



NATIONAL OPEN UNIVERSITY OF NIGERIA

FACULTY OF ARTS

UNDERGRADUATE STUDENTS' HANDBOOK

2018-2023

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VISION AND MISSION STATEMENTS OF THE NATIONAL OPEN UNIVERSITY OF NIGERIA

Vision Statement

To be regarded as the foremost University providing highly accessible and enhanced quality education anchored by social justice, equity, equality and national cohesion through a comprehensive reach that transcends all barriers.

Mission Statement

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

NOUN Anthem

National Open University of Nigeria
Determined to be the foremost university in Nigeria
Providing highly accessible
And enhanced quality education
Anchored on social justice
Equity, equality and national cohesion

Come to NOUN
For quality, cost effective and flexible learning
That adds lifelong value
For all who yearn
For quality education
And for all who seek knowledge

VISION AND MISSION STATEMENTS OF THE FACULTY OF ARTS

Vision Statement

To produce well-informed global citizens that are equipped with creative, critical, communicative, problem-solving skills, and a broadened view of the human experience through the study of the arts. The aim is to promote cultural sustainability, social justice, equity, equality, national cohesion, and excellence in character and learning.

Mission Statement

To provide high quality education in the humanities mediated by technology that enriches learners' learning experience, (promotes lifelong learning), geared towards a social transformation needed in an increasingly global and ever-changing society.

FOREWORD FROM THE VICE-CHANCELLOR

It is with great delight that I welcome students and other colleagues to the Faculty of Arts. As one of the foundation Faculties in the National Open University of Nigeria (NOUN), the Faculty has developed effective programmes to provide excellent curriculum services to Open and Distance Learning (ODL) students. This is based on our strict adherence to the Benchmark Minimum Academic Standards (BMAS) curriculum in the disciplines of the Faculty as produced by the National Universities Commission (NUC). This puts products on a competitive advantage with other universities anywhere in the world, and facilitate postgraduate studies for our students.

In order to enable effective development of enriched, comprehensive and targeted academic activities, as well maintain a balance with the current operational realities of the university, we have so far limited our programmes to those that are critical to the developmental and spiritual aspirations of the country in the Faculty. As demands are made more courses will be offered to service the needs of students in aspects of Arts and Humanities disciplines.

I hope you find this information package useful as a guide to the excellent offerings of the Faculty of Arts. We look forward to serving you in order to make Nigeria great.

Prof. Abdalla Uba Adamu
Vice-Chancellor

FROM THE DEAN'S DESK

You are welcome to the Faculty of Arts, the Faculty that aims at broadening your academic horizon by enhancing your intellectual understanding of the humanities, and equipping you with necessary skills to meet contemporary challenges.

Many of the Faculty's programmes are broad-based. In the midst of diverse socio-economic challenges of our time, the programmes of the Faculty remain highly relevant and indispensable for sustainable development. The programmes help students to develop a firm foundation in analytical thinking to be able to interpret the signs of the times.

I wish you a happy reading of this handbook and a wonderful stay with us in the Faculty.

Professor Godwin Iornenge Akper
Dean

PART 1 INTRODUCTION

1.1 About the National Open University of Nigeria

The National Open University was first established on the 22nd July, 1983 by Act No. 6 of the National Assembly. It is the first and only single-mode university in Nigeria that is dedicated to the provision of higher education through the Open and Distance Learning (ODL) mode. Shortly after the National Open University Act of 1983 by which the University was established, it was on the 25th April 1984 suspended. In the Nation's search for a means of providing education, which is functional, cost effective and flexible, for all her citizens, a National Workshop on Distance Education was held in September 2000. Consequently, eighteen years after the suspension, the University was resuscitated as the National Open University of Nigeria (NOUN) on 1st October 2002

NOUN operates the 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.

1.2 Studying through Open and Distance Learning at NOUN

Open and Distance Learning is a mode of learning that is characterised 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 characterise traditional education. They include restrictions by age and location of study.

Flexibility of learning: The emphasis is on learning rather than teaching. It is students' responsibility to choose how they want to study, learn anywhere, anytime, and at their own pace mediated by technology. In other words, it is learner-centred rather than teacher-centred. Programmes can be completed up to double the normal duration of programmes.

Accessibility: Study Centres are established at state and community levels, and special centres at prison, paramilitary agencies and military units. These are among the many efforts to reach all segments, communities and individuals in the society who require a continuation of their education.

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: This delivery method utilises a variety of media and technologies that is most easily available to learners. These include course materials in print and on the web as e-Courseware. They are also available in compact discs and in OER formats.

The instructional mode of delivery and learning provides the opportunity for learners who are employed or self-employed to acquire knowledge, skills and techniques relevant to their present employment or to improve their academic qualifications and aspire for higher positions in their jobs.

PART 2 ABOUT THE FACULTY OF ARTS

2.0 Introduction

This section provides a brief historical background of the Faculty of Arts, the administrative structure, and Undergraduate Programmes.

2.1 Historical Background

The academic nomenclature of the University in April 2016 were changed, and Schools became Faculties, Units became Departments. The Faculty of Arts was then created out of the former School of Arts and Social Sciences which was established in 2003.

On the establishment of the Faculty of Arts, Prof. Godwin I. Akper, a Professor of Systematic and Public Theology became the first dean. He was elected to the office on the 13th of June 2016.

Since then, the Faculty is committed to providing broad based scholarship with the aim of expanding students' academic horizon, enhancing their understanding, and equipping them with knowledge and skills to contribute to national development.

Thus, the programmes of the Faculty, which cover a wide range of disciplines are designed to enable students understand others through their languages, histories and cultures, broaden their worldview by offering new perspectives and new ways of understanding; develop creative, critical, analytical and logical thinking skills for analysing information; build oral and written communication skills.

The Faculty prides itself in its programmes to which are all highly subscribed, as well as the quality of its academic staff and students. Perhaps the best known of all its graduates to date is a former President of the Federal Republic of Nigeria, Olusegun Obasanjo, who completed his Postgraduate Diploma in Christian Theology at the University in 2009, and MA Christian Theology in 2016. The Faculty also produced two first class graduates in January 2017:

Azeez Onike Morufu, First Class, Islamic Studies

Raymond Asuquo Uyok, First Class, English

2.2 Programmes

Academic programmes in the Faculty are grouped under two departments. Languages and Religious Studies. However, the Faculty has four Bachelor of Arts programmes embedded in the departments:

- i. BA Christian Religious Studies
- ii. BA English
- iii. BA French
- iv. BA Islamic Studies

2.3 Administration

The Office of the Dean is responsible for the overall administration of the Faculty. The Dean is assisted by Deputy Dean and Heads of Departments.

Figure 1 illustrates the Faculty's Organisational structure.

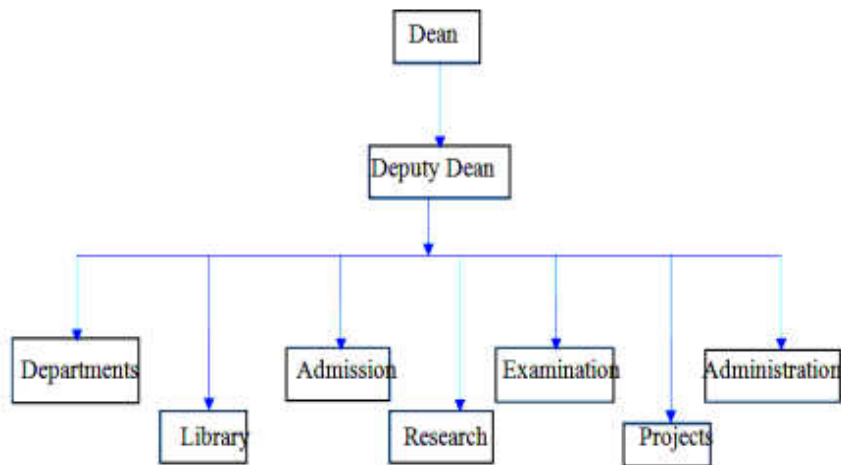


Fig. 1 Faculty of Arts Organogram

PART 3 INFORMATION FOR NEW STUDENTS

3.0 Introduction

This section acquaints students with information on various activities such as orientation, procedures for deferment and change of programme/course.

3.1 Orientation Programme

Orientation programmes are organised for new students at the beginning of every academic session, during which they are familiarised with Open and Distance Learning (ODL) operations. The orientation programme takes place at the Study Centres, and gives students the opportunity to learn about the various facilities and support services that will enhance their learning. Information about the orientation programme is sent to students through SMS message and they are encouraged to attend as it will assist them to commence their programmes on good footing.

The Study Centres are the first contact points at NOUN and serve as information point for all students. The staff at the Study Centre advise and assist students, among other things, in the selection and registration of courses and use of ICT facilities. They also give guidance and counselling services. The students will also have the opportunity to ask questions at the centres.

3.2 Deferment of Admission

To defer admission, a student is required to write to the Registrar through the Study Centre Director with evidence of his/her admission and course registration.

3.3 Change of Programme and Course

3.3.1 Registered Students who Wish to Change their Programme of Study

Application for change of academic programme is done at the centre by the student in not less than 10 weeks to the commencement of examinations following the procedure below:

- Students should obtain Change of Programme forms from the study centre after the payment of a ₦5,000.00 fee. The student should fill and return same to the Study Centre attaching all the necessary credentials and evidence of payment.
- The reason(s) for the change of programme should be clearly stated, and the form signed by the Study Centre Director.
- The Faculty will treat the application(s) and inform the students and the academic office of its decision.

3.3.2 New Students who were Wrongly Admitted to a Programme

1. The Study Centre Directors will inform the Faculties through the Academic Office.
2. The Directorate of MIS will enable the Faculty's admission officers to re-initialise the admission process and access the platform for the Change of Programme.
3. Candidates will then be requested to go back to their portals to print new admission letters with the correct Programmes applied for.

3.3.3 Change of Course

See section 4.3 for procedure to add/drop a course.

3.3.4 Credit Transfer

A student may be allowed some credit for courses he/she has taken and passed previously in another university prior to his/her admission into NOUN. For credit transfer or request for exemption, the student should apply to the Registrar, and the application will be determined in line with the University's policy on credit transfer

PART 4 PROGRAMME AND DEGREE AWARDREQUIREMENTS

4.0 Introduction

This section contains information on programme requirements, registration, courses, research projects, industrial attachment, and plagiarism. The student should take note of all the information, and also learn how to calculate his/her final grades.

4.1 Programme Duration

Undergraduate programmes in the Faculty of Arts is for a minimum of eight and maximum of sixteen semesters; for direct entry a minimum of six and maximum of 12 semesters.

4.2 Course Registration

Course registration is carried out online on the University's registration portal at www.nouonline.net Students are expected to register for courses after they must have completed payments for the semester (For fee schedule, visit www.nouonline.net)

The course registration portal contains the list of all courses offered in each programme. Students are expected to register a maximum of 24 credit units per semester which must include a minimum of one elective course per semester.

4.2.1 Prerequisite Course

Some courses have prerequisites which are courses students must complete and pass before they can register for those courses. A student is not allowed to register for a course whose prerequisite course you have not passed and awarded the credit units.

4.2.2 Registration Procedure

Students are required to visit the course registration portal at www.nouonline.net, and follow the instructions provided for registration. Upon completion of the exercise, they should print and keep a copy of the printout of their registered courses for their records and for clearance during end-of- semester examinations. Registration

is activated only if there are sufficient funds in a student's e-wallet to cover the cost of the courses registered.

4.2.3. Opening and Closing of the Course Registration Portal

The registration portal opens at the beginning of every semester and closes before the commencement of continuous assessment (TMA). Once the portal is closed, students will not be able to register for courses for the semester until it opens again for the next semester. This means that those students who were unable to register for their courses before the closure of the course registration portal are **Not Eligible** to take the TMA and examinations for the course(s).

4.3 Course Re-registration

Students are not allowed to re-register for a course that they have already passed. Note that direct (200-level) entry students are required to register for GST 107, which is a 2-credit Course.

4.4 Add and/or Drop Courses

The NOUN course registration portal makes provision for students to drop and add courses. To add or drop a course, visit the Course Registration portal and follow the instructions at www.nouonline.net. Students should ensure that they add or drop courses before the course registration portal is closed.

4.5 Eligibility for Graduation

For graduation, a student must have a minimum of 120 credit units, which include 18 credit units of General Studies (GST) and other compulsory courses within a minimum of eight and maximum of 16 semesters. For direct entry, a minimum of 90-credit units comprising 8 GST courses, which includes GST 107, within a minimum of six and maximum of 12 semesters.

4.6 Research Projects

The research project is one of the requirements for the award of B.A. It is a compulsory course of 6 credit units for which students must register in the first semester of their final year (400 level). It is a long essay that involves research to be conducted on a topic that is approved by the Faculty; written under the supervision of a subject

matter expert that is either an academic staff in the Faculty or a tutorial facilitator. Students are assigned project supervisors through their Study Centres.

4.7 Grading, Moderation and Mode of Submission of Projects

Submission of projects is through your study centre to the faculty. Research projects are graded by the project supervisor, and subjected to internal moderation in the Faculty.

4.7.1 Grading of research projects

Research Projects are graded as follows:

Score	Grade	Point
70 and above	A	5
60 – 69	B	4
50 – 59	C	3
45 - 49	D	2
40 – 44	E	1
39 and below	F	0

4.7.2 Mode of Submission of Projects

All undergraduate projects shall be printed and approved in line with the guidelines specified for projects in the Faculty of Arts (see Appendix III for Guidelines for Research Projects). Students are to submit 4 copies of their research project, along with soft copies in two Compact Discs (CDs) to their respective Study Centres for onward submission to the Faculty.

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

4.8 University Policies

4.8.1 Copyright Policy

The university copyright policy protects the institution's works. Portions taken from the institution's course materials should be properly acknowledged and not used for commercial purposes. Students must also respect copyrights of non-institutions' materials

such as text books, research projects, images, audio or video materials by properly acknowledging the source and the author. Students are liable to violating owner's copyright through acts of plagiarism and piracy.

4.8.2 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). Plagiarism is a serious crime and is an infringement of the rights of the copyright owner. It is an act of academic dishonesty to take ideas or work that was not originally one's own and presents it as one's own ideas or work and use it without proper acknowledgement of the source and author.

Plagiarism and the infringement of copyright owner's rights may include the following:

- Failure to obtain permission for the use of portions longer than a paragraph or to acknowledge the source and the name of the author from where sentences or passages not longer than a paragraph, figures, pictures have been taken and used word-for word;
- Paraphrasing of the ideas or works of others including those obtained from the Internet without acknowledging the source and the author of the work;
- Copying of another student's assignment and submitting it as one's own work; and
- Paying someone to do an assignment on one's behalf and submitting it as one's own work.

To avoid being guilty of copyright violations, students must ensure that they do the following:

- Cite all sources and names of authors from which information was obtained and used;

- Obtain permission for the use of materials that are longer than a paragraph; and
- Comply with the University's copyright policy.

Students are encouraged to avoid acts of plagiarism and other dishonest acts by learning to cite properly and acknowledge sources from which they have taken materials for their research or assignment.

4.9 Degree Award Requirements

4.9.1 Compulsory and Elective Courses

Programmes in the Faculty of Arts comprise courses that are either compulsory or electives. Compulsory courses are core courses that must be passed to be eligible for graduation. Electives are courses that are optional in terms of the number that students must register for and pass per semester. Compulsory courses and elective courses are programme-specific (see Appendix II for list of registrable courses). For a detailed description of courses, consult the University General Catalogue (2014-2017) or visit the Faculties web page at www.nouonline.net

4.9.2 Minimum Course Credits for Graduation

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

4.9.3 General Studies Courses (GST)

General Studies courses are designed to produce well-rounded, morally and intellectually capable graduates that: are equipped with digital skills to navigate through the ICT age; are capable of communicating effectively; have the capacity to appreciate and promote peaceful co-existence; have a broad knowledge of the Nigerian people for mutual understanding; and are independent critical thinkers capable of growing successful entrepreneurial endeavours.

General courses are compulsory courses that must be registered for and passed, in addition to the Programme's core compulsory and

elective courses. Table 1 presents the general courses for the Faculty of Arts:

Table 1: Compulsory General courses for Programmes in the Faculty of Arts

LEVEL	CODE	COURSE TITLE	CREDIT UNIT
100 level	CIT101	Computer in Society	2
	CIT102	Application Software	2
	GST101	Use of English and Communication Skills 1	2
	GST102	Use of English and Communication Skills 11	2
	GST105	History and Philosophy of Science	2
	GST107	The Good Study Guide	2
200 level	GST202	Fundamentals of Peace Studies & Conflict Resolution	2
	GST203	Introduction to Philosophy and Logic	2
300 level	GST301	Entrepreneurship Studies	2

4.9.4 Degree Award Requirements

For the award of a Bachelor of Arts (B.A.) degree in Faculty of Arts, students must obtain a minimum TCE of **120-credit units** in a minimum of eight (8) semesters or maximum of sixteen (16) semesters, including the General Studies (GST) Courses.

For direct entry, students must obtain a minimum TCE of **90-credit units** in a minimum of six (6) semesters or maximum of twelve (12) semesters, including the General Studies (GST) Courses. Tables 2 – 5 present summaries of the distribution of compulsory and elective courses for each programme:

Table 2: BA Christian Theology*100-Level Entry*

LEVEL	GST AND OTHER GENERAL COURSES	SUBJECT/SPECIALISATION AREA		TOTAL
		COMPULSORY	ELECTIVE (MIN)	
100	12	16	04	32
200	04	26	04	34
300	02	20	06	28
400	00	20	06	26
Total	18	82	20	120

200-Level Entry

LEVEL	GST AND OTHER GENERAL COURSES	SUBJECT/SPECIALISATION AREA		TOTAL
		COMPULSORY	ELECTIVE (MIN)	
200	6 (2 from year 1)*	26	04	36
300	02	20	06	28
400	00	20	06	26
Total	08	66	16	90

Table 3: BA English*100-Level Entry*

LEVEL	GST AND OTHER GENERAL COURSES	SUBJECT/SPECIALISATION AREA		TOTAL
		COMPULSORY	ELECTIVE (MIN)	
100	12	16	4	32
200	4	22	4	30

300	2	22	4	28
400	-	26	4	30
Total	18	86	16	120

200-Level Entry

LEVEL	GST AND OTHER GENERAL COURSES	SUBJECT/SPECIALISATION AREA		TOTAL
		COMPULSORY	ELECTIVE (MIN)	
200	6 (2 from year 1)*	22	4	32
300	2	22	4	28
400	-	26	4	30
Total	08	70	12	90

Table 4: BA. French*100-Level Entry*

LEVEL	GST AND OTHER GENERAL COURSES	SUBJECT/SPECIALISATION AREA		TOTAL
		COMPULSORY	ELECTIVE (MIN)	
100	12	16	4	32
200	4	21	4	29
300	2	24	4	30
400	-	25	4	29
Total	18	86	16	120

200-Level Entry

LEVEL	GST AND OTHER GENERAL COURSES	SUBJECT/SPECIALISATION AREA		TOTAL
		COMPULSORY	ELECTIVE (MIN)	
200	6 (2 from year 1)*	21	4	31
300	2	24	4	30
400	-	25	4	29
Total	08	70	12	90

Table 5: BA. Islamic Studies**Level Entry Admission**

LEVEL	GST AND OTHER GENERAL COURSES	SUBJECT/SPECIALISATION AREA		TOTAL
		Compulsory	Elective (Min)	
100	12	13	05	30
200	04	16	07	27
300	02	21	06	29
400	00	22	12	34
T	18	72	30	120

200-Level Entry Admission

LEVEL	GST AND OTHER GENERAL COURSES	SUBJECT/SPECIALISATION AREA		TOTAL
		Compulsory	Elective (Minimum)	
200	06 (2 from 100 Level)*	16	07	29
300	02	21	06	29
400	00	22	10	32
TOTAL	08	59	23	90

4.10 Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

At the end of examinations, the students are scored and graded. The raw scores are recorded and are weighted to produce a single point average for each of the courses registered for and for which students have written the Tutor-Marked Assignments (TMA) and Examinations (E-Exams or POP).

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 (Grade Point Average) 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:

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

The cumulative grade point average (CGPA) 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:

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

KEY:

TCC	TOTAL CREDIT CARRIED
TCE	TOTAL CREDIT EARNED
TGPE	TOTAL GRADE POINT EARNED (CREDIT POINT x WEIGHTED GRADE POINT)
CGPA	CUMMULATIVE GRADE POINT AVERAGE
WGP	WEIGHTED GRADE POINT

4.10.2 Determination of GPA and CGPA

GRADE POINTS

70 and above	-	A	-	5
60 - 69	-	B	-	4
50 - 59	-	C	-	3
45 - 49	-	D	-	2
40 - 44	-	E	-	1
39 and below	-	F	-	0

An example of how to calculate the GPA is presented below:

COURSES POINT	SCORE % TGPE	GRADE	CREDIT UNIT	WEIGHTED GRADE	
CSS111	67	B	3	4	12
CSS112	75	A	3	5	15
CSS211	46	D	2	2	4
CSS245	54	C	3	3	9
CSS246	73	A	3	5	15
TOTAL			14	19	55
$\text{GPA} = \frac{\text{TGPE}}{\text{TCC}} = \frac{55}{14} = 3.92$					

4.11 Class of Degree

Class of degree is assigned based on the CGPA upon completion of the Programme, and is presented:

FIRST CLASS	4.50 – 5.00
SECOND CLASS (Upper)	3.50 – 4.49
SECOND CLASS (Lower)	2.40 – 3.49
THIRD CLASS	1.00 – 2.39

4.12 Good Academic Standing

In order to be in good standing, students must maintain an average of 1.5 and above. Any student that falls below 1.5 is not in good standing and will be advised to withdraw.

In addition, students must meet all degree award requirements, that is, they must pass in addition all compulsory courses and required electives.

4.13 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 form which is on the left hand side of the menu; and
2. Print it out and fill in the necessary information required on the form, e.g. Name, Matric Number; etc. (student Data);

Then return to the portal:

3. Click on **Study Centre** to clear any issues regarding the Centre. If there are none, an official stamp for proof.
4. Click on **Library** for clearance on books to ensure that you have returned books in your possession. If there are none, official stamp is required here for proof
5. Click on **Bursary**; here is the final process for clearance on Alumni, project fees, IT, etc. this part will also be stamped by the Faculties representative.

Having satisfied all the above, the student is ready for graduation ceremony.

PART 5 ASSESSMENT AND EVALUATION

5.0 Introduction

Assessment and Evaluation are the means by which students' learning outcomes are measured against the stated learning objectives for each course and programme. Three types of assessment are employed in NOUN: (i) self-assessment exercise, (ii) continuous assessment, and (iii) end of semester examination.

5.1 Self-Assessment Exercises

These are exercises found within each study unit of the course materials. Although not graded, they are designed to help students assess their progress as they study.

5.2 Tutor-Marked Assignments (TMA)

The continuous assessments are designed to provide students an opportunity to assess their learning and progress over the duration of the course. They are automated in NOUN in the form of computer marked assignments and are administered online. They are uploaded unto students' portals subject to students' registration for the course. However, they are known in NOUN as Tutor Marked Assignment (TMA). The TMAs comprise four sets of 20 Multiple Choice Questions (MCQ), totalling 80 MCQs. Students are expected to answer all the question items. They can access the TMAs in their portals from any location via the Internet. The four TMAs are automatically graded upon submission and you receive feedback on their performance in form of a score. The best three out of four TMAs make up students' total TMA score in a course. 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 www.tma.nouonline.net.

5.2.1 Eligibility for the TMA

Students must be duly registered for each course in the semester to be eligible for the continuous assessment and the end-of-semester examinations.

5.2.2 Opening and Closing of TMA portal

The TMA portal opens after course registration for the semester and it closes just before the examinations begin.

5.3 End-of-Semester Examinations

As the name implies, end of semester examinations assess students on the entire courses at the end of each semester. Two types of end of semester examinations are employed at the National Open University of Nigeria (NOUN). They are the eExamination and the Pen-on-Paper (PoP) examinations. The examinations are conducted at the Study Centres or any other location as may be arranged by the Study Centres. For undergraduate students, the examinations account for 70% of the total score for the course.

5.3.1 The eExamination

This is a computer-based examination administered at 100 and 200 levels only. The examinations comprise MCQs and Fill-in-the-Gaps (FBQs) question types. The number of questions per course is according to the credit units of a course. Three credit unit courses have 150 MCQ and FIB FBQ questions while two credit unit courses have 120 questions

5.3.2 Pen-on-Paper (POP) Examinations

PoP examinations are written a writing based examination administered in a face to face context to 300 level students and above. The number of questions per course is according to the credit units of a course. For a three credit unit course, there are five questions of which three must be attempted while for a 2-credit unit course, there are four questions of which two must be attempted.

5.3.3 Opening and Closing of Examination Portal

As it is for course registration, students must also register for examinations they 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.

5.4 Examination Procedures

Examinations are a very important component of a learning process. Therefore, credibility and integrity of the processes must be maintained. Thus, there are policies, rules and regulations to guide the conduct of examinations.

5.4.1 Policies

Policies guiding the administration of examinations in NOUN include the following:

(i) Deferment of Examinations

In conformity with the provisions of Open and Distance Learning (ODL), the University has set guidelines for the deferment of examinations and the conditions that warrant deferment thereof: For instance, students who wish to defer their examinations must apply well in advance instead of waiting until the end of semester when examinations are about to commence. These guidelines are laid out in the **“Policy on Deferment of Examinations”** (see Appendix IV). Students are advised to read the document and acquaint themselves with the requirements for deferring their examinations or even courses.

(ii) Remarking of Scripts

The University has put a policy in place to guide requests for remarking of scripts and re-computation of results. The provisions of this policy can be found on **“Policy of Re-Marking of Students’ Examination Scripts and Re-computation of Results.”** For instance, a student who wishes to request for the re-marking of his/her script(s) must appeal within 30 days from the date of publication of the results. There is a fee per course for this service (see Appendix V). Students should familiarise themselves 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. Students are advised to read these rules carefully before they proceed to write any examination as examination misconduct is taken very seriously in NOUN and strict disciplinary measures have been put in place for defaulters (see Examination guidelines in appendix VI).

(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 lecturer(s) and staff. Examination malpractice is regarded as a very serious offence by the university and so it attracts high sanctions. The penalty ranges from a warning to outright expulsion. Students are advised to desist from all forms of examination misconduct.

5.4.2 Disciplinary measures for Examination Malpractice

The punishment for examination malpractice is premised on a decree promulgated by the Federal Government on Examination Malpractices in 1999. The main sections and points of the decree which every student should be familiar with are contained in the NOUN General Catalogue (2014-2017) and have been reproduced.

PART 6 LEARNER SUPPORT SERVICES

6.0 Introduction

Learner support refers to the facilities and services that the institution makes available to facilitate students' learning. The facilities, which include Study Centres, libraries, and eLearning platform, are designed for students to meet physically and virtually, to study, socialise and work collaboratively regardless of their respective locations.

6.1 Study Centres

Study Centres are central to the students' learning activities in open and distance learning context. They are the first stop for specific information about your degree programme. NOUN has over 70 Study Centres spread across the country that are equipped with facilities and support services such as library, computers, reading facilities, and student counsellors. Students are encouraged to make use of these facilities and services at their Study Centres.

6.2 Facilitation

6.2.1 Introduction to MIS platform

NOUN is leveraging on the advancements in Information, Communication Technology (ICT) by using e-Technology to mediate the distance between students and teachers who are tutorial facilitators in a distance learning and eLearning context. NOUN MIS is the National Open University of Nigeria's eLearning platform that is designed to enable student learn at their own pace and location. The platform has several features to support the students.

The course materials for the programmes in the Faculty of Arts are available on the platform in e-book format for students. The MIS platform is accessible on smart phones, notepads, or any system that uses Safari, iOS, Chrome or Internet Explorer. Students are encouraged to visit the MIS platform and register at www.nouonline.net.

6.2.2 Tutorial Support

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

Facilitation procedure: Students are expected to ask questions about aspects of the course content that may not be clear; participate in online class discussions initiated either by the facilitator or their peers; and assess their understanding through practice quizzes provided by tutorial facilitators on the MIS platform.

Role of Students: As distance learners, students are responsible for their learning. The course materials are designed for interactive and self-instructional learning. Students are therefore expected to study their course materials before interacting with their tutorial facilitators and peers on the MIS platform.

Role of Tutorial Facilitators: The tutorial facilitators comprise academic staff of the Faculty and other tutorial facilitators that have qualifications that are comparable with lecturers in conventional universities. These facilitators are available to guide students through the course content towards achieving their learning goals. Students are encouraged to interact with their facilitators on the platform.

6.3 Library Services

National Open University of Nigeria has standard and well equipped libraries at the Headquarters in Abuja, at the Study Centres as well as an online eLibrary known as “[Information Gateway](#)” to support teaching, learning, and research activities of the university. Its major aim is to facilitate access to scholarly resources that will enrich in students’ learning. 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 from the e-library of University will help you in your studies, research in pursuit of scholarship. Each resource provides very helpful tools to assist you navigate through the contents.

6.4 Information Communication Technology (ICT/MIS)

The Directorate of Information and Communication Technology at the National Open University of Nigeria is a unit that demonstrates the significant role that ICT plays in the institution's operations. The Directorate is responsible for providing IT services and infrastructure to facilitate electronic handling of your data and activities in the Faculty relating to admissions, registration, examinations and student identity cards.

6.4.1 Channels of Communication

The **Visitors Information and Call Centre (VICC)** is the first point of contact with the University for enquiries. The VICC is open from 8am to 4pm on working days for contact visits. Students and visitors can also make their enquiries through the VICC by email: enquiries@noun.edu.ng, centralinfo@nou.edu.ng or by phone, using any of the following lines: 08079917938, 07064701747.

Student Counsellors: Academic advising services are available at the Study Centres. This is a direct responsibility of Counsellors and Centre Directors. Students can also benefit from the University's counselling services anywhere, anytime through the NOUN online Counselling Management System (CMS) at www.nouonline.net

PART 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 through which students' complaints can be addressed and resolved.

7.1 Code of Conduct

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

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

Source: National Open University Catalogue 2014 – 2017

7.2 Studying Tips

Studying at the National Open University of Nigeria gives you the unique opportunity to study while you are engaged in work or other activities. It is therefore important for you to note that this new mode of learning requires a different approach to studying:

- Excellent time management skills will be needed to keep up with the pace of work.
- It is necessary to study consistently as it is easier to spread out work than to do so much within a short space of time especially if you are engaged in an employment.
- You need to develop a weekly study plan – timetable.
- Review your work at the end of each week and modify your plan accordingly.
- Attempt all activities recommended in your course materials.

- Use memory enhancing aids (e.g. mnemonics, visualisation, revision, etc.).
- For self-help study groups with other NOUN students within your locality as this helps spur you on to achieving your goals as you will not want to let yourself down.

7.3 Students' Complaints

The University has made provision to address grievances or needs that students may have. The following table is the University's service charter and it provides information on how and where to direct grievances within the University

7.4 Service Charter

S/N	Types of Services	Delivery Target	Redresses available to the Students	Official(s) Responsible for Handling Complaints in order of Sequence	Implementation Strategy
1	<p><u>Award of Certificates</u></p> <p>Diploma</p> <p>First Degree</p> <p>Post Graduate Diploma</p> <p>Master's Degree</p>	<p>2 years full time – 2 years flexible mode</p> <p>4 years full time -8years flexible mode</p> <p>1 1/2 years full time- 2/3 years flexible mode</p> <p>1 1/2 years full time - 2/3years flexible mode</p>	<p>Petition the</p> <ul style="list-style-type: none"> • Centre Director • HOD • Dean • University Senate • Vice Chancellor • University Council • Seek redress at the law court 	<ul style="list-style-type: none"> • The Centre Director • Head of Department • The Dean • The University Senate • The Vice Chancellor • The University Council • Seek redress at the law court 	
2	<p><u>Enquiries</u></p> <p>Telephone</p>	<p>Within 1 — 3 working days</p>	<ul style="list-style-type: none"> • The Dean • The Chief Public 	<ul style="list-style-type: none"> • The Dean/Director 	<p>By making sure that all phones are working and</p>

	E- mail Correspondence s	14 working days	Affairs Officer		manned between the hours of 8.00a.m.–4.00 p.m.
3	<u>Admission Process</u>	Within 8 weeks of conclusion of sales of forms	<ul style="list-style-type: none"> • Centre Director • Registrar • Dean/Director 	<ul style="list-style-type: none"> • The Dean 	Matching Student qualifications with admission criteria
4	Students' Orientation/ Registration	Within 4 weeks	<ul style="list-style-type: none"> • Dean/Director • Registrar • Centre Director 	<ul style="list-style-type: none"> • Registrar 	Provide Detail information about course characteristics, fees, ...
5	Change of Programme	Within 1 week	<ul style="list-style-type: none"> • Dean/Director • The Centre Director 	<ul style="list-style-type: none"> • The Dean 	Matching Students qualifications with admission criteria

6	<u>Addition and Dropping of Courses</u>	Within 1 week	<ul style="list-style-type: none"> • The Study Centre Director 	<ul style="list-style-type: none"> •The Student Counsellor • Study Centre Director • The Dean • Head of Department • Lecturer 	To be completed within acceptable period. Otherwise students pay specified levy after period of grace.
7	<u>TMAs and Tutorial Classes</u>	Within 2 weeks	<ul style="list-style-type: none"> • Study Centre Director • HOD • Lecturer 	<ul style="list-style-type: none"> • Centre Director • Head of Department • The Dean 	i) Effective monitoring of scheduled times ii) Effective monitoring of personnel for tutorial classes
8	<u>Administration of Examinations</u>	Within stipulated time	<ul style="list-style-type: none"> • The Dean/Director 	<ul style="list-style-type: none"> • Centre Director • Head of Department • The Dean 	i) Ensure Quality ii) Security iii) Mode of delivery.
9	Collation of	Within 4 weeks of	<ul style="list-style-type: none"> • The Study Centre 	<ul style="list-style-type: none"> • Head of Department 	Release results

	Results	Examination	Director • The Dean	• Lecturer	promptly through the academic Registry.
10	<u>Review of Programmes/Courses</u>	Normally every 5 years	• The Dean/Director	• Lecturer • Head of Department • Dean	i) Actual review, every 5 years. ii) Errors detected in any course material would be corrected immediately via addendum in print and electronically
11	<u>Organisation of Field Trips/Professional Experience</u>	Within 4 weeks	• Study Centre Director • The Dean/Director	• Lecturer • Head of Department • The Dean/Director	Ensure early and prompt contact with industries/institutions for learners' Placements.

GLOSSARY OF TERMS

Course

A course is a major content segment comprising topics in a particular subject. At NOUN, multiples of related courses make up a programme of study leading to a degree qualification.

Course Credit Unit System

This should be understood to mean a 'quantitative system of organisation of the curriculum in which subject areas are broken down into unit courses which are examinable and for which students earn credit(s) if passed'. The courses are arranged in progressive order of difficulty or in levels of academic progress, e.g. Level or year I courses are 100, 101 etc. and Level II or Year II courses are 200, 202, etc. The National Open University of Nigeria also has a policy of odd number representing first semester and even number representing second semester.

Credit

A credit is the unit of measurement for a course. At NOUN, 1 credit unit is estimated to be the equivalent of 7 study units. A 1-credit unit course is estimated to take 30 study hours to complete and is broken as follows: Study time- 21 hours, TMA-4 hours, and Facilitation-5 hours.

Semester

A semester is an academic period of twelve weeks, excluding examination period. NOUN offers two semesters of study per year: January to March and July to September

Core/Compulsory Course

A course which every student must compulsorily take and pass in any particular programme at a particular level of study.

Elective Course

A course that students take within or outside the faculty. Students may graduate without passing the course provided the minimum credit unit for the course had been attained.

Module

A module is made up of a number of thematically related study units.

Study unit

A study unit is the smallest segment of a course material that treats a topic within a module. The content should take about 3-4 hours of study.

Programme

A programme comprises a set of prescribed courses offered at different levels of study. It also refers to a particular field of study made up of courses e.g. Bachelors programme in English. At NOUN, a programme of study leading to a degree qualification is made up of general, compulsory and elective courses

Pre-requisite Course

A course which student must take and pass before taking a particular course in a following semester or at a higher level e.g. A student must take and pass CRS215 before taking CRS216.

APPENDICES

APPENDIX I

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Department of Religious Studies

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APPENDIX II

REGISTRABLE COURSES

Department of Religious Studies

Programme: BA Christian Theology

100 Level

First Semester

S/N	Code	Course Title	Units	Status
1	GST101	Use of English and Comm. Skills I	2	C
2	GST105	History and Philosophy of Science	2	C
3	GST107	The Good Study Guide	2	C
4	CRS151	Religion and Society	2	E
5	CRS173	Introduction to the Study of Religion	2	C
6	CRS141	Church History I	2	C
7	CRS111	Old Testament (O.T.) Survey	2	C
8	CRS131	Introduction to Philosophy	2	E
9	CRS113	Bible Geography	2	E
10	CRS101	Introduction to the Study of Islam	2	C
11	CIT101	Computer in Society	2	C
GST and Other General Courses			08	
Core Courses			08	
Minimum Elective			02	
Total			18	

Second Semester

S/N	Code	Course Titles	Units	Status
1	GST102	Use of English and Comm. Skills II	2	C
2	CRS102	Major Religious Groups in Nigeria	2	C

3	CRS142	Church History II	2	C
4	CRS122	Types of Theology	2	C
5	CRS192	Intro. to African Traditional Religion	2	C
6	CRS152	Marriage and Family	2	E
7	POL126	Citizens and the State	3	E
8	CIT102	Application Software Skills	2	C
GST and Other General Courses			04	
Core Courses			08	
Minimum Elective			02	
Total			14	

200 Level

First Semester

S/N	Code	Course Title	Units	Status
1	CRS231	Christian Ethics	2	C
2	CRS233	Philosophy of Religion	2	E
3	CRS213	Synoptic Gospels	2	C
4	CRS271	Christianity in Nigeria	2	C
5	CRS211	Introduction to the Bible	2	C
6	CRS215	Greek Grammar	3	C
7	CRS217	Prophets	2	C
8	CRS261	Christian Counselling	2	E
9	GST203	Introduction to Philosophy and Logic	2	C
GST and Other General Courses			02	
Core Courses			02	
Minimum Elective			13	
Total			17	

Second Semester

S/N	Code	Course Titles	Units	Status
1	GST202	Peace Studies and Conflict Resolution	2	C
2	CRS212	Pentateuch	2	E
3	CRS272	Ecumenism	2	C
4	CRS214	Pauline Epistles	2	C
5	CRS216	Greek Syntax	3	C
6	CSS111	Introduction to Sociology	3	E
7	CRS222	Christian Doctrines	2	C
8	CRS202	Comparative Study of Religions	2	E
9	CRS218	Biblical Hermeneutics	2	C
10	CRS210	History and Religion of Israel	2	C
GST and Other General Courses			02	
Core Courses			13	
Minimum Elective			02	
Total			17	

300 Level**First Semester**

S/N	Code	Course Title	Unit	Status
1	GST301	Entrepreneurship studies I	2	C
2	CRS311	Gospel of John	2	C
3	CRS321	God and Revelation	2	C
4	CRS323	Old Testament Theology	2	C
5	CRS313	Hebrew Grammar	3	C
6	LAW103	Introduction to Law	3	E
7	CSS351	Prisons and Correction of Offenders in Nigeria	3	E
GST and Other General Courses			02	
Core Courses			09	
Minimum Elective			03	
Total			14	

Second Semester

S/N	Code	Course Titles	Units	Status
1	CRS324	New Testament Theology	2	C

2	CRS352	Sociology of Religion	2	C
3	CRS302	Messianism	2	C
4	CRS314	Intertestamental Literature	2	C
5	CRS316	Hebrew Syntax	3	C
6	PCR362	Urban Violence and Security	3	E
7	PCR352	Sustainable Environmental Development and Peace	3	E
GST and Other General Courses			0	
Core Courses			11	
Minimum elective			03	
Total			14	

400 Level**First Semester**

S/N	Code	Course Title	Units	Status
1	CRS423	Comparative Ethics in a Pluralistic Society	2	C
2	CRS441	West African Church History	2	C
3	CRS471	Research Methods	2	C
4	CRS491	African Traditional Religion and Culture	2	C
5	ENG411	English for Specific Purposes	3	E
6	CSS491	Emergency, Riot and Disaster Control Management	3	E
GST and Other General Courses			0	
Core Courses			08	
Minimum elective			03	
Total			11	

Second Semester

S/N	Code	Course Titles	Units	Status
1.	CRS422	Christology	2	C
2	CRS432	Applied Ethics	2	C
3	CRS412	Gospel of Matthew	2	C
4	CRS472	Conflict Management	2	C
5	ENG414	Speech Writing	2	E
6	CRS474	Project	4	C

7	CSS452	Victim of Crime and Human Right Violation	3	E
8	CSS432	Human Rights Provision in Nigeria	3	E
GST and Other General Courses			0	
Core Courses			12	
Minimum Elective			03	
Total			15	

Summary Table

100-Level Entry Admission

LEVEL	GST AND OTHER GENERAL COURSES	SUBJECT/SPECIALISATION AREA		TOTAL
		COMPULSORY	ELECTIVE (MIN)	
100	12	16	04	32
200	4	26	04	34
300	02	20	06	28
400	00	20	06	26
Total	18	82	20	120

200 Level Entry Admission

LEVEL	GST AND OTHER GENERAL COURSES	SUBJECT/SPECIALISATION AREA		TOTAL
		COMPULSORY	ELECTIVE (MIN)	
200	6 (2 from year 1)*	26	04	36
300	02	20	06	28
400	00	20	06	26
Total	8	66	16	90

***Note: 200-Level entry admitted students MUST register GST107 from 100-level**

Programme: BA Islamic Studies**100 Level****First Semester**

Code	Course Titles	Unit	Status
GST101	Use of English and Communication Skills I	2	C
GST105	History and Philosophy of Science	2	C
GST107	The Good Study Guide	2	C
CIT101	Introduction to Computer Science	2	C
ISL101	General Introduction to Islam	2	C
ISL111	Studies on the Qur'an	2	C
ISL113	Qur'anic Ethics	2	C
ISL121	Studies on the Hadith	3	C
ARA181	Basic Arabic	2	E
ARA183	Arabic Conversation	2	E
GST and Other General Courses		08	
Core Courses		09	
Minimum Elective		02	
Total		19	

Second Semester

Code	Course Title	Unit	Status
GST102	Use of English and Communication Skills II	2	C
CIT102	Software Application Skills	2	C
ISL102	Mosque in Islam	2	E
ISL132	Advanced Study of Salat and Zakat	2	C
ISL136	Women in Islam	2	E
ISL142	Islam and Inter-Religious Dialogue	2	C
ISL172	As-Sirah: Biography of the Prophet Muhammad	3	E
INR142	Introduction to Public Administration	2	E
ARA182	Arabic Reading I	2	E
GST and Other General Courses		04	
Core Courses		04	
Minimum Elective		03	
Total		11	

200 Level**First Semester**

Code	Course Titles	Unit	Status
CSS211	Sociology of Crime and Delinquency	3	E
GST203	Introduction to Philosophy and Logic	2	C
ENG251	Language and Society	3	E
ISL213	Textual Study of the Quran	2	C
ISL231	Introduction to the Shariah	2	C
ISL241	Prophethood and the Prophets in Islam	2	C
ISL245	<i>Ilm 'l-Kalam</i> and Development of Muslim <i>Firaq</i>	1	E
ISL271	The Rightly Guided Caliphs and the Umayyads	2	C
ARA281	Arabic Literature 1	2	E
ARA283	Arabic Reading II	2	E
GST and Other General Courses		02	
Core Courses		08	
Minimum Elective		03	
Total		13	

Second Semester

Code	Course Titles	Unit	Status
ARA282	Arabic Grammar I	2	E
ARA284	Translation: Arabic/English	2	E
ISL212	Introduction to <i>Tajwid</i>	3	C
ISL214	Textual Study of Qur'an II	2	E
ISL222	Textual Studies of Hadith	2	C
ISL272	The Abbasid Caliphate	3	C
CRS202	Comparative Study of Religion	2	E
PCR276	Perception and Conflict	3	E
GST202	Fundamentals of Peace Studies and Conflict Resolution	2	C
GST and Other General Courses		02	
Core Courses		08	
Minimum Elective		04	
Total		14	

300 Level**First Semester**

Code	Course Titles	Unit	Status
ISL313	Introduction to World Religions	2	E
ISL343	Introduction to Islamic Theology	2	C
ISL339	Islamic Family Law	3	C
ISL355	Introduction to <i>Taşawwuf</i>	2	C
ISL361	Islamic Philosophy	3	C
ISL373	Islam in North Africa and Spain	2	E
ARA381	Introduction to Arabic Morphology	3	E
ARA383	Translation: Eng/Arabic	2	E
GST301	Entrepreneurship I	2	C
GST and Other General Courses		02	
Core Courses		10	
Minimum Elective		04	
Total		16	

Second Semester

Code	Course Titles	Unit	Status
ARA382	Arabic Grammar II	2	E
ISL312	Exegesis of the Quran	2	C
ISL332	<i>Al-Mu'āmalāt</i> in the Shariah	3	C
ISL372	Islam in Nigeria	2	C
ISL374	Islamic Political Institutions	2	E
ISL302	Research Methods	2	C
ISL304	Islamic Studies and Orientalism	2	E
ISL330	Advanced Study of Sawm and Hajj	2	C
GST and Other General Courses		0	
Core Courses		11	
Minimum Elective		02	
Total		13	

400 Level**First Semester**

Code	Course Titles	Unit	Status
ISL431	Principles of Islamic Jurisprudence	2	C
ISL415	Advanced Studies on the Qur'an	2	E
ISL435	Textual Studies of Hadith	2	E
ISL437	<i>Sharī'ah</i> in Modern Time	2	C
ISL439	<i>Al-Hudūd</i> : Penal System of the <i>Sharī'ah</i>	2	C
ISL451	Major Sufi Orders in Africa	2	C
ISL471	Contribution of West African Scholars to Islamic Thought	3	C
ARA481	Arabic Litration II	2	E
ARA483	Arabic Rhetoric	2	E
GST and Other General Courses		00	
Core Courses		11	
Minimum Elective		06	
Total		17	

Second Semester

Course Code	Course Titles	Unit	Status
ISL402	Modern Reform Movement	2	E
ISL412	<i>Tafsīr</i> : Exegesis of Selected Passages of the <i>Qur'ān</i> on Current Issues	3	C
ISL432	Islamic Social System	2	E
ISL436	Islamic Law of <i>Wasiyyah</i> and <i>Waqf</i>	2	C
ISL438	<i>Al-Mīrāth</i> : Islamic Law of Succession	2	C
ISL472	Islam's Contributions to Civilisation	3	E
ISL474	Islamic Historiography	2	E
ISL492	Project	4	C
GST and Other General Courses		0	
Core Courses		11	
Minimum Elective		06	
Total		17	

Summary Table**100-Level Entry Admission**

LEVEL	GST AND OTHER GENERAL COURSES	SUBJECT/SPECIALISATION AREA		TOTAL
		Compulsory	Elective (Min)	
100	12	13	05	30
200	04	16	07	27
300	02	21	06	29
400	00	22	12	34
TOTAL	18	72	30	120

200-Level Entry Admission

LEVEL	GST AND OTHER GENERAL COURSES	SUBJECT/SPECIALISATION AREA		TOTAL
		Compulsory	Elective (Minimum)	
200	06 (2 from 100 Level)*	16	07	29
300	02	21	06	29
400	00	22	10	32
TOTAL	08	59	23	90

***Note: 200-Level entry admitted students MUST register GST107 from 100-level**

Department of Languages**Programme: BA English****100 Level****First Semester**

S/N	Code	Course Titles	Units	Status
1.	GST101	Use of English and Communication Skills I	2	C
2.	GST105	History and Philosophy of Science	2	C
3.	GST107	The Good Study Guide	2	C
4.	CRS173	Introduction to the Study of Religion	2	E
5.	CIT101	Computer in Society	2	C
6.	LIN111	Introduction to Linguistics I	2	E
7.	ENG111	Introduction to Literature and Literary Criticism (for Law Students)	3	E
8.	ENG113	Introduction to Nigerian Literature I	2	C
9.	ENG121	Structure of Modern English I	2	C
10.	ENG141	Spoken English	2	C
11.	ENG161	Theatre Workshop	2	C
12.	ENG181	Introduction to Prose Fiction	2	E
13.	FRE101	Basic French Grammar I	2	E
14.	ISL101	General Introduction to Islam	2	E
15.	MAC117	Writing for the Mass Media	2	E
GST and other General Courses			8	
Core Courses			8	
Minimum Elective			2	
Total			18	

Second Semester

S/N	Code	Course Titles	Units	Status
1.	GST102	Use of English & Communication Skills II	2	C

2.	CIT102	Application Software Skills	2	C
3.	LIN112	Introduction to Linguistics II	2	E
4.	ENG114	Introduction to Nigerian Literature II	2	C
5.	ENG122	Structure of Modern English II	2	C
6.	ENG151	Introduction to English As A Second Language	2	C
7.	ENG162	Elements of Drama	2	C
8.	ENG172	Introduction to Poetry	2	E
9.	FRE102	Basic French Grammar II	2	E
10.	JLS111	Introduction to Journalism	3	E
11.	CRS192	Introduction to African Traditional Religion	2	E
12.	ISL136	Women in Islam	2	E
13.	MAC142	Introduction to Radio and Television	2	E
GST and other General Courses			04	
Core Courses			08	
Minimum Elective			02	
Total			14	

200 Level**First Semester**

S/N	Code	Course Titles	Units	Status
1.	GST203	Introduction to Philosophy and Logic	2	C
2.	ENG211	History of the English Language	3	C
3.	ENG221	Introduction to Syntactic Models	2	C
4.	ENG223	Advanced English Composition I	2	E
5.	ENG241	Introduction to Phonetics and Phonology of English	3	C
6.	ENG251	Language and Society	3	C
7.	ENG215	Survey of English Literature 1(Medieval & Renaissance)	2	E
8.	ENG281	The African Novel	3	C
9.	CRS271	Christianity in Nigeria	2	E
10.	ISL213	Textual Study of the Qur'an	2	E

11.	INR111	Introduction to International Studies	2	E
GST and other General Courses			02	
Core Courses			14	
Minimum Elective			02	
Total			18	

Second Semester

S/N	Code	Course Titles	Units	Status
1.	GST202	Fundamentals of Peace and Conflict Resolutions	2	C
2.	ENG212	Creative Writing I	3	C
3.	ENG222	Advanced English Syntax	2	C
4.	ENG224	Advanced English Composition II	2	E
5.	ENG226	English Morphology	3	C
6.	ENG216	Survey of English Literature II	2	E
7.	CRS210	History and Religion of Israel	2	E
8.	ISL214	Comparative Studies of Religion	2	E
9.	MAC212	Media and Society	3	E
10.	PCR272	Concept and Practice of Peace Building	2	E
GST and other General Courses			02	
Core Courses			08	
Minimum Elective			02	
Total			12	

300 Level**First Semester**

S/N	Code	Course Titles	Units	Status
1.	GST301	Entrepreneurship Studies	2	C
2.	ENG311	Research Methods	3	C
3.	ENG313	Black Diaspora Literature – African American	2	E
4.	ENG321	Contemporary English Usage	3	C
5.	ENG351	Introduction to Applied Linguistics	3	C
6.	ENG353	The English Language in Nigeria	3	E
7.	ENG355	Introduction to Sociolinguistics	3	E
8.	ENG312	Creative Writing II	3	C
9.	ENG381	The English Novel	2	E
10.	CRS323	Old Testament Theology	2	E
11.	ISL343	Introduction to Islamic Theology	2	E
12.	CSS351	Prisons and Corrections of Offenders in Nigeria	2	E
GST and other General Courses			02	
Core Courses			12	
Minimum Elective			02	
Total			16	

Second Semester

S/N	Course Code	Course Titles	Units	Status
1.	ENG314	Public Speaking	2	E
2.	ENG316	Communication for Business	2	E
3.	ENG331	Introduction to Semantics	3	E
4.	ENG341	The Phonology of English	3	C
5.	ENG352	Discourse Analysis	3	C
6.	ENG362	English Drama	2	C
7.	ENG372	English Poetry	2	C
8.	ENG318	African-American and	2	E

		Caribbean Literature		
9.	CRS314	Intertestamental Literature	2	E
10.	ISL372	Islam in Nigeria	2	E
11.	MAC324	Film Cinema and Literature	2	E
12.	PCR362	Urban Violence and Security	2	E
GST and Other General Courses				
Core Courses			10	
Minimum Elective			02	
Total			12	

400 Level**First Semester**

S/N	Code	Course Titles	Units	Status
1.	ENG411	English for Specific Purposes	3	E
2.	ENG421	New Trends in Syntax	3	C
3.	ENG453	Language and National Development	3	E
4.	ENG491	Psycholinguistics	3	C
5.	ENG415	Literary Theory and Criticism	3	C
6.	ENG417	Post-Colonial African Literature	2	C
7.	ENG423	Literature of the Romantic Period	2	E
8.	CRS491	African Traditional Religion and Culture	2	E
9.	ISL431	Principles of Islamic Jurisprudence	2	E
GST and Other General Courses				
Core Courses			11	
Minimum Elective			02	
Total			13	

Second Semester

S/N	Code	Course Titles	Units	Status
1.	ENG414	Speech Writing	3	C
2.	ENG416	Creative Writing III	2	E
3.	ENG418	Project/Long Essay	6	C

4.	ENG432	Pragmatics	3	E
5.	ENG454	Multilingualism	3	C
6.	ENG434	Literary Stylistics	3	C
7.	ENG426	Twentieth Century English Literature	2	E
8.	CRS432	Applied Ethics	2	E
9.	ISL472	Islam's Contribution to Civilisation	2	E
GST and Other General Courses			0	
Core Courses			15	
Minimum Elective			02	
Total			17	

Summary Table

100-Level Entry Admission

LEVEL	GST AND OTHER GENERAL COURSES	SUBJECT/SPECIALISATION AREA		TOTAL
		COMPULSORY	ELECTIVE (MIN)	
100	12	16	4	32
200	4	22	4	30
300	2	22	4	28
400	-	26	4	30
Total	18	86	16	120

200-Level Entry

LEVEL	GST AND OTHER GENERAL COURSES	SUBJECT/SPECIALISATION AREA		TOTAL
		COMPULSORY	ELECTIVE (MIN)	
200	6 (2 from year 1)*	22	4	32
300	2	22	4	28
400	-	26	4	30
Total	08	70	12	90

***Note: 200-Level entry admitted students MUST register GST107 from 100-level**

Programme: BA French

100 Level

First Semester

S/N	Code	Course Title	Units	Status
1.	GST101	Use of English and Communication Skills I	2	C
2.	GST105	History and Philosophy of Science	2	C
3.	GST107	The Good Study Guide	2	C
4.	CIT101	Computer in Society	2	C
5.	FRE101	French Grammar I	2	C
6.	FRE111	Language Laboratory Work/Oral French	2	C
7.	FRE121	Textual Analysis/Practical French I	2	C
8.	FRE131	Textual Analysis 1	2	C
9.	FRE141	Introduction to Composition Writing in French	2	E
10.	CRS173	Introduction to the Study of Religion	2	E
11.	ISL101	General Introduction to Islam	2	E
12.	LIN111	Introduction to Linguistics I	2	E
13.	INR113	Introduction to Peace Education	3	E
14.	POL111	Elements of Political Science	3	E
15.	PCR115	Introduction to Conflict Resolution Processes I	3	E
GST and Other General Courses			08	
Core Courses			08	
Minimum Elective			02	
Total			18	

Second Semester

S/N	Code	Course Title	Units	Status
1.	GST102	Use of English and Communication	2	C

		Skills II		
2.	CIT102	Application Software Skills	2	C
3.	FRE102	French Grammar II	2	C
4.	FRE112	Oral and Aural Comprehension	2	C
5.	FRE122	French Grammar II	2	C
6.	FRE132	Textual Analysis II	2	C
7.	FRE152	Introduction to French Culture and Civilisation	2	E
8.	FRE162	Introduction to Francophone African Culture and Civilisation	2	C
9.	LIN112	Introduction to Linguistics II	2	E
10.	CRS192	Introduction to African Traditional Religion	2	E
11.	ISL136	Women in Islam	2	E
12.	INR142	Introduction to Public Administration	2	E
13.	PCR114	Introduction to Conflict Resolution Process II	3	E
GST and Other General Courses			04	
Core Courses			08	
Minimum Elective			02	
Total			14	

*200 Level***First Semester**

S/N	Code	Course Title	Units	Status
1.	GST203	Introduction to Philosophy and Logic	2	C
2.	FRE211	Advanced Studies in Oral and Written Comprehension I	2	C
3.	FRE221	French Grammar and Composition I	2	C
4.	FRE231	Introduction to French Phonetics and Phonology	2	C
5.	FRE271	Introduction to Francophone African Literature (Prose, Poetry, & Drama)	2	C

6.	INR211	International Law and Diplomacy in the 19 th Century	2	E
7.	ENG251	Language and Society	3	C
8.	CRS271	Christianity in Nigeria	2	E
9.	ISL213	Textual Study of the Qur'an	2	E
10.	INR231	South-South Cooperation	2	E
11.	POL211	Nigerian Legal System	3	E
GST and Other General Courses			02	
Core Courses			11	
Minimum Elective			02	
Total			15	

Second Semester

S/N	Code	Course Title	Units	Status
1.	GST202	Fundamentals of Peace Studies and Conflict Resolution	2	C
2.	FRE212	Advanced Oral French	3	C
3.	FRE222	French Grammar and Composition II	3	C
4.	FRE282	Introduction to French Literature (Prose, Poetry and Drama)	2	C
5.	INR212	International Law and Diplomacy in the 20 th Century	3	E
6.	INR222	Europe from French Revolution to the World	3	E
7.	INR232	Introduction to Foreign Policy	2	C
8.	INR242	Pre-Colonial African Diplomacy	3	E
8.	CRS210	History and Religion of Israel	2	E
9.	ISL214	Comparative Studies of Religion	2	E
10.	POL214	Introduction to Political Analysis	3	E
GST and Other General Courses			02	
Core Courses			10	
Minimum Elective			02	
Total			14	

300 Level**First Semester**

S/N	Code	Course Title	Units	Status
1.	GST301	Entrepreneurship Studies	2	C
2.	FRE301	Introduction to Translation	3	C
3.	FRE321	Advanced Studies in French Language Structure I	2	C
4.	FRE331	Advanced Studies in French Phonetics	3	C
5.	FRE381	Advanced Studies in French 17th Century Literature (Prose and Drama)	3	C
6.	INR321	Foreign Policy Analysis	3	E
7.	INR331	International Law	3	C
8.	ENG312	Creative Writing II	3	E
9.	CRS323	Old Testament Theology	2	E
10.	ISL343	Introduction to Islamic Theology	2	E
11.	POL375	Language and Information Management in Peace and Conflict Resolution	3	E
12.	POL311	Contemporary Political Analysis	3	E
GST and Other General Courses			02	
Core Courses			14	
Minimum Elective			02	
Total			18	

Second Semester

S/N	Code	Course Title	Units	Status
1.	FRE322	Advanced Studies in French Language Structure II	2	C
2.	FRE372	Advanced Studies in Pre-independence Francophone African Literature (Prose and Drama)	2	C
3.	FRE382	French Literature in the 18 th	3	C

		Century		
4.	FRE392	Advanced Studies in Translation (Theme et Version)	3	C
5.	INR312	Diplomacy in the 20 th Century	3	E
6.	INR322	Strategic Studies in the 20 th Century	3	E
7.	ENG318	African-American and Caribbean Literature	2	E
8.	CRS314	Intertestamental Literature	2	E
9.	ISL372	Islam in Nigeria	2	E
10.	MAC316	Mass Communication and National Development	2	E
11.	MAC324	Film Cinema and Literature	2	E
GST and Other General Courses				
Core Courses			10	
Minimum Elective			02	
Total			12	

400 Level**First Semester**

S/N	Code	Course Title	Units	Status
1.	FRE411	Introduction to Research in French	3	C
2.	FRE421	Advanced Studies in French Language Structure III	2	C
3.	FRE441	Seminar Presentation in French Language/Literature	2	C
4.	FRE481	19th Century French Literature	2	C
5.	INR431	International Relations of Francophone West Africa	2	C
6.	INR441	Contemporary Strategic Studies	2	E
7.	CRS491	African Traditional Religion and Culture	2	E
8.	ISL431	Principles of Islamic Jurisprudence	2	E
9.	TRS425	Tour and Guide Operations	2	E
10.	PCR417	International Relations and Security	3	E
11.	ENG453	Language and National Development	3	E

GST and Other General Courses	0	
Core Courses	11	
Minimum Elective	02	
Total	13	

Second Semester

S/N	Code	Course Title	Units	Status
1.	FRE424	Project in French	6	C
2.	FRE422	Advanced Studies in French Language Structure IV	2	C
3.	FRE423	Linguistics Applied to the Teaching of French	2	C
4.	FRE472	Francophone Literature (Pre and Post-Independence Poetry)	2	C
5.	FRE482	20th Century French Literature	2	C
6.	INR412	Foreign Policies of Great Powers	2	E
7.	CRS432	Applied Ethics	2	E
8.	ISL472	Islamic Contribution to Civilisation	2	E
9.	MAC428	Integrated Marketing Communication	2	E
10.	TRS420	Safety Issues and World Conflict Centres/Situations	2	E
GST and Other General Courses			0	
Core Courses			14	
Minimum Elective			02	
Total			16	

Summary Table**100-Level Entry**

LEVEL	GST AND OTHER GENERAL COURSES	SUBJECT/SPECIALISATION AREA		TOTAL
		COMPULSORY	ELECTIVE (MIN)	
100	12	16	04	32
200	04	21	04	29
300	02	24	04	30
400	00	25	04	29
Total	18	86	16	120

200-Level Entry

LEVEL	GST AND OTHER GENERAL COURSES	SUBJECT/SPECIALISATION AREA		TOTAL
		COMPULSORY	ELECTIVE (MIN)	
200	6 (2 from year 1)*	21	04	31
300	02	24	04	30
400	00	25	04	29
Total	08	70	12	90

***Note: 200-Level entry admitted students MUST register GST107 from 100-level**

APPENDIX III

GUIDELINES FOR RESEARCH PROJECT AND GRADING SPECIFICATIONS

Preliminary Pages

- **Cover Page**

Here the title of the study is stated at the upper half of the page. This is to be followed by the author's full names with the surname first and others. Note that when the surname comes first, it is separated from the other names with a comma. E.g. MAIMUNA, JAMES, OJO.

N/B The spine of the cover should bear the student's name, programme and year of graduation. E.g. MAIMUNA, J. O., B.A. ENGLISH, 2017.

- **Inside Cover Page**

The title of the study is also at the upper half of the page. This is to be followed by the author's full names with the surname first and other names. This should be immediately followed by the student's matriculation number. The lower part of the page is to have the statement that reads: "A project submitted to the Department of Languages of the National Open University of Nigeria in partial fulfilment of the requirements for the award of the Degree of Bachelor of Arts in English", as an example. The student shall indicate at the bottom of the page the month and year the project was completed (e.g. February, 2017).

- **Declaration Page**

This is where the student affirms the originality of his work. It should read thus: I, MAIMUNA, JAMES, OJO. declare that this work is as a result of my research effort and that to the best of my knowledge, it has not been presented by any other person for the award of any degree except where due acknowledgements have been made.

Signature/Name and Date

- **Certification Page**

The project supervisor certifies the originality of the study as a true work carried out by the student. The statements here shall read: This is to certify that this research project title was written by (student's surname and other names) with the matriculation number (e.g. nou100200670) under my supervision, followed by the supervisor's name, signature and date.

Signature/Name and Date

- **Dedication Page**

This offers the author the opportunity to express some words of gratitude to those dear to him one way or the other. It is optional since some researchers may not be too keen on dedicating their works to anyone.

- **Acknowledgement Page**

Here, the author acknowledges the help and contributions of different people who directly or otherwise contributed to the success of the work.

- **Abstract Page**

This page consists of a synopsis of the entire work. It states briefly the problems of investigation, purpose of the study, how it was carried out; major findings and recommendations. This should be done in not more than 400 words. It should be presented in only one blocked paragraph, typed with single line spacing.

- **Table of Contents**

This page contains the list of chapters and sub-units with their respective page numbers as contained in the main body of the work. The pages before the main body of the work (the preliminary pages) are numbered in **Roman numerals**, while other pages are numbered in **Arabic numerals**. Other parts of the table of contents are:

- List of Tables (if applicable)

- List of Figures (if applicable)
- List of Abbreviations (if applicable)

Chapter One: Introduction

1.1 Background to the Study

Here, the students describe in general terms, the larger picture of the problem being investigated. This forms the basis for introducing the problem, as well as a way of establishing the relationship that exists between the problem being investigated and the larger area of concern to readers.

1.2 Statement of the Problem

The essence of research is to identify problems and proffer solutions for them. Students should be able to state the problems clearly and convincingly, justifying the need to find solutions to it, as well as the implication of such problems. A research problem could be linked to a given theory or fact.

1.3 Research Questions

Research questions help the student to generate answers to the problem being investigated. Such research questions should logically correspond with the aims and objectives of the study. When the research questions are answered, the objectives of the study are achieved. From the general research questions, minor research questions could also be formulated. These are specific questions which may be used eventually for constructing the questionnaire or research instrument. The major research questions should be raised using active verbs such as *are, is, does etc.* E.g. “Are youths who watch violent TV programmes more vulnerable to media violence than those who watch non-violent programmes?” This will subsequently inform both the validity and the reliability of the instrument.

1.4 Aims and Objectives of Study

The author is expected to state the overall goal of the project, which encapsulates the aim. The purpose of the study is to be stated as

seeking a solution to the problem(s) or examining the relationships that exist between that particular problem and other problems. This is achieved by breaking the problem into its component parts through exploration or analysis. Specific statements (objectives) of what the research intends to do to achieve the main aim could be stated. e.g. One of the objectives could read “To identify the amount of exposure of youths to violent messages on television”.

1.5 Hypotheses

These are tentative statements of relationships between two or more variables subject to verification. They carry statements about relationships between variables to be proved right or wrong. Hypotheses also guide the researcher in his quest for data. This could be derived from the existing literature or the response questions.

1.6 Significance

The significance ordinarily should consist of both the theoretical and practical importance of the study. It provides the author the opportunity to justify his/her attempt to solve the problem and essentially state what will be contributed to knowledge by the study if successfully carried out, and how useful the study is to society.

1.7 Scope of the Study

This means delimiting the boundaries of the research so as to present the research within manageable limits. The limitation could be as a result of conceptual reasons or constraints arising from finance, time and data availability.

1.8 Definition of Concepts

The student is encouraged to do a clarification of the concepts used in specific ways in the study. Sometimes, this clarification of concept is referred to as the “operational definition of concepts.” This is necessary to avoid ambiguity in the study.

1.9 End of Chapter References

- End of chapter references should be presented in the APA Style/Format.

- Note, references can be cited wholly at the end of the project or simultaneously after each chapter and at the end of the project, as bibliography.
- Due to professional considerations introductions and summaries could be allowed in each chapter of the project for some Departments or Units.

Chapter Two: Literature Review

The Literature Review is a comprehensive survey of existing literature in the area of research. Sometimes the literature review covers three main aspects: conceptual issues, theoretical framework and presentation of empirical studies. However, there is also a sense in which the literature review peruses the existing literature with respect to the key research questions raised. This is to ascertain the quantity and quality of the work done in the area and possible areas of intervention. Literature review could also be approached thematically or by examining the works of authors in the chosen areas. The literature review must seek to present works already carried out which are relevant to the central questions raised in the research. Ultimately, the style chosen depends on the subject matter and Supervisor's preferences.

Guidelines for Literature Review

Brief explanation of the work to be done. E.g. this chapter presents the various works done in this direction. It could be done under the following headlines:

2.1 Conceptual Literature or Thematic Concerns:

Under this heading, the key words or variables in the research title should be discussed.

2.2 Theoretical framework of the study

Relevant theories to the problem being investigated in the study should be briefly discussed and linked to the study to provide the right framework for the study i.e. theories on which the study is anchored. It also provides an avenue for reviewing relevant and known literature to the problem being investigated.

2.3 Empirical study / works done by different authors

This provides the researcher the opportunity to review some of the previous works by other authors in the area of concern. A brief historical background will enable the researcher to follow the trend of thought in this area. This will enable or

help the researcher situate or relate his study to previous works done. End of chapter references Same as in chapter one

Chapter Three: Research Methodology

Research Methodology implies the different procedures that could be used in the execution of the study which may involve different research designs.

3.1 Preamble

A brief introduction of the research design of interest by the researcher, and the justification for his choice. Also a summary of the views of some of the authors who have discussed that particular research design.

3.2 Research Design

This has to do with the blueprint of the study that point to what should be expected. It shows the particular research design being adopted for the study and why e.g. survey, content analysis, historical, experimental, etc. It equally states whether it is a qualitative or quantitative study or a triangulation of both.

3.3 Population of the Study

This has to do with the characteristics of the population of the study. i.e. the total elements of the universe covered by the study. The population of the study is the consensus phenomenon being investigated or studied. This should be indicated with verifiable references. The nature of the study population must be known because it helps in the choice of sampling technique. A study population could be individual, books, animals, etc.

3.4 Sampling and Sample Size

The sample is part of the population or representative part of the population. Before drawing the sample, the researcher must define what the unit of analysis or unit of study is, that is, what or who is being studied and what constitutes the population from which the sample will be drawn. The manner of selecting the sample is as important as the size of the sample. The size of the sample is the number of the population elements that are selected for study.

3.5 Data Collection Instrument and Validation

Validity is concerned with the instrument measuring what it is supposed to measure while reliability is concerned with the constituency obtained from results of the application of the

instrument. An instrument may be reliable without being valid. It is important that the researcher should subject the instrument to the test of validity and reliability. The instrument could be validated by **pretesting** it on a group of people that have the same characteristics with the population of the study. Only data which have relevance to the research objectives should be collected

3.6 Techniques of Data Analysis

These include data preparation, tabulation and analysis. It should state how the quantitative information gathered through the research will be presented. The procedure for summarising and exploring relationships among the variables on which data have been collected is also required. For example, *single variable analysis* or one variable at a time (*univariate analysis*) which is often done for descriptive purposes – frequency distribution by grouping the data; useful summary through some measure of dispersion such as range, variance and standard deviation. Relationships involving *more than one variable* (*multivariate analysis*) such as regression models, correlational analysis, analysis of variance, t-test, factor analysis, and discriminant analysis. Students will have to choose the methods that best suits the data collected as well as justify the choice of the methods. This shows the possible relationships that may exist among the key variables of the study; and thus make easier the actual analysis.

NB: Where the research design of choice is Content Analysis of Survey Design, then items (3.3 – 3.5) (population, sampling procedure, sampling techniques, sample size, data collection instrument, validation, data collection techniques) must be explained in the order discussed above. Other research designs include.

- History }
- Experimental } Research Methods
- Observational }

These other methods may not necessarily require the above listed subheadings.

3.7 Limitations of Methodology

Selected research designs have advantages and limitations. There could be extraneous circumstances with the sampling and the design itself, and it is important that whatever limitations are experienced be mentioned.

End of chapter references

Chapter Four: Data Presentation and Analysis

4.1 Preamble

A brief outline of the chapter to provide insight into the content of the chapter. Also include the background of the respondents.

4.2 Presentation and Analysis of Data according to Research Questions

Data could be presented using tables, pie charts, bar charts, histograms, etc, this is at the nominal levels of analysis. Data collected are to be presented and analyzed. Students will have to choose the methods that best suits the data collected. Data presented should be accompanied with the interpretation of the associations and relationships among the data groups and the appropriate implication to the study. The summary of interpretation should provide answers to the research questions.

4.3 Test of Hypotheses

Relevant data collected and tables, where necessary, could be used to test the stated hypotheses one after the other at relevant levels of significance, as well as the relevant interpretation, and avoiding types of errors i.e. type I or type II errors. Equally research questions (where used) should be also tested at this point.

At this level, the student is expected to use information obtained from the analyses of the hypotheses earlier raised, or research questions asked at the beginning of the project to get the result of his findings. These should be in respect of the validation or non-validation of the hypotheses raised.

4.4 Discussion on Findings

Discuss your findings and present the implications of the study, both for the discipline and the wider society.

Chapter Five: Summary, Conclusion and Recommendation

5.1 Summary

A brief summary or highlights of each chapter should be stated in a concise manner that captures the importance of the study.

5.2 Conclusion

Conclusions should be drawn from the findings.

5.3 Recommendations

Recommendations should also be based on the conclusions.

Bibliography

Appendix

Supervisors

- Only Senior Lecturers and above are recommended to supervise PG students including Masters/PGDE.
- Only Professors and Senior Lecturers with PhDs are qualified to supervise PhD students.
- However, in rare circumstances, Professors without PhDs and Lecturer 1 with PhD (as Co-supervisor) could be permitted to supervise PhD students.

Number of students to be supervised

- Four students per supervisor. Otherwise, six because of the nature of the ODL.
- A supervisor must have expertise in the student's area of research.

Research Proposal

1. Background to the study
2. Statement of the problem

3. Research questions
4. Objectives of the study
5. Research hypotheses
6. Scope of the study
7. Significance of Study
8. Literature Review (journals, chapters in textbooks, official documents, including theoretical framework).

Research Methodology

- a. Research Design
- b. Characteristics of Study Population
- c. Sampling Techniques
- d. Data Collection Instrument
- e. Data Presentation
- f. Data Analysis

Number of pages

- First degree 40 – 60 pages,
 - Masters 80 – 120 pages
 - PhD - 200 pages minimum
- Excluding References and Bibliography.

Font Size and Paper Type

- Font 12, Times New Roman
- A4 double line spacing.

Project Moderation

It is recommended that as usual, external examiners should moderate the scores returned by the project supervisors. Every postgraduate project (PGD & Masters) must be moderated by an external examiner.

NB: The pass mark for postgraduate project is 50%.

APPENDIX IV

POLICY ON DEFERMENT OF EXAMINATION



NATIONAL OPEN UNIVERSITY OF NIGERIA ACADEMIC OFFICE

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 qualified to apply for deferment of examination(s). The deferment permits 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 Open and Distance Learning 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 Directors.
- 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 V

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



NATIONAL OPEN UNIVERSITY OF NIGERIA ACADEMIC OFFICE POLICY OF RE-MARKING OF STUDENTS' EXAMINATION SCRIPTS AND RE-COMPUTATION OF RESULTS

- (i) Appeal against examination results should be done within 30 days from the date of publication of the results;
- (ii) All applications for re-marking should be addressed to the Registrar through the Study Centre Directors and a copy forwarded to the Dean in the Faculty concerned;
- (iii) 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;
- (iv) 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.
- (v) A receipt must be issued as proof of payment for the service;

- (vi) 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;
- (vii) 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;
- (viii) The decision to remark is a prerogative of the Faculty Examinations Committee. Remarking shall be completed within two weeks. The new score awarded shall be approved by the Dean on behalf of the Faculties Academic Board;
- (ix) 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;

The Faculty Board shall communicate its decisions to the Senate within a period of 14 days for ratification.

APPENDIX VI

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. A 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(s).
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 tied/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 behaviour 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 students is 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 electronic form are not allowed in examination halls.
14. Pagers 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 VII

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 hand book "Getting to Know Your University". The *effort* at reproducing here some pertinent aspects of the decree is to demonstrate the seriousness the university has attached to examination malpractice. Please do read it carefully.

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

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

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

Part I- Offences

A person who, in anticipation of, before or at any Cheating at examination by any fraudulent trick or device or in abuse of his office or with intent to unjustly enrich himself or any other person procures any question paper produced or intended for use at any examination

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

An offence

2. A person guilty of an offence under subsection (1) of this section is liable on conviction.

- (a) in the case of a person under the age of 18 years, to a fine of ₦100,000.00 or imprisonment;
- (b) for term not exceeding 3 years or to both such fine and imprisonment;
- (c) 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 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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