DISTANCE LEARNING CENTRE
Ahmadu Bello University

STUDENT HANDBOOK

BSc. MASS COMMUNICATION

First published 2023

FOREWORD

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

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

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

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

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

Prof. Muhammed Ibrahim SULE
Director, Distance Learning Centre

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PART I
General Information

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

1.1 PRINCIPAL OFFICERS OF THE UNIVERSITY

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

Prof. Kabiru Bala, FNIOB,
Vice-Chancellor

Pro-Chancellor and Chairman of Council

Prof. Ahmed Doko Ibrahim

Deputy Vice-Chancellor,

Administration

Prof. Raymond R. Bako

Deputy Vice-Chancellor,

Academic

Mal. Rabiu Samaila

Registrar

Mal. Muhammad Bello Aminu Gurin

Bursar

Mal. Abdulhameed Gambo Liman

Ag. University Librarian

1.2 VISITOR, PRINCIPAL OFFICERS, DEANS AND DIRECTORS

Visitor: Bola Ahmed Tinubu, GCFR, President and Commander in Chief of the Armed Forces of the Federal Republic of Nigeria.
Chancellor: His Majesty, Nnaemeka Alfred Ugochukwu Achebe, CFR, Obi of Onitsha (Agbogidi).

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

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

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

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

Registrar: Mal. Rabiu Samaila

Bursar: Mal. Muhammad Bello Aminu Gurin

Ag. Librarian: Mal. Abdulhameed Gambo Liman

Ag. Provost, College of Medical Sciences: Prof. M. S. Shehu **Dean, School of Postgraduate Studies:** Prof. Sani A. Abdullahi

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

Dean, Students Affairs: Prof. M. Yakasai Fatihu

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

Director, Institute of Administration: Prof. Siraj Barau Abdulkarim

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

Director, National Animal Production Research Institute: Prof. A. M. Kolo
Director, Centre for Energy Research and Training: Prof. S. A. Jonah

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

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

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

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

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

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

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

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

Director, Iya Abubakar Institute of Computing and ICT: Malam Shuaibu Umar

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

Director, Veterinary Teaching Hospital: Prof. Sani Adamu

Director, Centre for Biotechnology Research & Training: Prof. Muhammad Nasir Shuaibu

Director, Centre for Historical Research and Documentation (CHRD) - Arewa House: Dr. S. S. Aliyu

Director, Equipment Development & Maintenance Centre: Prof. Abdulghaffar Amoka

Director, Centre for Disaster Risk Management & Development Studies: Dr. Usman A. Kibon

Director, Centre for Counselling & Human Development: Dr. (Mrs.) Sa'adatu M. Makarfi

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

Director, International Centre of Excellence for Rural Finance and Entrepreneurship: Dr Idris B. Bugaje

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

Chief Medical Director, Ahmadu Bello University Teaching Hospital: Prof. Ahmed Umdagas Hamidu

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

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

Director, Directorate of Sports: Dr. Ali Isa Danlami

Director, Public Affairs Directorate: Mal. Auwalu Umar

Dean, ABU Business School: Dr. Idris Ahmed Aliyu

Dean, Faculty of Administration: Prof. Musa Idris

Dean, Faculty of Agriculture: Prof. Mukhtari Mahmoud

Dean, Faculty of Arts: Prof**.** Muhammad Sule

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

Dean, Faculty of Education: Prof. H. I. Bayero **Dean, Faculty of Engineering:**
Prof**.** Mohammed I. Dabo

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

Dean, Faculty of Law: Dr. Salim Bashir Magashi

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

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

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

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

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

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

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

Dean, Faculty of Social Sciences: Dr. Shamsuddeen Mohammed

Dean, Faculty of Veterinary Medicine: Prof. Junaidu Kabir

1.3 HISTORICAL PERSPECTIVE

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

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

Although officially opened in 1962, the origin of the Ahmadu Bello University dated back ten years earlier when the Nigerian College of Arts, Science and Technology was founded in Samaru, Zaria and provided courses in Engineering, Architecture, Fine Art and Education.

Many of the earlier Engineers and Architects in Nigeria had their education and training in this college. But it was in the area of Fine Art that the College most distinguished itself, creating a distinct and African form of art, known today internationally as the Zaria School of Art.

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

As the University now looks forward, it faces the challenge of creating a digital environment in which the most up-to-date technology assists and serves the process of teaching, learning and research. The vision is that of a campus with internet access in every office, classroom and laboratory, and with a student body and academics versatile in the use and application of these technologies.

The University opened with just four Faculties- Agriculture, Engineering, Law and Science –fifteen Departments. The institutionhas since inception been under the successive ViceChancellorship of Professor Norman Alexander (1961-1966),

Professor Ishaya Audu (1966-1975), Professor Iya Abubakar (19751978), Professor Oladipo Akinkugbe (1978-1979), Professor Ango Abdullahi (1979-1986), Professor Adamu Nayaya Mohammed (19861991), Professor Daniel Saror (1991-1995), Gen. Mamman Kontagora (1995-1998), Professor Abdullahi Mahadi (1998-2004), Professor S.U. Abdullahi (2004-2009), Professor Abdullahi Mustapha (2009-2015), Professor Ibrahim Garba (2015-2020) and currently Prof.essor Kabiru Bala (2020 to date).

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

Colleges, a School of Basic and Remedial Studies, a Demonstration Secondary School, and a Primary School.

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

1.4 ZARIA

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

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

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

Map of Nigeria showing Zaria arrowed.

1.5 PHILOSOPHY AND OBJECTIVES OF THE UNIVERSITY

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

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

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

"To provide regular and liberal courses of instruction in the humanities, sciences and other spheres of learning of a standard required and expected of a university of the highest standing, to promote research

and the advancement of science and learning and to secure the diffusion of knowledge throughout Nigeria".

1.6 UNIVERSITY ADMINISTRATION

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

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

The University Senate building

1.7 FACULTIES, INSTITUTES, CENTRES AND SCHOOLS

1. ABU Business School
2. Faculty of Administration
3. Faculty of Agriculture
4. Faculty of Arts
5. Faculty of Education
6. Faculty of Engineering
7. Faculty of Environmental Design
8. Faculty of Law
9. College of Medical Sciences
10. Faculty of Basic Medical Sciences
11. Faculty of Allied Health Sciences
12. Faculty of Basic Clinical Sciences
13. Faculty of Clinical Sciences
14. Faculty of Dental Surgery
15. Faculty of Pharmaceutical Sciences
16. Faculty of Life Sciences
17. Faculty of Physical Sciences
18. Faculty of Social Sciences
19. Faculty of Veterinary Medicine
20. School of Postgraduate Studies
21. Distance Learning Centre
22. Institute of Administration
23. Institute for Agricultural Research (IAR)
24. Institute of Development Research (IDR & T)
25. Institute of Education
26. Division of Agricultural Colleges (DAC)
27. National Animal Production Research Institute (NAPRI)
28. National Agricultural Extension and Research Liaison Services (NAERLS)
29. Centre for Islamic Legal Studies (CILS)
30. Centre for Historical Research and Documentation (CHRD) - Arewa House
31. Iya Abubakar Institute for Computing and ICT
32. Centre for Energy Research and Training
33. International Centre of Excellence for Rural Finance and Entrepreneurship (ICERFE)
34. Centre for Biotechnology Research and Training
35. The Veterinary Teaching Hospital
36. Ahmadu Bello University Teaching Hospital (ABUTH)

37. Equipment Development & Maintenance Centre
38. Centre for Disaster Risk Management & Development Studies (CDRMDS)
39. Centre for Counselling & Human Development
40. CBN Centre for Economic & Finance
41. Centre for Inland Basin Studies
42. Institute of Health

PART II
Distance Learning Centre

2.1 DISTANCE LEARNING

2.1.1 Preamble

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

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

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

2.1.2 Distance Learning

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

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

2.1.3 Philosophy, Vision and Mission

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

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

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

2.1.4 Objectives

The principal objective of commencing the Open Distance and eLearning (ODL) delivery of both undergraduate and postgraduate programmes is to extend the reach of the university in the delivery of quality and reputable undergraduate and postgraduate studies leading

to the award of Ahmadu Bello University Undergraduate and Postgraduate Degrees.

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

2.1.5 Location

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

Frontage and Interior view of the Distance Learning Centre

2.1.6 Administration

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

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

which comprises of the Director assisted by three Deputy Directors (Administration, Academic and Learner Support Service & IT), a Secretary and several Unit and Sectional Heads.

2.2 DISTANCE LEARNING ACADEMIC CALENDAR

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

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

ABU DLC ACADEMIC CALENDAR/PLANNER

ABU DLC ACADEMIC CALENDAR/PLANNER

Semester	Semester 1					Semester 2				Semester 3		
Activity	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Registration												
Resumption												
Late Registr.												
Facilitation												
Revision/ Consolidation												
Semester Examination												

PERIOD

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

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

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2.3 PROGRAMMES FOR DISTANCE LEARNING DELIVERY

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

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

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

2.4 DEPLOYMENT OF DISTANCE LEARNING PROGRAMMES

2.4.1 Delivery Stages
Distance learning delivery of Certificate, Diploma, UG and PG Programmes in the Ahmadu Bello University shall involve the following stages:
  i.   Online Application by the prospective student.

ii. Provisional admission by the corresponding Admissions Committee of the DLC. iii. Confirmation of admission by JAMB (UG programmes only). iv. Online Registration by students.

v. Assignment of Tutors to students and Academic advisers to Resource Centres vi. Matriculation and Orientation

vii. Course work/Academic activities (Lectures) for the corresponding number of years.

viii. Project work and seminar.

ix. Examination result/project report submission to DLC Academic Board.

x. Submission of Examination result to SPGS Board (PG programmes); Senate (UG Programmes and corresponding Professional and Academic Boards (Diploma programmes).

xi. Approval of results.

xii. Graduation and Convocation.

2.4.2 Matriculation

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

The Director of DLC will present students for matriculation, whilst the Registrar/representative reads out the Matriculation Oath viz "I solemnly undertake and swear to observe and respect the previous of the Ahmadu Bello University Law and Statutes, Ordinances and Regulations lawfully made there under, which are now in force and which shall from time to time be brought into force"

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

2.4.3   Curriculum

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

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

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

2.4.4 ABU Model of Distance Learning Delivery
The ABU model of delivery envisages that a Blended delivery protocol shall be utilized. This would include:

i. Provision of hard and electronic copies of all course materials for the corresponding session.

ii. Weekly uploads of relevant Discussion questions as well as the provision of an interactive platform for other students to review and critique, write-ups shall be provided.

iii. An optional 2 week on campus revision session and conduct of lecture sessions necessitating face-face delivery shall be provided for.

iv. Project defences and examinations shall he held on campus or Resource Centres under the supervision of the DLC staffs.
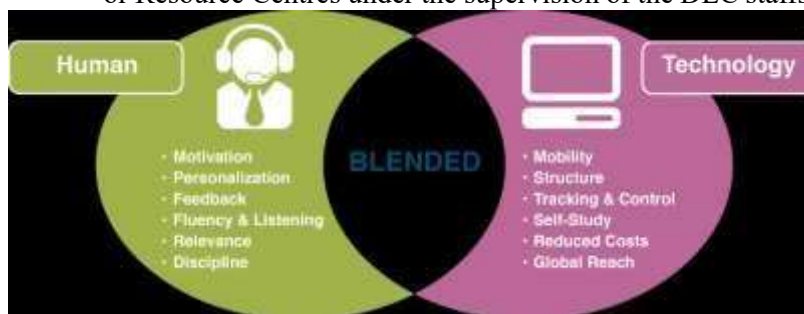
2.4.5 Learners Support
A robust mechanism for information, advice and guidance to students has been put in place in conformity with ODL practice. These include:
i. Provision of print (optional) and electronic versions of Course Materials ii. Development of a 'Distance Learning Students' Handbook' –

Print & Electronic iii. Development of a programme specific handbook.

iv. Assigning dedicated GSM Help lines and a telephone call centre.
v. Dedicated E-mails (DLC)
vi. Blog site (DLC)/Interactive website
vii. Access to on and offline e-libraries
viii. Activation of Resource Centres (Liaison Offices)
ix. Allocation of Academic advisers to Resource Centres
x. Appointment of programme specific Desk Officer/Program Coordinator for each programme deployed.

2.4.6 Liaison Offices (Resource Centres)

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

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

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

2.4.7 ICT Infrastructure

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

2.5 STUDYING AS A DISTANCE LEARNER

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

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

A. Study Skills
i. Listening Skills
Listening is an important component of learning. Many of the things that are taught are things you listened to. Some of these are:
1. Listening to the lecturers speaking
2. Listening to audios of the course materials
3. Listening to video tapes/U-tube sites
4. Listening to CD-ROM
5. Listening to films, radios, TV, etc.

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

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

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

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

Reading is an important study skill and component of learning. If you read efficiently, you will learn. Without reading, you cannot learn many things. In studying therefore; i. You must read very well; ii. You must read with concentration; iii. You must read where there are less distractions; iv. You must read and ensure you are learning; and v. you must read and be able to recall what you are learning.

iii. Writing

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

iv. Note taking

You should be capable of taking notes whenever you are reading. In fact, the more you shorten what you are reading, the more you can get them into your brain. Note taking and making help to shorten a large volume of what you are reading. Therefore, you need the skill of note taking and note making. When studying,
1. Put notes down;
2. Use abbreviations to shorten notes;
3. be consistent in note taking;
4. Let your notes be neat;
More than all these, read your notes constantly and revise them.

B. How to Study

i. Be in the Right Frame of Mind

Before you study, you should be in the right frame of mind. You should be calm. Nothing should be worrying you. Psychologically, you should not be under tension, you must be emotionally stable, free from shock of any kind and be highly motivated to study. Socially, you should clear all the social problems of the home, children (if any) or parental care that may stand against proper concentration. Studying demands concentration and you must give this.

ii. Have the Right Environment

The environment where study takes place must be conducive. It should be clean, inviting, well-organised, pleasant and noiseless. **iii. Have the Right Equipment**

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

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

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

All courses are accompanied with **Course Guides (i – viii in your course material)** which state all that you need to know about the course such as: 1. Course information
2. Introduction to the course
3. Course aims and objectives

4. Activities involved in the course
5. Assessment modality
6. Suggested time required for study
7. Course structure

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

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

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

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

iii. Read widely

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

iv. Reduce what to study

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

v. Revise

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

vi. Be familiar with the exam pattern

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

vii. Be organised

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

D. Revision

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

You cannot revise for any examination unless you have what to revise. Many students do not know the difference between reading for exams

and revising for exams. To read for examinations means to read your notes, study guides, units, textbooks, relevant journals, etc. In reading for examinations, you come in contact with the facts newly. You are learning the facts for the first time. As you read, you also study the points. In fact, you read by jotting down points in a note form. There are many activities you can do when reading your lecture notes for the first or second time. Below are some of them:

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

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

Different types of essay questions demand different kinds of answer.

Some of the essays may require you to:
1 *Narrate* give the events as they happen
2 *Describe* show the parts of the object or issue
3 *Enumerate* list
4 *Outline* present the points in a simple sentence or phrase form

5 *Distinguish* make distinctions
6 *Compare* show similarities
7 *Contrast* show differences
8 *Discuss* fully expatiate bringing all views and your own
9 *Prove* provide logical evidence
10 *Apply* take the situation to another situation
11 *Create* build something new
12 *Imagine* present the feeling that is unreal, real
13 *Design* construct or re-construct
14 *Innovate* bring new ideas
15 *Draw inferences* use the situation to bring out another view
16 *State* present as it is
17 *Define* give the meaning
18 *Elucidate* expatiate further
19 *Explain* make it vivid and clear

Dos and Don'ts of Essay Writing during Examinations

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

Dos

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

Don'ts

1. Do not write irrelevancies.
2. Beware of repetitions.
3. Do not waste time on one point thus having no time for the other *points.*

4. Do not go astray.
5. Don't be disorganised.

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

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

Multiple-choice examination is that which requires you to choose from alternatives or options, the correct answer to the question. This kind of examination is often referred to as discrete examination because it usually tests one concept at a time.

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

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

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G. The Examination Day

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

1. Read and fully understand the examination regulations
2. ii.. Be sure of the time and venue of the examination (useful to reconfirm a day before the examination).
3. Revise the facts quickly some hours to the examination.
4. Read the examination questions very well. Follow all instructions including the number of questions to answer.
5. Divide your time very well. Do not spend time on one or two questions at the expense of other questions.
6. Read over your work before submission.
7. Be sure you write the particulars of yourself as demanded by the examination regulations. Write this first. You may forget to do so later on.
8. Answer the question in a clear, correct and well-structured language. Be well organised in your presentation.
9. Neatness, legible handwriting and well-collated examination papers are necessary and should be done.

2.6 WAIVER AND DEFERMENT GUIDELINES

Application Procedure:

Waiver

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

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

Deferment:
A. **Course deferment:** could be made at any time in the semester.
    1. The portal for deferment application is abudlc-abu.ng
    2. If registration for course has not been made, payment of N20,000 ($60)/ course for deferment and transmission of proof of payment(scanned slip)/ payment details for electronic transfers.
    3. Consideration of application and transmission of response to applicant.
B. **Examination deferment:** application must be made at least 2 weeks before commencement of the semester examination.
    1. Ditto A
    2. Ditto A but N20,000($60)/course is paid.
    3. Ditto A
C. **Semester or Session deferment**: could be made only after registration for the semester / session .
    1. Ditto
    2. Ditto: N20,000 ($60) deferment of semester and N40,000 ($120) deferment of entire session
    3. Ditto

D. **Examination Rectification**
1. Application of rectification within 2weeks of release of result stating justification.
2. Attach evidence of payment (scanned slip) of N20,000 ($60)/course/ payment details for electronic transfers.
3. Response to request shall be made within 7 days of closing acceptance of applications.
    * **Payments for waivers/deferments/transcript/statement of result/examination rectification to be in Account: <u>AcctName: ABU Microfinance Bank, AcctNo.: 1016508300, Bank: Zenith Bank.</u>**

At ABU Distance Learning Centre you are assured of:

1. Flexibility in fee payment (Full or in Instalments); admission; registration & examination (period & venues); duration of study; learning platforms (Hard copies/book; Electronic copies, lecture videos and Audio versions) & programme transfer (on-campus to Distance learning):

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

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

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

3. Work and learn with no need to commute or relocate:
- Relocating to or frequently commuting to and from Zaria is not required, you may however be a frequent visitor (if it's convenient for you).
- You can thus maintain your job/business while earning a degree.
- You have a 'head start' over your mates since you can commence business/vocation while still in school and you are also not expected to participate in the NYSC programme.

4. Stable Academic calendar; Secure and stable online activities via remote Server - 24/7:
- ABU DLC staff are independent of the University hence there are NO STRIKES and you are guaranteed of timely graduation.
- Our externally hosted server guarantees stable and seamless online presence, you can thus access our website, portal and other online resources 24/7.

5. Electronic delivery/"classroom" using any computer device (tablet/i-pad, smart phone, laptop or desktop) to improve interaction and IT competency:
- Our courseware (e-text, audio and videos) are adaptable for use on desktops, laptops, notebooks, tablets and smartphones.
- Our courseware shall be available online (Learning Management System) and offline (drives).

6. Robust learning support: Telephone helplines, e-mail, Skype, Webinar/Video conferencing & e-library services:
- Telephone and e mail helplines are available to you 24/7.
- Telephone and e mail access to Academic Advisers, IT attaches, Guidance and Counselling staff as well as your e-tutors shall be made available to you.
- Well stocked online e-library services are available for your use while offline e-libraries are available in Zaria and our liaison offices in Abuja, Lagos, Port Harcourt, Kano, Kaduna and Sokoto.
- Skype/videoconferencing facilitation of seminar and project defences ensure you are not left out of similar on campus activities.

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

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

8. Developing the Business Skill in you – "Business Skill Acquisition" :

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

9. Developing the Leader in you – "Motivational Leadership" :

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

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

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

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

- To enhance the quality of support for our learners, Liaison offices have been established in Abuja, Lagos, Port Harcourt, Sokoto, Gombe, Minna, Kano and Kaduna (others coming up soon).
- Most services can be rendered to you at these Centres.
- A provision for you to study or meet with fellow students shall also be made at these Centres.

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

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

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

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

"With us, Learning is a Pleasure, not an ordeal"

B.Sc. Mass Communication
Part III

1.0   Background

The Department of Mass Communication Ahmadu Bello University Zaria was established in 1992, with the approval of the National Universities Commission (NUC) of an academic programme leading to the award of B.Sc. degree in Mass Communication. The department's first set of students were admitted in 1992/1993 academic session and graduated in 1997/1998 session.

The programme would produce mass communicators who would continue to project the basic principles of the profession as the fourth estate of the realm.

The field of communication is continuously changing; hence it has become imperative for the department to continue to review its plan, strategy and curriculum to adapt to ever-changing development in communication technology. This will make the department and its products relevant to the demands of the immediate and global communication industry. The current undergraduate curriculum of B.Sc. Mass Communication is more than ten years and the programme received full accreditation from NUC in 2017 which will expire in 2022.

2.0   Philosophy

The philosophy and values that are important to the department are:

(a)   Academic Excellence that reflects;
  i.   In the quality of output i.e., the ability of our students to perform well academically and at the same time professionally stand shoulder-to-shoulder with their peers in and outside the country.

ii. In quality research from the academic staff.
iii. In the ability of both students and staff to know and uphold what is right in their academic callings.
iv. In the need to imbibe the principles of fairness, transparency, courage and the ability to co-exist with others.
v.   In the ability to spouse critical thinking and scholarly disposition,

(b) Professionalism that reflects;
i.   In giving proper training and inculcating the ethics of the profession in the student,
ii. The capacity to strive to be relevant in the pursuance and realization of societal needs through the study and practice of mass communication,
iii. The ability to respect and promote of indigenous cultures and the accommodation of cherished traditional values in the society.

3.0   The Vision
The department aims to attain:
i.   The recognition of rapid development and change in the mass communication field and the movement of the department into relevance in the scheme of society
ii. Enhanced capacity of our products as part of the total information and communication explosion/revolutions in the world.

4.0   The Mission

The mission which the department sets out to fulfill are to

i.   Capacitate and train our products with the knowledge to function adequately in the total information and communication society of the world

ii.   Build an established institution where practitioners capable of handling crisis resolution and the task of unifying the country are trained;

iii.   Provide theoretical, practical and professional training towards self-employment and independence for mass communication graduates

iv.   Be one of the few Nigerian universities offering postgraduate programme in the New Communication Technology and Telecommunications.

(c)   In accordance with the above, the existence of the department is to fulfill a need felt by the immediate social environment where the university is located, particularly for professionals in the areas of mass media. Thus, efforts shall be geared towards:

i.   The production of graduates that can easily function in the mass media organizations in and around the immediate social environment

ii.   The satisfying of societal quest for effective information.

5.0   Objectives of the Programme

The objectives of B.Sc. degree programme in Mass Communication include the following:

a).   To offer an undergraduate professionally-oriented programme for the aspiring journalists, communicators, broadcasters, public relations and advertising practitioners.

b). To train journalists, broadcasters, public relations and advertising practitioners for leadership positions in the communication industry in Nigeria and the world at large.

c). To instill in the Mass Communication students the ability to respect deadlines and work under constant pressure.

d). To raise and sustain the professional standard of communication.

e). The programme intends to train communication professionals that will act as trustees of public trust that would be socially responsible to the communities they serve by being accurate, fair, balanced and objective in their reportage of societal issues.

6.0 Intended Learning Outcomes for the Programme

The key learning outcomes and competencies to be acquired by graduates of B.Sc Mass Communication programme include the following:

a). The students should understand the techniques of radio, television, online communication and broadcast studio operations.

b). The students should understand the techniques of news gathering and reporting for various media of communication.

c). The students should develop the strategies for effective communication skills for public relations, advertising, entrepreneurial communication and development communication practices.

d). The students should be able to identify news and news values on various socio-economic and political issues in the society.

e). The students should recognize and respond to the social responsibilities of the press in society.

f). The students should be able to manage human resources under pressure in the news room, news beats and other specialized areas of mass communication practice in society.

7.0 General Requirements

7.1 Admission Requirements:

UTME Candidates – Five 'O'Level Credit in English Language, Mathematics, Government/History/Civic Education, Economics/Commerce/Financial Accounting, any Nigerian Language, and CRS/IRS plus Use of English, Government/History/Economics and any other subject at UTME level.

Direct Entry Candidates – Diploma in Mass Communication from A.B.U or any recognized University with a minimum of Merit or IJMB of A.B.U in at least 3 Subjects with minimum of 'C' grade passes which must include Government/History, Economics or any Nigerian Languages plus five 'O'Level Credit in English Language, Mathematics, Government/History/Civic Education, Economics/Commerce/Financial Accounting, any Nigerian Language, and CRS/IRS.

7.2 Duration of Programme: Minimum of 4 years and maximum of 6 years for UTME/JAMB, and Minimum of 3 years and maximum of 5 years for Direct Entry (D.E)

7.3 **Graduation Requirements** - The UTME candidates have a minimum of 4 years and a maximum of 6 years to graduate while the direct entry candidates have a minimum of 3 years and a maximum of 5 years to graduate. For the UTME, a minimum of 120 credit units must be earned before graduation, including the General Studies and Electives. In the case of direct entry, a minimum of 90 credit units must be earned before graduation, including the General Studies and Electives. Thus, in every semester, a minimum of 15 and maximum of 24 credit units should be registered. Also, part of the requirements for graduation is the IT programme. All 400 level students must undergo an eight-week SIWES training in any established communication outfit such as print or broadcast media organization, public relations and advertising agencies, and film industries, where they are expected to be exposed to practical experiences.

8.0 Course Structure and Requirements for Graduation

The course units in the Department are organized on the course credit system per semester. A semester lasts for approximately 18 weeks, including the periods of registration and examinations provided that not less than 15 weeks are devoted to actual teaching.

One credit unit is the equivalent of 15 contact hours of classroom teaching or 45 hours of practicals. Most of the course units in the department carry the weight of 2 or 3 credit units, suggesting that they are taught for 30 or 45 hours in the semester, 2 or 3 one-hour periods per week. In

courses with strong practical component, this means that there are 15 hours of teaching and 45 hours of practicals to qualify for 2 credit units or 30 hours of teaching and 45 hours of practical for 3 credit unit courses. However, there are fewer 3 credit unit courses which suggest that more work is required to be done in 45 contact hours per semester or the equivalent in terms of practicals and classroom teaching.

At the end of each semester, a final examination is given to bring the course to final conclusion. The final examination in each course unit is weighted 60% of the total assessment while the Continuous Assessment (CA) components usually two per course unit, carries 40% of total marks for the course.

No student can pass a course if he/she fails to take part in the Continuous Assessment (C.A).

8.1 Levels of Study
100 Level
The first year (100 level) consists of introductory core and foundation courses. The aim is to introduce students to the basic concepts/ethics of these basic foundation courses in Mass Communication discipline and journalistic writings from the perspective of the Social Sciences and Humanities. Further practical work and training is also introduced to provide a basic training in writing and techniques used in the subject.

In addition to the above mass communication areas, more subjects are chosen from a list of core (General Studies) and elective subjects including (required courses) from outside

the department but such courses must be approved by the department.

200 Level
The second year Mass Communication courses are aimed at presenting the general theories, principles and models of mass communication systems and basic operational procedures of mass media organizations. Beat, script writing, field studies and studio practices are regularly organized to acquaint students with more practical examples/illustrations of the lectures from the perspectives of the communication sequences.

Electives and General Studies Courses from outside mass communication are also selected and approved by the department to reflect the sequences of the discipline of Mass Communication.

300 Level
The third year courses present the various systematic sequences in the Mass Communication field or media production as well as practical, studio, laboratory, field techniques in the production processes. Each sequence or branch of the discipline deals with major techniques of operation, major theories, methodology and techniques available to the field. The field studies aim at acquainting students with developments and field technique for solving practical problems.

At this level, students are still allowed to take approved electives from outside the department to diversify the students' background both in either pure sciences/technology or social sciences/arts.

400 Level

The fourth year courses are essentially applied/advanced aspects of the various special options. These may be treated in the form of student seminars, or group field projects and minimal lecture sessions to present the problems or discussed findings.

For two out of the four years, the last segment of the degree programme is for specialization or interest. Having gone through the production processes involved in various specialty areas, the student settles, at the tail end of the training programme, to the area of his/ her interest for deeper insights (interest). At this time, the student mostly engages in personal and independent study variety, demanding only supervision from the lecturer. This is to allow the student follow his or her intention and discover things for himself/ herself as well as build independent managerial skills needed in the world of works.

9.0   Guidelines for Selection and Registration of Courses Minimum Credits for Graduation

To graduate at 400 level, a minimum of 120 credits are required to be passed, including the General Studies and electives. In the case of 3 - year Direct Entry programme, the minimum credit requirement for graduation is 90. In anyone semester, a minimum of 15 and maximum of 24 credit units may be registered for.

9.1   General Studies Courses

For both the four-year (UTME) and the three year (D.E) first degree programmes, a student is required to pass all the 6 General Studies courses for a total of 7 credits. These MUST

be passed before a degree can be awarded and they would count in the determination of the class of degree.

10.0   Registration Procedure
It is the primary responsibility of every student to ensure that he or she is properly registered for a course and for the semester programme. No student would receive credit for a course in which the student is not properly registered even if the student attended the classes and wrote all the examinations prescribed in that course. Also, if a student is properly registered in a course and later dropped the course without notification and proper amendment to his/her registration form, the student would be deemed to have been absent in that examination and would be regarded as having failed in that course and this would affect the calculation of the student's GPA.

All students must therefore register courses they intend to offer within the two weeks' period of registration. No course registration would be allowed after the official closing of registration. Two weeks after official closure of course registration, student can only drop those they do not intend to continue with; otherwise, they would be required to sit for the examinations and pass them.

Also, perhaps due to dropping of some courses, students can add other courses.

Students must register with Mass Communication Department, all elective courses taken in other departments. Failure to do so, would mean that the student is carrying less than the minimum credit load for that semester. The Department would not accept credits earned in electives that

were not originally registered in the Departmental registration form during the official period of registration.

All registration forms must be presented personally by each student to the registration officer for signing. No student can 'register or sign for another student who is not physically present; it is the responsibility of every student at the beginning of each semester to obtain from the Examination Officers, a record of his/her academic status and progress. Such a record is expected to indicate Cumulative Grade Point Average (CGPA), Total Credit Units Registered (TCUR) and Total Credit Units Earned (TCUE). It should also indicate whether or not the student has been taking care of the core courses in preparation for final graduation.

11.0 Courses Structure

100 Level - First Semester Courses

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	MCOM101	Introduction to Mass Communication I	2	Core
2.	MCOM113	History of Mass Media I	2	Core
3.	MCOM109	Computer for Mass Communication I	2	Core
4.	LANG101	Introduction to Grammar I	3	Core
5.	GENS101	Nationalism	1	Core
6.	GENS103	English and Communication Skills	2	Core
Total			**12**	

Elective Courses (Students are advised to register any two of the following courses as electives or pick courses from Arabic, English, French or Hausa Languages (subject to approval), to get the minimum requirement of 15 Credit Units or maximum of 18 Credit Units per Semester.

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	SOLG101	Introduction to Sociology I	2	Elective
2.	SOLG103	Introduction to Anthropology	2	Elective
3.	SOLG105	Introduction to Psychology	2	Elective
4.	POLS101	Introduction to Political Science	2	Elective
5.	POLS107	Nigerian Legal System	3	Elective
6.	ECON101	Principles of Micro-Economics I	2	Elective
7.	ECON103	Principles of Macro-Economics I	2	Elective
8.	LITT103	Introduction to Literature I	3	Elective

100 Level – Second Semester Courses

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	MCOM102	Introduction to Mass Communication II	2	Core
2.	MCOM116 *Equivalent to MCOM 105*	Basic News Gathering	2	Core

S/N	Course Code	Course Title	Credit Units	Status (Core/Elective)
		&106 :Writing for Mass Media I & II		
3.	MCOM108	African Communication System	2	Core
4.	MCOM110	Computer for Mass Communication II	2	Core
5.	MCOM114	History of Mass Media II	2	Core
6.	LANG102	Introduction to Grammar II	3	Core
Total			**13**	

Elective Courses (Students are advised to register any two of the following courses as electives or pick courses from Arabic, English, French or Hausa Languages (subject to approval), to get the minimum requirement of 15 Credit Units or maximum of 18 Credit Units per Semester.

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	SOLG102	Introduction to Sociology II	2	Elective
2.	SOLG106	Elements of Scientific Thought	4	Elective
3.	POLS102	Introduction to African Politics	2	Elective
4.	POLS104	Nigerian Constitutional Development	2	Elective
5.	POLS110	Introduction to Research and Knowledge Acquisition	2	Elective

6.	INTS102	Evolution of Contemporary International Systems	2	Elective
7.	ECON102	Introduction to Micro-Economic Analysis I	2	Elective
8.	ECON104	Introduction to Macro-Economic Analysis I	2	Elective
9.	LITT104	Introduction to Literature II	3	Elective
10	GENS102	Environmental Health	1	Elective
11	GENS104	History and Philosophy and Science	1	Elective

200 Level – First Semester Courses

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	MCOM217 *Equivalent to MCOM201 & 202* Theories of Mass Comm I & II	Theories of mass communication I	2	Core
2.	MCOM205	News writing and reporting I	2	Core
3.	MCOM207	Foundations of Communication Research	2	Core

4.	MCOM209	Introduction to Film, Cinema and Literature	2	Core
5.	MCOM211	Principles of Broadcasting	2	Core
6.	MCOM213	Principles of Advertising	2	Core
7.	MCOM215	Graphics of Communication	2	Core
Total			**14**	

Elective Courses (Students are advised to register any two of the following courses as electives or pick courses from Arabic, English, French or Hausa Languages (subject to approval), to get the minimum requirement of 17 Credit Units or maximum of 20 Credit Units per Semester.

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	SOLG201*	Principles of Sociological Analysis	3	Elective
2.	SOLG203*	African Societies and Culture	3	Elective
3.	POLS201	Nigerian Government and Politics I	2	Elective
4.	POLS203	Political Ideas	2	Elective
5.	POLS207	Introduction to Comparative Politics	2	Elective
6.	INTS201	Introduction to International Relations	2	Elective
7.	ECON201	Introduction to Economics I	3	Elective
8.	ECON203	Introduction to Economics II	3	Elective

| 9. | LANG201 | Contemporary English Usage | 3 | Elective |
| 10 | GENS201 | Moral Philosophy | 1 | Elective |

200 Level – Second Semester Courses

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	MCOM206	News writing and reporting II	2	Core
2.	MCOM208	Introduction to Radio and Television Operation	2	Core
3.	MCOM222	Photo-Journalism	2	Core
4.	MCOM232	Feature Article and Interpretative Writing	2	Core
5.	MCOM234	Principles of Development Communication	2	Core
6.	MCOM242	Principles of Public Relations	2	Core
7.	GENS202	Entrepreneurship and Innovation	2	Core
Total			**14**	

Elective Courses (Students must register at least one of SOLG202, POLS202 and POLS204 courses as electives or pick courses from Arabic, English, French or Hausa Languages (subject to approval), to get the minimum requirement of 17 Credit Units or maximum of 20 Credit Units per Semester.

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	SOLG202	Social Psychology	4	Elective
2.	SOLG208	Gender and Society	2	Elective
3.	POLS202	Nigerian Government and Politics II	2	Elective
4.	POLS204	Foundation of Political Economy	2	Elective
5.	POLS210	Introduction to Political Analysis	2	Elective
6.	ECON202	Introduction to Micro-Economic Analysis II	3	Elective
7.	ECON204	Introduction to Macro-Economic Analysis II	3	Elective

300 Level – First Semester Courses (for all Sequences)

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	MCOM301	International Communication	2	Core
2.	MCOM303	Communication and Society	2	Core
3.	MCOM307	Mass Communication Law and Ethics	2	Core
4.	MCOM313	Communication Research, Concept and Design	2	Core

5.	MCOM319	Online and Social Media	2	Core
Total			**10**	

*Students are advised to register all core courses plus courses from their sequence to get a minimum of 17 Credit Units and a maximum of 20 Credit Units.

300 Level – First Semester Courses (<u>Print Media Sequence</u>)

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	MCOM309	Newspaper Production and Management	3	Core
2.	MCOM317	Introduction to Publishing	2	Required
3.	MCOM 329 *Equivalent to MCOM 312 Community Press*	Community Media	2	Required
Total			**7**	

300 Level – First Semester Courses (<u>Broadcast Sequence</u>)

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	MCOM315	Radio and Television Journalism	2	Required
2.	MCOM333	Radio Programme	3	Core

		Writing and Production		
3.	MCOM339	Film Production	2	Required
Total			**7**	

300 Level – First Semester Courses (<u>Marketing Communication</u> Sequence)

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	MCOM327	Marketing Foundations for Advertising and Public Relations	2	Required
2.	MCOM331	Community Relations	2	Required
3.	MCOM337	Advertising and Public Relations Research	2	Core
Total			**6**	

300 Level – Second Semester Courses (for all Sequences)

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	MCOM302	Comparative Media System	2	Core
2.	MCOM306	Specialized Reporting	2	Core
3.	MCOM342 *Equivalent to* MCOM308& MCOM423	Theories of Mass Communication II	2	Core

S/N	Course Code	Course Title	Credit Units	Status (Core/Elective)
		Theories of Mass Comm III & IV		
4.	MCOM330	Communication Research, Concept and Design II	2	Core
5.	GENS302	Business Creation and Growth	2	Core
Total			**10**	

*Students are advised to register all core courses plus courses from their sequence to get a minimum of 16 Credit Units and a maximum of 20 Credit Units.

300 Level – Second Semester Courses (<u>Print Media Sequence</u>)

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	MCOM324	Magazine Production and Management	3	Core
2.	MCOM334	Research in Book Publishing	2	Required
3.	MCOM338	Photography Workshop	3	Required
Total			**8**	

300 Level – Second Semester Courses (<u>Broadcast Media Sequence</u>)

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	MCOM316	Broadcast Management and Programming	2	Required

2.	MCOM318	Broadcast Commentary and Critical Writing	2	Required
3.	MCOM322	Television Programme Writing and Production	3	Core
Total			**7**	

300 Level – Second Semester Courses (<u>Marketing Communication Sequence</u>)

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	MCOM314	Public Relations Copy and the Media	3	Core
2.	MCOM336	Advertising Campaign, Production and Management	3	Required
3.	MCOM340	Advertising Media Planning	2	Required
Total			**8**	

400 Level – First Semester Courses (for all Sequences)

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	MCOM403	Data Analysis in Communication Research	2	Core
2.	MCOM405	Media Criticism and Analysis	2	Core
3.	MCOM407	Development Communication	2	Core

4.	MCOM413	Issues in Mass Media	2	Core
5.	MCOM421	Media Attachment (SIWES)	2	Core
6.	MCOM425	Media Management	2	Core
Total			**12**	

Students are strongly advised to register <u>all</u> core courses and courses from their sequence.

400 Level – First Semester Courses (<u>Print Media Sequence</u>)

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	MCOM427	Book Publishing Practicum	3	Core
2.	MCOM429	Manuscript Assessment	2	Required
Total			**5**	

400 Level – First Semester Courses (<u>Broadcast Media Sequence</u>)

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	MCOM431	Film Theory and Aesthetics	2	Required
2.	MCOM433	Advanced Television Production	3	Core
Total			**5**	

400 Level – First Semester Courses (<u>Marketing Communication Sequence</u>)

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	MCOM435	Financial Public Relations	2	Core
2.	MCOM437	Advertising Creative Strategies Management and Production	3	Required
Total			**5**	

400 Level – Second Semester Courses (for all Sequences)

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	MCOM400	Research Project	6	Core
2.	MCOM406	Mass Media and National Development	2	Core
3.	MCOM418	Entrepreneurship in Mass Communication	2	Core
4.	MCOM434	Media and Conflict	2	Core
Total			**12**	

*Students are strongly advised to register <u>all</u> core courses and courses from their sequence. Asterisk core courses are compulsory for respective sequences while others are required.

400 Level – Second Semester Courses (<u>Print Media Sequence</u>)

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	MCOM422	Computer Assisted Reporting	2	Required
2.	MCOM414	Online Journalism	2	Core
3.	MCOM420	Editorial and Column Writing	2	Required
Total			**6**	

400 Level – Second Semester Courses (<u>Broadcast Media Sequence</u>)

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	MCOM422	Computer Assisted Reporting	2	Required
2.	MCOM414	Online Journalism	2	Core
3.	MCOM424	Advanced Radio Production	3	Core
Total			**7**	

400 Level – Second Semester Courses (<u>Marketing Communication Sequence</u>)

S/N	Course Code	Course Title	Credit Units	Status (Core/ Elective)
1.	MCOM426	Online Advertising and Public Relations	2	Core
2.	MCOM428	International Public Relations and Advertising	2	Required
3.	MCOM432	Organization and Management of Advertising and Public Relations Agencies	2	Required
Total			**6**	

12.0   Courses Description

MCOM 101: Introduction to Mass Communication I
The course introduces students to the fundamental concepts, theory and practice of Mass Communication, it provides a conceptual framework necessary for proper understanding of the structure and operations of Mass Communication activities in the society. It deals with the models for studying Mass Communication, meaning and function of mass media and the areas of specialization in the practice of Mass Communication.

MCOM 113: History of Mass Media I
This course traces the major trends in the development of mass media from the era of Acta Diuma to the era of printing press then the development of major international media

organizations like BBC, CNN, Aljazeera, New York Times, London Times, China People's Daily, Le Monde, Pravda, etc. as well as News Agencies like AFP, AP, Reuters, TASS, NAN, PANA, etc.

MCOM 109: Computer for Mass Communication I

This course introduces students to computer basic knowledge tailored to suit mass communication discipline. It gives students the opportunity to understand the computer and get involved in the practical usage and application of the system to print, broadcast and new media journalism. It provides both practical and theoretical use of the computer in modern day journalism. The course exposes students to rudiments of computer appreciation, its components and structures.

MCOM 102: Introduction to Mass Communication II

This course is a continuation of MCOM101. It further focuses on the advanced fundamental concepts, theory and practice of Mass Communication. It provides background knowledge on the significance of Mass Communication as a social force in the society, Mass Communication regulatory and professional agencies, audience characteristics and changing patterns of Mass Communication environment.

MCOM 116: Basic News Gathering

This course provides instructions and practice on various forms of news writing techniques for print, broadcast and new media. Specific focus shall be made to the various sources of news and news gathering techniques.

MCOM 114: History of Mass Media II

It is a continuation of MCOM 113. It considers the advent of mass media in Nigeria and its contributions to the nation's political, religious economic and social development from the pre-colonial and colonial era till the present day.

MCOM109: Computer for Mass Communication I

This course introduces students to computer basic knowledge tailored to suit mass communication discipline. It gives students the opportunity to understand the computer and get involved in the practical usage and application of the system to print, broadcast and new media journalism. It provides both practical and theoretical use of the computer in modern day journalism. The course exposes students to rudiments of computer appreciation, its components and structures

MCOM102: Introduction to Mass Communication

This course is a continuation of MCOM101. It further focuses on the advanced fundamental concepts, theory and practice of Mass Communication. It provides background knowledge on the significance of Mass Communication as a social force in the society, Mass Communication News Agencies, regulatory and professional agencies, audience characteristics and changing patterns of Mass Communication environment.

MCOM106: Basic News Gathering

This course provides instructions and practice on various forms of news writing techniques for print, broadcast and new media. Specific focus shall be made to the various sources of news and news gathering techniques.

MCOM108: African Communication Systems
The course centres on forms and contents of traditional communication system. It emphasizes the African traditional communication structure from the Nigerian perspectives. It also traces the institution of communication systems. In addition, it examines African oral traditional, form and content.

MCOM110: Computer for Mass Communication II
The course being a continuation of MCOM109 focuses more on practicals. Attention shall be given to the forms and applications of information and communication technology (ICT). It introduces students to desktop publishing features, basic softwares, and role of ICT in journalistic publishing. It also introduces students to computer and entrepreneurial journalism.

MCOM217: Theories of mass communication I
This course introduces students to models and theories of Mass Communication as well as types. Similarly, the normative theories, paradigms of communication theories, media effects, media and violence theories are also discussed.

MCOM 205: News writing and reporting I
This course is designed to further expose students to basic news writing and reporting techniques/procedures. The course examines the structure of news writing and other journalistic forms. Materials from Nigerian and foreign media are to be examined.

MCOM 207: Foundations of Communication Research
The course introduces students to the basic concepts of research and research elements, data gathering methods, instrumentation, research process and procedure, as well as types of Mass Communication research.

MCOM 209: Introduction to Film, Cinema and Literature
It introduces students to film as a medium of communication and the cinema as a communication setting with particular reference to literature and its various forms such as short stories, novel and drama – comedy, tragedy and tragi-comedy. It gives an overview of kinds of films such as adventures, comedy, documentary etc. Also the role of cinema in the society is taught.

MCOM211: Principles of Broadcasting Principles of Broadcasting
This course introduces students to the concepts and principles of broadcasting in the changing field of multi-media and new information technologies. It introduces the students to radio and television equipment and facilities, prepares them for subsequent and advanced courses in specific areas of broadcasting.

MCOM213: Principles of Advertising
This is a general over-view of the fundamental principles and techniques of advertising. A review of historical development of advertising and advertising agencies with emphasis on its development in Nigeria. Students are introduced to the basic regulations of advertising in Nigeria as well as skills to run advertising business.

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MCOM215: Graphics of Communication

It introduces the students to the field of visual communication, examines the origins of graphics, the elements of design aesthetics and layout principles. Also, printing and its equipment are introduced. Marketing of cartoons, and designs are examined, it also covers the use of photographs in for newspaper and magazine publication as well as use of graphics in television medium.

MCOM 206: News writing and reporting II

This course is a continuation of MCOM 205, it is a practical course that enables students to become proficient in preparing publishable copy under deadline. Students are assigned beats, primarily on campus to develop stories for publication/broadcast and encouraged to submit outstanding articles to the metropolitan news media. Further, it provides excellent material from the Nigerian and foreign news media for study and imitation.

MCOM 208: Introduction to Radio and Television Operations

This course introduces students to studio/control room technology and the nature of sound/vision. Practical exercises in studio set-up, camera operations and other studio equipment/facilities operating procedures like console, microphones, teleprompter etc. are covered.

MCOM222: Photojournalism

This is an introduction to news photography, featuring solid grounding in basic camera and darkroom techniques but placing emphasis on the development of the emerging photo-journalists sensitivity to people, circumstances and events to which the students will be expected to take pictures

that communicate. Also, fundamentals of photography, operation of different cameras, photography processes and the use of standard photographic equipment and materials in the photo-laboratory as well as the techniques of photograms and photo-essay should be covered.

MCOM 232: Feature Article and Interpretative Writing

The course deals with writing, analyzing and marketing feature articles and interpretative writings for newspapers, general and specialized magazines. Focus is made on definitions of concepts, functions, types, content, structure, use of language, ethical as well as legal problems related to feature and interpretative writing. Then, the students should be encouraged to prepare manuscript copies under deadline.

MCOM 234: Principles of Development Communication

This covers the meaning, role and basic goals of development communication. It also deals with the evolution of development communication and its theories.

MCOM301: International Communication

This course is an overview of global media systems. The focus will be on the unidirectional of one-way flow of information between the industrialized and Third World nations; how ideology, culture, economy/technology and international market structure have all contributed either in hindering or advancing the international flow of news among nations. The scope, characteristics, peculiarities and current issues in international communication are exhaustively treated so as to acquaint students with a thorough knowledge of the politics of international communication.

MCOM 303: Communication and Society

This is an examination of mass media as social institution with particular attention to pertinent sociological cum communication concepts, themes and problems. It also covers the role and relationship of the mass media vis-a-vis major social institutions. The role of communication in society is also critically examined.

MCOM 307: Mass Communication Law and Ethics

It is a basic analysis of the legal framework within which the media operate. The issue of press freedom in Nigeria and media laws such as libel, slander, sedition, privacy, contempt are treated. Ethical and moral standards applicable to the mass media as well as ethical responsibilities of media persons are examined. Also, regulations of professional conduct in mass communication are prominently featured.

MCOM 313: Communication Research, Concepts and Design I

Students are exposed to the philosophical understanding of research such as ontology, epistemology, phenomenology, research approaches, methodologies, an overview of research sampling techniques, instrumentation, and referencing styles.

MCOM 319: Online and Social Media

The course focuses on the emerging waves of social media such as Face book, Twitter, LinkedIn, etc. It also focuses on the impact of social networking sites on news gathering and reportage, issues about social media and potential for peddling harmful information, social media and the citizenship power, connectivity and access.

MCOM 309: Newspaper Production and Management
This course introduces students to the basics of newspaper production process where the content, page planning and page make-up of a newspaper are taught. The management, and application of theories to the management process in newspaper business are also covered. At the end of the course, students are required to produce a newspaper.

MCOM317: Introduction to Publishing
This course examines book publishing as an economic and professional activity within a book publishing business environment. It looks at the publishing processes, industry activities and associations. It also covers application of new technologies in Desktop Publishing.

MCOM 329: Community Media
The course teaches the students how to identify and address community needs and problems, prepare community development projects for implementation through special media programmes. Focus should also be made on the process of writing, editing and publishing/broadcasting reports for and by rural communities, small municipalities and urban neighbourhood. Also the business management techniques for the sustenance of such media is covered in the course.

MCOM315: Radio and Television Journalism
This is an examination of the practice of news gathering techniques, interviews and reporting for radio and television. It also covers the reportorial process, review of sources, presentation of news for radio and television, and the examination of broadcast news. It looks at copy and guidelines for broadcast news, its preparation and

production, as well as news summaries and bulletins of various formats including introduction to broadcast news magazine.

MCOM333: Radio Programme Writing and Production I

The course covers the types of radio programmes, elements and activities of the writing process with special attention to the nature of radio and its audience. It focuses on the writing of talks, spot announcements, eyewitness account and magazines programmes.

MCOM339: Film Production

This involves the detailed analysis of the technical apparatus of film making – the camera, microphones, lighting machines, sets – and types of shots. It focuses on the story board and composition, lighting, sound music and special effects as well as production personnel – their roles and qualities. Film directing and editing is emphasized and the course also involves practical performance and production of short films.

MCOM 331: Community Relations

The course examines community relations as an essential element in the overall public relations programme. It focuses on formal and informal approaches in managing community relations issues and crisis situations.

MCOM327: Marketing Foundations for Advertising and Public Relations

This course is a study of advertising and Public Relations as communication tools, which can be used to market or promote a product, person, good and services, an

organization, or idea. The art and science of marketing will be reviewed as the bases for determining the needs and types of communication solutions, which can effectively deal with marketing problems in different situations.

MCOM337: Advertising and Public Relations Research
It involves the teaching of the various ways of applying quantitative and qualitative research methodologies in advertising and public relations contexts. Emphasis is placed on budget, copy, and media research.

MCOM 302: Comparative Media System
It is a comparative analysis and general overview of world media systems in terms of ownership, control, programming and purposes among nations. The course also examines the influence of ideology, culture, economy on the media systems. Special characteristics of the various media systems are examined.

MCOM 306: Specialized Reporting
This course is designed to provide instructions in the techniques of reporting specialized areas. It emphasizes on beats such as agriculture, health. Politics, science and technology, religion, sports, labour, the courts, arts and culture, conflict, etc. Students are engaged with practical exercises in the course.

MCOM 342: Theories of Mass Communication II
Students are exposed to critical theories, perception and public opinion theories. Also, technology related theories and application of theories in research design should be covered.

MCOM 330: Communication Research Concepts and Design II

The course treats research proposal with detailed examination of its components (topic, introduction, Literature Review/Conceptual and theoretical framework and methodology). Emphasis is placed on practical research proposal and report writing.

MCOM338: Photography Workshop

The course will teach students fundamentals of photography, operation of different cameras, processing of photographs and the use of standard photographic equipment and materials in the photo-laboratory. Special emphasis will be given to photo-editing, lighting, colour, theory, sensitometry, and other aesthetics of colour composition. Hands-on practical experiences are strongly emphasized.

MCOM334: Research in Book Publishing

The course introduces students to the types and methods of research used in book publishing, including media research, product research, market research, opinion research and campaign testing.

MCOM324: Magazine Production and Management

This is an application of theories and principles of magazine layout, production and management. Students are expected to process editorial materials and produce a magazine.

MCOM316: Broadcast Management and Programming

This course introduces students to the nature and process of managing broadcast organizations. It considers the primary

operations of radio and television station networks, particularly, programming and personnel and the skills required to manage them in the interest of society.

MCOM322: Television Programme Writing and Production

The course presents the types of television programmes. It also covers the elements and activities of the writing process with special attention to the nature of television and its audience. Analysis and evaluation of television scripts, production of talk, interview, discussion and magazine programme. Intensive writing exercises are covered.

MCOM318: Broadcast Commentary and Critical Writing

The course examines the opinion function of broadcast journalism. It exposes students to the practice of writing commentary and critical writing. It examines the functions and types of commentary and critical writing.

MCOM314: Public Relations Copy and the Media

This course focuses on public relations, planning and copy writing techniques with emphasis on audience, messages and media selection as well as evaluation of consequences. The media of public relations, both print, broadcast and the Internet are examined as windows for public relations.

MCOM336: Advertising Campaign, Production and Management

The course covers planning and execution of advertising campaign, market and consumer research development, including allocation of advertising budget. It further looks at organization and function of advertising appeals,

preparation and production. Costing and media buying will also be covered. The course also covers the theory and practice of writing effective advertising message for print and broadcast media. It includes the creative application of consumer and market surveys, copy testing methods and advertising, readership studies, as well as production of print and broadcast advertisement.

MCOM340: Advertising Media Planning
It involves the preparation of advertising media plan: the analysis of the various media in terms of target audience reach and the frequency reach. It also covers consideration of other crucial factors in matching media with markets.

MCOM403: Data Analysis in Communication Research
Students are taught data analysis techniques involving both quantitative and qualitative analysis. Then, method of data/results presentation and interpretation are discussed.

MCOM405: Media Criticism and Analysis
This course exposes students to the theory and practice of reviewing media contents. It includes the application of critical theories in the analysis of media contents.

MCOM407: Development Communication
This course examines the methodology and theories of development communication, approaches to development communication with particular reference to Nigeria and African conditions and the basic issues, principles and practices of development communication. Strategies for designing development communication messages and evaluation are taught.

MCOM413: Issues in Mass Media

The course focuses on critical analysis of significant events and personalities that have featured in, and characterized the Nigerian mass media from the political, social and economic points of view especially contemporary issues like fake news, hate speech, brown envelope syndrome, piracy, north-south divide. It also covers the dynamics of the mass media in Nigeria and their institutional roles.

MCOM412: Media Attachment (SIWES)

Students are to undergo industrial training which covers media organization under a monitored arrangement between the department and the organization.

MCOM425: Media Management

Students are exposed to management theories and strategies to enable them know how to run media businesses profitably and for sustainability.

MCOM427: Book Publishing Practicum

The students are involved in practical production process of a book in a printing press.

MCOM429: Manuscript Assessment

The course is a survey of problems involved in prospecting for authors, motivating them, and working with them. It also involves dreaming up projects, finding writers for them, screening and assisting authors. It introduces students to the criteria for assessing manuscripts as well as creating and working with members of the editorial board. Also, students are taught how to produce and edit manuscripts.

MCOM424: Advanced Radio Production
Students are engaged in practical performance and production of radio programmes and editing.

MCOM433: Advanced Television Production
Students are engaged in practical performance and production of television programmes and editing.

MCOM435: Financial Public Relations
It involves a comprehensive review of techniques and measurement yardsticks for planning, budgeting, designing and writing public relations programmes and projects. It includes the knowledge of costing of public relations projects and programmes and how to finance public relations programmes and projects.

MCOM437: Advertising Creative Strategies, Management and Production
This course covers the theory and practice of writing effective advertising messages for print and broadcast media. It includes the creative application of consumer and market surveys, copy testing methods and advertising, readership studies, as well as production of print, broadcast and online advertisements.

MCOM400: Research Project
Students initiate and execute an empirical research project following the steps in the research process. In the end, the students are expected to be familiar with the techniques of conducting an independent research.

MCOM406: Mass Media and National Development

The course entails contributions of the mass media to rural and national development. It also looks at the responsibilities of the media for social, political and economic growth.

MCOM418: Entrepreneurship in Mass Communication

The course is aimed at making students to be self-reliant and independent in the practice of Mass Communication and its specialized areas. It covers all forms of communication businesses within Mass Communication. It includes entrepreneurial journalism, content creation, media campaign, artistic communication design, and entrepreneurship research for profit making.

MCOM422: Computer Assisted Reporting

This course teaches gathering, processing, packaging and dissemination of news using computer. It also equips students with contemporary applications of computers in news reporting.

MCOM414: Online Journalism

This course familiarizes students with contemporary journalism. It teaches and inculcates in them the need, skill and uses of the internet, social media/citizen journalism to gather and report stories. It is expected that after successfully completing this course, each student would have acquired the skill to operate in an online reporting environment.

MCOM420: Editorial and Column Writing

This course deals with intensive work in the theory and practice of writing editorials and columns based on opinion

with particular emphasis on analysis and interpretation often events.

MCOM431: Film Theory and Aesthetics
It is an exploration of film as extension of photography. It gives emphasis to systematic consideration of the basic aesthetic principles, photographic approach, affinities and art. Also, it analysis the properties of the film medium with regard to the realistic tendency and formative tendency or realism and the clashes/compromises between both.

MCOM426: Online Advertising and Public Relations
The course focuses on the processes in planning and execution of Advert and PR copies with particular focus on the Internet. The use of various social media platforms for Advert and PR activities is also taught.

MCOM428: International Public Relations and Advertising
It involves an analysis of trends, issues and problems confronting public relations departments in multinational corporations and other organizations involved in international trade and business.

MCOM432: Organization and Management of Advert and Public Relations Agencies
The course explains the establishment of effective guidelines for starting an enterprise in advertising or public relations. It also discusses the organization and management of the various departments of a full-service agency.

MCOM434: Media and Conflict
This course exposes students to the intricacies of conflicts in Nigeria taking into cognizance the role of media in the solution processes. Peace and war journalism will top the list of priorities to the course. Furthermore, narratives of the media both broadcast and print sequences will be examined with a view to assessing their performances on conflict situations in Nigeria.

13.0   Practical Work/Studio Courses
Students within their three or four years study in the department take some practical work or studio courses. These hands-on works and studio experiences are integrated into relevant courses spread between 100 to 400 levels of study. At 100L and 200L, it takes the form of studio work, the 300L students go for 8 weeks, media attachment.
1. One credit unit in lecture series is equivalent to fifteen (15) lecture hours/lecture units.
2. Two credit units are equivalent to thirty (30) lecture hours or fifteen plus forty-five (45) practical hours. Two credit units may also be equivalent to fifteen (15) lecture hours plus (fifteen (15) tutorial hours.
3. Three credit units are equivalent to forty-five (45) lecture hours. They may also be thirty (30) lecture and fifteen (15) tutorial hours.

14.0   Final Year Project (Research Projects) B.Sc. Honours
Considerable emphasis is put on the Undergraduate Project of about 12,000 words of not less than 50 typed pages following approved documentation guidelines which is a valuable exercise in learning how to analyze various social science and communication issues of a chosen area or topic

and their inter-relationships. This project must embody practical work and give evidence of study in the field, studio, laboratory or library. It carries the weight of 6 Credit Units (thrice that of any other courses in the department) and it run through the first and second semesters of the final year. However, students are required to choose their topics and submit a viable research proposal at the end of the second semester of 300 level,

The research project can be costly. Students are expected to collect a cost estimate of the research project from the department at the end of 300 level second semester examinations for presentation to their sponsors. Students are expected to adhere strictly to the schedule announced yearly by the department regarding progress and final submission of final year research project. Projects submitted after the closing date for submission will not be accepted. The student is also expected to defend his or her final project work before the Departmental Board of Examiners.

15.0 Examination and Assessments
Examinations are conducted at the end of every semester in all the course units, except for the practical and field courses which are assessed on the basis of practical assignments and reports.

a. Semester Examinations
End of semester examinations usually take the form of written essay questions and answers and CBT which candidates are expected to answer questions according to instructions. Final examinations carry 70% of the total marks for each course. Students are strongly advised to familiarize themselves with the Faculty and University rules

and regulations concerning the conduct of semester examinations.

b.   Continuous Assessment Tests

Continuous assessment tests, usually two per semester, are given in each course unit as part of the final assessment of students performance in the course. These accounts for 30% of the total marks for the course. No student may be judged successful in a course unit in which that student missed the continuous assessment tests irrespective of the score in the final examination.

16.0   Examination Time - Table

Examination time - tables are usually published by the ABUDLC Examination Office at least two weeks before the start of examinations, It is absolutely the responsibility of learners to take note of the dates, time and venues of examinations as contained in the time - table and draw the attention of the Programme Coordinator to any problem or related issue that may occur in it. No candidate may plead ignorance of these details as a genuine excuse for missing any examination.

17.0   Working   towards   a   degree   in   Mass Communication

At the end of each semester, the course, units, grades and grade - points earned are added onto a student's cumulative university record to give him/her Cumulative Grade-Point Average (CGPA). From this record, he/she may determine his/her progress towards a degree. Also, at the end of each semester, a Grade Report, which indicates the grade he/she received for each course taken is issued to him/her by the Departmental Examination Officer. In working for a degree,

it is the responsibility of the student to keep in mind the various levels of Departmental, Faculty and University requirements he/she is to satisfy, as well as the types of requirements that must be fulfilled - course, unit, grade point, etc. Students may receive additional counseling on these matters from their level advisers.

18.0   Honours
Standards for honours status are set by the University for the Departments. In the Department, the standards are as follows:
First Class Honours 4.50 – 5.00
Second Class Honours (Upper)   3.50 – 4.49
Second Class Honours (Lower)   2.40 – 3.49
Third Class   1.50 – 2.39
Fail Less than 1.50

19.0   The Use of the Library by Mass Communication Students
Students of Mass Communication have a special need to be familiar with the organization, content of library and the use of libraries available to them. This is because Mass Communications is so wide a field comprising many sub-disciplines or fields. Furthermore, many works in other subjects are directly relevant to mass communication studies; hence the students need to be conversant with how to make judicious and maximum use of the libraries.

20.0   The Departmental Library
The Departmental Library has been renovated and now fully equipped. It is usually a lending and reading library. It contains some volumes of books, periodicals, journals, newspapers and magazines. It has some undergraduate past

research projects for references only. The library maintains strict disciplinary rules and regulations for the benefits of the users. The Department maintains a few collections of books, projects, cassettes, audio and video tapes which are consulted as immediate references by student as well as products of students' practical exhibits.

21.0   Studio and Laboratory Facilities

There is a standard radio studio for the department for students training: Adjoining the studio is a standard editing lab where students process and edit their works before final production in the studio. The editing lab contains numerous computers. The department has also a standard photographic darkroom for the processing and production of photographs during photo-journalism courses, in addition, there is a computer laboratory for practical work in Print (Newspaper and Magazine) and Broadcast production.

22.0   Attendance at Lecture

According to the University regulations, no student would be permitted to sit for an examination in a course unit in which the student was not present for up to 75% of the time. Thus, even if students have genuine excuses to stay out of classes, such as authentic medical excuses or reports, the total number of periods of lectures missed under the excuse could still be used to calculate attendance qualification for examination.

23.0   Excuses

For a student to miss a lecture, practical, examination or other assignments, a formal application has to be made to the staff in charge. Usually any such excuses have to be backed by medical certificates in cases of health problems,

subject to certification by the University Health Services. Such excuses must be passed to the Head of Department for assessment and processing to Faculty Board and Senate for approval if they involve missing scheduled examinations and other components of the degree programme. In the absence of such approved excuses, candidates would be adjudged to be absent. An approval excuse, however means that the student would be given a later chance to submit the assignment missed or given a make-up examination or test.

24.0   Career Opportunities for a Graduate of Mass Communication

◆   Reporter/Editor: Can occupy position of a reporter or editor as a journalist in any media outfit whether print or electronic --(newspapers, magazines, radio, television, etc.).

◆   Publisher: Can become a publisher of a newspaper, magazine, book or academic journals, etc.

◆   Public Relations Executive: A graduate of mass communication can make a career in public relations.

◆   Advertising Executive: A graduate of mass communication can also make a career in advertising and marketing.

◆   Campaign Manager: He can also become a campaign manager for a political party or a reputable politician.

◆   Academic: The graduate if so desires can take up a teaching and research appointment in Polytechnic Research institutions or Universities,

◆   Film Producer/Director: A graduate of this programme can make a career as a film director, in acting or production work.

◆ Opportunities exist for graduates to work in development communication field as editors, Information Officers.

25.0   Students Professional Associations

Mass Communication Students Association (MACOSA) Undergraduates run the socially and academically active Mass Communication Students Association (MACOSA) ABU Chapter. However, the Association operates under the patronage and advice of the Department and Departmental staff. Membership is required of all students studying mass communication. The Association is run entirely by students for the benefit of those in the university community with the full support of the department: Its activities include public lectures, social gathering and social welfare of members, tours, educational publication.

Nigerian Union of Journalist (NUJ)

The Nigerian Union of Journalists (NUJ), being the professional body of all journalists in Nigeria has provision for student membership of the association. Many students in the department avail themselves of the opportunity to become registered student members of the Union.

Nigerian Institute of Public Relations (NIPR)

This is the national professional organization for public relations practitioners, including university academics, public sector as well as the private sector employees. NIPR holds annual conferences and public lectures. Special reduced membership rates are available to students, hence students in the department take advantage of it to become registered and active members.

Advertising Practitioners Council of Nigeria (APCON)

The body registers members who are qualified to practice advertising as a profession and students in the department, who see advertising as a prospective area of specialization are often encouraged to become student members.

APPENDIX 1:

EXAMINATION POLICY AND GUIDELINES

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

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

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

2.0 EXAMINATION VENUES
Whereas continuous assessment examinations (individual and group assignments; Forum discussions) shall be undertaken using the relevant e-Learning tool, all Semester Examinations

shall be supervised as stipulated by the guidelines of the National Universities Commission.

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

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

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

3.0 PREPARATION FOR EXAMINATIONS
1. Printing of master list of registered students shall be done by Examination Unit and distributed to various Heads of programmes six (6) weeks before the commencement of the Semester examinations.

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

4.0   ADMINISTERING EXAMINATIONS
1. Whereas Continuous Assessment (CA) examinations shall be essay type (individual & group assignments as well as forum/topical discussions); semester examinations shall be blended and to be held in multiple venues as deemed adequate.
2. All examination questions shall be dispatched to external examination venues on the day of the examination in an encrypted form.

3. Semester examinations shall be held in each of the three (3) semesters in every session.
4. Examination timelines:
    a) All examination questions and marking schemes are to be forwarded to the Programme Coordinator by e-tutors within four weeks of the semester.
    b) All examination questions are to be internally and externally moderated within 4-8 weeks of commencement of each semester
    c) All examination questions shall be ready and deposited with the Examination Officer four weeks to the examination.
    d) A pool of MCQ and Essay type questions shall be developed for each course.
5. A learners who defers any semester examinations shall only be permitted to re-take the said examination in the 3rd Semester for a fee.
6. All Chief invigilators at Examination venues shall be sent examination questions in the morning of the date for the examination, however, prior configurations of the CBT system and questions (with dummy questions) shall be completed a day before commencement of the examination.
7. All invigilators shall be at the venue of the each examination two hours to the beginning of each examination. Biometric accreditation of learners into the examination hall must commence two hours to the examination.
8. Semester examinations shall not last for more than three weeks.
9. Internal (Programme Examiners Committee) moderation/consideration of results must be done two to four weeks after examinations.
10. DLC Board of Examiners shall meet 5 weeks after the last day of the examinations to consider the results and make recommendations to the DLC Academic Board which shall meet within the next 1 week.

11. Semester examination results shall be forwarded to Senate for approval, six weeks after the last day of the examinations for Undergraduate programmes.
Postgraduate examination results shall be forwarded to the Dean, School of Postgraduate Studies.

12. Semester Examination result shall be forwarded to the Examination Officer immediately the examinations are concluded while all CA results shall be forwarded prior to the commencement of Semester examinations.

13. There shall be no resit examination for failure in any examination, the course credit system require such course to be carried over to another semester.

5.0 APPOINTMENT OF EXTERNAL/INTERNAL MODERATORS/EXAMINERS

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

2. The Centre shall inform Senate in her submission the number of terms the external examiners they recommended had served. External Examiners shall serve for a maximum of three sessions at a stretch.

3. Appointment and approval of Internal and External Examiners for Postgraduate programmes shall be in compliance with 'ABU Regulations Governing Higher Degree Studies'

6.0 GENERAL EXAMINATION REGULATIONS,

1. Candidates must attend punctually at the times scheduled for their examinations, and must be at the venue of the examination two hours before the time the examination is due to start. Candidates arriving more than half an hour after the examination has started shall not be allowed to participate in the examination, or may be admitted only at the discretion of the Chief Invigilator (i.e. provided the

cause(s) of lateness by the student are reasonable, cogent and sufficiently convincing).

2. Except with the special permission of the Chief Invigilator/Supervisor, candidates may not leave the examination hall during the first and last half hour of the examination. Outside those periods, candidates with the permission of the invigilator, may leave the room temporarily, and then only if accompanied.

3. Candidates must display their Examination cards/print out of Vigicode during each examination and no writing of any form on the printout shall be condoned.

4. Candidates must bring with them to the examination hall their own pens and pencils and any materials which may be permitted by these regulations, but they are not allowed to bring any other book or paper. Candidates are warned, in their own interest, to ensure that lecture notes, textbooks, bags, mobile telephones, etc. are not brought into the examination hall. Answer booklets/Plain sheets shall be provided whenever indicated.

5. Candidates shall be searched by the Invigilator before they are allowed into the examination hall.

6. While the examination is in progress, communication between candidates is strictly forbidden, and any candidate found to be giving or receiving assistance shall be deemed to have committed an examination irregularity.

7. Silence must be observed in the examination hall. The only permissible way of attracting the attention of the invigilator is by the candidate raising his/her/her hand for recognition.

8. Candidates shall use their Registration Numbers only, throughout all Examinations

9. Every necessary precaution shall be taken including physical search before candidate leaves or returns to the examination room/hall.

10. There is a No Smoking Policy in all Examination venues/Resource Centres during examinations.

11. Candidates are informed that a First Aid Box is provided in the examination hall, and medical attention can be obtained if necessary.
12. All rough work must be done in the sheets of paper provided by invigilators for the purpose of rough work. Any other paper brought in will be confiscated and candidate penalized.
13. A student involved in examination misconduct or malpractice shall be penalised as dictated by the University Examination Regulations.
14. Candidates must adhere strictly to the sitting arrangement put in place, which has been configured automatically by the CBT system.
15. To improve the objectivity of examination results, the DLC shall put in place a "Double Marking" programme.

7.0 CONSEQUENCES FOR FAILING TO WRITE EXAMINATIONS

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

8.0 ACADEMIC MONITORING/QUALITY ASSURANCE

1. There shall be a monitoring mechanism for all examinations.
2. Online Programme Assessment Forms shall be made available to DLC students at the end of each of the three semesters in a

session to assess the programmes (content, delivery, e-tutors and support).

9.0 RESEARCH WORK AND PROJECT, DISSERTATION AND THESISMANAGEMENT

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

10.0 DUTIES OF INVIGILATORS

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

1. Arrive at the venue of Examination at least 1 hour before the session commences
2. Shall inspect the Identity and Admission cards of candidates before admission into the examination room/hall.
3. Ensure compliance to all schedules and time restrictions by students.
4. Ensure that items not relevant to the examination are not allowed in the examination room such as books, bags, mobile phones, programmable calculators, palm top computers, mini scanners etc.
5. Confiscate such items and report on such matters to the Chief Invigilator.
6. Ensure that borrowing of any item or removal of examination materials does not occur.
7. Ensure that under no circumstances are candidates left without supervision
8. Should occasionally move around the examinations hall/room.

9. Ensure that candidates caught in breach of Examination Regulations are allowed to continue with the examination but the breach immediately documented.
10. Present a written report on any incident with exhibits to the Examinations Officer/Chief Invigilator.

11.0 EXAMINATION MALPRACTICE

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

12.0   SANCTIONS 12.1 OFFENCE BY STUDENTS (A) Expulsion

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

i.   Impersonation at Examination shall involve the exchange of examination numbers or names, intentional use of someone else's name and/or registration number while registering online for the examination
ii.   Introduction of relevant foreign materials and cheat notes into Examination Hall.

iii. Exchange of relevant materials/information in Examination Hall which may involve collaboration/copying from each other or copying from cheat notes.

iv. Consulting cheat notes outside the Examination Hall in the course of the examination.

v. Facilitating/abetting cheating during examination.

vi. Use of mobile phones (GSM) text messages and/or other such communication or electronic gadgets during examinations.

vii. Life threatening assault to an invigilator, examination officer or any constituted authority with evidence.

viii. Willful destruction of exhibit (foreign material or cheat note) in the examination hall on the suspicion or on arrest for committing examination malpractice.

ix. Solicitation for marks or change of grades from the examiner or examination officer.

x. Hacking or attempted hacking into sites containing materials/information relevant to examinations.

(B) Rustication for One Academic Year

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

i. Non-submission or incomplete submission of answer scripts (where applicable)

ii. Introduction of non-relevant materials to the Examination Hall.

iii. Non-appearance at the Examination Irregulars and Malpractices Committee (ERIC)

iv. If a learners refuses to appear after first year of rustication, it is then implied as self- withdrawal.

v. Introduction of mobile phone(s) and/or other such communication or electronic gadgets to examination hall.

vi.   A learner who insults an invigilator, examination officer or any other constituted authority during examinations

vii.   Introduction of fake examination card/ print out of Vigicode in the examination hall.

(C) Written Warning

The following offences shall attract a written warning i) Speaking/Conversation during examinations.

ii) Unruly behaviour in the examination hall that does not affect the conduct of the examination.

11.2 OFFENCES INVOLVING STAFF

1. Any act of commission or omission amounting to examination malpractice e.g. loss of students' scripts, continuous assessments or project records, alteration of marks etc. by a member of staff shall be referred to the corresponding Staff Disciplinary Committee for appropriate sanctions.

2. Non ABU staff engaged as adjunct staff for the purpose of any examination shall be required to endorse a document agreeing to be subjected to an appropriate legal/disciplinary action as appropriate for the circumstance e.g. police investigation and possible prosecution.

13.0 MANAGEMENT OF EXAMINATION RESULTS

1.   Tentative results shall only be made available to learners after its approval by the DLC Academic Board subject to ratification by the Senate.

2.   Learners shall be able to view their results (copy only) via the LMS, SMS/text or via other secure online options.

3.   An Exam checker shall be in place for candidate to access their results and forward complaints (should the need arise).

4.   Students are at liberty to apply for rectification (remarking) of their results for a fee.

5. Learners can request for and view their scripts (for a fee) in event they are dissatisfied with the outcome of the rectification process.

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