



**USMANU DANFODIYO UNIVERSITY, SOKOTO**

**FACULTY OF ARTS**

**DEPARTMENT OF FRENCH**

**BA French Degree Programme**

**STUDENTS' HANDBOOK**

**2024**

**STUDENTS' HANDBOOK**

**HISTORY OF THE PROGRAMME/SUB-DISCIPLINE/DISCIPLINE**

The programme – BA French has been run smoothly and the Unit has continued to grow both in number and the quality of its graduating students under Modern European Languages and Linguistics (MELL) Department. French Unit becomes a Department on 5<sup>th</sup> May, 2022. The members of staff of the Department, in addition to their core teaching and research activities, equally contribute to the teaching of B.Ed and GST Courses in French. The Department successfully got a Senate Approval to organize a Nine Months French Preliminary

Programme to prepare candidates for admission into UGI, starting from 2024/2025 Academic session.

## **PHILOSOPHY AND OBJECTIVES**

### **Philosophy**

*The philosophy of the programme is designed to expose students to the French culture and civilization so as to widen their worldview. The programme will produce graduates with sound knowledge of French Language, Arts, Politics, Laws, History and Tradition to enable them grasp the essence of international relations and world politics. It also will produce high quality manpower for employment in diplomatic services, schools, colleges, para-military and military services, corporate organisations and other public institutions.*

### **Objectives**

*The objectives of the programme are to:*

- a- impart in students a good grounding and effective mastery of the French Language in its various applications*
- b- enable students achieve adequate self-expression in French Language*
- c- adequately prepare the students for higher studies in the French Language and related disciplines*
- d- instill in the students the spirit of self-reliance, self-pride and self-actualization*
- e- produce graduates to teach French Language in schools and colleges*

## **Admission Requirements**

### **1. UTME**

*Five (5) O' level credits passes in relevant subjects in not more than two sittings which shall include credit passes in French and English Language. This is in addition to obtaining the minimum points in the UTME.*

### **2. Direct Entry**

*Any of the following qualifications is admissible for the three year B.A. French degree programme. In addition, candidate must possess five (5) O' level passes in relevant subject areas:*

- i. NCE at lower credit level in relevant subjects one of which must be French.*
- ii. Relevant Diploma at lower credit.*
- iii. GCE A' level passes in relevant subjects one of which must be French.*

## **COURSE CONTENTS, LEVELS AND DESCRIPTIONS**

### **BA FRENCH**

For the teaching of French, the following number of courses and their credit units will apply:

Level	Compulsory	Required	Electives	Total
100	11 (22)	7 (14)	--	18 (36)
200	11 (22)	7 (14)	---	18 (36)
300	19 (38)	--	--	19 (38)
400	15 (34)	--	2 (4)	17 (38)

## 100 LEVEL

BA French students are required to register for a minimum of 34 units at UG I and a maximum of 42 units per session. As a French student, a 100 level student must register for all the Compulsory courses.

### COMPULSORY COURSES

Course code	Course title	Units	Semester
GST 101	Communication in English I	2	1
GST 102	Nigerian Peoples and Culture	2	1
GST 103	Information & Communication Technology (ICT)	1	1
GST 104	Use of Library and Study Skills	1	2
GST 105	Communication in French	2	2
GST 106	OR Communication in Arabic		
FRE 101	Introduction to French Literary Genres: Prose	2	1
FRE 102	Basic French Grammar I	2	1
FRE 103	Introduction to French Phonetics & Phonology I	2	1
FRE 104	Introduction to Composition Writing in French	2	1
FRE 105	Practical French I	2	1
FRE 106	Reading of prescribed texts I	2	1
FRE 107	Basic French Grammar II	2	2
FRE 108	Introduction to French Literary Genres: Poetry and Drama	2	2
FRE 109	Composition Writing in French: Informal and Formal Writing	2	2
FRE 110	Practical French II	2	2
FRE 111	Introduction to French Phonetics & Phonology II	2	2

FRE 112	Reading of Prescribed Texts II	2	2
ENG 111	English Language	2	1
ENG 112	Practical English Grammar	2	1
ENG 113	Spoken English	2	2
ENG 114	The English Lexicon	2	2
	<b>TOTAL</b>	<b>38</b>	

## 200 LEVEL

BA French students are required to register for a minimum of 32 units at UG II and a maximum of 42 units per session. A 200 level student must register for all the Compulsory courses.

## COMPULSORY COURSES

Course Code	Course Title	Units	Semester
GST 211	Communication in English II	2	1
GST 212	Logic, Philosophy and Human Existence	2	1
GST 213	History and Philosophy of Science	2	2
GST 214	Peace Studies and Conflict Resolution	2	2
FRE 201	Translation I	2	1
FRE 202	Translation II	2	1
FRE 203	French Grammar	2	1
FRE 204	Introduction to French Phonetics & Phonology	2	1
FRE 205	Creative Writing in French I	2	1
FRE 206	Creative Writing in French II	2	2
FRE 207	Advanced Practical French I	2	2
FRE 208	Advanced Practical French II	2	2
FRE 209	Advanced Studies of Prescribed Text I	2	2
FRE 210	Advanced Studies of Prescribed Texts II	2	2

FRE 211	Survey of French Literature: 16 <sup>th</sup> and 17 <sup>th</sup> Century	2	2
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### REQUIRED COURSES

FRE 212	Survey of French Literature: 18 <sup>th</sup> Century	2	1
FRE 213	Critical Appreciation of French Literary Texts	2	2
FRE 214	Introduction to Culture and civilization of Francophone Africa	2	2
ENG 215	Advanced English Composition	3	1
ENG 216	Academic Writing	3	2
PUB 205	Community Development	2	1
PUB 206	Nigerian Civil Service Rules	2	2
	<b>TOTAL</b>	<b>46</b>	

### 300 LEVEL

BA French students are required to register for a minimum of 32 units at UG III and a maximum of 42 units per session. As a French student, a 300 level student must register for all the Compulsory courses.

**NB:** Students of BA French spend their 300 level at the Nigeria French Language Village, Ajara, Badagry, Lagos State, or any Francophone Institution. However, a student who failed a course from his institution of language immersion must register for it in the Department as a carryover course at 400 level.

### COMPULSORY COURSES

Course code	Course title	Units	Semester
GST 311	Entrepreneurship and Innovation	2	1
GST 312	Venture Creation and Growth	2	2
FRE 310	Cours Socio-Educatif I	2	1
FRE 311	Traduction I	2	1
FRE 312	Etudes des Structures de la Langue Française I	2	1

FRE 313	Phonétique Corrective I	2	1
FRE 314	Culture et Civilisation Française	2	1
FRE 315	Littérature Négro- Africaine I	2	1
FRE 316	Littérature Française du XVIII <sup>ème</sup> Siècle	2	1
FRE 317	Technique de Communication Ecrite I	2	1
FRE 318	Technique de Communication Orale I	2	1
FRE 320	Cours Socio-Educatif II	2	2
FRE 321	Traduction II	2	2
FRE 322	Etudes des Structures de la Langue Française II	2	2
FRE 323	Phonétique Corrective II	2	2
FRE 324	Culture et Civilisation d'Afrique Francophone	2	2
FRE 325	Littérature Négro- Africaine II	2	2
FRE 326	Littérature Française du XIX <sup>ème</sup> Siècle	2	2
FRE 327	Technique de Communication Ecrite II	2	2
FRE 328	Technique de Communication Orale II	2	2
FRE 329	Méthodologie de la Recherche	2	2
	<b>TOTAL</b>	<b>42</b>	

#### 400 LEVEL

BA French students are required to register for a minimum of 34 units at UG III and a maximum of 42 units per session. As a French student, a 400 level student must register for all the Compulsory courses.

#### COMPULSORY COURSES

Course Code	Course Title	Units	Semester
FRE 400	Project	6	1&2
FRE 401	Advanced Translation I	3	1
FRE 402	Advanced Translation II	3	2
FRE 403	Applied Linguistics in Teaching French I	3	1

FRE 404	Applied Linguistics in Teaching French II	3	2
FRE 405	20 <sup>th</sup> Century French Literature: Prose	3	1
FRE 406	20 <sup>th</sup> Century French Literature: Drama and Poetry	3	2
FRE 407	Post-Independence Francophone African Literature: Drama and Poetry	3	1
FRE 408	Post-Independence Francophone African Literature: Prose	3	2
FRE 409	Advanced Creative Writing in French	3	1
FRE 410	Multilingualism and Language Contacts in French	3	2
FRE 411	Literature and Society	2	1
FRE 412	Literary Criticism	2	2
FRE 413	Culture and Civilization of Francophonie	2	1
FRE 414	Nigerian Literature in French	2	2
FRE 415	19 <sup>th</sup> Century French Literature	2	1
FRE 416	Francophone Literature: Europe and Canada	2	2
	<b>TOTAL</b>	<b>48</b>	

## **COURSE DESCRIPTION**

### **100 LEVEL**

#### **GST 101: Communication In English I (2 Units)**

Effective communication and writing in English, Language skills, Writing of essay answers, Comprehension, Sentence construction, Outlines and paragraphs, Collection and organization of materials and logical presentation, Punctuation.

#### **GST 102: Nigerian Peoples and Culture (2 Units)**

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

**GST 103: Information Communication Technology (ICT) (1 Unit)**

Development of modern ICT, Hardware technology, Software technology, Input devices, Storage devices, Output devices, Communication and internet services, Word processing skills (typing, etc).

**GST 104: Use of Library And Study Skills (1 Unit)**

Brief history of libraries, Library and education, University libraries and other types of Libraries, Study skills (reference services), Types of library materials, using library resources including e-learning, e-materials, etc, Understanding library catalogues (card, OPAC, etc) and classification, Copyright and its implications, Database resources, Bibliographic citations and referencing.

**GST 105: Communication in French (2 Units)**

Introduction to Arabic alphabets and writing systems, Elementary conversational drills, Basic reading skills, Sentence construction in Arabic.

**FRE 101: Introduction to French Literary Genres: Prose (2 units)**

This course introduces students to the literary genres in French, using simple French Prose Texts particularly from the “Français facile” series.

**FRE 102: Basic French Grammar I (2 units)**

In this course, emphasis is laid on basic correct French grammatical structures through exercises, practice of structural forms and dictation.

**FRE 103: Introduction to French Phonetics & Phonology I (2 units)**

The emphasis of this course will be laid on the acquisition of a good pronunciation of French sounds.

**FRE 104: Introduction to Composition Writing in French (2 units)**

This course provides students with the basic skills in the practice of writing French, on topics related to students, their lives, families, societies and academic environment.

**FRE 105: Practical French I (2 units)**

In this course, emphasis is laid on the use of French and Francophone documents (songs, short plays, etc) to help students communicate and express themselves freely. This will also enable them to increase their vocabulary.

**FRE 106: Reading of prescribed texts I (2 units)**

Students will be exposed to the reading of some selected simple passages from short stories in French.

**FRE 107: Basic French Grammar II (2 units)**

This course deals with the characteristics of separate units which can be used as elements of a sentence structure. The course will focus on the verb, noun, adjective and prepositional phrases.

**FRE 108: Introduction to French Literary Genres: Poetry and Drama (2 units)**

Using simple poems and plays, the student will be introduced to the main elements of the poetry and drama as literary genres.



**FRE 109: Composition Writing in French: Informal & Formal Writing (2 units)**

Informal and formal writing with practice in the writing of letters and reporting of simple events. This Course enables students to use the various registers of the written French Language.

**FRE 110: Practical French II**

This course will increase the span of students' lexical acquisition and the fluency level of their Spoken French.

**FRE 111: Introduction to French Phonetics & Phonology II (2 units)**

The emphasis of this course will be laid on the acquisition and mastering of a good pronunciation of French sounds. It also gives students ability to transcribe in French.

**FRE 112: Reading of Prescribed Texts II (2 units)**

Students will be exposed to the reading of some selected simple passages from short stories in French as a continuation of FRE 106.

**ENG 111: English Language (2 units)**

This course is designed to explore the salient features of English grammatical structure in a fairly practical way. Particular attention will be paid to such aspects as basic sentence, phrase structures, clause types, and inter-sentential relations, among others. The aim is to improve the students' proficiency in English by indirectly high lightening their areas of difficulty and helping to sharpen their sense of grammatical correctness *vis-à-vis* communicative effectiveness.

**ENG 112: Practical English Grammar (2 units)**

This course is a continuation of ENG 101 with practical orientation using exercises and other drilling measures.

**ENG. 113: Spoken English (2 units)**

As a single semester course, this will concentrate on basic aspects of phonetics which include knowledge of speech organs, production of speech sounds, English consonants and vowel inventory systems as well as suprasegmental features of English language like stress and intonation. Focus should also be on classroom and language laboratory exercises on conversational English, using relevant phonological materials (e.g. tapes, record, video films, etc) to enhance the students' spoken English.

**ENG 114: The English Lexicon . (2 units)**

The course is aimed at introducing students to a wide range of English vocabulary by teaching the use of dictionaries, registers and context. The course will enable students maximally appreciate and utilize the resource in a dictionary.

**200 LEVEL**

**GST 211: Communication in English II (2 Units)**

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

**GST 212: Logic, Philosophy and Human Existence (2 Units)**

**(A) Islamic Philosophy**

Definition, scope, relationship between Philosophy and religion (Islam). Theory of knowledge in Islam. A critical review of the sources of knowledge (perception), experience, reason, intuition etc, with special emphasis on the role of REVELATION as the most reliable source of knowledge. Ultimate reality: Allah and his attributes, critical review of philosophical proofs, Quranic approach to providing the existence of Allah, Predestination and freedom of will as aspect of Allah's knowledge and power. Prophet -hood and the Day of Judgment. Ethics in Islam.

### **(B)Western Philosophy**

A brief survey of the main branches of Philosophy: Symbolic Logic, Special symbols in Symbolic Logic-conjunction, negation, affirmation, disjunction, equivalent and conditional statements; Law of Tort. The method of deduction, using rules of inference and bi-conditionals qualification theory. Types of discourse: Nature of arguments, Validity and soundness; Techniques for evaluating arguments; Distinction between inductive and deductive inferences, etc. (Illustrations will be taken from familiar texts, including literature materials, Novels, Law reports and newspaper publications).

#### **GST 213: History and Philosophy of Science (2 Units)**

Man – his origin and nature, Man and his cosmic environment, Scientific methodology, Science and technology in the society and service of man, Renewable and non-renewable resources – man and his energy resources, Environmental effects of chemical plastics, Textiles, Wastes and other material, Chemical and radiochemical hazards, Introduction to the various areas of science and technology. Elements of environmental studies.

#### **GST 214: Peace Studies and Conflict Resolution (2 Units)**

Basic Concepts in peace studies and conflict resolution, peace as a vehicle of unity and development, Conflict issues, Types of conflicts, e.g. Ethnic/religious/political/economic conflicts, Root causes of conflicts and violence in Africa, Indigene/settler phenomenon, Peace – building, Management of conflict and security. Elements of peace studies and conflict resolution, Developing a culture of peace, Peace mediation and peace-keeping, Alternative Dispute Resolution (ADR), Dialogue/arbitration in conflict resolution, Role of international organizations in conflict resolution, e.g. ECOWAS, African Union, United Nations, etc.

#### **FRE 201: Translation I (2 units)**

Students are introduced to basic translation theories and guided to translate simple sentences and passages in Modern English and French form and to each of the two languages.

#### **FRE 202: Translation II (2 units)**

More translation exercises from English to French and vice-versa.

#### **FRE 203: French Grammar (2 units)**

In this course, a normative approach will be adopted and special emphasis will be laid on the practice and identification of verbal forms, sentence structures and grammatical functions.

**FRE 204: Introduction to French Phonetics and Phonology (2 units)**

This course introduces students to a systematic description of French sounds, both at the phonetic and phonological levels.

**FRE 205: Creative Writing in French I (2 units)**

The course will enable students to use various registers of the French Language to write simple imaginative stories and report on events taking place around them.

**FRE 206: Creative Writing in French II (2 units)**

More work beyond what would have been done in FRE 205.

**FRE 207: Advanced Practical French I (2 units)**

Students are encouraged to speak on various issues, and using the various registers, tenses, sentences structures etc.

**FRE 208: Advanced Practical French II (2 units)**

This is a follow-up to FRE 207.

**FRE 209: Advanced Studies of Prescribed Texts I (2 units)**

Students will be exposed to the reading of some selected texts from stories in French.

**FRE 210: Advanced Studies of Prescribed Text II (2 units)**

Continuation of FRE 209.

**FRE 211: Survey of French Literature: 16<sup>th</sup> and 17<sup>th</sup> Centuries(2 units)**

This is a survey course on the major trends of the French literature of the 16<sup>th</sup> and 17<sup>th</sup> centuries. Students are exposed to the theory and practice of literary schools such as “La Renaissance Littéraire,” “La Pléade” and “Le Classicisme”.

**FRE 212: Survey of French Literature: 18<sup>th</sup> Century (2 units)**

This course introduces students to the study of the literary movements of “*Le siècle des Lumières*” and the “*Préromantisme*”, through the study of the extracts from the works of such authors of Diderot, Voltaire, Rousseau etc.

**FRE 213: Critical Appreciation of French Literary Texts (2 units)**

This is an introductory course to the study of literary Texts. It is designed to expose students to the practice of literary appreciation and its written expressions such as “*L’explication de texte*” “*Le résumé de texte*”, “*L’analyse littéraire*” and “*Le commentaire de texte*”.

**FRE 214: Introduction to Cultures and Civilizations of Francophone Africa (2 units)**

This course introduces students to the study of the social, economic, political and cultural life of Francophone African countries, with emphasis on Nigeria’s French-speaking neighbours.

**ENG 215: Advanced English Composition (3 units)**

This course is to deal with more specialized composition writing than the essay, e.g. Reports, Long Essays, Minutes of Meetings, various types of Letters, Invitations, Public Announcements, Speech Writing, etc. Attention will be paid to correct Language use and other technical matters connected with these kinds of writing.

**ENG 216: Academic Writing (3 units)**

The course exposes students to the basic research techniques in scholarly writings such as citation, bibliography, reference and other stylistic devices relevant to the writing of scholarly essays such as reviews, academic articles, project reports etc. It will also expose students to what amounts to plagiarism in academic writing.

**PUB 205: Community Development** **2 Units**

Basic concepts in community development, role of community development in national development, approaches to community development, basic principles and philosophies of community development, functions and qualities of community development workers, community development strategies, and evaluation of community development projects.

**PUB 206: Nigerian Civil Service Rules** **2 Units**

**This course exposes students to the rules and regulations governing the operations of the machinery of government in the areas of employment, promotion, transfer, discipline, training, salaries and wages, annual and casual leaves, termination of appointment etc. The object of the course is to introduce students to the workings of the public service at the different levels of government.**

**300 LEVEL**

**GENERAL STUDIES COURSES:**

**GST 311: Entrepreneurship and Innovation (2 Units)**

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

**GST 312: Venture Creation and Growth (2 Units)**

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

**FRE 310: Cours Socio-Educatif I** **(2 units)**

Students will be exposed to debates, symposium, *jeux de culture*, sports and excursion in order to learn vocabularies, expressions and grammar in order to communicate fluently in French.

**FRE 311: Traduction I** **(2 units)**

This course is designed to equip students with more skills and techniques of translation from French into English and vice-versa, through practical exercises.

**FRE 312: Etudes des Structures de la Langue Française I (2 units)**

The aim of this course is to bring students to a very good level of fluency and understanding of the French language, through intensive exercises in the production and comprehension of complex sentence patterns.

**FRE 313: Phonétique Corrective I (2 units)**

The aim of this course is to bring students to a very high level of French in sound production and discrimination, through oral exercises and Laboratory work.

**FRE 314: Culture et Civilisation Française (2 units)**

This course aims at exposing the students to the culture and civilisation of French people. This is relevant since language and culture of people cannot be separated.

**FRE 315: Littérature Négro- Africaine I (2 units)**

Students will study the literature of black African people considering its value and contribution to the world Arts and sculpture.

**FRE 316: Littérature Française du XVIII<sup>ème</sup> Siècle (2 units)**

This course aims at exposing students to the deep knowledge of the French literature. This is the century of French revolution and both in politics and education, therefore this course is very relevant.

**FRE 317: Technique de Communication Ecrite I (2 units)**

This course exposes students to the knowledge and practice of writing; both letter writing and essay writing. It gives students the ability to express themselves in writing.

**FRE 318: Technique de Communication Orale I (2 units)**

This course is an oral expression based. It encourages students to express themselves orally in their class. It also trains the students in paper presentation.

**FRE 320: Cours Socio-Educatif II (2 units)**

Students will be exposed to debates, symposium, *jeux de culture*, sports and excursion in order to learn vocabularies, expressions and grammar in order to communicate fluently in French. It is a continuation of FRE 310.

**FRE 321: Traduction II (2 units)**

This course aims at exposing students by practical translation texts from French to English and vice-versa. As a continuation of FRE 311 and the students are expected to show an acceptable level of mastery of translation technique.

**FRE 322: Etudes des Structures de la Langue Française II (2 units)**

In this course, more emphasis is laid on correct French Grammatical Structures using practice sentences formation and analysis.

**FRE 323: Phonétique Corrective II (2 units)**

This is an improvement on FRE 313 where students will be exposed to transcription.

**FRE 324: Culture et Civilisation d'Afrique Francophone (2 units)**

The colonial domination of French nation over African continent has created a different society with a different culture and civilization compared to other Africans. This course aims at exposing the students to this knowledge.

**FRE 325: Littérature Négro- Africaine II (2 units)**

It is an improvement of FRE 315 in terms of exploring prose and other genres of negro African literature.

**FRE 326: Littérature Française du XIX<sup>ème</sup> Siècle (2 units)**

This course will expose the French literature within this century to give the students the knowledge of French great writers.

**FRE 327: Technique de Communication Ecrite II (2 units)**

This course is an improvement of FRE 317 with practical writing and texts analysis.

**FRE 328: Technique de Communication Orale II (2 units)**

This course is an continuation of FRE 318 with more rigorous texts to explain, analyse and summarise texts.

**FRE 329: Méthodologie de la Recherche (2 units)**

The course draws the students' attention to how to write projects: documentation, paragraphing, logical development, punctuation, referencing, table of contents etc

#### **400 LEVEL**

**FRE 400: Project (6 units)**

Under the direction and Supervision of a lecturer, each student is guided to present an original, independent research and exposition on a topic of interest that is related to the different courses taught throughout the programme.

**FRE 401: Advanced Translation I (3 units)**

Translation from English into French and vice versa at an advanced level.

**FRE 402: Advanced Translation II (3 units)**

More work on translation, as a follow-up to FRE 401.

**FRE 403: Applied Linguistics in Teaching French I (3 units)**

Applied linguistics will be used to teach students how to understand and analyse any problem related to the sound, prosody, communicative and grammatical structures of the French language.

**FRE 404: Applied Linguistics in Teaching French II (3 units)**

In continuation with FRE 403, applied linguistics will be used to acquaint students with the socio-pedagogical context of learning lexis, vocabulary and understanding the various problems raised by stylistic forms.

**FRE 405: 20<sup>th</sup> Century French Literature: Prose (3 units)**

This course involves a study of the representative works of French poets and playwrights.

**FRE 406: 20<sup>th</sup> Century French Literature: Drama and Poetry (3 units)**

The course deals with the evolution of the French novel in the 20<sup>th</sup> century, with the study of representative works of writers who belong to those periods.

**FRE 407: Post-independence Francophone African Literature: Drama and Poetry (3 units)**

This course deals with the works written by major Francophone African poets and playwrights after 1960.

**FRE 408: Post-independence Francophone African Literature: Prose (3 units)**

Representative texts of the major Francophone African novelists should be studied.

**FRE 409: Advanced Creative Writing in French (3 units)**

This course is devoted to the writing in French of short stories, plays and poems by students.

**FRE 410: Multilingualism and Language Contacts in French (3 units)**

The definition and manifestations of multilingualism shall be identified. These shall focus in particular on the contact of French with other languages.

**FRE 411: Literature and Society (2 units)**

Emphasis in this course will be on the interdisciplinary linkage between literature and society. It establishes the connections between literature and other disciplines such as anthropology, ethnolinguistics and sociolinguistics. This course also utilizes any knowledge in these other disciplines in the explanation of the content and analysis of the form of literary texts and by doing so the society can easily be understood through its literary texts.

**FRE 412: Literary Criticism (2 units)**

This course studies of literary Texts. It is designed to expose students to critical study of selected literary texts and literary appreciations.

**FRE 413: Cultures and Civilisations of the Francophonie Member Countries (2 units)**

The 52 member countries of the Francophonie will form the focus of this course. The different cultures, traditions and different ways of life in these countries shall be carefully examined.

**FRE 414: Nigerian Literature in French I (2 units)**

Representative texts of Nigerian writers who have written in French: Osaji, Ajiboye, Onyemelukwe, Balogun etc. shall be studied, with emphasis on the themes and use of French by the writers.

**FRE 415: 19<sup>th</sup> Century French Literature (2 units)**

The course deals with the evolution of the French literature in the 19<sup>th</sup> century, with the study of representative works of writers who belong to that period.

**FRE 416: Francophone Literature: Europe and Canada (2 Units)**

Representative writers of Belgium, Switzerland and Canada shall be studied.

**ACADEMIC ATMOSPHERE**

The Department organizes topics for students to deliver seminars under the guidance of their respective supervisors so that they cultivate the culture of academic presentations and dissemination of information. The staff are also actively involved in students' and personal researches in the Department and on the field and regularly attend seminars within the campus and some members attend seminars, workshops and conferences organized by bodies outside the university at both national and international levels.

The policy in pursuit of academic standard and maintenance of good academic atmosphere includes periodic tests, assignments, seminars, and symposia. The students are assessed in all these aspects and these contribute up to 30% or 40% of the final undergraduate and postgraduate examinations respectively.

### **ATTENDANCE OF LECTURES AND CONTINUOUS ASSESSMENT**

1. Students are expected to attend their prescribed course lectures punctually and regularly. The University has set seventy-five percent (75%) course lecture attendance as pre-requisite for sitting for examination.
2. Continuous assessment ranges from 25%-40% of the total points in the final examination.
3. The University is not under any obligation to repeat course(s) and/or continuous assessment to student(s) who absent themselves from continuous assessment (CA), the University may grant concession to students to write a make-up CA; or test as the case may be in special circumstances such as medical grounds and other approved leaves on application to the Dean of a students` Faculty.

### **LEAVE OF ABSENCE**

1. Students can apply to the Dean of Faculty for not more than one-year leave of absence if the need arises. Student may also apply for special leaves such as maternity, to perform pilgrimage, etc. through appropriate University authority. However, such leaves are given without any academic concessions.
2. Students who have genuine reason(s) to be away from the University may also apply for the suspension of their study for a specified period.
3. Students are advised to get in touch with the University immediately they have any genuine reason(s) that will warrant their absence from the University during a session. If the circumstance will not permit, as on health grounds the University may accept an application written on behalf of the student.

### **EXAMINATIONS AND GRADUATION**

#### **A. CONDUCT OF EXAMINATIONS**



- i. The University Senate reserves the power, under the Act establishing the University and other subsequent amendments, to decide exclusively on all academic matters.
- ii. At the end of each semester or when applicable, examinations are conducted for courses taught in various departments. Such examinations may take the forms of written papers, oral examination, practical, clinical, submission and defence of written projects, etc. as approved by the University Senate.
- iii. The time-table for the examinations shall be fixed on the various notice boards and website in the University stating the time and venue of all examinations.
- iv. Students who have clashes in the examinations based on the time-table should immediately intimate their Departmental/Faculty Examinations Officers.
- v. Students who fail to intimate the appropriate officers of the University of Impending Clashes in examinations shall blame themselves for any difficulty or eventuality that may arise.
- vi. Continuous assessment shall be included in determining the final score of candidates in the examination results.
- vii. Any student who absents him/herself from any examination without University approval and has not withdrawn from the course of study would be graded “F” for such course(s) and the grade(s) would be reflected in the calculation of his/her GPA for the semester or session. Where there is an approval, such should be documented as appropriate.
- viii. Subject to the approval of the Senate, the University may grant concessions to student(s) who could not complete or write all the examinations due to certified illness or other exigencies acceptable to the Senate. Where the Senate accepts any reason as genuine, it shall be at the pleasure of Senate to determine the nature of concession(s) to be so given.
- ix. The University may allow second semester registration in appropriate cases.
- x. Students who satisfy the requirements for examinations shall be issued with an examination card dully signed by an appropriate officer, which shall be presented to the invigilator in all examinations.
- xi. No student shall be allowed to enter the examination hall without the University identity card examinations cards.
- xii. A candidate shall not be allowed to enter the examination venue if he or she is more than 30 minutes late. However, a candidate may be allowed entry only at the discretion of the invigilator in consultation with the Head of Department or the Faculty Examinations Officer. Such cases shall be reported in writing by the invigilator to the Faculty Examinations Officer.

- xiii. A candidate shall not be allowed to leave the examination venue within 45 minutes after the commencement of the examination except under exceptional circumstances approved by the Head of Department or the Examinations Officer or the Invigilator.
- xiv. No candidate shall leave the examination venue during the last 15 minutes of the examination.
- xv. On entering the examination venue, it is the responsibility of the candidate to draw the attention of the invigilator to any paper or material on his/her seat, table or on the floor around him/her to ensure that such materials are removed before the commencement of the examination.
- xvi. A candidate who arrives late shall not be allowed extra time.
- xvii. A candidate shall deposit any handbag, brief case, books, handouts, etc. outside the examination venue or in front of the invigilator before the commencement of the examination. A student coming into the examination hall with material(s) other than writing material(s) will be doing so at his/her own risk.
- xviii. A candidate shall comply with the instructions to candidates as set out on a question paper and answer booklet or other materials supplied.
- xix. Candidate(s) shall also comply with any lawful instruction(s) given by the invigilator.
- xx. A candidate shall only use the answer booklet or other materials provided by the invigilator. All rough works must be crossed out neatly.
- xxi. Rough works shall only be done on the answer booklet.
- xxii. Supplementary answer sheets or booklets, even if they contain only rough work, must be neatly packed into the answer booklet.
- xxiii. Under no circumstance shall a candidate write anything other than his/her admission number and name on the question paper.
- xxiv. Where attention of the invigilator is required, hand should be raised to indicate the need. Absolute silence must be maintained.
- xxv. There should be no writing on examination card and the question paper unless a student is asked to do so.
- xxvi. Nursing mothers are not allowed to write examinations with their babies
- xxvii. Female students wearing face covering are required to be appropriately identified before they are admitted into the Examination Hall and may be required later for identification.

## **B. WRITING OF EXAMINATIONS ON HOSPITAL BEDS**

- i. A hospitalized student shall apply for permission to write examination on his/her hospital bed through his/her physician. The application should reach the Head of Department at least 7 days before the examination of the affected course.
- ii. The Head of Department shall, within 24 hours of receipt of the application, forward his recommendation to the Dean of his Faculty.
- iii. Subject to availability of facilities, the Dean approves the application and notifies the University Authority through the Registrar.
- iv. A copy of the approval shall be made available to the Chairman, Examinations Monitoring Committee, before the commencement of the examination for necessary action.
- v. The approval shall be communicated to the student at least 24 hours to the examination.
- vi. A minimum of N1, 000.00 and a maximum of N5, 000.00 shall be paid by the student, being expenses for the conduct of the examination per paper.
- vii. Examination materials (question papers and scripts) for the student should leave the main examination hall within 2 minutes of commencement of the examination and should reach the hospital within 45 minutes of commencement.

## **C. GUIDELINES FOR RE- MARKING OF EXAMINATION SCRIPT(S)**

- i. When a student applies for his/her scripts to be re-marked, Senate is to approve the assessor on the recommendation of the Vice-Chancellor.
- ii. The assessor should be paid an appropriate honorarium to be determined by Senate.
- iii. A student who wishes to apply for his/her paper (s) to be re-marked, should do so within one week of release of examination results by his/her Faculty.
- iv. A student should pay, in cash and in advance, the full expenses for the re-marking (to be estimated by Registry) before his/her script (s) is/are sent out. The payment should be done within one week of Senate's approval of the assessor.
- v. The verdict of the assessor, which would be reported to the Senate before being known to the student, will be final.

- vi. All such requests should be routed through the complainant's Faculty Board, which should, within two weeks of the receipt of the complaint, investigate and present to the Senate their findings and recommendation (s).
- i. If the complainant is however, not satisfied with the decision taken at this stage, he/she would then be free to apply for his/her script (s) to be remarked by another external assessor in accordance with the above guidelines.

**D. CALCULATION OF GRADE POINT AVERAGE (GPA) AND CUMMULATIVE GRADE POINT AVERAGE (CGPA)**

i. Letter grades and grade points are earned from percentage scores in the final examination in a given course as follows:

ii. Percentage Score	Letter Grade	Grade Point
70-100	A	5
60-69	B	4
50-59	C	3
45-49	D	2
40-44	E	1
0-39	F	0

GPA and CGPA are not calculated for DVM and MBBS programmes nor are these degrees classified at the end of the training. For this reason, the minimum pass grade is a "C" for all courses and any score below fifty percent (50%) is graded "F".

iii. The performance of a student in a semester is reported as (GPA), while the overall performance at the end of the session (and/or at any point in his/her study programme) will be reported as CGPA.

iv. A weighed Grade Point (GP) is determined for the performance in each course by multiplying the grade point obtained by the credit unit of the course.

v. Adding the weighed grade point obtained in all courses offered in that semester and dividing the sum by the total value of credit of all the courses, determines the GPA for the semester.

vi. Cumulative Grade Point is calculated by adding the weighed grade points obtained in all courses offered up to the end of a given session (and/or up to a point in a student's programme or end of the programme) and dividing the sum by the total value of credits of all courses at that point.

vii. To qualify for a Bachelor's degree, a student must obtain a minimum number of credit units for each level of study (core and elective courses) and the total units required for his/her programme as well as the credit units for General Studies courses.

**E. CLASSIFICATION OF DEGREES**

Degree classes will be designated with reference to Grade Point Average as follows:

4.50 – 5.00	First Class Honours
3.50 - 4.49	Second Class Honours (Upper)
2.40 –3.49	Second Class Honours (Lower)
1.50 – 2.39	Third Class Honours
0.00 – 1.49	Fail

ii. For classification of Diplomas and Certificates, students are advised to contact their respective Directors.

### **PROBATION, WITHDRAWAL AND INTER-FACULTY/PROGRAMME TRANSFER**

- i. If a student's GPA falls below 1.00 during one session, he/she would be placed on probation (warning period) in the hope that the student will improve in the following session.
- ii. If in the following session, the student's GPA still falls below 1.00. he/she shall be withdrawn from the programme. However, if a student's GPA falls below 0.50 at the end of any session, he/she shall be withdrawn without any probation.
- iii. Students in DVM or MBBS programmes are not normally placed on probation. Therefore, students undergoing these programmes are advised to contact their Faculties/College on conditions that may lead to withdrawal because of poor academic performance.
- iv. A student so withdrawn for poor academic performance in one programme may be considered for another programme on application, provided he/she obtains a CGPA of not less than 0.75 at the end of the probation period. Application forms for such transfers are available in the Academic Secretary's Office upon payment of prevailing charges.

### **G. REGULATIONS GUIDING WITHDRAWAL FROM ACADEMIC PROGRAMMES**

#### **1. Voluntary Withdrawal**

The University has no objection to any student withdrawing from any programme voluntarily. However, the University is not under any obligation to accept such student into any other programme. Nonetheless, only students from College of Health Sciences, Faculties of Agriculture, Law, Medical Laboratory Sciences, Pharmaceutical Sciences or Veterinary Medicine may be considered for transfer after he/she must have satisfied the following conditions:

- i. he/she must have spent two (2) academic sessions in the former Faculty;
- ii. he/she must present a letter of consent from the sponsor;
- iii. he/she must present written evidence of interaction with the student adviser, or the University Guidance and Counseling Officer;
- iv. he/she must present positive recommendation from Departmental and Faculty Boards attaching relevant minutes and other genuine evidences; and
- v. (ii-v) must be obtained before the expiration of registration period to facilitate registration of the accepted student.

## **2. Withdrawal Due to Academic Incompetence**

For any student withdrawn due to academic incompetence from the College of Health Sciences, Faculties of Agriculture, Law, Medical Laboratory Sciences, Pharmaceutical Sciences or Veterinary Medicine to be considered on transfer to another Faculty, the following conditions must be satisfied:

- i. at the end of the probationary period a student must have attained a CGPA of 0.75;
- ii. transferring student must satisfy the entry requirements of accepting Department/Faculty;
- iii. under no circumstance should a student be considered for transfer for more than once throughout the period of his/her studentship; and
- iv. any student who fails to graduate after exhausting his/her maximum period of studentship will not be considered for transfer to any Faculty.

## **H. SPILL OVER**

- i. Students who are not able to graduate at the end of their approved period of study shall be allowed to carry over such courses into the following session. This period shall be referred to as “First Spill Over”.

All grades scored in that session shall be fully credited to the student and scored class of degree awarded.

- ii. Students who could not graduate at the end of the second spill over would be withdrawn from the University. It should be noted that the period of study of any undergraduate student shall not exceed the normal period prescribed for the study by more than four semesters. Diploma students have only two additional semesters.

## **I. GRADUATING WITH AN ‘F’ GRADE IN A COURSE**

- i. To graduate, the University expects students to pass all registered courses. However, in exceptional circumstances, they may apply to graduate with an

“F” grade in an elective course irrespective of the session of registration of the course.

- ii. The application is made through the Head of Department and Faculty to the Chairman of Senate, provided the course is not a core course.
- iii. Such students are also expected to meet minimum requirements for graduation in terms of credit units at different levels.
- iv. For other conditions required for the consideration of such applications, students are advised to contact their Heads of Department.
- v. It should be noted that the provision is not a right but a privilege.

### **NOTIFICATION OF EXAMINATION RESULT**

1. The Dean of the Faculty shall on the semester grade sheet/MIS grade slip, communicate to the students as soon as possible, Senate approved results.
2. A student may also request, in writing to the Dean of the Faculty, for his/her result slip or semester grade sheet or statement of result (Postgraduate students) if the need arises.
3. Students shall report immediately to the Head of Department or the Dean through Examinations Officer any discrepancies in the grades communicated to them.

### **REGULATIONS GOVERNING CONDUCT AND DISCIPLINE OF STUDENTS**

#### **A. GENERAL CONDUCT**

- i. Students are advised to take good care of their personal belongings. The University will not be responsible for any damage to, or loss of personal effects.
- ii. Any breach of peace or social nuisance within the University premises should be reported to the appropriate University authority (Porter, Caretaker, Matron, Hall Administrator, Security Division, etc.).
- iii. Absence from lectures, tutorials or practical classes requires the approval of the Heads of Department and the Deans concerned.
- iv. Students are prohibited to buy, sell, keep, and consume alcoholic drinks in the University premises. Any student caught contravening this provision shall be restricted for two semesters/contact sessions and also be deboarded from the halls of residence throughout his/her stay in the University.
- v. Students are prohibited from consuming, keeping, selling or otherwise dealing in illicit drugs within the University premises. Students caught indulging in this act shall be rusticated for two semesters and handed over to the National Drug Law Enforcement Agency (NDLEA).
- vi. Students caught with firearms and or dangerous weapons within the premises of the University shall be expelled and handed over to the Police.
- vii. Students are responsible for the conduct of their visitors within the premises of the University.

- viii. Students and visitors are only allowed access into the campuses of the University after 10.00 pm on proper identification.
- ix. Visitors to the female hostels are not allowed to be at the premises beyond 10.00 pm.
- x. All unauthorized vehicles and their owners should vacate the premises of the halls of residence before 10.00 pm.
- xi. Loitering around the halls of residence and shelterbelts beyond 10.00 pm is not allowed. Students who violate this provision shall be disciplined accordingly (ranging from warning to rustication for one semester/contact session).
- xii. Under no circumstance should students receive visitors of opposite sex in their rooms. Violation of this provision shall lead to two-semester/contact sessions rustication for the students and the lost of University accommodation throughout their stay in the University.
- xiii. Students shall not indulge in physical combat in the University. Students who violate this provision shall be rusticated for two semesters/contact sessions and in addition, forfeit University accommodation for the following session.
- xiv. No student shall take the laws into his/her hands. Students who take laws into their hands shall be rusticated for two semesters/contact session.
- xv. Any student caught with inappropriate possession of items within the University community shall be handed over to the University Security Division for further necessary action. Once the security division establishes a case of theft, he or she would be suspended and handed over to the police; where a report indicates conviction by a court of law, he or she shall be expelled.
- xvi. A student arrested by security agencies and charged for a non-bailed criminal offence shall be suspended immediately until when investigations are concluded, where a report indicates conviction by a court of law, he or she shall be expelled.
- xvii. Political parties and their activities are not allowed on campus but as citizens of the country, students are free to belong to any political party of their choice.
- xviii. Any student accused of rape, sodomy and/or bestiality/lesbianism shall be handed over to the Police and liable to expulsion should judicial authorities prove the allegation.
- xix. Any student caught forging any document relevant to his/her admission shall be expelled from the University.
- xx. A student caught forging any document of the University or any other document in a bid to cheat or gain undue advantage in the University shall be expelled.
- xxi. Students who indulge in sexual harassment of fellow students and other members of the University community shall be liable to rustication for two semesters/contact sessions or expulsion.
- xxii. **Cultism is prohibited in the University.** Students who belong to any cult shall be expelled from the University and handed over to the police.
- xxiii. No student is allowed to institute a case (civil or criminal) against a fellow student while the University is in session without prior notice to the Dean of Student Affairs.
- xxiv. In the event of a student having a case in a court of law or the police station while the University is in session, the student shall liaise with University for out of court or police settlement provided it is not a criminal case.



- xxv. No student shall indulge in any conduct that would bring the good name of the University to disrepute. Violation of this provision shall attract rustication for two semesters/contact session or expulsion.

**B. SPORT AND SPORT EQUIPMENT**

- i. Students are encouraged to participate in sporting activities.
- ii. Sport equipment may be issued to students whenever necessary, be it on individual or club basis or through associations/societies.
- iii. Any student who fails to return sport equipment issued to him/her at the stipulated time will be made to pay a prescribed fine.
- iv. In the event of the lost of any equipment issued to student(s), the student(s) or club(s) shall be made to replace it and pay a fine of not less the cost.

**C. MAIL**

The University shall not be responsible for any missing mail.

**D. IDENTITY CARDS/IDENTIFICATION**

- i. The possession of University identity cards by students` is compulsory.
- ii. A student must identify himself/herself by providing his/her identity card when required to do so.
- iii. Identity card is to be obtained from the students` Affairs Division on payment of prescribed fees.
- iv. Students who do not have identity card may be denied University facilities or other benefits meant for students.
- v. Upon completion of their studies or termination of studentship, the identity card should be surrendered to Chief Security Officer.
- vi. Students who have vehicles shall obtain University stickers from the Tollgate Management Committee on payment of prescribed fees. The stickers shall be pasted boldly on their vehicles for easy identification.
- vii. Students who have vehicles and residing in the halls of residence shall register their vehicle with the security post at the hostel or the campus as the case may be.
- viii. Vehicles with tinted glasses are not allowed into the University except those permitted by law.
- ix. Reckless driving is prohibited within the premises of the University Defaulters shall have their cars impounded, in addition to any other disciplinary measures deemed fit by the University.

**E. COLLECTION OF MONEY IN THE UNIVERSITY**

- i. Individual students or students' organizations shall not solicit for donations in respect of any function held by them within and outside the University except with the express permission of the Dean of Students Affairs and upon the recommendation of their Staff Adviser.

- ii. Registered students' associations are allowed to charge a token as registration or annual dues from their members. However, the charges shall be within the limit approved by the University Management.
- iii. When it is necessary to make a charge to cover the expenses for programmes organized by students' associations, printed tickets of programmes can be offered for sale on approval by the Student Affairs Division.
- iv. The Executives of any association that contravene the regulations on collection of money shall be dissolved forthwith, in addition to any disciplinary measure deemed fit by the University.
- v. Any student or group of students who collects money or donation under any false pretence shall be expelled from the University.
- vi. Withdrawal of money from the account of students' associations requires express permission of Staff Adviser(s).
- vii. Any student or group of students who embezzles (mismanages) any money or property belonging to a registered union/association/club/society or the Students Union shall be made to refund the money, replace the property or have their results/NYSC call up letters withheld or be liable to two-semester/contact sessions rustication or expulsion, as the case may be.

**NB:** Students rusticated in the first semester will henceforth have the portal opened to enable them register in the second semester of a session.

### **DRESS CODE**

Nudity and the following forms of indecent appearance are not allowed in any of the University Campuses;

1. Wearing of any dress that exposes the chest, un-buttoned or half-buttoned shirts.
2. Use of tight fitting, transparent dresses, sleeveless short blouses, heavy make-ups, and excessive use of jewellery.
3. Use of worn out or sliced trousers/skirts, T-shirts with provocative messages, and wearing of short/miniskirts at academic functions. In addition, female students are not allowed to wear shorts outside their hostels.
4. Wearing of earrings and necklaces or perming and weaving of hair by male students.
5. Wearing of dark glasses during lecture (except on medical grounds).
6. Students should always appear neat and tidy.
7. Contravention of any of the above attracts appropriate punishments, ranging from warning for first offenders and rustication for subsequent violation.

### **ACADEMIC MISCONDUCT**

1. Once a student is accused of any examination misconduct he or she shall be requested to write a statement. Refusal to do so shall attract two-semester/ contact sessions rustication/.
2. A student accused of examination misconduct shall be invited to appear before the Faculty/College/School Examination Misconduct Committee. Failure to honour the invitation shall attract expulsion.
3. A candidate shall not take into examination hall/room or have pre-programmed electronic device in this or any other form of printed or written material or audio recording or an organized electronic(s) on his or her body or clothing items, whether relevant to the examination or not except as may be stated in the rubric of the question paper, or he/she is specifically authorized to do so. An invigilator or a security officer present has the authority to confiscate any such unauthorized document(s) or material(s) and shall duly forward the same un-tampered document(s) or material (s) to the appropriate officer or authority for necessary disciplinary action in accordance with these regulations and applicable law.
4. Any student caught with material(s) described in regulations 3 above and which material(s) is/are capable of giving him/her undue advantage on the examination being conducted shall be liable to rustication for not less than two semesters in the first instance and expulsion on the misconduct.
5. Any student caught with material(s) described in regulation 3 above but not relevant to the examination being conducted shall have that examination cancelled. Provided, that the conclusion that such a material is not capable of giving a candidate undue advantage in the examination being conducted shall be the preserve of the appropriate Examination Misconduct Committee investigating the particular matter.
6. Possession of telephone handsets and other unapproved electronic devices such as MP3 player and others during the examination is prohibited. Any candidate caught with such devices in the course of examination shall be rusticated for one semester/contact session.
7. Any attempt to suppress, mutilate or destroy any evidence of misconduct (including chewing or swallowing or burning or concealing of the written material, question paper, answer script, etc) by a student is considered to be as grave as the misconduct alleged and shall attract rustication for at least two-semester/contact session.
8. A candidate shall deposit any handbag, briefcase, etc outside the examination hall/room or a place(s) designated by the invigilator before the commencement of the examination. The Invigilator shall ensure that the regulation is complied with and any candidate who fails or refuses to leave his/her handbag or briefcase etc outside the examination hall/room shall not be allowed into the examination hall/room or the designated place(s).
9. A candidate shall comply with all lawful instructions given by the invigilator(s) and other officers of the University charged with the responsibility of the conducting examination.
10. A candidate shall sign the attendance list/register at the commencement of the examination and at the end while submitting his answer scripts. In the event of any dispute arising as to whether or not a candidate sat for the examination and/or submitted his answer scripts the signatures on the attendance list/register shall be conclusive proof thereof.
11. A candidate shall use only the answer booklet provided by the Invigilator. All rough works must be crossed out neatly. Supplementary answer booklets even if they contain only rough works, must be tied together with the main answer booklet.

12. Under no circumstances shall a candidate write anything on the question paper or any other material. All rough work shall be done on the answer booklet. Contravention of this regulation (conclusive) proof of which shall be the question paper of the candidate in question shall attract rustication for a semester/contact session.
13. A candidate shall not remove or mutilate answer booklet or any other material/paper supplied, whether used or not, except that he may remove from the examination hall/room at the end of the examination, the question paper (if this is not required by the invigilator in furtherance of the purpose of regulations 3, 4 and 5 above) and such other items authorized by the invigilator. If the removal or mutilation relate to answer booklets the candidate shall be liable to rustication for 2 semesters / 2 contact sessions.
14. Until candidates are allowed to leave the examination room, no copy of any question paper shall be removed from the examination hall/room. Any candidate who removes any question paper from the examination hall/room before the time candidate are allowed to leave the examination hall/room shall be liable to rustication for one semester /one contact session.
15. In the event that a candidate, for good cause, has to leave the examination hall temporarily, the invigilator or security personnel shall accompany him.
16. A candidate shall neither sit for, nor arrange with another person to sit for him or her or other candidates in any examination conducted by this University. Such conduct shall attract expulsion for both students involved.
17. In the course of writing an examination conducted by thus University a candidate shall neither give nor accept any assistance whatsoever from any other candidate or person within or outside the examination hall/room. A breach of this regulation shall attract rustication for one semester / one contact session in case of student(s).
18. Smoking is not permitted inside the examination hall/room and the cigarettes /pipes` are liable to be confiscated by the invigilator or any authorized security personnel. The erring candidate shall be liable to rustication for a semester/one contact session.
19. At the end of the time allocated for an examination, a candidate shall gather his/her booklets neatly and shall hand it over to the invigilator. A candidate is responsible for the proper return of his/her scripts.
20. Talking to any other candidate in the course of the examination without permission of the invigilator shall attract rustication for one semester /one contact session.
21. A candidate shall not, either before or after an examination, threaten or blackmail an invigilator, lecturer, examiner, member of Senate or committee or any other officer connected with the examination. Such conduct shall attract rustication for at least 2 semesters / 2 contact sessions.
22. For the avoidance of doubt, examination misconduct regulated by these rules shall include the following:-
  - i. Substitution of /or alteration of answer scripts by any means after it has been submitted to the invigilator at the end of the examination.
  - ii. Breaking into the house, office or vessel of any examiner, lecturer, invigilator or any other officer having anything to do with marking or evaluation or the performance of candidates or processing at an Examination Centre conducted by the University.
  - iii. Obtaining, procuring or possessing by any means, a preview of questions intended for any examination being conducted by thus University before its due date and time.
  - iv. Impersonation in the course of any examination conducted by any institution or official examination bodies in Nigeria by a student of this University.
  - v. Any other misconduct related to examination conducted by the University, which the Vice-Chancellor may from time-time, consider as examination misconduct.

23. Any candidate found to have breached or committed any of the examination misconducts in regulation xxiii above shall be liable to rustication for at least 2 semester / 2 contact sessions or expulsion.

### **PROCESSING OF APPLICATION FOR DEFERMENT**

It has been observed that most Faculties treat application for deferment of period of study with such levity that some even recommend application in respect of students who had since exhausted maximum period of study but could not graduate for one reason or the other. Some Faculties do not even treat the applications until the period for which deferment was sought had lapsed. In some cases, the applications are simply misplaced thereby subjecting the affected student(s) to unnecessary hardship at the point of graduation.

To avoid some of the problems stated above and to facilitate prompt consideration of such applications, the following guidelines would assist.

### **DEFERMENT OF SESSION OR FIRST SEMESTER ON PERSONAL GROUNDS**

Procedurally, any student wishing to defer a whole session or the first semester thereof on personal/financial grounds should apply at the beginning of that session and certainly not later than two weeks after the end of registration exercise.

### **PROCESSING OF APPLICATIONS**

Upon receipt of applications (which should be written to the Dean of Faculty, through Head of Department), Department should consider, recommend and forward same to the Dean for consideration by the Faculty Board. The decision of the faculty Board would, thereafter, be communicated to Senate for information. The memo to be submitted to senate should be accompanied by the photocopy of the applications.

### **DEFERMENT ON MEDICAL GROUNDS**

Application for deferment of period of study on medical grounds could be considered at any point within the session provided the University is notified immediately the applicant takes ill. Where a student is even incapacitated to apply, application by proxy is allowed.

The application should be written to the Chairman of senate through, Head of Department and Dean of faculty. Upon recommendation by the department, the Faculty Board will consider the application and forward recommendation to senate.

The memo to be sent to senate will be accompanied by the original application and medical report, authenticated by the Acting Director, Health Services.

It should be noted that:

- a) Where a student falls ill at the beginning of a session and did not notify the University before the end of the first semester of the same session, he/she shall be deemed to have voluntarily withdrawn him/her self from the University.
- b) Where a student falls ill during the second semester and did not inform the University before the end of the semester, he/she shall be deemed to have voluntarily withdrawn him/her self from the University.

### **ADMINISTRATIVE RESPONSIBILITIES**

The Department (French Unit inclusive) has an administrative structure managed by the members of its staff. At the helm is the Head of Department, supported by a range of staff responsible for the conduct of certain administrative / advisory services. Heads of Unit, Staff advisers, the Examination Officer, Project Coordinator and Seminar Coordinator generally guide students on academic matters. However, the following members of the Department are assigned to provide the general guidance and counselling needs of students at specific levels thus:

Prof. Umaru Kiro Kalgo	Head of Department & Editor in Chief, NUFJOL.
Prof. Umar M. Dogondaji	Departmental Chairman, Accreditation Exercise
Dr Sabi'u Hassan	Coordinator, 100 level students
Dr. Bello Wadata	PG Coordinator, Staff adviser & Coordinator Undergraduate Projects (400 l)
Dr. Aminu Muhammad Bako	Coordinator, French Certificate & Diploma (UDUCONS)
Dr. Zayyanu Muhammad Zaki	Departmental Examination Officer.
Murtala Saidu Dole	Secretary of NUFJOL, Departmental Seminar Series Coordinator & Coordinator Intensive English Programme
Mal. Ibrahim Shehu Alhassan	Coordinator, 200 level students
Abubakar M. Takalafiya	Coordinator, 300 level students

### **EXTRA CURRICULAR ACTIVITIES**

The Department of French apart from the normal academic activities, encourages students to partake in other extracurricular activities within and outside the Department. There is a registered Students Association called French Club in the Department.

### **MEMBERS OF STAFF IN THE DEPARTMENT OF FRENCH AND THEIR AREAS OF SPECIALISATION**

<b>S/No</b>	<b>Surname</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Qualification</b>	<b>Rank</b>	<b>Area of Specialisation</b>	<b>Status</b>
1	Umaru	Kiro	Kalgo	NCE, BA, MA, PhD.	Professor	French Linguistics	On Seat
2.	Umar	Muhammad	Dogondaji	NCE, BA, MA, DEA, PhD	Professor	African Literature in French	On Seat
3.	Sabi'u	Hassan	-	BA, MA, PGDE, DEA, PhD.	Reader	French Sociolinguistics	On Seat
4.	Aminu	Muhammad	Bako	BA, MA, PhD.	Lecturer I	African Oral Literature in French	On Seat
5.	Bello	Wadata	-	NCE, BA, MA, DEA, PhD.	Lecturer I	Francophone African Literature	On Seat
6.	Muhammad	Zayyanu	Zaki	NCE, BA, MA, PhD.	Lecturer I	French & Translation Studies	On Seat
7.	Ibrahim	Shehu	Alhassan	NCE, BA, MA,	Lecturer I	African Literature in French	On Seat
8.	Muhammad	Abubakar	Takalafiya	NCE, BA, MA	Lecturer I	French Language	On Seat
9.	Murtala	Saidu	Dole	BA, MA	Lecturer I	French Language	On Seat

**NON ACADEMIC STAFF IN THE FRENCH UNIT OF MELL DEPARTMENT**

<b>S/No.</b>	<b>Staff No.</b>	<b>Surname</b>	<b>First Name</b>	<b>Mid Name</b>	<b>Rank</b>	<b>Remarks</b>
1.	047	Maryam	Allah-Yafi	Waziri	Departmental Secretary	On Seat
2	048	Aminu	Abdullahi	-	Data Analyst	On Seat
3	049	Abu	Ubaidu	Abdulkarim	Librarian	On Seat
4	3014	Danko	Aliyu	Danladi	Higher Technical Officer	On Seat
5		Garba	Abubakar	-	Office Attendant	On Seat