



**NATIONAL OPEN UNIVERSITY OF NIGERIA**

**FACULTY OF LAW**

**UNDERGRADUATE STUDENT HANDBOOK  
2018-2023**

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



National Open University of Nigeria  
Plot 91, Cadastral Zone  
Nnamdi Azikiwe Expressway  
Jabi, Abuja

Lagos Office  
14/16 Ahmadu Bello Way  
Victoria Island, Lagos

e-mail: [centralinfo@nou.edu.ng](mailto:centralinfo@nou.edu.ng)  
Website: [www.nou.edu.ng](http://www.nou.edu.ng)



This publication is made available in Open Access under the Attribution-ShareAlike4.0 (CC-BY-SA 4.0) license (<http://creativecommons.org/licenses/by-sa/4.0/>). By using the content of this publication, the users accept to be bound by the terms of use of the National Open University of Nigeria Open Educational Resources Repository: <http://www.oer.nou.edu.ng>

Printed by NOUNPRESS  
January 2018

## **ACKNOWLEDGEMENT**

The Faculty of Law students' handbook required contribution, guidance and assistance from members of the academic board of the Faculty most especially the committee that was set up by the Faculty to handle the issue of the student handbook. This maiden edition of the students' handbook came into being sequel to the creation of the Faculty into departments by the Vice Chancellor. Though when the Faculty was formerly School of Law, it had a Student Handbook 2013-2018, It is a pleasure to express our thanks as a Faculty to our indefatigable Vice Chancellor whose vision and leadership intends to take NOUN to greater heights among the community of universities in Nigeria, Africa and indeed globally.

Our sincere thanks go to the first Dean of the Faculty, Dr. Alero T. Akujobi, who emerged as the first Dean of the Faculty after the departmentalisation in 2016. Her guidance led to the final outcome of this edition of the students' handbook. The Faculty also appreciates all the Heads of Departments of the Faculty and all the administrative staff, whose contributions cannot be quantified, we say, Thank You! However, we will like to register our appreciations especially to the following persons who assisted at every point in time in the preparation of this handbook: Dr. Ishaya Martins, Dr. A. F. Odiye, Mr. Nduka Njoku, Mrs. Olufunke Aje-Famuyide Esq, Mrs Adanma Okoye Esq. Mrs Gbemisola J. Razack and Mrs. Oluwakemi Afolabi, who were ups and doing and brought out light at the end of the tunnel. Finally we thank the Chief Editor, who painstakingly handled the editorial aspect.

<b>CONTENTS</b>	<b>PAGE</b>
Acknowledgements.....	iii
Vision and Mission Statements .....	viii
Vision Statement.....	ix
Mission Statement.....	ix
Anthem.....	ix
Vision and Mission Statement of the University.....	ix
Vision and Mission of the Faculty of Law.....	ix
Foreword from the Vice Chancellor.....	xi
From the Dean’s Desk.....	xii
<b>PART 1: INTRODUCTION.....</b>	<b>1</b>
1.1 About the National Open University of Nigeria	1
1.2 Studying through Open and Distance Learning at NOUN.....	1
<b>PART 2: ABOUT THE FACULTY OF LAW.....</b>	<b>5</b>
2.0 Introduction.....	5
2.1 Historical Background.....	5
2.2 Programmes.....	6
2.3 Administration.....	11
<b>PART 3: INFORMATION FOR NEW STUDENTS</b>	<b>31</b>
3.0 Introduction.....	31
3.1 Orientation Programme.....	31
3.2 Deferment of Admission.....	32
3.3 Change of Programme and Course.....	32
3.3.1 Registered Students who wish to change their Programme of Study.....	33
3.3.2 New Students who were wrongly admitted to a Programme.....	33
3.3.3 Change of Course.....	34
3.3.4 Credit Transfer.....	34

<b>PART 4:</b>	<b>PROGRAMME AND DEGREE AWARD REQUIREMENTS.....</b>	<b>35</b>
4.0	Introduction.....	35
4.1	Programme Duration.....	35
4.2	Prerequisite Course.....	35
	4.2.1 Registration Procedure.....	35
	4.2.2 Opening and Closing of the Course Registration Portal.....	36
4.3	Course re-registration.....	36
4.4	Add and/or Drop Courses.....	36
4.5	Eligibility for Graduation.....	36
4.6	Research Projects .....	36
7.0	Grading, Moderation and Mode of Submission of Projects.....	37
	4.7.1 Grading of Research projects.....	37
	4.7.2 Mode of Submission of Projects.....	37
4.8	University Policies.....	38
	4.8.1 Copyright Policy.....	38
	4.8.2 Plagiarism.....	38
4.9	Degree Award Requirements.....	39
	4.9.1 Compulsory and Elective Courses.....	39
	4.9.2 Minimum Course Credits for Graduation.....	39
4.10	General Studies Courses (GST).....	39
	4.10.1 Degree Award Requirements (examples).....	40
4.11	Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).....	40
	4.11.1 Formula for Calculation of GPA and CGPA	
4.12	Class of Degree.....	40
4.13	Good Academic Standing.....	41
4.14	End of Programme Clearance.....	41
<b>PART 5:</b>	<b>ASSESSMENT AND EVALUATION....</b>	<b>42</b>
5.1	Introduction.....	42
5.2	Tutor Marked Assignments (TMA).....	42
5.3	Opening and Closing of TMA Portal.....	43

5.4	End-of-Semester Examinations.....	43
5.4.1	The e-Examination.....	43
5.4.2	Pen-on-Paper (PoP) Examinations.....	44
5.4.3	Opening and Closing of Examination Portal..	45
5.5	Examination Procedures.....	46
5.5.1	Policies.....	46
<b>PART 6: SUPPORT SERVICES.....</b>		<b>47</b>
6.0	Introduction.....	47
6.1	Study Centres.....	48
6.2	Facilitation.....	49
6.2.1	Introduction to iLearn platform.....	49
6.2.2	Tutorial Support.....	49
6.3	Library Services.....	50
6.4	Information Communication Technology (ICT).....	50
6.4.1	Channels of Communication.....	50
<b>PART 7: STUDENTS' ISSUES.....</b>		<b>51</b>
7.0	Introduction.....	51
7.1	Code of Conduct.....	52
7.2	Students' Complaints.....	52
7.3	Service Charter.....	53
7.4	Glossary of Terms.....	54
	Course.....	55
	Course Credit Unit System.....	56
	Credit.....	57
	Semester.....	57
	Core/Compulsory Course.....	57
	Elective Course.....	58
	Module.....	58
	Study unit.....	59
	Programme.....	60
	Pre-requisite Course .....	60
<b>Appendices.....</b>		<b>61</b>
	Appendix 1: Staff List.....	61

Appendix II: Guidelines for Research Project and Grading Specifications.....	62
Appendix III: Course listing.....	62
Appendix IV: Policy on Deferment of Examination.....	63
Appendix V. Policy of Re-marking of Students' Examination Scripts and Recomputation of Results.....	
Appendix VI: Students' Examination Guidelines and Regulations.....	64
Appendix VII: Decree on Examination Malpractice.....	64

## **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 OF THE FACULTY OF LAW**

### **Vision**

The vision of the Faculty is to be the foremost Faculty in Africa for the award of degrees in various disciplines of Law through the Open and Distance Learning Mode.

### **Mission**

The faculty distinguishes itself:

In the area of teaching, by effectively presenting a balance between entrenched theoretical principles of law and the requirements of legal practice in order to deliver well-rounded students.

In the area of research, by conducting research into relevant areas and discipline of specific issues published in textbooks and leading journals and conveyed through teaching.

### **Core Values**

To achieve the mission and vision, the faculty upholds the following values:

- high standard of productivity
- punctuality
- competence and efficiency
- customer (students) first
- cost effectiveness in all aspects of the faculty's operations (minimum wastage).

### **Specific Objectives**

The faculty aligns itself with the University objectives. Specifically the objectives of the faculty are to:

Produce first degree graduates in Law;  
Produce Post Graduate Diploma (PGD) degree graduates in  
Legislative Drafting within one academic session;

Produce both professional and academic Master's Degree graduates  
in Law within 18 months.

## **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, has now blossomed into six Faculties. The Faculty of Law, being one of them. 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.

The handbook, which has been designed to meet NUC Benchmark minimum academic standards (BMAS), Council of Legal Education requirements and international standards, complements the University's General Catalogue as a reference tool for information on matters specific to the Faculty, its programmes, relevant policies, rules and procedures, to guide students through the new experience of learning in an Open and Distance Learning system.

I urge every student of the Faculty 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 FROM THE DEAN

I heartily congratulate those students who had the privilege of being admitted into the Faculty of Law. The purpose of this handbook is to guide the students of the Faculty of law in NOUN in the pursuit of their LL.B programme. The handbook contains information that are vital to guide the students' and to assist them in the course of their study, registration and the required number of core courses and the choice of the elective courses. For the avoidance of doubt, an elective course taken by a student in the first semester, the same elective course must be taken in the second semester.



Please note that The Law Student Association of Nigeria (LAWSAN) is an essential aspect of all Law Faculty in Nigeria and **not a student union** through which designated and approved activities such as Moot Court, general etiquette, Law dinner and election into various LAWSAN executive positions are conducted. All LAWSAN approved dues and payment must be made by all students.

It is mandatory therefore that all students of this prestigious Faculty of Law should get copies of the handbook to serve as a guide in the pursuit of their LL.B programme because ignorance of the Law is not an excuse. I commend this handbook to the entire students' of the Faculty who aspire to be Law graduates and subsequently become learned gentlemen after call to Bar.

It is my sincere wish that all your academic pursuits will be fulfilled during your stay in our prestigious citadel of learning.

**DR. ALERO T. AKUJOBI**

Dean

## **PART 1: INTRODUCTION**

### **1.0 About the National Open University of Nigeria**

#### **1.1 Historical Background**

Since independence in October, 1960, Nigeria has continued to demonstrate an irrevocable and unwavering commitment to education as a tool for national socio-economic development and also, an inalienable right of her citizens. Hence, there has been a rising commitment to strengthen the system of education delivery in the country and searching for alternative models to the conventional system, which is rather restrictive and limited both in scope and reach.

The idea of an Open University system (for Nigeria) as a separate and distinct institution to be organised nationwide was appropriately reflected in the 1977 National Policy on Education which stated emphatically and unambiguously that “Maximum efforts will be made to enable those who can benefit from higher education to be given access to it. Such access may be through Universities or Open Universities or distance learning or work study programmes”. The policy explicitly referred to what is now known as Open and Distance Education (ODE), a system that encompasses education for all, education for life, life-long learning, life-wide education, adult education, mass education, media-based education, self-learning, part-time studies, etcetera. It is this policy that forms the bedrock of the National Open University of Nigeria (NOUN).

The acknowledgment of this policy and the daily compelling need for an open and distance education in Nigeria made the Alhaji Shehu Shagari administration to enact an Act of the National Assembly in 1983, which established a National Open University on 22nd July, 1983. However, the University was short-lived as the succeeding General Mohammadu Buhari led government by a budgetary pronouncement, closed the University in April, 1984.

Many years after the closure, the compelling reasons that informed the earlier establishment of an Open University were still confronting

the country in addition to other emerging reasons such as: the need to democratise education, fill the vacuum created by the profit-oriented outreach programmes of many conventional universities which had been banned, the necessitating needs for economic funding of education and the need to take advantage of emerging developments in the field of information and communication technology. This made the administration of President Olusegun Obasanjo to resuscitate and launch the National Open University of Nigeria (NOUN) on 1st October, 2002 during the 42<sup>nd</sup> Independence Anniversary of Nigeria. Thus, in 2002, the National Open University Act of 1983 which had been suspended in 1984 was resuscitated by former President Olusegun Obasanjo; himself an alumni of the University.

The above, paved the way for the resuscitation of the National Open University of Nigeria (NOUN) as we have it today, this time, with a presidential directive that the University, as an immediate alternative utilises the structures of the former headquarters of the Ministry of Education in Lagos which is now the Lagos liaison office. The permanent site of the University is a 100 acre in Jabi area of the FCT-Abuja, which is now the Headquarters. This rebirth has renewed the focus to make education available to as many people as have the ability, and are willing and ready to benefit from the quality education provided through flexible and affordable distance learning.

### 1.3 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 at their own pace facilitated by technology. In other words, it is learner-centred rather than teacher-centred. Programmes can be completed within an acceptable period to a maximum of twice the initial duration.

**Accessibility:** Study Centres at State, Community, and Special levels (prison, paramilitary agencies and military units) to reach all segments, communities and individuals in the society who are committed to improving their circumstances through education including the disadvantaged and 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 using a variety of media and technology that are most easily available to learners ranging from print, audio, video, radio, television, and the Internet (web-based instruction).

- Availability of course materials in Print, Compact Discs, eCourseware, and Open Educational Resources (OER) formats.
- NOUN's e-Learning platform, iLearn has provision for video tutorial lectures, online discussion classes with facilitators, peer groups, and assessment quizzes and practice tests.

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

Open and Distance Learning (ODL) provides education for all and promotes lifelong learning in Nigeria as mentioned under one of its features- **Affordability**. It fills the gap created by the closure of sub-

standard outreach/satellite campuses across the nation and is cost effective in the education delivery system. Open and Distance Learning improves on the economies of scale. That is, more Nigerians receive quality education but at a reduced cost.

Open and Distance Learning helps on the job teacher training as more teachers can receive education without leaving their immediate vicinity. Some of the other long-term benefits of ODL are poverty eradication and lifelong education. ODL can help with the provision of national orientation and non-formal education and provide avenue to reach the ‘‘un-reached’’ that is, girls and women who cannot leave their homes regularly.

ODL responds effectively to the growing demand of working adults or any others who have difficulties in getting training in conventional education because of lack of flexibility in the timing and duration of academic programmes. ODL provides an opportunity for the empowerment of those most disadvantaged, such as the unemployed, the physically challenged, women and ethnic minorities, as they can embark on courses of their choice within their vicinity.



## **PART 2: ABOUT THE FACULTY OF LAW**

### **2.0 Introduction**

This section provides a brief historical background on the Faculty of Law and departments.

### **2.1 Historical Background**

The Faculty of Law, National Open University of Nigeria was established in February 2004, and was transposed to school status in 2007 with the appointment of Prof. Justus A. Sokefun as the first Acting Dean. The faculty system came into existence in June 2016 and in July 2016 an election was conducted with the emergence of Dr. Alero Toju Akujobi as the current dean of faculty.

There are Four (4) departments in the faculty namely:

- 1) Jurisprudence and International Law
- 2) Public Law
- 3) Private and Property Law and
- 4) Commercial Law.

The Faculty is charged with the responsibility of providing qualitative and quantitative education at both undergraduate and postgraduate levels. This is done through the use of quality course materials in print, CD-ROM, DVD, video conferencing, internet, radio and television broadcast, audio and videos tapes and interactive face- to-face contacts for our teeming number of students and facilitation at the various study centres by experienced and seasoned professional; thereby ensuring effective delivery in our university.

The Faculty of Law equips students with the theory and practice of law, the principles of judicial process, legal development and legislative drafting. The LL.B programme equips students with basic legal education to enhance their admission into the Nigerian Bar whereon they could become Solicitors and Advocates of the Supreme Court of Nigeria.

A student of average intelligence, who is diligent in his studies, is expected to complete the law programme leading to the award of the degree of Bachelor of Laws (LL.B) in five (5) years. An extension may be allowed but not beyond eight (8) years.

## 2.2 Programmes Structure and Degree Rules, Outline of Course Structure and Degree Rules

### 100 LEVEL 1<sup>st</sup> SEMESTER

Course Code	Course Title	Credit Unit	Status
GST101	Use of English of Communication Skills I	2	C
GST105	History and Philosophy of Science	2	C
GST107	Good Study Guide	2	C
CSS101	Introduction to Sociology	2	C
CSS121	Introduction to Psychology	3	E
CSS131	Introduction to Political Science <b>OR</b>	3	E
BHM101	Principles of Economics	3	C
CIT101	Computer in Society	3	C
ENG113	Introduction to Nigerian Literature I	3	C
JIL111	Legal Methods 1	2	C
	Total Credit Units (Compulsory)	19	
	Total Credit Units (Elective)	03	
	Total Credit Units	22	

### 100 LEVEL 2<sup>nd</sup> SEMESTER

Course Code	Course Title	Credit Units	Status
GST102	Use of English and Communication Skills II	2	C
CSS112	Sociology of Law	3	C
CSS134	Geography of Nigeria	3	C
CSS132	Ethnography of the Social	3	C

	Structure of Nigeria		
ENG114	Introduction to Nigeria Literature II	3	C
PCR 112	Democracy & Good Governance	2	E
ENG 281	The African Novel <b>OR</b>	2	E
JIL 112	Legal Methods II	2	C
CIT 102	Software Applications Skills	2	C
GST122	Introduction to Logic and Critical Thinking	2	C
	Total Credit Units (Compulsory)	20	
	Total Credit Units (Elective)	02	
	Total Credit Units	22	

**200 LEVEL 1<sup>st</sup> SEMESTER**

Course Code	Course Title	Credit Units	Status
JIL211	Nigerian Legal System I	4	C
CLL231	Labour Law I	4	E
PUL241	Human Rights Law } I <b>OR</b>	4	E
PUL243	Constitutional Law I	4	C
CLL233	Law of Contract I	4	C
GST201	Nigerian Peoples and Culture	2	C
	Total Credit Units (Compulsory)	14	
	Total Credit Units (Elective)	04	
	Total Credit Units	18	

**200 LEVEL 2<sup>nd</sup> SEMESTER**

Course Code	Course Title	Credit Units	Status
JIL212	Nigerian Legal System II	4	C
CLLL232	Labour Law II	4	E
PUL 242	Human Rights Law II } <b>OR</b>	4	E
PUL 244	Constitutional Law II	4	C

CLL 234	Law of Contract II	4	C
	Total Credit Units (Compulsory)	12	
	Total Credit Units (Elective)	04	
	Total Credit Units	16	

**300 LEVEL 1<sup>st</sup> SEMESTER**

Course Code	Course Title	Credit Units	Status
PUL 341	Criminal Law I	4	C
CLL 331	Commercial Transactions I	4	C
PPL 343	Family Law I	4	E
PUL 321	Environmental Law I } <b>OR</b>	4	E
PPL 323	Law of Torts I	4	C
	Total Credit Units (Compulsory)	12	
	Total Credit Units (Elective)	04	
	Total Credit Units	16	

**300 LEVEL 2<sup>nd</sup> SEMESTER**

Course Code	Course Title	Credit Units	Status
PUL 342	Criminal Law II	4	C
CLL 332	Commercial Transactions II	4	C
PPL 344	Family Law II	4	E
PUL 322	Environmental Law } <b>OR</b> II	4	E
PPL 324	Law of Torts II	4	C
	Total Credit Units (Compulsory)	12	
	Total Credit Units (Elective)	04	
	Total Credit Units	16	

**400 LEVEL****1<sup>st</sup> SEMESTER**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Units</b>	<b>Status</b>
JIL 471	Legal Research and Methodology	2	C
CLL 431	Law of Banking and Insurance I	4	E
PUL 433		4	E
PUL 443	Law of Taxation I	4	E
PUL 411	Administrative Law I	4	E
PPL 435	Oil and Gas Law I Law of Intellectual Property I <b>(Take any two Elective courses)</b>	4	E
PPL 421	Land Law I	4	C
PPL 423	Equity and Trusts I	4	C
PUL 445	Law of Evidence I	4	C
CSS 133	Introduction to Criminology I	4	E
	Total Credit Units (Compulsory)	14	
	Total Credit Units (Elective)	12	
	Total Credit Units	26	

**400 LEVEL****2<sup>nd</sup> SEMESTER**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Units</b>	<b>Status</b>
PUL 412	Oil and Gas Law II	4	E
PUL 434	Law of Taxation II	4	E
CLL 432	Law of Banking and Insurance II	4	E
PUL 444		4	E
PPL 436	Administrative Law II Law of Intellectual Property II <b>(Take any two Elective courses)</b>	4	E
PPL 422	Land Law II	4	C
PPL 424	Equity and Trusts II	4	C
PUL 436	Law of Evidence II	4	C
CSS 136	Introduction to Criminology II	4	E
	Total Credit Units	12	

	(Compulsory)		
	Total Credit Units (Elective)	12	
	Total Credit Units	24	

**500 LEVEL 1<sup>st</sup> SEMESTER**

Course Code	Course Title	Credit Units	Status
JIL521	Conveyancing Law I	4	E
JIL 531	Maritime Law I	4	E
JIL 511	Public International Law I	4	E
JIL 513	Conflict of Laws I	4	E
PPL 517	Alternative Disputes Resolution I <b>(Take any two Elective courses)</b>	4	E
JIL 515	Jurisprudence and Legal Theory I	4	C
CLL533	Company Law I	4	C
	Total Credit Units (Compulsory)	8	
	Total Credit Units (Elective)	8	
	Total Credit Units	16	

**500 LEVEL 2<sup>nd</sup> SEMESTER**

Course Code	Course Title	Credit Units	Status
JIL 522	Conveyancing Law II	4	E
CLL 532	Maritime Law II	4	E
JIL 512	Public International Law II	4	E
JIL 514	Conflict of Laws II	4	E
PPL 518	Alternative Disputes Resolution II <b>(Take any two Elective courses)</b>	4	E
JIL516	Jurisprudence and Legal Theory II	4	C
CLL 534	Company Law II	4	C
LAW 500	Long Essay	6	C
	Total Credit Units (Compulsory)	14	
	Total Credit Units (Elective)	8	
	Total Credit Units	22	

**NOTE that 200 LEVEL DIRECT ENTRY students are to offer the following additional courses**

Course Code	Course Title	Credit Units	Status
GST101	Use of English and communication skills I	2	C
GST102	Use of English and communication skills II	2	C
GST105	History and Philosophy of Science	2	C
GST107	Good Study Guide	2	C
BHM101	Principles of Economics	3	C
CIT101	Computer in Society	3	C
ENG113	Introduction to Nigerian Literature I	3	C
CIT 102	Software Applications Skills	2	C
GST122	Introduction to Logic and Critical Thinking	2	C
CSS112	Sociology of Law	3	C
CSS134	Geography of Nigeria	3	C
CSS132	Ethnography of the Social Structure of Nigeria	3	C
ENG114	Introduction to Nigeria Literature II	3	C
JIL111	Legal Methods I	2	C
JIL112	Legal Methods II	2	C
	Total Credit Units (Compulsory)	37	
	Total Credit Units	37	

### **TOTAL CREDIT UNITS REQUIRED FOR GRADUATION**

1. For 100 Level Entry - 198 Credit Units
2. For 200 Level (Direct) Entry - 191 Units

### **2.3 Administration**

The office of the Dean is responsible for the overall administration of the Faculty and the Faculty is headed by a Dean who is assisted by the Heads of each programme. The colour of the Faculty is grey.

## **2.4 Course Content Specification**

### **Legal Methods I JIL 111 (2 credits) C**

1. Law in Social Context: Nature and functions of law in society: Law, order and justice; law and freedom; law and the state; law and legitimacy; law and sovereignty.

Aspects of law-types of law: Eternal Law, Divine Law, Natural Law and Human or Positive Law, Classification of Law; Common Law and Civil Law; Common Law and Equity, Public and Private Law, Civil and Criminal Law, Substantive and Procedural Law; Written and Unwritten law etc.

Methods of social control through law – Panel method; grievance – remedial method; private arranging method; constitutive method, administrative regulatory method; fiscal method; conferral or social benefits method.

2. Legal reasoning and approach to problems – language of the law; principles, standard and issues in law; formality and precision in the use of language and distinctiveness of legal language; legal rhetoric and legal logic; legal reasoning and practical reasoning; legalism.
3. Legal reasoning in judicial process – sifting of facts and law in courts; ratio decidendi, precedents.
4. Legal reasoning in legislation – legislative proposals; legislative drafting; ambiguity; vagueness, open texture, semantics in law, legislative process; construction of statutes; types of legislation; codification of laws.

### **Legal Methods II JIL112 (3 credits) C**

1. Sources of law – primary sources; statutory materials and judicial materials; secondary source, books and pamphlets, letters, speeches, interviews, periodicals and newspapers; foreign materials.



2. Use of source materials – law library and legal research, indexing and identification of library materials, cases and citation of cases and reports, identification of issues, principles, rules, authoritative elements in books and judicial opinions, analysis and note taking, use of authorities in legal argument and legal writing.
3. Legal writing – methods and approaches in essay writing, styles of writing; analysis of social and legal issues and application of legal rules, division of topics into chapters, sections and subsections.

**Nigerian Legal System I JIL211 (4 credits) C**

- (a) The idea of a legal system
- (b) Nature and function of law
- (c) Classification of law and Sources of Nigeria Law:
  - (i) Legislation, Judicial Precedents, Case Law; Customary Law; Islamic Law; English Common Law and Doctrine of Equity.
  - (ii) Reception and Application of English Law in Nigeria.

**Nigerian Legal System II JIL212 (4 credits) C**

- (i) Internal Conflicts:
  - (a) Different Customary Laws/Islamic Laws
  - (b) English Law and Customary Law
  - (c) English Law and Islamic Law
- (ii) Judicial Institutions
  - (a) The Role of the Judiciary
  - (b) The History and Development of the Courts.
- (iii) Types and Jurisdiction of Courts
  - (a) Customary and Area Courts
  - (b) Magistrate and District Courts
  - (c) Court of Record
  - (d) Special Courts – Sharia Court of Appeal – Customary Court of Appeal – Tribunals (excluding Commissions of Inquiry)

- (e) Judicial Personnel – Appointment and Tenure
- (f) Outline of Civil and Criminal procedure in Nigeria
- (g) Legal Aid and Advice – Development and future of Law in Nigeria - The Organisation of legal Education and Legal Profession in Nigeria.

**Law of Contract I CLL233 (4 credits) C**

- a) Nature of Contract: Sources of Law, Concept of Bargain, Classification
- b) Formation of Contract: Offer and Acceptance, Consideration, Intention to Create Legal Relations.
- c) Contents of a Contract: Terms, representations excluding and limiting terms and fundamental breach terms.
- d) Capacity: Infants, illiterates, corporations, mental patients and drunken persons.

**Law of Contract II CLL 234 (4credits) C**

- a) Vitiating Elements of a Contract: Mistake, Misrepresentation; Duress, Illegality and unenforces contracts.
- b) Privity of Contract: Rules and exceptions.
- c) Discharge of Contract: By performance, agreement, breach and frustration.
- d) Remedies/Damages; Equitable remedies in outline only, Quantum merit claims and quasi-contract.

**Human Rights I PUL241 (4 credits) E**

Meaning and scope of civil liberties, Jurisprudential and historical background to liberties, Relationship between civil liberties and human rights, Concept of personal liberties, its limitation and scope, especially in relation to the exercise of powers by the Police and other Criminal Justice Agencies, Freedom of expression, its scope and limits within the context of the law of defamation, law of Contempt of Court, law of obscenity and Official Secret Laws.

### **Human Rights II PUL 242 (4 credits) E**

Group Rights, rights of women, children, aged, families, minorities, refugees, and the disabled (i.e. people with special needs). Relationship between inherent rights and guaranteed rights; and in the case of the latter, the interrelationships of the rights provided under municipal; and international law, in particular, the African Charter on Human and Peoples' Rights and its status vis-a-viz other domestic legislations.

### **Labour Law CLL 231 (4 credits) E**

a. Introduction: Nature, History, Sources, Scope. (b). Contract of Employment:-: Definition, formation, contents, parties-young persons-apprentice, women. (c). Employees duties, good faith, Accountability, confidentiality, restraint of trade. (d). Termination of contract of employment, performance, agreement, notice, summary dismissal, repudiation remedies for wrongful dismissal.

### **Labour Law II CLL 232 (4 credits) E**

(a). Collective bargaining and collective agreement: framework, nature, legislation. (b) Trade Unions; formation, rights, obligations criminal liability, civil liability. (c). Agencies, I.A.P., N.I.C., P.P.I.B., Industrial training fund. (d). Industrial law and economic development.

### **Constitutional Law I PUL 243 (4 credits) C**

Definition and sources of constitutional law, classification of the constitutions: written and unwritten; rigid and flexible; federal and unitary, presidential and parliamentary.

The concepts of separation of powers, Rule of law federalism, Supremacy of the constitution / parliament. The legal consequences of the change of government by extraconstitutional means (e.g., coup detat). Constitutional history of Nigeria from the advent of British rule up-to-date.

## **Constitutional Law II PUL 244 (4 credits) C**

The Military and Constitution Making in Nigeria.

(a) Law Making by the Military (b) The Judiciary under the Military  
(c) The Executive under the Military (d) The Military and the search for constitutional and political order.

The study of the current Constitution: (a) Supremacy of the Constitution, citizenship, fundamental rights, fundamental objectives and direct principles of state policy, creation of states, and constitutional amendments: (b) Legislative Power: Its meaning, scope and relation with the executive and judicial powers, delegated legislative powers – division of legislative powers between the federation and the states; interpretation of legislative entries/its doctrines of pith and substance, implied powers, repugnancy, and occupied impeachment power.

(c) Judicial Power: Its meaning and scope – judicial review of legislation – independence of judicial jurisdiction and powers of the Supreme Court, Court of Appeal, Federal and State High Courts and Sharia and Customary Courts of Appeal. Judicial Control of Administration – nature, scope of writs orders; Habeas corpus, mandamus, certiorari, prohibition, (no warrantos, declaration and injunction).

Executive Power: Its meaning and scope, power and functions of the President and government appointment, legislative, police, public order, defence, emergency, prerogatives of mercy, foreign and Federal (and State) executive bodies – Attorney General's powers.

## **Family Law I PPL 343 (4 credits) E**

Nature of family including extended family system, the nature and sources of Nigeria family law, Succession: nature, form and incidence of marriage under customary/Islamic Law; contract and celebration of marriage, formal and essential validity of statutory marriage; void and avoidable marriage, dissolution of marriage.

**Family Law II PPL344 (4 credits) C**

Rectification of marriage, Judicial Separation; maintenance and financial relief; legitimacy; custody, guardianship and adoption; basis of marriage and divorce, succession, testate in customary, Islamic and status laws, Foreign marriages etc.

**Environmental Law I PUL 321 (4 credits) E**

Concept of the environment, Analysis of the legal, political, social and economic dimensions of environmental control legislation. The relationship of property rights to the question of the environment and the problem of the urban and rural environment.

**Environmental Law II PUL 322 (4 credits) E**

Concept of the environment, the meaning and scope of environmental law; public health and environmental laws including the various factory legislations and the laws prescribing environmental pollution, including the dumping of toxic and radioactive substances, Rights of citizens to a clean environment and good health and, the rights to life. Impact of international arrangements on domestic laws, Evaluation of domestic laws with international framework.

**Criminal Law I PUL 341 (4 credits) C**

(a) General Introduction and purpose of Criminal Law (b) The content of crime (c) History and sources of Nigerian Criminal Law (d) The elements of an offence (e) Classification of Offences (f) General Principles of Criminal Responsibility (g) Parties to an offence (h) Offences against the Person.

**Criminal Law II PUL 342 (4 credits) C**

(a) Offences against Property (b) Offences against the State and against Public Order (c) Offences of Corruption (d) The Police and the Administration of Criminal Justice (e) Theories and Types of Punishment (f) General Principles of Sentencing.

### **Commercial Transactions I CLL331 (4 credits) C**

Sales of Goods: Nature and formation of the contract; conditions, warranties and representations; ownership and passing of property; duties of the seller; duties of the buyer; effect of contract; remedies; special commercial contract (outline); the use of various payment devices e.g. cheques, credits cards, luncheon and fuel vouchers.

### **Commercial Transactions II CLL332 (4 credits) C**

Hire Purchase: Nature and meaning of hire purchase; hire purchase in Common Law and under the Hire Purchase Act, Ownership and passing of property; remedies of owner and hirer, minimum payment clauses and damage standard form, hire-purchase agreements. Bills of sales; conditional sale and credit sale agreements.

Agency: Definition formalities and capacity; authority of the agent; ratification: types of agents, rights of principal and agent; termination of agency; relationship of principal and agents.

### **Law of Torts I PPL 323 (4 credits) C**

Historical background and general principles of tortious liability, Defenses in relation to tort; trespass to person – assault, battery, false imprisonment and intentional harm to the person; trespass to chattel, conversion and retinue; Negligence: duty of care, standard of care, proof of negligence, shock, contributory negligence, damages, remoteness of damage; occupiers, liability.

### **Law of Torts II PPL 324 (4 credits) C**

Nuisance: *Rylands v. Fletcher*; liability for animals; Malicious prosecution; Vicarious liability; Defamation. Death as course of action; Fatal accidents; Deceit; Economic torts, Passing off, civil conspiracy, intimidation, interference with contract; parties, joint torts; Remedies.

### **Administrative Law I PUL 443 (4 credits) E**

Nature, Scope and Sources of Administrative agencies and procedure, Relationship between Administrative Law, the rule of Law and Separation of powers, Delegation of powers, Delegated legislation: its nature, forms, making and control.

### **Administrative Law II PUL 444 (4 credits) E**

Administrative and adjudication, powers of administrative Tribunals: administrative invasion of tribunals of peoples' legal rights, delegations – tribunals and inquiries. (a) Ground of Judicial review: e.g. Ultra vires, natural justice and error of law. (b) Remedies certiorari, prohibition, mandamus, declaration, injunction, habeas corpus, damages and appeal, Ombudsman. (c) Action by and against the State, Corporations including Local Government Councils.

### **Land Law I PPL 421 (4 credits) C**

Introduction: (a) Historical Evolution of Land Law (b) Sources of Nigerian Land Law (c) Terminology: Ownership, Possession, Title rights, Liability, Land, etc. Customary Land Law: (a) Modes of acquiring title to land, settlement; expansion; loan or borrowing; pledge or pawn; gift, conquest, allotment, kola tenancy. (b) Concepts and ownership of land. (i) Nature of title to Land (ii) Control and management of community land – individual rights and extent of community land today. (iii) Creation of family land – nature and extent of members' right in family land; control of family land, alienation of family land, termination of family land, (iv) An outline of succession to rights in land.

### **Land Law II PPL 422 (4 credits) C**

The Land Use Act – (a) State Control of Land; grant of right of occupancy; what certificate of occupancy connotes: alienation of certificate of occupancy; revocation of certificate of occupancy; compensation for revocation. (b) Relationship between Land Use Act and other State Land Law. (c) An outline of control of natural resources-minerals, water and forests, Agrarian Reforms. (d) Rights

and Interest in Land – freehold, joint tenancy, tenancy; in common, prescription; laches, acquiescence, leasehold, easements, profit a prendre, covenants, mortgages. (e) Registration – registration of instruments, registration of title.

**Law of Banking and Insurance 1 CLL431 (4 credits) E**

Banking: Nature, history and evolution of banking in Nigeria; Law regulating the establishment and operation of banking in Nigeria; Nature and legal effect of negotiable instruments, including cheques, promissory notes, bills of exchange, etc. Negotiability and assignability, endorsement and delivery, presentation and notice of dishonor.; Banking – Customer relationship, including the nature and legal effects of bank accounts, overdraft, bank notes, cheques and their crossing, etc; mortgages and foreclosures etc, forgeries and conversions, securities and advances.

**Law of Banking and Insurance II CL432 (4 credits) E**

Insurance: Substance and rationale of the dichotomy between the regulation, framework of the banking institution and Insurance: Nature of Insurance, purposes or functions of Insurance; Types of Insurance, including marine insurance, life, personal, accident insurance etc. Insurable interests and principles of indemnity. Parties to Insurance, Contracts Principles of umberrimae fidei; Assignment of insurance policies, under writing and reinsurance claims and settlement claims. State control of insurance business. Social functions relative to Banking & Insurance. Analyses of the dynamics of social-legal changes in the context of relevant judicial opinions and statutory enactments.

**Equity and Trusts I PPL 423 (4 credits) C**

General Principles of Equity: Nature, doctrine and history of equity, its development in England and its introduction to Nigeria; Equity and Common Law; conflict between Equity and Common Law, maxims of equity; nature of equitable rights and interests; priorities; assignment of chose in action; conversion; election; satisfaction.



(a) Equitable Remedies – Injunction; specific performance; rescission; rectification; delivery up and cancellation of documents; account; receivership; restitution. (b) Equitable Defences – Estoppel, laches and acquiescence.

**Equity and Trusts II PPL 424 (4 credits) C**

(a) Nature and classification of trusts; the requirements of trusts; constitution of trusts; express private trusts; charitable trusts; constructive trusts; protective and discretionary trusts (in outline only), trusts in favour of creditors. (b) Appointment of trustees – duties and discretion of trustees; breach of trust; retirement and removal of trustees. (c) An outline of administration of estate.

**Oil and Gas Law I PUL 411 (4 credits) E**

(a) The origin and Occurrence of Oil and Natural gas (b) Theories of Ownership of Oil and Gas (c) United Nations and Natural Resources (d) Interests in Oil and Gas – Oil concession, effect of rights of concessionaries on natural gas. (e) Expropriation of Rights in Oil and Gas (f) Oil and Gas Pipelines, nature, legal status, conditions for grants, rights and obligations of the license.

**Oil and Gas Law II PUL 412 (4 credits) E**

(a) Refining of Petroleum Oil (b) Pollution (c) Oil and Gas Revenue Legislation (d) Administration of Petroleum Profits (e) Nigeria National Petroleum Corporation [NNPC] (f) State Participation in the Petroleum Industry. (g) Manpower Development. (h) Organisation of Petroleum Exporting Countries (OPEC).

**Taxation I LAW 433 (4credits) E**

The nature, meaning and various forms of taxation, general principles and administration of tax and the governing residence and ordinary residence tax payers, individuals, trustees, companies and business organisations. Definition, ascertainment and computation of income for tax purpose; deductions allowances which may be set against income.

**Taxation II PUL 434 (4 credits) E**

Different types of tax and duties imposed by the governments; taxing powers of government; problems of taxation, married women, and tax exemption of pensions and gratuities.

**Introduction to Criminology I CSS 133 (4 credits) E**

The meaning, nature and scope of criminology, the evolution of criminological thought, phenomenology, aetiology of crime and victimology, Legal principles relating to insanity, mental deficiency and other forms of mental incapacity. Criminological aspects of victimless crimes. The Criminology of enforcement. Criminological; forecasting and planning.

**Introduction to Criminology II CSS 136 (4 credits) E**

Drug addiction, alcoholism, juvenile delinquency, theories of punishment, the law governing sentencing and court orders in criminal cases, sentencing practice, treatment techniques and strategies and criminological research methods. Philosophies of punishment, correction and treatment; analysis of different forms of punishment or treatment execution; the correction of the convicted.

**Law of Intellectual Property PPL 435 (4 credits) E**

Law of copyright and confidential information, the nature of copyright, ownership rights and their exploitation, international environment, implication of new technology on copyright, confidential information on property, and the exploitation and protection of the right.

**Law of Intellectual Property PPL 436 (4 credits) E**

The major forms of industrial property; Trademarks, patents and industrial designs. Nature and historical revolution of various species of industrial property rights and their exploitation.

**Law of Evidence I PUL 445 (4 credits) C**

(a) General Introduction (b) Sources of Nigeria Law of Evidence (c) Direct and Circumstantial Evidence (d) Facts in Issue and Relevant Facts (e) Complaints (f) Similar fact Evidence, Res Gestae.

**Law of Evidence II PUL446 (4 credits) C**

(a) Character Evidence (b) Opinion Evidence (c) Hearsay Evidence (d) Estoppel; Competence and Compellability of a witnesses (e) Privilege Generally (f) Corroboration (g) Burden of Proof (h) Documentary Evidence.

**Public International Law I JIL 511 (4 credits) E**

General Introduction: History and Sources: International and Municipal Law; Subject of the Law of Nations (a) States – Nature and classification; recognition of States, governments and belligerents de jure and de facto. (b) State succession (c) Territory; Acquisition and loss.

Individuals: Nationality and domicile, Human rights and fundamental freedoms. Diplomatic Representation: States and functions of diplomatic envoys and consults; privileges and immunities; Diplomatic missions of international organisation. State responsibility and conditions of basic international claims.

**Public International Law II JIL 512 (4 credits) E**

State Jurisdiction: territorial waters and airspace, international servitudes and waterways; International Agreement: Nature, entry into force, ratification, reservations, interpretation and discharge.

International Organisations: (a) The United Nation and its charter – specialised agencies, Disputes; Pacific and non-pacific methods of settlement. (b) The Organisation of African Unity (c) ECOWAS. War and Neutrality:

- (a) Position of belligerent forces and civilians in war
- (b) The Hague and Geneva Conventions
- (c) Economic Warfare – on land, sea and in air
- (d) Effects of outbreak of war – persons, actions, contracts, treaties.

The legal capacity to use force – States, recognised belligerents and U.N.

The legal claims to make war and U.N. Charter obligations; Position of neutrals, Punishment of war crimes – Nuremberg Trials.

### **Legal Drafting and Conveyancing I PPL 521 (4 credits) E**

Contents of a Conveyance settlements. Relevance of the study and of the Land Use Act.

### **Legal Drafting and Conveyancing II PPL 522 (4 credits) E**

Transfer of legal estates and interests in land, capacity of parties, the contract for the transfer of a legal estate or interest in land, lease, mortgages, assignments, transfer of title to land. The relevance of the study in the light of the Land use Act 1978.

### **Conflict of Laws JIL 513 (4 credits) E**

(a) Nature and Scope of Conflict of Law: Internal and International conflicts. (b) General Principles of conflicts of Law: (i) Jurisdiction and Exemption from Jurisdiction of the Courts (ii) Exclusion of Foreign Law / State Laws (iii) Characterisation (iv) Domicile and Nationality (v) Renvoi.

### **Jurisprudence and Legal Theory I JIL 515 (4 credits) C**

Introduction: The purpose of the study of law and Jurisprudence; Nature, Definition and scope of Jurisdiction; Meaning and Functions of Law. The relation of law to:- (a) Justice (b) Morality and (c) Religion. Law and Social Changes: Ethics; The relation of the above concepts to Islamic and Customary Law.

Sources of Law: Legislation, Customs and Judicial precedents. Nature, ascertainment, applicability and the role of these courses in contemporary and early society.

Analysis of Fundamental Legal Concepts: Rights, Duties, Liability, Ownership, possession; personality, Liberty.

### **Jurisprudence and Legal Theory II JIL 516 (4 credits) C**

Theories of Law: (a) Natural Law School (b) Historical School (c) Positivist Theory (d) Sociological Theory (e) Pure Theory of Law (f) Marxist Theory of Law (g) Indigenous Theories of Concepts of Law – Islamic School of Law (h) Maliki School and concepts of customary Law (i) Law Reform (j) Codification, Restatement, Adaptation and Unification of Customary Law.

### **Alternative Dispute Resolution I PPL 517 (4 credits) E**

Focuses on the non-litigation processes of dispute resolution and their relationship to traditional litigation. The course involves the study of negotiation, mediation, mini-trials, private judges and special masters, court-annexed and private arbitration as well as court related settlement options such as panel evaluations and settlement conferences.

### **Alternative Dispute Resolution II PPL 518 (4 credits)**

Focuses on international and domestic arbitration, matters that are arbitrable, laws governing arbitration agreement, establishment and organisation of arbitral tribunal, conduct of arbitral proceedings, awards amongst other topics

### **Company Law I CLL 533 (4 credits) C**

Forms of business organisation; Sole proprietorship; partnership; incorporated companies; creation and incidents. (b) Formation of companies; Certificate of Incorporation; pre-incorporation contracts; promoter's liability. (c) Memorandum of Association; Doctrine of

Ultra – Vires; Alteration of Memorandum and the Objects clause. (d) Articles of Association Contractual effect of Memorandum and Articles; Alteration of Articles. (e) Doctrine of Constructive Notice and Indoor Management. (f) Prospectus; Statement in lieu of Prospectus; Remedies for Mis-representation.

**Company Law II CLL534 (4 credits) C**

(a) Company Securities; Shares and Debentures; Becoming and Ceasing to be a shareholder; Transfer of shares, floating Charges. (b) Directors and other officers; Appointment, Removal, Duties, Rights and Powers (c) Meetings Resolutions (d) Majority powers and Minority Rights; Prevention of oppression and mismanagement (e) Reconstructions and Take-Overs. (f) Winding up (in outline). (g) Partnership; relation of partners inter se and to third parties, dissolution of partnership.

**Long Essay Law500 (6 credits) C**

Each final year student will have approved for him or her topic of research at the beginning of the final year. Such a candidate will be expected to produce a well – researched essay containing a minimum of 10,000 words under the supervision of a member of the academic staff.

**Maritime Law CLL 531 (4 credits) E**

Marine Law and Nigerian Legislation, Public control of shipping and Navigation in Nigeria waters, Control of Marine Pollution. International Conventions governing the carriage of goods by sea – The Hague Rules, Hamburg Rules, The Hague Visby Rules, York-Antwerp Rules, Municipal Laws governing the carriage of goods by seas. Carriage of goods by sea. Maritime Zones within the limit of National Jurisdiction, International waters, Territorial seas, archipelagic waters, Contiguous zones, Exclusive Economic Zones and continental Shelf.

## **Maritime Law II CCL 532 (4 credits) E**

*The Ship I:* As property; registration, purchase and sale, construction, maintenance and equipments; ship mortgages and liens; *The Ship II:* Mitigation; safety of life at sea and collision regulation, Nigerian Harbour regulations, collision and liability for damage, limitation of liability. *Admiralty Jurisdiction. Maritime Insurance;* history, cause of business of Lloyds. Concepts; Insurable, indemnity, utmost good faith. Types of policies, floating, blanket, voyage and time, valued and invalued, etc. Perils insured against contents of policies, losses and other incidents of liability, rights of insurers, assignment of policies, mutual Insurance. Towage; Salvage and Pilotage.

### **Language of Instruction**

The language of instruction is English language.

### **Course Development**

Course materials are developed and edited by experts in their various specialisation.

### **Quality Assurance**

To maintain quality, the course materials were written or adapted by both experienced in-house staff, edited by external assessors and validated in accordance with NOUN standard.

### **Facilitators**

There are a number of facilitators provided for the students at the various study centres. Each facilitator holds a minimum of a Master's degree (a 10 years post qualification is a prerequisite) and university teaching experience.

### **Dress Code for Students**

- **Male Students:** the approved mode of dressing for male students are dark suits, white shirts , black tie ( not bow tie)

black socks and black shoe with white /black breast pocket handkerchief. Stripped black trouser may be worn under dark jacket.

- **Female students:** Their approved mode of dressing for female students are white v blouse/shirt and black knee length skirts/trouser (dark suits or dark lady dress and black shoe are to be worn. There should be no embroidery and trimmings of any type and only moderate jewelry (earrings and watches) and hair style (no **multi colours or crazy hair styles**) are to be worn.
- At Law dinners, students must be punctual, be in regulation dress mode and observe all table manners. Also male students are permitted to wear bow tie only for this purpose.

### **Admission and Registration Procedures**

Admission and Registration procedure are on-line based. Students are required to purchase their admission forms from any of nominated banks and then fill the form and submit on-line. Admission lists as well as individual student's admission letter for successful candidates are published on NOUN web-sites. Students are also expected to complete their registration procedure on-line.

### **Instructional Methods and Delivery**

As NOUN is a full time and distance learning Institution, instructional method is through facilitation (lecturing) at the Study centers. Full time lecturers at the Faculty of Law, NOUN lectures at the centre close to the Faculty of Law.

Students are to study essentially on their own by creating their own convenient learning environment. Face to face tutoring would only be handled by instructional facilitators at the designated study centres for specified periods based on credit loading of the course. Delivery of course material is in print medium. Future use of video and audiotapes, radio and television broadcast, CD-Rom and e-learning to complement the print material are in the offing.



## **Evaluation**

Students would be evaluated at the end of each semester based on the following:

### **Tutor-Marked Assignments (TMA)**

There is a tutor-marked assignment at the end of every unit of a course material. Students are advised to attempt all the assignments. They will be assessed on the best three performances out of four indicated for assessment. The assignments carry 30%.

### **End of Semester Examination**

At the end of each semester, there is an end of term pen-on-paper examination which carries 70% of the total marks.

### **Marking of Examination Scripts**

Marking of examination scripts are done both by the academic staff of the Faculty of Law at the NOUN and facilitating in accordance with the marking guides provided. They are thereafter sent to approved experts for moderation.

### **Learner Support**

There is a Directorate of Learner Support established by the University that takes care of the needs of students. They work hand in hand with the Study Centres, and the Faculty.

### **Administration**

The University has the following physical structure:

National Open University of Nigeria Headquarters

The NOUN headquarters is at 91, Cadastral Zone Nnamdi Azikiwe Expressway, Jabi, Abuja FCT.

It houses the administrative machinery of the university, comprising the offices of the Vice-Chancellor, Principal Officers of the university, Directorates and Units, The Faculties and Academic Centres through which Academic programmes are delivered.

## **PART 3: INFORMATION FOR NEW STUDENTS**

### **3.0 Introduction**

Once a student has been offered admission into any of the programmes, the next exercise is to become a bona fide student of the University. This involves taking a number of steps which are sequentially described below.

### **3.1 Orientation Programme**

This is designed to help new intakes become familiar with the overall University environment considering the fact that this mode of study is different from their previous study approach. Again, the exercise will help them know and locate the first contact points and register for courses of study. The rules, regulations and administrative set up of the University will be made known to them. Students are introduced to use of University facilities, lines of communication, teaching staff and learner support services to make their transition as smooth as possible. This programme takes place at the Study Centres, so as to give you the opportunity to look round and identify the Study Centre personnel that will be attending to your requests within the continuum of your study programme. It is also acquaint you with the culture of Open and Distance Learning (ODL). The programme also affords you the opportunity to learn about the various facilities and support services that will enhance your learning. These services include:

- Knowing the first contact points at NOUN,
- Selection and registration of courses,
- General baseline information, guidance and counselling services, and
- Use of ICT facilities.

Perhaps, a great advantage of the orientation program is that it will also afford you the opportunity to ask questions. You will receive information about the orientation programme through an SMS message. You are advised to attend the orientation programme, as this will assist you to commence your programme on good footing and of

course, enjoy a stress free journey towards attaining your desired goal for enrolling on the programme.

### **3.2 Deferment of Admission**

Students who for one reason or the other are unable to take up and continue their registration can write the University for deferment. Such students will write to inform the University of their readiness to take up the offer of admission. If after one year of deferment, the student seeks for an extension, the he/she needs to write again for the extension and this application is made to the Registrar through the Study Centres with evidence of your admission and course registration.

### **3.3 Change of Programme and Course**

To change your academic programme you are required to obtain an Application Form online or at the Study Centre and then follow the procedure for change of programme prescribed to you by the Centre hereafter and what line of actions to take after completing the requisite form. You may need to consult your counsellor for guidance.

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

1. Students are allowed to apply for change of programme not less than 10 weeks to the commencement of examinations.
2. Students should obtain Change of Programme forms from online or the study centre after payment of the **prescribed fee**, fill and return to the Study Centre, attaching credentials and evidence of payment.
3. The reason(s) for the change of Programme should be stated and the form should be signed by the Study Centre Director.
4. The Faculty will treat the applications and send them to the Academic Office (an e-mail is automatically generated by the system directly to the student informing him or her on the decision of the Faculty).
5. The Academic Registry will treat the application accordingly.

The student will get a feedback from his or her portal or through the study centres.

### **3.3.1 Registered Students who wish to change their Programme of Study**

Students can apply for a change of programme as long as they are qualified for the programme. Such students if already registered would have to buy a change of programme form which will be endorsed by the Centre Director and sent to the faculty for approval before the change can be effected by the MIS/ICT/Administrative Officers at the study centre. The procedure is as follows:

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

### **3.3.2 New Students who were wrongly admitted to a Programme**

If a new student is wrongly admitted to a programme, such a student should lay his/her complaint in writing through the Director to MIS/ICT/Administrative Officer.

Such an application is made to the Registrar through the Study Centres as follows:

1. You should print out your letter of admission.
2. Write a letter of complaint stating you have been wrongly admitted into the programme and state your programme of choice and submit the letter to your Centre Director
3. The Study Centre Directors will inform the Faculty through the Academic Registry about applicants' complaints on wrong admissions.

4. The Directorate of ICT will enable the Faculty's admission officers to re-initialise the admission process and access the platform for the change of Programme.
5. Candidates will then be requested to go back to their portals to print new admission letters.

### **3.3.3 Change of Course**

Application is made to the Registrar through the Study Centres by applying for a change of programme after paying for the form which must be endorsed by the Centre Director, approved by the departments (after ascertaining that the student is qualified for the new programme).

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

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

### **3.3.4 Credit Transfer**

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

## **PART 4: PROGRAMME AND DEGREE AWARD REQUIREMENTS**

### **4.0 Introduction**

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

### **4.1 Programme Duration**

The Law programme duration is five (5) years except for students who are admitted at 200 Level spend four (4) years.

#### **4.2.1 Prerequisite Course**

Intending Law students must have at least five (5) O' Level credit inclusive of Literature in English and at least a pass in Mathematics. Prerequisite course refers to any course which must be passed before a student would be allowed to register for certain specified courses at a higher level. It is expected that students who did not pass a prerequisite course but have obtained an acceptable level of achievement (decided by Senate) can be allowed to register concurrently for the prerequisite course failed with the higher level course.

#### **4.2.2 Registration procedure**

Registration processes in National Open University of Nigeria are treated with utmost seriousness. Without proper registration and documentation, one cannot become a *bona fide* student of the University. Registration for courses and examinations by both fresh and returning students take place at the study centers where applicants' certificates are thoroughly screened. The registration exercise shall not exceed four weeks, after which the course registration portal closes. However, examination registration can continue for another four weeks after which the portal will close for the semester.

### **4.2.3 Opening and Closing of the Course Registration portal**

The registration portal is usually opened at the start of a new semester and closes four weeks after for course registration and eight weeks after for examination registration. The portal is used for the commencement of continuous assessment known as Tutor Marked Assignment (TMA) and closes before the semester examinations. Once the portal is closed, you will not be able to register for courses for the semester until it opens again for the next semester. If you are unable to register for your courses before the closure of the portal, you are **Not Eligible** to take the TMA and examinations for the course(s).

### **4.3 Course Re-Registration**

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

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

### **4.4 Add and/or Drop courses**

In the process of registration, a student for one reason or the other may decide not to take a course already registered for. Such a student is allowed to drop the course and add (replace) it with any other course for the same amount of registration fee. This must be done within the registration period for that semester. The University study centres/Information Technology (IT) unit handles this.



#### **4.5 Eligibility for Graduation**

To be awarded a degree in the faculty, a student would have to pass a minimum credit units for the five (5) years programmes respectively.

#### **4.6 Research Long Essay**

The steps involved in research projects are as follows.

- Study centres assign students to qualified supervisors. .
- Students are to submit three topics to their supervisors.
- Supervisors approve one topic after necessary modifications and endorse the approval form.
- Students forward approved topics to the study centre. Study Centre Directors collate approved topics and send to the faculty in Excel format

#### **4.7 Grading Moderation and Mode of Submission of Long Essay**

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

##### **4.7.1 Grading of research projects Lecturers/Supervisors**

- Study centres should make available project assessment sheets to supervisors to avoid discrepancies observed in assessment and grading sheet use.
- Project supervisors should utilise the faculty assessment sheet to assess students' project work.
- Any assessment done on any other form different from the faculty assessment sheet would be rejected.

Research Projects are graded as follows:

<b>Score</b>	<b>Grade</b>	<b>Point</b>
70 and above	A	5
60 – 69	B	4

50 – 59	C	3
45 - 49	D	2
40 – 44	E	1
39 and below	F	0

#### **4.7.2 Mode of Submission of Long Essay Scores**

This must be submitted to the Faculty through the Study Centres.

There are guidelines for the submission of projects in the Faculty of Law 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 Law for Research projects). You are to submit four copies of your research project, along with soft copies of the project in two (2) Compact Discs (CDs) to your Study Centres for onward submission to the Faculty.

#### **4.7.3 Moderation of Projects**

- External moderators of the rank of Senior Lecturer and above are invited from other universities.
- Each moderator would select thirty projects from each of the available project reports in a programme.
- Project moderation assessment forms are given out to the moderators to specifically re-assess the thirty projects selected.
- The scores given by the external moderators would be used to moderate all project scores as follows to ensure uniformity:
  - (i) Subtract the external moderator's score from the supervisor's score to obtain the difference which is either positive or negative for each student moderated programme by programme.
  - (ii) Add the positive values together and likewise the negative values to get the total of each.
  - (iii) Subtract the total of each in (ii) to obtain a single value which is either positive or negative.
  - (iv) Divide the value from (iii) by 30 to get the difference (positive or negative).

- (v) If the difference is positive, add the value to the supervisor's scores for each of the students in the programme. If the difference is negative, subtract the value from the supervisor's scores for each of the students in the particular programme.
- (vi) The result obtained from
- (v) becomes the project moderated score to be uploaded for each student programme by programme.

- The final moderated scores would be uploaded into MIS platform for further processing and transfer to each student's portal.

## **4.8 University Policies**

### **4.8.1 Copyright Policy**

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

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

### **4.8.2 Plagiarism**

Plagiarism is defined as 'the practice of taking someone else's work or ideas and passing them off as one's own' (Oxford Dictionary.com). Plagiarism is a serious crime and is an infringement of the rights of the copyright owner. It is an act of academic dishonesty to take ideas or work that was not originally one's own and present it as one's own ideas or your work and use it without proper acknowledgement of the source and author.

## **4.9 Degree Award Requirements**

Students must have passed all compulsory and elective courses.

### **4.9.1 Core and Elective Courses**

Programmes in this Faculty comprise courses that are either compulsory or electives. Compulsory courses are core courses that must be passed to be eligible for graduation. Elective courses are courses that are optional in terms of the number that students must register for and pass per semester. Compulsory courses and elective courses are programme-specific. For a detailed description of courses, consult the University General Catalogue (2014-2017) or visit the Faculty's web page at [www.nou.edu.net](http://www.nou.edu.net).

### **4.9.2 Minimum Course Credits for Graduation**

Students must have 202 credit units except for direct entry students must have 195 Credit Units.

### **4.9.3 General Studies Courses (GST)**

Use of English, History and Philosophy of Science and the Good Study Guide. Table 2.2 shows compulsory general courses for programmes in the Faculty of Law.

## **4.10 Degree Award Requirements LLB**

Bachelor of Laws (LL.B)

Minimum Duration of the Bachelor of Laws Programme is five (5) years of 10 semesters and four (4) years of Eight (8) semesters for direct entry student.

### **4.11 Grade Point Average (GPA)**

#### **4.11.1 Formula for Calculation of GPA and CGPA**

Performance of students in any semester is reported in Grade Point Average (GPA). This is the average of weighted grade points earned

in the courses taken during the semester. The GPA is obtained by multiplying the grade in each course by the number of credit units assigned to that course, and then summing these up and dividing the sum by the total number of credit units taken for the semester.

The CGPA on the other hand is obtained by multiplying the total grade points obtained by the respective credit units for all the semesters added together and then dividing the product by the total number of credit units for all the courses registered by a student.

#### **4.12 Class of Degree**

Degrees for undergraduates are classified into four levels as follows:

First Class

Second Class (Upper)

Second Class (Lower)

Third Class

#### **4.13 Good Academic Standing**

For a student to remain in good academic standing (not to be asked to withdraw from the School, the following conditions must be satisfied:

Students must maintain a Cumulative Grade Point Average (CGPA) of at least 1.00 at the end of each academic year.

In addition to the above, the Faculty requirements must be met.

#### **4.14 End Of Programme Clearance Coordinated at the Study Centre**

Students must produce all evidence of payment of projects. JAMB regularisation results verification of 'O' Level result print of clearance form from the portal for the convocation fees, Alumni. Those that have evidence in their portal must produce e-wallet slip and evidence that they have money in their portal. The student will submit personal account number and the e-wallet slip before the University can refund their balance.

## **PART 5: ASSESSEMENT AND EVALUATION**

### **5.1 Introduction**

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

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

*Note: Students must be duly registered for each course in the semester to be eligible for the Continuous Assessment and Semester Examinations.*

### **5.2 Tutor-Marked Assignments (TMA)**

The TMAs are the continuous assessment components of conventional Universities. There are four tutor-marked assignments for each course. The best three would be used to compute the continuous assessment portion of the examination score. These assignments will not be included in the study materials' rather ; all TMAs will be packed into a TMA folder.

#### **5.2.1 Opening and Closing of TMA Portal**

Management Information System (MIS) is in charge of opening and closing of TMA portal.

### **5.3 End-of-Semester Examinations**

This constitutes 70% of the total grade for a course. To be eligible to sit for the examination, a student must have submitted at least three of the TMAs in each particular course. The venues for the examinations are the study centres. The Directorate of Examinations and Assessment (DEA) in consultation with the relevant study centre managers may determine an alternative location for students who are unable to sit for an examination at a nominated centre due to circumstances beyond their control.

#### **5.3.1 The e-Examination**

- Undergraduate 100 and 200 levels undergraduates write electronic examinations in the faculty for non-Law courses where applicable.
- Lecturers are assigned to courses and generate test items course by course.
- The type of test items set by lecturers are a combination of multiple choice examinations, completion and true/false.
- One hundred and twenty (120) questions for a two unit course and one hundred and fifty (150) for a three unit course per course are to be generated by lecturers.
- After the generation of the items, lecturers upload and activate to MIS or ICT required electronic platform.
- E-Examinations are conducted at designated study centres.
- ICT or MIS directorates make the questions available to students according to the time table released for e-examination.
- Students take the examination and scores are returned to them through their portals.

#### **5.3.2 Pen-on-Paper (POP) Examination**

- Undergraduate and post graduate students write pen-on-paper (essay) examinations in the faculty of Law for all Law courses.
- Lecturers are assigned to courses and generate test items course by course.

- The types of test items set by lecturers are essay in nature.
- For a two (2) units course, five (5) essay questions are generated out of which students are made to answer four (4) while for a four (4) units course, six questions are generated out of which four (4) would be answered.
- POP examinations are conducted at designated venues by study the centre.
- Students are made to write the examinations according to POP examination time table scheduled by Directorate of Examinations and Assessment (DEA).
- The students' examination scripts are marked at six marking centres at each geopolitical zone through conference marking.
- Qualified examiners (with Ph.D) and LL.M with 10 years post call are recruited at each centre for marking.
- Subject Officers for the faculty at each marking centre undertake the vetting of marked scripts to ascertain the quality of scoring.
- Examination scores are uploaded to MIS platform for further processing and transfer to students' portals after ratification by the faculty, UEC and University Senate.

### **5.3.3 Opening and Closing of Examination Portal**

This is usually determined at each semester by the Directorate of Information and Communication Technology (DICT) based on the University's academic calendar. The portal for examination registration opens alongside the course registration portal. Students who do not register the examinations will not be allowed to write examinations in the relevant course.

## **5.4 Examination Procedures**

Examination constitutes a very important aspect of the University activities and the University states categorically that the conduct of its examination is taken seriously. The University does not condone any form of examination misconduct.



### **5.4.1 Policies Guiding Procedures**

The University policies are as given by the University Management through the Directorate of Examinations and Assessment (DEA) as follows:

#### **5.4.1 Policies Guiding procedures**

##### **(i) Deferment of Examinations**

In conformity with the provisions of Open and Distance learning (ODL), the University has set guidelines for the deferment of examinations and the conditions that warrant deferment thereof; you reserve the right to seek deferment of your examination based on the University's policy on deferment of examination. Attached hereto as (**Appendix V**), please read carefully.

##### **(ii) Remarking of Scripts**

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

##### **(iii) Examination Rules and Regulations**

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

**(iv) Examination Misconduct**

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

**Handbook**

This Handbook comes into effect from 2018 to 2023.

## **PART 6: SUPPORT SERVICES**

### **6.1 Introduction**

Learner Support services for the ODL are various means adopted which aims at helping the student become more independent and more self-reliant. It also helps him/her be able to manage their own personal, educational, and vocational development.

In Open and Distance Learning however, Learner support focuses on meeting the needs of all learners. Meeting such needs is central to high quality learning just as it is essential for effective provision of ODL. Some of such needs include but not limited to helping you know what is on offer, i.e. guidance about choice of courses, easing registration procedures, preparatory diagnosis, study skills, adjustment needs, access to group learning in seminars, tutorials, how to complete your chosen courses for the semester, how to work on your assignment, how to contact other students and organise group study with them, helping you sharpen your participation in a course, etc.

### **6.2 Study Centres**

Location of study centres are determined by the Governing Council.

As explained above, an extensive and comprehensive learner support system has been established at NOUN and administered through the Directorate of Learner Support Services. The main venues where student support services take place are the Study Centres which are distributed all over the country.

### **6.3 Facilitation**

Facilitation is available at all the study Centres. Qualified lecturers in their various areas of specialisation have contact hours with the students. **All students must attend face-to-face contact sessions.** The duration of the contact session will be determined by the nature of the courses

### **6.3.1 Introduction to iLearn Platform**

**NOUN iLEARN** is a new and exciting e-learning solution created to transform and empower National Open University of Nigeria to truly deliver impactful education to all types of students, lead the transformation of education and become the face of technology-based education in Africa. This platform has been created to provide an avenue for teachers and knowledge bearers who are passionate about education to disseminate and share that knowledge across a wide spectrum of learners in ways that are convenient and seamless.

NOUN iLEARN was born from a passion for education, growth, change and technology. This platform has changed the way students learn, the way facilitators share the knowledge that they have and the entire viewpoint of the National Open University of Nigeria. With this platform, facilitators have been empowered to truly share their vision, thoughts, experience and knowledge with an unlimited number of learners across various geographies.

One of the core principles of NOUN iLEARN is to support students to gain in-depth understanding of the subject matter being studied per time. Interaction plays a key role in learning; understanding of course learning content is deepened by the cross interaction between students and facilitators. The NOUN iLEARN platform replicates the traditional classroom interaction experience using technology. It provides for faculty-led discussions, managed questioning and course-centred discussions which are open and could be initiated by students.

### **6.3.2 Tutorial Support**

We give tutorial support through online interaction, group discussions, chat rooms, and forums.

## **6.4 Library Services**

The NOUN Library is a place where you will find each course material, set of books, audio-visual materials, and journals etc. The NOUN Library will be opened to students and can be accessed from

any location with an internet connection. Libraries at study centres will also be found helpful to students. Any book or material borrowed from the library should be returned at the designated time for easy flow of materials. However, the NOUN authority will punish any student who attempts to remove or removes library materials. Students shall be responsible for any damage to library books or materials being used by them. These are available at the Head Office and the Study Centres.

#### **6.4.1 Channels of Communication**

- Correspondence with facilitators via letters or e-mail, SMS
- Telephone discussions with facilitators
- Newsletters and the news bulletin
- NOUN website

#### **6.5 Information Communication Technology (ICT)**

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

##### **6.5.1 Channels of Communication**

**Admission** – Students apply online for admission and if qualified gets admission letter online.

**Registration** – After obtaining admission letter online, the student proceed to the centre with original credentials for screening and matriculation number is generated for the student online, thereafter makes payment in a bank.

**Assessment** – Tutor Marked Assignment is also online after payment of exam registration.

**Technical Support** – In case of any problem encountered above, in respect of admission, registration and assessment, the Information and Communication Technology (ICT), the student proceeds to ICT for technical support.

**Students' ID Card** – A student's ID card is generated from the student's portal.

**E- examination** – The platform for E-exams is prepared and conducted by ICT.

## **PART 7: STUDENTS' ISSUES**

### **7.1 Introduction**

One of the features that characterise an open university is the openness with which it conducts its academic activities and provides information relating to these activities. Due to some peculiarities of students' profile in an open university in terms of age and socio-economic factors, the nature of the students and the profile interaction with the Open University assumes a different meaning unknown to the conventional university system. The students' profile ensures that students' needs are not only varied, they are multidimensional whilst being specific to the particular student.

Communication between teachers and learners is seen as a necessary component in distance education as in all other forms of education. Open learning systems on the other hand are often heavily based on self-study. The importance attached to student-teacher interaction may vary considerably between different systems, and has been closely linked to educational strategies such as the open learning system in NOUN. Interaction among learners is another crucial component. Learner-learner interaction is encouraged at NOUN.

Often, students meet physically in groups sometimes connected with other forms of local support. Some technologies allow the organisation of "virtual groups", where the students may interact at a distance, as for example by computer-mediated communication.

Learner Support Services delivered locally is a common component of ODL and NOUN. NOUN provides this service at specially designated locations called learning/study centres. This support is in a form that allows some kind of direct interaction between the learner and a teacher or a mentor/facilitator. This component may be organised completely as face-to-face events, or in combination with communication at a distance such as teleconferences. The centre may also offer access to other learning resources and equipment.

## **7.2 Code of Conduct**

## **7.3 Students' complaints**

The Visitors Information and Call Centre (VICC) is a specialised unit of the University that provides ready answers to all types of enquiries presented by visitors and prospective students. It serves as a link between the University and the general public. The activities of the unit are carried out through face-to-face interaction at the front desk; directing visitors, addressing and treating complaints and challenges faced by students and directing them to relevant schools and units for prompt resolution and response. Additionally, the unit reads all email enquiries addressed to the University via [centralinforoun.edu.ng](mailto:centralinforoun.edu.ng) and provides accurate information programmes offered by NOUN to prospective students. Such enquiries and corresponding resolutions are communicated to the University.

The University offers learner support services through the study centre administrators and counsellors. The mainstay of every ODL institution is, to a large extent, the adequate and good provision of learner support services.

## **SERVICE CHARTER**

The University has set up a SERIVCOM unit. The SERVICOM, Service Compact with ALL Nigerians is a comprehensive plan of action for the running and sustaining of a public service agency with which it (the University) can be assessed. In setting up this unit, the University is interested in democratising the entire process of running its various operational activities such that her major clients – the students, public and stakeholders for whom these services are provided – are given some measure of control over the quality of services being delivered/received.

Intrinsic in the Charter of service, is the right of citizens of the country to seek redress when any of the services as contained in the SERVICOM Charter fails to meet their expectation. If such a situation should arise, the University has provided avenues for redress



for any dissatisfied student and or stakeholder to do any of the following:

- Petition the Study Centre Director
- Petition the Dean/Director of the academic unit concerned
- Petition the Registrar
- Petition the University Senate
- Petition the Vice Chancellor
- Petition the Council
- Petition the Honourable Minister of Education; and/or
- Seek redress at the law court

### **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	A value attached to a course that indicates its relative study time. The minimum credit unit for a course at NOUN is 1. The maximum is 6. Some courses however have zero credit weighting. E.g. GST 103.
Credit	A credit is the unit of measurement for a course. At NOUN, one credit unit is estimated to be the equivalent of seven study units. A one credit unit course is estimated to take 30 study hours to complete and is broken down as follows: Study time - 21 hours, TMA-4 hours, and Facilitation-5 hours.
Semester	A Semester is an academic period of twelve weeks, excluding examination period. NOUN offers two semesters of study per year: January to March and July to

September.

Core/Compulsory course	A compulsory course is a course which a student is required to register for and pass before eligibility for graduation.
Elective Course	An elective course, however, may be registered and taken but not necessarily passed.
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 comprise of prescribed courses offered at different levels of study. It also refers to a particular field of study made up of courses e.g. Bachelors programme in Business Administration. At NOUN, a programme of study leading to a degree qualification is made up of general, compulsory and elective courses.
Pre-requisite Course	A course at a level of Study, which must be passed before registering for another prescribed course at a higher level.

## APPENDICES

### Appendix I: Staff List

S/N	NAME	SEX	DESIGNATION	QUALIFICATION
1.	Dr. Alero Toju Akujobi	F	Dean/Snr. Lecturer	Ph.D, LL.M. BL LLB
2.	Prof. Justus Sokefun	M	Professor	LLM, LLB, BL
3.	Dr. Emeke Chegwe	M	Associate Professor	Ph.D, LL.M, BL, LLB
4.	Dr. Adakole E. Odike	M	Snr. Lecturer	Ph.D, LL.M, LLB, BL
5.	Dr. (Mrs.) Erimma G. Orié	F	Lecturer I	Ph.D, LL.M, LLB, BL
6.	Dr. Martins Ishaya	M	Lecturer I	Ph.D, LL.M, LLB, BL
7.	Mrs. Omotayo Abisoye	F	Lecturer I	LLM, LLB, BL
8.	Mrs. Francisca Anene	F	Lecturer I (Study Leave)	LLM, LLB, BL
9.	Mrs. Soibi Godwin-Clark	F	Lecturer I (Study Leave)	LLM, LLB, BL
10.	Mr. Ugbejeh Ernest	M	Lecturer I (Study Leave)	LLM, LLB, BL
11.	Mr. Samuel Iroye	M	Lecturer I	LLM, LLB, BL
12.	Mr. Njoku Nduka	M	Lecturer I	LLM, LLB, BL
13.	Mrs. Nimisore Akano	F	Lecturer I	LLM, LLB, BL
14.	Mrs. Olufunke Aje-	F	Lecturer I	LLM, LLB, BL

	Famuyide			
15.	Mrs. Folasade Folake Aare	F	Lecturer I	LLM, LLB, BL
16.	Dr. Agama Ferdinand O.	M	Lecturer II	Ph.D LLM, LLB BL
17.	Mrs. Grace Dallong-Opadotun	F	Lecturer II	LLM, LLB, BL
18.	Mr. Nnaemeka Nwankwo	M	Lecturer II	
19.	Mrs. Adamma N. Okoye	F	Lecturer II	LLM, LLB, BL
20.	Hia B. Christopher	M	Lecturer II	

<b>NON-TEACHING STAFF OF FACULTY OF LAW</b>				
21.	Mrs. Ejiro Ojo	F	SAR/Faculty Officer	MILD, B.A
	Mrs. Gbemisola J. Razack	F	Assistant Registrar	MPIA, B.A
22.	Mrs. Judith E. Iduwe	F	Prin. Conf. Secretary II	PGD, HND
23.	Mrs. Oluwakemi Afolabi	F	Prin. Conf. Secretary II	MBA, PGD,HND
24.	Mr. James U. Duru	M	Admin Officer I	MPA, MSc.,B.Sc.
25.	Mrs. Toluwalase Osanyingbemi	F	Admin Officer I	PGD, B.A
26.	Mrs. Benedicta N. Nwabueze	F	Admin Officer II	B.Sc
27.	Adesola Ferreira	F	Higher Executive Officer	PGD HND
28.	Mrs. Linda Aondoakaa	F	Snr. Secretarial Asst. II	Diploma in Mass

				Communication, WAEC
29.	Mrs. Edwards Oluwayemisi Funke	F	Chief Clerical Officer	WAEC
30.	Mrs. Kudirat Modupe Abikoye	F	Environmental Attendance	WAEC

**Appendix II: Guidelines for Research Project and Grading Specifications**

Guideline for Research project is as follows:

- i) Research Proposal Title
- ii) Research Proposers (names and addresses)
- iii) Rational for the study (justification)
- iv) Literature Review
- v) Objective of study
- vi) Materials and Method
- vii) Expected Outcome
- viii) Work Plan; and
- ix) Budget.

**Appendix III:** Course listing  
Refer to 2.2

#### **Appendix IV: 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: 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:

- Such students must have fully registered for the semester
  - Such students must have registered for the Examinations
- Application for deferment must be received before the start of Examinations

All applications are to be endorsed and forwarded to the Registrar through the Study Centre Directors.

All applications should be backed with relevant documents and a desk officer in the Registry is assigned to check the authenticity of the documents.

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.

A dedicated portal would be opened within the time frame of one month before the commencement of examinations for deferment cases.

The request for deferment attracts no fee.

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

This policy takes effect from March 2015.

**Appendix V: Policy of Re-marking of Students' Examination Scripts and Re-computation of results.**

- (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 School concerned;
- (iii) Applicants must submit the necessary application form (Annexure A) at the relevant Study Centre. Students must ensure that the course(s) code(s) title(s) are correct when completing the form;
- (iv) A non-refundable fee of **₦10, 000.00** is charged per course for the re-marking of scripts. The said amount should be paid to a bank account designated for the purpose.

(Annexure A).

Students should note that the evidence of payment of the fees must be attached to a completed application form. Also payments without application forms would not be processed.

- (v) A receipt must be issued as proof of payment for the service;
- (vi) Study Centre Directors should, in all cases, ensure and supervise that payment for applications are received, receipts are issued and that all the applications are recorded;
- (vii) Study Centre Directors are required to forward all applications to the Registrar electronically within three days of receipt of the application form. The e-mail address is [academicoffice@noun.edu.ng](mailto:academicoffice@noun.edu.ng);
- (viii) The decision to remark is a prerogative of the School Examinations Committee. Remarking shall be completed within two weeks. The new score awarded shall be approved by the Dean on behalf of the School's Academic Board;

- (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 School Board shall communicate its decisions to the Senate within a period of 14 days for ratification.

## **APPENDIX VI: Students' Examination Guidelines and Regulations**

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

1. A student's matriculation number serves as his/her examination number. Only Matriculates students will be allowed to sit for examinations. A student must write his/her matriculation number on his/her answer booklet before commencing answering the questions.
2. Students should normally write examinations at their designated centres.
3. Students must bring to the examination hall their writing materials and any other material, which may be permitted by the University for a particular examination. These materials must have been listed as essential for certain question(s).
4. Students arriving an hour after the commencement of an examination shall be allowed to sit for the examination only at the discretion of the Supervisor. Such a student will not be allowed at extra time.
5. Once a student is admitted into the examination hall, he/she may not leave the hall until he/she has finished with the examination. If for any cogent reason the student must leave



the Hall, he/she must do so with the permission of the Supervisor.

6. A student must be accompanied by an invigilator if permitted to leave the examination hall temporarily (e. g. visiting the rest-room, etc)
7. No answer booklets other than those supplied by the University are allowed in the examination hall. All rough works must be done in the supplied answer booklets and crossed out neatly. All supplementary answer sheets/booklets must be tied/attached to the Main answer booklet.
8. Silence must be observed in the examination hall. Any student requiring the attention of the invigilator should raise his /her hand.
9. Any activity or behaviour which may be construed as examination misconduct or malpractice (e.g. cheating, etc.) shall be liable to discipline in accordance with the university's rules and regulations governing examination as contained in the Student Handbook.
10. Communication between students is strictly forbidden during examinations. Any student found receiving or giving assistance would be sanctioned. Such a student may be required to withdraw from the examination and subsequently made to face the university examination malpractice panel.
11. Students are not permitted to smoke or sing or pray aloud or engage in any activity that may distract others in the examination halls.
12. Bags and briefcases are not allowed in examination halls. The University will not be liable for any loss or damage of a student's personal effects/property.

13. Unauthorised materials (such as textbooks, course materials, notebooks, sheets/scraps of papers) in printed or electronic form are not allowed in examination halls.
14. Pagers and mobile phones are not permitted at all in examination halls.
15. Students must observe the Supervisor's instructions regarding the commencement and end of an examination. Students who start writing before being told to do so, or who continue writing after being asked to stop would be sanctioned.

### **APPENDIX VII: Decree on Examination Malpractice**

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

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

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

## THE FEDERAL MILITARY GOVERNMENT

hereby decrees *iter 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 otherwise deals with any question paper intended for the examination of persons at any examination.

#### **An offence**

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

- (a) in the case of a person under the age of 18 years, to a fine of ₦100,000.00 or imprisonment;
- (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 three 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.