

8.0 REGISTRATION AND REGISTRATION PROCEDURE

Once you have been admitted into a School of your choice at NOUN, 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 them. Each course has allotted credit unit. Courses will normally run for one or two semesters.

In each of the schools and centres the list of courses with their credits are available. The minimum and total credit units for each programmed have also been listed. This list may be updated from time to time. You are therefore advised to cross-check at the beginning of every semester, the up-dated regulations on registration.

Importance of Registration

Without proper registration and documentation you cannot become a bona fide student of the National Open University of Nigeria. You cannot receive any instructional material. You cannot therefore sit for any examination. Infact, you cannot **matriculate** if you have not registered which is very important because matriculation is your formal acceptance into the NOUN and all its privileges as an undergraduate or postgraduate student. The matriculation exercise marks the end of registration as no student can be registered after matriculation.

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 still register, but you may have to pay some penalties.

Venues for Registration

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

Table 3 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 NETA 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 Abuja	Central Area,	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

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 will be used for this 2003/2004 registration exercise and Abuja where two venues will be used for this years exercise.

8.1 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

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.....

Some Things to Note

Some courses have advisory pre requisites. Pre-requisites are determined to ensure that you have acquired the basic knowledge and skills that you will need to complete a particular course more easily.

The Credit load for each semester has been prescribed under each programme. If for any reason you wish to register for more credit units as prescribed in the programme at any particular semester, you will be required to obtain permission of the dean of your school.

You will not be allowed to register for a course whose prerequisite course you have not been credited with. In most cases, these prerequisites are mandatory and you must complete and pass them before you proceed.

You will also not be allowed to re-register for a course that you have already passed. You may be allowed some credits for courses taken previously from another institution before admission into NOUN. The process of crediting or exemption follows an intricate process to be determined by the specific School Board concerned and the NOUN senate.

Change of course

Applications for change of course that you registered are limited to courses offered in the same semester. You will apply to the Dean using an **Add and Drop** form, a sample is included on page 195 as in this hand book. You will pay an administrative fee (See schedule of fees). Application for this should be made as early as possible.

9.0 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 commands a N2,500.00 per semester.

APPROVED SCHEDULE OF FEES for 2003/2004

A. GENERAL FEES	IST SEMESTER	SUBSEQUENT SEMESTERS
i) Registration Fees	₦5,000.00/Student	₦ 2,500.00/ Student
ii) Caution Deposit	₦ 7,500.00/Student	per 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 Sciences	
 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, MBA
 - ₦ 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
 - ₦ 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

10.0 ASSESSMENT AND EVALUATION

You are going to be assessed and evaluated in all courses you have registered for, 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.

10.1 Course Assessment Scheme

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 students 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 handbook. Five (5) copies of the Assignment folder are included in your Registration pack.

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.

Posted assignments usually take a few days to arrive. If you wish to submit an assignment by post, you must send it at least seven days before the 'cut-off' date. 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.

However, 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.



COURSE CODE

UNIT NO.

STUDENT NO.

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.

THE ASSIGNMENT LABEL MUST NOT BE FOLDED
Place assignment label here

Grade
(Official use only)

Marker's Initials

ASSIGNMENT FOLDER

NATIONAL OPEN UNIVERSITY OF NIGERIA

Headquarters: 1476 Ahmadu Bello Way, P. M. B. 80001, Victoria Island, Lagos, Tel: 01-822723-3, 2712061, 2712060, Fax: 2712500
URL: www.noun.edu.ng, E-mail: university@noun.edu.ng
Nigeria Office: 245, Samuel Adesimogun Street, Central Business District, Opposite Access Suites, P. M. B. 101, Garki, Abuja

Name

Postal 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 authorised 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 No

Have you previously sent this assignment by fax? Yes No

Date received
(Office use only)

Assignment extension

I request an assignment extension (please provide details on the inside of this cover).

I have already applied for an assignment extension.

Application accepted

Application not accepted

Course Coordinator

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 his or her assignment so that its score could be included in the calculation into the course overall result.

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, 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 distributed 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.

10.2 End-of-Course Examination

The end-of-semester examination is the third 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 getting to know your university in the orientation pack. Detailed information on examination arrangements such as exami-

nation centres, stationery, texts, etc. will be set out. Students must read it carefully before attending an examination. Violation of any of these instructions may be penalized in accordance with the Regulations Governing Academic Integrity and Student Discipline.

There are two examinations periods each year: marking the 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. 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 satisfactory in both assignment work and formal 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.

10.3 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.

10.4 Examination Rules and Regulations

Make sure you are especially acquainted with the Regulations about absence from an examination.

Since examinations constitute a very important aspect of the university activities, students are advised in their own interest to give the Rules and Regulations guiding examinations, the seriousness they deserve and therefore note its do's and don't's.

a. General Instructions to Candidates:

- i. In order to qualify to write for an examination, the candidate must have registered for the specific course and **MUST** have submitted at least 3 TMA's out of 4 TMA's required for the specific course.
- ii. In order to be permitted to sit for an examination, candidates shall normally be expected to have been adequately prepared in courses in which they are registered.

- iii. Candidates must attend punctually at the time assigned to their papers, and must be ready to be admitted into the examination hall thirty minutes before the time the examination is due to start. Candidates shall not be permitted in any circumstance to enter the examination hall more than ten minutes before the time appointed for the commencement of the examination. Candidates arriving more than an hour after an examination has started shall be admitted only at the discretion of the Chief Invigilator. Such a student will not be allowed extra time.
- iv) Similarly except with the special permission of the Chief Invigilator, candidates may not leave the examination hall during the first half of an hour or the last half of an hour of the examination. Outside those periods, candidates with the permission of the Invigilator may leave the room temporarily and then only if accompanied by an attendant.
- v) Candidates must bring with them to the examination hall their own ink, pens and pencils and any other materials, which may be permitted by the panel of examination for the particular examination.
- vi) While the examination is in progress, communication between students is strictly forbidden. Any candidate found to be giving or receiving irregular assistance might be required to withdraw from the examination and be made to face the University Examination Malpractice Panel.
- vii) Silence must be observed in Examination hall. The normal way of attracting the attention of the invigilator is by the candidate raising his or her hand.

viii) The use of any paper other than the supplied answer sheet is not permitted. All rough work must be done in the answer books and crossed neatly through. Supplementary answer sheets/books, if they ever contained rough work must be tied inside the main answer book

b. ACTS OF EXAMINATION MALPRACTICES

The following acts, behaviours and practices are regarded as examination malpractice. Read through the Decree to get more on acts of examination malpractices and avoid them like a plague.

- a) Cheating.
- b) Spying.
- c) Copying directly from the textbook during the examination.
- d) Writing on the loose sheets, laps, scarves, money notes wrappers, dresses and palms of the hand.
- e) Bringing prepared live questions and answers to the examination hall.
- f) Teachers writing on the board or dictating answers to the students.
- g) Consulting/discussing/sharing of points or answers in the examination hall.
- h) Frequent/abnormal movement from one seat to the other while examination is in progress.
- i) Impersonation.
- j) Violent behaviour of any sort within the examination hall and its premises.
- k) Passing materials to other candidates.
- l) Bringing in unauthorised electronic devices.
- m) Aiding and abetting.
- n) Singing and praying aloud.

c. DECREE ON EXAMINATION MAL-PRACTICE

In order to check examination malpractices, a decree covering

miscellaneous offences was promulgated in 1999. The main sections and points of the decree which every student should be familiar with are reproduced below. The information contained in this section is also provided in your hand book "Getting to know Your University". The effort at reproducing here some pertinent aspects of the decree is to demonstrate the seriousness the university has attached to Examination malpractice. Please do read it carefully.

All students of the National Open University of Nigeria are reminded that the University takes very seriously the conduct of its examinations and frowns seriously on any examination misconduct. The Decree is very relevant to you as a reminder of what could happen if you allowed yourself to be tempted to cheat in any form whatsoever during examinations. Note also that except you are under 17, for any examination misconduct, the decree does not give room for options of fine, the individual goes to jail. The University has however put in place series of quality assurance mechanisms to ensure the sanctity of her examinations, even including those ones you will take in your homes. In fact, the on-line examinations are easier to control than the face-to – face ones; when we get there you will see what we mean.

EXAMINATION MALPRACTICES DECREE, 1999

Excerpts of very useful sections and points: (Source: EXAMINATION MALPRACTICES DECREE, 1999)

THE FEDERAL MILITARY GOVERNMENT
hereby decrees *iter alia* as follows:

PART 1 – OFFENCES

1. A person who, in anticipation of, before or at any Cheating

at examination by any fraudulent trick or device or in abuse of his office or with intent to unjustly enrich himself or any other person procures any question paper produced or intended for use at any examination of persons, whether or not the question paper concerned is proved to be false, not genuine or not related to the examination in question; or by any false pretence or with intent to cheat or secure any unfair advantage for himself or any other person, procures from or induces any other person to deliver to himself or another person any question paper intended for use at any examination or by any false pretence or with intent to cheat or unjustly enrich himself or any person buys, sells, procures or otherwise deals with any question paper intended for use or represented as a genuine question paper in respect of any particular examination; or fraudulently or with intent to cheat or secure any unfair advantage for himself or any other person or in abuse of his office procures, sells, buys or otherwise deals with any question paper intended for the examination of persons at any examination.

an offence

2. A person guilty of an offence under subsection (1) of this section is liable on conviction.
 - (a) in the case of a person under the age of 18 years, to a fine of ₦100,000.00 or imprisonment for term not exceeding 3 years or to both such fine and imprisonment;
 - (b) in the case of a principal, teacher, an invigilator, supervisor, an examiner, or an agent or employee of the examination body concerned with the conduct of an examination, to imprisonment for a term of 4 years without the option of a fine; and
 - (c) in any other case, to imprisonment for a term of 3 years without the option of fine.

Where the person accused of the offence is an employee of an examination body concerned with the conduct of examinations or a head teacher, teacher or other person entrusted with the safety and security of question papers, he shall be proceeded against and punished as provided in this section, notwithstanding that the question paper concerned is proved not to be live, genuine or does not relate to the examination concerned.

Stealing, etc of question papers

3. A candidate who, at any examination, by any fraudulent means tries or device or with intent to cheat or secure an unfair advantage for himself or any other person, steals or otherwise appropriates or takes a question paper, an answer sheet or a script of any other candidate commits an offence and is liable on conviction to a fine of ₦100,000.00 or imprisonment for a term not exceeding 3 years or to both such fine and imprisonment.

Impersonation

4. (1) A person who, at an examination falsely, represents himself to be a candidate sitting for the examination; or writes or attempts to write a paper in the name of some other person living or dead, commits an offence. A person guilty of an offence under subsection (1) of this section is liable on conviction
 - (a) in the case of a person under the age of 18 years, to a fine of ₦100,000.00 or imprisonment for term not exceeding 3 years or to both such fine and imprisonment;
 - (b) in the case of a principal, teacher, an invigilator, a supervisor, an examiner, or an agent or employee of the examination body concerned with the conduct of

- an examination, to imprisonment for a term of 4 years without the option of fine; and
- (c) in any other case, to imprisonment for a term of 3 years without the option of a fine.
- (4) person who alters or in any other way tampers with a document which has been issued to a candidate in relation to an examination, so that the person is taken to be the candidate, commits an offence and is liable on conviction.
- (a) in the case of a person under the age of 18 years, to a fine of ₦100,000.00 or imprisonment for term not exceeding 3 years or to both such fine and imprisonment;
- (b) in the case of a principal, teacher, an invigilator, a supervisor, an examiner, or an agent or employee of the examination body concerned with the conduct of an examination, to imprisonment for a term of 4 years without the option of a fine; and
- (c) in any other case, to imprisonment for a term of 3 years without the option of a fine.

Orderliness at examinations

- 5 (1) A candidate, at an examination, who leaves the examination hall or any other place appointed for the examination and mixes up with any other person with intent to cheat or secure any unfair advantage for himself or any other person in the examination commits an offence and is liable on conviction to a fine not exceeding ₦50,000.00 or imprisonment for a term not exceeding 3 years or to both such fine and imprisonment and, in addition, the candidate shall not be allowed to re-enter the examination hall or other place to continue with that examination.

A person who

- (2) (a) without lawful excuse, with intent to aid a candidate to cheat or secure any unfair advantage for himself or any other person at the examination, communicates or attempts to communicate to the candidate any information relating to any question paper in the examination; or
- (b) not being involved in the conduct of the examination is found in or near the examination hall or any other place appointed for the examination with intent to aid a candidate to cheat or secure an unfair advantage for a candidate at the examination, commits an offence.

A person guilty of an offence under subsection (2) of this section is liable on conviction

- (a) in the case of a person under the age of 18 years, to a fine of ₦100,000.00 or imprisonment for term not exceeding 3 years or to both such fine and imprisonment;
- (b) in the case of a principal, teacher, an invigilator, a supervisor, examiner, or an agent or employee of the examination body concerned with the conduct of an examination, to imprisonment for a term of 4 years without the option of a fine; and
- (c) in any other case, imprisonment for a term of 3 years without the option of a fine.

Disturbances at Examinations

- 6 (1) A person who, at or near an examination hall or any other place appointed for an examination, has in his possession any offensive weapon or other material or uses any offensive weapon or other material on any other person, or acts or incites any other person to act in a disorderly manner, for the purpose of disrupting the conduct of an examination or of harming, intimidating, assaulting or obstructing any person involved in the conduct of the examination, commits an offence.

- (2) A person guilty of an offence under subsection (1) of this section is liable on conviction, in the case of a person under the age of 18 years, to a fine of ₦100,000 or imprisonment for term not exceeding 3 years or to both such fine and imprisonment; in the case of a principal, teacher, an invigilator, a supervisor, an examiner or an agent or employee of the examination body concerned with the conduct of an examination, to imprisonment for a term of 5 years without the option of a fine; and in any other case, to imprisonment for a term of 4 years without the option a fine.

Conduct at examinations

7 (1) A candidate who

- (a) misconducts himself in an examination hall or any other place appointed for an examination; or
(b) fails to obey any lawful order of the supervisor, invigilator or agent of the examination body concerned with the conduct of the examination, commits an offence and is liable on conviction to a fine not exceeding ₦50,000.00 or imprisonment for a term not exceeding 3 years or to both such fine and imprisonment.

- (2) A person who contravenes the provisions of subsection (1) of this section may be removed from the examination hall or other place appointed for the examination by a police officer, the supervisor, invigilator or an agent of the examination body concerned with the conduct of the examination.

Obstruction of supervisor, etc

8. A person who wilfully obstructs a supervisor, an invigilator or agent of the examination body concerned with the conduct of the examination or any other person in the

performance of his duty at the examination commits an offence and is liable for conviction.

- (a) in the case of a person under the age of 18 years to a fine of ₦100,000 or imprisonment for term not exceeding 3 years or to both such fine and imprisonment.
- (b) in the case of a principal, teacher, an invigilator, supervisor, an examiner, or an agent or employee of an examination body concerned with the conduct of examination, to imprisonment for a term of 5 years without the option of a fine, and
- (c) in any other case, to imprisonment for a term of 4 years without the option of a fine.

Forgery of result slip, etc

- 9 (1) A person who -
 - (a) fraudulently or without lawful order, alters or in any other way tampers with, the scores or a candidate as contained on a result slip or certificate duly issued by an examination body, commits an offence.
- (2) A person guilty of an offence under subsection (1) of this section is liable on conviction -
 - (a) in the case of a person under the age of 18 years to a fine of ₦100,000 or imprisonment for term not exceeding 3 years or to both such fine and imprisonment.
 - (b) in the case of a principal, teacher, an invigilator, a supervisor, an examiner, or an agent or employee of the examination body concerned with the conduct of an examination, to imprisonment for a term of 5 years without the option of a fine, and
 - (c) in an other case, to imprisonment for a term of 4 years without the option of a fine.

Breach of duty

- 10 (1) A person who is for the time being under a duty to discharge any function with respect to the conduct of an examination, without reasonable cause, before, during or at an examination or at anytime thereafter.
- (a) fails to perform or discharge that duty, or
 - (b) performs that duty, fraudulently, negligently perversely or recklessly; or
 - (c) commits an act or omission in breach of that duty, commits an offence and is liable on conviction to a fine not exceeding ₦50,000 or imprisonment for a term not exceeding 3 years or to both such fine and imprisonment.
- (2) A person**
- (a) employed to mark examination papers, who, without lawful excuse alters or otherwise tampers or attempts to alter or tamper with the scores of a candidate as recorded by another person; or
 - (b) employed by an examination body, who before, during or after an examination, fraudulently or without lawful authority, alters or otherwise tampers with the scores of a candidate or aids or abets any candidate to cheat at any examination, commits an offence and is liable on conviction to imprisonment for a term of 4 years without the option of a fine.
- (3) A person, employed to print or charged with the responsibility of printing live question papers, who, without lawful authority, communicates to any person any information contained in any of the question papers commits an offence and is liable on conviction to imprisonment for a term of 5 years.

Conspiracy, aiding, etc

11 A person who

- (a) conspires with, aids, abets, or counsels any other person to commit an offence; or Technical Education Board, the National Board for Educational Measurement and any other body established by the Government to conduct an examination; "examination malpractice" means an act which constitutes an offence under this Decree; "live question paper" means an authentic question paper related to the particular forthcoming examination; "question paper" includes a question paper.
- (b) produced through a fax or telex machine or any other electronic device;
- (c) that is hand-written or in Braille or any other form; and
- (d) that is transmitted through telephone.

EXPLANATORY NOTE

(This note does not form part of the above Decree but is intended to explain its purport)

The Decree creates a number of offences relating to examination malpractices and Prescribes for persons found guilty of those offences

PART II – MISCELLANEOUS

Trial of children and young persons

- 13. Where a person who is a child or a young person (within the meaning Children and young Persons Act, that is, a person who has not attained the age of seventeen years) is charged with an offence under this Decree he shall be dealt with under the provisions of the Children and Young Persons Act, Cap. 485 LFN

Jurisdiction

14. Subject to section 13 of this Decree, the Federal High Court (in this Decree referred to as “the Court”) shall have
- (a) jurisdiction to try offenders under this Decree;
 - (b) power, notwithstanding anything to the contrary in any other enactment, to impose the penalties provided for offenders in this Decree.

Pending proceedings. etc

15. (1) Any part-heard proceeding, relating to a matter for which the Court has jurisdiction, which is pending before any court or Tribunal on the date of the making of this decree shall be continued and completed as if this Decree had not been made.
All new proceedings shall be brought before the Court.
- (3) A person who has been tried and convicted or acquitted for an offence charged under any other enactment shall not be tried a second time for the same offence, notwithstanding that he could be proceeded against in accordance with the provisions of this Decree.

Power of the examination body

16. (1) Notwithstanding the provisions of this Decree, an examination body shall have the power to withhold, suspend or cancel the results of a candidate or ban or blacklist a candidate from taking its examinations if it is satisfied that the candidate has engaged in any form of examination malpractice. withdraw recognition, suspend, ban or blacklist or place on probation a school or an examination centre if it is satisfied that the school or examination centre is involved in any form of examination malpractice; remove the name of or withhold payment to

a supervisor or an invigilator or any other official employee if the conduct of an examination if it is satisfied, that the supervisor or invigilator or official has contributed to an examination malpractice. An examination body may in exercise of its powers under this section, circulate the name of an offending candidate, supervisor, invigilator, official, school or examination centre to other examination bodies who may impose similar punishment

17. Notwithstanding the provisions of any other enactment conferring power to search, if the Court is satisfied that there is a reasonable ground to suspect that there may be found in any building, or other place whatsoever, any question paper or examination paper, score sheet or information in any other form whatsoever which in its opinion, is or may be material, to the subject matter of any trial under this Decree it may issue warrant authorising any police officer or any members of the Armed forces or of any of the security agencies to enter, if necessary by force, the building or other place and every part of the building or place; and search for, seize and remove any question paper examination paper, score sheet or information found in the building or place.
18. In this Decree, unless the context otherwise requires:
"Court" means the Federal High Court; "examination" means an examination conducted by examination body; "examination body" means the West African Examination Council, the Joint Admission and Matriculation Board, the National Teachers Institute, the National Business and Technical Education Board, the National Board for Education Measurement and any other body established by the Government to conduct an Examination; "examination malpractice" means an authentic question paper related to the particular forthcoming examination; "question paper" includes a question paper, produced

through a fax or telex machine or any other electrical device; that is hand-written or in Braille or any other form; and that is transmitted through telephone.

Source: Please note that the decree had been reproduced, part thereof, from the main decree as published by the Federal Government.

11.0 GENERAL ADVICE AND GUIDE TO STUDENT

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 best use of the time available. NOUN study material often contains study units so designed to help you plan your time. Assessments are also spaced out during the semester to help you pace

your work. Most students find it useful to fill out a weekly timetable. 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 used to 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 on page 215.

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 on page 218 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.

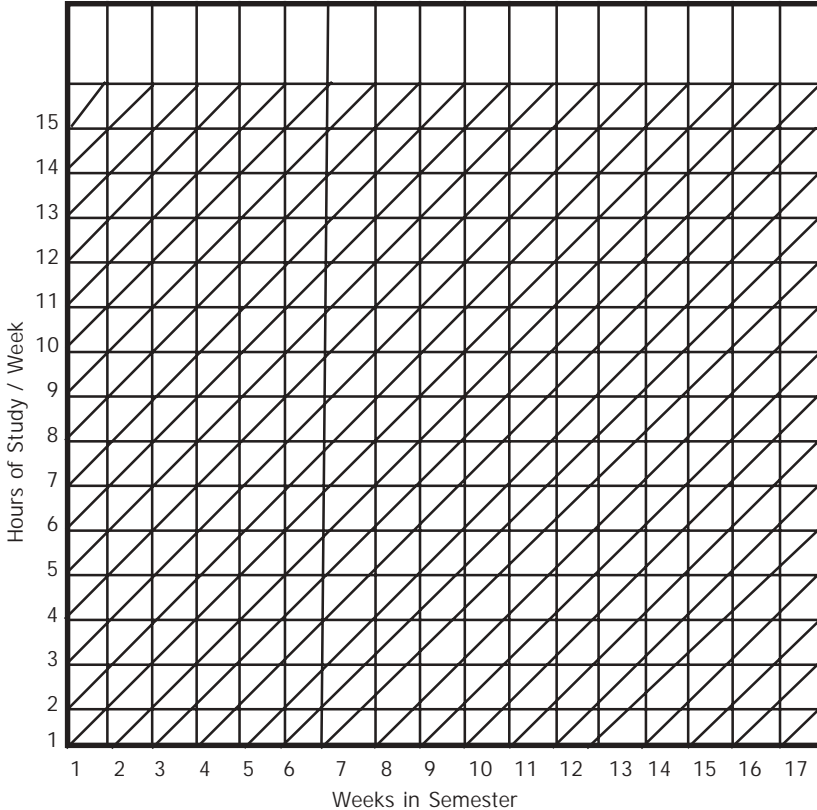
The summary of our advice to you can be put in these few words. Studying at NOUN gives you the unique opportunity to study and obtain job/carrier enhancing degrees and certificates whilst you are engaged in other activities in your life. It is however important for you to note that this new method of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

- Students of the National Open University of Nigeria (NOUN) are required to be self-disciplined and responsible, as you will study at your 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 read 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 as you will not want to let yourself down.

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

12.0 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 Information
3	I. Osuman (Dr)	Deputy Registrar (Human Resources)
4	D B Riki Esq	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 Suleimain (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. 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	Christene 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 of Special Study Centres
19	Emmanuel Eseyin (Mr)	Director Computer & Network 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 Azekhieme	Overseer
22.	Rev. Musa Kukagadu	Overseer
23.	Mrs Sufia 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

13.0 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 the president. They are:

1. Professor N.M. Gadzama - Chairman
2. Alhaji Ishaq Nuhu - Member
3. Dr. Musa Muhammed Karaye - Member
4. Mrs. Cecilia Aku - Member
5. Professor Francis Idachaba - Member
6. HRH Mr. Joran Joel Fwa - Member
7. Alhaji Mohammed Ciroma - Member
8. Professor Ukwu I. Ukwu - Member
9. Mr. Guy Okechukwu - Member
10. Professor J. Osemeikhan - Member
11. Professor 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

14.0 “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 students 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.

15.0 USEFUL CONTACTS FOR YOU AT NOUN

Academic and Admission Matters

The Registrar,
National Open University of Nigeria,
14-16 Ahmadu Bello Way,
Victoria Island, Lagos
e-mail: enquiries@nou.edu.ng
centralinfo@nou.edu.ng
Tel: 01-8903708
Fax: +234-1-271-2665

Visitors & Information Call Centre

The Head

e-mail: centralinfo@nou.edu.ng
Tel: 01-4820720 – 2
01-2712664
Fax: +234-1-271-2665

Learner Support Services

The Director
Learner Support Services,
E-mail: diss@nou.edu.ng
Tel: 01-8188850
Fax: +234-1-271-2665

General Information

The Director
Media and Information,
e-mail: dmi@nou.edu.ng
Tel: 01-08903705; 01-2712663-4
01-4820720-2
Fax: +234-1-271-2665

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
Fax: +234-1-271-2665

Kaduna

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

Deans Office

School of Arts & Social Sciences
Email: sass@nou.edu.ng
Phone: 01-8910535; 01-2712653
01-8910536, 01-2712658
Fax: +234-1-271-2665

Deans Office

School of Business & Human Resource Management
e-mail: sbhrm@nou.edu.ng
Tel: 01-8910536; 01-2712658
Fax: +234-1-271-2665

Deans Office

School of Education
e-mail: sedu@nou.edu.ng
Tel: 01-8910538; 01-2712652
Fax: +234-1-271-2665

Deans Office

School of Science & Technology
e-mail: dsst@nou.edu.ng
Tel: 01-2712654; 01-8910537
Fax: +234-1-271-2665

Directors Office

Centre for Continuing Education & Workplace Training
e-mail: ccewt@nou.edu.ng
Tel: 01-2712651; 01-8910539
Fax: +234-1-271-2665

ID card Issuing Office

Computer & Networking Services
e-mail: cns@nou.edu.ng
Tel: 01-2712657
Fax: +234-1-271-2665

Study Centres

Refer to pages 17 to 19 of this Handbook for contact information for all Study centres in the country.

16.0

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 arrange 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.