



NATIONAL OPEN UNIVERSITY OF NIGERIA
DEPARTMENT OF PUBLIC ADMINISTRATION

POSTGRADUATE STUDENT HANDBOOK

2022-2027

NATIONAL OPEN UNIVERSITY OF NIGERIA
HEADQUARTERS
JABI, ABUJA

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Department of Public Administration

NOUN

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VISION AND MISSION STATEMENTS OF THE NATIONAL OPEN UNIVERSITY OF NIGERIA

Vision

To be regarded as the foremost University providing highly accessible and enhanced quality education anchored by social justice, 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.

PRINCIPAL OFFICERS OF THE UNIVERSITY

Professor Olufemi Ayinde Peters Vice-Chancellor

Prof. Uduma Uduma Orji
Deputy Vice-Chancellor (Academic)

Prof. Issac Samani Butswat
Deputy Vice Chancellor (Administration)

Prof. Monioluwa Omolara Olaniyi
Deputy Vice-Chancellor (Technology, Innovation and Research)

Mr. Oladipo Ajayi
NOUN Registrar

Dr Angela Ebele Okpala
University Librarian

Mr. Marafa Nasir
University Bursar

National Anthem

Arise, O compatriots, Nigeria's call obey
To serve our fatherland
With love and strength and faith
The labour of our heroes past

Shall never be in vain
To serve with heart and might
One nation bound in freedom, peace and unity.

Second stanza

Oh God of creation, direct our noble cause
Guide our leader's right
Help our youth the truth to know
In love and honesty to grow
And living just and true
Great lofty heights attain
To build a nation where peace and justice

National Pledge

Pledge to Nigeria my Country
To be faithful, loyal and honest
To serve Nigeria with all my strength
To defend her unity
And uphold her honour and glory
So help me God.

NOUN ANTHEM

National Open University of Nigeria determined to be the foremost University of Nigeria
Providing highly accessible and enhanced quality education anchored by social justice,
equity, equality and national cohesion.

Come to NOUN

For quality, cost effective and flexible learning that ads life-long value, for all who yearn
for quality education and for all who seek knowledge.

VISION AND MISSION STATEMENTS OF THE DEPARTMENT

Vision

The Department of Public Administration is committed to the overall university goal of being regarded as the foremost institution providing highly accessible and enhanced quality education anchored by social justice, equity, equity and national cohesion through a comprehension each that transcends all barriers. The vision of the Department is to be regarded as the foremost university department producing high quality academic and Professionals locally and internationally.

Mission

To provide functional cost-effective and flexible learning which adds life-long value to quality education for all who seek knowledge in the field of public administration

PHILOSOPHY

The need in contemporary Nigeria for well-grounded administrators in government and non-profit organizations is growing. Large, complex governmental organizations cannot function without administrators trained to rationally set goals and priorities, define and analyze complex problems, and generate solutions to these problems. Bearing this in mind, our Philosophy is, therefore, to achieve and improve the standard of education through teaching and research. The Department provides ample opportunities for potential students to develop and instill the spirit of self-reliance and self-confidence. The goal of this philosophy is to produce Public Administration graduates with critical minds, the necessary abilities, and skills to analyze, comprehend, predict, and influence factors that shape and mould policy makers and implementers in Nigeria, Africa, and the world in general. The Department of Public Administration uses Open and Distance education system to produce graduates who are highly competent in the science and art of administration both in the Public Sector, as well as in the Private Sector, and who can make meaningful contributions to the social, political and economic development of Nigeria and the world at large.

CORE VALUES

Our Core values are:

- ✓.. Excellence
- ✓.. Critical and analytical thinking
- ✓.. Research and Learning
- ✓.. Accountability
- ✓.. Integrity
- ✓.. Accessibility
- ✓.. Ethical Principles
- ✓.. Stewardship
- ✓.. Team work
- ✓.. Efficiency and Effectiveness

FOREWORD FROM THE VICE-CHANCELLOR



On behalf of the Council and Senate, I welcome you to the National Open University of Nigeria, the largest University in Nigeria by student enrolment and national spread. By the click of a button, you are now in the single largest community of flexible, open and distance learning in West Africa. We are proud to be the only institution licensed by the National Universities Commission to offer single-mode Open and Distance Education to Learners in Nigeria. At the National Open University of Nigeria (NOUN), our programmes are tailored to make learning accessible, flexible and available for you, at all times, in any place and at your pace. Our 103 Study Centres spread across the geopolitical zones of Nigeria are equipped with requisite physical infrastructure, human and material resources with top-notch ICT competencies for learning, in compliance with the best global standards of education in all our accredited programmes.

The National Open University of Nigeria (NOUN) as we have it today has become a leading ODL institution in Africa providing functional, flexible, accessible and cost-effective education for all who seek knowledge. It currently has 103 Study Centers spread across the six geopolitical zones of the country. The current student population stands at over five hundred thousand.

As a faithful trustee of the Nigerian people, NOUN leverages on Information and Communication Technology (ICT) to deliver an education tailored towards the globalized economy. The University offers exceptional academic programmes that meet the specific needs of all sectors of the global economy, in the Arts; Health; Law; Sciences, Social, Agricultural and Management Sciences.

As an ODL institution, NOUN is an equal opportunity university determined to meet the following objectives that necessitated the establishment of open and distance education in Nigeria:

- Provision of Education for All and promotion of lifelong learning
- Filling the gap created by the closure of outreaches/satellite campuses
- Cost effectiveness
- Improved economies of scale
- Flexibility of delivery system
- Maximum utilization of academic personnel

- On-the-job teacher training
- Poverty eradication, vocational and lifelong education
- Provision of non-formal education
- Reaching the unreached
- Propagation of national orientation

The institution prides itself in the uniqueness of its vision and mission – to be the foremost university that provides functional, cost-effective, flexible learning, which adds lifelong value to quality education for all who seek knowledge – and in implementing innovative methods that facilitate an enriching learning experience.

As it assiduously works towards the realization of its vision and mission statements, NOUN continues to take great strides, especially in using technology to make education accessible to millions of Nigerians, irrespective of age, gender, and employment status. To date, the institution has its automated admission, registration, continuous assessment, examinations, and is currently providing tutorial facilitation virtually.

Our programmes, academic staff, and graduates are among the best. More than 90% of our programmes received full or interim accreditation status in the last accreditation exercise. It is for this reason that I am pleased that the department has continued to blaze the trail by preparing this maiden edition for its students.

The handbook, which has been designed to meet international standards, complements the University's general catalogue as a reference tool for information on matters specific to the department, its programmes, relevant policies, rules and procedures, to guide students through the new experience of learning in an open and distance learning system.

I urge every student of the department to this handbook and make it a constant companion in order to get the best out of your learning experience at NOUN. Welcome on board!

Professor Olufemi Ayinde Peters
Vice-Chancellor

ADDRESS FROM THE DEAN, SCHOOL OF POSTGRADUATE STUDIES



On behalf of the Board of the School of Postgraduate Studies (SPGS), it is my singular honour to welcome all our postgraduate students of the Department of Public Administration.

The Department hosts academic programmes from undergraduate to doctoral levels and boasts of a critical pool of students cutting across all walks of life. Given our rich instructional contents, excellent delivery channels and most important, quality lecturers (both within and outside the University, I am convinced that your choice to study with us will be rewarding. The National Open University of Nigeria offers each and every one of you a unique opportunity to earn a degree from a university that is globally recognised.

As you settle down for your postgraduate studies, please be informed that NOUN is governed by rules. Consequently, you are encouraged to get acquainted with the rules as they affect you and your studies. Certain infractions that negate academic integrity such as examination misconduct, plagiarism and other unethical behaviours/conduct attract severe sanctions. You are further enjoined to understand the processes for course registration, theses writing and the minimum requirements for graduation. I must mention that studying in an open and distance learning institution like NOUN is not "a walk in a park".

Please feel free to avail yourselves of the various learner support structures of the University by contacting your Study Centres, the IT Directorates, the Department and even the School of Postgraduate Studies via our email at: spgs@noun.edu.ng, for a beneficial learning experience.

With these few remarks, I welcome you to the largest University in West Africa.

Professor Chiedu F. Mafiana FPPSN, FZSN
Dean, School of Postgraduate Studies

ADDRESS FROM THE HEAD, DEPARTMENT OF PUBLIC ADMINISTRATION



On behalf of the Vice chancellor, School of Postgraduate Studies, Faculty of Management Sciences and the Department of Public Administration of National Open University of Nigeria, I welcome you to NOUN with this treasure of a handbook and enjoin you to settle down to explore the values contained therein.

National Open University of Nigeria as you already know, is an ODL institution renowned for providing functional, flexible, accessible, cost-effective education that will enable you excel in the 21st century and beyond. Right from our first inception in July 1983, the mandate of NOUN remains to deliver university education at the doorsteps of all who see quality education and knowledge.

The department of Public Administration provide both undergraduate and postgraduate programmes that meet the needs of a diverse and geographically dispersed student population of every interested Nigerian and beyond. The NOUN's diverse student population is one of our greatest strengths: they range from the secondary school graduates to those who are seeking career change or improvement. Our students bring a wide range of valuable perspectives to our technologically savvy learning delivery approaches.

This handbook contains the rules and regulations as well as all that you need to know regarding your studies as approved by the Senate. It is pertinent that you acquaint yourself with the rules and regulations which govern the programmes and which will contribute to your academic success, personal development and career potential through ODL delivery modes.

There are ICT staff available in all the NOUN study centers in Nigeria. They are there to assist you to navigate through your studies seamlessly. Please make use of them if you have any challenge instead of visiting business centers who are only there to exploit you. Please avoid patronizing these business centres as they have put many students into untold troubles.

Do not hesitate to contact the department via e-ticketing or via our email publicadmin@noun.edu.ng should you need any further clarification on any issue regarding your course of study or counselling.

Try and get this handbook and acquaint yourself of its contents as it will greatly assist you to get the best of your learning in NOUN.

I wish you every success.

Thank you.

Dr. (Mrs.) Nwamaka P. Ibeme
Head, Department of Public Administration

PART 1: INTRODUCTION

About the National Open University of Nigeria

The National Open University of Nigeria is an accredited and licensed world class Federal Government University that is also called Open and Distance Learning (ODL) University in Nigeria. It is the first of its kind in the whole of West African sub-region. It is Nigeria's biggest tertiary university in terms of student populations. The National Open University of Nigeria (NOUN) was formally established on the 22nd of July 1983 as a milestone for Open and Distance Learning in Nigeria. It was initially suspended by the Federal Government on April 25th 1984.

In the Nation's search for a means of providing education for all her citizens, a National Workshop on Distance Education was held in September 2000 and called for the development and implementation of National Policy on Open and Distance Education. The use of Open and Distance Learning is to train teachers, and the re-establishment of the National Open University. Thus, in response to this call and 18 years after its suspension, the University was resuscitated as the National Open University of Nigeria (NOUN) on 1st October, 2002.

NOUN operates Open and Distance Education system which the National Policy on Education describes as a system that encompasses education for all, education for life, lifelong learning, and self-learning among others. The rebirth of NOUN, which has served as a springboard for ODL in Nigeria, is a demonstration of the country's irrevocable and unwavering commitment to education as a tool for personal and national development, and as a fundamental human right of her citizens.

The University's overall goal is to make education available to all who have the ability, and are willing and ready to benefit from functional and quality education provided through flexible and affordable distance learning.

Studying through Open and Distance Learning at NOUN

Open and distance learning is a mode of learning that is characterized by the separation of the teacher in space and or time from the learner, and enables learners to exercise choice over their learning regarding what, how, where they learn, pace of learning, support for learning, when and where assessment of learning takes place. NOUN's approach to ODL has the following features:

Openness: Removal of all barriers or restrictions to learning that characterizes traditional education. They include restrictions by age, course and programme, duration, location of study, and entry qualifications or recognition of prior learning and cognate work experience.

Flexibility of learning: The emphasis is on learning rather than teaching. It is the student's responsibility to choose how they want to study at their own pace facilitated by technology. In other words, it is learner-centered rather than teacher-centered. Programmes can be completed within an acceptable period to a maximum of twice the initial duration.

Accessibility: Study centre at state, community, and special levels (prison, paramilitary agencies and military units) to reach all segments, communities and individuals in the society who are committed to improving their circumstances through education including the disadvantaged and marginalized.

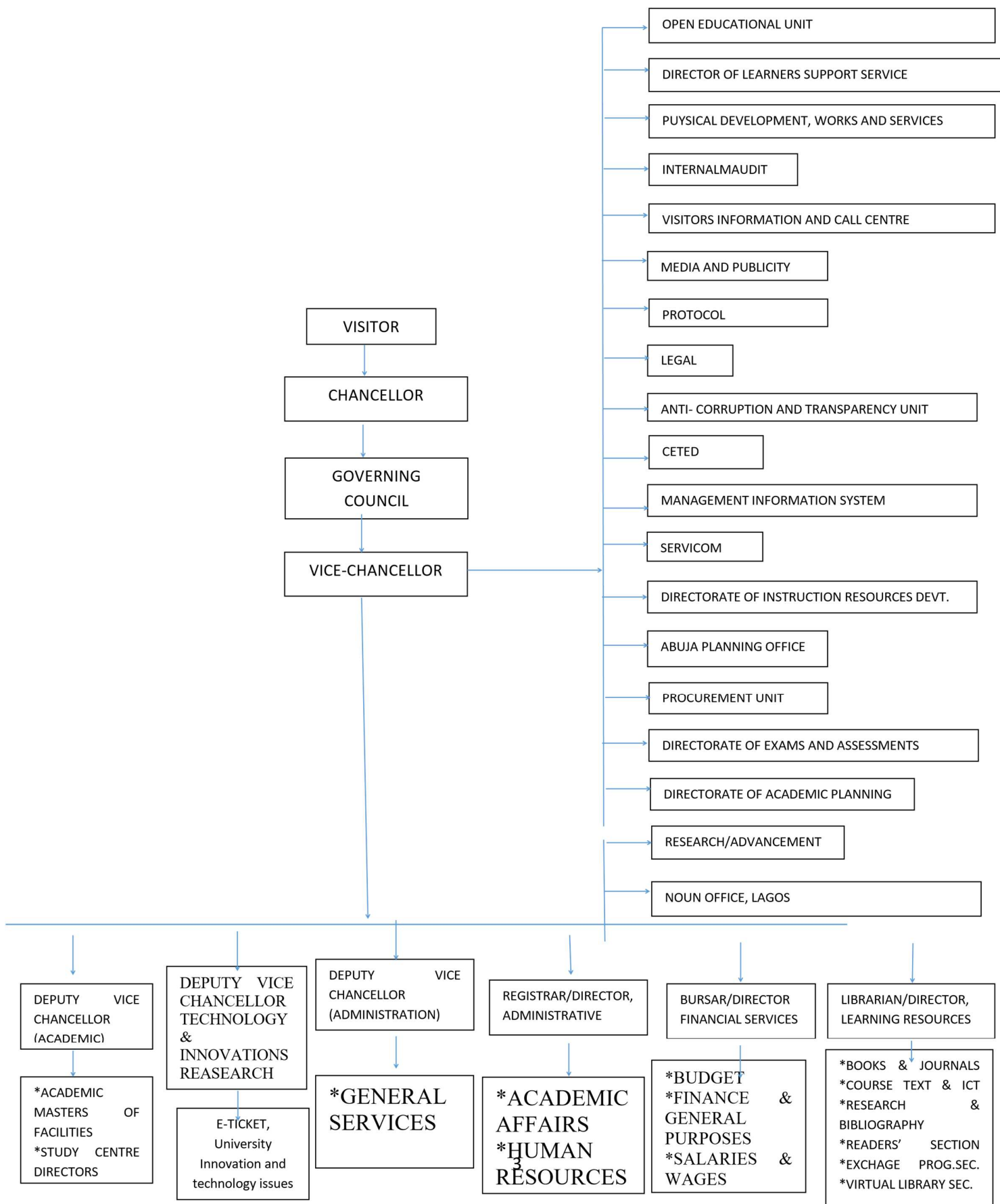
Affordability: Removal of financial barriers by allowing learners to pay as they study and by providing materials and other services on a cost recovery basis.

Multi-modal instructional delivery: Delivery methods using a variety of media and technology that are most easily available to learners ranging from print, audio, video, radio, television and the internet (web-based instruction).

- Availability of course materials in print, compact discs, e-courseware, and Open Educational Resources (OER) formats.
- NOUN's eLearning platform – LCMS – has provision for video tutorial lectures, online discussion classes with facilitators, peer groups, and assessment quizzes and practice tests.

The instructional mode of delivery and learning provide the opportunity for learners who are employed or self-employed to acquire knowledge, skills and techniques which may be relevant to their present work situation or to improve their academic qualifications for better career prospects, without leaving their current location.

ORGANOGRAM OF THE NATIONAL OPEN UNIVERSITY OF NIGERIA



Organisational Structure of the University

The National Open University of Nigeria's organizational structure is built along the same line as conventional Universities in Nigeria. The administrative arrangement of the University is based on the NOUN Act of July, 1983.

The major components of the structure in the University are: a)

The Chancellor:

The Chancellor is the highest officer of the University. He presides at convocation ceremonies for the conferment of degrees, diplomas, certificates and other awards of the University. b) The Governing council/the Pro-Chancellor:

The Pro-Chancellor is the Chairman of the University Governing council. He guides the institution toward full and continued development.

c) The Senate:

The Senate, chaired by the Vice-Chancellor, is responsible for the organization and control of all academic matters of the University, the admission and discipline of students. The Senate shall also promote research at the University and provide guidance to a mutually beneficial relationship between the gown and the town. d) The Vice-Chancellor:

The Vice-Chancellor is the chief Executive and academic head of the University. He/S runs the affairs of the University on daily basis committee system assisted by the other principal officers of the University. The Vice-Chancellor has specified authority to maintain the efficiency and good order of the University. All the other officers of the administration are responsible to him. But the administration as a whole is also governed by the policy decision of Council Senate and the advice emanating from the Committee system. e) The Deputy Vice-Chancellor(S):

There are three Deputy Vice-Chancellors namely:

Deputy Vice-Chancellor (Academics)

Deputy Vice-Chancellor (Technology, Innovation and Research)

Deputy Vice-Chancellor (Administration)

The Vice-Chancellor assigns duty to the Deputy Vice-Chancellors who are the nominees of the Vice-Chancellors endorsed by the senate and confirmed by the council. The function of the Deputy Vice-Chancellor in performance of his duties. The Vice-Chancellor delegates some of his functions to his deputies but remains accountable for their performance. S/he receives daily briefing from his deputies and is kept fully abreast of developments in the university. f) The Registrar:

The Registrar is the Chief Administrative Officer of the University and he/she is responsible to the Vice-Chancellor for the day-to-day administrative workflow of the university. The Registrar is Secretary to Council, Senate, and Convocation and sits in advisory capacity at all Committees of Council and Senate as well as other administrative committees to guide on rules, regulations and University procedures. g) The Bursar:

The Bursar is the Chief Financial Officer of the University. He is responsible to the Vice-Chancellor in all matters relating to finance in particular the disbursement of funds, financial accounting and treasury service, purchasing and contracts, super annuity, pensions, gratuity, loans and insurance

as well as certain planning and budgeting activities. Generally, it is a function of bursary to formulate, publish same in a manual of “financial procedures” and ultimately ensure efficient use of the funds allocated to, or generated by the University.

h) The Librarian:

The University Librarian is the academy heartbeat of the University system. A well-equipped library

Is the fundamental need of scholar, and the University Librarian is the academic head of the University Library. He is responsible to the Vice-Chancellor for the development of the University Library system.

The Deans of Faculties:

The Dean is the academic head in the educational functions of the faculty. As the Chairman of the faculty Board; the person coordinate and regulate the teaching and examinations conducted of the University within the school.

S/he is also responsible to the Vice-Chancellor for the day-to-day administration of the school affairs, including arrangements for students' admissions, registration, matriculation and examination. Administrative staff are assigned by the Registrar to a school to assist its administration, subject to the direction of the Vice-Chancellor.

j) The Directors of Academic Units:
The Directors of Academic units are appointed by the Vice-Chancellor for a period of two years.

They are directly responsible to the Vice-Chancellor for day-to-day activities.

The Directors of Non-Academic Units:

Or Bureaus. Non-Academic units do not offer Academic programs and generally do not offer courses, although they may support the activities of Academic Units. They are directly responsible to the Vice-Chancellor for their day-to-day activities.

m) The Congregation:

The Congregation, chaired by the Vice-Chancellor comprises staff members holding degrees of any recognized university, except honorary degrees. The Congregation is a wide platform for discussing matters of general issue affecting the University. It serves as an electoral college for election of some members of the Council and Senate.

Study Center:

The Study Centers are the fulcrum of academic activities in the University. The Study Centers are headed by Directors who are responsible for the academic and administrative day-to-day activities. Under the Study Centers are academic staff, student counsellors, and administrative and other support staff.

The University currently has 107 study centers which are located in a state capital spread over all the so political zones of the country as well as the Federal Capital Territory (ABUJA). Some of these Centers are in the permanent NOUN structures whilst some are situated within some donated structures.

NOUN particularly went into partnerships with this selected Colleges of Education and Polytechnics as temporary Study Centers for purposes of practical based courses. The addresses of these Centers as shown as below. The locations were selected based on geographical and demand assessment criteria and on the existence of complementary infrastructures such as Virtual Libraries as well as existence of traditional universities to enable the pooling of expertise and other resources.

For ease of administration, all the Directors are responsible to the Deputy Vice-Chancellor (Academic) for academic and operational matters while Directorate of Learner Support Service takes care of learner support issues. (Find Attach details of study centres and director)

PART 2: ABOUT THE DEPARTMENT OF PUBLIC ADMINISTRATION

Historical Background

The Department of Public Administration was established in 2016 to develop manpower for both private and public sectors of Nigeria. The Department was established from the Department of Administration which consisted of both Business Administration and Public Administration. A Senate resolution gave impetus to the decision to split the Department of Administration into two Departments-Public Administration and Business Administration. The aim of the decision was to position the Department of Public Administration for effective fulfillment of its statutory mandate of manpower development. The Department began with the introduction of Four (4) Programmes, namely;

1. Bachelor of Science Degree in Public Administration (B.Sc)
2. Post-Graduate Diploma in Public Administration (PGD),
3. Master of Public Administration (MPA) and
4. Master of Science in Public Administration (M.Sc).

The second person to head the department of Public Administration is Dr. (Mrs). Nwamaka P. Ibeme who is an Associate Professor following the election exercise of 9th October, 2020.

As part of the giant strides made by the Department within the short period of its establishment, it mounted the following programmes in the year 2021, they include;

1. Master of Philosophy (M.Phil.) Public Administration and
2. Doctor of Philosophy (PhD) Public Administration.

The aim is to create opportunity for Nigerians who desire to pursue a Ph.D programme in Public Administration through the flexible learning mode of Open and Distance Education which emphasizes studying while working. Both programmes have taken off in earnest.

The programmes mounted by the department are fully accredited by the National Universities Commission (NUC).

OBJECTIVES The department of Public Administration has the following objectives:

- i. To provide the students with a good mastery of Public Administration theories and management techniques that will enable them function effectively as administrators.
- ii. To develop in our students' good leadership qualities and encourage them to imbibe altruistic values for servicing the public interest.
- iii. To broaden their perspectives and encourage them

to acquire skills in analyzing and seeking solutions to the problems which face our governments. iv. To train students to be patriotic, courageous, innovative and self-reliant in their various positions as policy-makers in Nigeria in the 21st century.

- v. Produce graduates who can work as employees of organizations, as well as Public and nongovernmental organizations at Local, State, Federal and International Levels.
- vi. Contribute through research to national and international policy issues of business and public interests.

THE POSTGRADUATES PROGRAMMES IN THE DEPARTMENT ARE AS FOLLOWS:

- 1. Masters of Public Administration (MPA)
- 2. M.Sc. Public Administration
- 3. MPhil/Ph.D Public Administration
- 4. Ph.D Public Administration

LIST OF ACADEMIC STAFF

LIST OF ACADEMIC STAFF FOR PUBLIC ADMINISTRATION PROGRAMMES

S/N	NAME	QUALIFICATIONS	AREA OF SPECIALIZATION	RANK
1.	Dr. (Mrs.) IBEME, P. Nwamaka	Ph.D Public Admin/Human Resource Management (2014), MPA Public Admin (1998) PGD Pub. Admin (1995), B.Sc. Business Admin (2007), HND. (1987), OND (1985), GCE/WAEC (1982), Membership of Professional Association; NITAD, CIPM, IPMA, HRPL, NAPAAP.	Human Resources Management	Assoc. Professor
2.	Dr. (Mrs.) OGUNLELA, Yemisi I.	Ph.D Public Admin. (2012), MPA (1993), B.Sc. Sociology	Development Administration, NGO Administration, Gender Studies and Project Management	Professor
3.	Dr. NWOGBO, David Chibuike	Ph.D Pub.Admin(2015), M.Sc. Pub.Admin, BSc. Political Science. WAEC (1979) FSLC (1974) Member, NIM; NAPAAP; NESG	Public Policy	Senior Lecturer

4.	Dr. Mark OCHALA	Ph.DPub.Admin (2018), MSc. Pub.Admin (2011), BSc. Pub.Admin (2006), SSCE (1993/2004) FSLC (1987).	Public Personnel Administration	Senior Lecturer
		Membership of NIM, MCEnt		
5.	Dr. Mrs. OKORONKWO, Patience	Ph.D in Political Science (Public Administration) (2021), MPhil in Administration (2019), M.Sc Public Administration (2004), PGDE (2007), B.Sc in Political Science (1990), WAEC (1984), GCE (1985).	General Public Administration	Lecturer I
6.	Dr. Musa ZAKARI	Ph.DPub.Policy Analysis (2019), MSc. Pub.Admin (2015), BSc. Pub.Admin (2010), PGD Education (2014), NIM Chartered, CMiE (2022)	Public Policy Analysis	Lecturer II
7.	Mrs.ORUKU Martha	MPA (1998), B.A. Classics (1994)	Local Government	Lecturer I
8.	Mr. MUMEN, Lugard	M.Sc (2010), MPA (2006)	General Public Administration	Lecturer II

LIST OF ADJUNCT STAFF FOR PUBLIC ADMINISTRATION PROGRAMMES

S N	NAME	RANKS	SECILIAZATION	INSTITUTION	PHONE NOs/EMAIL ADDRESS
1.	Prof. Akongbowa Bramwell Amadasun,	Professor	Public Administration	Federal University Wukari, Taraba State,	ab.amadasun16 @gmail.com. 08039445333
2.	Nwogwugwu, Ngozi	Assoc. Prof.	Public Administration	Babcock University Remo, Ogun State.	nwogwugwu@b abcock.edu.ng
3.	Dr.Hamidu, Abdullahi Abdul	Senior Lecturer	Local Government and Development Studies, Public Administration	Ahmadu Bello University Zaria	aabdulhamidu@ abu.edu.ng . 08065298660

4.	Dr. Harrison Ataide	Senior Lecturer	Public Administration and Local Government	Obong University Akwa Ibom State	harrisonataide@ yahoo.com/0806 9301344
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List of Administrative Staff in the Department of Public Administration

Name of Staff	Rank/Designation, Salary Scale and Date of First Appointment	Qualification and Dates Obtained	Post Qualification Work Experience	Remarks
1. Jennifer Enaholo. E	Admin Officer I	BSc Economics (2016) ICAN, WAEC (2012), FSLC (2004)		
2. Yahaya Lawal Bukar	Admin Officer II G.L 7 step 2	BSc (Ed) Geography (2016), WAEC (2006), FSLC (1999).		
3. Ebute Victoria Ene	Admin Officer II G.L 7 step 2	BSc Physics (2016) WAEC (2009) FSLC (2003).		
4. Shamir I. Bode	Executive Officer G L 6 Step 7	ND in Accounting (2007) NABTEB (2007),FSLC (2003)		
5. Akorede Ayobami Wasiu	Clerical Officer G.L 5 step 6	BSc Political Sc. & Int'l Relation (2017) WAEC (2008), FSLC (2002).		
6.Alhaji James Olobo	Sec. Assistant 1 G.L 5 step 6	HND in Office Tech and Mgt. (2012), ND in Sec Admin (2007), WAEC/NECO (2003), FSLC (1998)		

PART 3: INFORMATION FOR NEW STUDENTS

Introduction

In this section, you will be acquainted with information on the various activities concerning students. Most of the information you require will be provided to you during the orientation ceremony. These include procedures for important academic activities such as, deferment of courses and change of programmes.

Orientation Programme

This is the very first formal function where the students meet directly with the University management and their fellow students. The orientation programme is usually organized for fresh students at the beginning of every academic session during which you are familiarized with Open and Distance Learning (ODL) operations. This programme takes place at the study centers, so as to give you the opportunity to look round and identify the study centre personnel that will be attending to your requests within the continuum of your study programme. It also acquaints you with the culture of Open Distance Learning (ODL). The programme also affords you the opportunity to

Deferment of Admission

To defer admission, you are required to write to the Registrar through the Study Centre Director with evidence of your admission and course registration.

Change of Programme and Course

To change your academic programme, you are required to obtain an application form online or at the Study Centre and then follow the procedure for change of programme as directed by the study centre Directors. Thereafter, follow the next line of actions to be taken after completing the requisite form. You may need to consult your counselor for guidance.

NB: The following are facts you need to understand about the change of programme.

1. Students are allowed to apply for change of programme less than 10 weeks to the commencement of examinations.
2. Students should obtain change of programme forms online from the study centre after payment of the **prescribed fee**, fill and return to the study centre, attaching credentials and evidence of payment.
3. The reason(s) for the change of programme should be stated and the form should be signed by the study centre Director.
4. The Faculty/department will treat the applications and send them to the Academic Office (an e-mail is automatically generated by the system directly to the student informing him or her on the decision of the Faculty).
5. The Academic Registry will treat the application accordingly. The student will get a feedback from his or her portal or the study centre.

Registered Students who wish to Change their Programme of Study

1. You should print out your letter of admission

2. Write a letter of complaint stating your wish to change your programme and state your programme of choice and submit to ICT
3. Candidates will then be requested to go back to their portals to print new admission letters.

New Students who were wrongly admitted to a Programme

1. You should print out your letter of admission
2. Write a letter of complaint stating you have been wrongly admitted into the programme and state your programme of choice and submit the letter to your Centre Director
3. The Study Centre Directors will inform the Faculty through the Academic Registry about applicants' complaints on wrong admissions.
4. The Directorate of ICT will enable the Faculty's admission officers to re-initialize the admission process and access the platform for the change of programme.
5. Candidates will then be requested to go back to their portals to print new admission letters.

Change of Course

At the beginning of every semester, lists of courses you are required take for that semester are uploaded into your portal for registration. These are a combination of compulsory and elective courses.

You are not allowed to change any of the compulsory courses. However, you can substitute an elective course for another one within the same semester.

Note that this must be done before the registration portal closes that semester, otherwise, your name will not be captured for the examination registration.

Credit Transfer

You may be allowed some credit for courses that you have taken previously in another institution prior to your admission into NOUN. For credit transfer or request for exemption, apply to the Registrar, and your application will be determined in line with the University policy on credit transfer, after it has been discussed at your Faculty Board where your department would have given her expert opinion.

PART 4: PROGRAMME CURRICULUM

Introduction

This section contains vital information about your programme requirements such as: registration of courses, research projects, industrial attachment (SIWES), and the rules guiding plagiarism. You will also learn how to calculate your final grades.

PROGRAMME: MASTER OF PUBLIC ADMINISTRATION (MPA)

Admission Requirement:

Candidates for admission into Master of Public Administration (MPA) degree programmes should possess either or a combination of the following:

To be admitted for MPA Public Administration Programme, a candidate must possess: **Five credits (5)** in relevant subjects (including English Language, Mathematics and Economics/Commerce/Government/History) at the WASC/SSCE/NECO at not more than two sittings.

1. B.Sc - Second Class (Lower Division) in; Public Administration, Public Policy Analysis, Political Science, Local Government and Development Studies, Business Administration, Economics, Human Resource Management, Personnel Management, Sociology, International Relations, or any other related Social Sciences discipline from a recognized University.
2. Candidates with 3rd Class Honors Degree or HND in other disciplines outside of the Social Sciences will be required to have in addition a Postgraduate Diploma (PGD) in Public Administration.
3. Any other qualifications recognized by the Senate of NOUN

PROGRAMME: M.SC. PUBLIC ADMINISTRATION

Admission Requirement:

Applicants for Master of Science (M.Sc.) in Public Administration will be required to have any of the following:

To be admitted for B.Sc. Public Administration Programme, a candidate must possess: **Five credits (5)** in relevant subjects (including English Language, Mathematics and Economics/Commerce/Government/History) at the WASC/SSCE/NECO at not more than two sittings.

A minimum of B.Sc. Second class Honors (Upper) in;

Public Administration, Political Science, International relations, Public policy analysis, Human resources management and other related discipline from a University recognized by the Senate of NOUN.

2. Candidates with 3rd Class Honors Degree or HND in other disciplines outside of the Social Sciences will be required to have in addition a Postgraduate Diploma (PGD) in Public Administration.
3. Any other qualifications recognized by the Senate of NOUN

GRADUATION REQUIREMENTS:

MPA Graduation Requirement:

1. TCE – 40
2. Minimum number of courses: 15
3. Number of semesters: 3

Postgraduate Programmes; credit unit per Semester

Level	First Semester		Second Semester		Third Semester		Total
	Compulsory credit unit	Elective	Compulsory credit unit	Elective	Compulsory credit unit	Elective	
800 MPA	13	2	12	2	9	2	40

M.Sc GRADUATION REQUIREMENT:

1. TCE: – 42
2. Minimum number of courses: 15
3. Number of semesters: 3

M.Sc. credit unit per Semester:

Level	First Semester		Second Semester		Third Semester		Total
	Compulsory credit unit	Elective	Compulsory credit unit	Elective	Compulsory credit unit	Elective	
800 M.Sc.	13	2	14	2	9	2	42

Project writing/Presentation

1. Students are expected to present project dissertation report as parts of the graduation requirement.
2. Students choose their project topic themselves, while the project supervisors moderate and approve the topics.
3. Approved final copy of projects duly supervised would be Uploaded into the Project Administration System (PAS)
4. M.Sc Students would have to Defense their dissertation virtually

5. The Final project scores and the comments arising from the Defense and moderation exercise would be uploaded by the External Examiners.
6. The projects score would be uploaded on the student's portal after effecting necessary corrections.

Assessment of Student Course

Work Assessment of student's course work is continuous terminating with Semester examinations. Assessment entails Tutors Mark Assignment (TMAs) which sum up to 30%, while semester examination 70%. The raw scores are computed into grades and classified.

Assessment of Students Academic Performance

Departmental Grading System for Postgraduate Students

S/N	Score	Performance
1.	70% – 100%	A
2.	60% – 69%	B
3.	50% – 59%	C

Pre-requisite Course

These are courses you must take and pass before you proceed to subsequent courses. For example, you must attempt and pass Research Methodology before you can proceed to conduct a research project.

Registration Procedure

You are required to visit your portal for course registration <https://www.nouonline.net> and follow the instructions provided for registration. Upon completion of the exercise, you should have a printout for your records and for clearance at the end of the semester examinations. Registration is activated only if there are sufficient funds in your e-wallet to cover the cost of the courses registered.

Opening and Closing of the Course Registration Portal

The portal opens at the beginning of every semester for commencement of continuous assessment known as Tutor Marked Assignment (TMA) and closes before the semester examination. Once the portal is closed, you will not be able to register for courses for the semester until it opens again for the next semester. If you are unable to register for your courses before the closure of the portal you are **not eligible** to take the TMA and examinations for the course(s).

Course Re-registration

Course registration is done online on the University's registration portal www.nou.edu.net. You are expected to register your courses after you must have completed necessary payments for the semester. For fee schedule, visit <http://nouedu.net/page/fees-schedule>.

The course registration portal contains the list of all courses offered in each programme. You are expected to register for a minimum of 10 credit units and a maximum of 20 credit units per semester and which must include a minimum of one (1) elective course per semester. You are allowed to register a maximum of 24 credit units where you have carried over courses from the previous semesters.

Add and/or Drop Courses

The NOUN course registration portal makes provision for students to delete or add courses. To do this, visit the course registration portal and follow the instructions at <https://www.nouonline.net>. You should ensure that you add or delete courses before the course registration portal is closed.

Eligibility for Graduation FOR M.SC AND MPA

To be awarded Master of Science Public Administration (M.Sc) and Master of Public Administration (MPA) degree, the student must pass a minimum of 36 credit units, including Research Project out of 45 credit units. The 36 credit units are distributed as follows:

1. Compulsory Courses --- 26 Credit units.
2. Elective course --- 4 Credit units
3. Thesis --- 6 Credit units **Total ---36 Credit unit**

Research Thesis/Dissertation/Projects

The research project is one of the requirements for the award of Ph.D, M.Sc, MPA, in the Department of Public Administration, Faculty of Management Sciences. It is a compulsory course of 6 credit units and 12 credit units for Ph.D. This must be duly registered in the first semester of your final year.

It is an in-depth investigation into a topical issue of interest to you as a student and that will contribute to the body of knowledge in the society. You will be assigned project supervisors through your study centre which must be approved by the department.

Grading, Moderation and Mode of Submission of Projects

Submission of projects is through your study centre. Research projects are graded by the project supervisor, and subjected for external moderation in the Department. M.Sc dissertation must be defended by the students.

Grading of Research Projects

Research Projects are graded as follows:

Score	Grade
70 and above	A
60 – 69	B
50 – 59	C

Mode of Submission of Projects

There are guidelines for the submission of projects in the Department which students must comply with before project is accepted by the Department. All postgraduate projects shall be approved and printed in line with the guidelines as specified for projects in the Department (see appendix II for Guidelines for Research projects). You are to attach 2 copies of your research project, along with soft copies of the project in two (2) Compact Discs (CDs) to your study centers for onward upload in the PAS.

Note: The research project must be passed to be eligible for graduation

University Policies

Copyright Policy

The university copyright policy protects the institution's works. For instance, in your research project writing portions taken from the institution's course materials should be properly acknowledged and not used for commercial purposes.

You must also respect copyrights of other people or institutions materials such as text books, research projects, images, audio or video materials by properly acknowledging the source and the author.

Plagiarism

Plagiarism is defined as 'the practice of taking someone else's work or ideas and passing them off as one's own' (Oxford Dictionary.com). NOUN's Policy on Plagiarism stated that, any thesis or dissertation submitted to the university either at Undergraduate and Postgraduate must be accompanied by a plagiarism report. It is by this policy all stakeholders involved in students' projects/thesis should not validate such without plagiarism report. However, the plagiarism report must be submitted to the Turnitin or Grammarly custodians located at various departments/faculties (or other similarity index evaluating software) prior to submission for moderation.

Compulsory and Elective Courses

Programme in this Faculty comprise courses that are either compulsory or electives. Compulsory courses are core courses that must be passed to be eligible for graduation.

Elective courses are courses that are optional in terms of the must that students must register for and pass per semester. Compulsory courses and elective courses are programme-specific (see appendix IV for list of courses). For a detailed description of courses, consult the University General Catalogue (2014-2017) or visit the Faculty's web page at www.nouedu.net.

Minimum Course Credits for Graduation

Students must pass all compulsory courses and a minimum of one (1) elective course per semester.

General Studies Courses (GST)

General Studies courses are designed to provide well-grounded morally and intellectually capable graduates. You are to register and pass your GST courses as required by the National University's Commission.

PROGRAMME:

MASTER OF PUBLIC ADMINISTRATION [MPA]

S/N	COURSE CODE	COURSE TITLE	SEMESTER	CREDIT UNIT	STATUS	HOST FACULTY
1.	GST807	The Good Study Guide	First	2	C	Centre for Entrepreneurship and General Studies
2.	FMS825	Research Methods		3	C	Faculty of Management Sciences
3.	BUS831	Organizational Behavior		3	C	Faculty of Management Sciences
4.	MPA843	E-Governance in the Public Sector		2	C	Faculty of Management Sciences
5.	MPA871	Public Personnel Management		3	C	Faculty of Management Sciences
6.		Electives (Choose One)				
1.	BUS847	Global Economic Environment		2	E	Faculty of Social Sciences
2.	MPA853	International Administration		2	E	Faculty of Management Sciences

		Total Credit Units [GST]		2		
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		Total Credit Units [Compulsory]		13		
		Total Credit Units		15		
		2nd Semester				
6.	MPA810	Public Policy Analysis	Second	3	C	Faculty of Management Sciences
7.	MPA844	Administrative Law		3	C	Faculty of Law
8.	BFN852	Public Financial Management		3	C	Faculty of Management Sciences
9.	MPA868	Comparative Public Administration		3	C	Faculty of Management Sciences
		Electives (Choose One)				
1.	MPA812	Intergovernmental Relations (IGR)		2	E	Faculty of Management Sciences
2	MPA854	Public Enterprises Management		2	E	Faculty of Management Sciences
3.	MPA856	Urban and Regional Planning		2	E	Faculty of Management Sciences
4.	MPA858	Development Planning, Project Preparation and Implementation		2	E	Faculty of Management Sciences
5.	MPA870	Local Government Administration		2	E	Faculty of Management Sciences

		Total Credit Units [Electives]		2		
		Total Credit Units [Compulsory]		12		
		Total Credit Units		14		
S/N	COURSE CODE	COURSE TITLE	SEMESTER	CREDIT UNIT	STATUS	HOST FACULTY
1.	MPA807	Development Administration Theory	Third	3	C	Faculty of Management Sciences
2.		Electives (Choose One)				
3.	MPA855	Performance Measurement and Management		2	E	Faculty of Management Sciences
4.	BUS811	Diversity and Conflict Management		2	E	Faculty of Management Sciences
		Total Credit Units [GST]		NIL		
		Total Credit Units [Compulsory]		3		
		Total Credit Units Electives		2		
5.	MPA890	Project/Dissertation	Fourth	6	C	Faculty of Management Sciences
		Total Credit Units [Compulsory]		6		
		Total Credit Units		11		

FIRST SEMESTER

GST 807: THE GOOD STUDY GUIDE - 2 CREDIT UNIT

Getting started: How to use a text book or course material, why read study skills , getting yourself organized, what studying is all about, the art of reading and note taking: introduction, reactions to reading , your reading strategy, memory, taking notes, conclusion. Other ways of studying:

Introduction, learning in groups, tapes and lectures, learning from the television and radio broadcasts and other study media. Working with numbers, describing with word, describing the tables, describing with diagrams and graphs, what is good writing? The importance of writing what an essay looks like. what a good essay is, conclusions. The craft of writing, the advantages of treating essay writing as a craft, making your essay flow, making a convincing case, the experience, preparation for examination.

FMS825: RESEARCH METHODS - 3 CREDIT UNITS

The course consists of all aspects of research design, the unit of analysis, the multivariate techniques, and the manner in which time and processional change is conceptualized and measured. The multivariate techniques include the sampling techniques, simple correlative and other measures of association, analysis of variance, multiple regressions and path analysis, basic probability and normal distribution will be taught. Generally, the research design will cover areas as cross-sectional model, a lagged cross-sectional model and time series analysis; parametric and non-parametric statistics.

BUS 831: ORGANIZATIONAL BEHAVIOUR - 3 CREDIT UNITS

The course examines the nature of theory and reviews major administrative theories. Emphasis will be on classical, neo classical and modern theories. Theories from behavioral science as they apply to the understanding of the role of the individual as a member of organizations and to the effects of organization upon members; organizational socialization, climate and effectiveness, power, authority and decision making in groups.

MPA 843: E- GOVERNANCE IN THE PUBLIC SECTOR - 2 CREDIT UNITS

The course is aimed to acquaint students with the approaches to e-governance; the stages of egovernance in the application of Internet facilities in the planning, implementation and evaluation of service delivery. Clarification of the threefold e-governance in terms of egovernance as government to government, government to business and government to citizens. Online service delivery in health care, education, agriculture, judicial administration, business, arts, culture, rural and urban development, and local authority, state and federal administration, and information communication management. Obstacles to e-governance and strategies for overcoming the barriers.

MPA 871: PUBLIC PERSONNEL MANAGEMENT - 3 CREDIT UNITS

This course is designed to familiarize the student with the process of effective manpower management. The main focus of the course is recruitment, selection, training, motivation and labour management relations. Examples will be drawn from both the public and private sectors.

FIRST SEMESTER ELECTIVE COURSES

BUS847: GLOBAL ECONOMIC ENVIRONMENT - 2 CREDIT UNITS

This course covers Nigeria and the global economy, the implication of the free market economy on business, government, consumers and labour. Strategic aspects of international trade, globalization and international institutions, multilateral negotiations, lessons from the Asia Tigers.

MPA 853: INTERNATIONAL ADMINISTRATION - 2 CREDIT UNITS

An examination of the nature and functioning of international institutions (both universal and regional) special emphasis will be placed on the structure and management of these organizations. The concept of international civil service, administering international organizations, structure, recruitment.

SECOND SEMESTER CORE COURSES

MPA 810: PUBLIC POLICY ANALYSIS - 3 CREDIT UNITS

This course is designed to provide the student with the techniques for policy analysis, formulation, implementation and evaluation. The course examines the relationship between bureaucrats, technical experts, interest groups and political executive in the policy process.

MPA 844: ADMINISTRATIVE LAW - 3 CREDIT UNITS

The course examines the growth and characteristics of Administrative law, legal safeguard over administration, judicial review of administration, administrative procedure, and the ombudsman. Case studies of legal adjustments of administrative authority and individual's liberty, the distinction between public administration and private action, personal liberty of officers, and scope and limits of administrative power.

BFN 852: PUBLIC FINANCIAL MANAGEMENT - 3 CREDIT UNITS

This course exposes participants to the theoretical and practical realms within which governments strive to generate revenue for financing their development expenditure. Issues of major concern in the course includes nature, scope and purpose of public finance, theories of state intervention in the economy, public goods, allocative/distributive /stabilization functions, intergovernmental fiscal relations, aspects of national policies of hosting nations: economic, borrowing, debt, taxation, expenditure, operating and accounting policies; contemporary public budgeting.

MPA 868: COMPARATIVE PUBLIC ADMINISTRATION - 3 CREDIT UNITS

The concept of comparison in public administration, and examines the context and system of administration in selected developed and developing countries. It emphasizes the political and policy making roles of public bureaucracies, the relationship between organized interests and

public agencies and the problems of bureaucratic accountability of political accessory in the nation and the globe.

SECOND SEMESTER - ELECTIVES

MPA 812: INTERGOVERNMENTAL RELATIONS (IGR) – 2 CREDIT UNITS

Introduction, definition and meaning of decentralization; the essence of decentralization, the nature and purpose of decentralization, deconcentration, devolution, privatization, merits of decentralization, impediments to decentralization, the nature and function and funding of local government; the three levels of government, the federal, the state and the local government; composition, structure and function; organs of government; the executive, legislature and the judiciary; composition, structure functions; controls in the level and organs of government.

MPA 854: PUBLIC ENTERPRISES MANAGEMENT - 2 CREDIT UNITS

This course explores the problem of resources management in public sector organizations responsible for producing both private and social groups. The basic philosophy of public philosophy of public enterprise's needs, wants, social obligations and responsibilities; and the interface between economic social and political factors on one hand, and public sector decisionmaking on the other hand examined. Other topics include character of public enterprises, problems of planning and co-ordination in sectors where public and private enterprises compete, and performance evaluation in public enterprises shall be covered. In addition the dilemma of public enterprises, indigenization, divestment, privatization and commercialization and the procedures for attaining any of these, shall be discussed drawing examples and case studies from successful countries in Africa and other continents.

MPA 856: URBAN AND REGIONAL PLANNING - 2 CREDIT UNITS

This course introduces the students to the spatial aspects of the contemporary urban and regional units, their structural evolution overtime and the challenges they present to a national procedure of planning development. Particular emphasis is placed on the social, political and economic forces which lapse the land use arrangements of Nigeria and regional units.

MPA 858: DEVELOPMENT PLANNING, PROJECT PREPARATION & IMPLEMENTATION – 2 CREDIT UNITS

This course examines the concept, models and types of plans; theories of planning, politics of planning, programme planning and objectives and plan implementation. It further considers development plan experience in Nigeria, the procedure for planning and its implementation, and the essence of planning.

MPA 870: LOCAL GOVERNMENT ADMINISTRATIONS - 2 CREDIT UNITS

The nature, scope, significance and development of local government. Evolution of local government system in Nigeria, management problems in local government, relationship between federal and state governments service delivery, citizen participation and mobilization.

THIRD SEMESTER CORE COURSES

MPA 807: DEVELOPMENT ADMINISTRATION THEORY - 3 CREDIT UNITS

The course examines theories of development (economic growth, redistribution with growth, basic needs, the Marxist conception, and the World Bank concept of development), decentralization and development and participatory development. It considers approaches to rural development, the role of bureaucracy in third world development, and constraints to effective development. Other issues examined include population and development, culture and development. The concept of human development and how it relates to economic growth; and strategies for human development.

THIRD SEMESTER ELECTIVE COURSES

MPA855: PERFORMANCE MEASUREMENT AND MANAGEMENT - 2 CREDIT UNITS

The course examines the concept of public sector performance, input per man hour, and unit costs. It considers the planning, implementation and evaluation of performance. It presents the human, management, and workload factors negating performance and the major catalysts to improvement. The course considers how to measure performance in federal, state and local authorities and their agencies.

BUS 811: DIVERSITY AND CONFLICT MANAGEMENT - 2 CREDIT UNITS

This course deals with managing and resolving workplace conflicts and examines dispute resolution and conflict management in both various and non-various settings. The course covers two related topics: (1) third-party dispute resolution, including alternative dispute resolution (ADR). It focuses primarily on the use of mediation and arbitration but also deals with other dispute resolution techniques, such as fact –finding, facilitation, mini-trials, early neutral evaluation peer review, and the ombuds function; (2) conflict management in organizations, including the recent development of conflict management systems. The course reviews the factors that have caused the growth reviews the factors that have caused the growth of ADR and conflict management systems, and it provides instruction on the design, implementation and evaluation of such systems.

MPA890: PROJECT/DISSERTATION-6 CREDIT UNITS.

It is compulsory for every MPA student to submit a satisfactory written dissertation before graduation. The topic for the dissertation must be approved through appropriate channels. A supervisor who is expected to be a Ph.D holder in a related field will be assigned to each student for the purpose of the Dissertation work.

M.Sc PUBLIC ADMINISTRATION

**Courses Available for Registration: M.Sc. Public Administration
Year 1 – First Semester**

S/N	COURSE CODE	COURSE TITLE	SEMESTER	CREDIT UNIT	STATUS	HOST FACULTY
1.	GST807	The Good Study Guide	First	2	C	Centre for Entrepreneurship and General Studies
2.	PAD813	Quantitative Methods		3	C	Faculty of Management Sciences
3.	FMS825	Research Methods		3	C	Faculty of Management Sciences
4.	BUS831	Organisational Behaviour		3	C	Faculty of Management Sciences
5.	BUS847	Global Economic Environment		2	C	Faculty of Social Sciences
6.	Electives (Choose one)					
i.	PAD843	E-Governance in the Public Sector		2	E	Faculty of Management Sciences
ii.	PAD853	International Administration		2	E	Faculty of Management Sciences
iii.	PAD871	Public Personnel Management		2	E	Faculty of Management Sciences
		Total Credit Units [GST]		2		

		Total Credit Units [Compulsory]			13	
		Total Credit Units			15	
2.	PAD844	Administrative Law		3	C	Faculty of Law
3.	BFN852	Public Financial Management		3	C	Faculty of Management Sciences
4.	PAD868	Comparative Public Administration		3	C	Faculty of Management Sciences
5.	PAD870	Local Government Administration		2	C	Faculty of Management Sciences
6.	Electives (Choose one)					
i.	PAD812	Intergovernmental Relations (IGR)		2	E	Faculty of Management Sciences
ii	PAD856	Urban and Regional Planning		2	E	Faculty of Management Sciences
ii	PAD858	Development Planning, Project Preparation and Implementation		2	E	Faculty of Management Sciences
		Total Credit Units [GST]		NIL		
		Total Credit Units [Compulsory]		14		
		Total Credit Units		16		

Year 1 – Second Semester

Third Semester

S/N	NEW COURSE CODE	NEW COURSE TITLE	SEMESTER	CREDIT UNIT	STATUS	HOST FACULTY
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1.	PAD807	Development Administrative Theory	Third	3	C	Faculty of Management Sciences
2.	Electives (Choose one)					
i.	BUS811	Diversity and Conflict Management		2	E	Faculty of Management Sciences
ii.	PAD855	Performance Measurement and Management		2	E	Faculty of Management Sciences
		Total Credit Units [GST]		NIL		
		Total Credit Units [Compulsory]		3		
		Total Credit Units		5		

Fourth Semester

S/N	COURSE CODE	COURSE TITLE	SEMESTER	CREDIT UNIT	STATUS	HOST FACULTY
1.	PAD890	Project/Dissertation		6	C	Faculty of Management Sciences
		Total Credit Units [GST]	Fourth	NIL		
		Total Credit Units [Compulsory]		6		
		Total Credit Units		6		

DETAILED PROGRAMME PROPOSAL (DPP) FIRST SEMESTER

CORE COURSES:

GST 807: THE GOOD STUDY GUIDE - 2 CREDIT UNITS

Getting started: How to use a text book or course material, why read study skills , getting yourself organized, what studying is all about, the art of reading and note taking: introduction, reactions to reading , your reading strategy, memory, taking notes, conclusion. Other ways of studying: Introduction, learning in groups, tapes and lectures, learning from the television and radio broadcasts and other study media. Working with numbers, describing with word, describing the

tables, describing with diagrams and graphs, what is good writing? The importance of writing what an essay looks like. what a good essay is, conclusions. The craft of writing, the advantages of treating essay writing as a craft, making your essay flow, making a convincing case, the experience, preparation for examination.

PAD813: QUANTITATIVE METHODS - 3 CREDIT UNITS

Introduction to quantitative goals need in political science including topics in set theory and functional analysis. Generally, this course is designed to give students in this programme basic quantitative statistical skills necessary for computation of data collected at field work.

FMS825: RESEARCH METHODS - 3 CREDIT UNITS

The course consists of all aspects of research design, the unit of analysis, the multivariate techniques, and the manner in which time and processional change is conceptualized and measured. The multivariate techniques includes the sampling techniques, simple correlative and other measures of association, analysis of variance, multiple regressions and path analysis, basic probability and normal distribution will be taught. Generally, the research design will cover areas as cross sectional model, a lagged cross-sectional model and time series analysis; parametric and non-parametric statistics.

BUS 831: ORGANIZATIONAL BEHAVIOUR - 3 CREDIT UNITS

The course examines the nature of theory and reviews major administrative theories. Emphasis will be on classical, neo classical and modern theories. Theories from behavioral science as they apply to the understanding of the role of the individual as a member of organizations and to the effects of organization upon members; organizational socialization, climate and effectiveness, power, authority and decision making in groups.

BUS 847: GLOBAL ECONOMIC ENVIRONMENT-3 CREDIT UNITS

This course covers Nigeria and the global economy, the implication of the free market economy on business, government, consumers and labour. Strategic aspects of international trade, globalization and international institutions, multilateral negotiations, lessons from the Asia Tigers.

FIRST SEMESTER ELECTIVES

PAD843: E- GOVERNANCE IN THE PUBLIC SECTOR - 2 CREDIT UNITS

The course is aimed to acquaint students with the approaches to e-governance; the stages of e-governance in the application of Internet facilities in the planning, implementation and evaluation of service delivery. Clarification of the threefold e-governance in terms of e-governance as government to government, government to business and government to citizens. Online service delivery in health care, education, agriculture, judicial administration, business, arts, culture, rural and urban development, and local authority, state and federal administration, and information

communication management. Obstacles to e-governance and strategies for overcoming the barriers.

PAD853: INTERNATIONAL ADMINISTRATION - 2 CREDIT UNITS

An examination of the nature and functioning of international institutions (both universal and regional) special emphasis will be placed on the structure and management of these organizations. The concept of international civil service, administering international organizations, structure, recruitment.

PAD 871: PUBLIC PERSONNEL MANAGEMENT - 2 CREDIT UNITS

This course is designed to familiarize the student with the process of effective manpower management. The main focus of the course is recruitment, selection, training, motivation and labour management relations. Examples will be drawn from both the public and private sectors.

SECOND SEMESTER CORE COURSES

PAD 810: PUBLIC POLICY ANALYSIS - 3 CREDIT UNITS

This course is designed to provide the student with the techniques for policy analysis, formulation, implementation and evaluation. The course examines the relationship between bureaucrats, technical experts, interest groups and political executive in the policy process.

PAD844: ADMINISTRATIVE LAW - 3 CREDIT UNITS

The course examines the growth and characteristics of Administrative law, legal safeguard over administration, judicial review of administration, administrative procedure, and the ombudsman. Case studies of legal adjustments of administrative authority and individual's liberty, the distinction between public administration and private action, personal liberty of officers, and scope and limits of administrative power.

BFN852: PUBLIC FINANCIAL MANAGEMENT - 3 CREDIT UNITS

This course exposes participants to the theoretical and practical realms within which governments strive to generate revenue for financing their development expenditure. Issues of major concern in the course includes nature, scope and purpose of public finance, theories of state intervention in the economy , public goods, allocative/distributive /stabilization functions, intergovernmental fiscal relations, aspects of national policies of hosting nations: economic , borrowing , debt , taxation ,expenditure, operating and accounting policies; contemporary public budgeting.

PAD868: COMPARATIVE PUBLIC ADMINISTRATION - 3 CREDIT UNITS

The concept of comparison in public administration, and examines the context and system of administration in selected developed and developing countries. It emphasizes the political and policy making roles of public bureaucracies, the relationship between organized interests and public agencies and the problems of bureaucratic accountability of political accessory in the nation and the globe.

PAD 870: LOCAL GOVERNMENT ADMINISTRATION - 2 CREDIT UNITS

The nature, scope, significance and development of local government. Evolution of local government system in Nigeria, management problems in local government, relationship between federal and state governments service delivery, citizen participation and mobilization.

SECOND SEMESTER - ELECTIVES

PAD 812: INTERGOVERNMENTAL RELATIONS (IGR) – 2 CREDIT UNITS

Introduction, definition and meaning of decentralization; the essence of decentralization, the nature and purpose of decentralization, deconcentration, devolution, privatization, merits of decentralization, impediments to decentralization, the nature and function and funding of local government; the three levels of government, the federal, the state and the local government; composition, structure and function; organs of government; the executive, legislature and the judiciary; composition, structure functions; controls in the level and organs of government.

PAD 856: URBAN AND REGIONAL PLANNING - 2 CREDIT UNITS

This course introduces the students to the spatial aspects of the contemporary urban and regional units, their structural evolution overtime and the challenges they present to a national procedure of planning development. Particular emphasis is placed on the social, political and economic forces which lapse the land use arrangements of Nigeria and regional units.

PAD858: DEVELOPMENT PLANNING, PROJECT PREPARATION &IMPLEMENTATION – 2 CREDIT UNITS

This course examines the concept, models and types of plans; theories of planning, politics of planning, programme planning and objectives and plan implementation. It further considers development plan experience in Nigeria, the procedure for planning and its implementation, and the essence of planning.

THIRD SEMESTER CORE COURSES

PAD 807: DEVELOPMENT ADMINISTRATION THEORY - 3 CREDIT UNITS

The course examines theories of development (economic growth, redistribution with growth, basic needs, the Marxist conception, and the World Bank concept of development), decentralization and development and participatory development. It considers approaches to rural development, the role of bureaucracy in third world development, and constraints to effective development. Other issues examined include population and development, culture and development. The concept of human development and how it relates to economic growth; and strategies for human development.

THIRD SEMESTER ELECTIVES

BUS811: DIVERSITY AND CONFLICT MANAGEMENT - 2 CREDIT UNITS

This course deals with managing and resolving workplace conflicts and examines dispute resolution and conflict management in both various and non-various settings. The course covers two related topics: (1) third-party dispute resolution, including alternative dispute resolution (ADR). It focuses primarily on the use of mediation and arbitration but also deals with other dispute resolution techniques, such as fact –finding, facilitation, mini-trials, early neutral evaluation peer review, and the ombudsfuction; (2) conflict management in organizations, including the recent development of conflict management systems. The course reviews the factors that have caused the growth reviews the factors that have caused the growth of ADR and conflict management systems, and it provides instruction on the design, implementation and evaluation of such systems.

PAD855: PERFORMANCE MEASUREMENT AND MANAGEMENT - 2 CREDIT UNITS

The course examines the concept of public sector performance, input per man hour, and unit costs. It considers the planning, implementation and evaluation of performance. It presents the human, management, and workload factors negating performance and the major catalysts to improvement. The course considers how to measure performance in federal, state and local authorities and their agencies.

FOURTH SEMESTER CORE COURSE

PAD890: DISSERTATION - 6 CREDIT UNITS

It is compulsory for every M.Sc student to submit a satisfactorily written dissertation before graduation. The topic for the dissertation must be approved through appropriate channels. A supervisor who is expected to be a Ph.D holder in a related field will be assigned to each student for the purpose of the Dissertation work.

Evaluation of the Master of Science (M.Sc) in public administration programme will take place at the end of each semester based on Tutor-Marked Assignment.

TUTOR- MARKED ASSIGNMENTS (TMA)

As part of the evaluation mechanism, each work would be provided with (4) TMA's out of which the best (3) would be used for evaluation. This would be done on-line.

END OF SEMESTER EXAMINATION.

Each course will be examined at the end of the semester through written examination.

During the last semester of the programme, each student will have approved for him/her a topic on which she/he will carry out thorough research and write an acceptable dissertation. The dissertation must demonstrate a good knowledge of the following:

- a) Clear evidence of analytical understanding of the topic under study.
- b) Critique of other approaches to the study of the content of the topic and the limitation /delimitation there-in.
- c) Critical evaluation of principles and approaches to successful management of corporate organizations.
- d) Data collection, analysis and interpretation.
- e) Summary, recommendations and tips for further research work on the topic.

M.PHIL/Ph.D PROGRAMME IN PUBLIC ADMINISTRATION

CONTENT SPECIFICATION OF DETAILED PROGRAMME PROPOSAL (DPP)

MASTER OF PHILOSOPHY DEGREE IN PUBLIC ADMINISTRATION (M.Phil)

1.2 CODE OF THE PROGRAMME

1.3 JUSTIFICATION OF PROGRAMME

There is an increasing demand for candidates with Doctorate Degree in Public Administration to meet the need for qualified academics in Public Administration of both public and private universities and other tertiary institutions in Nigeria. Some of the students who desire to fulfill their yearnings to pursue this degree but who could not meet the entry requirement to pursue PhD degree will use this mode of remedial studies to gain admission if at the end of the one-year

academic period for this programme, they fulfill all the examination and entry requirements to pursue PhD in Public Administration programme of the National Open University of Nigeria.

This programme is intended to bridge this gap as it prepares willing candidates to qualify for a PhD Degree in Public Administration. The programme is therefore being proposed to provide opportunity for those who want to pursue the highest academic career in Public Administration.

This programme will expose students to the theory and practice in Public Administration which will equip them for advanced PhD programme in the field of Public Administration. Through this programme, NOUN will be fulfilling its mandate of higher manpower development particularly in the field of Public Administration.

2. ENTRY/ADMISSION REQUIREMENTS

Candidates seeking admission to the Master of Philosophy (M.Phil) degree Programme of National Open University of Nigeria shall possess the Bachelor and Master's Degrees in Public Administration of National Open University of Nigeria or any other University recognized by the Senate of National Open University of Nigeria University.

The Master of Philosophy Degree (M.Phil) in Public Administration is open to anyone who is desirous of pursuing PhD degree in Public Administration but could not gain admission due to a shortfall in his/her CGPA not meeting the NUC BMAS of average of B grade (60%). Applicants for this programme will still be required to satisfy NOUN matriculation requirements and have **M.Sc.** with **CGPA** less than **3.5 CGPA** in Public Administration, Political Science, Local Government Studies, International Relations and Diplomacy or Industrial Relations which includes coursework and research thesis from NOUN or any recognized University.

At the end of this programme, candidate who fails to meet up with the minimum 4.0 CGPA upon the completion of coursework and examination shall repeat if desired but if not such a student **shall be required to proceed to write a Dissertation and upon successful completion and defense of the dissertation, such candidate shall be awarded an M.Phil degree in Public Administration of the National Open University of Nigeria.**

3.0 PHILOSOPHY, AIM AND OBJECTIVES OF THE PROGRAMME

3.1 PHILOSOPHY

The philosophy of the Master of Philosophy (M.Phil) programme is to develop and deepen the spirit of enquiry and responsibility in the learners to enhance the capacity in theory, practice and administrative responsibilities in the public and private sectors of the Nation in particular and the world at large.

3.2 AIM

The programme is designed to strengthen the academic and practice competencies as well as sharpen the mind of the learners to think strategically and analytically for making right Management decisions.

3.3 Objectives

On completion of the programme, successful students will be able to;

- proceed to PhD to pursue a the highest degree (PhD) in Public Administration.
- demonstrate critical thinking analysis and logical reasoning to improve their capacity in undertaking rigorous administrative positions at the organizational and national levels; and
- demonstrate the fundamental knowledge, skills and other competencies in the field of Public Administration

PROGRAMME STRUCTURE AND DEGREE RULE

The Master of Philosophy in Public Administration is a 1 year postgraduate programme. This will comprise one year course work of two (2) semesters only.

Please note: for any extension beyond specified maximum period, a special permission from the Postgraduate Board will be required.

The programme consists of course work only.

- | | |
|---|---------------------------------|
| 1. Compulsory/core courses (4 with 3 credit units each) | - 12 credit units |
| Total | - <u>12 Credit Units</u> |

5.1. OUTLINE OF THE COURSE STRUCTURE

M.Phil/PhD REGISTRABLE COURSES

YEAR	COURSE CODE	COURSE TITLE	SEMESTER	CREDIT UNIT	STATUS
1	PUB905	Advanced Development Administration Theory	1 st	3	C
	PUB907	Advanced Research Methodology	1 st	3	C
	PUB910	Public Policy Analysis	2 nd	3	C
	PUB912	Inter-governmental Relations	2 nd	3	C

			Total credit units	12	
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6.0 SUMMARY

LEVEL	COMPULSORY COURCES	ELECTIVE COURSES	CREDIT UNITS
No. of Courses	4	-	12
Credit Units	12	-	12

6.1 CONTENT SPECIFICATION OF DETAILED PROGRAMME PROPOSAL (DPP)

PUB 905: ADVANCED DEVELOPMENT ADMINISTRATION THEORY - 3 UNITS

This course will look at the meaning and theories of development: economic growth, basic need model, redistribution with growth, the Marxist model of development, the World Bank and development, alternative approaches to development, theory and practice of decentralization. It also examines participatory development theory and practice. It touches the application of development processes to rural areas. Political and administrative constraints. Other issues touched are population and development, environment and sustainable development.

PUB 907: ADVANCED RESEARCH METHODOLOGY - 3CREDIT UNITS

Detailed discussion of methods and tools of social research and investigation. Application of these in the different dimensions of public administration. Discussion of various stages of research and thesis writing, scientific inquiring and alternative modes of social investigation; strategy of investigations, research designs; models of data analysis, presentation and reports organization; problems of utilization and application of research findings.

PUB 910: PUBLIC POLICY ANALYSIS - 3 CREDIT UNITS

This course is designed to provide the student with the techniques for policy analysis, formulation, implementation and evaluation. The course examines the relationship between bureaucrats, technical experts, interest groups and political executive in the policy process.

PUB 912:INTER-GOVERNMENTAL RELATIONS- 3 CREDIT UNITS

A study of inter-governmental relations as a growing sub-theme of Public Administration, Federalism and inter-governmental relations. Issues in the management of inter-governmental relation: Constitutional,

legal, political, economic, financial and personnel. Institutional mechanisms for managing intergovernmental relations in a comparative perspective with special reference to the experience of countries such as the U.S.A., India, Brazil and Canada.

DOCTOR OF PHILOSOPHY (PhD) DEGREE IN PUBLIC ADMINISTRATION

PROGRAMME CODE: 4412

900 LEVEL

2. JUSTIFICATION OF PROGRAMME

There is an increasing demand for candidates with Doctorate Degree in Public Administration to meet the need for qualified academic staff in Public Administration department of both Public and Private Universities and other tertiary institutions in Nigeria. This programme will bridge this gap as it prepares willing candidates to qualify for a PhD Degree in Public Administration. The programme is therefore being proposed to provide opportunity for those who want to pursue an academic career in Public Administration. The programme will expose students to the theory, practice and research in Public Administration and equip such students for advanced research in the field of Public Administration. Through this programme, NOUN will be fulfilling its mandate of higher manpower development particularly in the field of Public Administration.

3. ENTRY/ADMISSION REQUIREMENTS

The Doctor of Philosophy Degree PhD in Public Administration is open to anyone who is desirous of acquiring the highest degree in Public Administration. Applicants for this programme will be required to satisfy NOUN matriculation requirements and have M.Sc in Public Administration, Political Science, Local Government Studies, International Relations and Diplomacy, Industrial Relations and allied disciplines with at least an average of B grade (60%) which includes coursework and research thesis from NOUN or any recognized University by the Senate of NOUN.

4.0 PHILOSOPHY, AIM AND OBJECTIVES OF THE PROGRAMME

4.1 PHILOSOPHY

The philosophy of the PhD programme is to develop and deepen the spirit of enquiry and responsibility in the learners to enhance the capacity in research, training and administrative responsibilities in the public and private sectors of the Nation in particular and the world at large and to provide functional, cost- effective, flexible learning which adds life-long value to quality education for all who seek knowledge.

4.2 AIM

The programme is designed to strengthen the academic and research competencies as well as sharpen the mind of the learners to think strategically and analytically for making right management decisions.

4.3 OBJECTIVES

On completion of the course, students will be able to:

1. Develop skills in critical thinking and analysis, logical reasoning and research methodologies so as to improve their capacity to undertake rigorous and quality research that will bring meaningful and effective inputs in the formulation, analysis and implementation of public policy in the organizational and national levels.
2. develop expertise in the functional areas of Public Administration so that they may advance the frontiers of Public Administration theory and practice geared towards enhancing the contributions that Public Administration could make in nation building.
3. Carry out quality academic research in the field of Public Administration and on any related national issues.

5. DURATION OF THE PROGRAMME

The minimum period for the completion of the programme is 3 years (6 semesters) and a maximum of 5 years (10 semesters).

Please note: for any extension beyond specified maximum period, a special permission from the Postgraduate Board will be required.

6.0 DEGREE RULES AND PROGRAMME STRUCTURE

6.1 Degree Rules

To be awarded PhD in Public Administration Degree, the student must earn a minimum of 24 credit units made up of 12 credit units from compulsory courses, 12 credit units from thesis. The 24 credit units are distributed as follows:

2. Core courses (4 with 3 credit units each)	-	12 credit units
3. Thesis	-	12 credit units
Total	-	24 <u>Credit units</u>

6.2 Programme Structure;

The programme consists of Seminars and Thesis. The PhD programme is structured for the students to have four (4) seminars in the first two semesters and thesis in the third to 6th semesters. However, students may start their thesis as may be determined by their supervisors.

6.2.1 OUTLINE COURSE STRUCTURE

OUTLINE PROGRAMME PROPOSAL (OPP)

1ST SEMESTER

S/N	Course Code	Course Title	Credit Units	Status
1.	PUB 917	Seminar I PhD Seminar in Strategic Planning and Urban Administration	3	C
2.	PUB 919	Seminar 2 Seminar in Electronic Governance and Administration	3	C
Compulsory courses			2	
Total Credit Units			6	

2ND SEMESTER

S/N	Course Code	Course Title	Credit Units	Status
1.	PUB 916	Seminar 4 Seminar in Public Personnel Administration	3	C
2.	PUB 918	Seminar 3 Seminar in Comparative Public Administration	3	C
Compulsory courses			2	
Total Credit Units			6	

3RD - 6TH SEMESTERS

S/N	Course Code	Course Title	Credit Units	Status
1	PUB 990	PHD Thesis in Public Administration	12	C
Compulsory courses			1	

		Total Credit units	12	
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COURSE SUMMARY

900 Level	Compulsory Courses		Total
	No of Courses	No of Credit Units	No of Credit Units
1 st Semester	2	6	6
2 nd Semester	2	6	6
3 rd to 6 th Semester	1	12	12
Total	5	24	24

DETAILED PROGRAMME PROPOSAL

FIRST SEMESTER

PUB 913: Strategic Planning and Urban Administration - 3 Units

This course embraces critical analysis of the concept, models, types and theories of planning. The politics of planning programme planning, data for planning, plan formulation and implementation. Analysis of the variety of political and administrative format for forced operating in an urban area. Issues to be discussed include urban population problems, policy formulation and implementation process; environmental control, social facilities such as housing, education, relationship between urban government and other units of government.

PUB915: E- Governance and Administration - 3 units

This course is designed to familiarize students with the approaches to e-governance; five stages of e-governance in the application of internet facilities in the planning, implementation and evaluation of service delivery. It examines the threefold classification of e-governance; egovernance as government to government, government to business and government to citizens.

Online service delivery, health care, education, agriculture, judicial administration, business, arts, culture, rural and urban development, and local authority, state and federal administration, and information communication management. It further examines obstacles to e-governance and strategies for overcoming the barriers.

SECOND SEMESTER PUB 914: Comparative Public Administration -3 Units

This course will be looking at some concepts like system transformation, modernization, development, changes. Historical antecedents of National Administration system, organizing concepts for historical interpretation, ancient world origins. Administration in the developed nation; General characteristics and classical administration systems. Administration in the Developed Nations; some variations in administrative systems. Administration in ‘the civic culture’; Great Britain and the U.S.A. Administration in the developing Nations, the ideology of development, the politics of development.

PUB 916: Seminar in Public Personnel Management - 3 Units

This study will attempt to look at the function within organizations with particular reference to recruitment, selection and promotion, discipline. Illustration will be drawn from both the public personnel management techniques and skills such as personnel grading, auditing, manpower, planning, job analysis. It will also focus on issues in development training programme and analyze personnel policies in comparative public administration.

PUB 990: Thesis - 12 Units

PhD dissertation is a programme of individual research bearing on major area of concern to Public Administration and with **new insight and addition to existing body of knowledge**. A candidate who have successfully presented the required departmental seminars shall be required to present and successfully defend within twelve (12) months his or her dissertation proposal at the department level. Thereafter, and subject to other university regulations, the candidate shall be free to proceed with the research and writing of the dissertation.

GRADING SYSTEM

Percentage Range	Description	Letter Grade
70.0% and above	Excellent	A
60.0% - 69.9%	Very good	B
50.0% - 59.9%	Good	C

Grade Point Average (GPA)

4.10 Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) At the end of examinations, they are graded and scored. The raw scores are recorded and are weighted to produce a single point average for each of the courses registered.

4.10.1 Formula for Calculation of GPA and CGPA

The Grade Point Average shall be calculated by multiplying the Grade Point (GP) attained in each course by the credit units for the course. The GPA of all the courses are added up and divided by the total number of credit units taken in a semester or session. The **GPA** is computed on semester by semester basis. The formula for calculating the GPA is the following:

$$\text{GPA: } \frac{\text{GPE}}{\text{TCC}} = \text{GPA}$$

The cumulative grade point average is the Total Grade Point Earned (TGPE) divided by the Total Credits Carried (TCC). The **CGPA** is calculated at the end of two (2) or more semesters. The formula for calculating **CGPA** is the following:

$$\frac{\text{TGPE}}{\text{TCC}} = \text{CGPA}$$

KEY:

TCC - TOTAL CREDIT CARRIED

TCE - TOTAL CREDIT EARNED

TGPE - TOTAL GRADE POINT EARNED (CREDIT POINT X WEIGHTED GRADE POINT)

CGPA - CUMULATIVE GRADE POINT AVERAGE

WGP - WEIGHTED GRADE POINT

GRADE POINTS

70 and above - A - 5

60 – 69 - B - 4

50 – 59 - D - 3

End of Programme Clearance

Upon the release of the graduation list, graduating students are required to undergo a clearance process by doing the following:

1. Log into your portal, click on clearance from which is on the left have side of the menu,
2. Print it out and fill in the necessary information required on the form, e.g. Name, Matric Number, etc. (student data).

Having done the above, you can return to the portal:

1. Click on Study Centre to clear any issues regarding the Centre. If there are none, an official stamp for proof.
2. Click on Library for clearance on books if still having school books in your possession. If there are none, official stamp is required here for proof.
3. Click on Bursary; here is the final process for clearance on Alumni, project fees, IT, etc. this part will also be stamped by the school representative.
4. Having satisfied all the above, the student is ready for graduation ceremony.

PART

5: ASSESSMENT AND EVALUATION

Introduction

Assessment and evaluation are the means by which your learning outcomes are measured against the stated learning objectives for each course and programme. Three types of assessment are employed in this University:

- i. **Self-Assessment Exercises (SAE):** These are exercises you will find within each study unit of your course Materials. Although not graded, they are designed to help you assess your progress as you study.
- ii. **Continuous Assessment (Known as TMA):** This assessment constitute 30% of your total examination score, it has to be taken before a semester examination is written.
- iii. **Semester Examinations:** Semester examinations are meant to assess you on the entire course at the end of a semester. The examinations constitute 70% of students' total score in a course.

Note: Students must be duly registered for each course in the semester to be eligible for the continuous assessment and semester examinations.

Tutor – Marked Assignments (TMA)

Continuous assessments are designed in the mode of multiple choice questions (MCQ). Continuous assessments in NOUN are automated in the form of computer marked assignments and are administered online. They are uploaded into your portals subject to students' registration for the course. The TMAs comprise three (3) sets of 30 Multiple Choice Questions (MCQ). Students are expected to answer all the question items. You can access the TMAs in your portals from any location via the Internet. The TMA is an important component, constituting 30% of the final score in a course. **It is important to note that students for whom there is no TMA score will not have a score for a course.** You can access the TMA portal at tma.nouonline.net.

Ends-of-Semester Examinations

The e-Examination

This is a computer-based examination administered by GST unit for only GST courses postgraduate students. The examinations comprise MCQs question types. The number of questions per course is according to the credit units of a course. Three (3) credit unit courses have 150 MCQ questions while two (2) credit unit courses have 120 questions.

Pen-on-Paper (POP) Examinations

This examination shall be written by you at the end of each semester.

Opening and Closing of Examination Portal

As it is for course registration, you must also register for examinations you wish to undertake. The portal for examination registration opens alongside the course registration portal. Students who do not register the examinations will not be allowed to write examinations in the relevant course.

Examination Procedures

Policies Guiding Procedures

(i) Deferment of Examinations

In conformity with the provisions of Open and Distance learning (ODL), the University has set guidelines for the determent of examinations and the conditions that warrant deferment therefor; you reserve the right to seek deferment of your examination based on the University's policy on deferment of examination (See attached **Appendix V**).

(ii) Remarking of Scripts

You may also request for your script to be remarked if you have strong reasons to do so. The provisions of this policy can be found on "**Policy of RE-Marking of Students' Examination Scripts and Re-computation of Results**". For instance, if you who wish to request for the re-marking of your script(s), you must appeal within 30 days from the date of publication of the results. There is a fee per course for this service (see Appendix VI). You should familiarize yourself with the procedures before making requests for the remarking of their scripts.

(iii) Examination Rules and Regulations

There are laid down rules and regulations guiding the end-of-semester examinations. You are advised to read these rules carefully before you proceed to write any examination as misconduct in examination is taken very seriously in NOUN and there are strict disciplinary measures that have been put in place for defaulters (see examination rules and regulations in appendix VII).

(iv) Examination Misconduct

Malpractice refers to any breach of the matriculation oath. Examples of examination malpractice are: cheating, fighting, impersonation, verbal or physical attack on facilitator(s), staff and invigilators. The penalty ranges from a warning to outright expulsion. You are advised to desist from all forms of examination misconduct.

6: LEARNER SUPPORT SERVICES

The National Open University of Nigeria (NOUN) as an open and distance learning institution has a Directorate that provides support services to its students. This Directorate is named Directorate of Learner Support Services (DLSS). The concept of Learner Support Services (LSS) in NOUN is intended to assist learners in meeting their objectives from the point of first inquiry through graduation and often for a life time. Learner support model in the Directorate is a twotier system *viz*: The Main Campus (Headquarters) and the Study Centres who have direct contact with the students and larger society. The Directorate at the Main Campus coordinates the activities of the Study Centres with a Director as the head and other staff. While the Study Centres are headed by Study Centre Directors supported by Student Counsellors and other support Staff.

Learner Support Services in NOUN are deployed in various ways. They include:

PART

- a) Information, Advice and Guidance (IAG): Where information on the various programmes in the University, basic requirements for each of the programmes and other related information are given.
- b) Counselling Services: Providing individual and group counselling for both staff and students who may be having difficulty in rejoining studies or any other issue that may hamper completion of their studies.
- c) Other ways of providing support for the learners are: e-ticketing, emails, WhatsApp groups, telegram etc. These are used in sending information to students, while queries or complaints are addressed using e-ticketing. In this platform, learners are sure to get answers to their queries within 24 hours.

Academic counselling services are equally provided on general academic matters before enrolment and during the progress of study. Furthermore, support services to learners are provided in the area of study skills advice, managing and monitoring student attendance; orientation on academic issues, registration and matriculation. In addition to these are grouping learners for tutorials (facilitation), helping to source for instructional facilitators and recommending same to the Dean of Faculties for appointment among others.

The learner support services also cater for learners with special needs. This is done taking cognisance of the different categories of disabilities: visually impaired, deaf or hard of hearing, physical disability, autism spectrum disorder, etc.

In any case, the National Open University of Nigeria always strives to meet the needs of its students one-on-one by providing 24/7 support services to them.

6.1 Study Centers

A study center is central to your learning activities in this University that operates the Open and Distance Learning mode. This is the first step for specific information about your degree programme. NOUN has over 103 Study Centres spread across the country; they are equipped with facilities and support services such as library, computers, reading facilities, and student counselors. You are encouraged to make use of these facilities and services at your Study Centre.

Facilitation

Introduction to e-Learn Platform

NOUN is leveraging on the advancements achieved in Information Communication Technology (ICT) by using technology to bridge the distance between you and your lecturers and other tutorial facilitators. E-Learning this National Open University of Nigeria is designated to enable you learn at your own pace and location. The platform has several features such as:

- Course content in e-book and video formats
- Online facilitation discussions
- General forum for interaction among peers
- Facilitation for interaction with tutorial facilitators

- Assessment for practice quizzes
- Tests and assignments

Your course materials for the programmes in this Faculty are available on the platform in e-book format for you. The eLearn platform is also accessible on your smartphones, Notepads, or any other device that uses safari, iOS, Chrome or Internet explorer. There is an introductory demo to the eLearn platform that shows you how to use the platform. You are encouraged to visit the eLearn platform and register at: www.nou.edu.ng. https://www.admissions.nouonline.net/zzappl_pg.php

6.2.2. Tutorial Support

The facilitation feature on the platform enables the facilitators to interact with you through several features such as online class discussions, general forum, and assessments.

6.3 Library Services

The National Open University of Nigeria has standard and well equipped libraries as well as an online e-Library known as “Information Gateway.” This is to support teaching, learning, and research activities in the University. The major aim is to facilitate access to scholarly resources that will enrich your knowledge.

The main hub of the Library is located at the headquarters of the University, while each Study Centre also has a Library. The NOUN Library has both print and electronic resources. The electronic resources of the e-library of University will help you in your studies, research and in pursuit of scholarship.

Other information about NOUN Service can be found at: <https://nou.edu.ng/>

6.4 Information Communication Technology (ICT)

The Directorate of Information and Communication Technology in this University is the Directorate that performs significant role in the University’s operations. It is responsible for providing technological services and infrastructure to facilitate electronic handling of your data and activities in the Faculty that relate to admissions, registration, examinations and your identity card.

7: STUDENTS’ ISSUES

7.0 Introduction

This section informs you of your rights and responsibilities as a student of NOUN in the Faculty. Your obligation is to abide by the code of conduct of the University. It is the University’s responsibility to provide high quality services and channels which students’ complaints can be address and resolved.

PART

7.1 Code of Conduct

As a student, you expected to observe all the rules and regulations of the University which include but not limited to the following:

- i. Students of the National Open University of Nigeria (NOU) are required to be self-disciplined and responsible, as they study at their own pace.
- ii. Students are strongly advised to desist from cultism and other acts that may be regarded as indiscipline.
- iii. Students are expected to conduct themselves in an orderly and peaceful manner.

Source: National Open University Catalogue 2018 – 2023

7.2 Students' Complaints

The University has made provisions to address any grievances or needs that you may have. University's service charter and it provides information on how and where to direct grievances within the University. The New Platform called "e-ticketing" has been launched. All students' complaints are addressed through the Platform at: <https://support.nou.edu.ng/>

Other information about NOUN Service can be found at: <https://nou.edu.ng/>

Learner Support Service's Staff

Directorate of Learner Support Services is to help learners maximise the gains, and the purposes of their studentship in all ramifications. We are set up to help learners go through their education at the university with the most minimal difficulties and concerns and to support all categories of learners as they try to go up the educational ladder, thus ensuring that they put forth their very best. This includes getting students develop a sense of belonging to the university, the pride of been university students, cultivating a sense of direction and becoming self-motivated to do their work the best they can and going on to graduation at the shortest possible time.

S/N	Name	Rank	Email
1	Dr. Sefinat O. Omuya	Ag. Director	somuya@noun.edu.ng
2	Mrs Doris Nzenwa	Deputy Registrar	dnzenwa@noun.edu.ng
3	M. O. Imomoh	Principal Assistant Registrar	mimomoh@noun.edu.ng
3	Anthony Akubo	Senior Assistant Registrar	aakubo@noun.edu.ng
4	Mary Uneka Godwin	Assistant Chief Confidential Secretary	mgodwin@noun.edu.ng
5	Eunice Badero	Admin. Officer II	ebadero@noun.edu.ng
6	Nsa Deborah Nsa	Admin. Officer II	dnsa@noun.edu.ng
7	Rita Mancha Kaneg	Admin. Officer II	rmancha@noun.edu.ng

SERVICOM

SERVICOM stands for Service Compact with all Nigerians. It is an agreement on efficient service delivery between the Nigerian people and the Nigerian State. The Compact's core provision says: "we dedicate ourselves to providing the basic services to which citizens are entitled to timely, fairly, honest, effective and transparent services".

MOTTO: You Have The Right To Be Served Right...

SERVICOM Unit is saddled with the responsibility of ensuring quality, timely and cost-effective customer service in all Faculties, Directorates and Units. It serves as the engine room for service delivery in the University and driven by the University Management's commitment to service delivery customers' expectations of service delivery.

SERVICOM is one of the units under the Vice-Chancellor's office. The Vice-Chancellor is the chairman of SERVICOM in the National Open University of Nigeria.

ACTIVITIES

The SERVICOM Unit is the customer hub of the University saddled with the responsibility of ensuring that timely and effective services are delivered to students, staff and the general public. The nature of our activities include responding to and resolving inquiries regarding missing results, graduation status, admissions, registration issues, examination issues etc.

Eunice Riki (Mrs), who is also the Focal Officer.

There are two (2) core sections within the unit namely;

The charter desk officer/service improvement officer headed by (Senior Assistant Registrar) Ibrahim Sidi

The customer care/complaints desk officer headed by (Assistant Registrar) Grace A. Oguike.

Contact

The SERVICOM Unit has a presence on the university's website. Complaints should be forwarded to servicom@noun.edu.ng **Director/Head:** Eunice Riki (Mrs)

Email: servicom@noun.edu.ng

APPENDICES

APPENDIX I:

APPENDIX

Staff List of Public Administration Department, Faculty of Management Sciences

LIST OF ACADEMIC STAFF SERVING THE DEPARTMENT

S/ N	NAME	RANK	PHONE NUMBER	EMAIL
1.	Dr. Nwamaka P. Ibeme	Associate Professor	08033258226	nibeme@noun.edu.ng
2.	Dr. Yemisi I. Ogunlela	Professor	08034518814	yogunlela@noun.edu.ng
3.	Dr. David Nwogbo	Senior Lecturer	08033204889	dnwogbo@noun.edu.ng
4.	Dr. Mark Ochala	Senior Lecturer	07030275779	mochala@noun.edu.ng
5.	Dr. Patience N. Okoronkwo	Lecturer II	08034980561	pokoronkwo@noun.edu.ng
6.	Dr. Musa Zakari	Lecturer II	0803540644	mzakari@noun.edu.ng
7.	Mrs Martha Oruku	Lecturer I	08024616566	orukumartha@gmail.com
8.	Mr. Lugard Mumen	Lecturer II	08023447441	lugardmumenreal@yahoo.com

II: POLICY ON DEFERMENT OF EXAMINATION

In the spirit of Open and Distance Learning (ODL) and the flexibility that comes with the mode, a student is permitted to apply for deferment of examination(s). The deferment allows a temporary postponement of participation in examination(s).

The guidelines of the policy include and not limited to the following:

- A. Owing to the peculiarities of the ODL system which gives room for flexibility, students are allowed to defer their examinations as long as the following conditions are met:
 - i. Such students must have fully registered for the semester ii.
Such students must have registered for the examinations
 - iii. Application for deferment must be received before the start of examinations
- B. All applications are to be endorsed and forwarded to the Registrar through the Study Centre Director.
- C. All applications should be backed with relevant documents and a desk officer in the Registry is assigned to check the authenticity of the documents.
- D. Students whose applications are received and approved and who have paid examination registration fees before the examinations are not to pay registration fee for the same examinations when they are ready to take them.
- E. A dedicated portal would be opened within the time frame of one month before the commencement of examinations for deferment cases. F. The request for deferment attracts no fee.

Applications for deferment as a result of emergencies such as illness, accident, death or serious illness of person in the immediate family or other person with whom the student has a similarly close relationship, which requires the student's attention, etc. shall be addressed at the discretion of the Management.

This policy takes effect from March 2015.

APPENDIX

III

POLICY OF RE-MARKING OF STUDENTS' EXAMINATION SCRIPTS AND RECOMPUTATION OF RESULTS

Appeal against examination results should be done within 30 days from the date of publication of the results bearing in mind the following guidelines;

- (i) All applications for re-marking should be addressed to the Registrar through the Study Centre Director and a copy forwarded to the Dean in the School concerned.
- (ii) Applicants must submit the necessary application form (Annexure A) at the relevant Study Centre. Students must ensure that the course(s) code(s) title(s) are correct when completing the form.
- (iii) A non-refundable fee of **₦10,000.00** is charged per course for the re-marking of scripts. The said amount should be paid to a bank account designated for the purpose (Annexure A). Students should note that the evidence of payment of the fees must be attached to a completed application form. Also, payments without application forms would not be processed.
- (iv) A receipt must be issued as proof of payment for the service.
- (v) Study Centre Directors should, in all cases, ensure and supervise that payment for applications are received, receipts are issued and that all the applications are recorded.
- (vi) Study Centre Directors are required to forward all applications to the Registrar electronically within 3 days of receipt of the application form. The e-mail address is academicoffice@noun.edu.ng
- (vii) The decision to remark is a prerogative of the School Examinations Committee. Remarking shall be completed within two weeks. The new score awarded shall be approved by the Dean on behalf of the School's Academic Board.
- (viii) If a student decides to withdraw his/her appeal before it is considered by the Committee, a notice of withdrawal shall be done in writing to make it valid.
- (ix) The School Board shall communicate its decisions to the Senate within a period of 14 days for ratification.

IV

STUDENTS' EXAMINATION GUIDELINES AND REGULATIONS

Examination constitutes a very important aspect of the University's activities. The University wishes to state categorically that the conduct of its examinations is taken seriously. Therefore the University will not condone any form of examination misconduct. Students are advised to abide by the following rule and guidelines:

1. Student's matriculation number serves as his/her examination number. Only Matriculates students will be allowed to sit for examinations. A student must write his/her matriculation number on his/her answer booklet before commencing answering the questions.
2. Students should normally write examinations at their designated centres.

3. Students must bring to the examination hall their writing materials and any other material, which may be permitted by the University for a Particular Examination. These materials must have been listed as essential for certain question(2).
4. Students arriving an hour after the commencement of an examination shall be allowed to sit for the examination only at the discretion of the Supervisor. Such a student will not be allowed at extra time.
5. Once a student is admitted into the examination hall, he/she may not leave the hall until he/she has finished with the examination. If for any cogent reason the student must leave the Hall, he/she must do so with the permission of the Supervisor.
6. A student must be accompanied by an invigilator if permitted to leave the examination hall temporarily (e.g. visiting the rest-room, etc.).
7. No answer booklets other than those supplied by the University are allowed in the examination hall. All rough works must be done in the supplied answer booklets and crossed out neatly. All supplementary answer sheets/booklets must be attached to the main answer booklet.
8. Silence must be observed in the examination hall. Any student requiring the attention of the invigilator should raise his/her hand.
9. Any activity or behavior which may be construed as examination misconduct or malpractice (e.g. cheating etc.) shall be liable to discipline in accordance with the University's rules and regulations governing examination as contained in the students' handbook.
10. Communication between student strictly forbidden during examinations. Any student found receiving or giving assistance would be sanctioned. Such a student may be required to withdraw from the examination and subsequently made to face the University examination malpractice panel.
11. Students are not permitted to smoke or sing or pray aloud or engage in any activity that may distract others in the examination halls.
12. Bags and briefcases are not allowed in examination halls. The University will not be liable for any loss or damage of a student's personal effects/property.
13. Unauthorised materials (such as textbooks, course materials, notebooks, sheets/scraps of papers) in printed or handwritten form are not allowed in examination hall.
14. Papers and mobile phones are not permitted at all in examination halls.
15. Students must observe the supervisor's instructions regarding the commencement and end of an examination. Students who start writing before being told to do so, or who continue writing after being asked to stop would be sanctioned.

APPENDIX V

DECREE ON EXAMINATION MALPRACTICE

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 handbook. "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 allow 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.

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

PART 1 - OFFENCES

A person who, in anticipation of, before or at any 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 pretense 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;
 - (b) For term not exceeding 3 years or to both such fine and imprisonment;

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.

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