



**DEPARTMENT OF POLITICAL SCIENCE
FACULTY OF SOCIAL SCIENCES
BAYERO UNIVERSITY, KANO**

STUDENTS' DEPARTMENTAL HANDBOOK

**B.Sc POLITICAL SCIENCE
2023/2024**

Visitor and Principal Officers of the University

His Excellency, President Bola Ahmed Tinubu, GCFR, Commander in-Chief of Armed Forces, Federal Republic of Nigeria	Visitor
His Royal Highness, Alh. (Dr.) Ibrahim Sulu Gambari The Emir of Ilorin	Chancellor
Dr. Nasiru Yusuf Gawuna	Pro-Chancellor and Chairman, Governing Council
Professor SagirAdamu Abbas FMAN	Vice-chancellor
Professor Muhammad SaniGumel	Deputy Vice-chancellor (Academic)
Professor Mahmoud Umar Sani	Deputy Vice-chancellor (Management Services)
Professor AbdullahiSule-Kano	Deputy Vice-chancellor (Research & Development)
Dr. HarunaAliyu	University Registrar
Mal. RabiuDauda	University Bursar
Dr. KabiruDahiru Abbas	University Librarian
Professor MaikanoMadaki	Dean, Faculty of Social Sciences

FOREWORD

It is my pleasure to write the foreword of this very important document – the Undergraduate Students Handbook of the Department of Political Science, Bayero University, Kano. It is a very important document in the sense that it is intended to guide and give you direction during the whole of your stay here at Bayero University, Kano. The handbook has been carefully prepared with the objective of giving you all the necessary information that you require not only in understanding the structure of the Bachelor of Science (Honours) Political Science programme but also the rules, regulations and guidelines that you need to follow to enable you successfully pursue your studies in the department and indeed, the University.

The handbook covers a wide range of areas that, if carefully internalized, will make your study and, indeed stay at the Bayero University, Kano successful, pleasant and rewarding. The areas include philosophy and objectives of the department, admission requirements, graduation requirements, academic regulations, general conduct and discipline, dressing and dress code, course outline, and course description, among others. I urge you to read this handbook carefully and make good use of it. For the avoidance of doubt, you are reminded that your degree certificate is awarded based on **character** and **learning** and not on **learning** alone. You are required to be hard-working and always strive for excellence. You are also required at all times to maintain discipline and obey the rules and regulations of the University not those who cross the bounds of decency. At the same time, the department and the University as a whole will do everything possible to assist you in realizing your legitimate objectives, i.e. your fundamental reason for coming to the University.

I wish you a very pleasant and successful stay at the Bayero University, Kano.

Prof. SagirAdamu Abbas
Vice-Chancellor

MESSAGE FROM THE DEAN, FACULTY OF SOCIAL SCIENCES

I welcome you to the Department of Political Science, one of the three Departments in the Faculty of Social Sciences. I am proud of the giant strides being made by the Department since its inception in 1975.

This handbook is an important source of information for those desiring to know about the department and its programmes. I am pleased to note that the leadership of the department of Political Science has actively engaged in a systematic production of this issue of its handbook. I call upon the students old and new to be hard working, disciplined and abide by the rules and regulations of the University.

I wish you successful stay in this Faculty and the Department of Political Science.

Prof. MaikanoMadaki

Dean, Faculty of Social Sciences

Bayero University, Kano

MESSAGE FROM THE HEAD OF DEPARTMENT OF POLITICAL SCIENCE

Welcome from the Head of Department

The Department of Political Science is one of the few units in Bayero University, Kano that is blessed with versatile Academic Staff and runs both undergraduate and postgraduate programmes. All our staff members hope that you will enjoy an interesting and worthwhile time at the university and we look forward to working with you over the next few years. Our staff are enthusiastic; they undertake research and teaching professionally and give you the best learning experience. Students are given course outline and reading list in each course at the beginning of every semester. The staff-students relationship is cordial. Lecturers are accessible and eager to assist the students. It becomes a departmental culture that lecturers keep hours during which students with problems can stop-by for attention and consultation. There is Level Coordinator for every level who is an academic staff appointed by the department to serve as an adviser and director for that level. His main responsibility is ensuring that students register the required courses and guide them on credit load. Besides, there exists an academic advisory committee comprising senior academics under the chairmanship of Prof. Kamilu Sani Fage. The committee reviews academic programmes and facilitates arrangement for academic mentoring. It is primarily dealing with quality control and academic excellence for students.

This handbook outline courses and requirements for admission and graduation for the students in B.Sc Political Science. You are free to go to your level coordinator and ask any question pertaining to your studies. The courses are designed to enable students to develop a variety of theoretical knowledge and practical skills that are in demand from both the public and private employers in Nigeria and beyond. The student's handbook cannot be exhaustive, however, and so one of its roles is to explain how to obtain more information on any given issue/topic when you need it. Many of the issues/topics covered will be greatly amplified during the Orientation Week (the first week of the first semester), details of which will be given to you separately.

It is with this in mind that I welcome you to the Department of Political Science and challenge you to take advantage of the facilities in the Department.

Thank you.

Prof. Abdulmalik Auwal
Head, Department of Political Science
Bayero University, Kano

Vision, Mission and Core Values of the University

Vision

To lead in Research and Education in Africa

Mission

Committed to addressing African Developmental Challenges through cutting-edge research, Knowledge transfer and Training of High Quality Graduates

Core Values

Humility and Sacrifice; Discipline and Commitment; integration and Active Learning; Professionalism and Good Governance; Innovation and Creativity

Programme Title, Philosophy and Objectives: B.Sc Political Science (Special Honours):

- 1) To offer a broad inductive foundation to Political Science students in order to acquaint them with the nature of politics in general and the working of a democratic system in Nigeria in particular.
- 2) To give students a sound background in the breadth, depth and content of Political Science discipline, as well as developments that are changing it and its relation to other disciplines.
- 3) To offer instruction and training in courses that are relevant to the needs and problems of Nigeria, Africa, and other developing countries.
- 4) To create learning experiences for students that would have practical application to the real world, which also cover entrepreneurship skills.

BRIEF HISTORY OF THE DEPARTMENT

The Department of Political Science started to offer the Bachelor of Science (B.Sc) degree in Political Science in October 1975. The Bayero University College was then affiliated to Ahmadu Bello University, Zaria and the parent university awarded the degree until 1979 when full-pledged university status was attained.

At inception, the department had only about 40 students between 1980s and 1990s, the population grew between 200 and 350 students. From 2000 to date the total students stands between 2,500 and 3,000. The size of academic staff has also increased drastically from about five (5) in the beginning to about thirty five (35) over the last forty years of existence.

The degree awarded has also been expanded from general Political Science course only to International Relations and Public Administration in 2012, however, the department of Public Administration has been excised and now form part of the Faculty of Management Sciences. The department has reviewed the contents of its curricula in order to conform with National Universities Commission (NUC) Basic Minimum Academic Standards (BMAS) in response to changing needs of skilled man-power within and outside Nigeria.

ACADEMIC STAFF OF THE DEPARTMENT

S/N	Name	Rank	Date of 1st Appt.	Qualifications & Institutions Attended
1	Attahiru M. Jega	Professor	July, 1979	B.Sc. (Hon) (Pol.Sci.) BUK/ABU 1978, M.A., Ph.D (Pol.Sci.) North-western Uni. Evanston Illinois, USA 1985.
2	KamiluSaniFage	Professor	May, 1980	B.Sc. Pol.Sci., (ABU), MP.A., MPIA, PGD(JS) (BUK), Ph.D. (Pittsburgh, USA)
3	Habu Mohammed	Professor	Dec., 1993	B.Sc, M.Sc., Ph.D. Pol.Science
4	Abdullahi Sule-Kano	Professor	Feb., 2014	B.Sc, M.Sc., Ph.D. Pol.Science
5	Aisha Abdul-Isma'il	Professor	Feb., 1993	B.Sc., M.Sc., Ph.D. Pol.Sci. (BUK)
6	Mahmoud Muhammad Lawan	Professor	Jan., 1993	B.Sc., M.Sc. Pol.Sci. (BUK); Ph.D. Pol.Sci. (ABU)
7	Abubakar Jika Jiddere	Professor	Dec., 1993	B.Sc., M.Sc., Ph.D. Pol.Sci./Int'l Rel. (BUK)
8	Abdulmalik Auwal	Professor	Sept., 1999	B.Sc., M.Sc., Pol. Sc. (BUK); Ph.D. Pol. Sc. (ABU)
9	AbdullahiYahuzaZainawa	Reader	July,2012	B.Sc. (BUK); M.Sc., Ph.D Pol.Sci. (ABU)
10	Abdul'azizSaniZango	Reader	Nov.2011	B.Sc., PGDE, M.Sc.(BUK), Ph.D Pol.Sci. (BUK)
11	SurajoYahaya Muhammad	Senior Lecturer	April, 2012	B.Sc., M.Sc. (BUK); Ph.D (Sudan)
12	Sa'iduAbdullahi	Senior Lecturer	April, 2012	B.Sc. (ABU), PGDE (FCE, KANO); M.Sc. Pol.Sci. (BUK), Ph. D ABU
13	Basiru Musa	Senior Lecturer	April, 2012	B.Sc., M.Sc. (BUK), Ph.D. (Pol. Sc./Int'l Relations), (UUM), Malaysia
14	TasiuMagaji	Senior Lecturer	Aug., 2014	B.Sc., M.Sc. Ph. D (International Relations)
15	Mukhtar Bello	Senior Lecturer	Aug., 2014	B.Sc., M.Sc. (Int'l Relations & Security Studies)
16	SaniSafiyanu	Senior Lecturer	April, 2012	B.Sc., M.Sc., Ph.D. (Int'l Strategies Studies) Malaysia
17	Khadija SanusiGumbi	Senior Lecturer	August, 2010	B.Sc., M.Sc. Ph. D (International Relations) (ABU)
18	Sani Umar Ibrahim	Senior Lecturer	June, 2015	B.Sc., M.Sc., Ph.D. Pol.Sci./Int'l Rel. (BUK)
19	AminuHayatu	Lecturer I	Sept., 2011	B.Sc., M.Sc. BUK Ph.D. (Strategic Studies) (UUM), Malaysia
20	MaisaraNuhuWali	Lecturer I	Dec., 1993	B.Sc. M.Sc. Pol.Sci. (BUK)
21	Sani Ali	Lecturer I	Sept., 2011	B.Sc., M. Sc., Pol.Sci. (BUK)
22	RabiuAdamuWaziri	Lecturer I	25th Aug., 2014	B.Sc., M.Sc., Ph.D. (Int'l Relations) Malaysia
23	Musa Garba Usman	Lecturer I	Nov.2015	B.Sc., M.Sc. PhD.
24	Nasiru Muhammad Yakasai	Assistant Lecturer	March, 2023	B.Sc., (ABU) M.Sc. Pol. Sci. (BUK)

25	Nura Hamid Abbas	Assistant Lecturer	March, 2023	B.Sc, M.Sc (BUK)
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ADMISSION REQUIREMENTS

1. Unified Tertiary Matriculation Examinations (UTME)

The minimum admission requirement is Credit passes in five (5) subjects including English language, Mathematics, Government/History and any other two Social Science subjects at not more than two (2) sittings in the WAEC or NECO;

2. DIRECT ENTRY(D.E)

Applicants should possess five (5) Credit passes in WAEC or NECO, at least two (2) of which shall be at the advanced level or four (4) Credit passes at least three (3) of which shall be at the advanced level provided that subjects are not counted at both levels of the examination. Ordinary National Diploma in relevant discipline with at least Upper Credit grade, passes may also be considered Credit passes at the ordinary level must include English language, Mathematics and Government/History and any other two social science subjects

Registration

Each student must complete the registration fees at the beginning of each session according to the registration process in operation during that session. The registration process includes getting copies of relevant documents signed and submitted to all relevant places as may be advertised by the University, faculties and departments.

Returning students must complete the registration process within two weeks from the date registration starts. A returning student who fail to complete the registration within the two-week period approved for registration shall be deemed to be registering late and shall pay a late registration fee as may be prescribed by the University from time to time.

A returning student who fails to register within four weeks of commencement of the registration exercise shall not be allowed to register. Such a student shall be deemed to have withdrawn, unless he/she provides a reason acceptable to the Senate, in which case he or she can be considered for suspension of studies.

A fresh student must complete the registration process within two weeks of the close of the central registration of new students. Failure to complete the process within this time shall attract late registration fee, or forfeiture of the admission.

Deans of Faculties and HODs shall ensure that the registration process is completed on time, that the process is clearly explained and publicized to the students, and that all staff members involved in the exercise maintain effective office hours so that students could see them without hindrance.

Minimum and Maximum Credit Loads

The minimum credit load is 12 per semester and 30 per session, except in exceptional circumstances, such as:

1. Students on industrial/field attachment, where such an exercise lasts for a semester and its credit load is less than 12 and/or where the sessional credit load is less than 30 credits.
2. Spill-over students requiring less than 12 in a semester and/or less than 30 credits in a session to graduate.
3. Students with many carry-over courses in one semester.

Where the minimum credit requirement for a programme is more than 30 per session, the minimum credits for students of such a programme shall be that higher number. Thus, each student should work out the exact number of credits to be registered in conjunction with his/her Level Coordinator.

The maximum number of credits a student can register for in any session is the minimum credit requirement for his/her level, plus six. Thus, if the Level III requirement for a programme is 34 credits, then the maximum number of credits a Level III student of such a programme can register for is 40 (i.e. 34 + 6).

Graduation Requirements

To graduate from the Department with a degree of Bachelor of Science in Political Science, UTME candidates will be required to undertake courses prescribed in this handbook with a minimum of 140 credits throughout the programme. This comprises all the compulsory courses prescribed by the department including GSP and other courses from subsidiary departments. Direct entry students will be required to pass 104 credits. Furthermore, the graduating student must obtain a minimum CGPA of 1.00 and must meet all other requirements that may be prescribed by the Department, Faculty and the University.

Graduation Requirement by Level

Level	1stDept	2ndDept	3rdDept	FSMS	G.S.P	Total per level
100	12	08	08	4	4	36
200	19	03	02	00	10	34
300	36	-	-		-	34
400	36	-	-		-	36
TOTAL	120	11	10		14	140

To be awarded B.Sc. Political Science degree, a student must earn the following credits Units:

4-years degree program 140 credits units

3-years degree program 104 credit units.

ACADEMIC REGULATIONS

Academic Atmosphere

The Department encourages and supports conduct of and participation in seminars, workshops and conferences within and outside the Country. Students are encouraged to participate in various academic programmes relevant to their discipline.

Semester System

The Department, in line with the University Regulation operates a semester system which is defined as a quantitative organization of the curriculum where courses are divided into examinable units and for which a student earns credit if passed. The courses are arranged in a well-defined order that indicates the credits load as well as the semester in which they are taken. For instance, a course coded POL 1301 where 1 indicates a 100 level course, 3 indicate credit units, and 01 indicates the serial number.

Basic Concepts

The main concepts used in the semester system are: Credit Unit (CU), Grade Points Average (GPA), Cumulative Grade Points Average (CGPA), Probation, Carry-over, Withdrawal, Spill over and Grading System.

Credit Unit (CU)

Credit Unit (CU) represents the weight assigned to the course, and is recorded in credit hours. One credit is considered as one hour of classroom lecture per week or two hours of laboratory time per week. Thus, CU consists of specified number of student teacher hours/week/semester.

Grade Point (GP)

This involves assigning numerical or alphabetical letter to the scores of students at examinations, reports, projects or papers. Letter systems generally run from A (5 points), to B (4 points), C (3 points), D (2 points), E (1) and F (0 point).

Grade Point Average (GPA)

This refers to the evaluation of students' performance in any semester. It is the average of weighted grade points earned in the courses offered by a student in a semester. The GPA is calculated as follows:

$$\text{GPA} = \frac{\text{TCE}}{\text{TCR}}$$

Where;

TCR = Total Credits Registered

TCE = Total Credits Earned

Cumulative Grade Point Average (CGPA)

The CGPA represents an up to date average (i.e. cumulative) of the GPA earned by the student in at least two semesters. It is an indication of the student's overall performance at any point in his training at the university. CGPA is attained after two semesters or more in an academic programme.

Academic Probation

A student who fails to earn a minimum of GPA of 1.00 point at the end of two semesters would be placed on probation for another academic session. Probationary status is removed if a student

placed on probation attains a minimum CGPA of 1.00 or above in the following academic session.

Incomplete Status

If a student earns 75% lecture attendance in a course but due to sickness or accident or other acceptable reasons is unable to write the semester examination, he/she should apply for incomplete status to retain his/her CA and be allowed to write the examination for that course at a later date.

Withdrawal

A student, who is placed on probation the previous year and fails to earn a CGPA of 1.00 the following year, would be considered unfit for the course; accordingly, he/she would be advised to withdraw from the University. A student who fails to sit for examination scheduled for a particular semester without valid reason(s) would be considered to have voluntarily withdrawn from the University.

Carry Over

A student who fails to earn a minimum of 40 marks in a course (continuous assessment and examination) will be asked to carry over the course to the next available period and get it registered bearing in mind that he/she will be allowed to register a maximum of 20 credit courses per semester. Continuous assessment (CA) carries 40 marks while examination carries 60 marks.

Spill Over

A student who fails to pass a registered CORE course at the end of regular years of studies in the University will not graduate. i.e. he/she has exhausted the approved years of the programme by the University.

Deferment

If a student falls sick or suffers an accident after registering for a programme in the University, such a student should apply with relevant medical reports (subject of satisfaction of the Director, University Health Services) to the Dean of his/her faculty through the Head of Department for deferment of a semester or a session (as the case may be) to enable him/her fully recover. However, such request will be counted within his/her maximum allowable period of stay for a degree (6 years for students admitted into 100 level and 5 years for those admitted into 200 Level).

Attendance Requirements

Students must attain at least 75% attendance of lectures, tutorial and practical work before being allowed to sit for examination. Students who did not attain **75% attendance** of lectures in any course of the Department will not be allowed to sit for examination.

Calculation of CGPA/GPA

CGPA is calculated as follows:

CE = CGPA

CR

Where;

CE stands for credits earned.

CR is credits registered

Degree Classification and Academic Standing

Degree is classified based on the CGPA at the point of graduation. However, it is important for a student to consider, at the end of each semester, that the CGPA he/she gets stands for the classification of his/her final degree. The table below gives an example of degree classification.

S/N	CGPA	CLASS OF DEGREE
1.	4.50 – 5.00	First Class
2.	3.50 – 4.49	2 nd Class Upper Division
3.	2.40 – 3.49	2 nd Class Lower division
4.	1.50 – 2.39	3 rd class
5.	1.00 – 1.49	Pass
6.	0.00 –0.99	Fail

GENERAL CONDUCT AND DISCIPLINE

The Department of Political Science and the university as a whole expect students to conduct themselves in an exemplary manner during their interactions with members of the university community and to live peacefully with them.

Misconduct

Misconduct is any action that is contrary to University Regulations, some of which are as follows:

1. belonging to, or participating in the activities of unregistered/illegal associations including secret cults;
2. physical assault and/or causing bodily harm on any other person, whether a student or not;
3. fighting;
4. Rioting and unauthorized assembly;
5. Organizing and/or taking part in demonstration by any student without permission;
6. Examination related misconduct;
7. Drug abuse and the use of prohibited substances;

8. Persistent rowdy and/or anti social behaviour;
9. Reckless and/or dangerous driving;
10. Insulting and/or attacking university officials in the pursuit of their legitimate duties; and
11. Willful damage to university property.

Examination Regulations

Credible examination is the only measure used in determining the success or failure of any University system. That is why students found to be engaged in examination irregularities are out rightly disciplined.

The University has drawn examination regulations to clarify the legitimate expectations and corresponding responsibilities of all staff and students. It is intended to ensure that the University's examinations are organized and conducted in a consistent and professional manner. These regulations apply at all examinations/assessments in the University (including continuous assessment test, tutorials and take home assignments.)

Some of the Regulations are as follows:-

1. Students are expected to read all notice boards, bulletins and other related media in the University to keep them abreast with what is the happening. REFUSAL TO READ NOTICES from the designated media is not an excuse for not performing any academic activity.
2. Attendance at lectures, practical and examinations are compulsory, and anyone who does not attend a lecture, practical and examination at the time and place published in the examination time table will be deemed to have failed in that part of the assessment.
3. Students who have clashes in examinations based on the timetable should immediately inform their departmental examinations officer before the commencement of the examination. Students who fail to inform the appropriate officers of the University of Likely Clash in examinations shall blame themselves for any difficulty or eventuality that may arise.
4. It will be the responsibility of each student to make sure that he is aware of the final examination timetable. Students are to expect changes of date, time and venue of examination before the examinations start.

Examination Procedures and Discipline

1. It shall be the responsibility of each student to make sure that she/he is registered for the appropriate examinations and be sure of the dates, times and places of the examinations for which he is registered, also to ensure that he is in possession of any identity document prescribed for the examination.

2. Each candidate should be at the examination venue at least fifteen minutes before the commencement of the examination. Lateness will not be tolerated.
3. Each candidate is required to supply his own drawing instruments and any other examination aids for which provision is prescribed. A student shall bring his identity document to each examination and display it in a prominent position on his desk.
4. Any book, paper, document, examination aid, handbag or briefcase which is brought to the examination room must be deposited at the invigilator's desk, or a place designated for the purpose before the start of the examination. In no circumstances must it be placed on or near any candidate's writing desk.
5. Each student shall write in the attendance register his/her registration number, name, answer booklet number and department and then sign. Students are advised to note their serial number and attendance register number (in case there are more than one registers) for ease of signing out.
6. Student shall write his examination number, but not his name, distinctly on the cover and on every page of the answer book, as well as on any extra sheets used.
7. The use of scrap paper, question paper, toilet tissue, etc. for rough work is not permitted. All rough work must be done in answer booklets and crossed neatly or in supplementary answer booklets which must be submitted to the invigilator.
8. A student leaving the examination hall must sign out and hand his script to the invigilator before leaving if he does not intend to return.
9. A student who leaves the examination room shall not be readmitted unless throughout the period of his absence, he has been continuously under the supervision of an invigilator or examination attendant.
10. No student shall be allowed to leave during the first thirty minutes or the last ten minutes of the examination.
11. No student shall speak to any other student or make any noise or disturbance during the examination. A student must not indirectly give assistance to any other student or permit any other student to copy from or otherwise use his/her papers. A student must not directly or indirectly accept assistance from any other student or use any other student's paper.
12. A student shall not enter the examination hall with a handset.
13. A student is responsible for protecting his work so that it is not exposed to other students.
14. Smoking is forbidden in the examination hall during any examination and in the university premises.

15. At the end of the time allotted, each student shall stop writing. He shall gather his scripts together and remain seated until all candidates' scripts have been collected. It shall be the candidate's responsibility to ensure that his answer scripts are collected. Except for the printed question paper, a student must not remove from the examination room or mutilate any paper or other materials supplied.

Examination and Academic Misconduct

Misconduct as mentioned earlier is any action that is contrary to University regulations. Therefore, candidates for any examination are to conduct themselves properly in and around the examination halls. Deviations from proper conducts may constitute examination misconduct.

The vicinity of an examination hall is considered to be part of the examination hall. Thus, any student caught with unauthorized materials or writing in the vicinity of the examination hall (after the student has seen the question paper) shall be treated as if the materials are found on him/her in the examination hall. Similarly, any student caught cheating in any way in students' hostels or other areas shall be appropriately treated.

Examination misconduct discovered during the marking of the examination scripts are also subject to appropriate investigations and further necessary action.

Categories of Examination Misconduct

The following are some of the categories of examination misconduct.

1. Impersonating another student, or being impersonated by another student at an examination.
2. Exchanging names and/or numbers on answer scripts/sheets.
3. Introduction and use of relevant unauthorized materials into the examination hall.
4. Exchange of materials (such as question papers, examination cards) containing jottings which are relevant to the ongoing examination in the examination hall.
5. Theft and/or illegal removal of examination scripts.
6. Any kind of mischief likely to hinder the smooth conduct of the examination, e.g. engaging in physical violence.
7. Collaborating with, or copying from, another candidate.
8. Cheating outside the examination hall, such as in toilets, hall of residence, etc.
9. Destruction of exhibit by candidates.
10. Facilitating/abetting/aiding cheating by another candidate.

11. Acts of misconduct (such as speaking/conversation) during the examination which is likely to disrupt the conduct of the examination.
12. Writing on the question paper.
13. Any other misconduct deemed by the senate to warrant appropriate punishment.

These misconducts carry punishments ranging from written warning, to rustication or outright expulsion.

Misconducts Related to Projects, Essays, Etc.

Students of the Department of Political Science and the University as a whole are reminded to strictly adhere to the universally accepted high standards of academic integrity while writing any work related to their programmes. Deviations from these high standards may constitute misconducts which are punishable by expulsion, rustication or warning depending on the nature of the misconduct. Some of the offences include the following:-

1. Submitting a final year project that was written by someone else.
2. Submitting, as final year project, a work submitted earlier for another purpose by her or by others, at the university or somewhere else.
3. Repackaging a whole project as his or her product.
4. Substantial plagiarism of the work of others in final year projects.
5. Fabrication or intentional misrepresentation of data used in final year projects.
6. Intentional sabotage of the final year project (or part thereof) of other students.
7. Failure to credit sources in final year projects
8. Faking of citations in final year projects.

Dressing and Dress Code

Dress Code is here defined as any appropriate or formal or informal dress and dressing style in which there is no attempt or will to expose the body's intimate parts. A dress should have sleeves and extend from the neck to just below the knees. Students of the Department of Political Science and the University as a whole are required to dress decently at all times.

The following types of dresses are prohibited

1. Transparent dress that highlights or emphasizes the body's, sensual parts, such as the thighs, breasts, etc.;
2. Unbuttoned shirts without a T-shirt or a Singlet, or an under wear cloth;
3. Clothes that illustrate, enhance, or depict drugs, alcohol or have offensive and violent messages;

4. Clothes that display weapons or any gang-related illustrations and messages;
5. T-shirts or clothes with obscene captions;
6. Shorts and skimpy dresses e.g. body hugs, show-one-your-chest, and dresses exposing sensitive parts;
7. Tights, shorts and skirts that are above the knees (except for sporting purposes);
8. Wearing of ear-rings by male students;
9. Plaiting or weaving of hair by male students; and
10. Wearing of colordeye glasses, not on medical grounds in the classroom.

LIST OF COURSES

Level I - First Semester

Course Code	Course Title	Credits
POL 1301	Basic Concepts of Political Science	3
POL 1302	Theories of State and Society	3
POL 1305	Basic Concepts in Public Administration	3
POL 1303	Nigerian Constitutional Development	3
SMS 1201	Introduction to Social Science Methods	2

Level I Second Semester

Course Code	Course Title	Credits
POL 1304	Introduction to African Politics	3
POL 1306	Islamic Political Institutions	3
POL 1307	Basic Concepts in International Relations	3
SMS 1202	Introduction to Social Science Methods II	2
GSP 1401	Use of English	4

Level II First Semester

Course Code	Course Title	Credits
POL 2201	Approaches to Political Analysis	2
POL 2202	Political Ideas	2
POL 2203	Nigerian Government and Politics	2
POL 2205	Theories of Public Administration	2
GSP 2201	Foundation of Nigerian Culture	2
GSP 2401	Use of English	4

Level II Second Semester

Course Code	Course Title	Credits
POL 2204	Foundation of Political Economy	2
POL 2206	Nigerian Political Development	2
POL 2207	Theories of International Relations	2
SMS 2202	Introduction to Computer	2
GSP 2206	Peace and Conflict Resolutions	2
GSP 2203	Science, Technology and Society	2

Level III First Semester

Course Code	Course Title	Credits
POL 3301	Logic and Methods of Political Enquiry	3

Either:

POL 3302	Classical Political Thought I	3
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Or:

POL 3303	Islamic Political Thought I	3
POL 3304	Political Behaviour	3
POL 3306	Comparative Politics	3
EEP 3201	Entrepreneurship and Innovation	2
SMS 3202	Application of Computer	2

Elective Course:

POL 3305	Political Economy	3
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Level III Second Semester (Compulsory Courses)

Course Code	Course Title	Credits
POL 3307	Democratic Theory	3
POL 3308	Urban and Agrarian Politics	3

Either:

POL 3309	Classical Political Thought II	3
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Or:

POL 3310	Islamic Political Thought II	3
POL 3311	Political Data Analysis	3
POL 3312	Politics of Development and Under Development	3

Elective Course:

POL 3313	Inter-Governmental Relations	3
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Level VI First Semester (Compulsory Courses)

Course Code	Course Title	Credits
POL 4301	The Military and Politics	3
IRS 4302	Third World in International Politics	3
IRS 4304	Nigerian Foreign Policy	3
EEP 4201	Business Creation and Growth	2

Elective Course

POL 4304	Islamic Movements	3
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Level IV Second Semester (Compulsory Courses)

Course Code	Course Title	Credits
POL 4305	Parties, Groups and Elections	3
POL 4306	Comparative Federalism	3
POL 4317	Politics and Law in Africa	3
POL 4308	State, Society and Economy	3
POL 4600	Research Essay	6

Elective Courses:

POL 4309	African Political Thought	3
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COURSE DESCRIPTIONS**LEVEL ONE - FIRST SEMESTER****POL 1301 – INTRODUCTION TO POLITICAL SCIENCE**

The purpose of the course is to introduce students to the basic concepts and terms of political science such as Power, Authority, Political culture, Political socialization, Nationalism, Nation-state, Rights obligation, Consent, Influence, Development, Under-development, among others. It will also attempt to emphasize the issue of political discourse, practice and the language and method of politics.

POL 1302 – THEORIES OF STATE AND SOCIETY

This course introduces students to the various theories of state, nature and the origin and evolution of the state and the relationship between the state, nation, nation-state, community and society. It also attempts to raise questions on the role of the state, its responsibilities and obligations toward the citizens, Political basis of freedom, loyalty and patriotism.

POL 1303 – NIGERIAN CONSTITUTIONAL DEVELOPMENT

The attempt here is to introduce the students to the constitutional evaluation and development of the Nigerian state in both chronological and sequential order. Emphasis will be on the constitutions and reasons for their failure. Studies will concentrate on Richard's MacPherson's, Littleton's, Independence, Republican and the 1979 Constitutions.

POL 1305 – BASIC CONCEPTS IN PUBLIC ADMINISTRATION

Meaning of Public Administration, nature of public administration, similarities and differences between public and private administration, functions of public and private administration, classification or typologies of organizations, bureaucracy, civil service, growth and development of public and private administration in Nigeria etc.

SMS 1201 – INTRODUCTION TO STATISTICS FOR SOCIAL SCIENCE I

Students are introduced to the nature of statistics, statistical inquiries, forms and design, the role of statistics and basic concepts in statistics.

LEVEL ONE - SECOND SEMESTER

POL 1304 – INTRODUCTION TO AFRICAN POLITICS

This course is designed to broaden the scope for understanding the problems and issues in African politics. The nature of African politics, problems of colonialism, neocolonialism, military regimes, politics of transition, Africa in International politics are also discussed.

POL 1306 – ISLAMIC POLITICAL INSTITUTIONS

This is designed to introduce students to the principles of political institutions of the Islamic/Muslim polity; the social and constitutional structure of the Islamic state; evolution of the caliphate administrative and judicial institutions in an Islamic/Muslim State.

POL 1307 – BASIC CONCEPTS OF INTERNATIONAL RELATIONS

The origin, meaning and concepts of International Relations. Both classical and contemporary issues in international relations are focus of this course with emphasis on treaties and diplomacy, Foreign policy and levels of international interactions among modern nations.

SMS 1202 – MATHEMETICS FOR SOCIAL SCIENCE II

Introduction of students to the procedure of statistical summarization of social science, information with specific emphasis on frequency distribution, tables, graphs and basic inferential statistics. Discrete and continuous variables, functional relationships, sources of data, methods of collecting primary data, presentation of statistical data.

GSP 1401 – USE OF ENGLISH

Effective communication and writing in English language skills, writing of essay answers, comprehensive, sentence construction. Outlines and paragraphs, collection and organizing of materials and logical presentations, punctuations, etc.

LEVEL TWO FIRST SEMESTER

POL 2201 – APPROACHES TO POLITICAL ANALYSIS

This course is concerned with the discipline of political science, traditions of scholarship and contending paradigms of political analysis. It considers the classical tradition of political philosophy, behaviorism, system analysis, structural-functionalism, communications approach, Marxist and other empirical approaches.

POL 2203 – NIGERIAN GOVERNMENT AND POLITICS

This course is designed to acquaint students with the historicity of Nigerian Politics, the various approaches to the study of Nigerian government and politics; the federal-system; political party, elections, the national question and inter-communal relations, the military in Nigerian politics.

POL 2202 POLITICAL IDEAS

This course is designed to introduce students to major political ideas in their social historical contexts. Emphasis will be on concepts like monarchism, liberalism, democracy, fascism, anarchism, republicanism, socialism, communism, etc

POL 2205 THEORIES OF PUBLIC ADMINISTRATION

Introduce students to the understanding of theoretical postulations about the public administration, organizational behaviour, Human administrative behaviour and motivation; general theories of Henry Fayol, Woodrow Wilson, Max Weber, Gullick Luther,

SMS 2202 – INTRODUCTION TO COMPUTER

Meaning of computer; Historical development of computer, Functions of computer, Classification of computers by type (Analog, Digital and Hybrid) purpose (Desktop, Laptop, embedded etc), and size (Main-Frame, Mini-computer and Micro-computer); Advantages and Disadvantages; Hard and software's; Data transmission and networking systems, Data capture and control; Basic principles of computer files; Data processing system and Computer programming, etc.

GSP 2201 – FOUNDATION OF NIGERIAN PEOPLE AND CULTURE

Study of Nigerian history and culture in pre-colonial times. Nigerian's perception of his world culture areas of Nigeria and their characteristics. Evolution of Nigeria as a political unit. Ethical foundation of the Nigerian society: norms and values, Environmental sanitation, etc.

GSP 2401 – USE OF ENGLISH

Effective Communication and writing. Study skills Language skills. Writing of essay answers. Instruction on Lexis. Sentence construction, outlines and paragraphs. Collection and organisation of materials and logical presentation. Punctuation and logical presentation of papers. Use of library; phonetics, art of public speaking and oral communication.

LEVEL TWO – SECOND SEMESTER

POL 2204 – FOUNDATION OF POLITICAL ECONOMY

This course is designed to introduce students to the basic concepts of political economy, the relationship between politics and economics, the method of analysis in political economy and its application to concrete phenomena.

POL 2206 – NIGERIAN POLITICAL DEVELOPMENT

An analytical approach to the study of the concept of political development in Nigeria with emphasis on independence to date; politics in the First, Second and Third Republic; civil war and the political economy; Labour and politics, students and politics; agriculture, industrialization and political development.

POL 2207 –THEORIES OF INTERNATIONAL RELATIONS

Introduces the students to the basic knowledge and understanding of the theories of international relations and to develop high skill of analysis and their applications in interpreting and explaining the reality of complex global issues and events surrounding international politics and international relations. To critically evaluate the scholarly debates, both methodological and theoretical in explaining the International system and give students a broad understanding of the context within which particular IR's debates have emerged and within which they continue to take place. To assess and demonstrate how theory provides a road map and lens by which to examine international events and processes.

SMS 2202 – INTRODUCTION TO COMPUTER

Meaning of computer; Historical development of computer, Functions of computer, Classification of computers by type (Analog, Digital and Hybrid) purpose (Desktop, Laptop, embedded etc), and size (Main-Frame, Mini-computer and Micro-computer); Advantages and Disadvantages; Hard and software's; Data transmission and networking systems, Data capture and control; Basic principles of computer files; Data processing system and Computer programming, etc.

GSP 2206PEACE AND CONFLICT RESOLUTION

The course introduces the students to the understanding of the concepts, theories and issues relating to peace and conflict resolution. It also trains and equips students with the desired skills and strategies needed in addressing, mediating, resolving, managing and handling conflict situations and conflict problems in general by bringing an enduring peace. Thus, it draws most its case studies from the Nigerian, African and global experiences of peace, conflict and conflict and resolution.

GSP 2203 – HISTORY AND PHILOSOPHY OF SCIENCE

Man-his origin and nature; man and his cosmic environment; science methodology science and technology in the society and in the service of man; renewable and non-renewable resources – man and his energy resources. Environmental effects of chemicals, plastics, textiles and wastes and other materials; chemical and radio-chemical hazards. Introduction to various area of science and technology.

LEVEL THREE – FIRST SEMESTER

POL 3301 – LOGIC AND METHODS OF POLITICAL INQUIRY

Elements of systematical political analysis; introduction to concepts and procedures of scientific investigation in politics; the relation of political science to philosophy; political science as science; construction, functions and validation of social science theory and explanation from varied perspectives.

POL 3302 – CLASSICAL POLITICAL THOUGHT I

An analysis of the contributions of some political theorists such as; Plato, Aristotle. IbnMushd, St. Augustine, Machiavelli, Calvin, Moore, Al-Farabi, Bentham, Bacon, etc. and their modern applications to politics and political science.

POL 3303 – ISLAMIC POLITICAL THOUGHT I

Nature of Islamic political thought, the kharijites, Shiittes; Al-Mawardi, Al-Ghazali, Al-Farabi, IbnRushd, Ibn-alma and their application and meaning to political science.

POL 3304 – POLITICAL BEHAVIOUR

Introduces students to the understanding of the orientation pattern of political culture, political socialization, and the forces and factors that condition, influence and shape general political behaviors such as personality, political identities and opinion among various individual or groups as members of the society especially under democratic settings through political participation and organization, the role of media, political parties and civil society group in shaping and molding political culture and participation especially in the third world societies.

POL 3306 – COMPARATIVE POLITICS

Concepts and the evolution of comparative politics; Cross national study of politics both on emergent and developed states; political systems, democracy, authoritarianism, political developments, comparative studies of structures and functions of bureaucracies in these states.

EPP 3201 – ENTREPRENEURSHIP AND INNOVATION

This course is an introductory course for studying Entrepreneur for the first time. The design and flow of the course are aimed at creating awareness, providing the knowledge and skills that are important to achieving success in all human endeavours.

SMS 3202 – APPLICATION OF COMPUTER

Use of Basic Computer Applications such as Word Processing (Microsoft Word), Data Manipulations (Microsoft Excel), Data Base Management (Microsoft Access), Mails Correspondence (Microsoft Outlook), Presentations (Microsoft Power Point). The internet; meaning, historical development, uses of the internet in commerce, mails, marketing, education, social networking, internet telephony, short messages etc. Computers and malicious software; meaning of machines software, historical development, types such as virus, worms, Trojan horse, adware, spyware, spans pop-ups, pop-under etc. Safeguards for malicious software such as containment and recoveries technology, use of anti-virus software etc. Application of in academic researches use of analytical software's such as Statistical Packages for Social Sciences (SPSS), Minitab, and Strata etc. Introduction to customized/professional software's such as Banking software's, accounting software's, Meteorological/Observatory software's etc.

POL 3305 – POLITICAL ECONOMY

Approaches and methods of political economy; Marxist and non-Marxist theoretical propositions on capitalist unemployment; contradictions of capitalist accumulation and crises theory; value; surplus value and labour theory of value; theory of state and class; imperialism, dependency and the world economy; the problems of socialist construction.

LEVEL THREE - SECOND SEMESTER

POL 3307 – DEMOCRATIC THEORY

Evolution of democratic theory in political thought; democratic and the shaping of political movements and institution; liberalism mass democracy, people's democracy and arguments on modern democracy in Africa and Europe.

POL 3308 – URBAN AND AGRARIAN POLITICS

Urban groups: history, formation and behaviour, urban labour and differentiation; state and agrarian structure; character and class formation; urban and peasant politics; forms of ideology and alliances between urban and peasant groups; urban and peasant protests and movements; problems of consciousness and organization.

POL 3309 – CLASSICAL POLITICAL THOUGHT II

A continuation of Pol. 3302 with an examination of other classical thinkers such as Thomas Hobbes; Locke, Rosseau, Hegi, J.S. Mil, Marx, Fanon, Senghor, W.B. Dubois, Nkrumah, etc.

POL 3310 – ISLAMIC POLITICAL THOUGHT II

A continuation of Pol. 3303 with an emphasis on political thought after encounter with colonization; Syed Ahmed Khan; Janal –a- Bin, Al-Afhani, Muhammad Abdul Rida, Maududi, an examination of the thought of Jihadist – Danfodio, Bello and Abdullahi, Ali and Imam Khomeini.

POL 3311 – POLITICAL DATA ANALYSIS

Concept and content of development, Issues in Development Administration; the economy and Development Administration; problems of public enterprises; agriculture, Industrialization, urban growth and problems of urbanization; development planning and strategies of development; administrative issue in developing economies.

POL 3312 – POLITICS OF DEVELOPMENT AND UNDERDEVELOPMENT

A systematic and theoretical study of the political and socio-economic context of the problems of underdevelopment; dependency and international economic structures; theoretical approaches to underdevelopment (Frank, Cardoso, Baran, Samir, Amin, Claude Ake etc.

LEVEL FOUR – FIRST SEMESTER

POL 4301 – MILITARY AND POLITICS

Theories of military intervention in politics; nature and character of the military institution; politics in the military and military in politics; the military and politics of development and instability; military and democratic transitions in Africa.

POL 4302 – THIRD WORLD IN INTERNATIONAL POLITICS

Framework for the analysis of Third World in International Politics; nature and structure of the international division of labour; Third World and the Industrialized World; the Multinational corporations and the world system; non-alignment; politics of world resources and bargaining; the New International Economic Order, the North-South Dialogue; the Third World and New World Order.

POL 4303 – PUBLIC POLICY MAKING ANALYSIS

The meaning of politics; tools and techniques of public policy; approaches to policy analysis; theories of decision-making; policy-making environment; model of public choice – planning and the policy process; analyzing policy impacts; program evaluation; implementation of policy-making machinery; tools for making-decision; effective policy-making in Nigeria; analysis of policy field, such as foreign policy, education, welfare, housing, health crime control etc; economic policy, Federal and State agricultural policy; role of institutions in policy process transparency and expenditure control; the Due Process Policy); fiscal policy and international relations; planning, programming and budgeting system (PPBS).

IRS 4304 – NIGERIAN FOREIGN POLICY

Actors, determinants and processes in Nigerian foreign policy formulation and implementation; Nigeria and Africa; Nigeria and OAU; Nigeria and non-alignment; Nigeria and ECOWAS, OPEC, Commonwealth, UN etc.

EEP 4201 – BUSINESS CREATION AND GROWTH

The aim of this course is to develop students' competence and confidence in creating viable businesses with high potentials for new value addition and high income. The course is designed to enable students achieve economic independence after graduation. Its main goal is to help change students' mindset away from paid jobs and over-dependence on families and government. By the end of the course, students will be able start and manage businesses at micro or at family level. They will also be able grow ventures capable of generating employment and better utilize resources.

POL 4304 – ISLAMIC MOVEMENTS

The basic knowledge of Muslim re-awakening within Islamic Movement from their inception in the early period of Islam to the present with emphasis on Muslim movements in the Middle East; the Indo-Asian Sub-continent and North and West-African Sub-regions; Ikhwan Al-Muslim; the Iranian Revolution; Hizbollah and Hamas; and the Arab spring.

LEVEL FOUR SECOND SEMESTER

POL 4305 – PARTIES, GROUPS AND ELECTIONS

POL 4306 – COMPARATIVE FEDERALISM

This introduce students to the Definitions and Conceptions, and Origin and Development of federalism, as well as understanding of various approaches and theoretical Perspectives on Federalism and on comparative federalism.g Power- Centered Conceptions, Prime -Actor Approach, Process- Driven Approach, Economic - Driven Approach, the Federative Systems and its typology: Classic Versus Evolving/Modalities; Confederations; Federations; Quasi-Federations, to explore the challenges of federal systems especially the problem of public finance, ethnicity, civil rights and urban governance, to study policy development and proposals for public management and the processes of federal policy implementation, and to also of Case Studiese.g Switzerland, United States of America (USA), Nigeria, Canada and India.

POL 4308 – STATE, SOCIETY AND ECONOMY

This course introduces students to the conception and understanding of various theories of state, nature and the origin and evolution of the state and the relationship between the state, nation, nation-state, community and society. It also attempts to raise questions on the role of the state, its responsibilities and obligations toward the citizens, the nature of relationship between the state and the society as well as various civil society groupings, the role of state in fostering national unity and integration, economic development and democratic development in the society with particular reference to Nigeria,expose the main features of the colonial state and the post-colonial state in Africa, the role of "Public Institution" in state development, the role of international financial institution in third world development such as The International Monetary Fund (IMF) and the World Bank through neo-liberal economic policies such as their strategies involve the strict implementation of the Structural Adjustment Programmes (SAP) and its impacts on Nigeria's economy, the role of Multinational Corporations (MNC's) as engine of growth and developments, the politics of resource allocation especially in Nigeria's Fourth Republic, and the challenges of ethno-religious conflict arising from economic self-determination and its impact on national development and the role of the state.

POL 4309 – AFRICAN POLITICAL THOUGHT

This exposes students to the philosophy and ideology of African political thinkers and great nationalist such Kwame Nkrumah, Julius Nyerere, Muammar Ghaddafi, NnamdiAzikiwe,

Malam Aminu Kano, Nelson Mandela, Jamal AbdulNasr, Patrick Lumumba, Frantz Fanon, Amílcar Cabral, Samora Machel among others.

POL 4317 – POLITICS AND LAW IN AFRICA

This exposes students to the understanding of thoughts of Various Philosophers and Political Thinkers as well as theoretical postulations about politics, Law, justice and injustice, power, authority, conflict and conflict resolution, how politics serve as a means through which law is established in society. The Social Good Theory, positive law, philosophical paradigms for legal rights interpretation, the basic tenets of human rights and their limitations.

POL 4600 RESEARCH PROJECT

Project essay should be based on students' understanding of various political trends and development as well as in policies and administration of public and private institutions or matters relating to local government administration and international affairs or any current development in the Nigerian Government and politics. The project normally should not exceed 20,000 words.

Additional Information

Orientation

At the beginning of each new session, new students are welcomed to the Faculty during orientation programme, which usually last for a whole day. A lot of activities are arranged to familiarize the students with the new environment and the University system. Such activities include addresses by the Dean, HODs, and University Officials such as Medical Officer, the Librarian etc.

Add/Drop of Courses

"Dropping a Course", means removing it from a student's record whether or not it is replaced by another course. *"Adding"* means taking on a course in addition to (or as a replacement for) the course earlier registered. This exercise may be carried out within the period of normal registration or during a given period of grace (normally two weeks). A course successfully dropped is not reflected in a student's record at all.

Registered students may make minor changes in the courses registered for (by adding and/or dropping some courses) at the beginning of the second semester.

The procedure and condition for the add/drop processes are as follows:

1. Interested students shall collect the Drop/Add Form from the MIS Unit after paying the appropriate fees at Bursary/designated banks.
2. The student shall discuss the proposed changes with his/her Level Coordinator to ensure that the changes are in order.
3. The changes need the endorsement of all concerned departments and faculties.
4. The changes in registration must be in line with the requirements for minimum and maximum number of credits per semester and session; and regulations of the University, the Faculty, Department and programme.

5. The Drop/Add process (including returning the forms to all relevant units) must be completed within three weeks of the commencement of lectures in the semester.
6. A student can neither add, nor drop, a course when more than 20% of it has been covered.

Change of Department/Programme

The pattern of a student's registration largely determines the programme of his/her studies within a given faculty. Changes in a programme (main and subsidiary subjects) within a Faculty require administrative adjustments in a student's record, because as long as the student keeps within the Faculty regulations, course selection cannot lead to inter-Faculty transfer.

Suspension of Studies

The suspension of studies is based on two things. The student's may voluntarily suspend his/her self from the studies or by involvement in examination irregularities.

Withdrawal from Studies

Withdrawal from the University shall be recommended by the Faculty Boards of the Senate on any of the following grounds:-

1. Failure to register within the time set by Senate for registration
2. Failure to obtain a CGPA of at least 1.00 after a probation period
3. A failure rate so great that, at the point of consideration, the student would not be able to graduate within the remaining time available to him/her even if he/she is to register for, and pass, the maximum number of credits allowed by the regulations in each of the sessions available to him/her. (For example if a student has only a maximum of two sessions to earn 90 credits and he/she can register for only 40 credits per session).
4. Failure to attend classes for a period which exceeds 30 consecutive days except upon approved medical or other grounds.
5. Failure to complete the stated requirements for the award of a degree or diploma within the maximum number of semesters laid down for the programme.
6. Failure to sit for the entire semester examination without any admissible reason.

Lecture and Examination Time Table

The allocation of lecture and examination time is one of the functions of the central time table committee. This committee allocates lecture and examination slots to faculties. However, the Sub Dean is the officer that allocates lecture and examination venues to departments in his faculty. Therefore, students shall report to Sub Dean Issues regarding clashes in lecture and examination time before the commencement of lecture or examination.

Transcript/Partial Transcript

1. The transcripts of students awarded Degree shall show the letter grades and weighted grade point obtained in each course, the CGPA for each semester and the final CGPA, as calculated.
2. Transcripts of examination results shall be signed and stamped by Deans of the Faculties and countersigned by the Registrar or his representative and shall be in such form as may be approved from time to time. Numerical marks in individual courses shall not be given but letter grades shall be shown.
3. The period of study of any student for a degree shall not exceed by more than four semesters, the minimum number of semesters laid down for it and the period for any student for a diploma shall not exceed the minimum of two semesters.
4. A copy of a transcript showing grades obtained will be given on request to a candidate or to the institution/organization where the need arise, on completion of his programmes of study. Also a photocopy will be put in his file and on payment of prescribed fee to the University. Each page must be individually signed and stamped.

Students' Association

National Association of Political Science Students (NAPSS)

Notification of Examination Results

No results of examinations may normally be announced until after Senate has approved them. However, the Chairman of the Senate may give approval in advance for the earlier announcement of results on a provisional basis and subject to Senate approval, to be made in case where special urgency exists.

1. The result of semester examinations for all levels except final year should be released after the approval of Senate
2. Unless otherwise approved in advance by Senate, written statements of first semester's results shall not be issued to a student or other authorized person
3. At other times, Deans and Head of Departments may make known to students either verbally or by posting lists in as a public place within the University area, the letter grades which they have obtained in the courses.
4. After the Senate has approved the results of an examination, a report of each session's performance (except the final "classified" performance) shall be issued to each student by the departments. The head of the relevant department must sign each report.
5. Transcripts of examination results shall be signed and stamped by Deans of the Faculties and countersigned by the Registrar or his representative and shall be in

such form as may be approved from time to time. Numerical marks in individual courses shall not be given but letter grades shall be shown.

6. One copy of a transcript showing grades obtained will be given on request to a candidate on completion of his programmes of study. Further copies will be issued subsequently on requests and on payment of prescribed fee to the University. Each page must be individually signed and stamped.
7. Certificates of the award of degree, diplomas and certificates approved by the Senate shall be sealed with the common seal of the University and signed by the Vice-Chancellor and the Registrar.

Correction of Results

A result that was earlier approved by senate has to go back to senate for ratification or second approval especially where the correction has the effect of changing the class of degree of the student.

Verification

This is initiated at the student department. Any student with a missing result should lodge a complaint to his level coordinator, who in turn fills in a verification form which is supposed to be taken to department where the missing is by the coordinator himself. In no account should verification form be handled by the student,

IMPORTANT OFFICERS/RESPONSIBILITIES AND THEIR FUNCTIONS

Head of Department

Functions

1. The Head of Department will, with diligence and hard-work, exercise general superintendence over the academic and administrative affairs of the department.
2. He is to give sound academic and administrative leadership to the department.
3. He is to encourage democratic participation by your colleagues in running the affairs of the department.
4. He is the financial officer of the department.

Departmental Examination Officer

Functions:

1. The Departmental Examinations Officer is responsible to attend any meeting concerning examinations and Central Timetable Scheduling Committee of the Faculty;
2. In line with the central timetable scheduling committee, the Departmental exams officer is responsible for designing examinations time table;
3. To source, secure and manage examinations materials and venues;
4. To supervise the conduct of examinations in the department;
5. To draw the attention of the Head of Department to any problem arising during and after examinations;
6. To arrange and facilitate the exchange of raw marks and scripts among the departments in the Faculty and beyond; and
7. To treat any other issue incidental to its duties;

Departmental Secretary

Functions

1. Responsible for the updating and handling of Departmental records regarding staff, admissions, registration and examinations;
2. To serve as Secretary at Departmental meetings including Departmental Board meeting, Departmental Postgraduate committee meeting, Departmental Appointment and promotion Committee and other committee chaired by the Head of Department; and
3. To operate the Departmental vote-books on the instruction and approval of the Head of Department.

Level Coordinator

Functions

1. Every level (I to IV) has an academic staff assigned to it as Level Coordinator;
2. He keeps the files of students in his custody with the registration details of the students;
3. He compiles examination results of the students and submits same to the Departmental Board for consideration;
4. He issues students with semester and sessional transcripts;

5. He guides the students; and
6. He generally serves as a student's counselor on academic matters.

DEPARTMENTAL STANDARD AND SUB-COMMITTEES

Journal and Publications Committee

Functions

1. To sustain the annual publication of the Faculty journal (JOSAMS) and maintain its standard;
2. To encourage members of the Faculty to develop papers for publication in the journal (regular or special editions);
3. To market all the editions of the journal and create wide readership for it; and
4. To treat any other issue incidental to its duties.

Admissions Committee

Functions:

1. To represent the Department's interest in matters of admission at the Central Admissions Committee;
2. To present and defend the Faculty's admission lists (Undergraduate and Sub-degree) at the Central Admissions Committee meetings;
3. To coordinate admissions of the Faculty in line with the approved guidelines;
4. To make recommendations on ways of improving admissions exercise at the Faculty; and
5. To treat any other issue incidental to its duties.

Research Committee

Functions

1. To liaise/work with the University Research Committee in identifying means of funding individual and group research by members of the Department;
2. To establish mutual relationship with various organizations and funding agencies outside the University in furtherance of its functions;
3. To encourage Departmental members to develop research proposals, including interdisciplinary and identify sources of funding them;
4. To obtain and disseminate information on research opportunities and sources of funding to the Departmental members; and

5. To treat any other issue incidental to its duties.

Seminar Committee

Functions

1. To organize Departmental seminars where members are encouraged to develop papers for presentation;
2. To assess and approve papers before presentation and inclusion in the Departmental Journal;
3. To organize seminars and symposia on topical issues in the society;
4. To collaborate with outside institutions/organizations in organizing seminars/Conferences (both national and international); and
5. To treat any other issues incidental to its duties.
- 6.

Sports Advisory Committee

Functions:

1. To advise the Department on the sporting activities to be organized or patronized;
2. To fish out talented sports men and women in the Department, amongst staff and students, through organized sporting competitions;
3. To develop teams that will represent the Department in sporting competitions within and outside the University; and
4. To treat any other issue incidental to its duties.

Accreditation Committee

Functions:

1. To prepare for accreditation exercise with a view to ensuring 100% compliance;
2. To represent the Department in the Faculty and University accreditation committee activities and present progress report on the level of preparedness to the departmental board;
3. To ensure that the department meets up with major and minor accreditation requirements before the arrival of accreditation teams; and
4. To discharge such other incidental duties that might be assigned to it by the Head of Department.

Quality Assurance and Control Committee (HOD and all Professors)

Functions

1. To watch over the total administration, staff, students and all the activities in the Department;
2. To monitor and assess quality of admission and its process;
3. To monitor and assess quality of lecturers and lectures;
4. To monitor and assess compliance to the approved course contents;
5. To conduct rating of performance;
6. To monitor and checkmate leakages of exam questions, exam after exam and arbitrary award of marks; and
7. To monitor and checkmate moderation of question papers, marking schemes, marked scripts and moderators' reports are appropriate;