquire a firm grasp of the content and methodology of Nigerian and African History in the context of World History.
- ii) To give students a broad knowledge of relations between state and non-state actors in the international system particularly since the early modern period.
- iii) To deepen students' understanding of international events and their impact on the society.
- iv) To develop many of the abilities and benefits traditionally associated with historical study, such as critical, analytical faculties and balanced judgement.

- v) To seek solutions to the question concerning human existence and conditions;
- vi) To train professionals in the discipline who may continue in the search for answers to questions in the areas of History and International Relations, with a view to equipping them to cope with the demands of the 21st century global community.
- vii) To impart knowledge that can enable the graduates find employment in the increasingly challenging and complex labour market and to live a good life.
- viii) To produce more versatile graduates who are equipped with the knowledge of a historian and the skill of a diplomat.

Graduation Requirements

In addition to the general requirements of Veritas University, a student offering the Four-Year degree programme must successfully complete a minimum of 174 course credit units, 130 of which must be courses offered in the Programme of History and International Relations, to qualify for, and obtain a B.A. (Honours) History and International Relations degree. The remaining 44 course credit units are distributed as follows:

i)	General Studies	21
ii)	Compulsory Courses in French	12
ii)	Electives	11

1.8 AREAS OF SPECIALIZATION

1. Historiography and Historical Methods

HIR 1111	Introduction to History
HIR 1121	Major World Civilizations
HIR 1132	Introduction to Economic History
HIR 3141	History of Political Thought (elective)
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HIR 3151	Comparative Political Systems (elective)
HIR 3152	Research Methods
HIR 3162	Issues in African Historiography
HIR 4172	Philosophy of History
HIR 4181	Seminar on African History
HIR 4191	History and Philosophy of Science and Technology
HIR 4112	Research Project (Long Essay)

2. Africa

HIR 1212	Africa to 1800
HIR 1222	African Diaspora Studies
HIR 2211	Nigeria to 1900
HIR 2222	Nigeria since 1900
HIR 2232	Southern Africa since 1800
HIR 2241	North Africa since 1800 (elective)
HIR 2251	East and Central Africa since 1800 (elective)
HIR 3262	West Africa since 1800
HIR 4271	Economic History of West Africa
HIR 4281	Pan-Africanism
HIR 4291	Nationalism and Nation-Building in Africa

3. Europe, the Americas, Asia and the Middle East

HIR 2312	Europe to the Age of Revolution
HIR 2321	Themes in Latin American and Caribbean History
HIR 3332	Europe since 1789
HIR 3342	Themes in US and Canadian History
HIR 3352	Themes in Asian History
HIR 3362	Middle East since 1917

4. International Relations

HIR 1411	Introduction to International Relations
HIR 2421	Theory and Practice of Diplomacy
HIR 2431	International Law and Diplomatic Practices
HIR 2442	International Economic Relations

HIR 2452	Law and Diplomatic Practices in Pre-colonial Africa
HIR 3462	International Relations of African States
HIR 3471	Defence and Strategic Studies
HIR 3481	International Politics
HIR 3411	Regional Cooperation and Integration in Developing Economies (elective)
HIR 3421	History of the Commonwealth (elective)
HIR 4432	Foreign Policy Analysis
HIR 4441	Non-State Actors in World Politics
HIR 4451	International Conflict and Conflict Resolution
HIR 4462	War and Peace in Human History
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HIR 4472	Seminar on History and International Relations
HIR 4482	International Organizations (elective)
HIR 4492	International Financial Institutions (elective)

1. General Studies /Required Courses

GES 1011	English and Communication Skills 1
GES 1012	English and Communication Skills 11
GES 1021	Science, Technology and Society
GES 1031	Nigerian Peoples and Culture
GES 1041	Community Service
GES 1022	Philosophy and Logic
GES 1032	Political Economy
GES 1052	Computer Appreciation
GES 2011	Application to Computer
GES 2021	Entrepreneurial Studies 1
GES 2012	Entrepreneurial Studies 11
FRE 1111	French Grammar 1
FRE 1122	French Grammar 11
FRE 2111	French Oral Communication Skills
FRE 2112	French Written Communication Skills
HUM 1111	Introduction to Humanities
LAW 1111	Nigerian Legal System 1
LAW 1122	Nigerian Legal System 11
THG 2711	Introduction to Ancient Church History
THG 2722	Introduction to Medieval and Contemporary Church History
THG 3341	Social Teaching of the Church
THG 3532	Spiritual Theology

1.9 COURSE CONTENT

100 Level Courses

First Semester

Course Code	Course Title	Credit Units
GES 1011	English and Communication Skills 1	2
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GES 1021	Science, Technology and Society	2
GES 1031	Nigerian Peoples and Culture	2
GES 1041	Community Service	1
FRE 1111	French Grammar 1	3
LAW1111	Nigerian Legal System	2
HUM 1111	Introduction to Humanities	2
HIR 1111	Introduction to History	3
HIR 1121	Major World civilizations	3
HIR 1411	Introduction to International Relations	3
Total Credits		23

Second Semester

GES 1012	English and Communication Skills 11	2
GES 1022	Logic and Philosophy	2
GES 1032	Political Economy	2
GES 1052	Computer Appreciation	2
LAW 1122	Nigerian Legal System 11	2
FRE 1222	French Grammar 11	3
HIR 1132	Introduction to Economic History	3
HIR 1212	Africa to 1800	3
HIR 1222	African Diaspora Studies	3
Total Credits		20

200 Level Courses

First Semester

Course Code	Course Title	Credit Units
GES 2011	Application to the Computer	2
GES 2021	Entrepreneurship Studies 1	2
FRE 2211	French Oral Communication Skills	3

THG 2711	Introduction to Ancient Church History	2
HIR 2231	Nigeria to 1900	3
HIR 2321	Themes in Latin American and Caribbean History	3
HIR 2431	Theory and Practice of Diplomacy	3
HIR 2431	International Law and Diplomatic Practices	3
Electives	(Choose one)	
HIR 2241	North Africa since 1800	3
HIR 2251	East and Central Africa since 1800	3
Total Credits		24

Second Semester

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Course Code	Course Title	Credit Units
GES 2022	Entrepreneurship Studies 11	2
FRE 2212	French Written Communication Skills	3
THG 2722	Introduction to Medieval and Contemporary Church History	2
HIR 2222	Nigeria since 1900	3
HIR 2232	Southern Africa since 1800	3
HIR 2312	Europe to the Age of Revolution	3
HIR 2442	International Economic Relations	3
HIR 2452	Law and Diplomatic Practices in Pre-colonial Africa	3
Total Credits		22

300 Level Courses

First Semester

Course Code	Course Title	Credit Units
THG 3341	Social Teaching of Church	2
HIR 3471	Defense and Strategic Studies	3
HIR 3491	International Politics	3
HIR 3411	Regional Cooperation and Integration in Developing Economies	3
HIR 3421	History of the Commonwealth	3
HIR 3141	History of Political Thought	3
Electives	(Choose one)	
HIR 3151	Comparative Political Systems	3
HIR 3332	Europe since 1789	3
ELS 3341	Sociolinguistics	3
Total Credits		20

Second Semester

Course Code	Course Title	Credit Units
THG 3532	Spiritual Theology	2

10. COURSE DESCRIPTION

HIR 1111: Introduction to History (3 Credit Units)

This course is the study of historiography. It emphasizes the nature of history and the intellectual processes by which history is written. It focuses on the results of these processes, sources and development of history as well as representative historians.

HIR 1132: Introduction to Economic History (3 Credit Units)

This course is designed to introduce students to economic history as distinct from other genres of history (political, social and intellectual). It covers the following topics: the centrality of economic history in historical studies, the subject matter of economic history – the environment, material production, trade and exchange, technology and industrialization, economic institutions, the systems of economic relations and how these have impacted on the evolution of societies including their political and socio-cultural activities. Students are also exposed to Marxist approach to economic history and to the tools and skills employed in the study and writing of economic history.

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HIR 1421: Introduction to International Relations (3 Credit Units)

This course seeks to acquaint students with the nature of the discipline of International Relations, to introduce them to some international ideas, concepts and explanations and to train them in some basic skills in international relations and politics, foreign policy, international monetary economics and trade, elements and international integration or independence. Major concepts and policies like alliances, balance of power, balance of terror, universal and regional security systems will be considered along with instruments of international politics like diplomacy, foreign aid, bargaining and negotiation, sanctions and international technical assistance.

HIR 1212: African History to 1800 (3 Credit Units)

This course examines the old empires and kingdoms that existed during this period in the Western Sudan, West Africa, North Africa, East Africa and Southern Africa. It will examine the significance of trans-Saharan and post-Saharan contact and impact on the people.

HIR 1121: Major World Civilizations (3 Credit Units)

This is a general survey of some of the major contributions to historical developments e.g. the Egyptians, the Arabs, the Greeks, the Romans, the Chinese and the Europeans.

HIR 1212: African Diaspora Studies (3 Credit Units)

This is a study of the black communities found outside Africa in other areas of the world, the factors of their dispersal and their role in contemporary world affairs.

FRE 1111: French Grammar I (3 Credit Units)

This course introduces the students to a systematic study of French Grammar at a basic level. While not ignoring the purely theoretical formulations, emphasis will be placed on practical application of the basic rules.

FRE 1122: French Grammar II (3 Credit Units)

This course is a continuation of the study of Fundamental French Grammar I, which is a prerequisite for Fundamental French Grammar II. The student is now introduced gradually into the more analytical and theoretical aspects of French Grammar.

HIR 2221: Nigeria to 1900 (3 Credit Units)

The course examines some major developments including internal and external factors which brought the Nigerian communities into a nation-state.

HIR 2462: Law and Diplomatic Practice in Pre-Colonial Africa (3 Credit Units)

This course examines in detail the types of inter-state laws prevalent in pre-colonial Africa; how they were used for the purposes of inter-state relations. It is also concerned with a thorough investigation of how the aims and purposes of diplomacy were achieved in Africa in the period under review. Emphasis is placed on the origins and sources of international law in pre-colonial Africa. Nature and uses of contractual obligations and inter-state agreements, general principles - of pre-colonial African law, the use of force, settlement of disputes, pre-colonial diplomatic methods and procedures like bargaining and negotiation.

HIR 2211: Southern Africa since 1800 (3 Credit Units)

In this course, the internal developments in Southern Africa and the external factor of the Europeans as adventurers/explorers, settlers, miners and rulers are considered.

HIR 2221: North Africa since 1800 (3 Credit Units)

This study examines Egypt and the beginnings of civilization as well as its occupation by foreign powers including Libya, the Greeks and the Roman. Attention is given to the spread of Islam in the North African States and emphasis is however placed on developments in the 19th and 20th centuries, particularly on how Islam, European colonization, nationalism and post-independence movements have transformed the Northern African States of Egypt, Sudan, Libya, Tunisia, Algeria and Morocco. Some attempts are made to assess the inter-relationship of these various countries with each other as well as the international political community.

HIR 2231: East and Central Africa since 1800 (3 Credit Units)

This course surveys the historical developments in East and central Africa on the advent of the first Europeans in the area and traces the European involvement and interference in African domestic affairs with the arrival of the British, French, Dutch, Arabs. The effect of European presence on the traditional course and direction of trade is given considerable attention. In depth focus is on the campaigns against the abolition of slave trade, the era of formal European administration, nationalism, decolonization and independence, etc.

HIR 2312: Europe to the Age of Revolution (1789) (3 Credit Units)

This course is a survey of European history highlighting fundamental developments such as the early economic and social institutions, feudalism, the Renaissance, Reformation in the Christian Church, the Age of Discoveries, Mercantilism, the New Scientific views of the world and the Age of Enlightenment, The American and French Revolution are considered.

HIR 2431: Theory and Practice of Diplomacy (3 Credit Units)

This course is designed to introduce students to the art and science of diplomacy and to the course of its development until the era of modern diplomacy expressed in multilateral institutions like the UN and Shuttle missions abroad. Emphasis is placed on the Concept of diplomacy, The Art and Machines of Diplomacy, Instruments and Apparati of Diplomacy, The Evolution of Diplomatic Methods, Diplomatic Protocols, Diplomacy in Antiquity, Diplomacy in the Middle Ages, Contemporary Diplomacy, the Duties of Envoys, Types of Envoys and the Types and Functions of Embassies and Diplomatic Missions.

HIR 2242: Africa and European Imperialism (3 Credit Units)

The course considers the internal and external factors and developments which created the setting both in Europe and Africa for European Imperialism are examined. The course also considers the impact of European imperialism on Africa and the world.

HIR 3332: Europe since 1789 (3 Credit Units)

The course examines the impact of the French Revolution on Europe and the subsequent developments leading to the First World War, the inter-war years and the Second World War.

HIR 2321: Themes in Latin American and the Caribbean History (3 Credit Units)

This course centres on aspects of the political, social and economic history of the Latin American and Caribbean regions from the 15th century to the present, with special emphasis on the 19th and 20th centuries. In examining the interrelationships between the various peoples who came to inhabit the countries of the region, the course will cover such topics as; Society and Culture in the pre-Columbian era; Spanish Conquest and Colonization; Inter-European rivalry; the Econmienda System Plantation Society and Slavery; the Haitian Revolution; Independence Movements; the Decline of Europe and the Rise of the USA in the Americas; Nation-building Processes, Regional Integration; and Modern Political Parties and Military Regimes.

HIR 3352: Themes in Asian History (3 Credit Units)

This course, essentially, is a survey of Asian History; it also focuses on the study of Chinese, Japanese, Korean and Indian modernization processes. Emphasis is placed on factors that acted as catalysts as well as constraints in the modernization process. A comparative study of social, economic, cultural and political developments in these countries provide the students an opportunity to find out resemblances as well as contradictions of similar developments in African countries are considered.

HIR 2441: International Economic Relations (3 Credits Units)

This is an introductory course which discusses the following issues: the link between economies and politics in international relations; international monetary arrangements theories of

international trade relations; the politics of international trade; foreign aid; and the politics of the New international Economic Order.

**FRE 2111: French Oral Communication Skills
(3 Credit Units)**

The course seeks to develop further the spoken skills already acquired by the students in their secondary schools career. The conversational skill and the written components of the language will be emphasized. The students will be exposed to laboratory speech work to improve their oral communication skills in French.

FRE 2112: French Written Communication Skills (3 Credit Units)

The course seeks to develop further the written skills already acquired by the students in their secondary schools career. The written components of the language will be emphasized. The students will be encouraged to do extensive reading in all the genres so as to help them in - vocabulary building and to acquire greater grasp of the registers of the language for written communication in French.

HIR 2222: Nigeria since 1900 (3 Credit Units)

This course focuses on the increasing role of the Europeans in the internal developments of Nigeria, the fall of the indigenous state systems, colonialism, decolonization, independence and the post-independence crises, civil war and attempts at democracy.

HIR 3151: Comparative Political Systems (3 Credit Units)

This is a comparative analysis of political systems in the international system. Emphasis is placed on the parliamentary system of government, the presidential system, the monarchy, military regimes and theocracy. The democracy project in Africa is examined critically as well.

HIR 3141: History of Political Thought (3 Credit Units)

This course traces the development of political thought from Aristotle to the present. It is structured over two semesters as follows: (1) Classical and Medieval European Thinkers; (2) Modern European Political Thought from Machiavelli to Marx; (3) Socialist Thought since Marx; and (4) Third World Political Thought. Readings will include interpretative materials as well as the original writings of some of the acknowledged scholars in the field.

HIR 3242: West Africa since 1800

The course is an in depth study of the West African region through an analysis of the major social, economic, cultural and political developments that occurred in the region since the beginning of the 19th century. Focus is on the state of West African societies at the close of the 18th century; the development of indigenous states and societies; Islamic religious movements, economic activities, changing nature of West Africa's involvement with Europe; West African responses to European expansionist activities; European rule and its impact on West African peoples and societies; African nationalist activities; and the problems of nation building in post colonial West Africa.

HIR 3362: Middle East since 1917 (3 credit units)

This course provides an outline history of the Middle East since 1917 followed by a detailed treatment of the following topics: the Balfour declaration; the collapse of the Ottoman empire; the founding of the State of Israel; the Middle East Wars; modernization of the Middle East; oil and oil politics; the Iranian revolution; the Gulf Wars; and the Middle East peace process.

HIR 3482: Foreign Policy Analysis (3 Credit Units)

This course examines the concept of National Interest, Determinants of Foreign Policy, The Processes of Foreign Policy Analysis and the Advantages of Foreign Policy Analysis.

HIR 3471: Defence and Strategic Studies (3 Credit Units)

This course introduces students to some of the arguments over the historical origins of strategy, utility value of strategy, analysis of the economic, psychological and military dimensions of strategy. Students are also exposed to some of the major economic, political, environmental and military theories of strategy as propounded by such early thinkers in the field as Sun-Tsu, Mao - Tse Tung, Carl von Clausewitz, Otto Von Bismark, Von Molke, and Hitler, Karl Marx, Machiavelli, Shaka Zulu, etcetera. The course also examines issues in modern strategic thoughts with regard to the following modern strategic thinkers: Alfred Mahan, Thomas Schelling, Robert McNamara, Hans Morgenthau, Henry Kissinger, Arnold Wolfers, etcetera. Students are exposed to modern concepts and theories in the Defence and Strategic Studies like Operational Research, Games Theory, Theories of Conflict and Conflict Resolution, Theories of War and Peace, Concept of Counter-value and Counterforce and Deterrence, Strategic Planning, Defence Policies, and the Role of Science and Technology on Strategic Thinking and Planning. Some attempt is made to apply the various theories to some selected case studies on a world-wide basis.

HIR 3152: Research Methods (3 Credit Units)

This course deals with an examination of available sources of information to the historian and the methods of collection, analysis, interpretation and evaluation of historical data. It also discusses the practical use of the library, the archives and oral tradition for historical research and the practical prerequisites of writing like references, footnotes and general acknowledgement.

HIR 3272: International Relations of African States (3 Credit Units)

This course considers political and economic development within the African countries on the one hand, and between the African States and the outside world on the other hand. It examines the processes slavery, colonization, independence movements, neo-colonialism and the effects of the African States in regional and continental organisations to solve the problems of poverty and political instability. Other themes covered are: African states and the Cold War, Anglo-African relations, Franco-African relations, Sino-African relations, relations with the US, positions on recent international issues such as the Gulf Wars, Kovoso, International Criminal Court, and other relevant contemporary international politics.

HIR 3411: Regional Cooperation and Integration in Developing Economies (3 Credit Units)

The course examines critically the various theories of regional economic integration, the necessity of economic integration in among developing economies or the so called 'Third World'. The types and history of integrative endeavours in historical perspectives; the problems and, or failure of such efforts and the prospects for economic integration especially regional organizations in Africa in the light of the new world economic order.

HIR 3182: Issues in Africa Historiography (3 Credit Units)

The course focuses on historiography, meaning of history to the African, the written and non-written sources available for historical writing, works of Muslim writers, oral tradition, archaeology, linguistics as well as anthropology. It also considers inter-disciplinary approach to the study of African history and the social sciences as well as contemporary African history and politics.

HIR 3491: International Politics (3 Credit Units)

The course covers various approaches to the study of international politics as well as a survey of the concepts required for an elementary analysis of international politics: statehood, sovereignty, nation and nationalism, self –determination, national interest, balance of power, ideology etc. The course also examines the place of arms in the international system and discusses the issues of militarism and militarization and their effects on the economy of nations and the world, including arms control, nuclear proliferation, deterrence and disarmament.

HIR 3421: History of the Commonwealth of Nations (3 Credit Units)

This is the study of the stages of evolution of the Commonwealth; the Dominion Status, the Imperial Conference of 1929, the Statute of West Minister of 1931, Political Independence within the Commonwealth, the New Commonwealth and its role in World Affairs.

HIR 44412: International Conflict and Conflict Resolution (3 Credit Units)

This course provides students with a substantial grounding in the theory and history of international conflict and of intra and inter-state disputes in the contemporary international system. It explores the multidisciplinary theoretical roots of international conflict, drawing on contributions from subjects such as international relations, politics, economics, sociology and history. This course also enables students examine and analyze the various issues and dynamics that shape and influence conflict in the modern world as well as explore the practical tools available to manage and resolve conflict.

HIR 4261: Economic History of West Africa (3 Credit Units)

This course is a study of the economic organisation of various West African peoples with particular reference to Nigeria in the 19th and 20th centuries. The topics discussed include indigenous source of credit and capital accumulation such as commercial credit, advance against growing crops, the system of pledging land and leasing palm trees, the Etibe clubs, bank credit and the cooperative credit societies on the one hand, and the role of agriculture, mining and petroleum products on the political economy of Nigeria on the other hand.

HIR 4151: Seminar on African History (1 Credit Unit)

This is a documentary study of historical topic selected from a range of topics on African history to cover but not limited to the following topics: Atlantic Slave Trade; Problems and Prospects of Integration in Africa; the Evolution of the Nigerian State;

HIR 4462: Seminar in History and International Relations (1 Credit Unit)

The final year seminar programme concerns the presentation of seminar papers by students on approved and well researched topics in the presence of students and staff of the department/programme. Themes to be covered but not limited to these include: Cold War and its Aftermath; Third World Defence Policies and Security Doctrines

HIR 4112: Research Project (Long Essay) 6 Credits

This is an original project based on research. The students are required to write the essay under the supervision of experts in the field.

HIR 4281: Nationalism and Nation Building in Africa (3 Credit Units)

The course identifies the main issues in the history of nationalist movements that won independence for African states as well as identifies the efforts of Africa's political elites to contain the threats of race, ethnicity, and religion to the unity and stability of several African states. Issues such as unity government, federalism, one-party rule, military rule as well as power-sharing will be highlighted.

HIR 4441: Non-State Actors in World Politics (3 Credit Units)

This course is a study of the influence of non-state actors – international organization that were not established by the concert of nation-states – in contemporary politics. Themes covered include: Marxist and functionalist perspectives on MNCs and NGOs; MNCs and NGOs; and the recent trends towards globalization; Muslim organizations and the responses of Islamic states to US foreign policy in the Middle East.

HIR 4271: Pan-Africanism (3 Credit Units)

This course deals with the efforts made since the late 19th century to bring about African unity. Topics covered include: diaspora origins of pan-Africanism; the pan-African congresses; debates about African unity (1960-1963); the formation of OAU; the charter and activities of the OAU and its transformation to AU.

HIR 4172: Philosophy of History (3 Credit Units)

The course examines various philosophies and theories concerning the nature, purpose and meaning of history. Critical analysis is made of the idealist, metaphysical, positivist and materialist schools of history with emphasis on the writings of Vico, Kant, Hegel, Ibn Khaldun, Croce, Marx, Lenin, Toynbee, Carr, Collingwood, Acton, Beard, Ajayi, Uya, Allagoa and their main followers. The course also attempts a critique of the classical theories of history; special emphasis on historical explanation, prediction, inevitability, determinism, relativism, fatality and causality.

HIR 4191: History and Philosophy of Science and Technology (3 Credit Units)

This is a survey course which highlights the developments that have taken place in science and technology from the very beginning to the 20th century.

HIR 4452: War and Peace in Human History (3 Credit Units)

The course considers the major World Wars (First and Second) the crises in Vietnam, the Middle East, Anglo and Southern Africa, the emergence of world super powers, the cold war as well as the Gulf Wars, the crises in Afghanistan and the general threat to peace in the world. It examines the efforts to resolve world crises through international organisations such as the League of Nations, the United Nations Organisation and its agents and the competing world bloc of NATO and the Warsaw Pact. The development of weapons of mass destruction (WMD) by the super powers and contending powers against the background of poverty in the Third World countries are considered.

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HIR 4472 International Organizations

The course deals with global organizations especially those under the UN such as ILO, WHO, FAO, UNESCO, ICJ, etc. The course offers a historical focus on the UN from its formation, charter, structure and on-going campaign for changes in its power structure. In treating UN and its organizations, questions relating to sources of funds, influence of big contributors vis-a vis minor ones, recruitment of staff, budgeting, and relations with governments of member countries should form the focus.

HIR 4482 International Financial Institutions

This course traces the development of the international monetary and exchange system to 1945. It examines the reason why the IMF and the World Bank were established and reviews their activities since World War II. Special focus should be given to the role of these institutions in the development or underdevelopment of the Third World. The course also highlights the role and activities of such global financial institutions like WTO, GATT, GATS, etc

General Studies/ Required Courses**GES 1011: English and Communication Skills I (2 credit units)**

The course is designed to impart the communication skills in the medium of English. Emphasis is on introducing students to English for Academic purposes and specifically focuses on: Study skills and Study plans; Listening and Note taking; Speaking (sounds of English, stress, intonation and rhythm); Reading Skills and strategies such as skimming and scanning, SQ3R, KWL, CATAPULT, THIEVES, etc); Book review and Library skills. The concentration of this course is equipping students to develop appropriate listening, reading and study skills using the library as a major store house of acquiring knowledge. Thus, the following are emphasised: listening comprehension, determining main idea, note taking; reading comprehension – reading skills, determining main idea from reading, skimming and

scanning; and use of library, including cataloguing systems, locating books and journals, lending/borrowing, reference materials, indexing as well as book review.

GES 1012: English and Communication Skills II (2 credit units)

This is a continuation of GES1011 (English and Communication Skills 1) that introduced students to the rudiments of English for academic purposes. The focus of this course is academic writing and information literacy skills. Broadly, the course covers the use of English for academic discourse, use of library skills with particular reference to information literacy skills for academic success. The use of English component seeks to equip students with the linguistic conventions and skills suitable for academic writing such as fundamentals of English language grammar related to the sentence; writing – planning, assembling and organizing outlines, unity, coherence, context, originality, mechanical accuracy, paragraph development, forms of writing including but not limited to narration, description, argumentation, exposition, summary, correspondences, speech writing, etc. The use of library segment seeks to expose students to skills and strategies for locating, retrieving, organising, synthesizing, and publishing information within the ICT domain. Such exposure is to provide students with appropriate skills for constructive, creative and critical academic tasks in order to train independent learners who - should take responsibility for their own learning. The information literacy component also focuses on various citation and documentation processes for academic writing.

GES 1021: Science, Technology, and Society (2 credit units)

The course covers the following concepts and themes: scientific evolution of man: the history of science; classification; scientific methods. Science and the environment; terrestrial and cosmic life; ecology and types of habitat; climate and vegetation; energy resources: fossil fuels, nuclear energy, and renewable energy resources; the Nigerian energy reserves; characteristics of living things; cell and tissue biology; biochemistry and cellular metabolism; taxonomy of living things; heredity and evolution; technology and technological evolution; engineering technology and socio-economic development of Nigeria; the effect of adequate and stable electric power supply and satellite communication technology on the technological development of Nigeria; political and other constraints. The interaction between science and technology, the social implications of advances in science and technology: automated industrial plants; satellite technology; space technology; genetic engineering technology; weapons of mass destruction [WMD]; and environmental pollution are also covered.

GES 1031: Nigerian Peoples and Culture (2 credit units)

A study of Nigerian history and culture from the pre-colonial times, including the Nigerian's perception of his world. The concept of Culture; pre-colonial cultures and languages of Nigeria; principles of kinship, descent, and marriage in Nigerian cultures as well as the evolution of Nigeria as a political entity, Nigerian political institutions are all explored. Nigerian economy and economic institutions; economic self-reliance; education and development in Nigeria; religion in the Nigerian culture; norms and values; principles of good and bad, right and wrong, moral implications of our choices, judgments, and actions; morality versus expediency; the role of conscience; moral obligations of choices are issued covered in this course.

GES 1041: Community Service I (1 credit unit)

Civil works beneficial to the University community and its environs, including but not limited to farming, road building and maintenance, landscaping, planting of flowers and hedges, grass-cutting and general cleaning of the campus and its environs, concreting and laying of seating and footpath slabs.

HUM 1111 – Introduction to Humanities (2 Credit Units)

This course is exploratory and introduces students to the foundations of humanistic education. It establishes the humanities as both an intellectual and social construct and exposes students to the major developments, trends and contributions of humanistic education from Aristotle, Plato, Neo-platonism, and classicism through the 19th Century moral movement and renaissance learning to the secular version of Christian ethics directed to the 'human' and social goals. The course also examines the writings and speeches of intellectual leaders as well as the manifestation of the ideals of these intellectuals in politics, art, and events as well as the connections and tensions between humanistic education vis-à-vis science and technology education leading to a better appreciation and utilization of humanities in a digitized world.

THG 2711: Introduction to Ancient Church History (2 Credit Units)

Ancient Church history comprises the patristic period often taken to be the period from the closing of the NT writings circa 100 to the Council of Chalcedon in 451. The course is designed to highlight the importance of this period to theological scholarship, doctrinal development and ecumenical studies.

THG 2722: Introduction to Medieval and Contemporary Church History (2 Credit Units)

Medieval Church history covers the Middle age period which gave birth to scholasticism and humanism. These two movements are important to any attempt to understand the development of history of theology in this period and the religious and intellectual factors that led to the Reformation. This is a period between the Dark Ages and the 16th Century. However the Reformation and Counter Reformation period is purposely included in order to bring the period to its logical conclusion to the contemporary era and to the Second Vatican Council.

THG 3341: Social Teaching of the Church (2 Credits)

Since theology does not restrict itself to spiritual matters alone but concerns itself with the entire human well being, the course therefore with reference to the social teachings of the Church, examines the efforts of the Church as also pastor of the material well being of human persons, with special emphasis on human dignity and rights.

THG 3532: Spiritual Theology (2Credit Units)

The course aims to lead the students into the nature of the spiritual life in a way that gives meaning and purpose to the spiritual exercises they perform. It studies the nature of theology as a systematic reflection on the meaning and content of Christian revelation and faith; various theological disciplines and their interconnectedness; meaning of spirituality; different aspects of spirituality – Biblical, Liturgical, Pastoral and African; rise and development of monasticism

and modern Spirituality; overview of the history of Christian Spirituality; Christian virtues and universal application of charity, chastity, poverty and obedience, spiritual retreats.

GENERAL EXAMINATION REGULATIONS

A. Requirements for taking examination

In order to be admitted to a University examination, the student **MUST**:

- have duly registered for the course
- follow the approved course of study for a prescribed period
- have paid all prescribed fees by Senate as and when required
- satisfy 75% attendance at lectures
- comply with any additional requirements approved by Senate from time to time.

B. Organization of Examination

- Each Department shall be responsible for the organization and conduct of examinations for all courses taught in the Department.
- Each Department shall appoint an examination officer who shall be responsible for preparing timetable, arranging for invigilation, and other requirements necessary for conducting all examinations in the Department. The responsibility for supervision of -
- examinations shall rest with the Head of Department as the Chief Examiner for the Department.
- The Sub-Dean of the College shall be the College Examination Officer. The College Examinations Committee shall consist of each departmental examination officer with the sub-Dean as Chair. The Committee shall be responsible for the coordination of timetables, physical arrangement of examination venues, invigilation and discipline in all examinations in the College.

Scheduling of Examinations

Course examinations shall be scheduled at the end of the semester in which the teaching of the course is completed and on dates approved by Senate. If the University, for unavoidable reasons, is obliged to postpone an examination, the Registrar, in consultation with Deans of affected Colleges and the Director of Academic Planning shall re-schedule such examinations.

Duration of Examinations

- The duration of written examinations shall normally be between two-three hours depending on the Credit units of the course.
- The duration for practical examinations shall be a minimum of three hours.

Examination Timetable

The Director of Academic Planning shall compile and publish a draft timetable for all University examinations at least four weeks before the commencement of each examination and a final timetable not later than two weeks before the commencement of the examinations.

Setting and Administration of Examination Questions

- Each Lecturer teaching a course shall submit questions to the Head of Department at least two weeks to the examination date.
- The Chief Examiner will in turn arrange for the moderation of the questions.
- The Head of Department shall ensure that all results of the courses examined are collated by all the examiners of the courses and submitted along with answer scripts, attendance register and marking scheme(s) two weeks after the examination as approved by Senate.
- The Head of Department shall be held responsible for any lapses arising from teaching, examination, preparation and submission of results as and when due as approved by Senate.

Invigilation of Examination

For each examination, there shall be a chief invigilation provided he/she is not the course lecturer of the said course. The course lecturer shall be available as an assistant examiner.

Duties of Invigilators

The chief invigilator shall

- Collect examination answer booklets and question papers from the Head of Department
- -
- Maintain an attendance register which shall be completed and lodged with the Head of Department at the end of the examination
- Receive from invigilators, report on any misconduct observed or suspected and in turn report the same to the Head of Department after the examination

- Deposit answer scripts with the Head of Department immediately after the examination
- Ensure that:
 - ∅ Within the first 30 minutes of the examination, no candidate leaves the examination room except on cases of emergency
 - ∅ After the first 60 minutes of the examination, no candidate enters the examination room
 - ∅ During the last 15 minutes of the examination, no candidate leaves the examination room.

C. Administration of Examination

Conduct

- a) Students shall be at the examination venue at least 30 minutes before the advertised time for the examination. Students **MUST BE PROPERLY DRESSED** before entering the examination room.
- b) Students must produce their identity card on entry to every examination and display them conspicuously throughout the duration of the examination. It shall be the duty of the invigilator (s) to ensure that students write their names, registration numbers and other required information in the attendance register
- c) Students shall complete all information required of them in the answer booklets including continuation sheets
- d) The scripts of students who leave the examination room during emergency must be retrieved by the Invigilator before the student leaves the room.
- e) The Invigilator shall arrange the answer scripts in labeled envelopes and submit same to the Chief examiner or course coordinator 30 minutes after the completion of the examination. It shall be the responsibility of the Chief Examiner or Course Coordinator to collect and confirm the number of scripts received from the Chief invigilator.

Misconduct

- Obstructing any invigilator or any other examination official in the performance of his/her duties, thereby causing harm or damage
- Impersonation (writing examination for another)
- Destroying evidence/exhibits by chewing or by any other means or an attempt to do same
- Use of scripts other than those designated for an examination
- -
- Use of answer booklet consisting mainly of loose or continuous sheets
- Bringing into the examination hall any unauthorized materials/gadgets relevant to the examination being taken
- Copying with or without cooperation
- Presentation of identical responses to the same question by two or more students even in cancellation
- All forms of communication during examinations (passing papers or dropping papers, conscious or unconscious)
- Appearance of different handwritings in a student's scripts
- Courier (smuggling of examination question papers out of the examination room)
- Reading of notes/textbooks in the convenience during the examination or under any guise
- Falsification of test or examination marks/grades
- Failing to sign an examination misconduct form when caught cheating in an examination
- Plagiarism: Copying and downloading other people's work to complete any academic task without proper acknowledgement.

Invigilators shall ensure that affected students complete the examination misconduct form for all established cases of misconduct. Such students shall be allowed to continue with the examination after documenting the misconduct accordingly.

Procedure for Handling Examination Misconduct

- The student is made to state and sign the examination misconduct form with his/her own version of the case. Thereafter, the student is allowed to continue to write that examination using another answer booklet. The form should be counter-signed by a student witness if available. In the case the student refuses to sign the misconduct form, the security unit will be invited to remove the said student from the examination hall.
- The alleged offender's answer booklet will be retrieved by the Chief Invigilator and stapled to the signed form for onward transmission through that student's department to the Examination Misconduct Committee. The latter will then decide the level of the misconduct committed and the corresponding penalty.
- The penalty ranges from canceling of the student's paper to rustication for one year.
- The Chief Invigilator should write a report packaging the defaulter's booklet to be forwarded to the Examination Misconduct Committee for appropriate action.

Appointment and Duties of the Examination Officer

Appointment

Each department shall appoint an Examination Officer not below the rank of Lecturer 1. The appointment is for two academic sessions, subject to reappointment for another period of two - years. The Head of Department, through the Dean of the College applies to Senate for approval of the appointment after which the Registrar issues a letter of appointment.

Duties

It is the duty of the Examination Officer to

- Prepare the timetable, arranging for invigilation, and other requirements necessary for conducting all examinations in the Department
- Prepare a summary result sheet for all students registered in the department

Duties of Examiners

Internal Examiners

Internal examiners are Lecturers who taught a course and set the examination questions on the course. Their duties include:

- Setting and participation in the moderation of examination questions in the department
- Invigilating all examinations of the courses they teach

- Grading all examination scripts of the courses they taught and submitting the grades to the Head of Department
- Taking part in the meeting of the Department to consider and approve results for submission to the College Board

External Examiner

An External Examiner is a senior academic appointed by the University who is currently not serving in the University. Usually those appointed are proven academics with a known track record in an appropriate area of specialization in the department for a period as may be determined by Senate. The duties of the External Examiner include:

- Moderation and vetting of the course outlines for all final year courses
- Moderation and vetting of all the examination questions as well as answer scripts of all final year students
- Moderation and vetting of final research projects/long essays
- Resolving any conflict in grades for final year students
- Vetting of final year grades and final degree of pass
- Writing a report covering aspects of his/her moderation/vettin

Appeals for Re-assessment of Examination Scripts

- Students may appeal to the Registrar through their Head of Department and the Dean of the College for re-assessment of their examination scripts on payment of a fee as stipulated by Senate.
- Appeals for the re-assessment of the scripts can only be made by the student(s) concerned.
- -
- Group appeals by all candidates involved in a particular examination cannot be entertained.
- If the appeal results in significant improvement (change in letter grade) on the student's original grade, the appeal fee shall be refunded to the appellant.

For an appeal to be valid, notice in writing by the student to the Head of Department must be lodged with the Registrar within four weeks of the publication of the relevant results.

The re-assessor must not be known to the aggrieved student.

The re-assessor shall be furnished with the following:

- Two scripts whose scores are around the petitioner's score
- The petitioner's script
- The marking scheme used to assess the script(s) by the course lecturer.

There should be no indication to the re-assessor which script(s) require(s) special attention. After the exercise, only the petitioner's scrip(s) will be affected by any change in grade while the other script(s) retain(s) their original grades.

DEFINITION OF CONCEPTS

Academic Discipline.

It refers to a special area of study normally domiciled in a department; for example micro biology in the department of biological Sciences

Academic/Study Programme

An academic or study programme is a combination of courses prescribed by the Department to be taken in a progressive manner from 100 level to 400 level and must be completed in a minimum of eight semester (4 years) and a maximum of twelve semesters (6 years) leading to the award of a recognized qualification.

Courses

A course is a series of lectures on a particular subject as may be determined by the Department/College, lasting one semester and associated with a single or two examination paper(s). A course may last for more than one semester, provided that such a -
course is divided into two parts, either part of which carries equal credit weighting and lasts for only one semester and is examinable at the end of the semester.

A Compulsory/Core Course

This is a course which must be taken and passed by the student before graduation before such a student is deemed to have fully satisfied the conditions for successful completion of the programme. It may be a Departmental or borrowed course.

Elective Course

This is a course a student must select from the list recommended by the Department to be taken and passed for successful completion of the programme. A student has the liberty to make a choice provided the choice is within the Departmental recommended list.

Department

This refers to any teaching or research unit, institute, or any unit recognized by the University Council on the recommendation of Senate.

College

This refers to a unit as constituted and established by the Senate and Council of the University usually consisting of two or more Departments.

Head of Department

Refers to a person appointed by the Vice Chancellor as Head of Department or as Acting Head of Department, or such other person who by virtue of the office is designated as Head of Department.

Dean of College

Refers to a person elected by the College Board and as approved by the Vice Chancellor as Dean of the College or as Acting Dean of the College, or such other person who by virtue of the office is designated as Dean of the College.

Academic Year/Session

This is normally a 9 month or 36 week period beginning in November of one year and ending in July of the next.

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Semester

This is one half of an academic year, usually lasting for 12-14 weeks.

Year Of Study

This refers to the year within the prescribed duration of study by which a student may be identified.

Academic Discipline

It refers a special area of study normally domiciled in a department; for example, Microbiology in the Department of Biological Sciences.

Repeat Course/Examination

A repeat course/examination is a course/examination taken by a student who had failed a course and who must register and repeat lectures in a course after failing in the previous attempt(s).

Board of Examiners

This refers to all members of a Department or College holding academic appointments above the rank of Assistant Lecturer and who taught courses.

Supplementary Examination

This is an examination taken by students who were unable to sit a particular examination on account of ill-health or any other accepted reasons. The examination must be taken at the next available opportunity. Such a student is credited with the full marks so earned.

Pass Grade

A grade within the range A-E

Fail Grade

A grade of F

Concurrent Course

A cross-listed course between two or more departments

Good Standing

This refers to a student whose CGPA is not less than 1.00 at the end of each year of study.

Probation

It is a period (session) in which a student whose CGPA at the end of the session falls below 1.00 is given to improve upon.

Withdrawn

It is the compulsory termination of studentship in a programme when a student's CGPA falls below 1.00 after probation.

Withdrawal

This is the voluntary termination of studentship at the student's volition for whatever reason.

Credit Units

Credit Units consist of specified number of student – teacher contact hours per week per semester. Credit units are used in two complementary ways, one, as a measure of course weighting and the other, as an indicator of student workload.