

“Education must be at the core of our nation’s development and poverty reduction strategy. The inescapable consequences of the cost of lack of education, includes eternal poverty, unemployment and low income.”

President Olusegun Obasanjo

Vision

The National Open University of Nigeria is to be regarded as the foremost University providing highly accessible and enhanced quality education anchored by social justice, equity, equality and national cohesion through a comprehensive reach that transcends all barriers.

Mission

To provide functional, cost-effective, flexible learning which adds life-long value to quality education for all who seek knowledge.

This Brochure for Access Programme has been prepared with every effort to ensure accuracy in terms of the information contained herein as at the time of publication. The National Open Univeristy of Nigeria (NOUN) management reserves the right to alter, amend and change the contents in part and in whole without any notice, in line with the regulations and policies and / or as a result of the need for essential and relevant amendments as necessary.



Foreword

Following the commitment and determination of government to democratize education, a major tool for providing enhanced access to tertiary education, the National Open University of Nigeria (NOUN), was resuscitated and launched by President Olusegun Obasanjo on 1st October 2002 as we celebrated the 42nd Anniversary of our political Independence.

The National Open University of Nigeria (NOUN) dedicates itself to preparing professionals in various disciplines through the distance learning mode. It offers you a choice of qualifications from Certificate to Diploma to Degrees and stand-alone self development courses through flexible delivery, allowing learners the convenience to choose the time, place, and what to study.

In formulating the National Policy on Education in 1977, the Federal Government of Nigeria expressed awareness of the fact that “education is the most important instrument of change in any society”. And that “any fundamental change in the intellectual and social outlook of any society has to be preceded by an educational revolution”.

To kick start the academic function of NOUN, 10,000 foundation students were registered after a series of nationwide orientation and matriculation exercises in 2004/5.

The University has successfully moved into the second semester of operations and registering returning students. At the same time, applications for our second intake of student are being processed with a view to commencing registration of NOUN's next set of new students. Both returning and new students must register for courses of their choice within the limits of their peculiar circumstances dictated by time, location, pace and resources.

The National Open University of Nigeria is unique in its admission policy. Its practice of open education enables the University to admit as many as

are personally and individually prepared for programmes offered by the University. For degree programmes, students need not sit for the Joint Admission and Matriculation Board (JAMB) examinations. However, they must meet the JAMB and National Universities Commission's (NUC) minimum requirement of FIVE credits at the Ordinary level. Since NOUN philosophy is the provision of quality flexible education for all, no one is turned back or denied admission. Therefore, students who are deficient in the required number of 'O' level passes are 'stepped down' to the Access Programme designed to adequately prepare them for their undergraduate studies. NOUN's Access Programme provides those requiring it are taken for a period up to one academic year. Successful completion of the Access Programme courses allows a student to move seamlessly into a degree programme of choice as conditioned by their entry qualifications.

The purpose of this brochure is to assist you with your registration as a student of the National Open University of Nigeria (NOUN), as well as to understand and familiarize yourself with the basic policies and guidelines of the University and its programmes. Your brochure will also be a "road map" in helping you navigate through this new experience as you will find a lot of answers to some of the questions now going through your minds.

I would like to welcome you all especially those Nigerians, interested in taking a bold step in Nigeria's experience in revolutionizing tertiary education. Avail yourselves of this new opportunity. You are art of the history and the educational revolution that is very much needed to move our great nation forward and to fulfill the manpower requirements of this ever-changing world.



Professor Olugbemiro Jegede
Vice Chancellor

STUDENT'S PERSONAL DETAILS

- (a) This Handbook belongs to: _____
Matriculation Number: _____
Study Centre: _____
E-mail: _____
Telephone Number: _____
- (b) In the event of an emergency, please contact: _____

Telephone Number _____
Relationship: _____
- (c) Name of your Student Counsellor: _____

Address: _____
Telephone Number of Student's Counsellor: _____
E-mail _____
- | (d) | Tutorial Dates: | Time: | Venue: |
|-----|-----------------|-------|--------|
| | Mon: _____ | _____ | _____ |
| | Tue: _____ | _____ | _____ |
| | Wed: _____ | _____ | _____ |
| | Thur: _____ | _____ | _____ |
| | Fri: _____ | _____ | _____ |
| | Sat: _____ | _____ | _____ |
| | Sun: _____ | _____ | _____ |
- (e) Important Dates to remember: _____

(f) Examination Dates: _____

(g) Tutor Marked Assignment (TMA) Due Dates:

Course: _____	Course: _____
1 st Assignment: _____	1 st Assignment: _____
2 nd Assignment: _____	2 nd Assignment: _____
3 rd Assignment: _____	3 rd Assignment: _____
4 th Assignment: _____	4 th Assignment: _____

Course: _____	Course: _____
1 st Assignment: _____	1 st Assignment: _____
2 nd Assignment: _____	2 nd Assignment: _____
3 rd Assignment: _____	3 rd Assignment: _____
4 th Assignment: _____	4 th Assignment: _____

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1.0 INTRODUCING NOUN

Welcome to the exciting new way of learning at the National Open University of Nigeria (NOUN), the premier open and distance learning University in Nigeria. The NOUN was first established on 22nd July 1983 but suspended on 25th April 1984. It was resuscitated and re-launched on 1st October 2002. The NOUN is an equal opportunity institution, providing access to qualitative education for those whose aspiration for higher education is hindered for reasons such as academic deficiencies at the O/level or not being able to quit their job or business to study in a conventional University. Here lies the unique feature that distinguishes NOUN from the conventional Universities.

The equal access to education provided by NOUN ensures that every prospective candidate's application is considered according to the peculiar needs of the applicant. For instance, if you are deficient in some subjects basic to your getting admitted into a NOUN degree programme, you are enabled through NOUN's very rich access courses to work at your own pace till you come up to the point you are qualified for matriculation into a degree programme. Note however, that the equal access to education policy of NOUN does not make entry requirements into NOUN's programmes lower in any way than those of conventional Universities.

All registered Access courses must be duly studied and creditably passed before you are admitted into a degree programme. This is because NOUN's programmes like those in the conventional Universities are subject to accreditation by the National Universities Commission (NUC), the regulatory body set up by the Federal Government of Nigeria for accreditation purposes as well as by the African Council for Distance Education (ACDE) and the International Council for Distance Education (ICDE).

2.0 WHERE IS NOUN LOCATED?

The headquarters of NOUN is at 14/16 Ahmadu Bello Way, Victoria Island, Lagos. NOUN also has an Annex and planning office at 245, Samuel Ademulegun St., Central Business District, Abuja. There is a campus in Kaduna, located where the former National Educational Technology Centre was, on Kaduna-Zaria expressway. There are Study Centers in the six geopolitical zones where students meet with their tutorial facilitators and guidance counsellors as well as interact with fellow students.

3.0 ACADEMIC PROGRAMMES

NOUN's academic programmes are housed and executed in the following four Schools and Centre:

- School of Arts and Social Sciences
- School of Business and Human Resources Management
- School of Education
- School of Science and Technology
- Centre for Continuing Education and Workplace Training

Each of these Schools and Centre has an array of very rich and sound academic programmes whose course materials were developed by experienced academic professionals both within and outside Nigeria. The programmes are tailored to satisfy the educational and career dreams of any body desiring qualitative higher education.

4.0 STUDYING IN AN OPEN DISTANCE SETTING: What You Must Know

Open learning means that individuals are given a chance to study and reach their goals of education no matter their credentials. As mentioned above in the introductory part of this document, NOUN as an open institution enables you through her access courses to make up for deficiencies that could deter you from pursuing higher education.

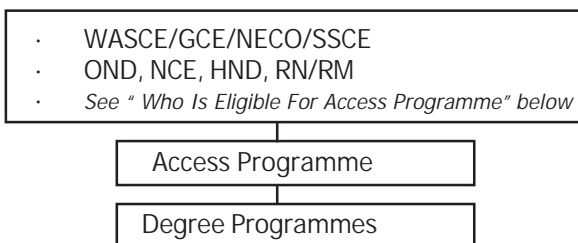
Learning at a distance means that you do not necessarily have to be at designated places and at specific times to learn from your teachers, as is generally the case in a conventional learning setting. In a conventional learning setting, student often in a face-to-face learning situation with teachers. In a distance education setting however, you do a large portion of your learning away from the institution and your teachers. In other words, you are to a large extent removed from the University and your teachers in time and location and have to study on your own. This mode of learning expectedly will place a lot of demand on you in terms of knowing how best to study. To help you do this, NOUN has designed some courses to teach you how to study effectively in a distance learning setting.

5.0 THE NOUN ACCESS PROGRAMME

What is an Access Programme?

The Access Programme at NOUN caters for candidates who do not qualify for admission into a degree programme as a result of their pre-entry academic credentials. The minimum pre entry requirement is a credit pass in relevant subjects at the ordinary level. The courses in this programme are between the ordinary level and Advanced/level content, and are designed to help you acquire the necessary knowledge and foundation skills to qualify **for admission into a degree programme at NOUN. You must complete and pass the Access Programme before proceeding to the first degree programme of your choice.**

The route to Degree Programmes



Who is Eligible for a Access Programme?

The Access programme is open to you:

- If your credentials do not qualify you for a direct admission into any of the levels of entry to a degree programme of any School.
- If you have credit at O/level in at least three subjects.
- If you are not deficient in the main subject(s) that qualify you for admission into the first degree programme of your choice. For instance, to be admitted to read B.Sc Mathematics, you must already have a credit pass in mathematics at the ordinary level.

What the above means is that you will only be allowed to register for two Access courses, which if they are passed, gives you the mandatory 5 credit requirement for admission into a university programme in the country.

The Access programme thus gives you the opportunity to acquire the necessary knowledge and skills in the subjects you are considered deficient in and in the process fulfil this matriculation requirement.

Access Courses

The NOUN has six courses in her Access Programme. These are English language, Literature in English, Mathematics, Physics, Chemistry and Biology. The University has plans in the future, to include the following courses: Economics, History, and French into the Access Programme. In addition to these courses, students in the Access programme are required to take two other courses, namely Study Skills I, and Study Skills II which are part of the General courses component of the academic load of a student in NOUN.

You would be allowed to register for only two Access courses in addition to the Study Skills I and II. Each Access course is developed into learning modules that are broken down into smaller bits called units. A Study Guide, which further provides you with general information on the course material, such as how to study the course, the course objectives, and the topics covered, precedes the course content.

The Study Guide also informs you of the number of units in the course. In the body of each unit are some self-assessment exercises to assist you in checking how well you understand the material covered in the unit. You will also be given four assignments, called the Tutor Marked Assignments (TMAs), which you are expected to do. The importance of your response to these TMAs, lie in the fact that *you must submit three of the four to qualify you to sit for the end of semester course examination*. You are to do these assignments and submit each at a time to your tutor at your Study Centre where you are registered. The tutor will mark each and record the score. The TMAs constitute the continuous assessment component of the score in a course.

Registration of Courses and Duration

The two Access courses you will be allowed to register would be prescribed to you by the programme leader in charge of Access programme in your School, taking due cognisance of your subjects of deficiency. You will also in addition register for Study Skills I and II respectively. In total therefore, you will be registering for four courses during the duration of your programme in Access. Each Access course, like any other at the NOUN, is assigned a given number of credits which range from between 3 to 6 credits. The Study Skills I and II however have no credit unit weighting. See the table below

Available Access Courses at NOUN and Their Credit Weighting

Course Code	Courses	Credit Units
ENG 001	Access English	4
ENL 001	Access Literature	4
BIO 001	Access Biology	6
MTH 001	Access Mathematics	4
PHY 001	Access Physics	6
CHM 001	Access Chemistry	6
GST 103	Study Skills 1	0
GST 104	Study Skills 2	0

You are required to complete your Access programme in two semesters if taken at full time study or 4 semesters if taken at flexible mode.

6.0 Mode of Instruction

You must be aware by now that you are studying at the National Open University of Nigeria whose mode of instruction (teaching) is the distance learning mode. The features of this mode of learning are that you are by and large going to study on your own. Once you have registered and collected your four course materials, you would be expected to go straight to studying them. This of course would pose some challenges to you. Some of these challenges should have been allayed during the orientation exercise at the commencement of your first semester at NOUN. However, in order to minimise the effect of these challenges, NOUN operates a learners' support service system whose main purpose is to provide amongst other services, guidance; counselling and facilitation of your courses. These services are provided at the various study centres. You will need to register with one in the State where you domicile. It is here that you will have contact sessions with the student Counsellors and the tutorial Facilitators.

Course Materials

Each course has A materials written specifically for the course and which you are expected to read. The printed material will remain the major instructional mode until such a time that the infra-structure for total on-line learning becomes available. Your instructional facilitators will also take you through the content of these materials page by page and sometimes step by step.

In addition to printed materials, some of your courses may be recorded on audio-tapes or CD –ROMs for you to play over and over and listen to as often as you want to. When this is possible, you will adequately be informed so that you may purchase the electronic gadgets that will enable you study them.

Tutorial Sessions

You will have the opportunity of belonging to tutorial groups in each course. It is mandatory that you study the course material before the tutorial classes. Only grey aspects would be clarified during the sessions. The total number of tutorial sessions has been fixed at 15 hours per semester per Access course and 20 hours per semester for Access Chemistry, Access Physics and Access Biology respectively. The tutorials may occur during weekdays, weekends or public holidays. They may indeed occur at pre-arranged meetings between your group and the course tutor. You could meet in a face to face situation, following a pre-arranged time-table and selection of venue. Your tutorial could also be by means of chat group using the e-mail and on-line facilities where and when these are available. The tutorial could also be by means of conference phoning or it could be by close circuit television. The important thing is that you will have opportunities for tutorials, and the most convenient and most available facility will be used.

What do you do during tutorials? You discuss the topic or topics presented, you ask questions, answer questions, give your own suggestions, interpretations or explanations of issues at hand. You may also seek clarification on certain things that the tutor said or that you read in your study materials but which are not too clear to you or you can find out other colleagues' reactions to certain self assessment questions put in your study materials, and many **other activities that will further promote your understanding of the study material and the topic at hand.** **Sometimes, your tutorial facilitator may require you to make a lead presentation on a topic while others listen to you and critique your presentation. Learn early in your academic career that when others criticise your presentations, you should not feel bad, rather listen to and look for ways of using their suggestions, criticisms and questions to improve on your presentation and enlarge your own pool of knowledge. While you are critiquing another student's presentation, avoid being sarcastic or proving**

to be “Mr. Know-all” rather put your points in a most polite manner which will help others learn from you.

Tutor-Marked Assignments

These assignments may be included in the study materials or they may be provided for you at point of registration. There are 4 TMA's, three of which you must answer or else you would not be allowed to sit for the examination. These TMA's when written are to be submitted to your facilitators at the Study Centre. Your TMA's will be marked, returned to you and the scores kept for use to form part of your overall course assessment. This is weighted 30% of the overall course assessment.

End of Semester face-to-face examinations

Courses at NOUN are evaluated in terms of course units. It is expected that the questions you will answer in the examination shall be designed to enable you meet the course objectives. It is important to note that you have the sole responsibility for obtaining full and usable information on the timing and location of examinations. Always check your notice boards or be in constant touch with your Counsellor and/or Facilitator.

The Academic Registrar in consultation with the relevant Study Centre Managers may determine an alternative location for students who are unable to sit for an examination at a nominated centre due to circumstances beyond their control.

Movement to the next Academic level

You are expected to pass your two access courses including the two General courses after which you commence your degree programme. All failed compulsory courses must be registered for again and passed.

An average of 40% in each of the courses is taken as the minimum pass mark.

7.0 DESCRIPTION AND OBJECTIVES OF ACCESS COURSES

ENG 001 - Access English

The Access English course is a 4 credit course specially designed to help NOUN students who do not have a credit pass in English Language at the SSCE/GCE. The content of the course is based on the West African Examinations Council Syllabus for English Language (1998-2003 edition) but it is slightly higher than that.

Course Aims

The aims of this course are to enable you to:

- master the essential grammatical structures of English;
- learn and acquire the vocabulary of every-day usage and the vocabulary of various fields of human activities;
- know and use English tenses well;
- communicate orally in English using appropriate modes and rules of speech acts;
- respond to reading comprehension questions using appropriate language forms and strategies;
- compose and write informal and formal letters for various purposes;
- write essays of different formats and contents using appropriate language; and
- learn and use appropriate mechanics in writing for various purposes.

ENL 001 - Access Literature in English

Access literature is a 4 credit introductory course to literature. The course is designed for prospective candidates who do not have a background in Literature as well as those who did Literature at the SSCE/GCE levels but did not obtain a credit pass in it and wish to study degree programmes at the NOUN such as Law where a credit in Literature is a prerequisite. The course introduces Ac-

cess students to the various forms of Literature such as prose, poetry and drama. Students are enabled to acquire knowledge of Literature and literary skills necessary for studying and understanding the degree programmes they intend to go into.

Course Aims

After completing the units in this course, you will be able to:

- identify and describe the functions of literature in the society ;
- identify the characteristics of prose;
- explain the characteristics of poetry;
- discuss the characteristics of drama;
- distinguish among the three forms of literature;
- acquire the literary skills for composing the different forms of literature;
- critically analyze literary texts ;
- analyze and appreciate the language use of different writers;
- apply your knowledge of literature in interpreting events in your society;
- apply your knowledge of literature in solving life's problems

MTH 001 - Access Mathematics

The Access Mathematics is designed for those who have no credit pass in Mathematics in SSCE/WAEC/NECO/GCE ordinary level certificate examination. The course will enable such people acquire mathematical concepts and skills for a successful study of degree programmes requiring competence in Mathematics. The content of the course is based on SSCE/WASC/JAMB syllabus but the overall scope covered is something between this and the content of the first year of the undergraduate programme in Mathematics. The course is a 4 credit course.

Course Aims

The Access Mathematics will enable you:

- acquire the basic prerequisite mathematics knowledge and skills for any university science programme;
- demonstrate practical skills in solving basic mathematical problems;
- become competent in employing mathematical principles in solving a variety of life's problems; and
- acquire overall knowledge of the various divisions of the theory of Mathematics such as sets, calculus and basic statistics.

PHY 001 - Access Physics

Access Physics is a 6-credit course whose content is based on the SSCE of the West African Examination Council. The course is for those who wish to pursue physics related programmes at the NOUN but do not have a credit in Physics at the SSCE O/L. The course will run for two semesters. The course units deal with scientific vocabularies, terminologies and conventions including symbols, quantities and units. They describe broadly the use of scientific apparatus, including techniques of operation and aspects of safety. They further make you familiar with scientific quantities and their determinations; scientific and technological applications with their social, economic and environmental applications. In addition, they expose you to information handling, experimental and problem – solving techniques.

You will at the end of this course not only have remedied your deficiency in physics at the senior secondary school level but also have laid a solid foundation for further studies in physics and physics related courses.

Course Aims

Access Physics will enable you to:

- acquire proper understanding of the basic principles and applications of physics;
- develop scientific skills and attitudes as pre-requisites for further scientific activities;
- recognize the usefulness and limitations of scientific method and to appreciate its applicability in other disciplines and in everyday life;
- develop abilities, attitudes and skills that encourage efficient and safe practice; and
- develop attitudes relevant to science such as concern for accuracy and precision, objectivity, integrity, initiative and inventiveness.

CHM 001 - Access Chemistry

Access Chemistry is a 6 credit course. The course content is based on the SSCE/GCE O/L syllabus and covers these three broad areas: General and physical chemistry, Inorganic chemistry and Organic chemistry. The course will equip you with a solid foundation in chemistry concepts and principles preparatory to pursuing successfully a degree programme in Chemistry and in related programmes. The course will run for two semesters.

Course Aims

The overall aims of this course are to enable you:

- discuss the role of chemistry in your everyday life and apply the language of chemistry in describing the world around you;
- identify the chemical processes in what goes on in your environment;
- be familiar with various units of mass, volumes, amount of substance concentration and their inter-relationship;
- identify the various types of elementary reactions;
- determine the amount of a reacting specie in a chemical reaction; and
- distinguish the functional groups in chemical compounds.

BIO 001 - Access Biology

Access Biology is a 6-credit unit course whose content is based on the WASCE syllabus. Some parts of the content are equivalent to a basic 100 level Biology programme in a Nigerian university. In this course you will be taken through the fundamental topics in ecology heredity, evolution, the various biological forms and functions and the variety of organisms.

Course Aims

The aims of the course are to:

- equip you with the understanding of the basic meaning of life in general;
- enable you appreciate the interdependence of life;
- enable you appreciate the relevance of biological processes to the sustenance of life;
- enable you apply biological principles in you every day life; and
- enable you understand the life linkage through reproduction, inheritance and evolution.

GST 103 - Study Skills 1

This course is designed to instruct you on how to study in general and particularly in an open and distance learning environment. Although the course is zero (0) credit units, it is part of the requirement for completing and passing the Access Programme. You must therefore have a pass score in it.

Course Aims

The aims of the course are to:

- acquire the skills you need for effective study;
- train you on how to study;
- expose you to the use of the library and other resource materials; and
- prepare you on how to do assignments, long essays and examinations.

GST 104 - Study Skills 2

This course teaches you more on how to study successfully in distance learning programmes. The content is deeper and wider in scope than Study skills 1.

Course Aims

This course aims at helping you learn to:

- manage your time;
- develop effective reading skills and strategies;
- take notes when you read;
- deal with information read;
- write assignments; and
- prepare for examinations.

8.0 LEARNER SUPPORT SERVICES Delivery Format and Mechanisms

An extensive and comprehensive learner support system has been established at NOUN and administered through the directorate of Learner Support Services.

The human resource of the Learner Support Services include Study Centre Managers and Student Counsellors whose contact details are shown on page 16. The highly qualified and experienced guidance counsellors are available for you to contact them from time to time with respect to several aspects of your studies including enrolment, choice of programmes and courses, when and how to study and when to seek special clinic for academic guidance. The support service will also provide early warning signals about difficulty with studies in order for the student to take prompt remedial action.

The other important components of the human resource at the study centre are the Administrative officers, Store officers and the Instructional facilitators.

The Facilitators shall deal exclusively on all academic issues. Course materials are developed in sequence using conceptual or modular

themes. Themes will have sections and sections will have to be broken down into units. The course facilitators are solely to bring to your understanding some difficult areas in your course materials.

Due to a variety of reasons, which include lack of qualified personnel, few subscriptions in some courses, a scheme for sharing and of using few facilitators for programmes shall be developed within a quality assurance framework.

All students are encouraged to attend tutorial contact sessions.

Printed materials shall be physically transported to you through NIPOST/Courier companies or an in-house transport division. Audiotapes, Videotapes and CD ROMs will be offered as complimentary media, based on **availability** and your preference. You may also be able to learn from a distance through Television and Radio broadcasts of our educational programmes.

The main venues where student support services take place are the Study Centres which are located all over the country. The list of all the Study Centres in the country are presented in the table below.

Study Centres, Locations and Staff

GEO POLITICAL ZONE	STUDY CENTRE	FULL ADDRESS
NORTH EAST	1 Federal Polytechnic Bauchi . • <i>Centre Manager</i> : • <i>Overseer/Counsellor</i> : Marlyn T.Y.	Damaturu Road, Bauchi 0803 805 3242 marlinterling@yahoo.com
	2 NOUN Study Centre, . • Yola, <i>Centre Manager</i> : • <i>Overseer/Counsellor</i> : Amos Williams	Army Barracks Road, YolaAdamawa State. 0803 582 8761 weture@yahoo.co.uk
	3 Kashim Ibrahim College of Education, Maiduguri, Borno State. • <i>Centre Manager</i> : Dr. Mailafia- • <i>Counsellor</i> : Mrs Naomi Adamu	Opposite Police Head- quarters, Jos Road, PO Box 548, Maiduguri 0802 385 5016 nounborno2005@yahoo.com 0802 376 1070
North West	4 NOUN Study Centre Kano, Kano State • <i>Centre Manager</i> : • <i>Overseer /Counsellor</i> : Dr. (Mrs) Kate Azonabor	Off Hadeja Road, Opp. Hassan Estate, Sauna, Kano PO Box 1144, Kano talk2drkate@yahoo.com 0803 717 2134
	5 NOUN, Kaduna Campus, Kaduna State. • <i>Centre Manager</i> : Dr Garba Nuhu • <i>Counsellor</i> : Mrs Akaas P. V. • <i>Counsellor</i> : Dr. Mrs Ojokuku C • <i>Counsellor</i> : Mrs. Saliu L. A.	Old NETC, Kaduna Campus by Trade Fair Complex, Zaria Road, Kaduna 0803 333 4161 nuhugarba2000@yahoo.com 062 3165650803 452 65820804 215 8058
	6 Shehu Shagari College of Education, Sokoto, Sokoto State, • <i>Centre Manager</i> • <i>Overseer/Counsellor</i> : A. M. Kukargadu	Birnin Kebbi Road, PMB 2129, Sokoto 08027299613 musaadamurev@yahoo.com

	7	NOUN Study Centre, Katsina State <ul style="list-style-type: none"> • <i>Centre Manager</i> • <i>Overseer/Counsellor</i>: David Asoloko 	Opposite Katsina State House of Assembly, Kaita Road, Katsina State, dassoloko@yahoo.com 0803 619 1606
North Central	8	Plateau State Polytechnic <ul style="list-style-type: none"> • <i>Centre Manager</i>: Mr. Longmas Wapamuk • <i>Counsellor</i>: Mrs. E. O. Abu 	Barkin Ladi Road, Jos longmaswap@yahoo.com 0803 583 8003 0803 605 0221
	9	Makurdi Study Centre, <i>Centre Manager</i> : <i>Overseer/Counsellor</i> : Mrs. Bamidele Ngbede	(Former NDE Office) Opposite Mechanic Village, Kanshio, Makurdi. 0803 206 3856 kpamidele@yahoo.com
	10	State College of Education, Ilorin <ul style="list-style-type: none"> • <i>Centre Manager</i>: Prof. Oyebanji P K • <i>Counsellor</i>: Mrs. Abe E • <i>Counsellor</i>: Mrs. Oyinloye E • <i>Counsellor</i>: Mrs. C. A. Afalobi 	Umaru Saro Road (Old Lagos Road), Ilorin. oyebanji@yahoo.com 0803 392 5539 0803 358 8161 0803 577 3770 0803 359 7996
	11	NOUN Annex/Planning Office. <ul style="list-style-type: none"> • <i>Centre Manager</i>: • <i>Overseer/Counsellor</i>: Mrs. Yusuf, S. O • <i>Counsellor</i>: Mrs. P. A. Abimbola 	Central Area Opp. Arewa Suits, 245, Samuel Ademulegun Way, Central Area, Abuja. sophiaomu@yahoo.com 08033970264
	12	NOUN Study Centre <ul style="list-style-type: none"> • <i>Centre Manager</i> • <i>Overseer/Counsellor</i>: Mrs. Onimole A A • <i>Counsellor</i>: Mrs Alao Serah 	NRC Party Office Off Bosso Road, Minna Niger State 0802 529 5792 0803 612 5998 aaonimole@yahoo.com

South East	13	Federal Polytechnic, Nekede Owerri, Imo State. <ul style="list-style-type: none"> · <i>Centre Manager:</i> Prof. (Mrs.) O.C Nwana · <i>Counsellor:</i> Ofole N. M. 	Owerri/Aba road, P.M.B 1036, Nekede, Owerri 0803 316 1004 0803 472 9225 nounowerri2005@yahoo.com
	14	National Root Crop Institute, Umudike, Umuahia, Abia State <ul style="list-style-type: none"> · <i>Centre Manager:</i> Dr. Mba Okoronkwo · <i>Counsellor:</i> Dr (Mrs) Anya Julie 	P M B 7296, Umuahia, Abia State mbaokoronkwo@yahoo.com 0803 592 5974 0803 751 8737
	15	NOUN Study Centre, Enugu State <ul style="list-style-type: none"> · <i>Centre Manager:</i> · <i>Overseer/Counsellor:</i> Okoli Animba · <i>Counsellor:</i> Dr. (Mrs) Ocho R. A 	Nike-Lake Road, Enugu, Enugu State nounenugu@hotmail.com 080 433 34800 080 355 24296
	16	NOUN Study Centre, Anambra State <ul style="list-style-type: none"> · <i>Centre Manager:</i> Prof.J.Maduwesi · <i>Counsellor:</i> Mrs. Gail Okolo 	Defunct Party Building P. M. B. 2017, Abagana, Anambra State 0804 612 6108 0804 510 4479 nounabagana@yahoo.com
South South	17	EDDI South-South Community Centre <ul style="list-style-type: none"> · <i>Centre Manager</i> · <i>Overseer/Counsellor:</i> Mrs. Udom J. 	Ekpo Archibong Street (Parliament Building) joyceudom@yahoo.com 0803 708 3021
	18	State College of Education <ul style="list-style-type: none"> · <i>Centre Manager</i> · <i>Overseer/Counsellor:</i> Mrs. Ikpoki Eva · <i>Counsellor:</i> Mrs. Abaa A. E 	Rumuolumeni PMB 5047, Port Harcourt evachim@yahoo.com 0803 704 7388 0805 533 9173
	19	NOUN Study Centre Benin, Edo State <ul style="list-style-type: none"> · <i>Centre Manager</i> · <i>Overseer/Counsellor:</i> Okocha C · <i>Counsellor:</i> Mrs. Oguzie S.N., 	Ekenwa Road, (Old SDP Secretariat) Benin City nounbenin centre@yahoo.com 0805 522 1367 0803 350 1447

	20	Public Service Training Institute, Yenagoa · <i>Centre Manager</i> : Dr. S. A. Diri · <i>Counsellor</i> : Mrs. E. O. Izulu	Lambert Eradire Road, Yenagoa, Bayelsa State dirisanounmanager@yahoo.com 0803 541 6315 0803 676 9473
South West	21	NOUN Study Centre · <i>Centre Manager</i> · <i>Overseer/Counsellor</i> : Dr. Animashaun R · <i>Counsellor</i> : Aderibigbe DM	Former Party Secretariat, Faith Clinic Road Ijokodo Junction, Sango-Eleyele PMB 5061, Ibadan animarotimi@yahoo.com 0803 337 1691 0803 444 8621
	22	South West Resources Centre, Okemosan, Abeokuta Ogun State, · <i>Centre Manager</i> · <i>Overseer/Counsellor</i> : Mrs Azekhueme K · <i>Counsellor</i> : Mrs. Omotayo M W	Lagos-Abeokuta Road, Abeokuta, Ogun State. mrsazekhueme@yahoo.com 0803 337 1691 0803 335 3760
	23	Adeyemi College of Education, Ondo, Ondo State · <i>Centre Manager</i> : Prof. Adedipe V O · <i>Counsellor</i> : Mrs Fawusi Modupeola · <i>Counsellor</i> : Ms Mosugu G A	Ore Road, PMB 520, Ondo oluwole.adedipe@yahoo.com 0803 717 1262 0803 332 0842 0803 391 1236
	24	NOUN Study Centre, NOUN Headquarters, Lagos State · <i>Centre Manager</i> : Prof. Obidairo T K · <i>Counsellor</i> : Mrs. Aina K · <i>Counsellor</i> : Mr. Onyeokoro A. E · <i>Counsellor</i> : Mrs. T. C. Afam-Obi · <i>Counsellor</i> : Dr. Ojekunle S. O.	14/16 Ahmadu Bello Way, Lagos. tkobidairo@yahoo.com 0802 321 0847 0803 302 9993 0803 583 9076 0802 360 0285 0803 408 1231
	25	Osogbo Study Centre · <i>Centre Manager</i> : Dr. (Mrs.) Patricia I. Aina · <i>Counsellor</i> : V. A. Olaosun · <i>Counsellor</i> : Dr. Mrs. Ojo T.	0803 5678 553 0803 359 7996 0803 367 8044 0803 219 9740 volaosun@yahoo.com

Directorate	26	NOUN Study Centre, NOUN Headquarters, Lagos State · Director Prof. B. Ipaye · Dr. Rotimi Ogidan · Dr. Fidel, Okopi · Dr. Philip Atere	14/16 Ahmadu Bello Way, Victoria Island, Lagos 01-8188850 lss@nou.edu.ng 0803 310 1920 E-mail: bipaye@nou.edu.ng 0802 350 9179 0803 385 0818 0803 306 1582
	27	Damaturu Study Centre	Bubar Abba Ibrahim Way, Damaturu

Contacting your Counsellors

Apart from the Facilitators, another group of staff you will often meet at the Study Centre are the **Student Counsellors**. The Open University, like any other Open Learning system provides you the opportunity for meeting with Counsellors. Unlike in the conventional universities, you will always have your Counsellors close by to confer with, to seek needed guidance and to seek counselling on both academic and non-academic issues and concerns. Learn early enough to confide in your Counsellors if you have any problems, difficulties or concerns. Do not hide from them in any manner because the University will always seek their opinion on or about you at very critical and crucial moments.

Contacting You

As soon as possible and practicable, the Directorate of Learners Support Services intends to reach all students by phone. All students who have telephone facilities, no matter what type, should therefore leave their phone numbers with the Student Counsellors in his or her Study Centre. In addition, you must also provide the university with your personal e-mail address through which you could be additionally contacted.

The contact telephone numbers and the e-mail addresses of the various staff and offices you would be dealing directly with are all contained in this handbook.

The summary of our advice to you can be put in these few words. Fresh line Studying at NOUN gives you the unique opportunity to study and obtain job/career enhancing degrees and certificates whilst you are engaged in other activities in your life. It is however important for you to note that this new method of learning requires a new method of studying as outlined below:

- Students of the National Open University of Nigeria (NOUN) are required to be self-disciplined and responsible, as they will study at their own pace.
- Students are strongly advised to desist from cultism and other acts that may lead to indiscipline.
- Students are expected to conduct themselves in orderly and peaceful manner.
- Excellent time management skills will be needed to keep up with the pace of work.
- It is necessary to study everyday as it is easier to spread out work than to do so much within a short space of time especially if you are engaged in an employment.
- You need to develop a weekly study plan-timetable.
- Review your work at the end of each week and modify your plan accordingly.
- Attempt all the activities recommended in your course materials.
- Use memory enhancing aids.
- Form self help study groups with other NOUN students within your locality as this will help spur you on to achieving your goals.

8.1 UNIVERSITY LIBRARY SERVICES

One of the main reasons the National Virtual Library project of Nigeria housed at the National Universities Commission was established primarily to support the NOUN students. You can access all its contents, books and other resource materials as well as use it as gateway to other libraries and institutions of the world. The website is <http://www.nigeriavirtuallibrary.net>

NOUN, therefore will develop on a limited scale its network of libraries and resource facilities to service its students to supplement the services of the virtual library.

The NOUN library is a place where you will find each course material set of books, audio-visual materials, and journal etc. the NOUN library will be opened to students and can be accessed from any location with an internet connection. Libraries at Study Centres will also be found helpful to students. Any book or material borrowed from the library should be returned at the designated time for easy flow of materials. NOUN authority will punish any student who removes or attempts to remove library materials. Students will be responsible for any damage to library books and materials used by them.

9.0 REGISTRATION AND REGISTRATION PROCEDURE

Once you have been admitted into a School of your choice at NOUN, and you have been advised to go into the Access programme, the next main academic exercise you will perform is Registration. Registration is the documentation you do by informing the NOUN of the courses you wish to study, under the academic programme to which you have been admitted. Registration is then done by filling these courses on prescribed Registration forms and paying for the courses. Each course is allotted credit units. Your courses will normally run for one or two semesters. As an Access student, your credit load is somewhat predetermined.

This is because you will as a matter of course register for GST 103-Study Skills I, and GST 104-Study Skills II. You will then include the Access courses you wish to study. Remember you cannot register for more than two access courses. A sample of the registration form (SRF001) is provided for you on pages 28 and 29.

Importance of Registration

Without proper registration and documentation, you cannot become a *bonafide* student of the National Open University of Nigeria. You cannot receive any instructional material. You cannot therefore sit for any examination.

Period of Registration

There is usually a specified period during which registration is conducted. At NOUN, this exercise usually lasts for a period of 4 weeks

Late Registration

Registration is deemed to be late if you have not submitted your registration forms at the end of the prescribed period. You may be allowed another extra week in time to register, but you may have to pay some penalty.

Venues for Registration

Registration takes place mainly at our designated Study Centres. The list of the registration venues is hereby provided for your information on page 24

Where a particular Study Centre will not be able to accommodate anticipated student population, additional venues will be used. An example is in Lagos, where four registration venues were used for the 2003/2004 registration exercise and Abuja where two venues were used.

Current Registration Venues

GEO POLITICAL ZONE		STUDY CENTRE	LOCATION	FULL ADDRESS
NORTH EAST	1	Federal Polytechnic	Bauchi	Damaturu Road, Bauchi 08038053242
	2	NOUN Study Centre	Yola	Army Barracks Road, Yola Adamawa State. 08035828761
	3	Kashim Ibrahim College of Education	Maiduguri	Opposite Police Headquarters, Jos Road, PO Box 548, Maiduguri 08023855016, 08023761070
	4	Damaturu Study Centre	Damaturu	Bubar Abba Ibrahim Way, Damaturu
North West	5	NOUN Study Centre	Sauna, Kano	Off Hadeja Road, Opp. Hassan Estate Sauna, Kano PO Box 1144, Kano 08037172134
	6	NOUN, Kaduna Campus	Kaduna	Old NETC Kaduna Campus by Trade Fair Complex Zaria Road, Kaduna. 08033334161
	7	Shehu Shagari College of Education	Sokoto	Birnin Kebbi Road, PMB 2129, Sokoto 08027299613

	8	NOUN Study Centre	Katsina	Opposite Katsina State House of Assembly, Kaita Road, Katsina State. 0803 619 1606
North Central	9	Plateau State Polytechnic	Jos	Barkin Ladi Road, Jos 0803 583 8003; 0803 605 0221
	10	State College of Education	Ilorin	Umaru Saro Road (Old Lagos Road), Ilorin. 0803 392 5539; 0803 358 8161; 0803 577 3770; 0803 359 7996
	11	NOUN Annex/ Planning Office	Central Area, Abuja	Opp. Arewa Suites, 245, Samuel Ademulegun Way, Central Area, Abuja. 08033970264
	12	NOUN Study Centre	Minna	NRC Party Office Off Bosso Road, Minna Niger State. 0802 529 5792; 0803 612 5998
	13	NOUN Study Centre	Makurdi	(Former NDE Office) Opposite Mechanic Village, Kanshio, Makurdi. 08032063856
South East	14	Federal Polytechnic	Nekede Owerri	Owerri/Aba road, P.M.B 1036, Nekede, Owerri. 08033161004 08034729225

	15	National Root Crop Institute	Umudike	P M B 7296, Umuahia, Abia State. 0803 592 5974; 0803 751 8737
	16	NOUN Study Centre,	Enugu	Nike-Lake Road, Enugu, Enugu State. nounenugu@hotmail.com 08043334800 08035524296
	17	NOUN Study Centre	Abagana	Defunct Party Building P. M. B. 2017, Abagana, Anambra State 08046126108; 08045104479
South South	18	EDDI South-South Community Centre	Calabar	Ekpo Archibong Street (Parliament Building), Calabar, Cross Rivers State. 08037083021
	19	State College of Education	Rumuolumeni	Rumuolumeni, PMB 5047, Port Harcourt. 08037047388; 08055339173
	20	NOUN Study Centre	Benin	Ekenwa Road, (Old SDP Secretariat) Benin City 08055221367; 08033501447
	21	Public Service Training Institute,	Yenagoa	Lambert Eradire Road, Yenagoa, Bayelsa State. 0803 541 6315; 0803 676 9473

South West	22	NOUN Study Centre	Ibadan	Former Party Secretariat, Faith Clinic Road Ijokodo Junction, Sango-Eleyele PMB 5061, Ibadan 0803 337 1691; 0803 444 8621
	23	South West Resources Centre	Okemosan, Abeokuta	Lagos-Abeokuta Road, Abeokuta, Ogun State. 0803 337 1691; 0803 335 3760
	24	Adeyemi College of Education	Ondo	Ore Road, PMB 520, Ondo 0803 717 1262; 0803 332 0842 0803 391 1236
	25	NOUN Study Centre	Lagos	NOUN Headquarters 14/16 Ahmadu Bello Way, Lagos. 0802 321 0847; 0803 302 9993 0803 583 9076; 0802 360 0285 0803 408 1231
	26	NOUN Study Centre	Oshogbo	08035678553; 08033597996 08033678044; 08032199740

Particulars of Fees

Date:	Cash or Draft:
Issuing Bank:	
Amount N:..... words.....	

Being Payment for:

Item	Code	N	K
Registration	142		
Caution	143		
Examination	144		
Practical	145		
Professional	146		
*Course Materials	147		
Not Used	148		
Miscellaneous	149		
*Courses Covered by payment			
No of Course Materials Received			

For Office Use:

Received by:..... Sign.....

Head of Finance..... Sign.....

9.1 Registration Procedure

The step by step procedure for registration is outlined below:

1. Student receives notice of commencement of Registration from media and other sources.
2. Registration commences at the various Study Centres as announced.
3. Student provides the following at the accreditation centre(s):
 - Admission letter
 - 8 passport size photographs
 - Original and photocopy of all credentials
 - Evidence of payment at any of the designated banks, the following:
 - Registration Fee of N5,000.00
 - Caution deposit of N7,500.00 (see Schedule of fees attached)
4. Student collects registration materials
 - Student Registration File
 - Student Registration Form (SRF 001); 4 copies to be filled
 - Student Registration Form (SRF 002); 4 copies to be obtained for future registration
 - Schedule of fees for each School
 - University Access programme Handbook
 - Academic data form(s) for result verification
 - Add and Drop Form
5. Student is taken through the registration pack by Student Counsellor / Study Centre Manager.
6. Student submits at the Study Centre the Student Registration File containing:
 - Evidence of Payment (*from one of the designated banks*) for all courses registered
 - SRF 001 (4 copies duly completed)
 - 3 passport size photographs
 - Originals and photocopies of all credentials

- Original and photocopy of birth certificate or sworn oath on declaration of age.
 - Marriage Certificate (if name on credentials are different from current names).
7. The Dean/Director's representatives in company of Student Counsellor and Study Centre Manager, checks the submitted forms noting the following:
 - Course code, and status of courses chosen by students
 - Minimum and maximum credit load of courses chosen
 - Required number of passport photographs
 - Photocopies of credentials
 - Accurate completion of Folder and SRF 001
 - Evidence of Payment for all courses registered
 8. Dean's representative(s) correct(s) errors arising from students' registration, if any.
 9. Student Counsellor and Dean's representative sign forms as appropriate.
 10. Study Centre Manager signs forms and distributes
 - Instructional Course Materials; and
 - **4** Assignment Folders for each registered course.
 11. Registration closes as announced.
 12. Study Centre Manager sends forms in duplicate to Academic Registry, NOUN Headquarters.
 13. The Academic Registry sends a copy to the School and the second copy to ICT unit to process and return to the Academic Registry.
 14. Forms to be returned:
 - SRF001
 - Academic verification form
 - Copy of bank teller

10.0 SCHEDULE OF FEES

The NOUN does not charge tuition Fees. The fees charged per course at mere cost recovery level (and others even charged at a loss to NOUN) are for the development, production and delivery of the instructional materials which may include Print, Audio, Video, CD ROMs or a web-based multi-media site. However, because of the intrinsic nature and values of each course, the courses are not charged uniformly. An undergraduate course has a fee that is lower when compared with fees charged for a postgraduate course. A one credit unit course is less costly than a two credit unit course. The full detail of fees for each school and programme is hereby provided for guidance.

Once registered, subsequent registration as a returning student attracts a N2,500.00 per semester.

APPROVED SCHEDULE OF FEES

A. GENERAL FEES	I ST SEMESTER	SUBSEQUENT SEMESTERS
i) Registration Fees	₦5,000.00/Student	₦ 2,500.00/ Student
ii) Caution Deposit	₦ 7,500.00/Student/programme	
B. SPECIAL FEES		
i) Practical/Field Trip	₦ 7,500.00/Session (applicable to Students of Science & Technology, Science Education, Language Arts, Tourism, Hotel & Catering, E-Banking, E-Business, E- Library, E- Learning)	
ii) Professional Experience	₦ 10,000.00/Session (applicable to students of Education (1 st Degree & PGD) and Nursing)	
C. COURSE MATERIALS		
i) ACCESS/CERTIFICATE/DIPLOMA	₦ 1,000.00/Course	

- ii) UNDERGRADUATE
 - ₦ 1,000.00/1 Credit Unit Course
 - ₦ 1,500.00/2 Credit Unit Course
 - ₦ 2,500.00/3 Credit Unit Course
- iii) PGD
 - ₦ 1,000.00/1 Credit Unit Course
 - ₦ 2,000.00/2 Credit Unit Course
 - ₦ 2,500.00/3 Credit Unit Course
 - ₦ 3,000.00/4 Credit Unit Course
- iv) MA, MEd, MSc,
 - ₦ 2,000.00/1 Credit Unit Course
 - ₦ 2,500.00/2 Credit Unit Course
 - ₦ 3,000.00/3 Credit Unit Course
 - ₦ 3,500.00/4 Credit Unit Course
 - ₦ 4,500.00/6 Credit Unit Course
- v) MPA/MBA
 - ₦ 2,000.00/1 Credit Unit Course
 - ₦ 2,500.00/2 Credit Unit Course
 - ₦ 4,000.00/3 Credit Unit Course
 - ₦ 5,000.00/4 Credit Unit Course
 - ₦ 7,000.00/6 Credit Unit Course
- vi) MBA (Executive) and MPA (Executive)
Available on demand

D EXAMINATION FEES

- i) Certificate & Access Programmes – A flat rate of ₦5,000.00 irrespective of the number of courses offered for the programmes
- ii) Diploma Programme - ₦ 1,000.00/ Course
- iii) Undergraduate (1st Degree) - ₦ 1,000.00/ Course
- iv) MEd, MSc, MBA, MPA Programmes - ₦ 2,000.00/ Course

E. DISCRETIONARY FEES

i.	Change of Programme of Study	₦2, 000
ii.	Adding a Course	₦1, 000
iii.	Dropping a Course	₦500
iv.	Late Registration (in addition to the ₦5,000 Basic Registration Fee)	₦1,000
v.	Change of Course	₦1, 000
vi.	Re – sit of Examinations (Undergraduate)	₦2, 000
vii.	Re- sit of Post Graduate Examinations	₦4, 000
viii.	Course result query (1st Stage)	₦2, 000
ix.	Course result query (2 nd Stage)	₦4, 000
x.	Transcript	₦3, 000
xi.	Student biometric/physical access I.D. Card	₦2, 500
xii.	Replacement of student biometric/physical access I.D Card	₦1, 000

11.0 ASSESSMENT AND EVALUATION

You are going to be assessed and evaluated in the four courses you have registered whether practical, theory, project work and studio. For theory courses, the components of the evaluation are **the continuous assessment and the end of semester examination. You must pass both to proceed further in your studies.**

Course Assessment Scheme

The Regulations for assignments are highlighted below. Your course materials will indicate the number of course assignments as well as which assignments should be completed for assessment purposes and which are for teaching purposes only. Certain assignments or projects are considered especially important and may be specified as '**necessary for assessment purposes**'. You will also be informed of the weighting of each assessment component (e.g., TMAs, projects, day school, examination).

It is in your best interest to complete all the assignments set for a course, although some courses do not require you to do this. In these cases, the scores for only a proportion of the assignments are used to calculate your overall score for that component (e.g., TMAs). This proportion of assignments is specified in the course materials. To calculate the overall score, the University selects the prescribed number of your 'best' scores, including the scores for any assignments 'necessary for assessment purposes.'

Preparing Your TMA Assignments

Assignments have two main purposes: to help you learn and to enable the NOUN to judge the standard you have achieved.

You can use many different resources to help you prepare your assignments. The NOUN expects you to learn from the course texts, and also to read extra material related to the course and discuss topics of interest with your fellow students.

Discussing TMA assignments with other students

Some students work best on their own, but many learn a lot from discussing subjects related to the course with fellow students. Opinion and insights, which you form while discussing a problem with others, are as valuable as those you form while reading books or attending tutorials. The NOUN is interested in what you have learned, not how! There is nothing wrong with discussing assignment questions in advance with fellow students or other people. By discussing the course objectives and testing one another's understanding, you will help yourself and others to learn.


Cheating on TMA Assignments

NOUN will not accept any of your assignment, which has been written in collaboration with others. When you work on your assignment, you are required to work alone. You must not send in other people's work, either in its entirety or in part, and claim it as your own.

In the same way, students are encouraged to show the results of their reading by referring to and quoting from works on the subject. However, copying from such sources without acknowledgement is plagiarism and is not acceptable. To copy deliberately from a printed work or from any other source and to claim it as your own is a form of cheating. Cheating, or attempting to cheat, is a serious offence and will be punished in accordance with the University Academic Regulations.

Grading your TMAs

Your TMA will normally be marked by your facilitator. Unless otherwise instructed, you must write or type your assignment in English and on A4-size paper. When you send your TMA to your facilitator you must attach a TMA assignment folder. A sample copy of the folder with full instructions is included in this brochure on page 38. Five (5) copies of the Assignment folder are included in your Registration pack.

 <p>Please acknowledge card & letters here</p>	<p>COURSE CODE <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/></p> <p>UNIT NO. <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/></p> <p>STUDENT NO. _____</p>	
<p>N.B. Make sure you place the CORRECT label for this assignment in the space provided. An incorrect label or no label will cause delays.</p>	<p>THE ASSIGNMENT LABEL MUST NOT BE FOLDED</p> <p>Place assignment label here</p>	<p>Grade (Official use only)</p>
		<p>Marker's initials</p>

ASSIGNMENT FOLDER

NATIONAL OPEN UNIVERSITY OF NIGERIA


Headquarters: 14/15 Ahmadu Bello Way, P. M. B. 80001, Victoria Island, Lagos. Tel: 01-4621210-5, 270361, 271286. Fax: 2712865
URL: www.noun.edu.ng E-mail: noun@noun.edu.ng

Alago Office: 245, Samuel Ademiloye Street, Central Business District, Opposite Street Station, P. M. B. 307, Sardauna, Alago.

Name _____

Physical address _____

L.G.A. _____ State _____



DECLARATION: I declare that

- * no part of this assignment has been copied from any other person's work except where due acknowledgement is made in the text, and
- * no part of this assignment has been written for me by any other person except where such collaboration has been authorized by the lecturer concerned.

Signature: _____ Date: _____

N.B. * An Instructional Facilitator or Tutor has, and may exercise a right not to mark this assignment if the above declaration has not been signed.

* If the above declaration is found to be false, no marks will be awarded for this assignment.

Course Title _____	
Assignment description/number _____	Due date of assignment _____
Date of posting _____	Acknowledgement card included: Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you previously sent this assignment by fax? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date received (Official use only)
<p>Assignment extension</p> <p><input type="checkbox"/> I request an assignment extension (please provide details on the inside of this cover)</p> <p><input type="checkbox"/> I have already applied for an assignment extension</p>	<p>Application accepted <input type="checkbox"/></p> <p>Application not accepted <input type="checkbox"/></p> <p>Course Coordinator: _____</p>

Your tutorial facilitator will mark your TMA and write comments on your assignment and on the TMA Form. After marking the assignments, the facilitator will send them to the NOUN for recording the scores on your record. The assignment will then be returned to you with a copy of the TMA Form. When you receive your work, you should read your facilitator's comments carefully. Note your strengths and weaknesses for future assignments and consider how they relate to your general progress. The TMA constitute 30% of the total grade of a theory course.

Submission of assignments

Each assignment has a 'cut-off' date, which is the final date for it to be submitted and received for marking. Whichever date you were given, make sure you stick to this date. For a TMA this is the last date for the assignment to be received by your facilitator.

The most assured way of sending your TMA is to hand-deliver it to your facilitator or to any person as decided at your study centre. You may also decide to post your TMA to the study centre. If you wish to submit an assignment by post, you must send it at least seven days before the 'cut-off' date. Posted assignments usually take a few days to arrive. Only under special circumstances will the postmark date be used as a reference for the date of submission. Please also note that for now submission of assignment by fax will not be accepted.

Please note also that, sometimes assignments get lost in the post. We cannot accept any responsibility for TMAs which are not received by your facilitator due to problems with the post. Therefore, you are advised to keep a copy of each assignment you submit. If you experienced difficulties with the post, you are advised to register at the post office and obtain a certificate of posting when you post your TMA.

Submission of partially completed TMA

Unless otherwise instructed, you must submit all parts of an assignment at one time and not as part-assignments on separate occasions. Only the first part received will be marked. The tutor may comment on parts that were received later, but the scores will not be recorded or counted towards your assessment. If you have difficulties in completing all parts of an assignment on time, you should ask your tutor for permission to submit the whole assignment late.

Late submission of TMAs

You should submit each assignment by the cut-off date. Late submissions cannot be accepted as of right. If you have good reasons that prevent you from submitting a TMA by the cut-off date, you may obtain permission from the appropriate authority for late submission.

Non-submission of TMAs

You will be given a zero score for any TMA not submitted.

Non-receipt of assignment

It is the student's responsibility to ensure the receipt of the assignment by the instructional facilitators and that this is graded. This you can know if the assignment was not returned to you.

If an assignment has not been returned to you within four weeks after its submission, you should contact your facilitator. If your facilitator has already sent the assignment to the NOUN, contact the Study Centre Manager or your Counsellor, otherwise, you should inform the Course Coordinator.

Appeal against a TMA score

If you are dissatisfied with your score or your facilitator's comments on any of your assignments, you have the right to appeal, by writing to your Course Coordinator with details of the particular TMA including a copy of the marked TMA.

Standardization of tutor marking

The NOUN will monitor the TMAs to ensure a reasonable degree of uniformity of marking and an adequate level of teaching comments. Throughout a course, some of the assignments marked by each facilitator will be photocopied and submitted for checking by the Course Coordinator. The photocopied assignments are treated as confidential and are normally destroyed at the end of the course.

Confidentiality of TMAs

All information contained in tutor-marked assignments is confidential to the student, the facilitator, the Counsellor, external examiners and the University. The contents will not be shared with anyone outside the university.

In your assignments, and elsewhere in your course, you may be encouraged to apply the course content to your own job. Consequently, you may have to give information about or pass judgement on your company or organization. The University treats such information as totally confidential. Facilitators and Counsellors may only use it for purposes directly connected with the teaching of the course. They may not share it for any other purposes during or after their service with the university.

Feedback to the Course Coordinator

At the NOUN, we want to continuously monitor and improve our courses to make them as updated and meaningful as possible. We analyse your assignment results and collate the tutors' reports to identify any areas within a course that are inappropriate or ineffective. To improve the course, the Course Coordinator can take remedial action to provide supplementary support for current students and to initiate course revision for future presentations. Please feel free to communicate your views in writing about the course to the Course Coordinator.

End-of-Course Examination

The end-of-semester examination is the second component of your evaluation and constitutes 70% of the total for each course. The period of sitting for the examination may be different from the scheduled end-of-semester examination period.

The regulations governing examinations have been detailed in the document, *Getting To Know Your University*, included in the orientation pack. Detailed information on examination arrangements such as examination centres, stationery, texts, are found in this document. Students must read it carefully before attending an examination. Violation of any of these instructions may be penalized in accordance with the NOUN Regulations Governing Academic Integrity and Student Discipline.

There are two examination periods in each academic year: made up of two semesters. Oral examination for language courses may be held one month earlier than the normal examination period. Supplementary examinations may be held for students taking resit or deferred examinations when the courses are not offered in the semester. They may be held in the one-to-two week period before the normal examinations.

Examinations may be held in the morning and/or evening on working days or public days. It is important to consider the dates when you are planning ahead for holidays or business trips. Deferment of your examination will NOT be permitted because of holiday plans.

Examination Procedures

The overall policy on assessment within the university is that every course taught will be assessed on a progressive basis. This normally means that you must perform satisfactorily in both assignment work and final examinations. Full details of the assessment procedure for a particular course will be outlined in the Study Guide for each course, as will information on the material, which may or may not be used during each examination.

Mobile telephones, pagers or other electronic means of communication are NOT permitted in any examination room.

Examination Centres shall be at all our study Centres in the country and in some cases especially where student number is large, external venues shall be used.

Examination Timetables

All examination arrangements, will be handled by the Academic Registry. Formal examination notification giving details of your examination timetable and examination centre will be forwarded to you approximately two weeks before the examination period. You will also be wise if you check your Study Centre always for information.

Examination timetable details may also be made available, at least two weeks before each examination period on our website when it finally becomes functional.

If you haven't received this information within four weeks of an examination period, you should notify the Academic Registry or your student Counsellor. Asking your fellow student may also prove timely.

Examination Techniques

Most units include an end-of-semester examination as part of the assessment. The exact time and location of your examination will be known to you before the dates. The formal examination requires you to demonstrate how much you have learnt from your course material. If you have followed our suggestions about studying, you will be well on your way to success. Here are a few additional points to help you with you exams.

Preparing for Examination

It is a good idea to begin revising the semester's or year's material at least two or three weeks before examination. That way, you have time to put in a bit of extra effort on areas you are not quite certain of. Here are some extra points to help you.

Revise your notes. Go over the notes you have made for yourself during your study. Make sure that you see the relationship between the key points that you have written down and the related details.

Get together. If possible, get together with others studying the same course. Discuss each point: Quiz each other.

Review past examination papers! Often past examinations give a clue as to the thoughts of the people who wrote your study materials. You can use these as a 'trial run' to get an idea of working within a strict time limit. Past examination papers may give you an idea of the kind of questions that might be asked, but don't place too much emphasis on them, because the course writers may be different and even the same course writer can ask different styles of questions.

Review assignments. Go over previous assignments. If you didn't do well, look at the facilitator's comments to find out where you went wrong.

Get to bed in good time. Don't stay up revising all of the night before the exam. Get a good night's sleep so that you are alert and at your best. And don't skimp on meals before the exam. Mental exertion is just as dependent on a healthy body as is physical exertion.

Confirm examination mode. Make sure you know what sort of exam it is, e.g. essay type, multiple choice type, mixed essay and multiple choice type? Get mentally prepared.

During the Examination

Time planning: just as you plan how you will use your weekly study time, so too should you plan your time during the examination. Here are some guidelines on how to use your time effectively in your examination.

- Use the initial perusal time to read through the examination paper, and to plan an exam timetable!
- Try to leave yourself sufficient time at the end of the examination to check over your work and make any last minute corrections.
- If all questions have equal weight, plan to take about the same amount of time with each one. If the questions have unequal weighting, spend more time on those questions with many marks, and less time on the ones with fewer marks.
- In multiple choice question, don't spend too much time on questions you can't answer easily or quickly. Go ahead and answer the others first, leaving yourself sufficient time to return to those of which are unsure.

Hints on answering questions. Here are a few hints to help you in answering questions.

- Write legibly. Even with the best will in the world, a marker cannot give you credit if your writing cannot be read.
- In answering essay questions, make certain that your essay is well organised and grammatically correct. It will pay dividends to spend a few minutes planning your essay before you begin writing.
- Make sure that you answer the question asked. Underlined the key words in the question and underline the verb. This will help you to focus on the essence of the question.

Absence from Examinations

If circumstances beyond your control prevent you from sitting for

an examination, you should immediately seek deferment of your examination by writing directly to the school offering the course. Your request needs to be supported by documentary evidence such as a medical certificate and must be received at the Academic Registry not later than two weeks after the examination date.

Under no circumstances will mis-reading the examination timetable be acceptable grounds for the granting of a deferred examination. If you make an application for a deferred exam late, your school will presume you cannot take the exam. Therefore, you cannot rely on receiving a response from the school prior to the exam.

Grading System

For all examinations in the NOUN, the letter grade system is used. These are:

Grade	Percentage Range	Description	Point Grade
A	70% and Above	Excellent	5
B	60% - 69.9%	Very Good	4
C	50% - 59.9%	Good	3
D	45% - 49.9%	Satisfactory	2
E	40% - 44.9%	pass	1
F	Less than 40%	Unsatisfactory	0

Note that where a course is evaluated on the basis of the component parts, you will be required to score at least 40% marks in each of the components. For example, theory courses have two components. The TMAs and End-of-Semester examination. You are required to have a minimum of 40% in each of the component to get a pass in the course. To pass in a course you must pass both the continuous assessments and the end of course examinations.

Results of Examination

Results of each of the courses are determined in the school by a

committee, which include the following persons – your facilitator, course coordinator, programme leader and the dean of the school. At higher levels of study, at least one external examiner shall be included. The examination results for each course, for all courses for each programme, and on individual student basis shall be submitted to the Senate for approval before being released for notification.

Official results are released by the Academic Registry at the end of each semester. This notice should reach you not later than six weeks after the end of each examination period.

Write to the Academic Registry if you have not received your results or be notified of them by this stipulated time.

12.0 GENERAL ADVICE AND GUIDE TO STUDENTS

Learning at a Distance

The main difference between studying at a conventional university and attending NOUN is that most contact with teaching staff will be written or audio-visual rather than face-to-face. In addition to printed course materials, and other resources, audio tapes may be used to reinforce points in the course materials or to comment on your assignments and explain how the assessment was determined. Some learning materials may include video-tapes, computer discs, CD-ROMs or you may be referred to materials on the World Wide Web through the National Virtual Library.

Some courses may include Residential School attendance during which you will have access to laboratories and other facilities on, as well as an opportunity for discussion with teaching staff and fellow students.

Flexible mode study is not more difficult than full time mode – in some ways it is easier, but it is different. It probably requires more self-discipline and it certainly puts more responsibility on the individual. As a flexible mode student, you are not required to attend lectures at set times and you do not miss lectures because of unexpected commitments to your job or family. With reason, you can study at your own pace. The next few pages contain useful information on how to study externally, Read these pages carefully. Even if you are an experienced flexible mode student, you should still find something of value.

Time and Management

It usually requires 3 hours of work to complete a unit of a course material. It is important to plan your study so that you make the table. Here are a few suggestions to help you in planning your study time.

Be Committed

Try to build your study plan around fixed time commitments-the time that you must give to your essential daily activities such as family, your work, eating and sleeping, recreation and leisure.

Be Realistic

Try to be realistic in planning your study time. You will probably have to give up some of the things you do to make time for study. On the other hand, most people need recreation and find it easier to stick to a schedule if they specifically include time for sport, leisure or other relaxation.

Study Every Day

Study is easier if you spread the work out, rather than trying to cram it all into one or two days. Also, research has shown that you learn better and remember more if you spread out your studying. Keep track of your study time on a Study Record sheet like the one included here.

Your Concentration Span

Most people find that it is difficult to concentrate for long periods. If you must study for a long period of time, be sure to take a break every hour for a few minutes.

Your Study Timetable

Find out what time of day you study best, some people are most alert early in the morning, some in the afternoon and other late at night. For example, if you are a 'morning person', try to schedule an hour or two of study in the early morning before you go to work. Or before the rest of the family is out of bed. Use a Weekly Study Schedule like the one included here to plan regular study sessions.

Set Realistic Goals

But set goals! Before you begin a study period, decide what it is you intend to accomplish. It may be to summaries one chapter,

to write two pages of an essay, or to code part of a computer programme. And give yourself a pat on the back when you have completed your assigned task.

Set Good Habits

Get in the habit of beginning work as soon as you sit at your study table. Do not use part of your study time for other things, such as straightening your room or alphabetising your books. Look for sources of wasted time, like too much TV or telephone time and work towards better study habits.

Review Your Work

At the end of each study period, review the work that you have done and if necessary, modify your study plan. At the end of each week, plan your timetable for the week ahead.

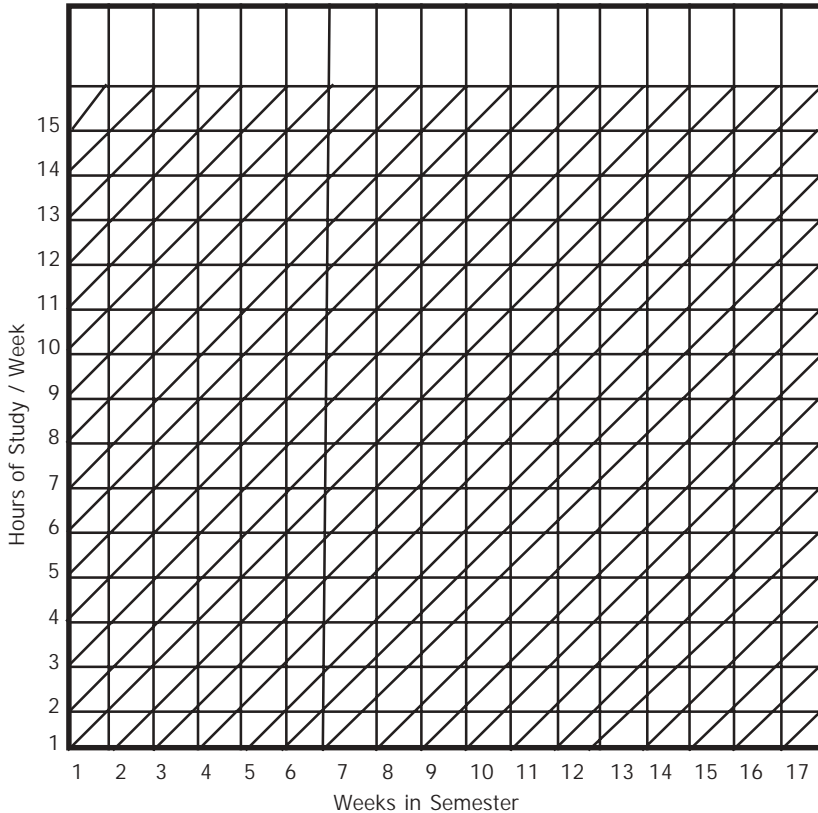
Use a Calendar

Early in the semester, note on your NOUN Calendar, when assignments are due and aim at submitting them a week early.

Tick them off when completed to show your achievements, or give yourself a reward like a video, smile sticker on the mirror, etc.

SUCCESS IN STUDY

Study Record Sheet



My Rewards

e.g hire a video
night off

Milestones reached:

Telephone Tutorial (T)
Assignment submitted (A)
Exam completed (E)

Reward every week that
shows

_____ hours of study
(e.g. 10 hours).

Reward every milestone

Notes

1. It is useful to track the amount you study to avoid the 'floods' and especially the 'droughts' of inactivity.
2. When you have completed a particular study task, acknowledge your achievement, and take an appropriate reward

SUCCESS IN STUDY

Weekly Study Schedule

	S	M	T	W	T	F	S
01:00 A.M							
02:00							
03:00							
04:00							
05:00							
06:00							
07:00							
08:00							
09:00							
10:00							
11:00							
12:00 Noon							
1:00P.M							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00 Midnight							

Notes

- To achieve the best results you are capable of, you will need to put in about 160 hours of efficient work and study for each credit point you are enrolled in. This is about 10 hours/week.
- Plan for these hours of study, but also plan for a balance of other rewarding and relaxing activities.
- You may need to trail your schedule for a week and then fine tune and adjust to your requirements

13.0 National Open University of Nigeria Senior Management Staff

S/N	Names	Designation
1.	Olugbemiro Jegede (Prof)	Vice Chancellor
2.	Ronke Ogunmakin (Dr)	Director, Media and Informaiton
3.	G. I. Osuman (Dr)	Deputy Registrar Human Resources
4.	D B Riki (Barrister)	Ag. Head (Legal & Protocol)
5.	Michael O Abikoye (Mr)	Ag. Academic Registrar
6.	Eunice N Egenti (Miss)	Asst Chief Human Resources Officer
7.	Arch. Sadiq Shuaibu	Ag. Head of Projects
8.	Ibrahim Suleiman (Dr)	Asst Director (ICT) & Facilitator, Kaduna Campus
9.	Felix N Okigala (Mr.)	Head of Finance & Accounts
10.	Onwukwe Alaezi (Prof)	Ag. Director for Centre for Continuing Educ. & Wkpl Trng
11.	Ayanniyi B Alhassan (Dr)	Course Material Development Unit (CMDU)
12	Onwe O. (Dr)	Ag. Dean School of Bus Admin & Human Resource Mgt
13	Funke M Ogunsola-Bandele (Dr)	Ag. Dean, School of Education
14	Femi Peters (Dr)	Ag. Dean, School of Science & Tech.
15	Christine Ofulue (Dr)	Ag. Dean, School of Arts & Social Sciences
16	Sunday A Reju (Dr)	Ag. Director, RETRIDAL
17	B Ipaye (Prof)	Director, Learner Support Services
18.	Philip Atere (Dr)	Coordinator, Special Study Centre
19.	E. Eseyin (Mr)	Director, Computer & Networking Services.
20.	Oguntade, M.A (Mr)	Ag. Internal Auditor.

Other Management Staff (Regional Offices & Study Centres)

1.	Dr. Ibrahim Suleiman	Facilitator, Kaduna Campus
2.	Professor John Maduewesi	Study Centre Manager
3.	Dr. Madu Mailafiya	Study Centre Manager
4.	Dr. Nuhu L. Garba	Study Centre Manager
5.	Professor P.K. Oyebanji	Study Centre Manager
6.	Professor T. K. Obidairo	Study Centre manager
7.	Professor V. O. Adedipe	Study Centre Manager
8.	Mr. Amos Williams	Overseer
9.	Mrs Eva Ikpoki	Overseer
10.	Okocha K. Celestine	Overseer
11.	Dr. Rotimi Animashaun	Overseer
12.	Dr. Kate Azonabor	Overseer
13.	Mrs. Martin Tiling Yolyel	Overseer
14.	Dr. Umar M. Ahmed	Study Centre Manager (Leave of Absence)
15.	Mrs. Abiola Onimole	Overseer
16.	Mr. Okolie Animba	Overseer
17.	Mrs. Joyce Udom	Overseer
18.	Mr. Longmas S. Wapmuk	Study Centre Manager
19.	Dr. Mbah Okoronkwo	Study Centre Manager
20.	Mr. David Asoloko	Overseer
21.	Mrs Kate Azekhueme	Overseer
22.	Rev. Musa Kukagadu	Overseer
23.	Mrs Sofia Yusuf	Overseer
24.	Dr Patricia I. Aina	Study Centre Manager
25.	Prof. Olu. C. Nwana	Study Centre Manager
26.	Mrs. Ngbede M. Bamidele	Overseer
27.	Dr. Diri Solomon A.	Study Centre Manager
28.	Dr. Philip M. Atere	Coordinator, Special Study Centres

14.0 MEMBERSHIP OF THE COUNCIL OF THE NATIONAL OPEN UNIVERSITY OF NIGERIA

Please find below, the names of the 15 External members of the NOUN Council as approved by Mr. President.

They are:

- | | | | |
|-----|----------------------------|---|----------|
| 1. | Professor N.M. Gadzama | - | Chairman |
| 2. | HRH. Joran Joel Fwa | - | Member |
| 3. | Alhaji Ishaq Nuhu | - | Member |
| 4. | Dr. Musa Muhammed Karaye | - | Member |
| 5. | Mrs. Cecilia Aku | - | Member |
| 6. | Professor Francis Idachaba | - | Member |
| 7. | Alhaji Mohammed Ciroma | - | Member |
| 8. | Professor Ukwu I. Ukwu | - | Member |
| 9. | Mr. Guy Okechukwu | - | Member |
| 10. | Professor J. Osemeikhan | - | Member |
| 11. | Prof. Tony Ikpi | - | Member |
| 12. | Rev. P.C. Amakiri | - | Member |
| 13. | Arc. Olumide Akintorin | - | Member |
| 14. | Dr. (Mrs) E.O. Ogutuga | - | Member |
| 15. | Dr. C.A. Duruji | - | Member |

15.0 “MORE QUESTIONS ...ANSWERED”

Q1: What academic programme would be best for me to start with?

A: Many NOUN students will begin with a programme that will be relevant to their job or future career. If you're aiming for a qualification in a particular subject area, it is advisable to limit your study within a specified range of courses. If you prefer something more flexible that best suits your personal career plans or personal interests, you may pick such programmes that will enhance your on the job career prospects. Whatever you do, it is important for you to make the choice as quickly as you can. Procrastination does not lead to anywhere.

Q2: I am an experienced learner but I want to update my academic experience, where should I start from?

A: Irrespective of your educational background, NOUN strongly recommends that you start with a Level 1 course. These courses provide more support than those at 200 and 300 level to help you adjust to the NOUN method of study. It will be necessary for you to gain the required background to go on to study at the next stage. From research results from other Open universities worldwide, statistics indicate that a number of new students, who choose to begin their studies at 2nd or 3rd level, encounter difficulties and significant numbers withdraw from a programme without completion. We want you to achieve your aims and goals, so we ask you to think very carefully before you decide to enroll at a higher level than the 100 Level. If in any doubt, please contact our Student Counsellors at your selected Study Centre.

Q3: How long will it take me to complete my chosen preference?

A: There's a minimum and maximum limit to the time you can take to complete most NOUN degrees. The duration of our programmes is in tandem with what obtains at the conventional universities. That is, a Bachelors' degree will take four (4) years of study as a

full time student. The maximum time allowed is twice the duration if you are a flexible mode student

Q4: Will a NOUN degree be recognized as a standardized “degree” or a qualification?

A: Yes, NOUN qualifications will be taken very seriously by employers and professional bodies alike. NOUN students will be valued for keeping their academic and professional skills up to date, and many employers also recognize the dedication it takes to return to study. NOUN students will ultimately demonstrate effective time-management as well as attributes such as motivation, commitment and ambition. From the moment you begin to the day you attend our graduation ceremonies, you can be confident that you’re studying for a qualification that will make positive and real difference in years to come.

Q5: Do I have to pass an entry exam or test at NOUN?

A: No. NOUN has an open admission policy that reflects the belief that everyone should have an equal opportunity to study. You will need some formal qualifications to study with NOUN as stipulated in the prospectus. Most importantly, you do need to be disciplined about setting aside study time.

Q6: Is there any special way of preparing myself for studying at NOUN?

A: Yes. Depending upon your knowledge of tertiary education, NOUN offers a range of courses to help you prepare for study. We have a course entitled ‘**The Good Study Guide**’ that will help you no matter the level at entry at NOUN. Two other titles we have for our students are ‘Study Skills 1 and 2’ are a must for you if you need to succeed at your study at NOUN.

Anyway, just because you would not be attending a conventional university, it doesn’t mean that you’ll be studying alone. All NOUN students have a personal facilitator to answer questions. The stu-

dents learner support services, also provides study support including feedback and assessment of regular pieces of written work. Many courses also include optional group tutorials.

Q7: Are there any residential courses?

A: NOUN Programmes are studied on a flexible time, full time basis and have no attendance requirements. There are no residential schools as such. However, there is a possibility of some form of residency at some of our hosting institutions for students who may have practical courses. Details of this will be worked out for the specific courses.

Q8: Will the Radio and TV programmes fit into my studies?

A: At a later date, Radio and TV broadcasts will form an important part of many NOUN courses in the near future. For example, they can be used to demonstrate processes in a way that is difficult to reproduce in other media.

Q9: Will Studying at NOUN be a lonely experience?

A: Even though your course has no residential school, you're never studying alone. Many NOUN students will attend tutorials, and some will also set up informal study groups, which is highly encouraged. Some study groups will meet in person; other students are advised to communicate by e-mail or by phone. Your facilitator is on hand throughout your course, and your local Study Centre can always be contacted or visited if you need advice or information.

Q10: How can my family and friends be of assistance to me?

A: Experience from other Open Universities around the world indicates that students often say that what keeps them going in their studies is support from family and friends. So if it feels right, do discuss your intention to study with those closest to you – you can

plan and negotiate time with family as well as with friends. For example, 2 students of the Open University in the United Kingdom, commented '*It has to be a joint commitment. Involve your partner if you want to succeed*' and "*It helped me to appreciate the importance of my wife having a challenge outside family life*".

Q11: How much will it cost?

A: Costs vary considerably from school to school and from programme to programme. Costs also depend on the courses you choose and the level at which they are being offered. Course fees include most course materials and materials that you'll need. You may also have to budget for travel to optional tutorials or compulsory practical classes. For more information about fees, other costs and payment methods, including individual learning accounts, please contact Learner Support Services.

Q12: Does previous study at another universities, higher institution count?

A: Yes, it may. The NOUN offers credit transfer schemes. This means that you may be able to claim credit for previous study at other traditional universities.

16.0 USEFUL CONTACTS FOR YOU AT NOUN

For Academic and Admission Matters

The Registrar,
National Open University of Nigeria,
14-16 Ahmadu Bello Way,
Victoria Island, Lagos
Tel: 01-8903708 E-mail: enquiries@nou.edu.ng

You can also contact us by post.

Fax: +234-1-271-2665

For Learner Support Services

Information, Counselling and Advisory Matters

The Director

Learner Support Services,
National Open University of Nigeria,
14-16 Ahmadu Bello Way,
Victoria Island, Lagos

Tel: 01-8188850 E-mail: dlss@nou.edu.ng.

You can also contact us by post.

Fax: +234-1-271-2665

For General Information

The Director

Media and Information,
National Open University of Nigeria,
14-16 Ahmadu Bello Way,
Victoria Island, Lagos

Telephone

You can telephone us on: Tel 01-08903705

01-2712663-4

01-4820720-2

E-Mail: dmi@nou.edu.ng

You can contact us by post.

Contact us at the Federal Capital Territory, Abuja

National Open and Distance Learning Planning Office
Plot 245 Samuel Adesujo Ademulegun Street,
Central Business District,
Opposite Arewa Suite,
P.M.B 581, Garki
Abuja.
Tel: 09 6711929

Contact us at Kaduna

National Open University of Nigeria,
Kaduna Campus (former NETC)
Riga Chikun-Kakduna-Zaria Road,
Kaduna

We look forward to having a wonderful time together!

17.0

Glossary

Access programme	A type of academic programme at the NOUN for students who do not have the full pre-requisite qualification to go into full undergraduate programme
Assignment	A piece of work given to a student as part of instructional delivery or continuous assessment in a course. Assignments are usually graded and may contribute to the course result
Award	An academic qualification to be earned by a person who has enrolled at an institute or institution. (certificate, diploma, first degree, master degree, doctoral degree e.t.c.)
Credit Unit	A value attached to a course that indicates its relative study time. The minimum credit unit for a course at NOUN is 1. The maximum is 6. Some courses however have zero credit weighting. E.g. GST 103
Student Counsellor	A staff of the Learner Support Services unit of NOUN whose function is to guide and motivate the student as he/she goes through the academic programme.
Course	An accumulation of instructional materials that has been arranged as units
Examination	An evaluating exercise of how much a learner has learned from a specified amount of learning instruction

Instructional Facilitator/Tutor	A person who acts as guide throughout the course. He/She functions by conducting tutorial classes and marking of assignments
First Degree	A degree awarded to a student who completes a course of undergraduate study. It is usually a BA or a BSc.
Graduate	A student who has been awarded a first degree
Honours Degree	A type of degree awarded to a student who has obtained the required credit units at the stipulated period of study
Level	Each course at NOUN is assigned a level (0, 1, 2, 3, 4, 5, or postgraduate) according to the academic skill it requires. At NOUN and most Nigerian universities, you can easily tell the level of a course from its first digit in its code.
Postgraduate	The level of study beyond the first degree. It could be a postgraduate diploma, Masters degree or a Doctorate
Prerequisite	A course at a level of study, which must be passed before registering for another prescribed course.
Qualification	An academic award of a specific acquired skill (WASCE, NECO, BSc e.t.c)
School	An academic unit with staff who worked together to develop and maintain a set of courses towards the attainment of an award.
Semester	A period lasting about 17 weeks during which time a prescribed set of academic activities is performed.

Self help groups	Informal groups of students, who get together or maintain contact by phone for mutual support in their studies.
Study Centre	An important place where part of the provision of learner support services at an open and distance learning institution is provided.
TMA	A tutor marked assignment that forms part of the continuous assessment.
Tutorial	An arranged meeting between a facilitator and his/her group of students in which the students are put through the contents of their course. Usually interactive.