

**NATIONAL OPEN UNIVERSITY OF NIGERIA
DEPARTMENT OF ECONOMICS**

**Department of Economics Undergraduate Student
Handbook (2018-2020)**

**NATIONAL OPEN UNIVERSITY OF NIGERIA
HEADQUARTERS
UNIVERSITY VILLAGE, JABI, ABUJA**



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Adapted from the Faculty of Social Sciences Handbook (2017-2021)



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The content of this handbook was culled from that of the Faculty of Social Sciences handbook prepared by Faculty Handbook Committee constituted by the Dean of Faculty, led by Dr. Adegoke T. Adeniyi PhD, LLB, as the Chairman of the Committee and other representatives from the five departments in the Faculty: Dr. Ganiyat Adesina-Uthman, *acma,mnes,fce,fifp* (Economics), Dr. Adegoke T. Adeniyi PhD, LLB (Criminology and Security Studies) Dr. Chidinma Onwubere (Mass Communication), Mr. Abdul Rahoof Bello (Political Science), Mr. Enesi Majebi (Tourism Studies) and Mrs. Omolara Abe (Secretary). The adaptation of the handbook for undergraduates of B.Sc. Economics was done by the Department Handbook Committee led by the Head of Department of Economics, Dr. Ganiyat Adejoke Adesina-Uthman. Other members includes: Dr. Emmanuel I. Ajudua, Dr. Bakare-Aremu A. Tunde, Mrs. Vivian Odishika, Mr. Olusanya Samuel and Hauwa Muhammed Bukar as administrative Secretary

Dear Students, this handbook has been well thought-out for your easy reference. It contains necessary and succinct information on the Department, your programme and how to work through it from 100 level to 400 level. It is hoped that you'll find this book pretty useful as a guide.

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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 SOCIAL SCIENCES

Vision Statement

To produce well-informed global citizens equipped with analytical and communicative, problem-solving skills, and a broadened view of the human experience; through the study of Social Sciences, aimed at promoting cultural sustainability, social justice, equity, equality, national cohesion, and excellence in content and character.

Mission Statement

To provide high quality interdisciplinary education facilitated by technology that enriches learners' learning experience, promotes lifelong learning and transforms learners into responsible citizens that will contribute positively to the needs of the increasingly global and ever-changing society, through a flexible and cost effective open and distance learning mode.

PHILOSOPHY OBJECTIVES OF DISCIPLINES

Discipline Philosophy

The philosophy of the B.Sc. Economics programme is to provide quality and functional knowledge of economic analysis to students by equipping them with critical and analytical skills through the accessible and flexible ODL system of education so as to produce professionals who will make meaningful contributions to the development of Nigeria and the global community. This is to be achieved by equipping them with a broad foundation in the general field of Economics as well as specialised knowledge needed to identify and proffer solutions to economic problems so as to promote national development.

Objectives

On completion of the programme, the students should be able to:

- Work in any world-class economic outfit, having been exposed to thorough training.
- Create employment rather than expecting to be employed
- Assess practical economic situations and proffer solutions that are workable in the Nigerian context.

FOREWORD FROM THE VICE-CHANCELLOR

The National Open University of Nigeria, the only single mode open and distance learning institution in Nigeria and indeed in the West African sub-region, has come a long way since its establishment in 2002. The University, which began with four Schools, the School of Arts and Social Sciences being one of them, has blossomed into its current number of eight faculties, Faculty of Social Sciences inclusive. The institution prides itself in the uniqueness of its vision and mission – to be the foremost university that provides functional cost effective flexible learning, which adds lifelong value to quality education for all who seek knowledge - and in implementing innovative methods that facilitate an enriching learning experience.



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

Our programmes, academic staff, and graduates are among the best. More than 90% of our programmes received full or interim accreditation status in the last accreditation exercise. Our students excel in academics as can easily be seen through their academic records. In the last convocation, of January, 2017, three programmes in this Faculty viz: Criminology and Security Studies, Mass Communication and Peace and Conflict Resolution produced one first class honours degree, graduate each.

The department of Economics is one of the departments in the Faculty. It was established in 2013 and since then has excelled in training students as can be confirmed through our students' performance and their academic records. Consequently, you are lucky to be admitted as one of the students into this highly sought-after course. The handbook, which has been designed to meet your educational needs throughout the continuum of your training as an economist, complements the University's General Catalogue.

This handbook will not only put you through the peculiarities of the Economics programme, it will equally act as a reference tool for information on matters specific to the University', such as relevant policies, rules and procedures, that will guide you through the new experience of studying in an Open and Distance Learning system.

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

Professor Abdallah Uba Adamu
Vice-Chancellor

WELCOME ADDRESS FROM THE DEAN



Welcome to Faculty of Social Sciences that was created in 2016 through the restructuring from the former Schools and Units system to Faculty by the new Vice Chancellor. You as a member of this Faculty should make yourself a good ambassador by performing excellently in your chosen careers. The Faculty has produced many first class graduates in various programmes out of which one is currently a Faculty member.

We are proud of our alumni who have distinguished themselves in their diverse fields going by the report from the labour market. Your admission into this Faculty has made you a member of the larger academic community to be able to achieve your lifelong ambition. Therefore, you are hereby advised to take this golden opportunity to equip yourself and to contribute your own quota to the development of this country.

This handbook contains vital information needed for your successful completion of your programme. As a matter of fact, this handbook should be your companion. I wish you best of luck!

Dr. Ganiyat Adejoke Adesina-Uthman, *acma, mnes, fce, fifp*
Dean, Faculty of Social Sciences

WELCOME ADDRESS FROM THE HEAD OF DEPARTMENT



On behalf of my esteemed colleagues, I welcome you to the Department of Economics. The Economics programme was approved as a unit under the School of Arts and Social Sciences by the University Senate in 2008. However the programme officially began in 2013. Following the restructuring of the former Schools and Units system by the Vice Chancellor Professor Abdallah Uba Adamu in 2016, the School of Arts and Social Sciences and Economics Unit metamorphosed into the Faculty of Social Sciences and the Department of Economics respectively. Dear students, as a member of this Department, you expected to make yourself a good ambassador of the Department by performing excellently in your chosen careers.

The department runs the B.Sc. Economics programme with a total of 45 courses drawn from the approved National Universities Commission's Benchmark of Minimum Academic Standard (BMAS) for Social Sciences as well as other university-wide courses (GST/CIT) and elective courses borrowed from within and outside the Faculty. The B.Sc. Economics programme was approved by the National Universities Commission (NUC) in 2008; it commenced in second semester, 2013 and was successfully resource verified by NUC in 2014.

In a knowledge-based economy, we remain committed to ensuring that we produce graduates that are highly valued by employers, dedicated and can work in diverse fields of endeavours locally or internationally.

By your enrolment in the department, you have become a member of this special and extended community. Therefore, I encourage you to take advantage of this unique opportunity to equip yourself so that

you can contribute and make a difference in our nation, Nigeria and the world at large.

Dear Students, please take some time to go through this students' handbook. It contains important information about your programme and the degree requirements that you must fulfill to earn a degree. Ultimately, it is your responsibility to ensure that you satisfy all the requirements for your programme. In addition, the handbook also contains explicit information about resources that are available at your Study Centre such as library facilities, ICT and eLearning support, academic counseling services and University policies that will assist you as you navigate your learning experience. I encourage you to consult it regularly as a reference tool. Have a successful and fulfilling learning experience.

Best wishes!

Dr. Ganiyat Adejoke Adesina-Uthman, *acma, mnesfce, fifp*
Head of Department

PART 1: INTRODUCTION

1.1 About the National Open University of Nigeria

The National Open University of Nigeria 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, however, the National Open University Act of 1983, by which the University was established, was suspended on 25th April 1984.

In the nation's search for a means of providing education for all her citizens, a National Workshop on Distance Education was held in September 2000 which called for the development and implementation of a National Policy on Open and Distance Education; the use of Open and Distance Learning to train teachers, and the re-establishment of the National Open University. Thus, in response to this call, and eighteen years after its 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, course and programme duration, location of study, and entry qualifications, or recognition of prior learning and cognate work experience.

Flexibility of learning: The emphasis is on learning rather than teaching. It is 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 at state, community, and special (prison, paramilitary agencies and military units) levels to reach all segments, communities and individuals in the society who are committed to improving their circumstances through education, including the disadvantaged and marginalised.

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

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

- Availability of course materials in Print, Compact Discs, e-Courseware, and OER formats.
- NOUN's e-Learning platform, i-Learn has provision for video tutorial lectures, online discussion classes with facilitators and peers, and assessment quizzes and practice tests.

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

PART 2: ABOUT THE DEPARTMENT

2.1 Introduction

This section provides a brief historical background of the Department of Economics, the administrative staff, as well as the historical background of the department of Economics and her admission requirements.

2.2 Historical Backgrounds of the Department

The Economics programme was established to meet the demands of both the professional market and individual professionals. In the year 2008, the idea to put up a B.Sc. programme in Economics was pitched to the then school of Arts and Social Sciences, and was discussed at the Academic Board Meeting of the school.

Experts were contacted to draw up the programme for this course with the OPP (Outline of Programme Proposal) and DPP (Detailed Programme Proposal) for presentation and approval at the school level which was subsequently presented to the Senate for approval. Following approval by the Senate, members of staff and external experts, were contacted to develop the students' study materials.

The programme thus commenced in second semester, 2013 with approximately 1,000 students spreading across in nation in the existing NOUN study centers. In terms of staffing, the Department prides herself with qualified and experienced seasoned lecturers. Currently, it has a total number of eight full-time lecturers, which comprise of: one Professor, one Senior Lecturer, six Lecturer II; and a host of external resource persons, who work as facilitators at the various study centres. The Departments is also proud of the achievement in student population growth from over 1,000 students in 2013 to almost 9,000 students in 2017, estimated growth rate of about 800 percent.

2.3 Organisational Structure

Please find below the general organisational structure of the B.Sc. Economics Programme of the University.

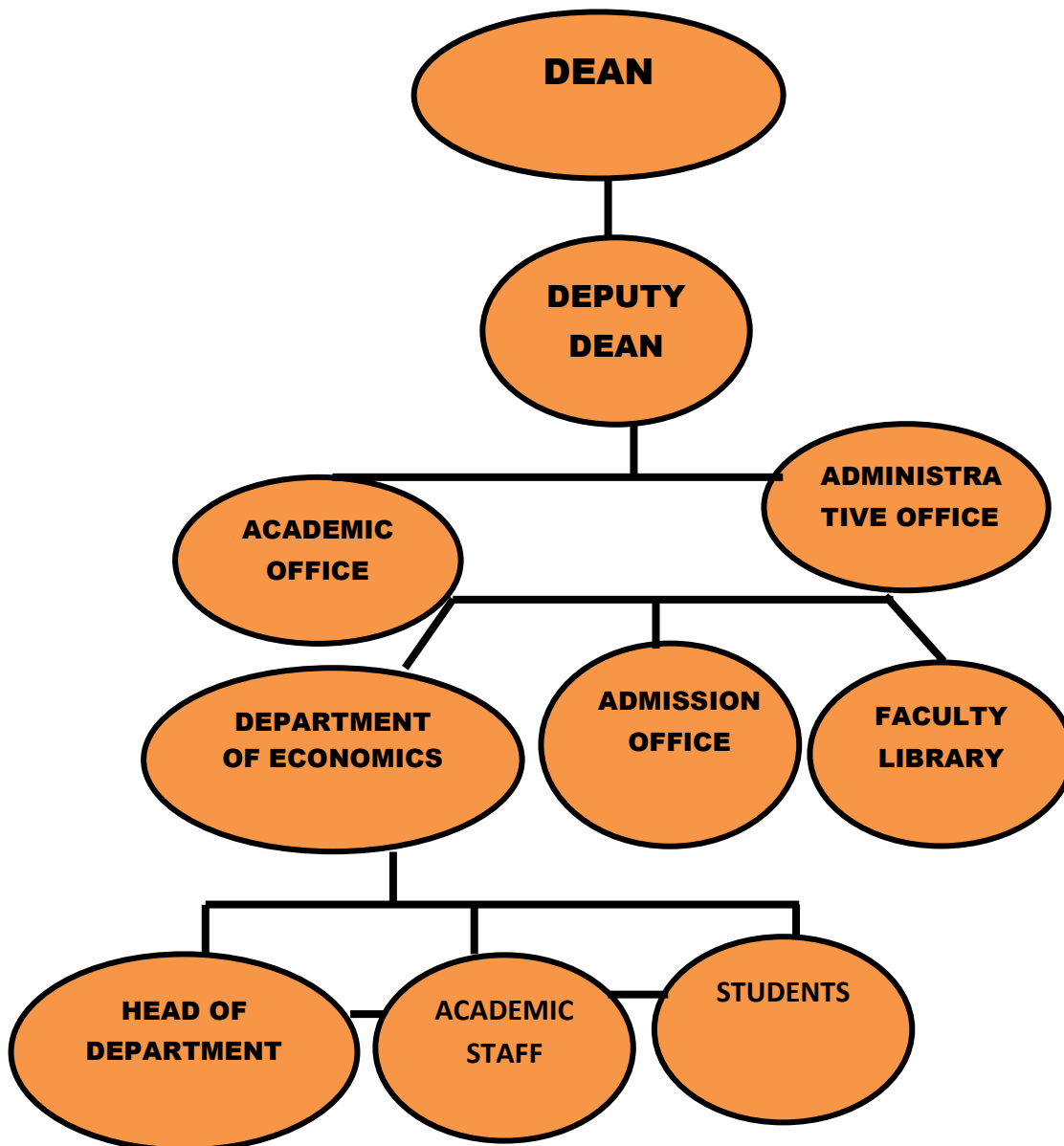


Figure 1: Staff Involvement in the Decision-Making

Economics programme is coordinated by a Head of Department, supported by the academic and non-academic staff (See Appendix 1). The Department conducts regular meetings, monthly academic board meetings and emergency meetings involving all the staff of the department to deliberate over departmental issues. Faculty members of the Department have distinguished themselves through hard work, dedication, commitment and discipline and are therefore found appoint-able as representatives of the department at various committees within Faculty and the University at large. Decision are usually taken at the Departmental meetings after due deliberation among the Faculty members. Many of such decisions have been found useful by the Faculty.

2.5 Students' Welfare

The Department is student-centred, consequently students' issues are handled with utmost carefulness and promptness in accordance with the University lay down rules. Handling of academic grievances depends on University-wide SERVICOM charter as shown in Table 1 below:

Table I
Charter of Service of the National Open University of Nigeria in response to Students' Needs

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	Award of: Diploma 1st Degree Post Graduate Diploma Masters' Degree	2 years full time – 2 years flexible mode 4 years full time, 8 years flexible mode 1 1/2 years full time- 2/3 years flexible mode 1 1/2 years full	Petition the <ul style="list-style-type: none"> • Centre Director • Dean • University Senate • Vice Chancellor • University Council • Seek redress at the Law Court 	<ul style="list-style-type: none"> • The Centre Director • The programme Leader • The Dean • The University Senate • The Vice Chancellor • The University Council • Seek redress at the Law Court 	

		time - 2/3years flexible mode			
2	Enquiries: Telephone E- mail Correspondences	Within 1 day 3 workin g days 14 workin g days	<ul style="list-style-type: none"> • The Dean • The Chief Public Affairs Officer 	<ul style="list-style-type: none"> • The Dean/Director 	By making sure that all phones are working and manned between the hours of 8.00 a.m.– 4.00 p.m.
3	Admission Process	Within 8 weeks of conclu sion of sales of forms	<ul style="list-style-type: none"> • The Centre • Registrar • Dean/Director 	<ul style="list-style-type: none"> • The Dean 	Matching students' qualifications with admission criteria
4	Students' Orientation/ Registration	Within 4 weeks	<ul style="list-style-type: none"> • The Dean/Director • Registrar 	<ul style="list-style-type: none"> • Registrar 	Provide detailed information about

	on		<ul style="list-style-type: none"> The Centre Director 		course characteristics, fees,
5	Change of Programme	Within 1 week	<ul style="list-style-type: none"> Dean/Dir The Director 	<ul style="list-style-type: none"> The Dean 	Matching students' qualifications with admission criteria
6	Addition and Dropping of Courses	Within 1 week	<ul style="list-style-type: none"> The Study Center Director 	<ul style="list-style-type: none"> The Student Counsellor Study Centre Director The Dean Programme Leader Course Coordinator 	To be completed within acceptable period. Otherwise students pay specified levy after period of grace.
7	TMA's and Tutorial classes	Within 2 weeks	<ul style="list-style-type: none"> Study Centre Director Programme Leader 	<ul style="list-style-type: none"> Centre 	i) Effective monitoring of scheduled

			<ul style="list-style-type: none"> • Course Coordinator 	<ul style="list-style-type: none"> • Programme Leader • The Dean 	<ul style="list-style-type: none"> t o r ii) Effective monitoring of personnel for tutorial classes
8	Administration of Examinations	Within stipulated time	<ul style="list-style-type: none"> • The Dean/Director 	<ul style="list-style-type: none"> • Centre • Programme Leader • The Dean 	<ul style="list-style-type: none"> D i r e c t o r i) Ensure Quality ii) Security iii) Mode of delivery
9	Collation of Results	Within 4 weeks of Examination	<ul style="list-style-type: none"> • The Study Centre Director • The Dean 	<ul style="list-style-type: none"> • Programme Leader • Course Coordinator 	Release results promptly through the academic Registry.
10	Review of Programmes/Courses	Normally every 5 years	<ul style="list-style-type: none"> • The Dean/Director 	<ul style="list-style-type: none"> • Course Coordinator • Programme Leader • Dean 	<ul style="list-style-type: none"> i) Actual review, every 5 years. ii) Errors detected in

					any course material would be corrected immediately via addendum in print and electronically.
11	Organisation of Field Trips/ Professional Experience	Within 4 weeks	<ul style="list-style-type: none"> • Study Centre Director • The Dean/Director 	<ul style="list-style-type: none"> • Course Coordinator • Programme Leader • The Dean/Director 	Ensure early and prompt contact with industries/institutions for learners' placements.

2.6 Academic Quality Assurance

Quality Assurance Committee of the Department is charged with the maintenance of academic quality assurance which is carried out as follows:

- The department ensures course materials are developed by qualified economists in various fields of economics within the Department and from sister universities where need arise to outsource course material development. The developed course material are written and submitted to the department
- Written material is sent to the editor. The editor submits
- The Editor's report and the Course Material (CM) are sent to Content Developer for corrections
- The writer makes corrections and resubmits to the Department
- The Department ascertains the corrections
- CM is forwarded to the Vice Chancellor's appointed Officer for payment and publishing
- The Course Materials are made available in any of the formats (Print, CD, and internet) to all students at the point of entry.
- The University makes time-tables of tutorial hours and semester examination available to students online and at the Study Centres.
- The Centre Directors are responsible to provide time-log-book and course materials (hard or soft or both) to facilitators who are engaged in facilitation of Departmental courses at the Centres.
- Only courses with fifty students' registrations in a class are qualified for facilitations.
- Quality and well-equipped libraries are available to students at the Faculty and Study Centres across the nation.
- Econometrics laboratory is available to students for research purposes.
- The Departments usually source for qualified and experiences external marker among our facilitators and colleagues from sister universities.

2.7. Academic Content

The B.Sc. Economics programme is designed to produce graduates who are thoroughly-bred in the fields of economics such as Monetary Economics, Development Economics, Econometrics, Labour Economics, Applied Economics, Industrial Economics, Petroleum Economics, Islamic Economics, Health Economics, Sport Economics, Managerial Economics, Financial Economics, Environmental Economics, Production Economics, Public Sector Economics, and Comparative Economics among others. This is with particular reference to Nigeria. It seeks to produce crops of professionals and academics that can facilitate the status of Nigeria as a knowledge-based economy and lead it to economic prosperity.

2.8 Philosophy

To provide quality and functional knowledge of economic analysis to students by equipping them with critical and analytical skills through flexible learning; to expose students to the use of modern technology needed to identify and proffer solutions to economic problems so as to promote national development.

2.9 Objectives

On completion of the programme, the students should be able to:

- Work in any world-class outfit in different economies, having been exposed to thorough training.
- Create employment rather than expecting to be employed
- Assess practical economic situations and proffer solutions that are workable in the global context.

2.10 Admission Requirements

To be admitted into B.Sc. Economics programme, the candidate is required to meet at least one of the following academic requirements:

100 Level

Five Ordinary Level (O/L) credit passes at not more than two sittings including English Language, Mathematics, Economics and any other two subjects at WAEC, S.S.C.E, GCE, NECO and their equivalents.

200 Level

- i. Minimum of upper credit at OND level or lower credit at HND level in Business Administration, Accounting, Banking and Finance and other related courses.
- ii. Minimum of 10 points at NCE level in Business Education (Accounting), and Economics combination in addition to 5 credit passes at the Ordinary Level including English Language, Mathematics and Economics
- iii. Minimum of upper credit at Diploma level in Economics/Business Studies or other related courses from recognized universities.
- iv. Holders of professional certificates such ATS (ICAN), CIBN, CITN, CIPM in addition to 5 credit passes at the Ordinary Level including English Language, Mathematics and Economics

2.10.1 Deferment of Admission

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

PART 3: INFORMATION FOR NEW STUDENTS

3.1 Introduction

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

3.2 Orientation Programme

Orientation programmes are organised for new students at the beginning of every academic session, during which students are familiarised with Open and Distance Learning (ODL) operations. The orientation programme takes place at the Study Centres. The programme also gives the students opportunity to learn about the various facilities and support services that will enhance their learning.

The students are guided on selection and registration of courses, utilization of ICT facilities, libraries including e-library. Guidance and counseling services are also available for students in all study centres nationwide. However, students are advised to attend the orientation programme to kick start their learning experience.

3.3 Change of Programme and Course

Application for change of academic programme is done at the centre by the student following the procedure prescribed hereafter, and after completing the requisite form:

3.3.1 Registered Students who wish to change their Programme of Study should:

1. Allowed to apply for change of programme not less than 10 weeks to the commencement of examinations.
2. Obtain Change of Programme forms from the study centre after payment of the requisite fee. The form should be filled and returned to the Study Centre attaching credentials and evidence of payment.

3. The reason(s) for the change of Programme should be stated, and the form should be signed by the Study Centre Director.
4. The Faculties will treat the applications within one week of receipt and send them to the Academic Office (an e-mail is automatically generated by the system directly to the student informing him or her on the decision of the Faculty).
5. The Academic Office will dispatch letters to Faculties, ICT, Study Centre Directors and the student concerned within 48 hours.

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 about candidates'/students' complaints on wrong admissions.
2. The Directorate of ICT will enable the Faculties' admission officers to re-initialize 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 stating the correct programmes applied for.

3.3.3 Credit Transfer

Student may be allowed to transfer some credit for courses that have taken and passed previously in another institution prior to your admission into NOUN. For credit transfer or request for exemption, apply to the Registrar, through the centre director through the faculty dean and your application will be determined in line with the University's policy on credit transfer.

PART 4: PROGRAMME AND DEGREE AWARD REQUIREMENTS

4.1 Introduction

This section contains information on all you need to know about your programme requirements, registration, courses, and research projects. Students will also learn how to calculate their CGPA.

4.2 Programme Duration

Undergraduate programme in the Department of Economics for entry level students will last for a minimum of eight (8) and maximum of sixteen (16) semesters; while direct entry, takes a minimum of six (6) and maximum of twelve (12) semesters.

4.3 Course Registration

Course registration is done online on the University's registration portal at www.nouedu.net. Students are expected to register for courses after they must have completed payments for the semester (for fee schedule, visit <http://www.nouedu.net/page/fees-schedule>).

The course registration portal contains the list of all courses offered in the Department. Students are expected to register for a minimum of 10 credit units and a maximum of 24 credit units per semester, which must include a minimum of one elective course per semester. Students are allowed to register for a maximum of 24 credit units where they have carried over courses failed from a previous semester.

4.3.1 Prerequisite Course

Some courses have prerequisites, which are courses you must complete and pass before you can register for some specified courses. You will not be allowed to register for a course whose prerequisite course you have not registered for. For instance, you must register for ECO 146 (Nigeria Economy in Perspective I) and pass before you can register and take ECO 247 (Nigeria Economy in Perspective II).

4.3.2 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, you should print and keep a copy of the printout of your registered courses for your records and for clearance during end-of- semester examinations. Registration is activated only if there are sufficient funds in your e-wallet to cover the cost of the courses registered.

4.3.3 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. Once the portal is closed, you will not be able to register for courses for the semester until it opens again for the next semester. This means that 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).

4.4 Course Re-registration

Students are not allowed to re-register for a course that you have already passed.

4.5 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. You should ensure that you add or drop courses before the course registration portal is closed.

4.6 Eligibility for Graduation

For graduation, you must have a minimum of 120 credit units, which exclude 18 credit units of General Studies (GST) courses within a minimum of eight (8) and maximum of sixteen (16) semesters; and

for direct entry, a minimum of 90-credit units and 18 credit units from the General Studies (GST) courses within a minimum of six (6) and maximum of twelve (12) semesters, in line with the NUC minimum benchmarks.

4.7 Research Projects

The research project is one of the requirements for the award of B.Sc. in Economics. It is a compulsory course of 6 credit units for which students must be duly registered 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 Project Supervisor. The Project shall be written under the supervision of a subject matter expert that is either an academic staff in the Department or a tutorial facilitator. Students are assigned project supervisors through their Study Centres.

4.8 Grading, Moderation and Mode of Submission of Projects

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

4.8.1 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

4.8.2 Mode of Submission of Projects

There are guidelines for the submission of projects in the Faculty of Social Sciences which students must comply with before a project is accepted by the Faculty. All undergraduate projects shall be printed and approved in line with the guidelines as specified for projects in the Faculty of Social Sciences (see appendix II for Guidelines for Research Projects). Students are to submit four (4) copies of their research project, along with soft copies of the project in two (2) Compact Discs (CDs) to their respective Study Centres for onward submission to the Faculty.

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

4.9 University Policies

4.9.1 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-institution's 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.

4.9.2 Plagiarism

Plagiarism is defined as 'the practice of taking someone else's work or ideas and passing them off as one's own' (oxford dictionaries.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 present it as one's own ideas or your work and use it without proper acknowledgement of the source and author.

Examples of 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;
- Reproduction and sale of the institution's course materials is an act of piracy;
- 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 properly cite and acknowledge sources from which they have taken materials for their research or assignment.

4.10 Degree Award Requirements

4.10.1 Compulsory and Elective Courses

Programmes in the Faculty of Social Sciences comprise courses that are either compulsory or electives. Compulsory courses are core courses that must be passed to be eligible for graduation. Elective courses are courses that are optional in terms of the number that students must register for and pass per semester. Compulsory courses and elective courses are programme-specific (see appendix III for list of courses).

4.10.2 Minimum Course Credits for Graduation

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

4.10.3 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 2 presents the general courses for the Faculty of Social Sciences:

Table 2: Compulsory General Courses for Programmes in the Faculty of Social Sciences

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

4.10.4 Degree Award Requirements

For the award of a Bachelor of Science (B.Sc.) Degree in Economics, students must obtain a minimum Total Credit Unit Earned (TCUE) of **109-credit units** in a minimum of eight (8) semesters or maximum of sixteen (16) semesters, excluding the General Studies (GST) Courses.

For direct entry, students must obtain a minimum Total Credit Unit Earned (TCUE) of **109-credit units** in a minimum of six (6) semesters or maximum of twelve (12) semesters, excluding the General Studies (GST) Courses. Table 2 presents summaries of the distribution of compulsory and elective courses for B.Sc. Economics.

Table 3: B.Sc. ECONOMICS

Level	GST and Other General Courses	SUBJECT /SPECIALIZATION AREA		Total
		Compulsory	Elective (min.)	
100	12	18	8	38
200	4	26	7/8	37/38
300	2	35	4/5	41/42
400	-	30	6	36
Total	18	109	25/27	152/154

100 Level Entry Students are expected to earn 109 Credit Units (CU) of Compulsory Courses and at least 16 CU for Elective Courses for 8 semester course structure with CGPA of not less than 1.5 ($109 + 16 = 125$)

NOTE: Students are required to pass at least one elective course in a semester. They must also pass 18 GST Courses as specified by the Senate.

Summary of Distribution of Minimum Course Credits to be earned by Students Possessing Direct Entry Admission.

Level	GST and Other General Courses	SUBJECT /SPECIALIZATION AREA		Total
		Compulsory	Elective (min.)	
100	-	-	-	-
200	12	26	7/8	45/46
300	6	35	4/5	45/46
400	-	30	6	36
Total	18	91	17/19	126/128

Direct Entry Students are expected to earn 91 Credit Units (CU) of Compulsory Courses and at least 12 CU of Elective Courses for 6 semesters course structure with CGPA of not less than 1.5 ($91 + 12/13 = 103/104$)

NOTE: Students are required to pass at least one elective course in a semester. They must also pass 18 GST Courses as specified by the Senate.

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

At the end of examinations, student's grades are collated and calculated using the GPA and CGPA formula below. 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 and Examinations.

4.11.1 Formula for Calculation of GPA and CGPA

Grade Point Average (GPA) is calculated by adding up all credit unit earned for the semester and dividing the figure gotten by the number of credit unit registered for the semester. This calculation results in a mathematical mean or average. The GPA is computed on semester basis. The formula for calculating the GPA is as follows

$$\text{GPA: } \frac{\text{CUE}}{\text{CUR}} = \text{GPA}$$

CUE = Credit Unit Earned

CUR = Credit Unit Registered

The cumulative grade point average (CGPA) is the Total Credit Unit Earned (TCUE) divided by the Total Credit Unit Registered (TCUR). The CGPA is calculated at the end of two (2) or more semesters. The formula for calculating CGPA is as follows:

$$\text{CGPA} = \frac{\text{TCUE}}{\text{TCUR}}$$

TCUE = Total Credit Unit Earned

TCUR = Total Credit Unit Registered

GRADE POINTS

70 and above	A	5	Excellent
60 – 69	B	4	Very Good
50 – 59	C	3	Good
45 - 49	D	2	Satisfactory
40 – 44	E	1	Pass
39 and below	F	0	Fail

Courses	Score %	Grade	Weighted Grade	Point	TCUE
ECO 121	67	B	3	4	12
ECO 122	75	A	3	5	15
ECO 153	46	D	2	2	4
ECO 154	54	C	3	3	9
ECO 146	73	A	3	5	15
Total			14	19	55

$$\text{GPA} = \frac{\text{CUE}}{\text{CUR}} = \frac{54}{14} = 3.92$$

4.12 Class of Degree

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

FIRST CLASS	-	4.5 – 5.00
SECOND CLASS (Upper)	-	3.5 – 4.49
SECOND CLASS (Lower)	-	2.5 – 3.49
THIRD CLASS	-	1.5 – 2.49
FAIL	-	0 – 1.49

4.13 Good Academic Standing

In order to be in good standing, you 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 after three semesters.

In addition, you must meet all degree award requirements; that is, you must pass compulsory courses and electives up to the minimum total number of credit units required and pass all compulsory GST courses (see section 4.10.3).

4.14 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;
2. Print out the form, and fill in the necessary information required, e.g. Name, Matric Number, etc. (student data)

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

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

PART 5: ASSESSMENT AND EVALUATION

5.1 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 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.
- (ii) Continuous Assessment:** This type of assessment is designed to provide students an opportunity to assess their learning and progress over the duration of the course. The results constitute 30% of students' final score in a course.
- (ii) End of Semester Examinations:** As the name implies, semester examinations assess students on the entire course at the end of a semester. The examinations constitute 70% of students' total score in a course.

Note: Students must be duly registered for each course in the semester to be eligible for the continuous assessment and the End-of-Semester Examinations.

5.2 Tutor-Marked Assignments (TMA)

Continuous assessments in NOUN are automated in the form of computer-marked assignments and are administered online. They are uploaded onto students' portals subject to the students' registration for the course. The TMAs comprise four (4) sets of 20 Multiple Choice Questions (MCQ), totaling 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 (4) TMAs are automatically graded upon submission and the student receives

feedback on their performance in form of a score. The best three (3) out of four (4) TMAs make up the student's 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 any student without TMA scores will not have any score for that course.** You can access the TMA portal at tma.nouonline.net

5.2.1 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

Two types of examinations are employed at the National Open University of Nigeria (NOUN). They are the eExaminations (FBQ and MCQ) and the Pen-on-Paper (PoP) examinations. The examinations are conducted at the end of every semester 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. Results are issued after Senate ratification of the semester results.

5.4 Setting of Examination Questions

As a policy, academic staff of the department internally set question items and prepare marking guides. The questions for 300 and 400 Levels are thereafter passed on to external moderators. The reports of External Moderators are passed on to all examiners to effect corrections before the HOD will make submission of corrected versions of the examination questions to the Faculty Examination Officer. Final submission is done by the Faculty to the Directorate for Examinations and Assessment of the University.

5.4.1 The e-Examination

This 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 (3) credit unit courses have 150 MCQ and FIB FBQ questions, while two (2) credit unit courses have 120 questions.

5.4.2 Pen-on-Paper (PoP) Examinations

PoP examinations are written based examinations 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 the course. For a three (3) credit unit course, there are 6 questions out of which 4 should be answered, while for 2 credit unit courses there are 5 questions out of which 3 questions should be answered.

5.4.3 Grading System

Percentage Range	Description	Letter Grade	Point Grade
70.0% and above	Excellent	A	5
60.0% - 69.9%	Very Good	B	4
50.0% - 59.9%	Good	C	3
45.0% - 49.9%	Satisfactory	D	2
40.0% - 44.9%	Pass	E	1
00.0% - 39.9%	Fail	F	0

Source: (NOUN, Senate Guideline on Grading Examinations)

5.4.4 Opening and Closing of Examination Portal

Students must register for examinations they wish to undertake. The portal for examination registration opens alongside the course registration portal. Students who do not register for examinations will not be allowed to write examinations in the relevant course.

5.5 Examination Procedures

Examinations are very important components 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.

5.5.1 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 examinations and courses.

(ii) **Re-marking of Scripts**

The University has put a policy in place to guide requests for re-marking 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”** (see Appendix V). Students should familiarise themselves with the procedures before making requests for the re-marking 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 any misconduct is taken very seriously in NOUN and strict disciplinary measures have been put in place for defaulters (see Examination Rules and Regulations 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.

5.5.2 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 in Appendix VII.

PART 6: LEARNER SUPPORT SERVICES

6.1 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 an eLearning platform, are designed for students to meet physically and virtually in order to study, socialise and work collaboratively regardless of your location.

6.2 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 seventy Study Centres spread across the country that are equipped with facilities and support services such as library, computers, reading facilities, and student counselors. Students are encouraged to make use of these facilities and services at their Study Centres.

6.3 Facilitation

6.3.1 Introduction to i-Learn Platform

NOUN is leveraging on the advancements achieved in Information Communication Technology (ICT) by using technology to mediate the distance between students and teachers who are tutorial facilitators in a distance learning and eLearning context. NOUN Lerner Management Systems (LMS) is an eLearning platform that is designed to enable student learn at their own pace and location. The platform has several features, such as course content in e-book and video formats, online class discussions, general forum for interaction among peers, facilitation for interaction with tutorial facilitators, and assessment for practice quizzes, tests and assignments.

The course materials for the programmes in the Department of Economics are available on the platform in e-book format for students. The LMS platform is accessible on smart phones, notepads, or any system that uses Safari, IOS, Chrome or Internet Explorer.

Students are encouraged to visit the LMS platform and register at www.nouedu.net and www.nouonline.net.

6.3.2 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 iLearn 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 iLearn 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.

6.4 Library Services

National Open University of Nigeria has standard and well equipped libraries, as well as an online e-Library 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 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 the students in their studies and research. Each resource

provides very helpful tools to assist the student navigate through the contents.

6.5 Information Communication Technology (ICT)

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 student's data and activities in the Faculty relating to admissions, registration, examinations and student identity cards.

6.5.1 Channels of Communication

The **Visitors Information and Call Centre (VICC)** is the first point of contact with the University. 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@nouedu.net.

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.nouedu.net.

PART 7: STUDENTS' CODE OF CONDUCT

7.1 Introduction

This section informs you as a student of NOUN, of your rights and responsibilities in the University. 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.

7.2 Code of Conduct

As a student, you are expected to observe all the rules and regulations of the University, which include, but are 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

7.3 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, form study groups with other NOUN students within your locality, as this helps spur you on to achieve your goals, as you will not want to let yourself down.

7.4 Students' Complaints

The university has made provision to address grievances or needs that students may have. Please refer to the Servicom Charter presented in Table 1. under student's welfare which provides information on how and where to direct grievances within the university:

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 is a 'quantitative system of organisation of 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 or in levels of academic progress, e.g. 100 Level or Year one courses are 100, 101 etc. and 200 Level or Year two courses are 200, 202 etc. The National Open University of Nigeria also has a policy of odd numbers representing first semester courses and even numbers representing second semester courses.

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.

Credit Unit

A credit unit is a weight attached to a course. The weight attached shows relative importance of the course.

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 core or compulsory course is one which every student should compulsorily take and pass in any particular programme at a particular level of study.

Elective Course

An elective course is a course that students take within or outside the faculty. Students may graduate without passing the course provided the minimum credit unit for the programme 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. Bachelor's programme in Economics. At NOUN, a programme of study leading to a degree qualification is made up of general, compulsory and elective courses.

Pre-requisite Course

A pre-requisite course is one which a 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 ECO 146 before taking ECO 247.

APPENDICES

APPENDIX I

Staff List

ECONOMICS

S/ N	NAME	DESIGNATION	RESPONSIBILITY	EMAIL ADDRESS
1.	ADESINA-UTHMAN, Adejoke Ganiyat (Dr.)	Senior Lecturer	Head of Department	almiqdad@gmail.com
2.	LANDI James Hantsi (Prof.)	Associate Professor	Staff Member	jameslandi74@yahoo.com
3.	AJUDUA, Emmanuel Ifeanyi (Dr.)	Lecturer II	Staff Member	ajuduaemmanuel@gmail.com
4.	BAKARE-AREMU, Tunde Abubakar (Dr.)	Lecturer II	Staff Member	tundebakare4u@gmail.com
5.	OBAKA, Abel Inabo (Mr.)	Lecturer II	Staff Member	grace5baka@gmail.com, aobaka@noun.edu.ng
6.	OHIOZE, Wilson Friday (Mr.)	Lecturer II	Staff Member	ohiozewf@gmail.com
7.	OLUSANYA, Samuel Olumuyiwa (Mr.)	Lecturer II	Staff Member	biggypascaly@yahoo.com
8.	ODISHIKA, Vivian Anietem (Mrs.)	Lecturer II	Staff Member	vaniety806@gmail.com

Below listed is the administrative staff of the Department of Economics.

DEPARTMENTAL SECRETARIAT

S/ N	NAME	DESIGNATION	UNIT	EMAIL ADDRESS
1.	MOHAMMED BUKAR Hauwa (Miss)	Assistant Executive Officer	Department Secretariat	hmbmaiya@gmail.com

APPENDIX II

Guidelines for Research Project and Grading Specifications

Preliminary Pages

- **Cover Page**

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. KABIRU, ABULAZEEZ EZE.

N/B: The spine of the cover should bear the student's name, programme and year of graduation. E.g. KABIRU, A. E., B.Sc. Economics, 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 Economics of the National Open University of Nigeria in partial fulfilment of the requirements for the award of the Degree of Bachelor of Science in Economics", 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, KABIRU, Abulazeez Eze 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**

This is to certify that this research project was carried out by Kabiru, Abulazeez Eze of the department of Economics with matriculation number nou100443345 in partial fulfillment of the requirements for the award of Bachelor of Science (B.Sc.) degree in Economics

Kabiru, Abulazeez Eze
Researcher

Signature/Date

Supervisor

Signature/Date

Centre Director

Signature/Date

Head of Department

Signature/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 500 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. It provides the description of the research problem from an international, regional to national and local perspective. 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. Background to the study should thus be detailed enough so as to make the research problem emerge clearly.

1.2 Statement of the Problem

Statement of the problem is a statement or definition of what the researcher proposes to investigate. It brings the image of the problem to be investigated to the fore. It must highlight what the researcher has in mind. The essence of the research is thus to identify problems and proffer solutions to 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 Objectives of the Study

Here, the overall goal of the project is expected to be stated, by capturing the aims. The objectives of the study must be in relation to the problem stated in the statement of problem. 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.

1.4 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 eventually useful in choosing the methodology to be used in carrying out the research analysis. The major research questions should be raised using active verbs such as *are, is, does, etc.* E.g. “*What factor determines foreign direct investment in Nigeria?*” This will subsequently inform both the validity and the reliability of the research instrument.

1.5 Research 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. In formulating a hypothesis, the following should be considered;

- It should relate to the problem being investigated
- It should involve a few concepts and simply worded.
- It should be plausible.

- It should not contradict with well-established principles and laws
- It should be stated in null form.

Example of a research hypothesis;

H_0 = There is no significant relationship between savings and investment in Nigeria.

1.6 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, data availability etc.

1.7 Significance of the Study

The significance ordinarily should consist of both the theoretical and practical importance of the study. It provides the author the opportunity to justify the 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 the society.

1.8 Definition of Terms

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

References

- End of chapter references should be presented in the APA Style/Format 6th Edition.

- Note: References should be cited wholly at the end of the project.

Examples of references is shown below

For a Journal

Akintola, I. & Sowemi, A.O. (2011). Impact of Microfinance Bank on Standard of Living of Vulcanizers in Odi Local Government of Bayelsa State, Nigeria, *International Business Management*, 5(1), 12-30.

For a Text Book

Ridener, B. & Fritzer, P. (2004). *Mathematics content for elementary and middle school teachers*. Boston, MA: Pearson.

Chapter Two: Literature Review

The Literature Review is a comprehensive survey of existing literature in the area of research. Sometimes the literature review covers 3 (three) main aspects: Conceptual Framework, Theoretical Framework and Empirical Review. 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

Literature review discusses already published information in a particular subject area. It is a search and evaluation of current knowledge including substantive findings. It could be done under the following headings:

2.0 Introduction

This section explains what is expected of the student .It gives a background information of the subsections of the section.

2.1 Conceptual Framework

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

2.2 Theoretical Framework

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 Review

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.

Chapter Three: Research Methodology

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

3.0 Introduction

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

3.1 Research Design

This has to do with the blueprint of the study that points 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.

3.2 Data Analysis Techniques

Data analysis techniques allow researchers to review gathered data and make inferences or determination from the information. Most techniques focus on the application of quantitative techniques to review the data. Therefore, students are expected to explain in detail the techniques of analysis adopted in the research study.

3.3 Model Specification

A model is a theoretical construct representing economic processes by a set of variables and a set of relationships between them. However, model specification, is the process of determining which independent variables to include and exclude from a regression equation

3.4 *Apriori* Expectation

It is the expected sign of the parameters in the model specified based on theoretical explanations.

3.5 Econometric Test

These are diagnostic test done on the variables in the model. It includes pre and post estimation tests.

3.5.1 Pre Estimation Test

These tests are carried out to ensure that the variables employed in the model are in order. Pre estimation test come after static regression and they include stationarity test, cointegration test, etc.

3.5.2 Post Estimation Test

These tests are carried to check the reliability and validity of the model estimated. They include stability test, residual test etc.

3.6 Sources of Data

Students should be able to able the source where data used in the study was gotten. The source(s) must be a reliable institution such as Central Bank of Nigeria Statistical Bulletin, National Bureau of Statistics Bulletin, World Development Indicator (WDI), tradeeconomics.com, reliable website etc.

N.B; in a situation where primary data is being used in a study, the chapter three for such study should have the following content as listed below

3.0 Introduction

As above

3.1 Research Design

As above

3.2 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.

3.3 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.

3.4 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.

3.5 Data Analysis Techniques

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. The student may also use computer programmes such as Statistical Packages for Social Sciences (SPSS). 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.

End of chapter references

Chapter Four: Data Presentation and Analysis

4.0 Introduction

This is a brief outline of the chapter to provide insight into the content of the chapter. It also includes the background of the respondents.

4.1 Presentation and Analysis of Data

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 analysed. 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.

4.2 Presentation and Interpretation of Result

The empirical result is here interpreted and explained in line with the economic theories and laws.

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 avoid types of errors i.e. type I or type II errors. Equally, research questions (where used) should also be 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 of Major Findings

Here the student is expected to discuss major findings and present the implications of the findings on the study on both 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

Lecturers with at least a Masters' degree can supervise the B.Sc. students. A supervisor must have some expertise in the students' area of research.

Research Proposal

1. Background to the Study
2. Statement of the Problem
3. Objectives of the Study
4. Research Questions
5. Research Hypotheses
6. Scope of the Study
7. Significance of the Study
8. Brief Literature Review.
9. Research Methodology

Number of pages

- First degree: Not less than 40-60 pages (Can be more)
- Excluding References and Bibliography.

Font Size and Paper Type

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

Appendix III: Course Listing

B.Sc. Economics programme shall run for a minimum of 8 semesters and a maximum of 16 semesters for students entering at 100 level; a minimum of 6 semesters and a maximum of 12 semesters for direct entry students.

**100 Level
1st Semester**

S/N	Course Code	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	GST 101	Use of English & Comm. Skills I	2	C
2.	GST 105	History And Philosophy of Science	2	C
3.	GST 107	The Good Study Guide	2	C
4.	ECO 121	Principles of Economics I	3	C
5.	ECO 153	Introduction to Quantitative Methods	3	C
6.	FMS 105	Elements of Management I	2	C
7.	CRD 124	Introduction to Cooperatives	2	E
8.	ENT 101	Introduction to Entrepreneurship		E
	One Elective from the Faculty		3	E
9.	CSS 111	Introduction to Sociology		
10.	POL 111	Introduction of Political Science		
11.	PCR 111	Introduction to Peace Studies		
12.	PCR 113	Introduction to Peace Education		
13.	CIT 101	Computer in Society	2	C
	Minimum Credit Units Required			
	GST and Other General Courses		8	
	Core Courses (Specialization Area)		8	
	Minimum elective required		5	
	Sub-Total =		21	

100 Level
2nd Semester

S/N	Course Code	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	GST 102	Use of English & Comm. Skills II	2	C
2.	CIT 102	Application Software Skills	2	C
3.	ECO 122	Principles of Economics II	3	C
4.	ECO 154	Introduction to Quantitative Methods II	2	C
5.	ECO 146	The Nigerian Economy in Perspective I	3	C
6.	FMS 106	Elements of Management II	2	C
.		One Elective from the School		
7.	PCR 114	Introduction to Conflict Resolution	3	E
8.	CSS 134	Geography of Nigeria		
9.	POL 126	Citizens and the State		
	Minimum Credit Units Required			
	GST and Other General Courses		4	
	Core Courses (Specialization Area)		10	
	Minimum elective required		3	
	Sub-Total =		17	
			(Students should not exceed 24 Credit Unit (CU))	
	Grand Total of Minimum Credit Units to earn at 100 level: Eight Semester Structure = 38 Direct Entry (DE) = 12			

**200 Level
1st Semester**

S/N	Course Code	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	GST 203	Introduction to Philosophy and Logics	2	C
2.	ECO 231	Micro Economic Theory I	2	C
3.	ECO 253	Statistics For Economist I	3	C
4.	ECO 255	Mathematics For Economist 1	2	C
5.	ECO 247	The Nigerian Economy in Perspective II	3	C
6.	FMS 207	Business Communication	2	C
7.	ACC 203	Introduction to Financial Accounting I	3	C
At Least One Elective out of Four				
8.	BUS 205	Introduction to Business	3	E
9.	BFN 209	Introduction to Finance		
10.	PCR 211	Education for Peace	3	E
11.	POL 223	Foundation of Political Economy		
	Minimum Credit Units Required			
	GST and Other General Courses		2	
	Core Courses (Specialization Area)		15	
	Minimum elective required		3	
	Sub-Total =		20	
	Direct Entry (DE)			
				20 + (12 Credit Unit (CU) of GST and Other General Courses in 100 Level. DE Students are

		advised to spread the 12 CU over the study period without carrying more than 24 CU in a semester.)
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**200 Level
2nd Semester**

S/N	Course Code	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	GST 202	Fundamentals of Peace and Resolutions	2	C
2.	ECO 232	Micro Economic Theory II	2	C
3.	ECO 254	Statistics For Economist II	3	C
4.	ECO 256	Mathematics For Economist II	2	C
5.	ECO292	Environmental Economics	2	C
6.	ENT 204	Entrepreneurship and Change Management	2	C
7.	Two Electives			
8.	ENT 224	Business Ethics	2	E
9.	CRD 204	Man and His Environment		
10.	CRD 208	Nigeria & International Cooperatives		
11.	ACC 204	Introduction to Accounting II	3	E
	Minimum Credit Units Required GST and Other General Courses Core Courses (Specialization Area) Minimum elective	2 11		

	required Sub-Total =	4/5 17/18		
	Grand Total of Minimum Credit Units to earn at 200 level: Eight Semester Structure = 37/38			

300 Level
1st Semester

S/N	Course Code	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	GST 301	Entrepreneurship Studies I	2	C
2.	ECO 341	Macro-Economic Theory I	3	C
3.	ECO 343	Monetary Theory And Policy	3	C
4.	ECO 355	Introduction To Econometrics	3	C
5.	ECO 347	Development Economics I	2	C
6.	ECO 329	Project Evaluation	3	C
7.	ECO 311	Research Methodology	3	C
8.	One Elective Out of Three			
9.	ECO 323	Labour and Human Resources Economics	2	E
10.	BUS 325	Human Resources Management Principles		
11.	POL 317	Public Policy Analysis	3	E
	Minimum Credit Units Required			
	GST and Other General Courses		2	
	Core Courses (Specialization Area)		17	
	Minimum elective required		2/3	
	Sub-Total =		21/22	

	Direct Entry	21/22 (Students should not exceed 24 CU)
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300 Level
2nd Semester

S/N	Course Code	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	ECO 342	Macro-Economic Theory II	3	C
2.	ECO 324	History of Economic Thought	3	C
3.	ECO 356	Introduction to Econometrics II	3	C
4.	ECO 348	Development Economics II	2	C
5.	ECO 344	Introduction to International Economics	3	C
6.	ECO 314	Operations Research	2	C
7.	ECO 332	Managerial Economics	2	C
One Elective out of Two				
8.	ECO 346	Financial Institutions	2	E
9.	CRD 334	Agro-Business Management		
Minimum Credit Units Required				
GST and Other General Courses			-	
Core Courses (Specialization Area)			18	
Minimum elective required			2	
Sub-Total =			20	
Direct Entry			20	
			20	(Students should not exceed 24 CU)

Grand Total of Minimum Credit Units to earn at 300 level: Eight Semester Structure = 41/42 Direct Entry = 41/42

**400 Level
1st Semester**

S/N	Course Code	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	ECO 431	Advanced Micro Economics	2	C
2.	ECO 453	Applied Econometrics	2	C
3.	ECO 445	International Trade and Finance	2	C
4.	ECO 427	Comparative Economics	2	C
5.	ECO 447	Public Sector Economics	2	C
6.	ECO 441	Economic Planning I	2	C
7.	ECO 415	Research Project	6	C
One Electives out of Three				
8.	ECO 443	Energy Economics	2	E
9.	ECO 449	Health Economics		E
10.	ECO 459	Advanced Mathematical Economics		E
Minimum Credit Units Required				
GST and Other General Courses			-	
Core Courses (Specialization Area)			18	
Minimum elective required			2	
Sub-Total =			20	
Direct Entry			20	
				(Students should not

		exceed 24 CU)
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**400 Level
2nd Semester**

S/N	Course Code	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	ECO 442	Advanced Macro Economics	2	C
2.	ECO 454	Applied Econometrics II	2	C
3.	ECO 446	International Trade And Finance II	2	C
4.	ECO 448	Economic Planning II	2	C
5.	ECO 452	Applied Statistics	2	C
6.	ECO 440	Taxation and Fiscal Policy	2	C
7.	ECO 444	Money and Banking	2	E
One Elective out of two				
8.	ENT 424	Feasibility Studies and Business Proposals	2	E
9.	INR 481	International Economic Relations	2	E
	Minimum Credit Units Required			
	GST and Other General Courses		-	
	Core Courses (Specialization Area)		12	
	Minimum elective required		4	
	Sub-Total =		16	
	Direct Entry			
			16 (Students should not exceed 24 CU)	

	Grand Total of Minimum Credit Units to earn at 300 level: Eight Semester Structure = 36 Direct Entry = 36
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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.

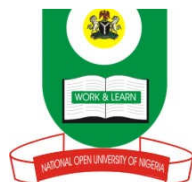
F. The request for deferment attracts no fee.

Applications for deferment as a result of emergencies such as illness, accident, death or serious illness of a person in the immediate family or any 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) and title(s) is/are correct when completing the form;
- (iv) A non-refundable fee of ₦20,000.00 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's Examinations Committee. Remarking shall be completed within two weeks. The new score awarded shall be approved by the Dean on behalf of the Faculty's 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;
- (x) 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 rules and guidelines:

1. A student's matriculation number serves as his/her examination number. Only Matriculates 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 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/scrap 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 Malpractices

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 allow yourself to be tempted to cheat in any form whatsoever during examinations. Note also, that except you are under 17, for any examination misconduct, the decree does not give room for options of fine, the individual goes to jail. The University has however put in place series of quality assurance mechanisms to ensure the sanctity of her examinations, even including those ones you will take in your homes. In fact, the on-line examinations are easier to control than the face-to-face ones; when we get there you will see what we mean.

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

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

PART 1 - 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 other-wise deals with any question paper intended for the examination of persons at any examination.

An offence

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

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

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