

NATIONAL OPEN
UNIVERSITY OF NIGERIA



ACADEMIC BRIEF

VOLUME I

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FOREWORD

The National Open University of Nigeria (NOUN) is a Federal Open and Distance Learning University in Nigeria. It is the first to be established as a single mode Open and Distance Learning University in the West-African sub-region. At present, NOUN is the largest University in Nigeria with more than a hundred Study Centres dotted across the six geopolitical zones of the country. The aim of the Academic Brief is to prescribe academic and organizational structure, identity, vision and mission, objectives, growth pattern, units, policies, governance, and funding sources of the University, among others.

Over the years, NOUN has remained committed to its vision of standing as the first and foremost University that provides highly accessible and flexible-quality education, that is moored on social justice, and all the positive values that bring out the humanity in a person. The desire for university education has increased remarkably in recent times, because most persons who had finished secondary education, and those who did not have the opportunity to acquire university education during their teenage years, have realized the importance of university education as a route to self-actualization, and personal growth. NOUN is committed to meeting those needs by bringing university education to the doorstep of all who seek knowledge, hence, the widespread of Study Centres across the six geo-political zones in the country.

At this point, let me inform all that, following the guidelines of the National Universities Commission (NUC), the Academic Brief has been revised under the supervision of the Directorate for Academic Planning (DAP) with inputs from all the segments of the University and the output gladdens my heart.

To end this piece, I thank the Visitor through the Executive Secretary of the National Universities Commission, Governing Council, Tertiary Education Trustfund, NOUN Management, Staff (teaching and non-teaching) for their support to my administration. As Chief Executive Officer of the University, I pledge to ensure that my administration implements all that is prescribed in the Academic Brief.

Professor Olufemi A. Peters

PREFACE

This compendium, the Academic Brief is the third edition, produced by the Directorate of Academic Planning (DAP) of the National Open University of Nigeria for the University. By the Academic Brief, it is an academic document that shows the academic goals of the University that covers both the administrative and academic components of the university; it usually comes in 2 volumes: Volume 1 and Volume 2. Volume 1 contains the usual 10 chapters of NOUN Academic Brief. Volume 2 contains curricula of all the programmes on offer in the university.

This document is very essential as: it promotes the orderly development of the National University Commission (NUC); enables the NUC as a regulatory body to keep a careful watch on programmes run in Nigerian universities; promotes adherence to the minimum benchmark standard spelt out by the NUC and helps the university to plan its growth and expansion effectively and efficiently to meet stated objectives of the university.

This edition has 10 chapters. Chapter 1 is the introduction and has the historical background of the university including the mission, vision statements, philosophy, strategies for achieving stated goals, objectives, and prospects for academic development. Chapter 2 is the university's identity and contains the name, logo, moto, colors of the university and colors of the faculties' hood. Chapter 3 shows the organizational structure of the university, whereas Chapter 4 reveals the academic pattern of the university and consists of the faculties, departments, schools, centers, institutes etc. Chapter 5 shows the Research Policy including the objectives, funding, grants etc. Chapter 6 is about the academic support units such as the ICT Centre, library, university teaching and research farm, laboratories, studios, and workshops including Study Centers. Chapter 7 shows the Community Service Units such as banking services, catering units, staff club etc, Chapter 8 reveals the pattern of growth as full-time mode, part time mode, etc. including the registration patterns. Chapter 9 deals with the cost estimates like projections on sources of income,

expenditure, and budget performance. Chapter 10 delves into Performance Audit such as performance indication, academic matters, management indices and others. Thus, this work is structured to speak to matters of academic and administrative outlook of the University.

We appreciate God for strength and health to accomplish this task. Also, unreserved gratitude to the university management for the opportunity to serve in this capacity. We hope that this will guide the university in decision making, especially on academic matters, throughout the lifespan of the Academic Brief.

Professor Godwin I. Akper

Director, Directorate of Academic Planning

National Open University of Nigeria.

Chapter 1

INTRODUCTION

1.0 PREAMBLE

The concept and practice of Open and Distance Learning (ODL) in Nigeria has taken new dimensions within the last decade, especially with the resuscitation of the National Open University of Nigeria (NOUN). This calls for a strategy that entails a complete paradigm shift from the traditional mode of learning to a combination of face-to-face, learner-centred, technology-assisted, interactive, just-in-time learning, with no social bias or hindrances. The university has been delivering since it commenced academic activities in the 2003/04 academic session. The NOUN, as part of its strategic plans, proposes to develop in five major areas. These are to: enhance student enrolment in programmes being offered in the university; create demand-driven academic

programmes relevant to the needs of the society; create linkages with other Universities and industrial concerns; achieve staff competencies in ODL; and deploy the use of innovative technologies in the delivery of her operational services.

This Academic Brief is the third edition, and has been produced to assist the University to document her present activities, as well as project into future development in line with the expectations and stipulations of the National Universities Commission (NUC).

1.1 HISTORICAL BACKGROUND

The National Open University of Nigeria is an Open and Distance Learning (ODL) institution. The first of its kind in the West African sub-region, renowned for providing functional, flexible, accessible, cost-effective education, adequate for flourishing in the 21st Century and beyond. It is Nigeria's largest tertiary institutions in terms of student numbers, and is popularly referred to with its acronym 'NOUN'.

Right from the university's first inception in July 1983, the mandate has remained to deliver university education at the doorsteps of every interested Nigerian. The founding President, Alhaji Shehu Shagari, the first Executive President of Nigeria, envisioned a university with the capacity to admit and meet the educational needs of Nigerian teeming population no matter their status and circumstances. The vision was predicated on the realization that a sustainable democracy, functional economy, happy and prosperous people, all depend on knowledgeable citizens. Meeting the educational needs of such citizens in a highly populous country like Nigeria was beyond the capacity of Nigeria's conventional higher institutions.

Despite its suspension in 1984 by the Federal Military Government that succeeded Alhaji Shehu Shagari, the resuscitation of NOUN in 2002 by the civilian regime of Chief Olusegun Obasanjo, went side by side with the awakening of the vision that informed the initial establishment of the university. As a faithful trustee of the Nigerian people, NOUN leverages on information and computer technologies to deliver an education tailored towards the globalized economy. The university offers exceptional academic programmes that meet the specific needs of all sectors of the global economy: such as in the Arts, Health, Law, Physical, Social, Education, Agricultural and Management Sciences.

As an ODL institution, it is an equal opportunity university determined to meet the following objectives that necessitated the establishment of Open and Distance Education in Nigeria: provision of education for all and promotion of lifelong learning; filling the gap created by the closure of outreaches/satellite campuses; cost effectiveness; improved economics of scale, flexibility of delivery system; maximum utilisation of academic personnel; on-the-job teacher training; poverty eradication, vocational and lifelong education; provision of non-formal education; reaching the unreached; and propagation of national orientation.

1.2 LOCATION OF THE UNIVERSITY

The National Open University of Nigeria has its main campus located on a 19.98 hectares of land in Jabi District of Abuja, the Federal Capital Territory (FCT) of Nigeria. The university has liaison offices in Abuja and Lagos, as well as one hundred and three (103) study centres across the country.

Abuja, the location of the main campus of NOUN Nigeria's new capital city is located in the centre of the country. The Federal Capital Territory (FCT) has a land area of 8,000 square kilometers, which is two and half times the size of Lagos, the former capital of Nigeria. At the 2006 census, the city of Abuja had a population of 776,298. The historical background of Abuja revolves around the decision to relocate the national seat of Government from Lagos due to numerous problems ranging from traffic congestion, housing, environmental problems, lack of capacity to grow; among others. As a result, the then military government under late General Murtala Mohammed convened a panel of experts to study and choose a suitable site for the Federal Capital of Nigeria. On August 19th 1975, under the distinguished chairmanship of the Honourable Justice T. A. Aguda, the panel was empowered to recommend an alternative location should it determine that the federal capital must be moved from Lagos. The panel's recommendation for setting up a federal capital city in Abuja was accepted, in order to better create a sense of national unity. Abuja officially became Nigeria's capital on 12th December, 1991.

The FCT is bounded on the north by Kaduna State, on the west by Niger State, on the east and south-east by Nasarawa State, and on the south-west by Kogi State. It falls within Latitude 7° 25' N and 9° 20' North of the Equator and Longitude 5° 45' and 7° 39'. Abuja encompasses abundant hills, highlands and other distinguishing features. The Savannah grassland of the north and middle belt adjoins the richness of the tropical rain forests of the south. This marriage of nature has ensured that Nigeria's capital is endowed with fertile land for agriculture and a yearly moderate climate.

Of the areas carved out of three states of Nigeria to form the FCT, none was either a local government area or federal constituency. The existing administrative structures then were emirate districts which had a number of villages under them. The FCT area consisted of eleven districts out of which Niger State had six, then Plateau State four, and Kogi (then part of Kwara State) one. These districts provided the basis for the creation of Development Areas with the creation of the

FCT, that were later upgraded and merged into area councils. The six area councils of the FCT are: Abaji, Bwari, Gwagwalada, Kuje, Kwali and Municipal.

The FCT has two distinct seasons, the rainy season that begins in March and runs through October and the dry season which begins from October and ends in March. Within the dry season, is a brief harmattan season that is occasioned by the north-east trade wind and the attendant dust haze, increased cold and dryness. Rainfall in the FCT reflects the territory's location on the windward side of the Jos Plateau, with the monthly rainfall distribution intensifying during the months of July, August and September. Annual total rainfall is in the range of 1100mm to 1600mm.

The weather conditions in Abuja are influenced by its location within the Niger-Benue through on the windward side of the Jos Plateau and at the climate transition zone between the essentially 'humid' south and the 'sub-humid' north of the country. The climatic dictates of the FCT are essentially from the south west to the north west due to the rising elevation from the Gurara valley in the south west, to the Bwari-Aso hills and the Agwa-Karu hills to the north-east.

The high temperatures and the relative humidity in the Niger-Benue through the ameliorated by the increasing elevation towards the north-east, reducing the heat in areas such as Gwagwa plains where the Federal Capital City (FCC) is sited. Daytime temperatures reach 28 °C (82.4 °F) to 30 °C (86.0 °F) and night time oscillate between 22 °C (71.6 °F) to 23 °C (73.4 °F). In the dry season, daytime temperatures can soar as high as 40 °C (104.0 °F) and night time temperatures can dip to 12 °C (53.6 °F). Even the chilliest nights can be followed by daytime temperatures well above 30 °C (86.0 °F).

The two main types of soil in the FCT are the sedimentary belt in the southern and south-western extremities of the territory and the pre-cambrian basement complex rock which accounts for more than 80 percent of the territory. The sedimentary formation, being part of the Nupe land sandstones, consists mainly of fine-grained sandstone with grit, siltstone and clay and the basement complex consists of a wide variety of rock types. The Gwagwa plains have the most fertile soil and the best agricultural land while the high sand content of most soil within the FCT accounts for a relatively high erosion status. However, one major advantage about the type of rocks and soil found in the FCT is the availability of construction materials in the form of building stones, quartz and pistolithic gravel, building sand and earth for use as foundation materials.

The FCT falls within the Savannah zone vegetation of the West African sub-region, but patches of forest, occur in the Gwagwa plains that form one of the surviving northern-most occurrences of mature forest vegetation in Nigeria. The vegetation of the FCT is divided into three: Savannah types of park or grasslands that occupies about 53 percent of the total area; the Savannah woodland occurs predominantly in the rugged and less accessible parts on the Gurara, Robo and Rubochi plains and surrounding hills covering 12.8 percent, and the Shrub Savannah that occurs extensively in rough terrain close to hills and ridges in all parts of the FCT and covers about 12.9 percent of the land area.

The hilly terrain and vegetation of the FCT creates an enabling environment for the establishment of national parks, game reserves and zoological gardens. Common forest animals in and around the FCT include bush buck, black forest duiker, bush pig, chimpanzee and red flanked duiker. The Savannah woodlands house animal species such as leopards, buffalos, western hartebeests, elephants, warthogs, dog-faced baboon, patas monkey, green monkey, and bush buck.

Indigenes of Abuja are chiefly agrarians. The major food crops include: yam, maize, guinea corn, beans and millet. Fishing activities are also prominent among the Bassa people and villagers along rivers of Usamma, Jabi and Gurara rivers. In addition to farming, wood and craft work is a notable occupation of the people of the territory especially the Gbagyis. Products derived from wood work include mortars, pestles and tobacco pipes of various dimensions, masks, musical instruments and household utensils. The Ganaganas are renowned for iron works. They produce items such as: knives, hoes, dane guns, arrows and ornaments. Cloth weaving is practiced by women who weave heavy and closely patterned materials of various colours.

The creation of the FCT in 1976 led to the urbanisation of the territory. Prior to this period, the area was comprised of small villages, some as small as ten people. With the creation of the territory in 1976 and eventual location of construction workers into the territory from 1979, some of the villages were gradually transformed into urban areas. Areas such as Garki and Wuse villages, within the Abuja Municipal, increased in population and took on new functions as centres of commerce, construction and administration. The villages later became the nuclei of the new Federal Capital City (FCC). Today, the rate of urbanisation is increasing steadily. Most villages in the area are now urbanised. The FCC is located within the FCT and is comprised of old villages of Garki, Wuse, Nyanya, Karu, Lugbe, Idu and Gwarimpa. The area was chosen out of these alternatives as the most suitable site for the new FCC due to its spectacular scenery, suitable climate and abundant land for development. The city functions of administration, commerce and industry are located within the FCC. The FCC has grown into a vibrant city with many low-rise and high-rise government and private buildings.

1.3 THE PROPRIETOR

The Federal Government of Nigeria stands as the sole proprietor of the National Open University of Nigeria, while His Excellency, the President Commander in Chief of the Armed Forces of the Federal Republic of Nigeria is the visitor to the university.

1.4 VISION

The vision of the NOUN is *'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'*.

1.5 MISSION

The mission of the NOUN is *to provide functional, cost-effective, flexible learning which adds life-long value to quality education for all who seek knowledge'*.

1.6 PHILOSOPHY

The philosophy of the NOUN is premised on a desire to democratise both access and learning, helping people anywhere, anytime at any age to acquire relevant knowledge, power and success inexpensively. This is achieved through the Open and Distance Learning mode of the university.

As a top-global university, the NOUN pays close attention to quality and excellence. The university is an active promoter of the ideals of its Proprietor for national development, self-actualisation, self-improvement, value addition, and social and economic transformation. As a university of the highest quality, it is open to all without discrimination on grounds of culture, race, religion and/or socio-economic background.

The National Open University of Nigeria's goal is to provide improved access to quality yet inexpensive university education in Nigeria in view of the increasing demand for education through its innovative technology-mediated learning delivery modes. Also, welfare packages are made attractive to attract high quality teaching staff from all parts of the country and of the world.

1.7 OBJECTIVES

In addition to the broad vision and mission statements, the major objectives of the National Open University of Nigeria are to:

- i. ensure equity and equality of opportunities in education generally but specifically in university education;
- ii. provide a wider access to education generally but specifically university education in Nigeria;
- iii. enhance education for all and life-long learning;
- iv. provide the entrenchment of global learning culture;
- v. provide instructional resources through an intensive use of information and communication technology;
- vi. provide flexible, but qualitative education; and
- vii. reduce the cost, inconveniences, and hassles of easy access to education and its delivery.

1.8 STRATEGIES FOR ACHIEVING STATED OBJECTIVES

For the actualisation of the above stated objectives, the following strategies are adopted:

- i. applying human and natural resources, as well as structures and infrastructures to create

- an overall enabling ODL learning environment;
- ii. fortifying the conventional library with electronic libraries and giving prominence to ICT-driven programmes and services;
 - iii. providing conducive teaching, training and learning environment in NOUN;
 - iv. optimising the use and maintenance of all facilities to ensure effectiveness and efficiency;
 - v. recruiting quality human resources in line with NUC guidelines in the teaching and non-teaching categories for ODL;
 - vi. admitting quality students in line with prescribed guidelines into all academic programmes;
 - vii. mobilising funds for the attainment of set standards;
 - viii. promoting research and development through adequate funding;
 - ix. awarding scholarships, fellowships, prizes and bursaries to deserving students;
 - x. establishing viable consultancy services, through the maximisation of the expertise and skills of staff, taking into account a fair sharing formula among all parties;
 - xi. widening the resource base of the university through the protection of intellectual property, patents and copyrights;
 - xii. accepting gifts, donations and endowments from within and outside the country for the achievement of set goals;
 - xiii. promoting robust town and gown relationships; and
 - xiv. providing an enabling environment for partnership with individuals and corporate bodies for infrastructural development.

1.9 PROSPECTS FOR ACADEMIC DEVELOPMENT

Consistent with the guidelines of the NUC, the National Open University of Nigeria has acquired enough land as its permanent site; and has undertaken substantial development of the

campus and its liaison offices. Adequate funding is being provided for the running of the university.

The National Open University of Nigeria as the pioneer public ODL university in Nigeria, offers academic programmes in various disciplines. For all programmes offered, adequate facilities, learning support services, and other conducive teaching and learning environment are provided to ensure that all graduates attain the highest academic standards and have knowledge and skills relevant to their disciplines. Provision of international standard ODL infrastructural facilities is given priority. The university takes appropriate steps to attract and retain high quality staff. This is achieved by implementing attractive salaries and conditions of service, and through the training and re-training of academic and non-academic staff.

The National Open University of Nigeria reviews its curricula as and when necessary to align the standard of academic quality with global trends, changing societal needs and new knowledge. The curricula are also reviewed and up-dated in line with any Benchmark Minimum Academic Standards (BMAS) provided by the NUC.

The National Open University of Nigeria establishes linkages with existing private, state and federal universities in Nigeria and other universities abroad. It also establishes linkages with industries, organisations, international bodies and agencies. It is envisaged that there shall be exchange of staff, expertise, e-books and e-journals with the international bodies and universities. All these assists in enhancing the quality of academic programmes and the prospects for academic development of the National Open University of Nigeria.

CHAPTER 2

UNIVERSITY IDENTITY

2.0 PREAMBLE

The National Open University of Nigeria has exclusive features associated with it that ensure its easy recognition, and make it characteristically different from all other universities. These features have been selected to reflect the objectives of the University, as well as its aims and core values. It is expected that the identifying features of the university shall be indicators of the outstanding academic excellence that shall be imparted on those who attend the university. The name, logo, motto, and colours of the university are presented in this chapter.

2.1 NAME OF THE UNIVERSITY

The name of the university is '**National Open University of Nigeria**'. The name of the university was selected to reflect the nature of the university as an ODL institution owned by the Federal (National) Government of Nigeria.

2.2 LOGO



The National Open University of Nigeria's logo is the soul of the institution. It is open at the top to emphasise the open nature of the university. It carries the national emblem to confirm that it is a

national university; the open book at the centre indicates that you can learn at any place at your pace, and that education can even be brought to you at your workplace. The base of the logo has the acronym 'NOUN'.

2.3 MOTTO

The motto of the National Open University of Nigeria is '**Learn at any place at your pace**'. The motto of the university is meant to convey the notion you can study, learn and earn degrees and other qualification even if you are a worker. The motto is meant to convey the notion that with ODL, there is no barrier to learning.

2.4 UNIVERSITY COLOURS

The colours of the National Open University of Nigeria are green, white and red. The colours of green and white are the national colours and the red colour carrying the name of the university underscores the distinctiveness of the institution in Nigeria.

2.4.1 COLOURS OF FACULTY HOODS

The colours of the hoods for the various faculties of the National Open University of Nigeria are:

- i. Faculty of Agricultural Sciences — lemon green;
- ii. Faculty of Arts — light brown; Tan
- iii. Faculty of Education — purple;
- iv. Faculty of Health Sciences — ox blood;
- v. Faculty of Law — grey;
- vi. Faculty of Management Sciences — green;
- vii. Faculty of Science — sky blue; and

viii. Faculty of Social Sciences — orange.

CHAPTER 3

THE ORGANISATIONAL STRUCTURE

3.0 PREAMBLE

University principal and key officers, as well as statutory organs make up the organisational structure of the National Open University of Nigeria. The components of the organisational structure include: the Visitor, the Chancellor, the Pro-Chancellor and the Governing Council including its Committees, principal officers (Vice-Chancellor, Deputy Vice-Chancellors, Registrar, Bursar and Librarian) and other key officers, as well as other statutory organs such as Senate and its committees, Congregation and Convocation. The officers and organs operate to formulate policies, implement them and take necessary decisions. The organisational structure consists of the following:

- i. The Visitor;
- ii. The Chancellor;
- iii. The Pro-Chancellor and Chairman of the Council;
- iv. Council;
- v. Senate;
- vi. Congregation;
- vii. Convocation;
- viii. Faculties and Departments;
- ix. Vice-Chancellor;
- x. Deputy Vice-Chancellors;
- xi. Registrar;
- xii. Bursar;
- xiii. University Librarian;
- xiv. Director of Academic Planning;
- xv. Director of Physical Development, Works and Services;

- xvi. Head of University Clinic;
- xvii. Deans of Faculties and Heads of Departments.

3.1 THE VISITOR

The Visitor to the National Open University of Nigeria shall be the President and Commander-in-Chief of the Armed Forces, Federal Republic of Nigeria. The Visitor shall ensure adequate financial base and support, and the optimised performance and management of the university.

3.1.1 Functions of the Visitor

In order to discharge his responsibilities to the National Open University of Nigeria, the Visitor shall be expected to execute the following functions:

- i. to appoint the Chancellor, Pro-Chancellor, Council, and confirm the appointment of the Vice-Chancellor as approved by the Council;
- ii. to as often as the circumstances may require, not being less than once every five years, conduct a visitation of the University or direct that such a visitation be conducted by such persons as the Visitor may deem fit to nominate and in respect of any of the affairs of the University.

It shall be the duty of the bodies and persons within the University to:

- a. make available to the Visitor, and to any other persons conducting a visitation in pursuance of this section, such facilities and assistance as he or they may reasonably require for the purpose of the visitation; and
- b. give effect to any instructions consistent with the provisions of the University law which may be given by the Visitor in consequence of the visitation;
- iii. provide final adjudication in cases of doubt or dispute regarding the meaning of any

provisions of the University's law or statutes.

3.2 THE CHANCELLOR

The Chancellor of the National Open University of Nigeria shall be head of the University, appointed by the Visitor. The Chancellor as the number one officer of the University shall be selected carefully and shall be a knowledgeable, greatly inspiring and renowned personality in Nigeria. The Chancellor shall reflect the character of the University and be its ambassador.

The Chancellor shall be appointed by and hold office at the pleasure of the President of the country. The Chancellor shall, in relation to the University, take precedence before all other members of the University, and when he is present, shall preside at all meetings of convocation held for conferring degrees.

3.3 THE PRO-CHANCELLOR AND CHAIRMAN OF COUNCIL

The National Open University of Nigeria shall have a Pro-Chancellor who shall be appointed or removed from office by the President. He shall, in relation to the University, take precedence before all other members of the University except the Chancellor when acting as Chairman of Convocation, and except for the Vice-Chancellor when acting as Chairman of Convocation, and the Pro-Chancellor shall when he is present, be the Chairman at all meetings of the Council. The Pro-Chancellor shall hold office for a period of four years starting from the date of his appointment.

3.3.1 FUNCTIONS OF THE PRO-CHANCELLOR

The functions of the Pro-Chancellor of the University shall include to:

- i. chair the meetings of the Council when present; and
- ii. act on behalf of the Council as may become necessary.

3.4 COUNCIL

The National Open University of Nigeria shall have a Council, which shall be the governing body of the university, and shall be charged with the general control and superintendence of the policies, finances and property of the University, including its public relations. The Council shall ensure that proper accounts of the University are kept, and that the accounts of the University are audited annually by auditors appointed by the Council from the list, and in accordance with the guidelines supplied by the Auditor-General of the federation, and that an annual report is published by the University together with certified copies of the said accounts as audited. The Council shall have a tenure of four years from the date of its inauguration provided that where a Council is found incompetent and corrupt, it shall be dissolved by the Visitor, and a new Council shall be immediately constituted for the effective functioning of the University. Membership of the University's Council shall be as provided as contained in the University law as follows:

- i. The Pro-Chancellor - Chairman;
- ii. Vice-Chancellor;
- iii. Deputy Vice-Chancellors;
- iv. one person from the Federal Ministry responsible for education;
- v. four persons representing a variety of interests and broadly representative of the whole federation to be appointed by the President;
- vi. four persons appointed by Senate from among its members;
- vii. two persons appointed by Congregation from among its members; and
- viii. one person appointed by Convocation from among its members.

3.4.1 FUNCTIONS OF THE COUNCIL

The functions of the National Open University of Nigeria's Council shall be as defined as provided in the University law. In addition, and for the guidance of the Council its functions shall include to:

- i. participate in the making, amendment or revocation of the statutes of the University in accordance with the provisions of the law;
- ii. govern, manage, and regulate the finances, account, investment, property, business and all affairs whatsoever of the University, and for that purpose, appoint bankers and any other officers or agents whom it deems expedient to appoint, and cause proper books of accounts to be kept for all sums of monies received and expended by the University, and for the assets and liabilities of the University so that such books give true and fair view of the state of the financial affairs of the University and explain its transactions; cause annual report published by the University together with certified copies of the said accounts as audited. The Council shall also.
- iii. borrow money on behalf of the University;
- iv. invest any money belonging to the University;
- v. sell, buy, exchange, lease or accept lease of any real or personal property on behalf of the University;
- vi. provide the buildings, libraries, laboratories, premises, furniture, apparatus and other equipment needed to carry out the work of the University;
- vii. enter into, vary, perform and cancel contracts on behalf of the University;
- viii. facilitate other institutions or branches or departments thereof, and to recognise selected members thereof as teachers of the University, and to admit the members thereof to any of the privileges of the University, and to accept attendance at courses of study in such institutions, branches or departments thereof in place of such past attendance of course of

- study in the university, and upon such terms and conditions and subjects to such regulations as may from time to time be determined by the University;
- ix. enter into agreement for the incorporation in the University of any other institutions and for taking over its rights, property and liabilities and for any other purpose not repugnant to the University law;
 - x. appoint all members of academic staff, the Bursar, the Registrar and the University Librarian on the recommendation of the appropriate Appointment and Promotions Committee, on such terms as the Council may determine;
 - xi. appoint all members of staff other than those for whom specific method of appointment is otherwise provided;
 - xii. provide for the welfare of all persons employed by the University, and the wives, widows and dependents of such as misfortune persons including the payment of money, pensions or other payments and to subscribe to benevolent and other funds for the benefits of such persons;
 - xiii. call for reports from the Senate on any matter relating to other instructions and teaching in the University;
 - xiv. encourage and make provisions for research within the University; and
 - xv. exercise all such powers as are, or may be conferred on the Council by the University law or statutes, and to carry the law and the statutes into effect.

3.4.2 COMMITTEES OF THE COUNCIL

The Council of the National Open University of Nigeria may appoint such committee as it deems fit, and may delegate to any such committee any powers or function which it is itself competent to perform. The Council may also establish joint committee of the Council and the Senate to which the Council may appoint members of the Council and Senate. The Council may delegate to any such joint committee any powers or functions which it is itself competent to perform. To

aid the conduct of its statutory functions, the Council of the National Open University of Nigeria shall appoint the following committees:

- i. Finance and General Purpose Committee; and
- ii. Appointments and Promotions Committee.

3.4.2.1 FINANCE AND GENERAL PURPOSE COMMITTEE

Membership:

The membership of the Finance and General-Purpose Committee is as listed below:

- i. Pro-Chancellor who shall be the Chairman of the Committee at any point at which he is present;
- ii. Vice-Chancellor and the Deputy Vice-Chancellors;
- iii. Four other members of the Council appointed by the Council, one of whom shall be selected from among the four members of the Council appointed by Senate and one member appointed to Council by the Congregation and the remaining two shall be from among members appointed by the President; and
- iv. Permanent Secretary, Federal Ministry of Education or, in his absence, such members of his Ministry as he may designate to represent him.

Terms of Reference:

Subject to the directives of Council, the Finance and General Purposes Committee (F&GPC) shall exercise control over the property and expenditure of the University as the Council may from time to time delegate to it. The following terms of reference are spelt out for the F&GPC:

- i. the F&GPC shall authorise or ratify payments of all accounts due from the University;

- ii. shall supervise the collection and receipt of all debts and monies due to the University;
- iii. shall direct the deposit and investment of all donations, subscriptions and other monies paid to the University;
- iv. shall cause proper accounts to be kept and audited;
- v. shall examine draft annual estimates of revenue and expenditure of the University and make recommendations to the Council;
- vi. shall consider and make recommendations to Council on proposals for capital expenditure;
- vii. may make recommendations to the Council concerning the conditions of employment of the staff of the University;
- viii. may make recommendations to the Council concerning fees and other monies payable to the University;
- ix. shall deal with any matter urgently requiring decision during the intervals between meetings of the Council, and shall report any such decision to the Council, at its next meeting; and
- x. shall perform such other duties as the Council may delegate to it.

3.4.2.2 Appointments and Promotions Committee

Membership:

The membership of the Appointments and Promotions Committee is as listed below:

i. Appointments and Promotions Committee (Academic Staff)

- | | | |
|----|---|----------|
| a. | Vice-Chancellor | Chairman |
| b. | Deputy Vice – Chancellor (Academic) | Member |
| c. | Deputy Vice – Chancellor (Administration) | Member |
| d. | Deputy Vice – Chancellor (TIR) | Member |
| e. | Two Representatives of Council | Members |

- | | | |
|----|---|-----------|
| f. | University Librarian | Member |
| g. | Deans of Faculties | Members |
| h. | Head of Department concerned, if not already a member or
a person deputed by him for the occasion, provided he or
she is not lower in status than the post being considered | |
| i. | Registrar | Secretary |

In Attendance

- i. Bursar
- ii. Director, Academic Planning
- iii. Dean, School of Postgraduate Studies
- iv. Director (Human Resources).

ii. Appointments and Promotions Committee (Senior Non-Academic Staff)

- | | | |
|----|---|----------|
| a. | Vice-Chancellor | Chairman |
| b. | Deputy Vice – Chancellor (Academic) | Member |
| c. | Deputy Vice – Chancellor (Administration) | Member |
| d. | Deputy Vice – Chancellor (TIR) | Member |
| e. | Two Representatives of Council | Member |
| f. | Registrar | Member |
| g. | Bursar | Members |
| h. | University Librarian | Members |

In Attendance

The Director or Head of Special Unit concerned shall be in attendance when a position in his Directorate/Unit is being considered, provided he is not below that position.

Terms of Reference:

The terms of reference of the Appointments and Promotions Committee shall be to:

- i. recommend to Council the appointment of officers of the University (other than the Chancellor, the Pro-Chancellor, the Vice-Chancellor and the Deputy Vice-Chancellor);
- ii. appoint or promote all other members of the University staff who are classified by the Council as Senior staff provided that:
 - a. for all academic or research posts of Professors, Reader or equivalent grades, the recommendations of two out of three external assessors, for whose appointment the Vice-Chancellor shall arrange, should support the appointment.
 - b. in other cases, it shall not be necessary to appoint any external assessors unless in a particular case the Vice-Chancellor so desires, or the committee so recommends.
- iii. advise the University Authority on all matters pertaining to Appointments and Promotions of Senior Academic Staff;
- iv. consider and advise on any other matter referred to it by the Council; and
- v. submit periodically to Council, reports on its activities.

3.5 SENATE

The National Open University of Nigeria shall have a Senate and it shall be the general function

of the Senate to: organise and control teaching in the University, admission to postgraduate courses and other admission of students, the various disciplines of students and to promote research in the University. The Senate of the National Open University of Nigeria shall have the following membership:

- i. Vice-Chancellor – Chairman;
- ii. Deputy Vice-Chancellors;
- iii. Dean of Faculties;
- iv. Directors of Institutes and Centres;
- v. Professors;
- vi. University Librarian; and
- vii. Any or some persons for the time being holding such appointment of the staff of the University as may be specified by the Vice-Chancellor.

3.5.1 FUNCTIONS OF THE SENATE

The functions of the Senate of the National Open University of Nigeria as provided for in the University law include making provisions for the:

- i. establishment, organisation and control of Study Centres, Colleges, Faculties, Departments, Schools, Institutes and other teaching and research units of the University, and the allocation of responsibility for different aspects of learning;
- ii. organisation and control of courses of study in the University, and of the examinations held in conjunction with those courses, including the appointment of examiners, both internal and external;
- iii. award of degrees, and such other qualifications as may be prescribed, in connection with examinations held as aforesaid;
- iv. making of recommendations to the Council with respect to the award to any person of an

- honourary fellowship or honourary degree or the title of professor emeritus;
- v. establishment, organisation and control of institutions in the University;
 - vi. supervision of the welfare of students in the University and the regulation of their conduct;
and
 - vii. granting of fellowships, scholarships, prizes and similar awards in so far as the awards are within the control of the University.

3.5.2 COMMITTEES OF THE SENATE

The National Open University of Nigeria's Senate may appoint such committee as it deems fit and may delegate to any such committee any powers or functions which it is itself competent to perform. To aid the conduct of its statutory functions, the Senate of the National Open University of Nigeria shall, unless otherwise decided by it, appoint the following committees:

- i. Business Committee of Senate;
- ii. Committee of Deans and Directors;
- iii. Senate Examinations Committee;
- iv. Academic Policy,
- v. Research and Publications Committee;
- vi. Senate Research Grants Committee;
- vii. Ceremonials Committee;
- viii. Senate Curriculum Committee;

- ix. Committee on the Award of Honorary Degrees;
- x. Senate Library Committee;
- xi. Senate Admissions Committee;
- xii. Academic Calendar Committee;
- xiii. Senate Quality Assurance Committee;
- xiv. Student Disciplinary Committee; and
- xv. Student Welfare Committee.
- xvi. Committee on Information Technology

3.5.2.1 Business Committee of Senate

Membership:

The membership of the Business Committee of Senate is as listed below:

- i. A Director/Dean appointed by the Vice-Chancellor – Chairman;
- ii. One Dean;
- iii. One Director of an Academic Unit;
- iv. Two appointed members of Senate; and
- v. Secretary to be appointed by the Registrar.

Terms of Reference:

The terms of reference of the Business Committee of Senate shall be to organise and regulate the flow of the business of Senate by:

- i. Structuring and scrutinising the agenda of Senate;
- ii. Coordinating the Reports coming to Senate from its various Committees; and
- iii. Dealing with any other matter specifically referred to it by the Vice-Chancellor or by Senate.

3.5.2.2 Committee of Deans and Directors**Membership:**

The membership of the Committee of Deans and Directors is as listed below:

- i. Deputy Vice-Chancellor (Academic) — Chairman;
- ii. All Deans;
- iii. All Directors of Academic Units; and
- iv. Director (Academic Registry) — Secretary.

In attendance:

- Director, Works and Services
- Director, Physical Development
- Director, Management Information System
- Director, Learning Content Management
- Director, Staff Training & Development

Terms of Reference:

The terms of reference of the Committee of Deans and Directors shall be to:

- i. Advise Senate and the Vice-Chancellor as and when necessary on matters affecting the University; and
- ii. Advise Senate on academic matters referred to it.

3.5.2.3 Senate Examinations Committee

Membership:

The membership of the Senate Examinations Committee is as listed below:

- i. Deputy Vice- Chancellor (Academic) – Chairman;
- ii. All Deans;
- iii. Director, Academic Planning;
- iv. Director, Examinations and Assessments;
- v. All Heads of Department;
- vi. Director, Learner Support Services;
- vii. Director, Management Information System; and
- viii. Director, Academic Registry – Secretary

In attendance:

- Administrative Officer (Examinations and Assessments)

Terms of Reference:

The terms of reference of the Senate Examinations Committee shall be to:

- i. Work in close liaison with the Academic Office, the Examinations and Assessment Directorate, on matters relating to examinations;

- ii. Ensure proper arrangements for all University Examinations;
- iii. Ensure compliance with all regulations governing the conduct of University Examinations and the award of degrees, diplomas and certificates;
- iv. Take all measures that would facilitate the speedy and correct submission/compilation of the results of all university examinations from time to time;
- v. Scrutinise all examinations results before submitting to Senate; and
- vi. Consider and report on any examination matter either on its own initiative or as referred to it by the Vice-Chancellor or the Senate.

3.5.2.4 Academic Policy Committee

The membership of the Academic Policy Committee is as listed below:

- i. Deputy Vice-Chancellor (Academic) – Chairman;
- ii. Director, Academic Planning;
- iii. All Deans;
- iv. Directors of Academic Unit;
- v. Head, Legal Unit;
- vi. Director, Academic Registry – Secretary.

Terms of Reference:

The terms of reference of the Academic Policy Committee shall be to:

- i. Advise Senate of the University on the need to review an existing policy or formulation of a new policy;
- ii. Draft Academic policies for the consideration of Senate;
- iii. Assess the implementation of policies and report to Senate on how well or otherwise of the implementation of the policies;
- iv. Any other duties assigned by the Vice-Chancellor or Senate of the University.

3.5.2.5 Research and Publications Committee

Membership:

The membership of the Research and Publications Committee is as listed below:

- i. Deputy Vice-Chancellor (Technology, Innovation & Research) appointed by the Vice-Chancellor – Chairman;
- ii. Chairmen of Faculty Research and Publication Committees;
- iii. University Librarian;
- iv. Director, Academic Planning;
- v. Director, Research Administration;
- vi. Head, Course Material Development Unit (CMDU);
- vii. Manager, NOUN Printing Press;
- vii. Representative of the Bursar;
- viii. A Professor representing Academic Centres to be appointed by the Vice-Chancellor;
- ix. Director, Staff Training & Development – Secretary.

Terms of Reference:

The terms of reference of the Academic Policy, Research and Publications Committee shall be to:

- i. Advise Senate on publication policy for the University;
- ii. Promote academic and learned publications by members of the University;
- iii. Formulate for the approval of the Senate, guidelines for University sponsorship for the publication of manuscripts submitted by members of staff;

- iv. Consider applications for all approved leaves (sabbatical, training, research, study leaves);
- v. Arrange the compilation, editing and publishing of the University calendar, the University annual report, and all other major University publications, in close liaison with appropriate sections of the University;
- vi. Make recommendations to Senate on the administration of any publication funds available to the University;
- vii. Control on behalf of the Senate, the use of the University crest on all publications emanating from the University;
- viii. Submit, through the Vice-Chancellor, an annual report to the Senate;
- ix. Study and identify the problems of staff exchange, development and training in the University and advise Senate; and
- x. Advise Senate on all matters concerning the University examinations, scholarships and prizes.

3.5.2.6 Senate Research Grants Committee

Membership:

The membership of the Senate Research Grants Committee is as listed below:

- i. Deputy Vice-Chancellor (Technology, Innovation & Research) — Chairman;
- ii. Bursar;
- iii. Director, Academic Planning;
- iv. Deans;
- v. Director, Research Administration;
- vi. Director, RETRIDOL;
- vii. An elected member of the congregation not below the rank of a Deputy Registrar or its

equivalent;

- viii. Director, Learners Support Services; and
- ix. Director, Staff Training and Development – Member/Secretary.

Terms of Reference:

The terms of reference of the Senate Research Grants Committee shall be to:

- i. Consider application for Research Grant for the National Open University of Nigeria;
- ii. Manage the administration of Research Funds as may be directed by the Vice-Chancellor;
- iii. Implement relevant sections of Senate Research policy governing Research Grants administration;
- iv. Monitor the utilization of research funds granted to members of the University community;
- v. Mobilize research funds; and
- vi. Any other functions giving to it by the Vice-Chancellor or Senate.

3.5.2.7 Ceremonials Committee

Membership:

The membership of the Ceremonials Committee is as listed below:

- i. Deputy Vice-Chancellor (Academic) — Chairman;
- ii. Registrar or representative;
- iii. Bursar or representative;
- iv. University Librarian;
- v. Director, Academic Planning;
- vi. Director of Examinations and Assessment;
- vii. Director, Learner Support Services;
- viii. Director, Works and Services;

- ix. Two Senate Representatives;
- x. One Representative of Congregation;
- xi. One Representative of each Faculty; and
- xii. Director, Academic Registry - Secretary

In attendance:

- Director, Media and Publicity;
- Director, Protocol;
- Head, Legal;
- Chief Security Officer; and
- Head, University Sick Bay;

Terms of Reference:

The terms of reference of the Ceremonials Committee shall be to:

- i. plan for orientation, matriculation and convocation of students of the University;
- ii. advise Senate on any matter concerning orientation, matriculation and convocation; and
- iii. plan for all other major ceremonial activities of the University.

3.5.2.8 Senate Curriculum Committee

Membership:

The membership of the Senate Curriculum Committee is as listed below:

- i. Deputy Vice-Chancellor (Academic) – Chairman;
- ii. Deans;
- iii. Directors of Academic Units;

- iv. Two Members representing Senate;
- v. University Librarian;
- vi. Bursar; and
- vii. Director, Academic Registry – Member/Secretary.

Terms of Reference:

The terms of reference of the Senate Curriculum Committee shall be to:

- i. Plan curriculum development of programmes of the University and advise the University Senate and the Vice-Chancellor on related matters;
- ii. Consider new programmes and make recommendations to Senate;
- iii. Consider applications for establishment, merger or demerger of programmes, units and faculties and make appropriate recommendations to Senate;
- iv. Consider applications for review of existing curricula of academic programmes;
- v. Perform such other functions as Senate may from time to time determine.

3.5.2.9 Committee on the Award of Honourary Degrees

Membership:

The membership of the Committee on the Award of Honourary Degrees is as listed below:

- i. Vice-Chancellor – Chairman;
- ii. Deputy Vice-Chancellors;
- iii. Registrar;
- iv. Bursar;
- v. University Librarian;
- vi. Two representatives of the Council;
- vii. Two Members elected by Senate; and

viii. Director, Academic Registry – Secretary.

Terms of Reference:

The terms of reference of the Committee on the Award of Honourary Degrees shall be:

- a. To consider recommendations from Senate for the award of Honourary Degrees of the University.

3.5.2.10 Senate Library Committee

Membership:

The membership of the Senate Library Committee is as listed below:

- i. Chairman to be appointed by the Vice-Chancellor;
- ii. Bursar;
- iii. University Librarian;
- iv. Director, Academic Planning;
- v. Director, Learner Support Services;
- vi. Two Professors representing Senate; and
- vii. Director, Academic Registry – Secretary

Terms of Reference:

The terms of reference of the Senate Library Committee shall be to:

- i. Advise the Senate on the development of the Library Services in the University and on general library policy in relation to the development of facilities for teaching and research; and
- ii. Advise and assist the University Librarian in the preparation of the annual estimate of recurrent expenditure, and in the allocation of all funds available to the library for the

purchase of books and other library materials.

3.5.2.11 Senate Admissions Committee

Membership:

The membership of the Senate Admissions Committee is as listed below:

- i. Deputy Vice-Chancellor to be appointed by the Vice-Chancellor - Chairman;
- ii. Registrar;
- iii. Director, Academic Planning;
- iv. Director, Management Information Systems;
- v. Director, Learners Support Services;
- vi. Director, African Centre for Technology Enhanced Learning (ACETEL);
- vii. Secretary, Postgraduate School;
- viii. One admissions officer for each faculty;
- ix. Director, Academic Registry — Secretary.

Terms of Reference:

The terms of reference of the Academic Calendar Committee shall be to:

- i. Implement guidelines relating to the admission of students into various programmes, and make the recommendations to the Senate;
- ii. Present to Senate for approval of candidates based on the approved guidelines;
- iii. Perform any other function as may be referred to it by Senate of the University.

3.5.2.12 Academic Calendar Committee

This committee was recommended for inclusion in the Academic Brief.

Membership:

The membership of the Academic Calendar Committee is as listed below:

- i. Deputy Vice-Chancellor (Academic) - Chairman;
- ii. Registrar;
- iii. Director, Academic Planning;
- iv. Director, Examinations & Assessments;
- v. Director, Learners Support Services;
- vi. Director, Management Information System;
- vii. Dean, School of Postgraduate Studies;
- viii. A member representing Business Committee of Senate;
- ix. One representative of Congregation;
- x. Director, Academic Registry – Secretary.

Terms of Reference:

The terms of reference of the Senate Admissions Committee shall be to:

- i. to plan the Academic calendar of the University;
- iii. attend to any other function referred to it by the University Senate or Vice-Chancellor.

3.5.2.13 Senate Quality Assurance Committee**Membership:**

- i. Deputy Vice Chancellor (Academic) – Chairman;
- ii. University Librarian;
- iii. Director, Quality Assurance;

- iv. Director, Academic Planning;
- v. Director, Examinations and Assessments;
- vi. Two Deans from Faculties;
- vii. One person representing HoDs;
- viii. One person representing congregation not below the rank of a Deputy Registrar or its equivalent
- ix. Director, Academic Registry – Secretary

3.5.2.14 Students' Disciplinary Committee

Membership:

- i. A Professor appointed by the Vice Chancellor – Chairman;
- ii. Dean, School of Postgraduate Studies;
- iii. Director, Academic Planning;
- iv. Director, Quality Assurance;
- v. Director, Management Information System;
- vi. Director, Learner Support Services;
- vii. Head, Legal;
- viii. Two student's representative;
- ix. Director, Academic Registry – Secretary.

3.5.2.15 Students' Welfare Committee

Membership:

- i. A professor appointed by the Vice Chancellor – Chairman;
- ii. Representative of Bursar not below the rank of Deputy Bursar;
- iii. Director, Learners Support Services;
- iv. Director, Quality Assurance;
- v. One 1 representative of CDD;
- vi. One 1 Study Centre Director;
- vii. Head, Legal;
- viii. Three 3 students representative;
- ix. Director, Academic Registry – Member/Secretary.

3.5.2.16 Committee on Information Technology

Membership:

- i. Deputy Vice Chancellor (Technology, Innovation & Research) – Chairman;
- ii. Director, Management Information System;
- iii. Director, Examinations and Assessment;
- iv. Director, Information and Communication Technology;
- v. Director, African Centre of Excellence on Technology Enhanced Learning;
- vi. Director, Learner Support Services;
- vii. Director, Learning Content Management System;
- viii. Two Deans of Faculties appointed by Senate;
- ix. HOD, Computer Science;
- x. Deputy Registrar, Vice Chancellor's Office – Secretary.

3.6 CONGREGATION

The Congregation shall be one of the statutory organs of the National Open University of Nigeria and shall provide its members with the opportunity to meet and discuss all matters affecting their interest and welfare and that of the University. The Vice-Chancellor shall be the Chairman of the Congregation while the Registrar shall be its Secretary. The Registrar, as Secretary to the Congregation, shall keep a register in which shall be entered the names of all members of Congregation. The Congregation shall be made up of the following members:

- i. Vice-Chancellor and the Deputy Vice-Chancellors;
- ii. full time members of the academic staff;
- iii. Registrar;
- iv. Bursar; and
- v. every member of the administrative and technical staff who holds a degree of any university recognised for the purpose of the University statute by the Vice-Chancellor, not being an honorary degree.

3.6.1 Functions of the Congregation

The Congregation of the National Open University of Nigeria shall be entitled to express by resolution or otherwise its opinion on all matters affecting the interest and welfare of the university, and shall have such other functions in addition to the function of electing a member of the Council, as may be provided by statute or regulations.

3.7 CONVOCATION

The Convocation shall be one of the statutory organs of the National Open University of Nigeria, and shall serve as a forum for interaction between the University and its alumni. The Chancellor

shall be the chairman of the Convocation while the Registrar shall be its Secretary. The Convocation shall be made up of the following members:

- i. The Chancellor;
- ii. Pro-Chancellor and Chairman of Council;
- iii. Vice-Chancellor;
- iv. Deputy Vice-Chancellors;
- v. Registrar;
- vi. Bursar;
- vii. University Librarian;
- viii. all lecturers within the meaning of the law; and
- ix. all other persons who:
 - a. is either a graduate of the University, or a person satisfying such requirements as may be prescribed for registration as a member of Convocation; and
 - b. applies for the registration of his name in the prescribed manner, and pays the prescribed fees.

3.7.1 Functions of the Convocation

The Convocation of the National Open University of Nigeria shall have such functions, in addition to the function of appointing a member of the Council, as may be provided by statute.

3.8 FACULTIES AND DEPARTMENTS

A well-planned, well-coordinated and carefully integrated faculty administration system shall be implemented by the National Open University of Nigeria. A Faculty shall be established as stipulated in the University law and statutes as the locus for teaching, research and community services in an academic discipline prescribed for it by the Senate. Each Faculty shall be divided

into such number of branches as may be prescribed. Academic programmes shall be located in departments, which shall ensure that students are taught and examined as provided for in the approved minimum standards by the NUC. All Faculties of the National Open University of Nigeria shall have a Faculty Board. The Faculty Board shall consist of the following members:

- i. Vice-Chancellor;
- ii. Dean of the Faculty;
- iii. persons severally in charge of the branches of the faculty;
- iv. such numbers of the teachers assigned to the faculty and having the prescribed qualifications as the Senate of the university may determine, and approved by the Board;
and
- v. such persons whether or not members of the University as the Board may determine with the general or special approval of Senate.

3.8.1 FUNCTIONS OF THE FACULTY BOARD

The functions of the Faculty Board shall include to:

- i. regulate the teaching and study of the conduct of examinations connected with, the subjects assigned to the faculty;
- ii. deal with any other matter assigned to it by statute or by the Vice-Chancellor or by Senate;
and
- iii. advice the Vice-Chancellor or Senate on any matter referred to it by the Vice-Chancellor or Senate.

3.9 THE VICE-CHANCELLOR

The National Open University of Nigeria shall have a Vice-Chancellor who shall be the chief executive and academic officer of the University and shall be the Chairman of the Senate. The

Council shall select and appoint one candidate from among the three candidates recommended to it as Vice-Chancellor following the procedures outlined in the relevant laws and thereafter inform the Visitor. The Vice-Chancellor shall be a member of the Council and shall be responsible to it for managing the affairs of the University. The Vice-Chancellor shall hold office for such period and on such terms and conditions as to emoluments as may be specified in his letter of appointment, and in consonance with extant law.

3.9.1 FUNCTIONS OF THE VICE-CHANCELLOR

The functions of the Vice-Chancellor of the University shall be to:

- i. advise the Council on any matter affecting the policy, finance and administration of the University;
- ii. be responsible to Council for maintaining the efficiency and good order of the University and for ensuring the proper enforcement of the statutes and regulations;
- iii. be responsible for discipline in the University and in this behalf may make rules which shall be submitted by him to Council at its next meeting, and shall thereupon be deemed to be ratified unless the contrary is shown;
- iv. refuse to admit any person as a student where such a person does not meet the standard set by the University;
- v. act on behalf of the Chancellor at any function at which degrees of the University are conferred;
- vi. be in charge of the execution of all projects and the rehabilitation and maintenance of facilities;
- vii. ensure effective and smooth handling of staff and students' matters and public relations;
- viii. ensure smooth working relationship with the Council, National Universities Commission and the Federal Ministry of Education;
- ix. ensure that students matters are smoothly and orderly handled;

- x. ensure that the welfare of staff and students is well provided for;
- xi. ensure the effective and faithful implementation of the academic and physical plans of the University;
- xii. ensure the preparation of contract documents based on due process for the approval of Council;
- xiii. ensure the preparation of requisite documents for the meetings of the Council;
- xiv. explore and exploit all possible sources of revenue for the University in collaboration with the Bursar;
- xv. make provisions for accommodation, office space and furnishing, transportation, medical services, and utilities (water, electricity, telecommunications, and recreational facilities), and general maintenance of the University community;
- xvi. manage the duties and responsibilities of the University's Principal Officers;
- xvii. submit for approval or ratification of the Council all staff disciplinary and promotion issues as considered by the relevant committees; and
- xviii. update Council on all key actions of University Senate and its committees.

3.10 DEPUTY VICE-CHANCELLORS

The National Open University of Nigeria shall have two Deputy Vice-Chancellors or such number of Deputy Vice Chancellors as the Council may, from time to time, deem necessary for the proper administration of the University. The Deputy Vice-Chancellors shall be appointed by council based on the recommendation of the Vice-Chancellor approved by the Senate following the procedures outlined in the relevant laws. The Deputy Vice-Chancellors shall hold office for such period, and on such terms and conditions as to emoluments as may be specified in their letters of appointment, and in consonance with extant law. The Deputy Vice-Chancellors shall be members of Council and Senate.

3.10.1 FUNCTIONS OF THE DEPUTY VICE-CHANCELLORS

The functions of the Deputy Vice-Chancellors of the University shall be to:

- i. assist the Vice-Chancellor in the performance of his functions;
- ii. act in place of the Vice-Chancellor when the post of the Vice-Chancellor is vacant, or if the Vice-Chancellor is, for any reason, absent or unable to perform his functions as Vice-Chancellor; and
- iii. perform such other functions as the Vice-Chancellor or the Council may, from time to time, assign to him.

3.11 REGISTRAR

The National Open University of Nigeria shall have a Registrar appointed by Council, who shall be the Chief Administrative Officer of the University, and shall be responsible to the Vice-Chancellor for the day-to-day administration of the University except as regards matters for which the Bursar is responsible. The Registrar shall hold office for such period and on such terms and conditions as to emoluments as may be specified in his letter of appointment, and in consonance with extant law.

3.11.1 FUNCTIONS OF THE REGISTRAR

The functions of the Registrar of the University shall be to:

- i. keep in safe custody all records of the University;
- ii. arrange for the conduct of examinations;
- iii. act as Secretary to, and be responsible to the Vice-Chancellor for executive actions arising from decisions of Council, Senate, Congregation, Convocation and such other bodies as the statutes may prescribe or the Vice-Chancellor may direct;
- iv. assist the Vice-Chancellor in the general administration of the University;

- v. ensure that University publications such as the university calendar, university prospectus, staff handbook, student handbook, university gazette, handbook on administrative procedures are updated and released regularly;
- vi. handle establishment matters for senior, junior, intermediate, academic, non-academic and technical staff;
- vii. liaise with the administrative unit heads and to network with staff and students' unions in creating a conducive climate for the functioning of the University; and
- viii. organise, direct and coordinate the activities of the administrative components of the University.

3.12 BURSAR

The National Open University of Nigeria shall have a Bursar appointed by Council, who shall be the Chief Financial Officer of the University, and shall be responsible to the Vice-Chancellor for the day-to-day administration and control of the financial affairs of the University. The Bursar shall hold office for such period and on such terms and conditions as to emoluments as may be specified in his letter of appointment, and in consonance with extant law.

3.12.1 FUNCTIONS OF THE BURSAR

The functions of the Bursar of the University shall be to:

- i. manage the University's investments;
- ii. advise Council, Vice-Chancellor, committees, deans, and other officers of the University on financial matters;
- iii. assess, develop and implement manual and computerised accounting and financial management systems and procedures as well as control systems;
- iv. direct the preparation of consolidated financial statements of the University;
- v. direct the preparation of periodic income and expenditure balance sheet and cash flow

- estimates of the university;
- vi. ensure that proper records of all assets of the university are maintained and that assets are properly guarded against theft, natural and other disasters, etc.;
 - vii. ensure the correct and timely preparation of financial statements and accounts of the University and their submission to the Vice-Chancellor, Council and committees;
 - viii. ensure the execution of the annual audits of the University's accounts in an efficient and effective manner;
 - ix. monitor and ensure the efficient and effective management of the fixed assets, working capital, receivables, and payables of the University;
 - x. monitor capital expenditure on projects, make returns to relevant authorities and comply with due process and other financial regulations;
 - xi. monitor the funds received from donors and other agencies to ensure that they are used for the specified projects, and that required reports are submitted promptly;
 - xii. negotiate on behalf of the University financial matters within his power with financial institutions and government;
 - xiii. organise the evolution and updating of financial management plans of the University;
 - xiv. scrutinise the University's monthly income and expenditure and balance sheet variances against approved spending plan;
 - xv. supervise the activities of the business ventures to be established by the University; and
 - xvi. supervise the activities of the treasury including cash flow projections.

3.13 UNIVERSITY LIBRARIAN

The National Open University of Nigeria shall have a University Librarian appointed by Council, who shall be responsible to the Vice-Chancellor for the administration of the University library and the coordination of all library services in the university and its study centres, faculties, departments and institutes, and other teaching or research units. The University Librarian shall

hold office for such period and on such terms and conditions as to emoluments as may be specified in his/her letter of appointment, and in consonance with extant law.

3.13.1 FUNCTIONS OF THE UNIVERSITY LIBRARIAN

The functions of the University Librarian shall be to:

- i. allocate the approved funds of the library and give returns on utilisation;
- ii. collect and systematise adequate and relevant library materials;
- iii. ensure regular training and development of library professional and support staff;
- iv. ensure that library professional staff comply with the rules of the Librarian Registration Council;
- v. ensure that the library is digitised, computerised, networked, and integrated into national and international networks;
- vi. facilitate inter-library cooperation and provide access to the resources of other libraries;
- vii. generate revenue outside the allocation by the University;
- viii. organise the library's human resource functions;
- ix. prepare the budget of the library;
- x. procure and organise teaching and research materials from various publishing outfits based on the requirements of the faculties, departments and other units of the University;
- xi. procure stationery and other materials for library use;
- xii. provide bibliographic instructions to users;
- xiii. provide circulation and reprographic services to users of the library;
- xiv. provide current awareness services on new accessions through the library bulletin, accessions lists, displays, exhibits, etc.;
- xv. provide incentives to staff to carry out research and to support the publication of the findings;
- xvi. provide information and reference services to users of the library;
- xvii. provide outreach and community services;

- xviii. provide users' open access to library resources;
- xix. scrutinise library expenditure and keep it within budget; and
- xx. selectively disseminate information especially for research activities.

3.14 DIRECTOR OF ACADEMIC PLANNING

The National Open University of Nigeria shall have a Director of Academic Planning to be appointed by the Vice-Chancellor, to oversee the functions of the Directorate of Academic Planning. The Director shall be responsible for harmonising and organising academic policies of the University in an advisory capacity to the Vice-Chancellor and other arms of the University.

3.14.1 FUNCTIONS OF THE DIRECTOR OF ACADEMIC PLANNING

The functions of the Director of Academic Planning shall be to:

- i. annually update, analyze and project population data for planning and preparation of the University's recurrent budget and resources allocation based on the approved budget;
- ii. assist in the development of new academic planning guidelines and criteria and the review of the existing ones;
- iii. collect data on trends in University activities such as: enrolments, staffing, staff training, graduate output, etc. and make such data available for research;
- iv. collect, analyze and interpret relevant data from all University units;
- v. document and store information on all academic programmes;
- vi. ensure that the university complies to, and maintains minimum academic standards as approved by the NUC;
- vii. make projections and advise the Vice-Chancellor on areas of major concern and vigilance;
- viii. organise the drafting and review of University's academic brief;
- ix. participate in curricula review activities and ensure compliance with guidelines and procedures for establishment of new programmes;

- x. provide data-backed information on academic operations of the University;
- xi. publish University records, statistics, research reports, etc.; and
- xii. regularly update and evaluate data from relevant University units to analyze the performance of the University.

3.15 DIRECTORATE OF PHYSICAL DEVELOPMENT, WORKS AND SERVICES

The Directorate of Physical Development, Works and Services (DPDW&S) as presently constituted evolved from a simple projects department that had only three staff at inception in 2002 through the Directorate of physical planning to its present name of Directorate of Physical Development, Works and Services (DPDW&S). Its staff comprise mainly of non-academic professionals, technicians, artisans and a few Registry staff deployed to provide relevant administrative functions.

Over the thirty-one years of its existence, the Directorate has undergone three notable transformations due either to growth, or general re-organization of the University's functional units as examined hereunder:

STAGE 1 (2002 -2007)

At inception, the department then called Project Unit with only three staff performed similar functions as to what it performs today. Services the Directorate provided in line with its mandate then included the following:

1. Preparation of Contract Documents and Supervision of Capital projects;
2. Coordinating the services of consultants on capital projects and other outsourced expertise related to its mandate;
3. Monitoring and Evaluation of the University's Physical Development projects;

4. Maintenance of the University's defective Physical (owned/rented) and other operational facilities (e.g. Plants, Generators, Mowers etc.);
5. Provision of transport services in the University and maintenance of the vehicles involved;
6. Discharging any other function that the Vice Chancellor may assign it.

STAGE 2 (2007– 2014)

The second phase that began in 2007 coincided with the Department's elevation into a Directorate that is fully recognized and vested with adequate authority to discharge its stipulated functions and any other duty that may be assigned to it.

With close to seventy well trained staff in the professional and technical cadre, its role in the provision of environmental/physical facilities and their maintenance, including transportation rose significantly with regards to physical/infrastructural facilities situated in all premises owned or rented by NOUN nationwide.

Its head office then at Lagos, coordinated all activities of the five operational sections at the headquarters that included architectural services, engineering, quantity surveying, estate surveying and administration sections and the numerous study centres NOUN has across all states of the federation, and its field offices in Abuja and Kaduna.

Its functions during the stated period included:

1. Planning, designing and supervision of capital projects;
2. Coordinating the services of consultants on capital projects and other outsourced expertise related to its mandate;
3. Monitoring and Evaluation of the University's physical development projects;
4. Maintenance of the University's defective physical (owned/rented) and other Operational facilities (e.g. Plants, Generators, Mowers etc.);
5. Provision of transport services in the University and maintenance of the vehicles involved;

6. Liaising with all financing bodies and agencies involved in the provision of funds for the mandated functions;
7. Discharging any other function that the Vice Chancellor asked it to do.

Further to the foregoing was the emergence of a semi-autonomous Works and Services super-section –headed by the Deputy Director, a development linked to an NUC induced reorganization. The section essentially handled general maintenance and direct labour works under tacit supervision of the Director as distinct from contract performed capital projects, acquisition of properties and equipment supplies.

The operational mode had then moved from the use of a few staff, and costly outsourcing to the engagement of well-trained staff along professional lines, as was seen in the departmental organogram that tied functions to the suitability of competencies.

Jobs were accordingly assigned to individual staff members on the strength of their calling through most senior officers in their professional or technical lines for close supervision.

STAGE 3 (2014 – DATE)

The third phase of the evolution is characterised by expansion in the staff total strength to well over one hundred and twenty at the headquarters, zonal offices, Lagos liaison office and some study centres across the country, soon after the eventual relocation of the university's headquarters to Abuja.

Units that make up the department of DPD,W&S rose from five; including the administrative unit to eight, along defined informed competencies, hence the creation of such units as: operation and maintenance, projects section, monitoring & evaluation, electrical engineering/generators, mechanical engineering/air conditioning, facility management and artisans units all of which were headed by competent heads through whom mails were transmitted horizontally or vertically.

The relative autonomy enjoyed by the works and services section described at stage 2 above, gradually waned, leading thereby to the distribution of jobs along the competency clusters so created.

The DPDW&S on relocation to Abuja, gained more recognition following a review of the university's operational mode as contained in the NOUN operational Handbook. The document re-emphasized the need to refer all physical development matters, new or maintenance, big or small to DPDW&S. It further emphasized the significance of consulting the Directorate on all matters covered by its mandate that include the following:

1. Conceiving, inspecting and recommending on acquisition of properties for the University;
2. Planning, designing and supervision of capital projects;
3. Coordinating the services of consultants on capital projects and other outsourced expertise related to its mandate;
4. Monitoring and evaluation of the University's physical development projects;
5. Maintenance of the University's defective physical/infrastructural facilities (owned /rented) and other operational facilities (e.g. plants, generators, mowers etc.);
6. Provision of transport services in the University and maintenance of the vehicles involved;
7. Liaising with all financing bodies and agencies involved in the provision of funds for the mandated functions;
8. Discharging any other functions that the Vice Chancellor may assign to it;
9. Undertaking sanitary disposal of waste materials directly or by coordinating the activities of hired outfits.

The current arrangement aside the administrative section feature six operational units that include:

1. Monitoring and Evaluation Section (South);
2. Monitoring and Evaluation Section (North);

3. Electrical Engineering Works Section;
4. Mechanical Engineering Works Section;
5. Civil and Building Works Section;
6. Estate and General Duties Section.

Each of the above units/sections has a coordinator appointed to coordinate the unit's activities with regard to assignments that the Director may require unit/section to handle. Similarly, results and responses arising from such assignments and other official matters from individual members are required to be channelled through the coordinators to the Director. However, the Director at his/her discretion may relate directly with any subordinate staff on any job deemed fit.

At the moment, strict adherence to coordinated operation through the constituted units or sections seems to have lost steam. Instead, jobs are often transmitted directly from the Centre to individual staff members, requiring coordinator's contribution only when adjudged relevant.

Performance and achievements across all the phases have been consistently progressive despite numerous challenges that the department had to tackle. Such development is without doubt attributable to quality successive leadership which the University has been enjoying; and the incumbent Vice Chancellor's commitment to the provision of conducive working environment for all categories of workers in the University.

THE OPERATIONAL UNITS

There are presently seven operational units, six of which are technical as indicated on the attached DPDW&S organogram. The DPDW&S Organogram is attached herewith to aid understanding of the functional relationship of the various units to the Director, subordinate staff members in each section and across.

The flow chart shows how assignments that mostly come from the Vice Chancellor's office are passed through the Director to the operational units for action.

Mails on specific assignments or issues are sent by the Director to the relevant unit coordinator, who, after studying the content and the Director's minutes, acts appropriately.

Such assignments or issues may require collective action on individual approach. For the former, a team is constituted to handle the matter, while the latter may simply require prompt professional/technical solution.

The suggested solutions in each case are brought back to the coordinator for examination before it is returned to the Director with helpful comments, who further screens it and makes recommendations before forwarding same to the Vice Chancellor for possible approval.

Once a memo containing recommendations gets the Vice Chancellor's approval, it is dispatched to the next appropriate organ (in most cases the Bursary), and a copy of the approval is sent to the Directorate for notification.

Whatever the Vice Chancellor's approval stipulates therefrom, becomes the basis of all subsequent actions till the assignment is completed or determined.

PROSPECTS FOR FURTHER RE-ORGANIZATION OF THE DIRECTORATE

The DPDW&S is one of the University's Support Services' Directorates. Its main duty is the provision of befitting and functional environment for the University's academic, administrative and other functions.

Due to the astronomic expansion and massive increase in physical facilities occupied by the University, the quantum of work it now handles has grown geometrically in both quantity and complexity. The consequence of this, is unavoidable drop in efficiency and preventable resource wastages.

The management in view of the foregoing is beginning to think it wise to split the Directorate in deference to the visitation panel's suggestions. Splitting, the Directorate is believed will decongest

the plethora of mails that the Directorate as presently constituted. After all such bifurcation in similar establishment in a number of universities across the country have proved useful in enhancing efficient service delivery.

Accordingly, the Management may in giving effect to the idea can for administrative convenience break the Directorate into two autonomous functional divisions as presented hereunder:

A. Directorate of Physical Planning and Development

B. Directorate of Works and Services

The functions of each shall be as enumerated below:

A. Functions of the Directorate of Physical Planning and Development will include:

1. Preparation of master plans for NOUN campuses and control of developments within them;
2. Preparation of designs, bills and other related tender documents for all new NOUN physical projects;
3. Coordinating the activities physical planning and development consultants on NOUN projects;
4. Vetting submissions from physical planning consultants and supervision of all new projects awarded by NOUN;
5. Carry out any other task the Vice Chancellor may assign to it.

B. The functions of Directorate of Works and Services shall include:

1. Identification and assessment of defects/disrepairs in NOUN physical facilities and documentation of same for required intervention;
2. Preparation and processing of direct labour projects/maintenance documents for all NOUN physical facilities;
3. Supervision and evaluation of all ongoing physical assets maintenance works across NOUN premises;

4. Provision of sanitation/waste disposal facilities on NOUN occupied premises directly or through coordination of retained outfits;
5. Routine maintenance and incidental repairs/refurbishment of NOUN vehicles and other transport facilities;
6. Discharge any other duty the Vice chancellor may assign to it.

Establishing the new Directorates may be achieved by simple allocation of the existing Directorate's staff into the two operational units after bifurcation.

Staff allocation to each operational unit may be informed by competencies possessed, staff suitability to the unit's function to ensure efficiency, and the number of such competencies needed in the specific unit.

The Organograms of the two proposed Directorates are included in the appendix to further illustrate and simplify the proposal to aid application of the allocation criteria.

3.16 HEAD OF THE UNIVERSITY SICK BAY

The National Open University of Nigeria shall have a Head of Director of Health Services appointed by Council, who shall be responsible to the Vice-Chancellor for the administration of the University's Sick Bay. He shall be the Chief Medical Officer of the University's Sick Bay and shall coordinate all matters relating to the health of all staff and students.

3.16.1 FUNCTIONS OF THE HEAD OF UNIVERSITY CLINIC (SICK BAY)

The functions of the head of University Sick Bay of the National Open University of Nigeria shall include to:

- i. organise and ensure adequate healthy and sanitary environment in the University;
- ii. coordinate the services of the University clinic;

- iii. ensure the provision of basic medical services to staff and students of the University;
- iv. refer complex medical cases to tertiary health institutions in Abuja, liaison offices of the University and Study Centres;
- v. guide the evolution of a dynamic and responsive university health policy;
- vi. oversee the various companies that supply medical facilities and drugs to the University clinic;
- vii. keep surveillance and advise the university community on possible outbreak of an epidemic; and
- viii. advise the Vice-Chancellor on adequate medical facilities to be provided by the University to cater for staff and students.

3.17 DEANS AND HEADS OF DEPARTMENTS

A Dean shall supervise the everyday activities of a Faculty. The Dean of a Faculty shall be a professor elected by the Faculty board, and such Dean shall hold office for a term of two years. he/she will be eligible for re-election for another term of two years after which he/she may not be elected again until two years have elapsed. If there is no professor in a Faculty, the Vice-Chancellor shall appoint an Acting Dean who shall not be below the rank of a Senior lecturer for the Faculty who will act for a period of one year in the first instance, renewable for another one year only.

The National Open University of Nigeria shall also have a Dean of Postgraduate Studies who shall be appointed by the Vice-Chancellor. The Dean of Postgraduate Studies shall coordinate School of Postgraduate Studies. The Dean shall provide adequate support to postgraduate programmes in the University, while the programmes shall be resident in the faculties and departments.

A head of Department shall supervise the everyday activities of a Department in the Faculty, while

the Faculty board shall oversee the activities of all departments in a Faculty. The Head of Department shall be a Senior lecturer or Reader or Professor appointed by the Vice-Chancellor. The Head of Department shall hold office for a term of two years and shall be eligible for re-appointment for another term of two years after which he/she may not be appointed again until after two years have lapsed.

3.17.1 FUNCTIONS OF THE DEAN

The functions of the Dean of a Faculty shall be to:

- i. in the absence of the Vice-Chancellor, be the chairman at all meetings of the Faculty board when he/she is present and to be a member of all committees and other boards appointed by the Faculty;
- ii. exercise general superintendence over the academic and administrative affairs of the Faculty;
- iii. present to convocation for the conferment of degrees, persons who have qualified for the degrees of the University at examinations held in the branches of learning for which responsibility is allocated to that faculty.

3.17.2 FUNCTIONS OF THE DEAN SCHOOL OF POSTGRADUATE STUDIES

The functions of the Dean of Postgraduate Studies shall be to:

- i. be the chairman at all meetings of the Board of the School of Postgraduate Studies when he is present, and to be a member of all committees and other boards appointed by the School;
- ii. exercise general superintendence over the academic and administrative affairs of the School;
and
- iii. present to convocation for the conferment of degrees persons who have qualified for the postgraduate degrees of the University.

3.17.3 FUNCTIONS OF THE HEAD OF DEPARTMENT

The functions of the Head of Department shall be to:

- i. be responsible for the everyday administration of the academic affairs of the department;
- ii. guide and supervise teaching and research as well as community services;
- iii. manage departmental matters concerning annual reports and preparation of annual estimates of both recurrent and capital costs; and
- iv. preserve academic standards, encourage research, book publishing and departmental book collections.

See below the organogram of the National Open of Nigeria

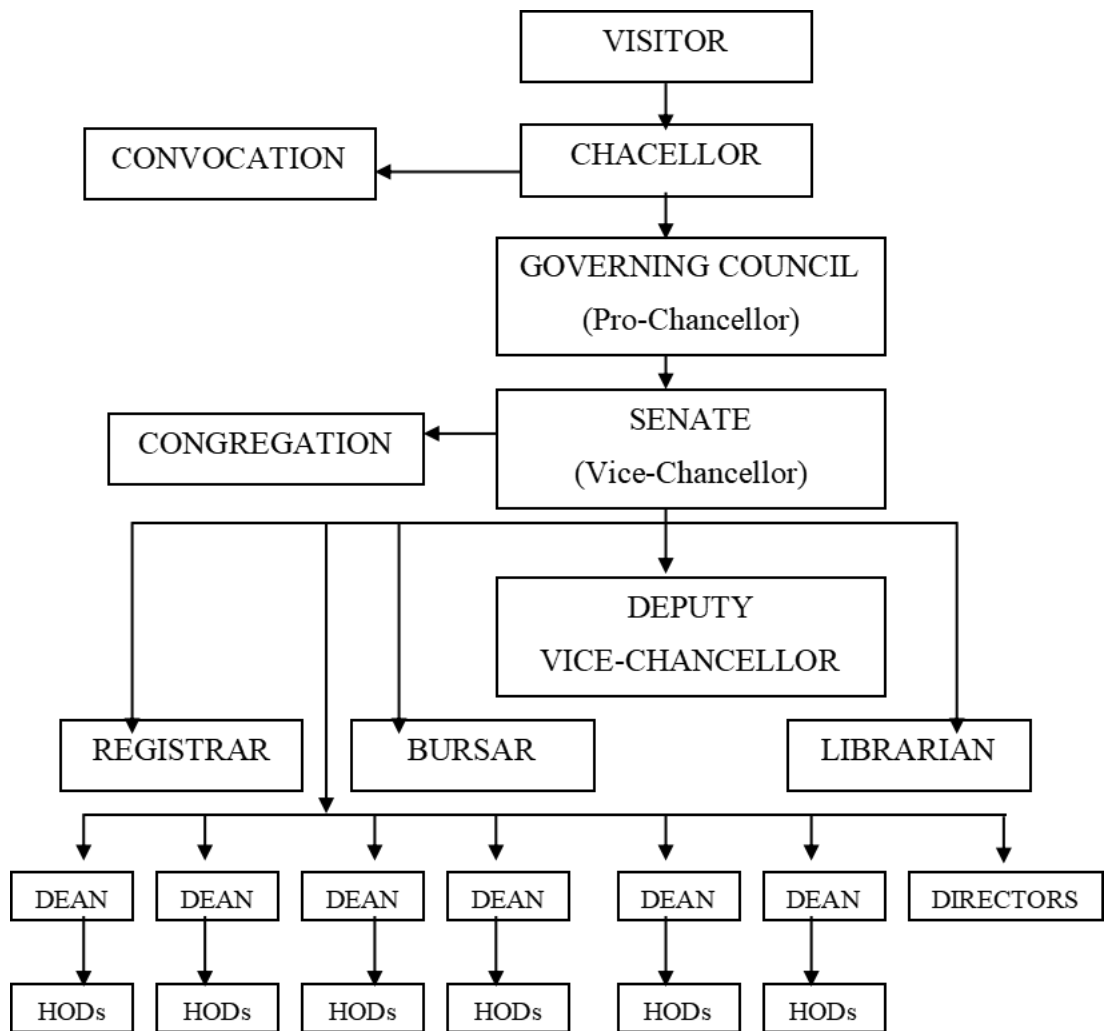


Figure 3.1: Organogram of National Open University of Nigeria

CHAPTER 4

ACADEMIC PATTERN

4.0 PREAMBLE

The National Open University of Nigeria is the pioneer Open and Distance Learning (ODL) university in Nigeria, which has increased access to university education in the country; as well as that it helped in solving emerging challenges confronting Nigeria and the world at large while maintaining high quality in delivery. The University effectively meets its responsibilities to society, as well as meet the dreams and aspirations of the Federal Government (its Proprietor). In doing this, through its academic and research programmes, the University ensures excellent quality always. The university is guided by the guidelines for Open and Distance Learning (ODL) in Nigerian universities, as well as other instruments and guidelines issued by the National Universities Commission. The National Open University of Nigeria strives to make significant impact through its teaching, research and service delivery in Nigeria, Africa and the world at large. The university implements the ICT-Enabled Supported Blended Learning (IESBL) ODL Model adapted by Nigeria. This model is predicated on a teaching and learning process where course materials in variety of media format and learner support services and facilities play a crucial role.

The National Open University of Nigeria as an ODL university, offers programmes in both Arts-based and select Science-based disciplines. The goal is to develop a world-class University that is amongst the best ODL institutions worldwide.

To ensure a logical and well-structured growth, the academic structure of the University is being developed in phases. This chapter of the Academic Brief, presents the academic structure of the National Open University of Nigeria and other general academic guidelines.

The academic structure of the National Open University of Nigeria presently consists mainly of faculties and departments. The University has also established a Centre for Entrepreneurship and

General Studies, a School of Postgraduate Studies and an affiliation with the National Teachers Institute as the other major academic units. The faculties, departments and programmes of the University are established after obtaining the approvals of Senate, Council, and the NUC: each faculty is comprised of departments in a related field, and these departments are responsible for the academic programmes.

4.1 PHASING OF ACADEMIC PROGRAMMES

The development of academic programmes of the National Open University of Nigeria is structured to ensure the provision of adequate resources including human, infrastructural and other physical facilities, so as to guarantee the quality of its programmes. To this end, the development of the academic programmes of the university is structured over a five-phased period covering 25 years, with each phase being for a period of 5 years, as follows:

Phase	Year	Duration	Session
Phase 1	Year 1 — Year 5	5 years	2003/04 — 2007/08
Phase 2	Year 6 — Year 10	5 years	2008/09 — 2012/13
Phase 3	Year 11 — Year 15	5 years	2013/14 — 2017/18
Phase 4	Year 16 — Year 20	5 years	2018/19 — 2022/23
Phase 5	Year 21 — Year 25	5 years	2023/24 — 2027/28

4.2 FACULTIES, DEPARTMENTS AND PROGRAMMES

The National Open University of Nigeria shall have at ultimate growth after 25 years of academic activities, 9 faculties, 40 departments, an affiliation, a Business School, Centres of Excellence, and 291 academic programmes (undergraduate and postgraduate) based on the structured academic development of the University. The Faculties and other academic units that shall be established by the National Open University of Nigeria at its full maturity are as follows:

- i. Faculty of Agricultural Sciences;
- ii. Faculty of Arts;
- iii. Faculty of Computing;
- iv. Faculty of Education;
- v. Faculty of Health Sciences;
- vi. Faculty of Law;
- vii. Faculty of Management Sciences;
- viii. Faculty of Science;
- ix. Faculty of Social Sciences;
- x. Centre for Entrepreneurship and General Studies;
- xi. School of Postgraduate Studies;
- xii. Affiliation with National Teachers Institute; and
- xiii. National Open University of Nigeria Business School (NOUNBS).

The National Open University of Nigeria commenced academic activities in the 2003/04 academic session with five schools, namely: School of Arts, School of Business and Human Resources Management (later School of Management Sciences from the 2014/15 session), School of Education, School of Sciences and Technology, and School of Social Sciences. However, it should be noted that the takeoff of programmes in some cases did not start at the takeoff of the faculties, because of the need to develop course materials before programmes are mounted. The Centre for Entrepreneurship and General Studies took off in the 2016/17 academic session; prior to this, general studies were run at inception on its own and later with the Access Programme, while entrepreneurship skills acquisition started during the 2015/16 academic session. The School of Health Sciences was established in the 2004/05 academic session, while the School of Law was established in the 2007/08 academic session. The School of Postgraduate Studies was formally established in the 2008/09 academic session, while the School of Agricultural Sciences was

established in the 2014/15 session; and this resulted in the change of the name of the School of “Sciences and Technology” to “School of Science”.

Starting from the 2016/17 session, the National Open University of Nigeria changed the nomenclature of its Schools to Faculties, and this is reflected in the current name of all the faculties. The University established an affiliation with the National Teachers Institute, Kaduna in January 2017 to run degree programmes in selected Education courses starting from the 2016/17 academic session. The University proposes to establish NOUN Business School by the 2017/18 academic session.

4.2.1 Phases 1 — 3 (Year 1 — 15, Session 2003/04 — 2017/18]

By the 2017/18 session at the end Phase 3 of the development of its academic programmes, the National Open University of Nigeria shall have established 8 faculties, 28 departments, 43 undergraduate programmes, 27 postgraduate programmes, an affiliation with 4 undergraduate programmes, and a Business School with 11 postgraduate programmes. The Centre for Entrepreneurship and General Studies and School of Postgraduate Studies were also established during the period. Details of units and programmes offered during this period are detailed below:

i. Faculty of Education

Undergraduate Programmes

Department	Programme	Phase	Year	Session
Arts and Social	B. A. Ed. English	1	1	2003/04
Science Education	B. A. Ed. French	1	1	2003/04
Educational	B.Ed. Primary Education	1	1	2003/04
	B. Ed. Business Education	1	3	2005/06

Foundations				
	B. Ed. Early Childhood Education	1	3	2005/06
	B.Ed. Guidance and Counselling	3	15	2017/18
Science Education	B.Sc. Ed. Agricultural Science	1	1	2003/04
	B. Sc. Ed. Biology	1	1	2003/04
	B. Sc. Ed. Chemistry	1	1	2003/04
	B. Sc. Ed. Computer Science	1	1	2003/04
	B. Ed. Integrated Science	1	1	2003/04
	B. Sc. Ed. Mathematics	1	1	2003/04
	B. Sc. Ed. Physics	1	1	2003/04

Postgraduate Programmes

Department	Programme	Phase	Year	Session
Science Education	M. Ed. Science Education	1	4	2006/07
	Ph.D. Science Education	3	12	2014/15
Educational Foundations	PGDE	1	5	2007/08
	M. Ed. Educational Administration and Planning	1	5	2007/08
	M. Ed. Education Technology	1	5	2007/08

	Ph.D. Educational Administration and Planning	2	9	2011/12
	Ph.D. Education Technology	2	9	2011/12

ii. Faculty of Health Sciences

Undergraduate Programmes

Department	Programme	Phase	Year	Session
Nursing Science	BNSc.	1	2	2004/05
Public Health	B. Sc. Public Health	3	13	2015/16
Environmental Health Science	B. Sc. Environmental Health Science	3	15	2017/18

iii. Faculty of Management Sciences

Undergraduate Programme

Department	Programme	Phase	Year	Session
Entrepreneurial Studies	B. Sc. Cooperative and Rural Development	1	2	2004/05
	B. Sc. Entrepreneurship	1	3	2005/06
Administration	B. Sc. Business Administration	3	15	2017/18
	B. Sc. Marketing	3	15	2017/18
	B. Sc. Public Administration	3	15	2017/18
Financial Studies	B. Sc. Accounting	3	15	2017/18
	B. Sc. Banking and Finance	3	15	2017/18

Postgraduate Programmes

Department	Programme	Phase	Year	Session
Administration	Master of Business Administration (MBA)	3	12	2014/15
	Master of Public Administration (MPA)	3	12	2014/15
	PGD, M. Sc., Ph.D. Business Administration	3	15	2017/18
	PGD M. Sc. Ph.D. Public Administration	3	15	2017/18
Financial Studies	PGD Banking and Finance	3	15	2017/18

iv. Faculty of Science

Undergraduate Programme

Department	Programme	Phase	Year	Session
Computer Science	B. Sc. computer Science	1	2	2004/05
	B. Sc. Information Technology	1	2	2004/05
Environmental Studies	B.Sc. Environmental Management and Toxicology	1	2	2004/05
Mathematics	B. Sc. Mathematics	1	2	2004/05
	B. Sc. Mathematic/Computer Science	1	2	2004/05
Pure and Applied Sciences	B. Sc. Biology	2	10	2012/13
	B. Sc. Chemistry	2	10	2012/13
	B. Sc. Physics	2	10	2012/13

Postgraduate Programmes

Department	Programme	Phase	Year	Session
Computer Science	PGD Digital Communication	1	1	2004/05
	PGD, M. Sc. Information Technology	1	2	2004/05
	PGD Mobile Wireless Communication	1	2	2004/05

v. Faculty of Social Sciences

Undergraduate Programmes

Department	Programme	Phase	Year	Session
Criminology and Security Studies	B. Sc. Criminology and Security Studies	1	2	2004/05
Political Science	B.Sc. Peace Studies and Conflict Resolution	1	2	2004/05
	B.Sc. Political Science	1	4	2006/07
Mass Communication	B.Sc. Mass Communication	2	6	2008/09
Tourism Studies	B.Sc. Tourism Studies	2	6	2008/09
Economics	B.Sc. Economics	3	12	2014/15

Postgraduate Programmes

Department	Programme	Phase	Year	Session
Political Science	PGD, M.Sc. Peace Studies and Conflict Resolution	1	2	2004/05
Criminology and Security Studies	PGD Criminology and Security Studies	1	4	2006/07
Mass Communication	PGD, M.Sc. Mass Communication	2	8	2010/11

vi. Faculty of Arts

Undergraduate Programmes

Department	Programme	Phase	Year	Session
Languages	B.A. English	1	4	2006/07
	B.A. French	1	4	2006/07
Religious Studies	B.A. Christian Theology	1	4	2006/07
	B.A. Islamic Studies	1	4	2006/07

Postgraduate Programmes

Department	Programme	Phase	Year	Session
Religious Studies	PGD, M.A., Ph.D. Christian Theology	1	4	2006/07

vii. Faculty of Law

Undergraduate Programmes

Department	Programme	Phase	Year	Session
Commercial Law	LL.B.	1	5	2007/08
Jurisprudence and International Law				
Private and Property Law				
Public Law				

viii. Faculty of Agricultural Sciences

Undergraduate Programmes

Department	Programme	Phase	Year	Session
Agricultural Extension and Management				
Agronomy	B. Agriculture	3	12	2014/15
Animal Science				
Soil Science				
Fisheries and Aquaculture	B. Fisheries and Aquaculture	3	12	2014/15
Hotel Management and Tourism	B. Hotel Management and Tourism	3	12	2014/15

Postgraduate Programmes

Department	Programme	Phase	Year	Session
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Agricultural Extension and Management	PGD Agricultural Extension and Management	3	13	2015/16
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ix. Affiliation with National Teachers Institute

Undergraduate Programmes

Department	Programme	Phase	Year	Session
NTI	B. A. Ed. English	3	14	2016/17
	B. Ed. Primary Education	3	14	2016/17
	B. Sc. Ed. Mathematics	3	14	2016/17
	B. Sc. Ed. Integrated Science	3	14	2016/17

x. NOUN Business School

Postgraduate Programmes

Department	Programme	Phase	Year	Session
NOUN Business School	EM Energy Economics and Management (EMEEM)	3	15	2017/18
	EM Transport Management (EMTM)	3	15	2017/18
	EM Business Administration (EMBA)	3	15	2017/18
	EM Corporate Governance (EMCG)	3	15	2017/18
	EM Critical Thinking and Analytical Reasoning (EMCRAR)	3	15	2017/18
	EM Finance Management (EMFM)	3	15	2017/18
	EM International Relations and Diplomacy (EMIRD)	3	15	2017/18
	EM Justice Administration (EMJA)	3	15	2017/18
	EM Management Psychology (EMMP)	3	15	2017/18
	EM Public Administration (EMPA)	3	15	2017/18
	EM Security and Terrorism Studies (EMSTS)	3	15	2017/18

4.2.2 Phases 4 [Year 16- 20, Session 2018/19- 2022/23]

At the beginning of Phase 4 of the development of its academic structure covering the sixteenth to the twentieth year, the National Open University of Nigeria shall establish new departments and/or programmes. Postgraduate programmes shall also be established for programmes already in existences that do not have them. At the end of Phase 4, the National Open University of Nigeria shall have a centre for Entrepreneurship and General Studies, a School of Postgraduate Studies, 8 faculties, 40 departments, 74 undergraduate programmes, 128 postgraduate programmes, an affiliation with 4 undergraduate programmes, and a Business School with 11 postgraduate programmes, and a Centre of Excellence with 6 postgraduate programmes as detailed below:

i. Faculty of Education

Undergraduate Programmes

Department	Programme	Phase	Year	Session
Arts and Social Science	B. A. Ed. English	1	1	2003/04
	B. A. Ed. French	1	1	2003/04
Education	B. Sc. Ed. Economics	4	18	2020/21
	B. Sc. Ed. Political Science	4	18	2020/21
Educational Foundations	B. Ed. Primary Education	1	1	2003/04
	B. Ed. Business Education	1	3	2005/06
	B. Ed. Early Childhood Education	1	3	2005/06
	B. Ed. Guidance and Counseling	3	15	2017/18
	B. Ed. Social Studies	4	16	2018/19
	B. Ed. Educational Administration and	4	18	2020/21

	Planning			
	B. Ed. Education Technology	4	18	2020/21
Science Education	B. Sc. Ed. Agricultural Science	1	1	2003/04
	B. Sc. Ed. Biology	1	1	2003/04
	B. Sc. Ed. Chemistry	1	1	2003/04
	B. Sc. Ed. Computer Science	1	1	2003/04
	B. Ed. Integrated Science	1	1	2003/04
	B. Sc. Ed. Mathematics	1	1	2003/04
	B. Sc. Ed. Physics	1	1	2003/04
Human Kinetics and Health Education	B. Ed. Health Education	4	16	2018/19
	B. Ed. Human Kinetics	4	16	2018/19
Library and Information Science	B. Library and Information Science	4	16	2018/19
Special Education	B. Ed. Special Education	4	18	2020/21

Postgraduate Programmes

Department	Programme	Phase	Year	Session
Science Education	M. Ed. Science Education	1	4	2006/07
	Ph.D. Science Education	3	12	2014/15
Educational Foundations	PGDE	1	5	2007/08
	M. Ed. Educational Administration and Planning	1	5	2007/08
	M. Ed. Education Technology	1	5	2007/08
	Ph.D. Educational Administration and Planning	2	9	2011/12
	Ph.D. Education Technology	2	9	2011/12
	M. Ed., Ph.D. Educational Research Measurement and Evaluation	4	17	2019/20
	M. Ed., Ph.D. Educational Psychology	4	17	2019/20
	M. Ed., Ph.D. Tests and Measurements	4	17	2019/20
	PGD Distance Education	4	18	2020/21
	M. Ed., Ph.D. Business Education	4	18	2020/21
	M. Ed., Ph.D. Early Childhood Education	4	18	2020/21
	M. Ed., Ph.D. Primary Education	4	18	2020/21
	M. Ed. Ph.D. Guidance and Counselling	4	20	2022/23

ii. Faculty of Health Sciences

Undergraduate Programmes

Department	Programme	Phase	Year	Session
Nursing Science	BNSc.	1	2	2004/05
Public Health	B. Sc. Public Health	3	13	2015/16
Environmental Health Science	B. Sc. Environmental Health Science	3	15	2017/18

Postgraduate Programmes

Department	Programme	Phase	Year	Session
Nursing Science	M. Sc. Ph.D. Nursing	4	19	2021/22
Public Health	M. Sc., Ph.D. Public Health	4	19	2021/22

iii. Faculty of Management Sciences

Undergraduate Programme

Department	Programme	Phase	Year	Session
Entrepreneurial Studies	B. Sc. Cooperative and Rural Development	1	2	2004/05
	B. Sc. Entrepreneurship	1	3	2005/06
Administration	B. Sc. Business Administration	3	15	2017/18
	B. Sc. Marketing	3	15	2017/18
	B. Sc. Public Administration	3	15	2017/18
	B. Sc. Local Government and Development Studies	4	18	2020/21
Financial Studies	B. Sc. Accounting	3	15	2017/18
	B. Sc. Banking and Finance	3	15	2017/18
	B. Sc. Insurance	4	18	2020/21
	B. Sc. Taxation	4	18	2020/21
Transport Management and Logistics	B. Sc. Transport Management and Logistics	4	16	2018/19

Undergraduate Programmes

Department	Programme	Phase	Year	Session
Administration	Master of Business Administration (MBA)	3	12	2014/15
	Master of Public Administration (MPA)	3	12	2014/15
	PGD, M. Sc., Ph.D. Business Administration	3	15	2017/18
	PGD, M. Sc., Ph.D. Public Administration	3	15	2017/18
	PGD Corporate Governance	4	18	2017/18
	PGD e-Business	4	18	2020/21
	PGD Human Resource Management	4	18	2020/21
	PGD, M. Sc., Ph.D. Public Sector Management	4	18	2020/21
Financial Studies	PGD Banking and Finance	3	15	2017/18
	PGD, M. Sc., Ph.D. Accounting	4	20	2022/23
	M. Sc., Ph.D. Banking and Finance	4	20	2022/23
Entrepreneurial Studies	PGD Corporative Management	4	18	2020/21
	PGD, M. Sc., Ph.D. Cooperative and Rural Development	4	18	2020/21
	PGD, M. Sc., Ph.D. Entrepreneurship	4	18	2020/21

iv. Faculty of Science

Undergraduate Programmes

Department	Programme	Phase	Year	Session
Computer Science	B. Sc. Computer Science	1	2	2004/05
	B. Sc. Information Technology	1	2	2004/05
	B. Sc. Cyber Security	4	18	2020/21
	B. Sc. Software Engineering	4	18	2020/21
Environmental Studies	B. Sc. Environmental Management and Toxicology	1	2	2004/05
Mathematics	B. Sc. Mathematics	1	2	2004/05
	B. Sc. Mathematics/ Computer Science	1	2	2004/05
Pure and Applied Sciences	B. Sc. Biology	2	10	2012/13
	B. Sc. Chemistry	2	10	2012/13
	B. Sc. Physics	2	10	2012/13

Forensic Science	B. Sc. Forensic Science	4	18	2020/21
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Postgraduate Programmes

Department	Programme	Phase	Year	Session
Computer Science	PGD Digital Communication	1	2	2004/05
	PGD, M. Sc. Information Technology	1	2	2004/05
	PGD Mobile Wireless Communication	1	2	2004/05
	PGD, M. Sc., Ph.D. Computer Science	4	17	2019/20
	Ph.D. Information Technology	4	17	2019/20
Mathematics	M. Sc., Ph.D. Mathematics	4	17	2019/20
Environmental Studies	M. Sc., Ph.D. Environmental Management and Toxicology	4	17	2019/20
Pure and Applied Sciences	M. Sc., Ph.D. Biology	4	17	2019/20
	M. Sc., Ph.D. Chemistry	4	17	2019/20
	M. Sc. Ph.D. Physics	4	17	2019/20

v. Faculty of Social Sciences

Undergraduate Programmes

Department	Programme	Phase	Year	Session
Criminology and Security Studies	B. Sc. Criminology and Security Studies	1	2	2004/05
Political Science	B. Sc. Peace Studies and Conflict Resolution	1	2	2004/05
	B. Sc. Political Science	1	4	2006/07
	B. Sc. International Relations	4	16	2018/19
Mass Communication	B. Sc. Mass Communication	2	6	2008/09
	B. Sc. Broadcast Journalism	4	16	2018/19
	B. Sc. Film Production	4	16	2018/19
Tourism Studies	B. Sc. Tourism Studies	2	6	2008/09
Economics	B. Sc. Economics	3	12	2014/15

Social Studies	B. Sc. Social Justice Studies	4	18	2020/21
	B. Sc. Social Work	4	18	2020/21

Postgraduate Programmes

Department	Programme	Phase	Year	Session
Political Science	PGD, M. Sc. Peace Studies and Conflict Resolution	1	2	2004/05
	Ph.D. Peace Studies and Conflict Resolution	4	16	2018/19
	PGD, M. Sc. Ph.D. Political Science	4	16	2018/19
Criminology and Security Studies	PGD Criminology and Security Studies	1	4	2006/07
	M.Sc. Ph.D. Criminology and Security Studies	4	16	2018/19
Mass Communication	PGD, M. Sc. Mass Communication	2	8	2010/11
	Ph.D. Mass Communication	4	16	2018/19
Economics	PGD, M. Sc., Ph.D. Economics	4	16	2018/19
Tourism Studies	PGD, M. Sc., Ph.D. Tourism Studies	4	16	2018/19

vi. Faculty of Arts

Undergraduate Programmes

Department	Programme	Phase	Year	Session
Languages	B. A. English	1	4	2006/07
	B. A. French	1	4	2006/07
	B. A. Hausa	4	16	2018/19
	B. A. Arabic	4	16	2018/19
	B. A. Chinese	4	18	2020/21
Religious Studies	B. A. Christian Religious Studies	1	4	2006/07
	B. A. Islamic Studies	1	4	2006/07
Philosophy	B. A. Philosophy	4	16	2018/19

Postgraduate Programmes

Department	Programme	Phase	Year	Session
Religious Studies	PGD, M. A., Ph.D. Christian Religious Studies	1	4	2006/07
	PGD, M. A., Ph.D. Islamic Studies	4	17	2019/20
Languages	M. A., Ph.D. English	4	16	2018/19
	M.A., Ph.D. French	4	16	2018/19

vii. Faculty of Law

Undergraduate Programmes

Department	Programme	Phase	Year	Session
Commercial Law	LL.B.	1	5	2007/08
Jurisprudence and International Law				
Private and Property Law				
Public Law				

Postgraduate Programmes

Department	Programme	Phase	Year	Session
Commercial Law	LL. M., Ph.D. Commercial Law	4	17	2019/20
Jurisprudence and International Law	PGD Legal Drafting	4	17	2019/20
	LL. M., Ph.D. Jurisprudence and Legal Theory	4	17	2019/20
	LL. M., Ph.D. International Law	4	17	2019/20
Private and Property Law	LL. M., Ph.D. Private Law	4	17	2019/20
	LL. M. Ph.D. Property Law		17	2019/20
Public Law	LL. M. Ph.D. Public Law	4	17	2019/20

viii. Faculty of Agricultural Sciences

Undergraduate Programmes

Department	Programme	Phase	Year	Session
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Agricultural Extension and Management Agronomy Animal Science Soil Science	B. Agriculture	3	12	2014/15
Fisheries and Aquaculture	B. Fisheries and Aquaculture	3	12	2014/15
Hotel Management and Tourism	B. Hotel Management and Tourism	3	12	2014/15
Forestry and Wildlife Management	B. Forestry and Wildlife Management	4	18	2020/21

Postgraduate Programmes

Department	Programme	Phase	Year	Session
Agricultural Extension and Management	PGD Agricultural Extension and Management	3	13	2015/16
	M.Sc., Ph.D. Agricultural Extension	4	19	2021/22
	M.Sc., Ph.D. Agricultural Management	4	19	2021/22
Agronomy	M.Sc., Ph.D. Agronomy	4	19	2021/22
Animal Science	M.Sc., Ph.D. Animal Science	4	19	2021/22
Soil Science	M.Sc., Ph.D. Soil Science	4	19	2021/22
Fisheries and Aquaculture	M.Sc., Ph.D. Fisheries and Aquaculture	4	19	2021/22
Hotel Management and Tourism	M.Sc., Ph.D. Hotel Management and Tourism	4	19	2021/22

ix. Affiliation with National Teachers Institute

Undergraduate Programmes

Department	Programme	Phase	Year	Session
NTI	B. A. Ed. English	3	14	2016/17
	B. Ed. Primary Education	3	14	2016/17
	B. Sc. Ed. Mathematic	3	14	2016/17
	B. Sc. Ed. Integrated Science	3	14	2016/17

x. NOUN Business School

Postgraduate Programmes

Department	Programme	Phase	Year	Session
NOUN Business School	EM Energy Economics and Management (EMEEM)	3	15	2017/18
	EM Transport Management (EMTM)	3	15	2017/18
	EM Business Administration (EMBA)	3	15	2017/18
	EM Corporate Governance (EMCG)	3	15	2017/18
	EM Critical Thinking and Analytical Reasoning (EMCRAR)	3	15	2017/18
	EM Finance Management (EMFM)	3	15	2017/18
	EM International Relations and Diplomacy (EMIRD)	3	15	2017/18
	EM Justice Administration (EMJA)	3	15	2017/18
	EM Management Psychology (EMMP)	3	15	2017/18
	EM Public Administration (EMPA)	3	15	2017/18
	EM Security and Terrorism Studies (EMSTS)	3	15	2017/18

xi. Africa Centre of Excellence on Technology Enhanced Learning (ACETEL)

Postgraduate Programmes

Department	Programme	Phase	Year	Session
Africa Centre of Excellence on Technology Enhanced Learning	PGD Cyber Security	4	17	2019/20
	M.Sc., Ph.D. Cyber Security	4	18	2020/21
	PGD, M.Sc., Ph.D. Artificial Intelligence	4	18	2020/21
	PGD, M.Sc., Ph.D. Management Information System	4	18	2020/21

4.2.3 Phase 5 [Year 21- Year 25, Session 2023/24- 2027/28]

Phase 5 shall be the final phase of development of the structure of academic programmes of the National Open University of Nigeria and it shall run from 21st – 25th year. The phase shall witness the establishment of all outstanding postgraduate programmes of the University. At the end of this phase, the National Open University of Nigeria shall have a Directorate for Entrepreneurship and General Studies, a School of Postgraduate Studies, 8 Faculties, 38 Departments, 70 Undergraduate programmes, 187 Postgraduate programmes, **an** affiliation with 7 undergraduate programmes, and a Business School with 11 postgraduate programmes as follows:

i. Faculty of Education

Undergraduate Programmes

Department	Programme	Phase	Year	Session
Arts and Social Science	B. A. Ed. English	1	1	2003/04
	B. A. Ed. French	1	1	2003/04
	B. Sc. Ed. Economics	4	18	2020/21
Education	B. Sc. Ed. Political Science	4	18	2020/21
Educational Foundations	B. Ed. Primary Education	1	1	2003/04
	B. Ed. Business Education	1	3	2005/06
	B. Ed. Early Childhood Education	1	3	2005/06
	B. Ed. Guidance and Counseling	3	15	2017/18
	B. Ed. Social Studies	4	16	2018/19
	B. Ed. Educational Administration and Planning	4	18	2020/21
	B. Ed. Education Technology	4	18	2020/21
Science Education	B. Sc. Ed. Agricultural Science	1	1	2003/04
	B. Sc. Ed. Biology	1	1	2003/04
	B. Sc. Ed. Chemistry	1	1	2003/04
	B. Sc. Ed. Computer Science	1	1	2003/04
	B. Ed. Integrated Science	1	1	2003/04
	B. Sc. Ed. Mathematics	1	1	2003/04
	B. Sc. Ed. Physics	1	1	2003/04
	B. Ed. Health Education	4	16	2018/19

Human Kinetics and Health Education	B. Ed. Human Kinetics	4	16	2018/19
Library and Information Science	B. Library and Information Science	4	16	2018/19

Postgraduate Programmes

Department	Programme	Phase	Year	Session
Science Education	M. Ed. Science Education	1	4	2006/07
	Ph.D. Science Education	3	12	2014/15
Educational Foundations	PGDE	1	5	2007/08
	M. Ed. Educational Administration and Planning	1	5	2007/08
	M. Ed. Education Technology	1	5	2007/08
	Ph.D. Educational Administration and Planning	2	9	2011/12
	Ph.D. Education Technology	2	9	2011/12
	PGD Distance Education	4	18	2020/21
	M. Ed., Ph.D. Business Education	4	18	2020/21
	M. Ed., Ph.D. Early Childhood Education	4	18	2020/21
	M. Ed., Ph.D. Primary Education	4	18	2020/21
	M. Ed. Ph.D. Guidance and Counselling	4	20	2022/23
	M. Ed. Ph.D. Adult Education	5	22	2024/25
	M. Ed. Ph.D. Social Studies	5	22	2024/25
Human Kinetics and Health Education	M. Ed. Ph.D. Health Education	5	21	2023/24
	M. Ed. Ph.D. Human Kinetics	5	21	2023/24
Library and Information Science	M. Library and Information Science, Ph.D.	5	21	2023/24

ii. Faculty of Health Sciences

Undergraduate Programmes

Department	Programme	Phase	Year	Session
Nursing Science	BNSc.	1	2	2004/05
Public Health	B. Sc. Public Health	3	13	2015/16
Environmental Health Science	B. Sc. Environmental Health Science	3	15	2017/18

Postgraduate Programmes

Department	Programme	Phase	Year	Session
Nursing Science	M. Sc. Ph.D. Nursing	4	19	2021/22
Public Health	M. Sc., Ph.D. Public Health	4	19	2021/22
Environmental Health Science	B. Sc. Ph.D. Environmental Health Science	5	21	2023/24

iii. Faculty of Management Sciences

Undergraduate Programme

Department	Programme	Phase	Year	Session
Entrepreneurial Studies	B. Sc. Cooperative and Rural Development	1	2	2004/05
	B. Sc. Entrepreneurship	1	3	2005/06
Administration	B. Sc. Business Administration	3	15	2017/18
	B. Sc. Marketing	3	15	2017/18
	B. Sc. Public Administration	3	15	2017/18
	B. Sc. Local Government and Development Studies	4	18	2020/21
Financial Studies	B. Sc. Accounting	3	15	2017/18
	B. Sc. Banking and Finance	3	15	2017/18

Postgraduate Programmes

Department	Programme	Phase	Year	Session
Administration	Master of Business Administration (MBA)	3	12	2014/15
	Master of Public Administration (MPA)	3	12	2014/15
	PGD, M. Sc., Ph.D. Business Administration	3	15	2017/18
	PGD, M. Sc., Ph.D. Public Administration	3	15	2017/18
	PGD Human Resource Management	4	18	2020/21
	PGD, M. Sc., Ph.D. Public Sector Management	4	18	2020/21

iv. Faculty of Science

Undergraduate Programmes

Department	Programme	Phase	Year	Session
Computer Science	B. Sc. Computer Science	1	2	2004/05
	B. Sc. Information Technology	1	2	2004/05
Environmental Studies	B. Sc. Environmental Management and Toxicology	1	2	2004/05
Mathematics	B. Sc. Mathematics	1	2	2004/05
	B. Sc. Mathematics/Computer Science	1	2	2004/05
Pure and Applied Sciences	B. Sc. Biology	2	10	2012/13
	B. Sc. Chemistry	2	10	2012/13
	B. Sc. Physics	2	10	2012/13

Postgraduate Programmes

Department	Programme	Phase	Year	Session
Computer Science	PGD Digital Communication	1	2	2004/05
	PGD, M. Sc. Information Technology	1	2	2004/05
	PGD Mobile Wireless Communication	1	2	2004/05
	PGD, M. Sc., Ph.D. Computer Science	4	17	2019/20
	Ph.D. Information Technology	4	17	2019/20
Mathematics	M. Sc., Ph.D. Mathematics	4	17	2019/20
	M. Sc., Ph.D. Biology	4	17	2019/20

Pure and Applied Sciences	M. Sc., Ph.D. Chemistry	4	17	2019/20
	M. Sc. Ph.D. Physics	4	17	2019/20

v. Faculty of Social Sciences

Undergraduate Programmes

Department	Programme	Phase	Year	Session
Criminology and Security Studies	B. Sc. Criminology and Security Studies	1	2	2004/05
Political Science	B. Sc. Peace Studies and Conflict Resolution	1	2	2004/05
Mass Communication	B. Sc. Political Science	1	4	2006/07
	B. Sc. International Relations	4	16	2018/19
	B. Sc. Mass Communication	2	6	2008/09
Tourism Studies	B. Sc. Film & Multimedia Production	4	16	2018/19
	B. A. Film Production	4	16	2018/19
Economics	B. Sc. Economics	2	6	2008/09
Social Studies	B. Sc. Social Justice Studies	3	12	2014/15
	B. Sc. Social Work	4	18	2020/21
		4	18	2020/21

Postgraduate Programmes

Department	Programme	Phase	Year	Session
Political Science	PGD, M. Sc. Peace Studies and Conflict Resolution	1	2	2004/05
	Ph.D. Peace Studies and Conflict Resolution	4	16	2018/19
	M. Sc. Ph.D. Political Science	4	16	2018/19
Criminology and Security Studies	PGD Criminology and Security Studies	1	4	2006/07
	M. Sc. Ph.D. Criminology and Security Studies	4	16	2018/19
Mass Communication	PGD, M. Sc. Mass Communication	2	8	2010/11
	Ph.D. Mass Communication	4	16	2018/19
Economics	PGD, M. Sc., Ph.D. Economics	4	16	2018/19

Tourism Studies	PGD, M. Sc., Ph.D. Tourism Studies	4	16	2018/19
Social Studies	PGD, M. Sc., Ph.D. Social Work	5	23	2025/26

vi. Faculty of Arts

Undergraduate Programmes

Department	Programme	Phase	Year	Session
Languages	B. A. English	1	4	2006/07
	B. A. French	1	4	2006/07
	B. A. Hausa	4	16	2018/19
	B. A. Arabic	4	18	2020/21
	B. A. Chinese	4	18	2020/21
Religious Studies	B. A. Christian Theology	1	4	2006/07
	B. A. Islamic Studies	1	4	2006/07
Philosophy	B. A. Philosophy	4	16	2018/19

Postgraduate Programmes

Department	Programme	Phase	Year	Session
Religious Studies	PGD, M. A., Ph.D. Christian Theology	1	4	2006/07
	PGD, M. A., Ph.D. Islamic Studies	4	16	2018/19
Languages	M. A., Ph.D. English	4	16	2018/19
	M. A., Ph.D. French	4	16	2018/19
	M. A., Ph.D. Hausa	5	21	2013/14
	M. A., Ph.D. Arabic Theology	5	23	2025/26

vii. Faculty of Law

Undergraduate Programmes

Department	Programme	Phase	Year	Session
Commercial Law				
Jurisprudence and International Law				

Private and Property Law	LL.B.	1	5	2007/08
Public Law				

Postgraduate Programmes

Department	Programme	Phase	Year	Session
Commercial Law	LL. M., Ph.D. Commercial Law	4	16	2019/20
Jurisprudence and	PGD Legal Drafting	4	16	2019/20
International Law	M. International Law and Diplomacy	4	16	2019/20
	LL. M., Ph.D. Jurisprudence and Legal Theory			
	LL. M., Ph.D. International Law	4	16	2019/20
Private and Property Law	LL. M., Ph.D. Private Law	4	16	2019/20
	LL. M., Ph.D. Property Law			2019/20
Public Law	LL. M., Ph.D. Public Law	4	16	2019/20

viii. Faculty of Agricultural Sciences

Undergraduate Programmes

Department	Programme	Phase	Year	Session
Agricultural Extension and Management	B.Sc. B. Agriculture	3	12	2014/15
Agronomy				
Animal Science				
Soil Science				
Fisheries and Aquaculture	B. Fisheries and Aquaculture	3	12	2014/15
Hotel Management and Tourism	B. Hotel Management and Tourism	3	12	2014/15
Forestry and Wildlife Management	B. Forestry and Wildlife Management	4	18	2020/21

Postgraduate Programmes

Department	Programme	Phase	Year	Session
Agricultural Extension and Management	PGD Agricultural Extension and Management	3	13	2015/16
	M.Sc., Ph.D. Agricultural Extension	4	19	2021/22
	M.Sc., Ph.D. Agricultural Management	4	19	2021/22
Agronomy	M.Sc., Ph.D. Agronomy	4	19	2021/22
Animal Science	M.Sc., Ph.D. Animal Science	4	19	2021/22
Soil Science	M.Sc., Ph.D. Soil Science	4	19	2021/22
Fisheries and Aquaculture	M.Sc., Ph.D. Fisheries and Aquaculture	4	19	2021/22
Hotel Management and Tourism	M.Sc., Ph.D. Hotel Management and Tourism	4	19	2021/22
Forestry and Wildlife Management	M.Sc., Ph.D. Forestry and Wildlife Management	5	24	2026/27

ix. Affiliation with National Teachers Institute

Undergraduate Programmes

Department	Programme	Phase	Year	Session
NTI	B. A. Ed. English	3	14	2016/17
	B. Ed. Primary Education	3	14	2016/17
	B. Sc. Ed. Mathematic	3	14	2016/17
	B. Sc. Ed. Integrated Science	3	14	2016/17
	B. Ed. Health Education	5	21	2023/24
	B. Ed. Human Kinetics	5	21	2023/24
	B. Ed. Social Studies	5	21	2023/24

x. NOUN Business School

Postgraduate Programmes

Department	Programme	Phase	Year	Session
NOUN Business School	EM Energy Economics and Management (EMEEM)	3	15	2017/18
	EM Transport Management (EMTM)	3	15	2017/18
	EM Business Administration (EMBA)	3	15	2017/18
	EM Corporate Governance (EMCG)	3	15	2017/18

	EM Critical Thinking and Analytical Reasoning (EMCRAR)	3	15	2017/18
	EM Finance Management (EMFM)	3	15	2017/18
	EM International Relations and Diplomacy (EMIRD)	3	15	2017/18
	EM Justice Administration (EMJA)	3	15	2017/18
	EM Management Psychology (EMMP)	3	15	2017/18
	EM Public Administration (EMPA)	3	15	2017/18
	EM Security and Terrorism Studies (EMSTS)	3	15	2017/18

xi. Africa Centre of Excellence on Technology Enhanced Learning (ACETEL)

Postgraduate Programmes

Department	Programme	Phase	Year	Session
Africa Centre of Excellence on Technology Enhanced Learning	PGD Cyber Security	4	17	2019/20
	M.Sc., Ph.D. Cyber Security	4	18	2020/21
	PGD, M.Sc., Ph.D. Artificial Intelligence	4	18	2020/21
	PGD, M.Sc., Ph.D. Management Information System	4	18	2020/21

4.2.4 DIRECTORATE OF ENTREPRENEURSHIP AND GENERAL STUDIES

The Centre for Entrepreneurship and General Studies (CEGS) of the National Open University of Nigeria is situated at the headquarters in Abuja. The Centre is charged with the dual responsibilities of coordinating the Entrepreneurship programme and the General Studies' (GST) courses.

The Centre handles the General Studies' courses, which are compulsory courses that must be taken and passed by all NOUN students before graduation. This is in line with the NUC mandate to all Universities as contained in its Benchmark Minimum Academic Standards (BMAS and Core Curriculum Minimum Academic Standard (CCMAS) documents. GST courses on offer are meant

to equip NOUN graduates with broad-based knowledge that cuts across special fields of study. These courses equip students with knowledge and skills to deal with entrepreneurial moral values and issues facing the contemporary society, as well as those relating to scientific, economic, social, and political issues. The aims and objectives of the GST courses are to produce well-rounded, morally and intellectually capable graduates with vision and entrepreneurial skills, as well as skills in promoting peace. The overall goal of the Centre is to equip NOUN graduates with knowledge, skills and values as contained in the objectives of GST programmes as listed in the NUC's BMAS documents as shown below:

- i. acquisition, development and inculcation of the proper value-orientation for the survival of the individual and society;
- ii. development of intellectual capacities of individuals to understand, appreciate and promote peaceful co-existence;
- iii. producing graduates with broad knowledge of the Nigerian nation and people with a view to inculcating in them mutual understanding and patriotism;
- iv. exposing graduates of Nigerian Universities to the rudiments of ICT for computer literacy and ability to live usefully in this ICT age;
- v. preparing students for a post-university life with opportunities for job creation and entrepreneurial skills; and
- vi. production of graduates capable of communicating effectively.

The Centre for Entrepreneurship and General Studies has developed GST courses for the use of NOUN students. The GST courses are as follows:

GST 101	Use of English and Communication Skills I (2 units)
GST 102	Use of English and Communication Skills II (2 units)
GST 105	History and Philosophy of Science (2 units)

GST 107	The Good Study Guide (2 units)
GST 201	Nigerian Peoples and Cultures (2 units)
GST 202	Fundamentals of Peace Studies and Conflict Resolutions (2 units)
GST 203	Introduction to Philosophy and Logic (1 unit)
GST 302	Entrepreneurship Studies I (2 units)

4.2.5 SCHOOL OF POSTGRADUATE STUDIES

The National Open University of Nigeria from the commencement of its academic programmes in 2003/04 academic session had commenced postgraduate studies, particularly at the Postgraduate Diploma level. Nonetheless, the Senate of NOUN formalised the establishment of a School of Postgraduate Studies at its 46th Regular Meeting of April 6, 2009.

The postgraduate programmes of the University are run on full-time (particularly for research-based Master's and Ph.D. degrees) or flexible time bases. The postgraduate programmes of the university are designed to expand the depth of a student's knowledge and to develop new skills, update professional skills, as well as add value to a student's organisation and business. Hence most of the postgraduate programmes are by coursework and research underpinned by the principles of Open and Distance Learning.

4.2.5.1 Vision, Mission and Objectives of The School of Postgraduate Studies

i. Vision

To strive at achieving excellence in scholarship, research, consultancies, upgrading the professional skill/competencies of graduands and enhancing knowledge development underpinned by the principles of Open and Distance Learning.

ii. Mission

To provide conducive environment for the pursuit of high-quality postgraduate studies with the goal of generating and expanding new knowledge, as well as enriching the quality of life and experiences of postgraduate students.

iii. Objective

The School aims at providing highly specialised knowledge and skills development geared towards meeting high human resource needs of Nigeria in its march towards contributing to a globalised knowledge economy.

The National Open University of Nigeria shall establish postgraduate programmes based on the following guidelines:

- i. after the precursor, undergraduate programmes from the previous phase have graduated two sets of students;
 - ii. after the precursor, undergraduate programmes from the previous phase have earned full accreditation status from NUC;
 - iii. after the University had earned full accreditation status in at least 25% of its programmes;
- and

- iv. after the process of applying and obtaining Senate, Council and NUC approvals had been observed.

4.3 REQUIREMENTS FOR ADMISSION

Admission into the National Open University of Nigeria shall be open to candidates with the requisite qualifications. Admission into the university shall be open to all irrespective of religion, ethnic group, gender, creed, and physical appearance. All applicants for admission into the National Open University of Nigeria shall have attained the age of sixteen.

4.3.1 UNDERGRADUATE PROGRAMMES

The admission requirements into the undergraduate programmes of the National Open University of Nigeria shall be as follows:

- i. generally, the requirements for getting admission into 100 Level of undergraduate programmes include five credits in the 'O' Level SSCE/GCE/NECO/NABTEB or equivalents at not more than two sittings obtained in subjects relevant to the proposed field(s) of study. The five (5) credits include credits in Mathematics, English and three other relevant subjects;
- ii. for admission by direct entry (200 Level), the admission requirements shall be: National Diploma (ND) at Upper Credit from recognised institutions; National Certificate in Education (NCE) in subject(s) relevant to the proposed programme of study with a minimum of one merit and two passes; and International Baccalaureates, Interim Joint Matriculation Board (UMB) with at least two 'A' Level papers in relevant subjects and at least 5 number 'O' Level credit passes; and
- iii. those who meet the requirements for admission shall be subjected to screening to be conducted by the University.

Prospective students must, in addition to meeting the general admission requirements, also satisfy the Faculty and Departmental requirements detailed below:

i. Faculty of Agriculture

Programme	Admission Requirements		Remarks
	UTME	Direct Entry	
Agriculture	Five Credits at SSCE (or its equivalent) in English, Mathematics, Biology/ Agric. Science and one of Physics, Geography and Economics.	Two 'A' level passes in Chemistry and one of Botany/Zoology Biology/ Physics /Agric. Science, Geography, Maths, Geology, Economics and Health Science.	UTME subjects are: Chemistry, Biology/ Agricultural Science and Mathematics/ Physics.
Hotel Management and Tourism	Five Credits at SSCE (or its equivalent) in English, Mathematics, Biology/ Agric Science and one of Physics, Geography and Economics.	Two 'A' level passes in Chemistry and one of Biology/ Botany/ Physics/ Agric. Science/ Geography/ Economics, Mathematics/ Accounting	Chemistry, Biology/Agriculture and Mathematics/Physics or one Social Science subject.
Fisheries and Aquaculture	Five Credits at SSCE (or its equivalent) in English, Mathematics, Chemistry, Biology/ Agric. Science, and Physics/ Geography/ Economics.	Two 'A' level passes in Chemistry and one of Botany/Zoology Biology/ Physics/ Agric. Science.	UTME subjects are: Chemistry, Biology/Agric. and Maths. /Physics.
Forestry and Wildlife Management	Five credit passes at SSCE (or its equivalent) to include English, Biology/ Agric. Science, Chemistry and any one of Mathematics, Physics, Geography and Economics.	Two A level credit passes in Chemistry and one from Biology/ Botany/Zoology/ Agric. Science, Economics, Physics, Geography, and Geology/ Mathematics (Pure and Applied).	Five credit passes at SSCE (or its equivalent) to include English, Biology/ Agric. Science, Chemistry and one of Maths., Physics, Geography and Economics.

ii. Faculty of Arts

Programme	Admission Requirements		Remarks
	UTME	Direct Entry	
English	Five Credits at SSCE (or its equivalent) including English Language and Literature in English.	Two 'A' level passes to include Literature in English and one other arts subject.	UTME subjects are: Literature in English, one Arts subject and another Arts or Social Science subject.
Arabic, Chinese, French, Hausa, Spanish	Five credit passes at SSCE (or its equipment) in English, subject of specialisation and any other Arts subject.	Two A level credit passes in subject of specialisation and any other Arts subject.	UTME subjects are: English, subject of specialisation and any two others from Arts and Social Science subjects.
History and International Studies	Five Credits at SSCE (or its equivalent) including English Language, History or Government.	Two 'A' level passes in History, Govt. and any other related subject.	UTME subjects are: History/ Government any other two subjects from Arts and Social Science.
Christian Religious Studies	Five credit passes at SSCE (or its equivalent) in English, CRS and three other relevant subjects.	Two A Level credit passes to include subject CRS.	UTME subjects are: English, two Arts subject including CRS and any other subject.
Islamic Studies	Five credit passes at SSCE (or its equivalent) in English, IRK and three	Two A Level credit passes to include subject IRK.	UTME subjects are: English, two Arts subject including IRK and any

	other relevant subjects.		other subject.
Performing Arts	Five Credits at SSCE (or its equivalent) including English Language and from Arts, Social Sciences and Sciences.	Two 'A' level passes or NCE to include any language, preferably an African Language.	UTME subjects are: Any language and two other subjects
Philosophy	Five credit passes at SSCE (or its equivalent) including English.	Two A Level credit passes in any subject.	UTME subjects are English and any the subjects.

iii. Faculty of Education

Programme	Admission Requirements		Remarks
	UTME	Direct Entry	
Arts Education	Five Credits at SSCE (or its equivalent) including English Language.	Two 'A' level passes from in English and one other relevant subject.	UTME subjects are: English, subject of specialisation and one Arts subject and any other subject.
Business Education	Five Credits at SSCE (or its equivalent) including English Language, Mathematics, Economics and two other subjects in Social Science or Arts.	Two 'A' level passes in relevant subjects. NCE or ND at merit level.	UTME subjects are: Mathematics, Economics plus one of Literature in English, History, Government Geography, Chemistry and Physics.
Social Science Education	Five Credits at SSCE (or its equivalent) including English Language,	Two 'A' level passes from in Economics and one other Social Science	UTME subjects are: English, subject of specialisation and one

	Mathematics and Economics.	subject.	Social Science subject and any other subject.
Primary Education, Early Childhood Education, Educational Administration and Planning, Education Technology, Guidance and Counseling, Social Studies, Adult Education	Five credit passes in SSCE (or its equivalent) including English Language, relevant subject of specialisation and three other Arts subjects.	Two A level credit passes in relevant teaching subjects of specialisation. NCE with credit or merit passes in two relevant subjects.	UTME subjects are: English, subject of specialisation and one Arts subject and any other subject.
Science Education, Integrated Science	Five credit passes in SSCE (or its equivalent) including Mathematics, English Language and other relevant science subjects.	Two A level credit passes/ NCE in relevant Science subjects.	UTME subjects are: English, relevant Science and two other Science subjects.
Human Kinetics, Health Education	Five credit passes in SSCE (or its equivalent) in English Language, Mathematics, and three other Arts/ Social Science subjects.	Two A level passes in relevant subjects. NCE or ND at merit level.	UTME subjects are: English, Mathematics, Physics, Chemistry or Biology.
Library and Information Science	Five credit passes in SSCE (or its equivalent) in English Language, Mathematics, and three other Arts/ Social Science subjects.	Two A level passes in relevant subjects. NCE or ND at merit level.	UTME subjects are: English, Mathematics, Physics, Chemistry or Biology.
Special Education	Five credit passes including English Language and Mathematics at the SSCE or equivalent.	Two A level passes in relevant subjects. NCE or ND at merit level.	UTME subjects are: English, Mathematics, and two other relevant subjects.

iv. Faculty of Health Sciences

Programme	Admission Requirements		Remarks
	UTME	Direct Entry	
Environmental Health Science	Five credit passes at SSCE (or its equivalent) in English, Chemistry, Biology, Physics and Mathematics.	At least two 'A' Level papers in relevant subjects. OND in relevant discipline with at least upper credit grade. HND in relevant discipline with at least upper credit. ND or HND certificates (minimum upper credit) in the Public Health Inspector's Diploma of the Royal Society of Health Dip RSH) or West Africa Health Examination Board (WAHEB) Diploma for Public Health Superintendents / Health Technologists, National Diploma (ND) (Upper Credit) in Environmental Health Sciences, or Community Health.	UTME subjects are: English, Mathematics, Biology and Chemistry or Physics.
Nursing Science		Registered Nurse (RN) certificate or valid Nursing and Midwifery Council of Nigeria License in addition to five credit passes at SSCE (or its equivalent) in English, Chemistry, Biology, Physics and Mathematics.	

Public Health	Five credit passes at SSCE (or its equivalent) in English, Chemistry, Biology, Physics and Mathematics.	Two A level credit passes chosen from Chemistry, Biology and Physics.	UTME subject: are: English, Mathematics, Biology and Chemistry or Physics.
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v. Faculty of Law

Programme	Admission Requirements		Remarks
	UTME	Direct Entry	
Law	Five Credits at SSCE (or its equivalent) including English Language, Literature in English and Mathematics.	Two 'A' level passes in Arts or Social Science subjects.	UTME subjects are: Any three Arts or Social Science subjects.

vi. Faculty of Management Sciences

Programme	Admission Requirements		Remarks
	UTME	Direct Entry	
Accounting	Five Credits at SSCE (or its equivalent) in English, Mathematics, Economics, one Science subject and any other one relevant subject.	Two A level passes chosen from Economics, Accounting, Business Management, Government and Geography.	UTME subjects are: English, Economics, Mathematics and any Social Science subject.

Registrar;	Registrar;	Two 'A' level passes chosen Economics, Accounts, Business Management, Government, Geography or Statistics.	UTME subject are: English, Mathematics, Economics and one other subject.
Registrar;	Registrar;	Two 'A' level passes chosen Economics, Accounts, Business Management, Government, Geography or Statistics.	UTME subjects are: English, Mathematics, Economics and one other subject.
Registrar;	Registrar;	Two 'A' level passes chosen Economics, Accounts, Business Management, Government, Geography or Statistics.	UTME subjects are: English, Mathematics, Economics and one other subject.
Insurance, Taxation	Five credit passes at SSCE (or its equivalent) in English, Mathematics and any other three relevant subjects.	Two A level credit passes in Economics, NCE or ND with credit passes in relevant subjects.	UTME subjects are: Economics, English, Mathematics and any other subject.
Transport Management and Logistics	Two 'a' level passes in Mathematics/ Physics and Chemistry. OND/HND with lower/upper credits in relevant fields will be considered for Year II and Year III respectively.	Five '0' level credits including English Language, Mathematics, Physics plus a pass in Chemistry and either Economics or Biology.	UTME subjects are: Mathematics, Physics and one of Chemistry, Economics and Biology.

vii. Faculty of Sciences

Programme	Admission Requirements		Remarks
	UTME	Direct Entry	
Biology	Five Credits at SSCE (or its equivalent) in English, Mathematics, Physics, Chemistry and Biology.	Two 'A' level passes chosen from Chemistry and any one of Physics, Mathematics or Biology.	UTME subjects are: Chemistry and two of Physics, Biology and Mathematics.
Chemistry	Five Credits at SSCE (or its equivalent) in English, Mathematics, Physics, Chemistry and Biology.	Two 'A' level passes chosen from Chemistry and any one of Physics, Mathematics or Biology.	UTME subjects are: Chemistry and two of Physics, Biology and Mathematics.
Computer Science, Information Technology	Five Credits at SSCE (or its equivalent) including English, Mathematics, Physics plus two other science subjects.	Two 'A' level passes in one or more relevant subjects (Chemistry, Mathematics and Physics).	UTME subjects are: Mathematics, Physics and one of Biology, Chemistry, Agric Science, Economics and Geography.
Environmental Management and Toxicology	Five credits in Mathematics, English Language, Chemistry and Biology or Agricultural Science, in not more than two sittings and candidates must also have at-least a pass in Physics.	A level passes in Biology and Chemistry.	UTME subjects are: English, Biology or Agricultural Science, Chemistry, Mathematic
Mathematics	Five Credits at SSCE (or its equivalent) including English, Mathematics, Physics or Chemistry.	Two 'A' level passes in Mathematics and any other Science subject.	UTME subjects are: English, Mathematics a any two of Physics/Biology or Chemistry
Physics	Five Credits at SSCE (or its equivalent) including English, Mathematics, Physics and Chemistry.	Two 'A' level passes in Physics, Mathematics or Chemistry.	UTME subjects are: Physics and Mathematics, Chemistry or Biology

viii. Faculty of Social Science

Programme	Admission Requirements		Remarks
	UTME	Direct Entry	
Economics	Five Credits at SSCE (or its equivalent) including Mathematics, English Language and Economics.	Two 'A' level passes chosen from Economics, Accounts, Business Management, Government, Geography or Statistics.	UTME subjects are English, Mathematics, Economics and one other subject.
Criminology and Security Studies	Five credit passes at SSCE (or its equivalent) in Mathematics and English Language plus credit pass in either Economics, Geography or Government and other two subjects.	Two 'A' level credit passes in Arts and Social Science subjects. Credit passes in NCE, OND and Diploma in Social Work.	UTME subject are: English, Government and any other two Arts and Social Science subjects.
Mass Communication, Broadcast, Journalism, Film Production	Five Credits at SSCE (or its equivalent) including English Language and Mathematics.	Candidates must obtain the professional Diploma in Mass Communication of any University approved by Senate with not less than a GPA of 3.0. Candidates with GCE 'A Level' are no longer considered for DE.	UTME Subjects are: English, one other Arts subject and another Arts or Social Science subject.

Social Justice Studies	Five credit passes at the SSCE, NECO, GCE or their equivalent including both English Language and Mathematics plus credit in two from Economics, Government, Geography and other two subjects.	Two 'A' level credit passes in Arts and Social Science subjects. Credit passes in NCE, OND and Diploma in Social Work.	UTME subject are: English, Mathematics and any other two Arts and Social Science subjects.
Social Work	Five credit passes at the SSCE, NECO, GCE or their equivalent including both English Language and Mathematics and other Arts and Social Science subjects.	Two 'A' level credit passes in Arts and Social Science subjects. Credit passes in NCE, OND and Diploma in Social Work.	UTME subject are: English, Mathematics and any other two Arts and Social Science subjects.
Political Science, International Relations, Peace Studies and Conflict Resolution	Five 'O' level credit passes to include Government or History plus English Language and Mathematics and two other subjects.	Two 'A' level passes in including Government or History.	UTME Subjects are: English, Government or History plus two other Social Science/ Arts subject
Tourism Studies	Five Credits at SSCE (or its equivalent) including English and Mathematics.	Two A' level passes in Mathematics and any other relevant subjects.	UTME subjects are: English, Maths. Econ and one other subject.

4.3.2 Postgraduate Programmes

The National Open University of Nigeria admits graduates of all universities to its postgraduate programmes, provided they satisfy the requirements stipulated for the intended programme of study. The University may, however, deny admission to graduates of selected universities based on the approval of the Senate. The general admission requirements for postgraduate programmes of the National Open University of Nigeria, subject to meeting other specified departmental requirements, shall be as follows:

- i. to qualify for admission into any of the postgraduate programmes of the University, a candidate must meet, among others, all matriculation requirements of at least five credit passes including English language and Mathematics. Some programmes accept at least a pass in Mathematics;

- ii. for postgraduate diploma programmes, candidates must possess either a minimum of pass Bachelor's degree in any discipline from a university recognised by the Senate of NOUN, or a Higher National Diploma (HND) with a minimum of lower credit. For the postgraduate diploma in legislative drafting, the candidate must have been called to the Bar. Also, for admission into the Faculty of Management Sciences postgraduate diploma programmes, candidates with professional qualifications such as ACA, ACIS, ACIB, ACII, ACIA, etc. may be considered on individual merit;

- iii. for Master's degree programmes, candidates must possess either a Bachelor's degree with a minimum of Second Class Lower division in the relevant field of study from a university recognised by the Senate of NOUN. However, holders of lower classification and with a minimum of two years of relevant post qualification experience may be considered

on individual merit; or a postgraduate diploma in related field of study from a recognised university or a Higher National Diploma (HND) with a minimum of Upper Credit in the relevant field of study. Candidates with membership certificate of relevant professional bodies may apply for the Master of Business Administration (MBA) programme;

- iv. for the Doctor of Philosophy degree programmes, candidates must possess an academic Master's degree in relevant field of study from a university recognised by the Senate of NOUN, with a minimum score average of not less than 60%, or a cumulative Grade Point Average (CGPA) of 3.5 on a 5-point scale; and
- v. requisite academic transcripts must accompany applications for postgraduate programmes, which shall be forwarded directly by the issuing University to the School of Postgraduate Studies.

4.4 DURATION OF PROGRAMMES

4.4.1 Undergraduate Programmes

Undergraduate programmes of the National Open University of Nigeria have different durations as provided for in the NUC BMAS. The durations are:

- i. normally a minimum of eight semesters and a maximum of sixteen semesters through UTME and a minimum of six semesters and a maximum of twelve semesters through Direct Entry for a four-year full-time degree programme in the Faculties of Arts, Education, Health Sciences, Management Sciences, Science, and Social Sciences;
- ii. normally a minimum of ten semesters and a maximum of twenty semesters through UTME and a minimum of eight semesters and a maximum of sixteen semesters through Direct Entry for a five-year full-time degree programme in the Faculties of Agricultural Sciences, Health Sciences, and Law;

- iii. a student accepted on transfer shall be obligated to spend at least four or six semesters in the University before graduating; and
- iv. any period of authorised withdrawal shall not be included in the normal duration of an academic programme.

However, based on the ODL mode, the University relaxes these durations to allow students complete their programmes.

4.4.2 Postgraduate Programmes

In line with the NUC guidelines governing postgraduate studies in Nigerian Universities, the durations of postgraduate programmes of the National Open University of Nigeria shall normally be:

- i. PGD programmes: a minimum of two semesters and a maximum of four semesters for a full-time programme;
- ii. Master's programmes: a minimum of three semesters and a maximum of six semesters for a full-time programme; and
- iii. Doctorate programmes: a minimum of four semesters and a maximum of ten semesters for full-time programme.

However, based on the ODL mode, the university relaxes these durations to allow students complete their programmes.

4.5 REQUIREMENTS FOR GRADUATION

The National Open University of Nigeria awards its degrees on the authority of Senate only to students who have been found worthy in character and in learning. Students shall not be involved in gross misconduct, such as, but not limited to: examination malpractice; convicted felony; other convicted criminal offences; and association with or membership of secret cult or of any organisation proscribed by the university or government.

4.5.1 Undergraduate Programmes

The National Open University of Nigeria requires its undergraduate students to take and pass all courses specified and offered, including industrial attachment where applicable, by the Faculty/Department and approved by the Senate before graduating from the chosen programme of study. The minimum pass mark is 40% (E grade) for all courses offered in the National Open University of Nigeria. A student shall repeat a course in which he/she failed to obtain the minimum pass grade so as to be used in computation of the Cumulative Grade Point Average (CGPA). Other undergraduate graduation requirements are:

- i. students shall successfully complete and pass all prescribed examinations for courses required for a degree programme;
- ii. students shall submit a research project which shall, as much as possible, develop the research skills of students;
- iii. students shall have earned: not less than 120 credit units for programmes that have durations of four years; and not less than 150 credit units for

programmes that have durations of five years. Students directly entering at 200 level can graduate with 30 credit units less than what is specified above for their respective programmes;

- iv. for a student to be in good academic standing, the student must obtain a minimum cumulative grade point average of 1.0 at the end of each session. A student who fails to do so shall be placed on academic probation. If at the end of the probation year, the CGPA still falls below 1.0, such a student shall be asked to withdraw from the programme registered without prejudice to being admitted into another programme in the university; and
- v. students who attain a CGPA of less than 1.0 shall first register their backlog of required courses before they can, within the ceiling of 48 credit units, be allowed to register for other courses.

4.5.2 Postgraduate Programmes

The following graduation requirements for postgraduate programmes apply at the National Open University of Nigeria:

a. Postgraduate Diploma

To graduate from a Postgraduate Diploma programme of the National Open University of Nigeria mounted by a department and approved by the Senate, a student must fulfill the following conditions:

- i. the programme shall include a minimum of 24 credit units of postgraduate courses and research project or as may be prescribed by the department;
- ii. a student must have:
 - (a) passed all courses taken with a minimum score of 50% or letter 'C' grade; and
 - (b) submitted an acceptable project.

b. Master's Degree

To graduate from a Master's degree programme of the National Open University of Nigeria mounted by a department and approved by the Senate, a student must fulfill the following conditions:

- i. the programme shall include a minimum of 30 credit units of postgraduate courses, thesis or research project or as may be prescribed by the department and 12 credit units of research (including thesis writing);
- ii. a student must have:
 - (a) passed all courses taken with a minimum score of 50% or letter 'C' grade; and
 - (b) submitted an acceptable project or dissertation or thesis.

c. Doctorate Degree

To graduate from a Doctorate degree programme of the National Open University of Nigeria mounted by a department and approved by the Senate, a student must fulfill the following conditions:

- i. the programme shall include a minimum of 18 credit units of advanced core courses, Doctorate thesis, and seminars;
- ii. a student must have:
 - (a) passed all courses taken with a minimum score of 50% or letter 'C' grade; and
 - (b) submitted an acceptable thesis.

4.6 CLASSIFICATION OF DEGREES

The classification of the undergraduate degree programmes of the National Open University of Nigeria shall be determined by the Cumulative Grade Point Average (CGPA) earned by students. The classification shall be:

Class of Degree	CGPA
1 st Class Honours	4.50 – 5.00
2 nd Class Honours (Upper Division)	3.50 – 4.49
2 nd Class Honours (Lower Division)	2.40 – 3.49
3 rd Class Honours	1.50 – 2.39
Fail	0.00 – 1.49

Although Master's and Doctorate degree of the National Open University of Nigeria shall not be classified, the class of Postgraduate Diploma and their corresponding CGPA are:

Class of PGD	CGPA
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Distinction	4.50 — 5.00
Credit	3.50 — 4.49
Merit	2.40 — 3.49

4.7 TITLES OF DEGREES

The National Open University of Nigeria shall award the following degrees:

Undergraduate Degrees

- i. Bachelor of Agriculture (B. Agric.)
- ii. Bachelor of Arts (B. A.)
- iii. Bachelor of Arts Education (B. A. Ed.)
- iv. Bachelor of Education (B. Ed.)
- v. Bachelor of Fisheries and Aquaculture (B. FA)
- vi. Bachelor of Forestry and Wildlife Management (B. FWM)
- vii. Bachelor of Hotel Management and Tourism (B. HMT)

- viii. Bachelor of Law (LL.B.)
- ix. Bachelor of Library and Information Science (B.US)
- x. Bachelor of Nursing Science (BNSc.)
- xi. Bachelor of Science (B.Sc.)
- xii. Bachelor of Science Education (B.Sc. Ed.)

Postgraduate Diplomas and Degrees

- i. Postgraduate Diploma (PGD)
- ii. Postgraduate Diploma in Distance Education (PGDDE)
- iii. Postgraduate Diploma in Education (PGDE)
- iv. Executive Master's (EM)
- v. Master of Arts (M.A.)
- vi. Master of Business Administration (MBA)
- vii. Master of Education (M. Ed.)
- viii. Master of Law (LL. M.)

- ix. Master of Library and Information Science (M. US)
- x. Master of Public Administration (MPA)
- xi. Master of Science (M.Sc.)
- xii. CEMBA/CEMPA
- xiii. Doctor of Philosophy (Ph.D.).

4.8 GENERAL ACADEMIC REGULATIONS

4.8.1 Course Credit System

The National Open University of Nigeria shall in line with NUC guidelines also operate the course credit system. The following guidelines shall also apply:

(a) Grade Point Average (GPA)

Performance in any semester shall be reported in Grade Point Average (GPA).

This is the average of the weighted grade points earned in the courses taken

during the semester. The Grade Point Average is obtained by multiplying the Grade Point obtained in each course by the number of credit units assigned to that course, and then summing those up and dividing by the total number of credit units taken for the semester.

(b) Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) shall be the up-to-date average of the Grade Points earned by the student in a programme of study. It is an indication of the student's overall performance at any point in the training programme. To compute the CGPA, the total Grade Points multiplied by the respective Credit Units for all the semester are added and then divided by the total number of credit units for all courses registered by the student. The course grading system for the National Open University of Nigeria shall be as follows:

Credit Unit(s) (i)	Percent Scores (ii)	Letter Grades (iii)	Grade Point (GP) (iv)	Grade Point Average (GPA) (v)	Cumulative Grade Point Average (CGPA) (vi)
Vary according to contact hours assigned to each course per week per semester and according to each students' workload	70 – 100	A	5	Derived by multiplying (i) by (iv) and dividing the sum by the total credit units.	4.50 - 5.00
	60 – 69	B	4		3.50 - 4.49
	50 – 49	C	3		2.40 - 3.49
	45 – 49	D	2		1.50 - 2.39
	40 – 44	E	1		1.00 - 1.49
	0 – 39	F	0		<1.00

(c) Student Industrial Work Experience Scheme (SIWES)

In view of the fact that industrial training is a component of the curricula and the graduation requirements of some degree programmes in the Nigeria University System, the National Open University of Nigeria has established a

Student Industrial Work Experience Scheme (SIWES) programme. Students in

relevant academic disciplines in the University are exposed to participate in industrial training as an essential component of the curriculum in order to facilitate an understanding of the requirements and realities of the world of work as they are being trained in the university so that at the end of their studies, they shall fit in comfortably and productively into work situations.

In respect of relevant programmes, students undergo a twenty-four weeks industrial training at a stretch during the third year of study. Students on industrial training are usually under the tutelage of both external and internal supervisors. External supervisors shall be those experts in the industrial

establishment where students train, while internal supervisors shall be expert staff from the academic departments of the University. At the end of the programme, students' log books, confidential reports and supervisors' reports shall be returned to the Director for evaluation and grading. However, the SIWES duration are usually relaxed for students of the University.

4.8.2 Student Workload

An undergraduate full-time student of the National Open University of Nigeria shall be required to register for a minimum of fifteen credit units and a maximum of twenty-four credit units per semester. The minimum total workload expected to be covered for the award of undergraduate qualification of the National Open University of Nigeria shall be:

- i. a minimum of one hundred and twenty credit units for a four-year degree programme; and

- ii. a minimum of one hundred and fifty credit units for a five-year degree programme.

The National Open University of Nigeria complies with the NUC's guidelines governing postgraduate studies in Nigerian Universities and the following constitute the workload for postgraduate programmes:

- i. all courses shall carry at least two credit units;
- ii. the research project report submitted in partial fulfillment of the requirements for the award of the PGD shall carry a minimum of four credit units;
- iii. in partial fulfillment of the requirement for the award of a Master's degree, the Master's thesis shall carry a minimum of six credit units; and
- iv. a Ph.D. Thesis shall carry a minimum of nine credit units.

The minimum total workload expected to be covered for the award of postgraduate qualification of the National Open University of Nigeria shall be:

- i. Postgraduate Diploma shall carry a minimum of twenty-four credit units;
- ii. Master's degree shall carry a minimum workload of thirty credit units; and
- iii. Ph.D. degree shall carry a minimum workload of eighteen credit units with at least nine credit units for thesis.

4.8.3 Pedagogy

The National Open University of Nigeria operates as follows:

- i. Learning Outcomes (LOs) shall be clearly stated in Self Learning Materials (SLMs), i.e. course materials in terms of the tasks to be learnt, the conditions in which the task are to be learnt and the standards for acceptable performance;
- ii. the stated objectives shall as much as possible, cover the three domains of learning, namely: cognitive, affective, and psychomotor;
- iii. the pedagogy used in the SLMs shall be appropriate for meeting the stated learning outcomes;
- iv. well-written study guides shall be provided to lead the learner and enable him/her to use the SLMs effectively and efficiently;
- v. the curriculum of the SLMs shall be reviewed and updated every five years; and
- vi. pedagogy shall be designed in line with ODL format-comprehensive, interactive, led by resources and not reliant on face-to-face intervention.

It shall encourage interactions between the learner and learner, learner and tutor, and learner and facilitator.

4.8.4 Learning Resources

The National Open University of Nigeria provides learning resources and their production considers the following:

- i. Learning Resource Centres (LRCs) that are fully equipped with appropriate learning resources and qualified manpower shall be provided;
- ii. learning resources shall be provided in mixed media format to take care of different categories of learners (e.g., prints, downloadable text, e-books, Learning Management System (LMS), DVDs etc.);
- iii. learning resources shall be of international standard, and shall incorporate creativity, innovation, accessibility, learner-friendliness and e-learning (ICT);
- iv. learning resources shall be reviewed and updated regularly every five years to ensure currency;

- v. learning resources shall be interactive, comprehensive, simple and written in a conversational tone;
- vi. various stages of content development shall be sectionalised in terms of developers, reviewers, content editors, language editors, instrumental instructional material designers and pilot testing before they are rolled-out for the learners;
- vii. assessment of developed learning resources shall be from the learners' point of view;
- viii. learning resources shall be developed with the mindset of solving societal problems and localisation of content; and
- ix. learning resources shall be structured in such a manner as to create avenues for service delivery feedbacks and course material assessment by learners. This may come in form of interactive hyperlinks e.g. 'What is your opinion of this learning material?'

The National Open University of Nigeria shall ensure the existence of the following for effective ODL course delivery:

- i. Self-Learning Materials (SLMs) shall be in mixed media formats (prints, CD/DVD, hand-held devices/downloadable formats and robust LMS);
- ii. course delivery that shall be in the blended mode (a blend of ICT and face-to-face). At least, two and not more than three face-to-face contact interactive tutorial sessions in a semester shall be provided by the university for each ODL programme. Attendance of the tutorials by the learners is optional but highly recommended;
- iii. for practical based programmes, a period of not less than six weeks' residential school is required for practicum;
- iv. technological infrastructure which shall include adequate bandwidth and effective internet access such as: functional work stations, institutional web sites, internet server portal technologies shall be made available for the ODL programme;

- v. well-written print version of the instructional materials using NUC/ODL instructional design template shall be made available;
- vi. interactive multimedia version of learning material (digital media, multimedia CDs, audio and video conferencing, discussion and chats on LMS and emerging technologies);
- vii. ICT infrastructure for learning collaboration, robust portal, computer-based testing centre, telephony facilities, radiography, multimedia learning resource production facility, laboratory, library, virtual library and online broadcasting shall be provided for the programme;
- viii. ICT infrastructure put on a local area network (LAN) within the University, where students (without internet connection) can access the internet and make updates; and
- ix. regular reviews of learning materials such as the interactive CD/DVD, handheld devices and LMS.

4.8.5 Instructional Delivery

At the National Open University of Nigeria, full-time instruction is provided in many ways. This is achieved through the provision of specialized study materials on the basis of self-learning. These study materials are given to students who are enrolled for the courses at the study centres spread all over the country. The teaching is provided through the use of the following:

i. Printed Materials

Printed materials shall remain a major instructional mode until such a time that the infrastructure for total online teaching shall become available. Each course has a study material written specifically for the course, and which students are expected to study prior to being examined.

ii. Radio and Television Broadcast

Some courses shall be broadcast on the radio and some on television. This is usually well-organised and arranged by a time table which shall be widely

publicised for all the students concerned. In addition, public enlightenment programmes shall be broadcast on radio and television for advocacy.

iii. Computer-mediated Learning

Recent innovations in the field of communication technology are being exploited to make the delivery of instruction even more effective. As Nigeria becomes more accessible through internet connectivity and more students get access to personal computers, learning at a distance has become more enabling. Through NOUN i-Learn programme, students now engage in a whole range of interactions with their peers and tutors.

iv. Videos

4.8.6 Evaluation and Assessment

Evaluation and assessment of students of the National Open University of Nigeria conforms to the following:

- i. assessment shall include formative assessment (which shall be a minimum of one marked assignment for each forty hours of study) and summative assessment, such as examination, portfolios, etc.;
- ii. formative assessment shall include;
 - (a) Tutor Marked Assignments (TMAs); and
 - (b) Computer Marked Assignments (CMAs);
- iii. the University shall ensure that learners are evaluated through both the TMAS and CMS with prompt feedback;

- iv. rules and regulations governing evaluation and assessment shall be put in place and shall be clearly and carefully explained to learners upon enrolment and widely publicised;
- v. evaluation and assessment tests and examination shall be derived directly from the stated Learning Objectives (LOs), and shall be of good standard, quality and spread, and relevant to the curriculum;
- vi. to be consistent in the grading of formative assessment, coursework, projects and examinations, marking schemes shall be used;
- vii. external moderators and examiners shall be involved in evaluation and assessment, and shall be qualified persons who can make judgments on the standard of work with regards to the type and level of manpower to be produced through the ODL programme; and
- viii. marking and feedback shall meet international standards; shall be prompt (within three weeks for assignments and within ten weeks for examinations), and shall reflect areas of learners' weaknesses, strengths

and appropriate corrections; rapid feedback may be facilitated through the use of ICT to ensure that ODL awards have high reputation.

4.8.7 STAFFING

The following guidelines are applied by the National Open University of Nigeria for staffing:

- i. there shall be adequate qualified faculty for programme leadership, resources and assessment generation and tutor mentoring. A minimum of six academic staff shall be associated with each academic programme. However, such staff may also be associated with other programmes;
- ii. learners' staff advisers shall be provided for information, advice and guidance (IAG);
- iii. teaching staff in number, competence and the standard of instruction shall be maintained in all subject areas that provide instructions to the

learners in ODL programmes. Each academic programme shall have adequate Tutor/Learners Ratio of 1:50;

- iv. academic staff mix by rank shall comply with the NUC BMAS/CCMAS guidelines for professorial: senior lectureship: lecturer 1 and below cadres in the ratio of 20:35:45; for undergraduate and postgraduate programmes;
- v. staff shall be appropriately skilled in terms of subject matter and methodology (ODL pedagogy), having been trained to have validated ODL qualifications through orientation, seminars, online workshops and conferences in ODL;
- vi. each Study Centre shall be staffed in line with the National Policy stipulation of at least, a senior lecturer and an ICT support staff and administrative staff; and
- vii. there shall be a minimum of two administrative staff for not more than a cluster of four academic programmes.

4.8.8 Academic Learner Support

The University ensures compliance with the following learner support services:

- i. the University shall provide well-equipped facilities for the supply of adequate information, advice and guidance (IA&G) to the learner;
- ii. facilities for IA&G shall be consistent with institutional policy and learner support framework that reflect National Policy and best practices;
- iii. programme specific IA&G shall be provided (including learner counseling services);
- iv. Heads of Departments shall be available to provide information, advice and guidance on the academic programme where required;
- v. learner counselors shall be provided for career counseling and social and psychological counseling of the learners as required or necessary;

- vi. diverse channels of communication (surface mails, e-mails, phones, blogs, social media etc.) shall be provided to cater for learners' diverse needs;
- vii. e-tutors shall be used to ensure robust academic support to the learners;
and
- viii. there shall be a robust and interactive Learning Management System (LMS) where all learning resources shall be uploaded for information, online facilitation, class/peer group discussions and feedback on assignments.

4.9 COURSES AND COURSE DESCRIPTIONS

The curricula of the ODL programmes of the National Open University of Nigeria shall:

- i. be adequate and congruent with the NUC's BMAS for the programme in the particular field to prepare the student in such a manner that the student's potentials, needs and aspirations shall be met;
- ii. include adequate theoretical knowledge and skills to fulfill the requirements for specific job objectives, and to equip the graduates with adequate communication skills (written, verbal and ICT), and a sound knowledge of the social, political and economic environment in which the graduate shall live, work and make useful contributions as citizens;
- iii. be congruent with the approved MAS/BMAS for the programme; and
- iv. be reviewed and upgraded regularly every five years.

There are four categories of courses for the undergraduate degree programmes of the National Open University of Nigeria, namely:

- i. General Studies Courses: which enhance student's capacities in various fields of study, namely: communication skills, arts and humanities, social and behavioral sciences, quantification and natural sciences;
- ii. Major Courses (Core Courses): these are mandatory courses in the student's main field of study. These should account for not less than 70% of credits earned;
- iii. Required Ancillary Courses: these are compulsory courses in related or relevant fields and should contribute not less than 10% of total credits earned; and
- iv. Elective Courses: these are non-mandatory courses outside the student's major field of study, designed to give the student basic principles of all major fields of knowledge as they exist in inter-relationship. These shall account for not more than 10% of total credits earned.

The details of the courses and their descriptions for the undergraduate programmes of the National Open University of Nigeria are contained in the Volume II of this Academic Brief.

4.10 REQUIREMENTS FOR STUDENTS' PROBATION, TRANSFER AND WITHDRAWAL

4.10.1 PROBATION FOR STUDENTS

Students shall be placed on probation whose academic performance, measured by the Cumulative Grade Point Average (CGPA), falls below 1.00 at the end of a year of study. Such students shall register for the courses failed as well as some courses from the next level, provided the total credit load taken shall not exceed the maximum allowed. A student whose CGPA falls below 1.00 at the end of a probation period shall be required to withdraw from the programme of study and from the university as this shows that the student cannot continue with the programme.

4.10.2 WITHDRAWAL OF STUDENTS

a. Voluntary Withdrawal

Conditions for voluntary withdrawal from the National Open University of Nigeria are as follows:

- i. a student who wishes to withdraw from the university shall be required to notify the Registrar in writing through the Dean of the Faculty, and the Head of Department, and the withdrawal shall be approved by the Senate;
- ii. new students shall give notice of withdrawal not later than two weeks after matriculation. Other students shall give notice of withdrawal not later than four weeks after the beginning of the semester;
- iii. a student withdrawing from the university shall be required to give the reason(s) for and the effective date of the withdrawal;

- iv. the university shall refund fees paid in excess of the period a withdrawing student spent in the university;
- v. a student shall retain grades earned for the semester examinations preceding the date of voluntary withdrawal;
- vi. a student who voluntarily withdraws from the university, shall in order to be re-admitted, send a formal application to, and receive clearance from the Registrar; and
- vii. Senate shall provide guidance to be followed before a student who voluntarily withdrew can resume the programme of study after a period of withdrawal.

b. Withdrawal Without Authorisation

A student who withdraws from the National Open University of Nigeria without the approval of the Senate, shall only be considered for re-admission after the

case has been addressed by the appropriate authority and the approval of Senate obtained for re-admission.

c. Withdrawal for Health Reasons

A student shall be asked to withdraw for health reasons certified by the University's Director of Health Services, or by a recognised hospital. Such a student may be re-admitted only after a valid medical report from an approved medical doctor and certified by the Director of the University Clinic had been received to the effect that the student is medically fit to continue the programme.

d. Disciplinary Withdrawal and Expulsion

A student suspended on disciplinary grounds shall only be re-admitted with the approval of the Senate and the Vice-Chancellor. A student shall be expelled from the National Open University of Nigeria as a result of gross misconduct, examination malpractice or any other offence as determined by the laws and

regulations of the university. Such a student shall be given the opportunity to defend himself/herself, but shall not be re-admitted to the University at any other time if expelled.

4.10.3 TRANSFER OF STUDENTS

A student may be considered for transfer from another University in Nigeria and elsewhere to the National Open University of Nigeria at 200 or 300 level of a similar programme for a four or five year programme respectively, provided the candidate has attained a CGPA of not less than 2.0.

4.10.4 Credit Transfer

CHAPTER 5

RESEARCH POLICY

5.0 PREAMBLE

Research is the foundation of academic activities of all Universities. It defines and demarcates the excellent quality of the academic programmes of a university. As an integral part of the tripartite functions of teaching, research and community service of a university, excellence in research defines and determines the capability of a university to identify and address the problems affecting its immediate community and mankind in general, as well as proffering solutions to them. Research is also the veritable tool for advancing the frontiers of knowledge and for updating the curricula of academic programmes offered by a university. The National Open University of Nigeria, though an ODL institution, implements research policies that ensure it attains excellence in the conduct of researches, as well as address the developmental goals of Nigeria in particular, and mankind in general.

The University supports basic, applied, collaborative, competitive and other research efforts aimed at achieving its vision, mission and objectives.

5.1 RESEARCH PHILOSOPHY

Research at the National Open University of Nigeria aims at solving actual problems so as to facilitate the development of mankind. The goal is to give research and development prominence as the University collaborates with businesses to ensure that research findings are transformed into useful services for the growth and development of society.

The National Open University of Nigeria also promotes and supports advanced and excellent research with the intention to move forward the frontiers of knowledge and to generate new knowledge to enhance the

learning experiences of its students consistent with the realities of the modern knowledge society.

The philosophy of research of the University is also to supply the best modern and up-to-date facilities to support research, such as quality e-books and e-journals, computers and other ICT facilities, and various logistic support to improve the conduct of genuine problem-solving research by knowledgeable and well-motivated personnel. The aim is to ensure that outstanding and goal-oriented research become the trademark of excellence of the University. The National Open University of Nigeria aims to be a centre of excellence in the execution of advanced and progressive economic, social and educational research with high impact for national development.

5.2 RESEARCH OBJECTIVES

The research objectives of the National Open University of Nigeria are mainly focused on actualising the research philosophy of the University. The objectives are also aimed at meeting the needs of various stakeholders. The research objectives of the National Open University of Nigeria are to:

- i. ensure that the execution of research in the University is based on excellence by providing excellent research facilities and national and international media for research publication;
- ii. identify, document, disseminate and prioritise the University's research focus in a research agenda document;
- iii. incorporate and address societal needs, the needs of the University's immediate communities, and those of diverse clientele into the research agenda of the university;
- iv. support research as the foundation for the growth and development of the academic programmes of the University;

- v. give emphasis to interdisciplinary and multidisciplinary research in line with global best practices;
- vi. encourage linkages and collaborations with local and foreign universities and research institutions;
- vii. enhance interaction between academic staff and industry, so as to identify problem areas requiring research and development, and ensure execution of research to address them;
- viii. solicit for grants, especially external support, for research activities of the University; and
- ix. give priority attention to research that enhances the Open and Distance Learning module of the University.

5.3 RESEARCH FUNDING

The National Open University of Nigeria dedicates at least 5% of its annual recurrent grant to funding research. In addition, the University vigorously

solicits research funds from public and private organisations, philanthropists, international agencies, as well as provide consultancy services and engage in commissioned researches. To support its research activities, the University makes available and also source general, competitive and commissioned research grants, as well as establish some organised research units. Part of the internally generated revenue (IGR) of the University is committed to its research activities. Effort is made to train and encourage staff of the university to write and submit competitive grant-winning proposals to various global funding agencies.

The responsibility of harnessing, assigning and disbursing research grants in the university shall be the responsibility of the Senate Research Grants Committee. The committee is assisted by individuals, departments and faculties, as well as the university management.

5.4 RESEARCH ADMINISTRATION

Research administration in the National Open University of Nigeria is the duty of the Senate Research Grants Committee assisted by its secretariat, the Directorate of Research Administration and Advancement, as well as committees at the faculty and departmental levels. The committees shall rank and approve research proposals, and recommend them for award of research grants. The Senate Research Grants Committee is headed by the Deputy Vice-Chancellor, while the Directorate of Research Administration and Advancement is headed by a Director.

Faculty and Departmental Research Committees shall manage research activities at those levels. Staff are required to forward their research proposals to the Faculty and Departmental Research Committees for assessment before such proposals are forwarded to the Directorate of Research Administration and Advancement for the consideration and approval of the Senate Research

Grants Committee.

5.5 ORGANISED RESEARCH AND DEVELOPMENT CENTRES

The National Open University of Nigeria has established some organised research units to conduct research in areas of special interest to it, and to various stakeholders. These units were established to conduct research in selected areas. The organised research centres established by the National Open University of Nigeria include:

- i. Olusegun Obasanjo Centre for African Studies; and
- ii. Regional Training and Research Institute for Open and Distance Learning.

5.5.1 Olusegun Obasanjo Centre for African Studies

The OOCAS was established in 2016 by the National Open University of Nigeria. The centre was named after Chief Olusegun Obasanjo, GCFR,

Former President of the Federal Republic of Nigeria to immortalise him in recognition of his exemplary leadership in Nigeria and Africa; as well as his immense contributions to international peace and development.

The Centre is an independent non-profit organisation involved in development research, with a view to promoting and deepening good governance in Nigeria and Africa as a whole. It seeks to examine critical policy issues, including democratisation and good governance, rule of law and anti-corruption, peace and conflict resolution, as well as human rights and ethical values; and to contribute to the national debate on those issues with a view to achieving sustainable development. While the Centre is funded by the University, the issue of development is so vast that could overwhelm the capacity of any entity that chooses to do it alone. Therefore, the Centre seeks for meaningful and beneficial partnership with all development/donor agencies, civil society organisations and private individuals who wish to collaborate and support the Centre to achieve its objectives. The Centre's

approach is based on a comprehensive, integrated, inclusive, non-partisan and impact-oriented research and advocacy; while its strategic niche is propelled by the tenor and comparative advantage of an ODL institution – to bring education, ethical values and good governance to the door steps of Nigerians; and to advance development. The objectives of the Centre include to:

- i. undertake scientific research and studies on any aspects of governance, democracy, socio-economic development and political stability of Nigeria;
- ii. raise awareness on the deleterious effects and debilitating impact of the various forms and types of practices that undermine the development of Nigeria, and to support government's initiatives in combating them and promoting good governance;
- iii. organise lectures, workshops, seminars and focused group discussions (FGDs) with various stakeholders, including law enforcement agencies, prosecutory and judicial authorities, NGOS and the private

sector to promote good governance, rule of law and democracy in Nigeria;

- iv. support the national anti-corruption and other good governance agenda of the government by contributing to legislative enactments, impact assessment and policy advisory services;
- v. liaise and collaborate with other institutions of government, universities and research institutes, development partners, NGOs and the civil society in carrying out its mandate and objectives;
- vi. introduce and manage specialised study programmes within the framework of Open and Distance Learning (ODL) in support of the overall mandate and objectives of the NOUN; and
- vii. under take any meaningful initiative, subject to approval of the relevant authorities that would promote the quality of academic learning and research, as well as the objectives of the National Open University of Nigeria.

The OOCAS is one of the Directorates of the National Open University of Nigeria. In the course of time, a Board of Trustees shall be established to oversee the Centre. The Board shall determine all policy issues and shall report to the Governing Council of the National Open University of Nigeria through the Vice Chancellor. The Centre is headed by a Director who is appointed by the Vice-Chancellor from amongst the academic staff of the University.

5.5.2 Regional Training and Research Institute for Open and Distance Learning (RETRIDOL)

The Regional Training and Research Institute for Open and Distance Learning (RETRIDOL) is an academic arm of the National Open University of Nigeria with the specific responsibility for undertaking training and development activities and foster research in ODL. Regional Training Institute for Open and Distance Learning's main purpose is to provide training services and opportunities to other emerging ODL Institutions; build a regional network of

ODL trainers and researchers; undertake practice-based research within Nigeria and across West Africa; and network with other similar institutions globally to ensure the success of ODL system and maximise the benefits of distance education in the sub-region.

Regional Training Institute for Open and Distance Learning was established in August 2003 at NOUN as a practical response to the growing demand for training and research in ODL in collaboration with the Commonwealth of Learning (COL) in Vancouver, Canada. The funding of RETRIDOL is shared equally between the National Open University of Nigeria and the COL.

The objectives of RETRIDOL are to:

- i. undertake and promote staff training;
- ii. engage in and support systematic research activities in open and distance

education in order to build for and provide quality distance education in

West Africa; and

- iii. enhance capacity of West African Universities in open and distance education.

The Centre is headed by a Director who is appointed by the Vice-Chancellor from amongst the academic staff of the University.

CHAPTER 6

ACADEMIC SUPPORT UNITS

6.0 PREAMBLE

The diverse nature of academic and research activities of a university requires the establishment of supporting units that shall facilitate research efforts as well as provide the necessary logistical support for the academic activities being undertaken in the various academic departments of the university. The objective of the academic support units is to boost teaching and learning in all disciplines as well as to ensure the production of first-rate graduates. So, as to ensure full technical support for the academic and research activities of all units of the National Open University of Nigeria, the following academic support units shall be established:

- i. Directorate for Entrepreneurship and General Studies;
- ii. Directorate of Examinations and Assessment;
- iii. Directorate of Information and Communication Technology;

- iv. Directorate of Instructional Resources Development;
- v. Directorate of Learner Support Services;
- vi. Directorate of Management Information System;
- vii. Industrial Training and Students Industrial Work Experience Scheme
Unit;
- viii. Study Centres;
- ix. Laboratories, Studios and Workshops; and
- x. University Library.

6.1 DIRECTORATE FOR ENTREPRENEURSHIP AND GENERAL STUDIES

The Directorate for Entrepreneurship and General Studies (DEGS) of the National Open University of Nigeria services students in Entrepreneurship and General Studies (GST). The Directorate teaches students how to be creative, innovative and provide life-long learning. The vision of the Directorate is to

be regarded as the foremost entrepreneurship and general study directorate anchored by the University to provide sustainable entrepreneurial skills and general knowledge through comprehensive reach that exceeds all barriers. The mission of the Directorate is to provide functional cost-effective flexible learning which adds life-long value to student's entrepreneurial initiative, creativity, research, and innovation. The services of the Directorate include to:

- i. promote entrepreneurship culture among National Open University of Nigeria students; and
- ii. make education relevant to the students and the society.

The services of the Directorate are achieved through: entrepreneurial teaching, business plan development, incubation centres, assessments, entrepreneurial socialisation, creativity and innovation, and job creation. The Centre is involved in the following activities towards the provision of quality services:

- i. course design and development;
- ii. course facilitation;

- iii. coordinate the general entrepreneurial studies in the university;
- iv. coordinate the general studies in the university; and
- v. entrepreneurship network and collaborations.

The DEGS is headed by a Director appointed by the Vice-Chancellor from amongst the academic staff of the University.

6.2 DIRECTORATE OF EXAMINATIONS AND ASSESSMENT

The Directorate of Examinations and Assessment (DEA) was created in 2005 as the Department of Examinations and Assessment at the takeoff of the academic programmes of the University. The Directorate is composed of three units: Examination Administration Unit; Examination Logistics and General Services Unit; and Lagos liaison office.

The vision of the DEA is to strive to earn respect and hold trust of learners and other stakeholders for its outstanding quality of work, solutions and examination administrative foresight. The vision of the DEA is to be regarded as the foremost Directorate promoting academic integrity through the administration and supervision of examinations, utilising the latest technologies to ensure academic integrity and fairness by strictly adhering to professional standards and guidelines through the Open and Distance Learning mode. The objectives of the Directorate are to:

- i. increase the efficiency, effectiveness and the overall quality of the University examination administration;
- ii. ensure customer service and responsiveness and addressing queries in a timely manner and with diligence; and
- iii. ensure effective communication, exchange of information on examination issues.

The functions of the Directorate are to:

- i. prepare examination time table;
- ii. keep custody of the formatted and coded Pen-on-Paper (PoP) examination questions received from faculties;
- iii. coordinate the systematic development of examination question bank;
- iv. keep custody of PoP marked answer scripts;
- v. keep custody of PoP unused answer scripts;
- vi. prepare examination budgets;
- vii. coordinate the administration of PoP and e-examinations generally which includes the provision of:
 - a. facilities for the examination at the examination venues;
 - b. logistics for the examination at the examination venues;
 - c. timely release of results;
- viii. ensure security and civility at the examination venues as well as credibility of the examination at the examination venues;

- ix. ensure the availability of appropriate health services as may be required
at the examination venues; and
- x. any other functions as may be assigned by the Vice-Chancellor and/or
Senate from time to time.

The functions of the two operational units and the liaison office in Lagos are summarised below:

a. Examination Administration Unit

- i. coordinate the administration of PoP and e-examinations;
- ii. forestall organisational lapses such as non-inclusion of some examinable
courses for examination/timetable;
- iii. ensure the use of students' registration master data base to:
 - a. prepare marks and attendance register;

- b. facilitate packaging and distribution of question papers and answer booklets;
- iv. design answer scripts;
- v. distribute the examination time table to the faculties and the Study Centres;
- vi. prepare comprehensive reports at the end of each semester examinations;
- vii. carry out any other functions that may be assigned by the Director from time to time; and report to the Director.

b. Examination Logistic and General Services Unit

- i. keep custody of formatted and coded PoP examination questions received from MIS;
- ii. acquisition and distribution of answer booklets;
- iii. identifying and preparation of examination venues in accordance with

University set standards;

- iv. keep custody of PoP marked answer scripts;
- v. keep custody of PoP unused answer scripts;
- vi. oversee the logistics of movement of examination materials to Study

Centres and examination centres;

- vii. provide set standards on the collation of examination answer booklets at
the examination centres in collaboration with the University

Conference Marking Committee;

- viii. streamline and consolidates examination budget received from the Study

Centres and the headquarters;

- ix. oversee the logistics of movement of answer scripts to marking venues;
- x. oversee transportation, warehousing and control of the answer booklets;
- xi. carry out any other functions that may be assigned by the Director from
time to time; and

- xii. report to the Director.

c. Lagos Liaison Office

- i. clearing house for all correspondences between the study centres in Lagos and the directorate in Abuja;
- ii. provides transit storage facilities for examination materials;
- iii. carry out any other functions that may be assigned by the Director from time to time; and
- iv. report to the Director.

6.3 DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY (NON-TEACHING)

The Directorate of Information and Communications Technology (DICT) of the National Open University of Nigeria is structured along specific functional roles as assigned by the University. To this end, the DICT engage skills set in various fields such as: Computer Science, Information technology, Telecommunications, Engineering and Knowledge management to adequately provide the desired platforms and support in both software and

hardware infrastructure, network connectivity that shall enhance electronic and computer-mediated learning environment of the University. Thus, DICT is responsible for all computing, multimedia learning materials development, website development and management, specific database administration, specific system development, networking, telecommunication services and other associated components required to aid open and distance teaching and learning. Broadly, DICT is segmented into the following units:

- i. Networking and telecommunication unit;
- ii. Website and application development unit;
- iii. Hardware unit, ID card and CD production unit; and
- iv. End-user support and training unit.

The core functions of the DICT are:

- i. network design, installation and deployment;

- ii. provision of technical support for telecommunication facilities;
- iii. provision of routine maintenance for end-users in the University community;
- iv. certification of hardware acquired by the University to ensure adherence to specifications and standards by vendors;
- v. production and issuance of ID card to staff;
- vi. production and distribution of course materials on CDs to Study Centres;
- vii. provision of technical support to Study Centres during University examinations;
- viii. provision of web-based application for University e-exams;
- ix. development and maintenance of the University's website;
- x. provision of technical support to faculties on ICT related issues; and
- xi. technical training to end-users on various applications.

The DICT realises its mission through the following:

- i. providing a wider access to education generally through the use of information and communications technology by deploying a wide area network (WAN) to National Open University of Nigeria students at their respective Study Centres;
- ii. maintaining local area network and internet facilities in all the local governments in Nigeria to enhance students' direct access to the support services provided by National Open University of Nigeria;
- iii. ensuring the running of messaging and mail services at all times;
- iv. developing of appropriate applications for the management of various National Open University of Nigeria operations;
- v. maintaining a central database system for students' registration and evaluation, human resources and finance system of the University; and
- vi. providing network support services to the various units of the University.

So far, the DICT has achieved various milestones for the University. The most recent is the successful development and deployment of e-exams platform for the University. Others are:

- i. installation of IP phones for all senior staff in the headquarters (HQ);
- ii. deployment of LAN for HQ; and
- iii. development and deployment of new website for the University.

The DICT is headed by a Director, who ensures the proper administration and management of the ICT resources of the university. The Centre engages the services of competent staff based upon its specialised divisions to ensure the provision of effective services.

6.4 DIRECTORATE OF INSTRUCTIONAL RESOURCES

DEVELOPMENT (NON-TEACHING)

The Directorate of Instructional Resources Development (DIRD) of the National Open University of Nigeria is charged with the responsibility of building on existing synergy of its activity centres, to provide contextually relevant self-learning instructional materials in diverse delivery formats. A major task of the DIRD is to carry out quality auditing with a view to ensuring that National Open University of Nigeria course materials meet global standards and instructional objectives. The unit realises that instructional resources provision is a process, and the unit is committed not only to making course materials more readily available, but to also desires to make the process quicker. The vision and goals of the unit is to produce the National Open University of Nigeria instructional materials, quicker, better and in great variety of accessible formats. The DIRD comprises of the following units:

- i. Course Materials Development Unit;

- ii. Multimedia/E-Learning Units; and
- iii. Printing and Publishing (including Docutech) Unit.

The Directorate of Instructional Resources Development came into being in September 2007 as an amalgam of five erstwhile separate units/activity centres:

Course Materials Development, Printing and Publishing, Docutech (Print-on-Demand), E-Learning, and Multimedia Laboratory (Kaduna). The DIRD offers instructional materials in diverse delivery formats: print and non-print, web and non-web based, interactive and non-interactive. This is because it is conscious of the fact that the real distance between distance learning and face-to-face learning is collapsing by the day. It realised that online learning is not about transplanting the typical university; rather, it is a radical demonstration of technology-enhanced education. Through DIRD-mediated

materials, the National Open University of Nigeria allows learners to exercise their power of choice over how to access their learning through: audio tapes, CD-Roms, DVD, video conferencing, radio and television broadcast, and the internet.

The DIRD is headed by a Director appointed by the Vice-Chancellor from amongst the academic staff of the University.

6.5 DIRECTORATE OF LEARNER SUPPORT SERVICES (NON-TEACHING)

The Directorate of Learner Support Services came on board as a major arm of the National Open University of Nigeria at inception in 2003. It started as a Unit, but later came to become a Directorate. At the National Open University of Nigeria, an extensive and comprehensive learner support services has been

established. It is administered through the Director and his support staff at the Headquarters. The human resources under the director include: Study Centre Directors, Students' counsellors and Instructional cum Tutorial facilitators. A number of ICT staff from a sister Directorate in the University also cooperate with learner support services by providing support services as knowledge management technologists. Yet another Unit, the Visitors Information and Call Centre (VICC), also provides robust information to all callers between the hours of 8.00 a.m. and 4.00 p.m. Plans are on the ground to make the services at the Centre a 24/7 one, as well as provide manned-chat services for immediate chats and information to clients. The Directorate, as of now, is made up of:

- i. Staff in the headquarters;
- ii. Study centre directors;
- iii. Students' counsellors;
- iv. Instructional facilitators; and

- v. Special Study Centres responsible for providing university education through ODL to the military and para-military organisations; incarcerated individuals in the prisons; women in purdah and individuals residing in difficult terrains and hazardous places across the nation.

The vision of the DLSS is to be seen, and regarded as a supportive people, providing support services, playing supportive roles, within supportive structures to help open and distance learners adjust to academic life in most painless manner to achieve their academic ambition within Open and Distance Learning environment. The mission of the DLSS is to provide a non-time bound academic and socio-psychological service to students and staff of the University, as well as provide usable information to the entire public on the National Open University of Nigeria.

The Directorate is headed by a Director who is in charge of the affairs and activities of the other six sub-units of the Directorate with each being headed

by a Deputy Director. The Director is appointed by the Vice-Chancellor from amongst the academic staff of the University. Also, there is a coordinator who sees to the administration of the Special Study Centres of the University in the Directorate. The six sub-units are:

- i. **Academic Counseling** – this sub-unit is in charge of coordinating the work and activities of the instructional facilitators and monitor and supervise matters pertaining to tutoring, TMAs, creation of learning circles; matters pertaining to learning habits, and related issues, change of programmes, etc.;
- ii. **Vocational Guidance and Career Development Services** – this sub-unit is charged with the responsibilities of helping learners make needed choices, providing required information services, counseling, and or careers related issues;
- iii. **Psycho-social Counseling Services** – this sub-unit deals with matters pertaining to individual and psycho-social issues, orientation, running

groups, developmental matters, motivational groups, sensitisation to success and all related matters;

- iv. **Special Populations** — this sub-unit is charged with handling matters relating to special study centres, counseling and relating with special populations including the challenged peoples, following up on their special study materials, linking up with other units of the university to ensure that special arrangements are provided for their orientation, studies, examinations;
- v. **Capacity and Human Development** — this sub-unit handles matters pertaining to workshops, in-service and in-house training for Counselors, enhancing their capacity and how to provide support for other support givers within the system, training counselors on the conduct of seminars, workshops, etc. for students and staff, and the public; and
- vi. **Online Support Services** — this sub-unit handles online support services, training counselors to counsel online, facilitators to tutor online and students to use and benefit from online platforms and LMS,

helping students to maximise the benefits of online services etc. It coordinates migration of courses online and monitors the maintenance of online courses etc. as advised by the web master.

vii. **OPERATIONAL STRUCTURE OF NOUN INFORMATION AND CALL CENTRE (NICC)**

INTRODUCTION

National Open University of Nigeria information and call centre (NICC) formerly known as visitors' information and call centre (VICC) is a unit in the Directorate of Learner Support Services. The primary responsibility of the unit is to attend to the complaints/enquiries from students and non-students. The unit temporarily occupies the second floor of the Gabriel Afolabi Ojo Library Building at the University's Headquarters, Jabi, Abuja.

The assignments of the unit are discharged as follows:

- i. Face-to-Face interaction with enquirers: this is done as the students and non-students come physically to make their complaints/enquiries;
- ii. Telephone Enquiries are carried out through the following designated numbers: 08079917938; 09082907092; 09056463036; 08038514090;
- iii. E-mail Enquiries; These are done through the centralinfo@noun.edu.ng;
- iv. E-Ticketing: this is a platform strictly for NOUN students where all their complaints/enquiries are sent through support.nou.edu.ng.

E-Ticketing

NOUN Information Call Centre E-Ticketing has the mandate to resolve students' complaints/enquiries also referred to as 'tickets'.

Tickets are classified into nine categories as follows:

- i. Academic Registry;
- ii. Email and Courseware;
- iii. Examination and Result Issues;
- iv. Faculty and Departmental Issues;
- v. Elearn Portal;
- vi. School of Postgraduate Studies (SPGS);
- vii. SIWES;
- viii. Students' Account; and
- ix. Students' Portal Issues.

Agents

The Unit's staff are referred to as 'Agents'. They are assigned to the nine categories to treat the tickets promptly.

ESCALATION OFFICERS

Tickets are treated by the Agents, however, tickets that require further information are referred to the escalation officers who are not staff of NICC but staff of where the students need help.

The eight escalation officers, are staff of Academic Registry, DEA, Bursary, SPGS, SIWES, LCMS, ICT and MIS. They are located in their various offices.

FACULTY OFFICERS

Similarly, tickets for the various faculties are forwarded to the Faculty Officers who have been assigned to provide the needed information needed from their faculties to resolve students' complaints. They are to revert to NICC within 24 hours upon the receipt of the tickets.

Students can always reopen their tickets when they are not satisfied with the response they are given. E-ticketing working Hours is 24/7.

Summary of Tickets treated from 1st January 2023 – 13th July 2023

Raised Tickets.....40, 220

Closed Tickets.....39,707

The main focus of the Directorate of Learner Support Services (DLSS) of the National Open University of Nigeria is to help learners maximise the gains and the purposes of their studentship in all ramifications. It is set up to help learners go through their education at the university with the most minimal difficulties, and concerns, and to support all categories of learners as they try to go up the educational ladder, thus ensuring that they put forth their very best. This includes getting students to develop a' sense of belonging to the University, the pride of being university students, cultivating a sense of direction and becoming self-motivated to do their work the best they can, and proceeding to graduate at the shortest possible time. The goals of the DLSS are to:

- i. publicise and provide usable information about the National Open University of Nigeria;
- ii. facilitate student learning;
- iii. provide tutoring and instructional facilitation for students willing to benefit from such;
- iv. provide multimedia resources and facilities to support students' learning;
- v. run workshops and conduct seminars on learning strategies and related issues;
- vi. help all learners on matters pertaining to time management, study habits, self-understanding etc. all geared towards learning without tears at the University;
- vii. serve as the bridge between the University and all learners by providing advocacy services;
- viii. provide personal psychological counseling and guidance in all required dimensions;

- ix. provide vocational guidance and career development counseling to all students;
- x. provide required support for students with challenges;
- xi. help students develop side-line capacities needed and useful in enhancing their success at the University;
- xii. help the general public understand better the concept, philosophy and practices of open and distance learning; and
- xiii. help provide support for learners across the University.

6.6 DIRECTORATE OF MANAGEMENT INFORMATION SYSTEM (NON-TEACHING)

The Directorate of Management Information system (DMIS) was established in July 2016 as a Directorate in the university to provide and manage student information system, support the university with accurate information to ease managements' decision. It was created out of the need of the University to

have an in-house information system whereby accurate information on students shall be in possession of the University and not in the hands of a third-party organization. This ensures accountability and accuracy of information at any given time. In January 2017, the Directorate launched the University's online portal (StudWare) thereby giving students access to make payment, registration and other activities online. For the first time the University is one hundred percent in control of the students' information and processes. The Directorate is composed of three units: quality compliance unit, database management unit, and software developing unit.

The vision of the DMIS is to enhance service delivery using modern technology, methods and tools. The mission of the DMIS is to provide accurate comprehensive and timely information to NOUN management staff and students anytime anywhere. The objectives of the DMIS are:

- i. establish MIS policy that shall fully support all functions and operations

of NOUN across the nation;

- ii. provide required and up-to-date information that shall always support management decision making and also increase efficiency;
- iii. provide solution software, applications that shall automate operations of NOUN for better service delivery; and
- iv. provide simple and effective learning management systems that shall support students of NOUN across the nation.

The functions of the DMIS are:

- i. software development to aid admission, collate results and other student operations;
- ii. developing systems/tools for the University's faculties/units to ensure accurate information processing;
- iii. ensuring proper documentations of all NOUN information systems developed;

- iv. ensuring quality compliance in all functions and support provided to the University;
- v. ensuring adequate data and information management for the University;
- and
- vi. providing comprehensive reports for different levels of managerial decisions.

6.7 INDUSTRIAL TRAINING AND STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME UNIT (ACADEMIC)

The Directorate of Industrial Training/Students Industrial Work Experience Scheme, DIT/SIWES is a new Directorate under the Vice-Chancellor's Office. It was established on 20 April, 2012. The students industrial work experience scheme (SIWES) is a skill training programme designed to expose and prepare students of universities and other tertiary institutions for the industrial work situation they are likely to meet after graduation. It is

also a planned and structured programme based on stated and specific career objectives, which are geared towards developing the occupational competencies of participants. Consequently, the SIWES programme is a compulsory graduation requirement for all Nigerian university students offering certain courses.

The Students Industrial Work Experience Scheme (SIWES), is the accepted training programme, which is part of the approved Benchmark Minimum Academic Standard/Core Curriculum Minimum Academic Standard (BMAS/CCMAS) in the various degree programmes for all Nigerian universities. The scheme is aimed at bridging the existing gap between theory and practice of sciences, agriculture, allied health sciences, engineering and technology, management, and information and communication technology, and other professional educational programmes in the Nigerian tertiary institutions. It is aimed at exposing students to machines and equipment,

professional work methods and ways of safeguarding the work areas and workers in industries, offices, laboratories, hospitals and other organisations.

Prior to establishing the scheme, industrialists and other employers of labour felt concerned that graduates of Nigeria universities were deficient in practical background studies preparatory for employment in industries and other organisations. The employers, thus, concluded that the theoretical education being received in higher institutions was not responsive to the needs of the employers of labour. Consequently, the industrial training funds (ITF) was initiated and designed in 1973 to stem the gap.

The scheme is a tripartite programme involving the students, the universities and the employers of labour. It is funded by the Federal Government and

jointly coordinated by the industrial training fund (ITF) and the National Universities Commission (NUC) to:

- i. provide an avenue for students in the Nigerian universities to acquire industrial skills and experience during their course of study;
- ii. prepare students for the work situation they are likely to meet after graduation;
- iii. expose the students to work methods and techniques in handling equipment and machinery that may not be available in their universities;
- iv. allow the transition phase from school to the world of working environment easier and facilitate students' contact for later job placements; and
- v. provide students with an opportunity to apply their theoretical knowledge in real work situation thereby bridging the gap between theory and practice.

The minimum duration for SIWES is usually between twenty-four weeks (six months). The period is longer for engineering and technology programmes. The ITF does not pay for any attachment period that is less than twenty-four weeks. In most institutions, SIWES is done at the end of the second semester examination of either 300, 400 or 500 levels. The time and duration are worked out jointly by each school, the DIT/SIWES and the ITF.

The SIWES Unit shall be headed by a Director appointed by the Vice-Chancellor from amongst the academic staff of the University.

6.8 STUDY CENTRES

The National Open University of Nigeria has established learning resource and Study Centres outside its campus and liaison offices on a need basis across the nation. These Centres have the dual role of providing learning resources

to students, as well as Study Centres for requisite student and tutor interactions. The Centres are well-equipped and adequately staffed in line with the NUC guidelines for ODL.

A learning resource and Study Centre is headed by an academic staff not below the rank of a Senior lecturer. Presently, the National Open University of Nigeria has one hundred and twenty such Study Centres across Nigeria. The University shall open more Study Centres as the need arises.

6.9 LABORATORIES, STUDIOS AND WORKSHOPS

Some programmes require laboratories, studios and workshops to be properly taught; and the National Open University of Nigeria adequately caters for these programmes in line with the BMAS stipulated for each academic discipline. This is mainly being achieved through the agreements

and collaborations the University has entered with other Universities.

The laboratories, studios and workshops are deployed for the programmes requiring them in the phase in which the departments requiring them shall take-off starting from Phase one to Phase five.

6.10 UNIVERSITY LIBRARY

The National Open University of Nigeria Library is established to support teaching, learning, research and other similar activities of the university. Its major aim is to facilitate access to scholarly information resources. The main library is located at the headquarters Abuja, liaison with a mini-library in Victoria Island in Lagos. The library provides reference, information literacy, circulation, current awareness services; among others. Internet access through local area networks and wireless connectivity runs 24/7. The e-Library laboratory is equipped with forty-five state-of-the-art high-speed computers. Registered students are welcomed to use the library's rich

resources, surf the net, consult journals and other periodicals.

The library's collection is expected to grow to 100,000 volumes of physical books and 1,000,000 volumes of electronic resources. It also has a growing periodical and audio-visual collection. Its classification scheme remains the popular library of congress classification and subject headings common among university libraries in Nigeria.

The Information Gateway – is the online e-Library of the National Open University of Nigeria. It is the gateway to a wide range of information resources that help students with their studies, work, research, and in their general development and pursuit of scholarship. Each resource provides very helpful tools to assist students navigate through the contents. Multimedia tutorials for each information resource are prepared to enrich students' experience in the use of the electronic library. Some of the e-resources of the Information Gateway include: SAGE, LAW Pavilion, AGORA (Access to

Global Online Research Agriculture), Bibliomania, Bio-Line International, BLDS (British Library for Development Studies at IDS — Institute of Development Studies), Bridge: Development and Gender, Chemistry Central, Directory of Open Access Journals, EBSCO, Electronic Journals and Magazines on the Middle East, Electronic Journals Library, Electronic Literature Directory, Electronic Text Centre, ERIC/AE Full Text Internet Library, E-scholarship Editions, Find Articles, Highwire (Stanford University), HINARI (Health Inter-Network Access to Research Initiative), JSTOR, Knowledge Resource Corner (KRC), National Virtual Library, National Academies Press, EBRARY, Online Access to Research in the Environment (OARE), QUESTIA, LEXISNEXIS (Legal and related Studies) Local Content, Lexis Academics, Multi-Science Journals, Social Science Online Periodicals, World Bank E-Library, Armed Conflict Database, USAID Development Partner Resources, World Bank Documents, and World Development Reports.

The university library is headed by the university librarian, who is appointed

by the Council.

CHAPTER 7

SERVICE UNITS

7.0 PREAMBLE

The Management of the National Open University of Nigeria is aware of its responsibility to its host communities, hence the University intends to impact positively on its host communities by providing adequate service units to enhance the well-being of staff and students, as well as those of the members of the University's host communities and the general public. In this chapter, therefore, the Public and Community Service Units that the University had established or shall establish to provide services to its staff, students and host communities to ensure that its environment is conducive for teaching, learning and research are presented and discussed.

7.1 PUBLIC SERVICE UNITS

The National Open University of Nigeria has established Public Service Units.

These Service Units meet staff and students' needs, as well as the needs of members of the university's host communities. The Public Service Units shall include:

- i. Centre for Human Resource Development (CHRD)
- ii. University Hotel;
- iii. University Bookshop; and
- iv. University Printing Press.

7.1.1 Centre for Human Resource Development

The National Open University of Nigeria has established a Centre for Human Resource Development (CHRD). The Centre provides human resource development training services to various clientele in the areas of manpower

development, and access and skills' acquisition. It carries out collaborations in its area of mandate with governmental and non-governmental agencies. The goal of the Centre is to make significant contributions to the development of human capital in various segments of the Nigerian society by deploying its expertise and advanced human resource capital.

The Centre is headed by a Director who is appointed by the Vice-Chancellor from amongst the academic staff of the University. The Centre is closely linked with relevant academic departments of the university and uses their staff in the conduct of its assignment.

7.1.2 Consultancy Services Unit

A Consultancy Services Unit, which shall centrally organise and control all consultancy services to be undertaken by the University, shall be established

by the National Open University of Nigeria. The Unit shall be a limited liability company.

The Unit shall make the expertise of the staff of the University available to the public at commercially reasonable charges. The Unit shall be properly capitalised from inception and shall offer competitive remuneration packages to its staff to ensure competitiveness with commercial outfits of the private sector. The broad mandates of the Consultancy Services Unit of the University shall be to:

- i. provide specialised expertise and services to clients who may desire to engage its services;
- ii. earn additional funding to the University;
- iii. provide community service to the University's immediate community; and
- iv. function as an avenue for staff to earn extra pay for themselves.

The Unit shall be headed by a Director, who shall be appointed by the Vice-Chancellor from amongst the Senior staff of the University.

7.1.3 University Hotel

A University Hotel shall be built by the National Open University of Nigeria to provide comfortable accommodation to University's staff and guests, as well as other members of the community on its Kaduna campus or any other convenient place where the University can own land. Apart from these regular services, the hotel shall provide catering services to participants at symposia, workshops, conferences and related activities. It shall be run strictly on commercial basis. The University may enter into partnership with interested entrepreneurs to develop the hotel on mutually agreed terms. It shall be built to world class standard, having capacity for at least one hundred rooms. The hotel shall be headed by a Manager.

7.1.4 University Bookshop

A University bookshop shall be established by the National Open University of Nigeria on its main campus. The bookshop shall support academics, as well as be a revenue generating unit without sacrificing its efficiency in serving the academic needs of the University community. It shall, therefore, cater for the interest of students, staff and the public at large, and shall operate on commercial basis. The bookshop shall be located in a commercialized place to aid accessibility for easy patronage by staff, students and the general public.

The bookshop shall be headed by a Bookshop Manager.

7.1.5 University Printing Press

A University Printing Press shall be established by the National Open University of Nigeria to service the University and the public. The printing

press which shall be adequately equipped with modern printing equipment and with a good desktop publishing outfit, shall undertake various jobs including the production of examination materials, stationery, revision kits/packages, monographs, text books, etc.

To achieve these objectives the printing press shall be properly established and headed by a business-oriented Manager appointed by the Vice-Chancellor in an atmosphere of commercialised and self-sustaining operations.

7.2 COMMUNITY SERVICE UNITS

The provision of a comfortable, secure and healthy campus environment shall be central to the operations of the National Open University of Nigeria. The University shall provide appropriate student services to support their academic undertakings as well as service staff. Accordingly, the University shall establish the following Community Service Units:

- i. Catering services unit;
- ii. University sick bay;
- iii. Places of worship;
- iv. Security unit;
- v. Sport and recreation centre;
- vi. Staff recreation centre; and
- vii. Directorate of physical development, works and services.

7.2.1 Catering Services Unit

The National Open University of Nigeria provides suitable catering services on its campus by employing the services of an expert catering firm. In this manner, the University is not being directly responsible for providing catering services for the University community; instead, it serves to guarantee the quality of services provided by the engaged expert catering firm, regulate cost of services offered and ensure the hygiene and quality of

food served. The University shall build the cafeteria as a measure to reduce expenses and cost of services. The cafeteria which shall comprise the main dining hall, the cooking unit, the dry and wet store units, etc.; and shall have sitting capacity for at least fifty people.

A catering services unit established by the National Open University of Nigeria supervises the catering services on campus. A university Catering Officer heads the unit.

7.2.2 University Sick Bay

The National Open University of Nigeria gives priority to the health and wellbeing of its staff and students through the provision of quality healthcare services. The University has established a standard university sick bay on its main campus to ensure efficient health service delivery. The Centre provides facilities for out-patients, consultation and accommodation for in-patients with at least a six-bed capacity. The Centre offers 24-hour service. The

Centre has qualified doctors, nurses and a diagnostic laboratory for effective handling of minor ailments. Serious medical cases are referred to the nearest government general hospital and or private hospital with which the university maintains retainership with waste management and sanitary services are outsourced. The objectives of the University sick bay are to:

- i. provide basic medical services to staff and students of the university and refer serious medical cases;
- ii. provide and encourage the maintenance of sanitary and clean environment on campus;
- iii. help control pests and vectors on campus; and
- iv. render such other health care services as may arise from time to time.

The Centre is headed by a head of university sick bay who is a qualified medical doctor.

7.2.3 Places of Worship

Suitable places of worship are provided by the National Open University of Nigeria to ensure that staff and students are able to observe their religious obligations in a conducive environment while on campus. The University encourages its staff and students to practice the religion of their choice, and does not at any point discriminate against any staff or student on the ground of religion or belief.

The places of worship include those for Christian and Muslim worship.

7.2.4 Security Unit

The protection of lives and properties of staff and students of the National Open University of Nigeria is essential to the achievement of peace, and non-stop academic activities on its campus, liaison offices and Study Centres. The University has established a functional, effective and efficient security unit

to provide security. The Unit is under the direct supervision of the Vice-Chancellor. The Unit provides security to the University, as well as protect its property from theft and damage. The Security unit is sufficiently staffed, well-equipped and properly funded to provide adequate security. The University outsources the delivery of security services on its campus, liaison offices and Study Centres by engaging external security firm(s), while maintaining a small security unit to supervise the firm(s).

The security unit is headed by a Chief Security Officer with a military, police or paramilitary background.

7.2.5 Sports and Recreation Centre

The National Open University of Nigeria shall construct a standard sports and recreational Centre for staff and students. The Centre shall also include a well-built and well-equipped modern gymnasium with adequate facilities for indoor games such as basketball, volleyball, etc. The welfare of staff and

students of the University shall thus be enhanced through sports. The objectives of the Centre shall include to:

- i. provide staff and students with facilities for sports and relaxation and enhance competition and fellowship;
- ii. provide staff and students with means of maintaining good health through physical fitness; and
- iii. provide staff and students with means to ease tension and to relax.

A qualified sports coordinator shall manage the sports and recreation Centre.

7.2.6 Staff Recreation Centre

To enhance the welfare of staff, the National Open University of Nigeria shall establish a Staff Recreation Centre. This shall enhance interaction amongst academic and non-academic staff and also provide a means for them to relax.

The Centre shall have a restaurant to provide catering services to members.

The Centre shall operate on a self-financing basis; and members shall periodically elect persons who shall run the activities of the Centre.

7.2.7 Directorate of Physical Development, Works and Services

The National Open University of Nigeria has established a Directorate of Physical Development, Works and Services as one of the non-academic directorates of the University. The Directorate plays a vital role in the achievement of the educational objectives of the University by providing and maintaining physical facilities of the university including transportation. The directorate is headed by a Director who is responsible to the Vice-Chancellor for the day-to-day activities of the directorate.

The Directorate of Physical Development Works and Services formally called the Project Department was created at the inception of the University. The

directorate started with three staff in the year 2002. Today, it has sixty-three staff, comprising well-seasoned architects, engineers, quantity surveyors, estate officers and administrative staff. The Directorate is located at the Main Campus in Abuja and has operational offices in Lagos and Kaduna. The sections under the directorate include:

- i. Administration Section;
- ii. Design and construction Section;
- iii. Project Evaluation and Monitoring Section;
- iv. Civil/Structural Section;
- v. Mechanical Section;
- vi. Electrical/Electronic Section;
- vii. Facility Management Section; and
- viii. Transportation Section:

The services provided by the Directorate of Physical Development Works and Services include but not limited to:

- i. planning, design and supervision of capital projects;
- ii. monitoring of physical developmental projects of the University;
- iii. preparation of contract documents;
- iv. coordinate the services of consultants on capital projects;
- v. maintenance of facilities (both University owned and rented for
University use):
- vi. provision of transport services in the University; and
- vii. liaising with all the financing bodies and agencies on behalf of the
university in respect to capital fund utilisation and appropriation.

CHAPTER 8

PATTERN OF GROWTH

8.0 PREAMBLE

The student and staff population of the National Open University of Nigeria for the duration of this Academic Brief as well as at its ultimate growth, including the guidelines of the National Universities Commission (NUC) used in determining the populations are presented in this chapter. The staff development policy, the residential pattern and the overall campus population at ultimate growth of the University are also discussed.

The National Open University of Nigeria commenced academic activities in five schools and ten undergraduate programmes, and at full maturity, it shall have eight faculties, forty departments, an affiliation, a Business School and two hundred and ninety-one academic programmes (undergraduate and postgraduate) based on the structured academic development of the

University. The 2018/19 academic session (year 16) was taken as the baseline for the projections of the student and staff population of the University.

8.1 STUDENTS' ENROLMENT

The number of students of the National Open University of Nigeria is projected to increase from 504,026 in year 2016 to 2,699,950 by year 2025, covering the duration of this Academic Brief. The total students' enrolment of the University is computed as 3,708,200 at its ultimate growth. The summary of students' enrolment is provided in Tables 8.1 and 8.2 below, while the details of the student enrolments by faculty, department and programme are presented in Table 1 of the Appendix.

8.1.1 Undergraduate Enrolment

The number of undergraduate students of the National Open University of

Nigeria is projected to increase from 393,854 (78.1% of total student enrolment) in year 2016 to 2,124,850 (78.7% of total student enrolment) by Year 25 covering the duration of this Academic Brief. The total undergraduate enrolment of the University shall be 2,958,650 at its ultimate growth (79.8% of total student enrolment) as shown in Table 8.1. The details of the undergraduate students' enrolments by faculty, department and programme are shown in Table 1 of the Appendix.

8.1.2 Postgraduate Enrolment

The National Open University of Nigeria commenced postgraduate programmes in year 2 of Phase 1 of its academic development. This was in select programmes in some department. Subsequently postgraduate programmes are established based on the guidelines stipulated in Chapter 4 of this document. The number of postgraduate students of the National Open University of Nigeria is projected to increase from 110, 172 (21.9% of total

student enrolment) in year 2016 to 575,100 (21.3% of total student enrolment) by year 2025 covering the duration of this Academic Brief. The total postgraduate enrolment of the University shall be 749,550 at its ultimate growth (20.2% of total student enrolment) as shown in Table 8.1. The details of the postgraduate students' enrolments by faculty, department and programme are shown in tables 1 and 2 of the Appendix.

Table 8.1: Summary of Student Enrolment

Year	Undergraduate Enrolment	% Undergraduate Enrolment	Postgraduate Enrolment	% Postgraduate Enrolment	Total Enrolment
Year 16	393,854	78.1	110172	21.9	504,026
Year 17	660,874	78.6	180260	21.4	841,134
Year 18	983,218	78.0	277080	22.0	1,260,298
Year 19	1,292,541	79.4	335300	20.6	1,627,841
Year 20	1,482,692	80.1	369000	19.9	1,851,692
Year 21	1,660,700	79.9	417400	20.1	2,078,100

Year 22	1,790,730	79.2	471500	20.8	2,262,230
Year 23	1,948,690	78.2	542000	21.8	2,490,690
Year 24	2,063,340	78.3	570400	21.7	2,633,740
Year 25	2,124,850	78.7	575100	21.3	2,699,950
Ultimate	2,958,650	79.8	749550	20.2	3,708,200

Table 8.2: Summary of Student Enrolment by Faculty

8.2 NEW ENTRANTS STUDENTS' ENROLMENT

The number of new entrants' enrolment of the National Open University of Nigeria is projected to increase from 327,588 in year 2016 to 886,100 by year 2025. The total new entrants' enrolment shall be 1,199,100 at the ultimate growth of the University. The summary of the new entrants' enrolments is shown in Table 8.3 below, while details of the new entrants' enrolment by faculty, department and programme are shown in Table 3 of the Appendix.

8.2.1 Undergraduate New Entrants' Enrolment

The undergraduate new entrants' enrolment of the National Open University of Nigeria is projected to increase from 235,213 (71.8% of new entrants' enrolment) in year 2016 to 535,100 (representing 60.4% of total new entrants' enrolment) by year 2025. The undergraduate new entrants' enrolment of the University is projected as 725,450 at its ultimate growth (representing 60.5% of total new entrants' enrolment) as shown in Table 8.3 below. Details of the undergraduate new entrants' enrolment by faculty, department and programme are shown in table 3 of the Appendix.

8.2.2 Postgraduate New Entrants Enrolment

The postgraduate new entrant students' enrolment of the National Open University of Nigeria is projected to increase from 92,375 in year 2016 (representing 28.2% of total new entrants' enrolment) to 351,000 by year

2025 (representing 39.6% of total new entrants' enrolment). The postgraduate new entrants' enrolment of the University is computed as 473,650 at its ultimate growth (representing 39.5% of new entrants' enrolment) as shown in table 8.3 below. Details of the postgraduate new entrants' enrolment by faculty, department and programme are shown in table 3 of the Appendix.

Year	Undergraduate New Entrant Enrolment	% Undergraduate New Entrant Enrolment	Postgraduate New Entrant Enrolment	% Postgraduate New Entrant Enrolment	Total New Entrant Enrolment
Year 16	235,213	71.8	92,375	28.2	327,588
Year 17	296,339	70.1	126,280	29.9	422,619
Year 18	351,850	64.2	196,030	35.8	547,880
Year 19	370,170	63.8	209,900	36.2	580,070
Year 20	418,770	64.7	228,500	35.3	647,270
Year 21	471,600	63.7	268,400	36.3	740,000
Year 22	482,390	62.2	292,800	37.8	775,190
Year 23	525,540	60.8	338,500	39.2	864,040
Year 24	534,550	60.4	350,000	39.6	884,550
Year 25	535,100	60.4	351,000	39.6	886,100
Ultimate	725,450	60.5	473,650	39.5	1,199,100

Table 8.3: Summary of New Entrants' Student Enrolment

8.3 STUDENTS FULL-TIME EQUIVALENT (FTE)

The Full-Time Equivalent (FTE) can be defined as the number of students actually receiving instruction within a department as opposed to the number enrolled in that department. Full-Time Equivalent could be used for the following: budgeting, space allocation, work load, and sharing resources among departments in a university. The FTE is calculated for each programme, and by level of programme so as to facilitate the registration for required and elective courses in the programme.

The FTE for a programme in a year is derived using the following formula:

$$\text{FTE} = \sum_{i=1}^k C_i N_i / A$$

where C_i = credit unit of the i^{th} course

N_i = headcount of students registered in the i^{th} course

A = average number of course units per year registered
for by students

$$A = \sum_{j=1}^m L_j / M$$

where L_j = number of units registered for by student j and M
is the total number of students

M = total number of courses run by the Department
during the year

The FTE for undergraduate students' projections of the National Open University of Nigeria are as shown in tables 1 and 2 of the appendix. The FTE students' projections for all postgraduate programmes are calculated on an equal basis with the head count enrolment.

8.4 STUDENTS' POPULATION GROWTH RATES

The students' enrolment of the National Open University of Nigeria is expected to grow at an average annual rate of 19.9% during the period covered by this Academic Brief. The actual annual growth rate is expected to decrease from 66.9% in year 2015 to 2.5% by the end of year 2025. At ultimate growth, the annual growth rate of full-time students' enrolment shall be zero as the number of students admitted and the number of graduating students equals each other. The full-time students' population annual growth rate is shown in Table 8.4 below.

Year	Student Enrolment	Growth Rate (%)
Year 16	504,026	-
Year 17	841,134	66.9
Year 18	1,260,298	49.8
Year 19	1,627,841	29.2
Year 20	1,851,692	13.8
Year 21	2,078,100	12.2
Year 22	2,262,230	8.9
Year 23	2,490,690	10.1
Year 24	2,633,740	5.7
Year 25	2,699,950	2.5
Ultimate	3,708,200	0.0
10-year Average		19.9

Table 8.4: Students' Population Growth Rates

8.5 SCIENCE TO ARTS RATIO

The National Open University of Nigeria shall not implement the national policy that requires tertiary institutions in Nigeria to reflect a 60% Science to 40% Arts ratio in their students' admissions. This is as a result of the fact that the University shall operate an ODL mode, whose guidelines had placed restrictions on the academic disciplines to be covered.

The Science to Arts ratio shall continue to vary during the growth of the academic programmes of the University. The ratio shall stabilise at 30.4:69.6 in favour of Arts-based programmes at the full growth of the University

when all programmes shall have been established as shown in Table 8.5

below:

Year	Student Enrolment	Science Enrolment	Science Ratio (%)	Arts Enrolment	Arts Ratio (%)
Year 16	504,026	142,493	28.3	361,533	71.7
Year 17	841,134	241,892	28.8	599,242	71.2
Year 18	1,260,298	390,417	31.0	869,881	69.0
Year 19	1,627,841	521,131	32.0	1,106,710	68.0
Year 20	1,851,692	597,909	32.3	1,253,783	67.7
Year 21	2,078,100	672,080	32.3	1,406,020	67.7
Year 22	2,262,230	710,370	31.4	1,551,860	68.6
Year 23	2,490,690	771,640	31.0	1,719,050	69.0
Year 24	2,633,740	816,250	31.0	1,817,490	69.0
Year 25	2,699,950	838,660	31.1	1,861,290	68.9
Ultimate	3,708,200	1,128,900	30.4	2,579,300	69.6

Table 8.5: Science to Art Ratios for Full-Time Students Enrolment

8.6 STAFF PROJECTIONS

8.6.1 Academic Staff and Tutors Projections

The projections of academic staff and tutors of the National Open University of Nigeria are calculated using NUC stipulated minimum teacher to students' ratios for each academic discipline stated in Chapter 4 and based on the FTE enrolments.

In addition, a minimum of six academic staff per programme as stipulated by NUC is applied as well as 1:50 tutor to student ratio. Also, the pyramidal structure of 20% Professor/Readers, 35% Senior lecturers and 45% Lecturers I and below was also taken into account in determining the academic staff number. Each Study Centre shall be staffed in line with National Policy stipulation of at least a Senior lecturer.

The number of academic staff and tutors of the National Open University of Nigeria is expected to increase from 9,415 in year 2016 to 50,676 by year 2025 covering the duration of this Academic Brief. The academic staff and tutor population at the ultimate growth of the University is expected to be 71,631 as summarised in Table 8.6 below. Details of the academic staff and tutors population by faculty, department, programme, rank, and year are shown in Table 4 of the appendix.

Year	Professors and Readers	Senior Lecturers	Lecturers I and Below	Tutors	Total
Year 16	106	203	266	10,092	10,667
Year 17	125	260	278	16,830	17,493
Year 18	143	299	320	25,215	25,977
Year 19	146	311	320	32,559	33,336
Year 20	146	311	320	37,054	37,831
Year 21	151	318	331	41,572	42,372
Year 22	155	329	331	45,266	46,081
Year 23	155	329	331	49,639	50,454
Year 24	155	329	331	52,398	53,213
Year 25	155	329	331	53,612	54,427
Ultimate	159	345	331	73,705	74,540

Table 8.6: Summary of Academic Staff and Tutors Projections

8.6.2 Non-Academic Staff Projections

The projections of non-academic staff of all categories have been determined using NUC ODL. There shall be a minimum of two administrative staff for not more than a cluster of four academic programmes. Each Study Centre shall be staffed in line with National Policy stipulation of at least an ICT support staff and administrative staff. The number of non-academic staff of the University is expected to increase from 2,888 in year 2016 to 4,136 by year 2025 covering the duration of this Academic Brief. The non-academic staff population at the ultimate growth of the University is expected to reach 4,212 as summarised in Table 8.7 below. Details of the non-academic staff population by faculty, department, programme, rank, and year are shown in Table 5 of the appendix.

Year	Senior Tech .	Senior Admin. Non-Sec.	Senior Admin. Sec.	Junior Tech.	Junior Non- Tech	Total
Year 16	146	1,054	169	1,040	479	2,888
Year 17	158	1,122	193	1,103	513	3,089
Year 18	173	1,199	214	1,170	554	3,310
Year 19	180	1,253	220	1,228	576	3,457
Year 20	188	1,310	225	1,288	599	3,610
Year 21	198	1,372	235	1,354	626	3,785
Year 22	205	1,422	240	1,408	646	3,921
Year 23	208	1,448	242	1,436	657	3,991
Year 24	212	1,475	245	1,464	667	4,063
Year 25	215	1,502	248	1,493	678	4,136
Ultimate	220	1,529	251	1,523	689	4,212

Table 8.7: Summary of Non-Academic Staff Projections

8.7 STAFF DEVELOPMENT POLICY

The National Open University of Nigeria provides regular support for academic and non-academic staff to acquire local and overseas fellowships, attend conferences and workshops so as to update their knowledge, and to

advance teaching, learning and research. The University yearly applies at least 2% of its total recurrent grants to staff development and training. The staff development policy of the University also includes: sponsorship of academic and non-academic staff to acquire higher degrees and qualifications; encouraging and giving grants for research; and exploring opportunities for academic staff exchange programme with other institutions both locally and internationally.

The National Open University of Nigeria pays special attention to the attraction and retention of qualified academic staff and tutors. In this wise, the University designs and implements various programmes for academic staff and tutors' training and development, as well as dedicate at least 80% of its staff development fund to academic staff and tutors training and re-training. The University ensures the mentoring of junior academics by their senior colleagues who instruct them in the art of research and research publications.

Exchange programmes are also organised through which postgraduate students, and academics visit respectable international institutions and make use of their facilities, such as libraries, laboratories and equipment. The University makes special use of its partnerships and collaborations to ensure that its academic staff receive ample training and re-training.

8.8 PATTERN OF RESIDENCY

The residency pattern for the National Open University of Nigeria is such that as an Open and Distance Learning university, it is essentially non-residential for staff and students.

However, the University shall develop few accommodations for some staff.

The staff accommodation shall include housing for Principal Officers and staff on essential duties only; and this shall be 30-50 medium density

buildings with few stand-alone duplexes. In addition, a hotel shall be built on campus for use of other staff and visitors with at least one hundred rooms.

8.9 CAMPUS POPULATION

The National Open University of Nigeria estimates that its campus population shall not exceed 2,900 for all groups and 700 for accommodated groups at ultimate development. The campus population is projected for all groups by summing up the number at ultimate development of all staff, staff dependents for accommodated staff (at an average rate of 5 persons per staff consisting of a wife and four children and dependents), and 2% of the sum of these groups as guests; while for accommodated groups the campus population is estimated by adding the total number of accommodated students, accommodated staff, staff dependents for accommodated staff, and 2% of the sum of these groups as guests.

CHAPTER 9

COST ESTIMATES

9.0 PREAMBLE

The sources from which the National Open University of Nigeria derives its income and the funds that are generated from these sources for the duration of this Academic Brief, as well as at its ultimate development are presented.

The income generated is used to meet the estimated recurrent and capital expenditure costs for running the university effectively. The recurrent costs are those covering staff salaries and non-salary personnel emoluments, as well as the costs for the procurement of goods and services. The capital costs are those covering the provision of physical infrastructure such as buildings and

other facilities, as well as other assets such as equipment, vehicles, etc. The estimation of costs and their distribution amongst the various segments of the University are based on NUC stipulated minimum and maximum guidelines for resource allocation. A budget performance for the university comparing its income projections and estimated costs is also presented.

9.1 INCOME

9.1.1 Sources of Income

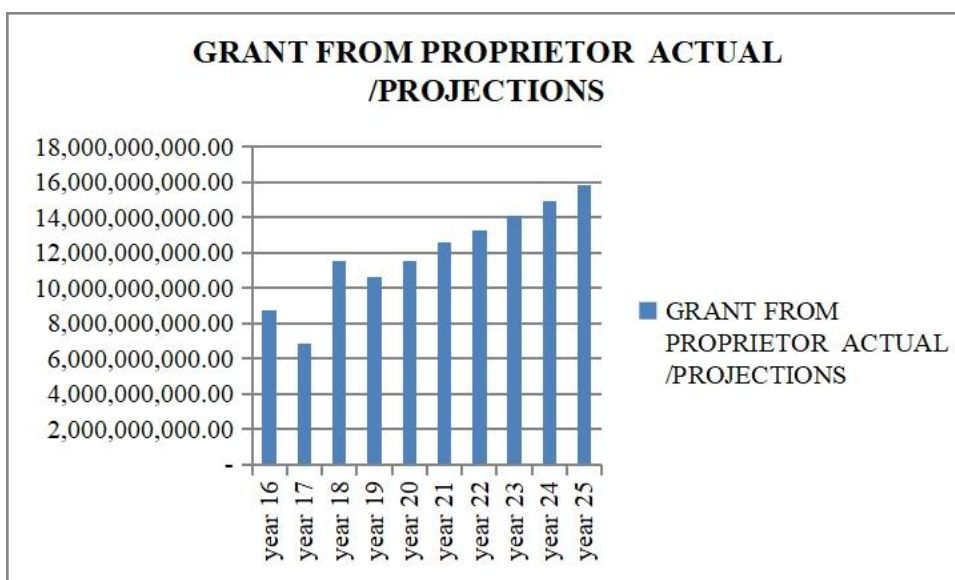
The main source of income for the National Open University of Nigeria shall be its proprietor. Other income sources shall include: students fees, assistance from donor agencies and NGOs, interests from bank deposits and earnings from stock, university ventures, consultancies, grant, gifts, donations, and endowments.

9.1.1.1 Grants from the Proprietor

The Proprietor of the National Open University of Nigeria is the main source of income for the University; and these grants shall cover the main recurrent grant, library development fund, research grant, main capital grant, and teaching and research equipment grant expenditures. The funding from the proprietor shall increase from about ₦8.75 billion naira in year 2016 to ₦15.85 billion naira in year 2025. The proprietor shall contribute about ₦120.047 billion naira to the ultimate growth of the university. The estimates of income from the proprietor are shown in Table 9.1.

Table 9.1: Projected Income from Proprietor

YEAR	YEAR	ACTUAL /PROJECTIONS
2019	year 16	₦8,757,613,163.00
2020	year 17	₦6,848,268,166.00
2021	year 18	₦11,518,524,208.00
2022	year 19	₦10,629,587,606.00
2023	year 20	₦11,518,524,208.00
2024	year 21	₦12,555,191,386.72
2025	year 22	₦13,308,502,869.92
2026	year 23	₦14,107,013,042.12
2027	year 24	₦14,953,433,824.65
2028	year 25	₦15,850,639,854.12
Ultimate		₦120,047,298,328.53



9.1.1.2 Internally Generated Revenue (IGR)

The Internally Generated Revenue (IGR) is a major source of income for the National Open University of Nigeria. The internally generated revenue is generated at the rate of at least 10% of recurrent grant in line with NUC guidelines. The internally generated revenue was sourced from the beginning, and it has continued to grow annually until it has become a major source of income for the University. The internal sources of income for the National Open University of Nigeria are discussed below:

i. Students' Charges

The National Open University of Nigeria charges varying students' charges contingent on the type of programme and level of study. Students are significant contributors to the growth and development of the University. A

range of fees covering registration and other charges shall be paid by different groups of students as shown in tables 2a – 2d below:

Table 9.2a: New Undergraduate Students' Charges

Charge	Amount (₦)
Registration	6,000.00
Caution Fee	3,500.00
Orientation Fee	1,500.00
Matriculation Fee	1,500.00
I.D. Card	500.00
Library Fee	3,000.00
ICT Administrative Charge	10,000.00
E-Facilitation	4,000.00
Jamb Regularisation	6,000.00
Result/Verification	5,000.00
Total Common Charges	41,000.00
Exm Fee (₦1,000.00 per course)	15,000.00
Total Charges	56,000.00

Table 9.2b: Returning Undergraduate Students' Charges

Charge	Amount (₦)
Registration Fee	6,000.00
Caution Deposit	0.00
Orientation Fee	0.00

Matriculation Fee	0.00
I.D. Card	0.00
Library Fee	3,000.00
ICT Administrative Charge	5,000.00
E-Facilitation	4,000.00
Jamb Regularisation	0.00
Result/ Verification	0.00
Total Common Charges	18,000.00
Exam Fee (₦ 1,000.00 per course)	15,000.00
Total Charges	33,000.00
Project Fee (graduating students)	15,000.00
Total Charges (graduating students)	48,000.00

Table 9.2c: New Postgraduate Students' Charges

Charge	Amount (₦)
Registration Fee	6,000.00
Caution Deposit	3,500.00
Orientation Fee	1,500.00
Matriculation Fee	1,500.00
I.D. Card	500.00

Library Fee	3,000.00
ICT Administrative Charge	10,000.00
E-Facilitation	4,000.00
Result/ Verification	10,000.00
Total Common Charges	40,000.00
Exam Fee (₦2,000.00 per course) PGD	20,000.00
Exam Fee (₦2,000.00 per course) Master's	24,000.00
Exam Fee (₦2 000.00 per course) Ph. D.	10,000.00
Project Fee PGD	25,000.00
Total Charges PGD	85,000.00
Total Charges Master's	64,000.00
Total Charges Ph. D.	50,000.00

Table 9.2d: Returning Postgraduate Students' Charges

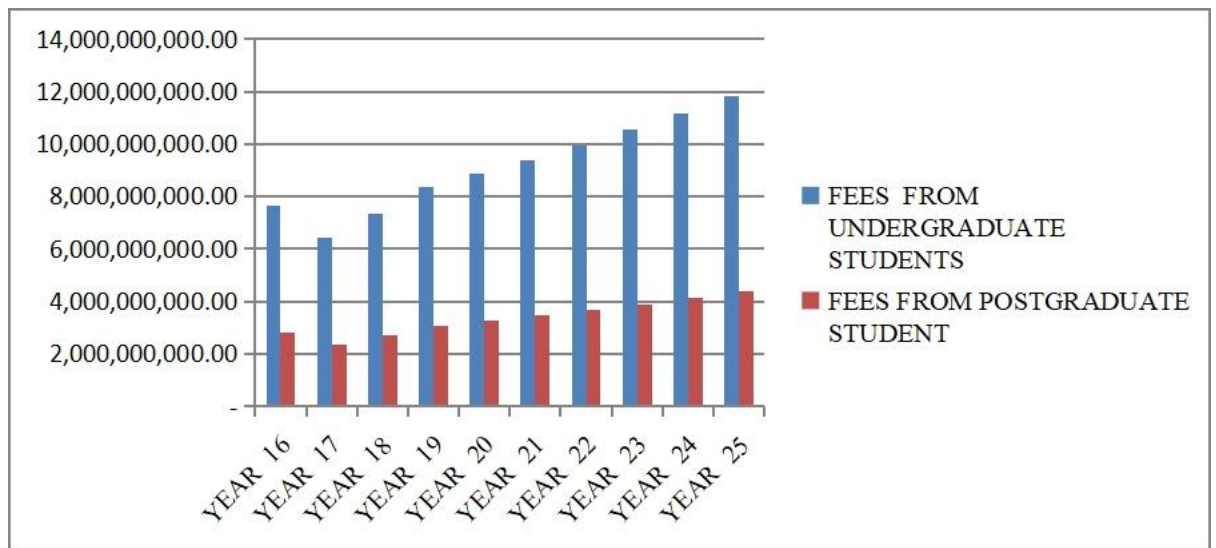
Charge	Amount (₦)
Registration Fee	6,000.00
Library Fee	3,000.00
ICT Administrative Charge	5,000.00
E-Facilitation	4,000.00
Total Common Charges	18 000.00
Exam Fee (₦2,000.00 per course) PGD	20,000.00
Exam Fee (₦2,000.00 per course) Master's	24,000.00
Exam Fee (₦2,000.00 per course) Ph.D.	10,000.00

Total Charges PGD	38,000.00
Total Charges Master's	42,000.00
Total Charges Ph. D.	28,000.00
Project Fee PGD	25,000.00
Project Fee Master's	40,000.00
Project Fee Ph. D.	60,000.00
Total Charges PGD Graduating students)	63,000.00
Total Charges Master's (graduating students)	82,000.00
Total Charges (graduating students) Ph.D.	88,000.00

The income from students is calculated based on the assumption that only 35% of students are regularly active across all programmes and levels of study. The income from students' charges shall increase from about ₦10.47 billion naira in year 2016 to about ₦16.22 billion naira by year 2025 covering the duration of this Academic Brief. The income from students' fees shall ultimately reach about ₦125.32 billion naira at the ultimate growth of the University. The estimates of income from students' charges are shown in Table 9.3 below. Upon the approval of its Council, the National Open University of Nigeria can change its students' charges as may become necessary to do so.

Table 9.3: Projected Income from Students' Charges

Year	Fees From Undergraduate Students	Fees From Postgraduate Student	Total
	(₦)	(₦)	(₦)
Year 16	7,646,414,381.77	2,828,125,867.23	10,474,540,249.00
Year 17	6,407,049,475.92	2,369,730,628.08	8,776,780,104.00
Year 18	7,355,563,163.06	2,720,550,758.94	10,076,113,922.00
Year 19	8,348,514,559.22	3,087,806,754.78	11,436,321,314.00
Year 20	8,849,425,432.77	3,273,075,160.07	12,122,500,592.84
Year 21	9,380,390,958.74	3,469,459,669.67	12,849,850,628.41
Year 22	9,943,214,416.26	3,677,627,249.85	13,620,841,666.12
Year 23	10,539,807,281.24	3,898,284,884.84	14,438,092,166.08
Year 24	11,172,195,718.11	4,132,181,977.93	15,304,377,696.05
Year 25	11,842,527,461.20	4,380,112,896.61	16,222,640,357.81
Ultimate	91,485,102,848.30	33,836,955,848.00	125,322,058,696.30



ii. Investment Income

The National Open University of Nigeria earns income from its investments from the following sources: interest earnings on bank deposits, earnings on stock, and other money market investments; and charges from Directorate of Information and Communication Technology and cybercafe operations.

iii. University Ventures

The National Open University of Nigeria earns substantial income from its commercial ventures. Such ventures include: bookshop, canteens and restaurants, consultancy unit, guest house, gym and printing press.

iv. Grants

The National Open University of Nigeria earns income from the following grant-based sources: Government agencies and departments, private enterprises and non-governmental organisations (NGOs), and international donors and agencies.

v. Gifts

The National Open University of Nigeria makes positive impact on the

society, and this attracts goodwill from various stakeholders. Donations are solicited from banks, corporate bodies, philanthropists, alumni, as well as endowments and sponsorships from individuals and corporate organisations.

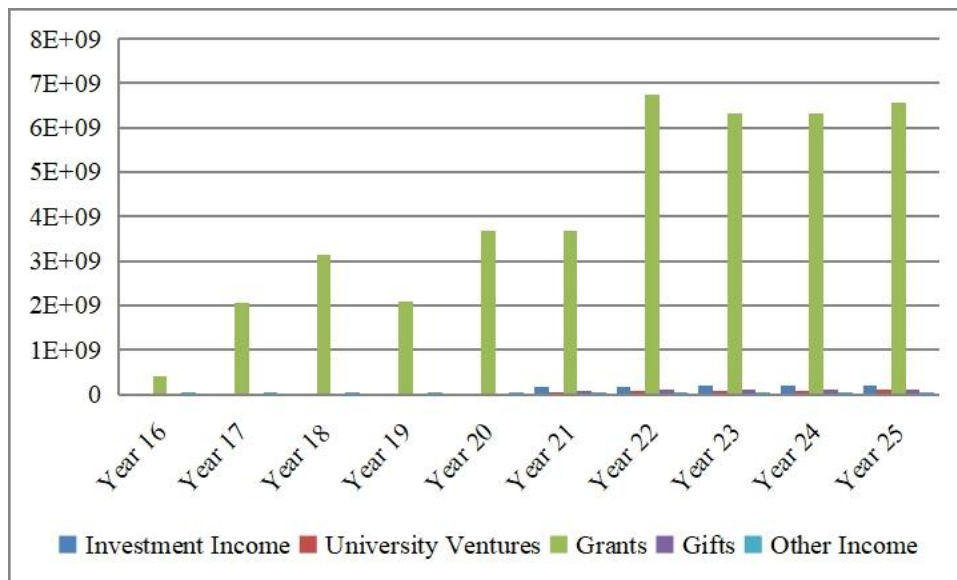
vi. Other Incomes

The National Open University of Nigeria earns income from the following other sources: sale of application forms, registration of contractors, sale of fixed assets, rent of conference halls, rent of convocation grounds, hire of academic gowns and graduation fees, sundry fees from requests for transcripts, lost identity cards and certificates.

The estimates of income for the National Open University of Nigeria from other sources for the duration of this Academic Brief and at ultimate growth are shown in Table 9.4 below.

	Investment Income	University Ventures	Grants	Gifts	Other Income
Year	(₦)	(₦)	(₦)	(£)	(₦)
Year 16			393,626,969.00		8,758,700.00
Year 17			2,047,237,976.00		3,605,636.00
Year 18			3,139,399,875.00		10,004,799.00
Year 19			2,088,588,576.00		12,464,995.40
Year 20			3,675,987,794.66		12,838,945.30
Year 21	179,000,000.00	57,900,000.00	3,675,862,829.75	£91,800,000.00	13,480,892.60
Year 22	180,000,000.00	64,900,000.00	6,755,905,506.94	£97,000,000.00	14,154,937.20
Year 23	186,200,000.00	77,800,000.00	6,330,656,889.73	£98,000,000.00	14,862,684.10
Year 24	187,800,000.00	89,200,000.00	6,318,885,365.28	£99,000,000.00	15,605,818.30
Year 25	199,300,000.00	93,300,000.00	6,552,208,130.60	£100,000,000.00	16,386,109.20
Ultimate	932,300,000.00	383,100,000.00	40,978,359,912.96	£485,800,000.00	122,163,517.00

Table 9.4: Projected Income from Other Sources

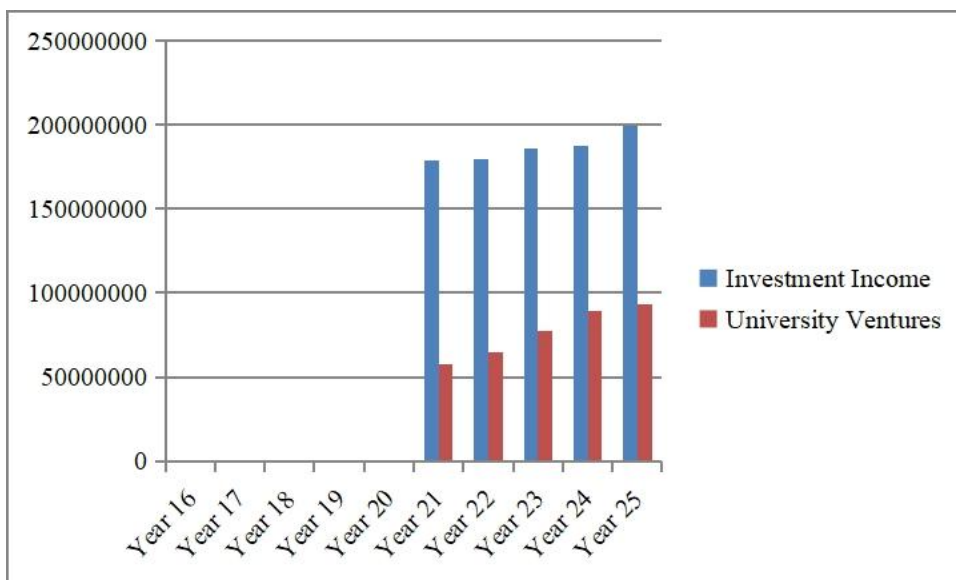
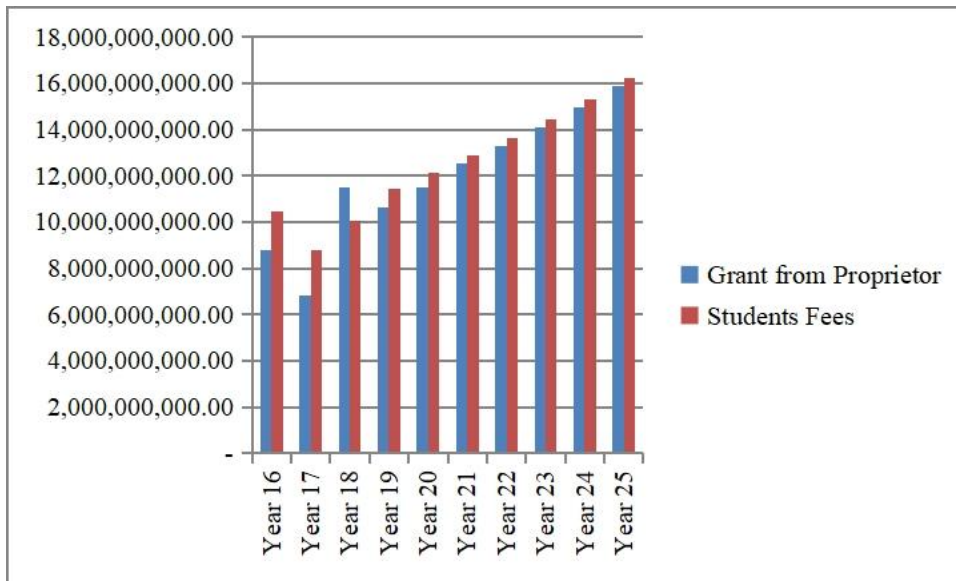


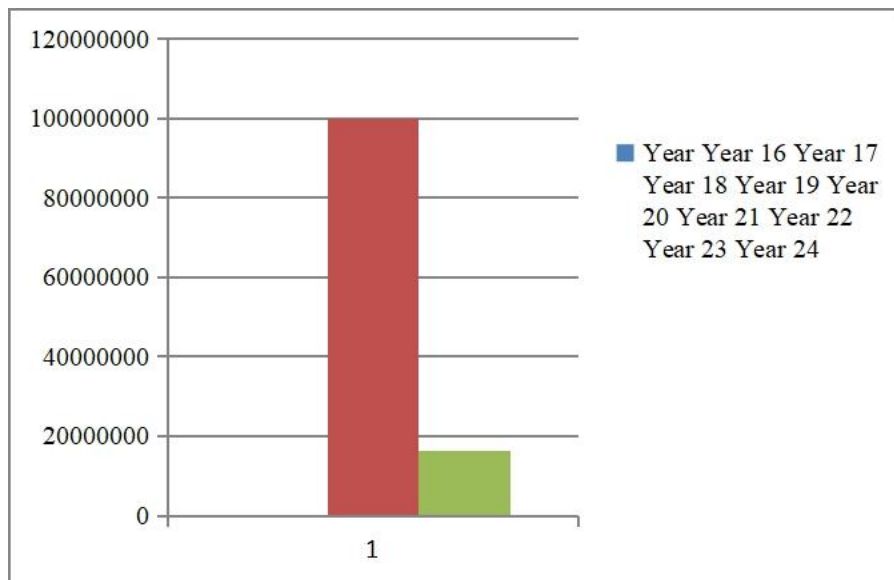
9.1.2 Projections of Total Income

The total income of the National Open University of Nigeria shall grow from about ₦19.77 billion naira in year 2016 to about ₦39.03 billion naira by year 2025, covering the duration of this Academic Brief: it is planned that the income of the University shall cover its costs. The total income shall ultimately reach about ₦288.98 billion naira. The estimates of total income for the National Open University of Nigeria the duration of this Academic Brief and at ultimate growth are shown in Table 9.5 below.

Table 9.5: Projected Total Income

	Grant from Proprietor	Students Fees	Investment Income	University Ventures	Grants	Gift	Other Inc
Year	(₦)	(₦)	(₦)	(₦)	(₦)	(₦)	(₦)
Year 16	8,757,613,163.00	10,474,540,249.00			536,626,969.00		8,758,700
Year 17	6,848,268,166.00	8,776,780,104.00			2,047,237,976.00		3,605,636
Year 18	11,518,524,208.00	10,076,113,922.00			3,317,899,875.00		10,004,79
Year 19	10,629,587,606.00	11,436,321,314.00			2,279,338,576.00		12,464,99
Year 20	11,518,524,208.00	12,122,500,592.84			3,878,587,794.66		12,838,94
Year 21	12,555,191,386.72	12,849,850,628.41	179,000,000.00	57,900,000.00	3,675,862,829.75	91,800,000.00	13,480,89
Year 22	13,308,502,869.92	13,620,841,666.12	180,000,000.00	64,900,000.00	6,755,905,506.94	97,000,000.00	14,154,93
Year 23	14,107,013,042.12	14,438,092,166.08	186,200,000.00	77,800,000.00	6,330,656,889.73	98,000,000.00	14,862,68
Year 24	14,953,433,824.65	15,304,377,696.05	187,800,000.00	89,200,000.00	6,318,885,365.28	99,000,000.00	15,605,81
Year 25	15,850,639,854.12	16,222,640,357.81	199,300,000.00	93,300,000.00	6,552,208,130.60	100,000,000.00	16,386,10
Ultimate	120,047,298,328.53	125,322,058,696.30	932,300,000.00	383,100,000.00	41,693,209,912.96	485,800,000.00	122,163,5





9.2 COST ESTIMATES

9.2.1 Recurrent Cost Estimates

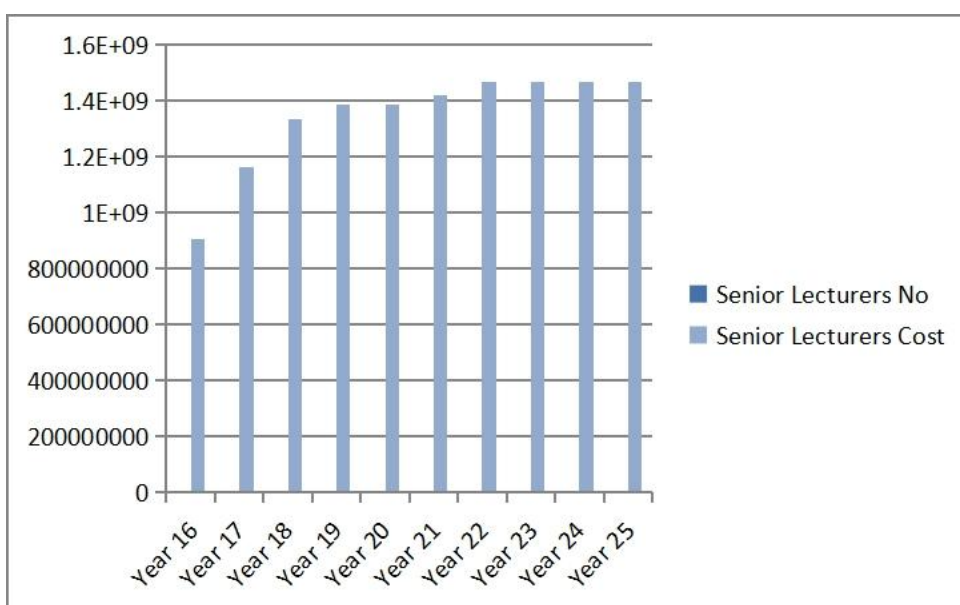
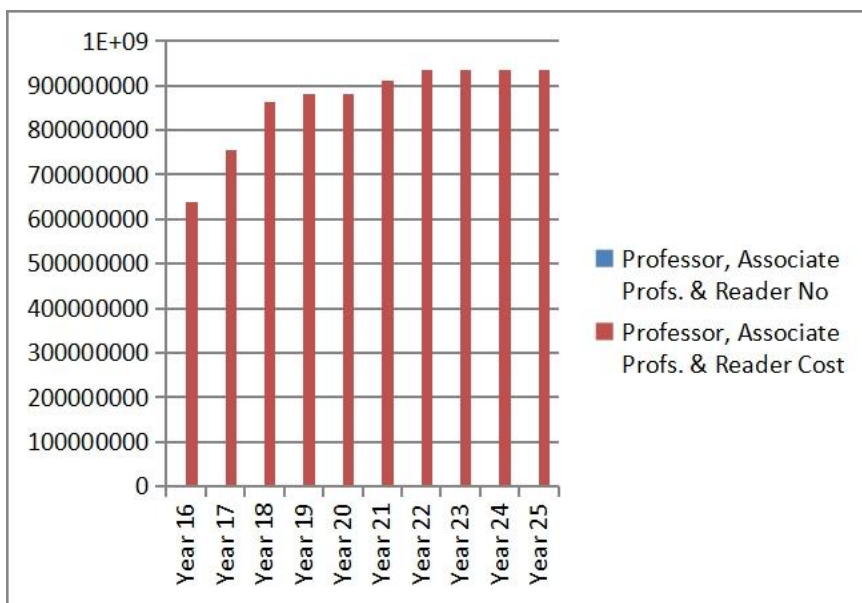
The recurrent cost for the National Open University of Nigeria shall increase from about ₦16.46 billion naira in year 2016 to about ₦34.11 billion naira by year 2025. The recurrent cost shall ultimately reach about ₦246.68 billion naira. The cost items are composed of staff salaries and allowances at 60% of total recurrent cost; and goods and services at 40% of total recurrent cost. The goods and services shall include allocations to research and University library at 5% and 10% of total recurrent cost respectively. The Consolidated University Academic Salary Structure (CONUASS) and the Consolidated Tertiary Institutions Salary Structure (CONTISS) are used in estimating the personnel costs of academic staff and non-academic staff respectively. This is to ensure that the National Open University of Nigeria is able to attract staff from all Nigerian Universities. The academic staff cost is determined based

on the following assumptions: Professors and Associate Professors at 100% of their cadre on CONUASS 07 Step 10 (~~₦~~6,030,963.00); Senior lecturers at 100% of their cadre on CONUASS 05 Step 13 (~~₦~~4,466,306.00); and Lecturers I and below at 100% of their cadre on CONUASS 03 Step 8 (~~₦~~1,990,441.00).

The tutors' cost is determined based on the following assumptions: Professors and Associate Professors at 30% of their cadre on CONUASS 07 Step 10 (~~₦~~1,809,289.00); Senior lecturers at 100% of their cadre on CONUASS 05 Step 13 (~~₦~~1,339,892.00); and Lecturers I and below at 100% of their cadre on CONUASS 03 Step 8 (~~₦~~597,132.00). The non-academic staff cost is determined based on the following assumptions: Senior technical staff at 100% of their cadre on CONTISS 12 Step 11 (~~₦~~2,838,325.00); Senior administrative staff at 100% of their cadre on CONTISS 12 Step 11 (~~₦~~2,838,325.00); and junior staff (technical and non-technical) at 100% of their cadre on CONTISS 03 Step 15 (~~₦~~494,885.00). Details of the recurrent cost are presented in tables 9.6, 9.7 and 9.8 below:

Table 9.6: Academic Staff Recurrent Expenditure Estimates

Year	Professor, Associate Profs. & Readers		Senior Lecturers		Lecturers 1 & Below		Tutors		No
	No	Cost	No	Cost	No	Cost	No	Cost	
Year 16	106	639,282,078.00	203	906,660,118.00	266	529,457,306.00	10,092	9,917,755,188.00	10,66
Year 17	125	753,870,375.00	260	1,161,239,560.00	278	553,342,598.00	16,830	15,719,524,107.00	17,49
Year 18	143	862,427,709.00	299	1,335,425,494.00	320	636,941,120.00	25,215	22,133,898,202.00	25,97
Year 19	146	880,520,598.00	311	1,389,021,166.00	320	636,941,120.00	32,559	28,567,710,836.00	33,33
Year 20	146	880,520,598.00	311	1,389,021,166.00	320	636,941,120.00	37,054	33,775,606,144.00	37,83
Year 21	151	910,675,413.00	318	1,420,285,308.00	331	658,835,971.00	41,572	38,113,435,317.00	42,37
Year 22	155	934,799,265.00	329	1,469,414,674.00	331	658,835,971.00	45,266	42,039,126,655.00	46,08
Year 23	155	934,799,265.00	329	1,469,414,674.00	331	658,835,971.00	49,639	47,853,328,777.00	50,45
Year 24	155	934,799,265.00	329	1,469,414,674.00	331	658,835,971.00	52,398	51,488,056,266.00	53,21
Year 25	155	934,799,265.00	329	1,469,414,674.00	331	658,835,971.00	53,612	54,862,770,747.00	54,42
Ultimate	1,437	8,666,493,831.00	3,018	13,479,311,508.00	3,159	6,287,803,119.00	364,237	344,471,212,239.00	371,85



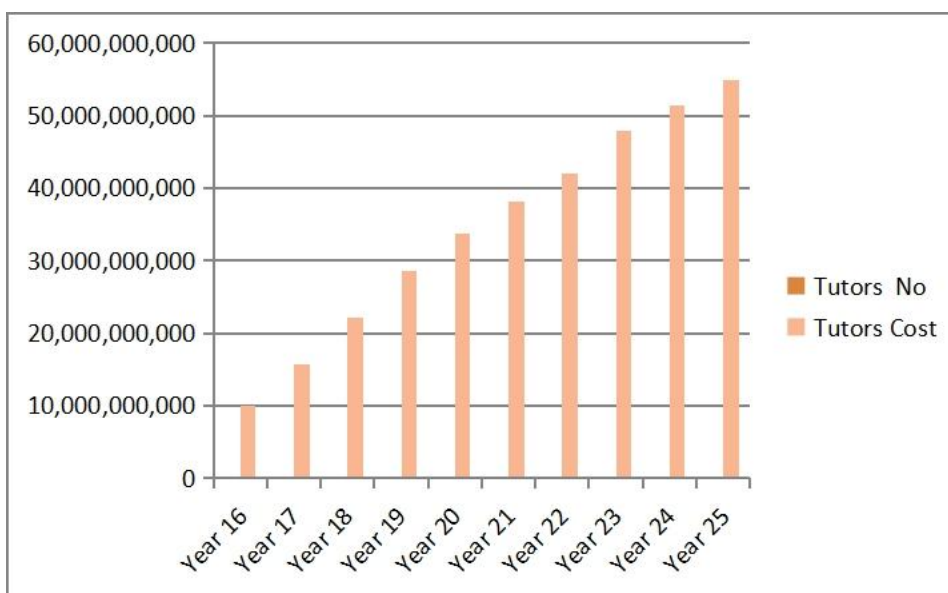
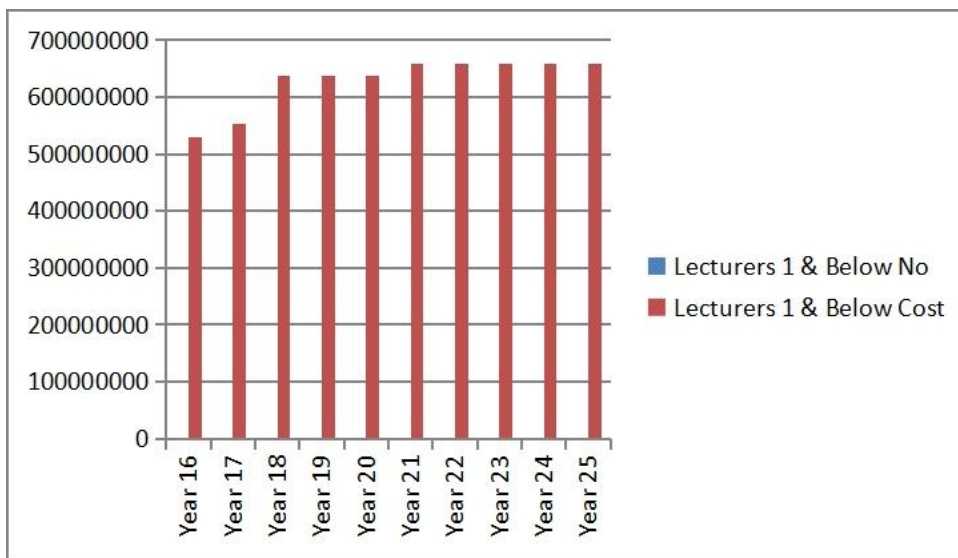
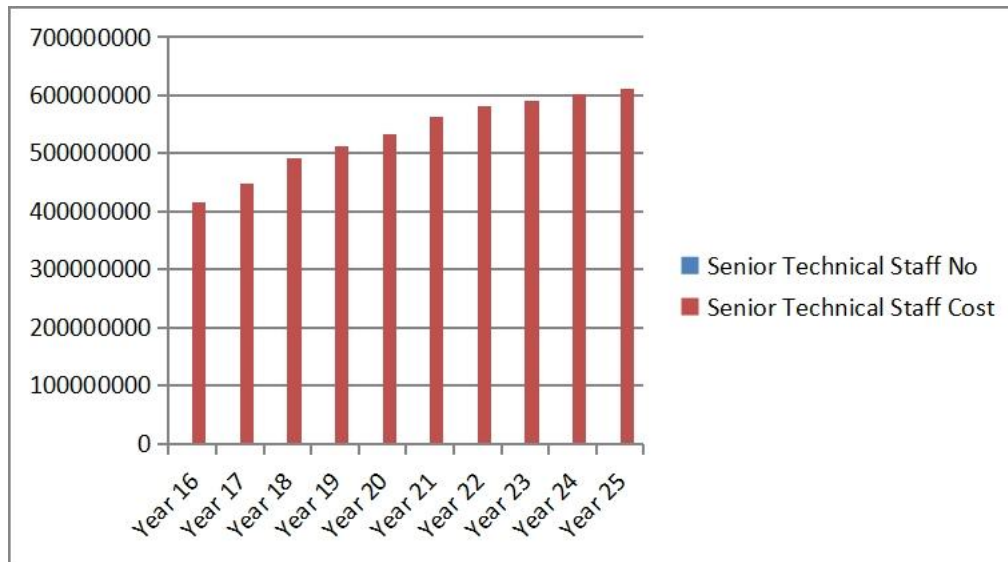


Table 9.7: Non-Academic Staff Recurrent Expenditure Estimates

Year	Senior Technical Staff	Senior Administrative Staff	Junior Staff	Total

	No	Cost (₱)	No	Cost (₱)	No	Cost (₱)	No	Cost (₱)
Year 16	146	414,395,450.00	1223	3,471,271,475.00	1519	751,730,315.00	2888	4,637,397,240.00
Year 17	158	448,455,350.00	1315	3,732,397,375.00	1616	799,734,160.00	3089	4,980,586,885.00
Year 18	173	491,030,225.00	1413	4,010,553,225.00	1724	853,181,740.00	3310	5,354,765,190.00
Year 19	180	510,898,500.00	1473	4,180,852,725.00	1804	892,772,540.00	3457	5,584,523,765.00
Year 20	188	533,605,100.00	1535	4,356,828,875.00	1887	933,847,995.00	3610	5,824,281,970.00
Year 21	198	561,988,350.00	1607	4,561,188,275.00	1980	979,872,300.00	3785	6,103,048,925.00
Year 22	205	581,856,625.00	1662	4,717,296,150.00	2054	1,016,493,790.00	3921	6,315,646,565.00
Year 23	208	590,371,600.00	1690	4,796,769,250.00	2093	1,035,794,305.00	3991	6,422,935,155.00
Year 24	212	601,724,900.00	1720	4,881,919,000.00	2131	1,054,599,935.00	4063	6,538,243,835.00
Year 25	215	610,239,875.00	1750	4,967,068,750.00	2171	1,074,395,335.00	4136	6,651,703,960.00
Ultimate	1883	5,344,565,975.00	15388	43,676,145,100.00	18979	9,392,422,415.00	36250	58,413,133,490.00



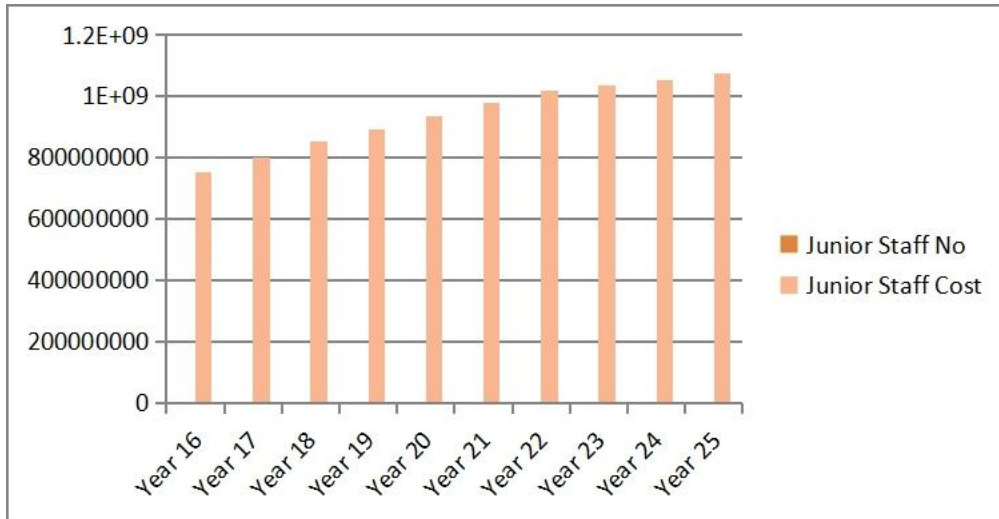
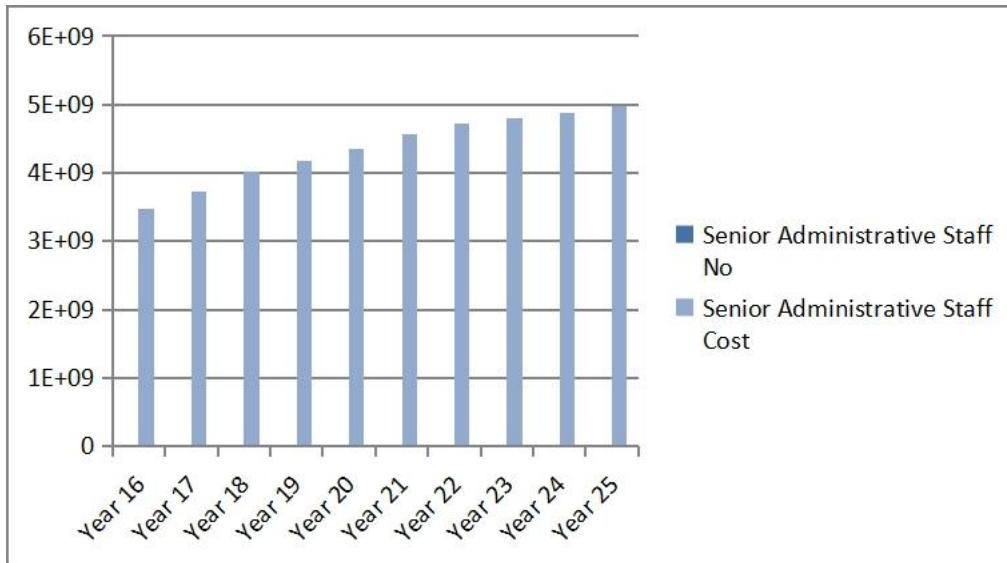
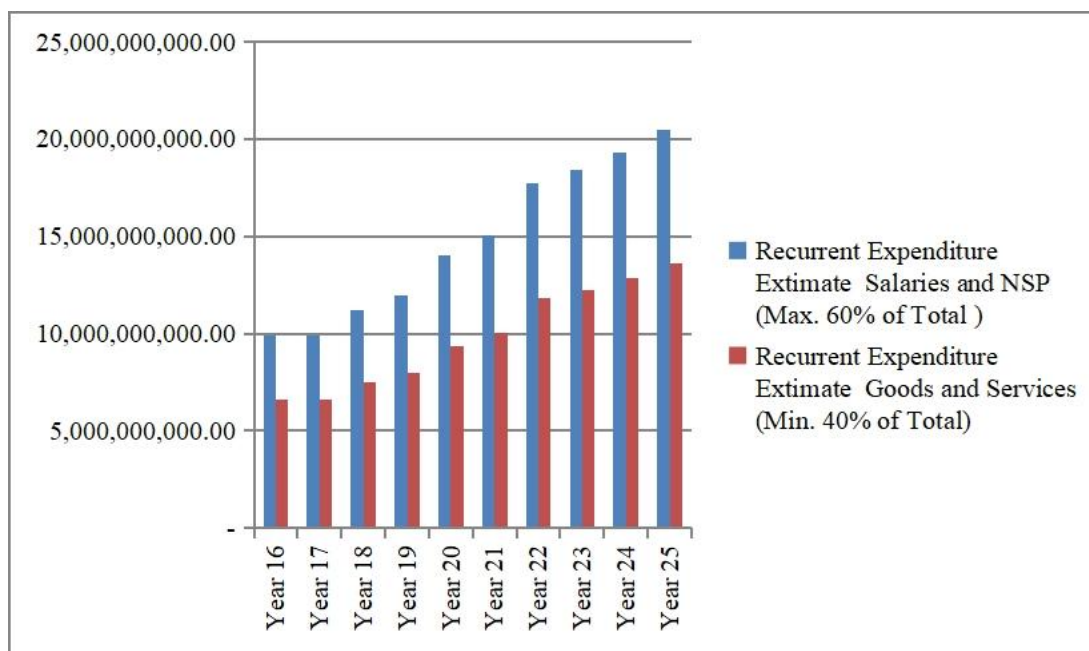


Table 9.8: Recurrent Expenditure Estimates

Year	Salaries and NSP (Max. 60% of Total) (₦)	Goods and Services (Min. 40% of Total) (₦)	Total (₦)
Year 16	9,880,152,918.60	6,586,768,612.40	16,466,921,531.00
Year 17	9,901,046,175.60	6,600,697,450.40	16,501,743,626.00
Year 18	11,212,280,164.35	7,474,853,442.90	18,687,133,607.25
Year 19	11,976,376,699.49	7,984,251,132.99	19,960,627,832.48

Year 20	14,015,495,964.27	9,343,663,976.18	23,359,159,940.44
Year 21	15,070,118,417.45	10,046,745,611.63	25,116,864,029.08
Year 22	17,756,231,837.13	11,837,487,891.42	29,593,719,728.55
Year 23	18,395,222,680.38	12,263,481,786.92	30,658,704,467.29
Year 24	19,330,993,303.38	12,887,328,868.92	32,218,322,172.30
Year 25	20,470,557,009.53	13,647,038,006.35	34,117,595,015.88
Ultimate	148,008,475,170.16	98,672,316,780.11	246,680,791,950.26

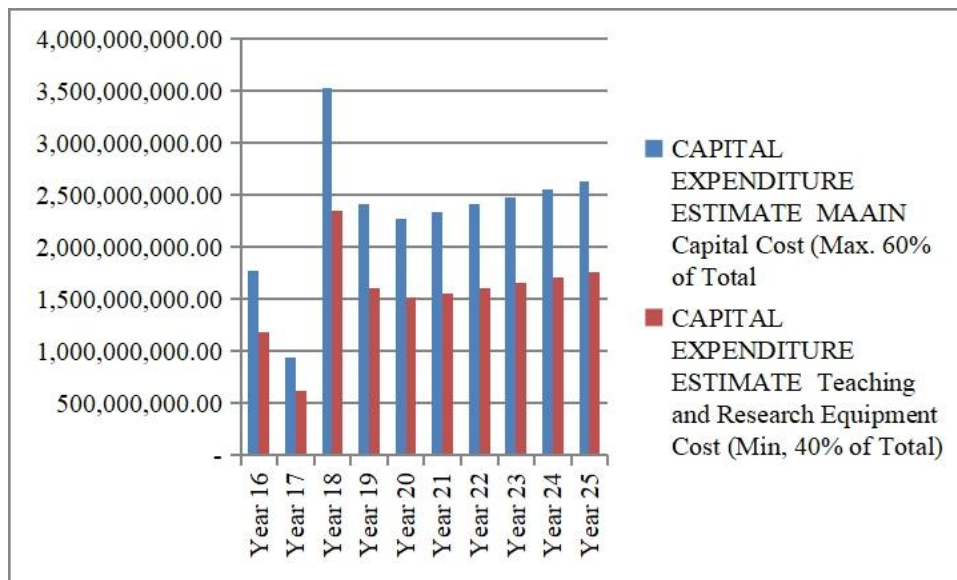


9.2.2 Capital Cost Estimates

The National Open University of Nigeria has adopted NUC guidelines for the development of physical facilities, and for computing capital costs as detailed in the Master plan. In line with NUC guidelines, 60% of annual capital expenditure shall be used as main capital grant for the construction of buildings and procurement of other capital assets, while 40% of the annual capital expenditure shall be dedicated for the purchase of teaching and research equipment. It is estimated that the annual capital costs of the University shall be ₦3.00 billion naira annually from year 2016 to year 2025. The capital costs at the ultimate growth of the University shall be ₦2.00 billion naira as shown in table 9.9 below. The distribution of capital grants is made in such a way as to ensure that the University has adequate resources when it establishes new departments and programmes, as well as support Study Centres.

	Main Capital Cost (Max. 60% of Total)	Teaching and Research Equipment Cost (Min, 40% of Total)	Total
Year	(₦)	(₦)	(₦)
Year 16	1,768,867,276.80	1,179,244,851.20	2,948,112,128.00
Year 17	935,537,845.80	623,691,897.20	1,559,229,743.00
Year 18	3,528,845,518.05	2,352,563,678.70	5,881,409,196.75
Year 19	2,415,230,795.40	1,610,153,863.60	4,025,384,659.00
Year 20	2,272,034,160.24	1,514,689,440.16	3,786,723,600.40
Year 21	2,340,195,185.05	1,560,130,123.36	3,900,325,308.41
Year 22	2,410,401,040.60	1,606,934,027.07	4,017,335,067.66
Year 23	2,482,713,071.82	1,655,142,047.88	4,137,855,119.69
Year 24	2,557,194,463.97	1,704,796,309.31	4,261,990,773.29
Year 25	2,633,910,297.89	1,755,940,198.59	4,389,850,496.48
Ultimate	23,344,929,655.61	15,563,286,437.07	38,908,216,092.69

Table 9.9: Capital Expenditure Estimates



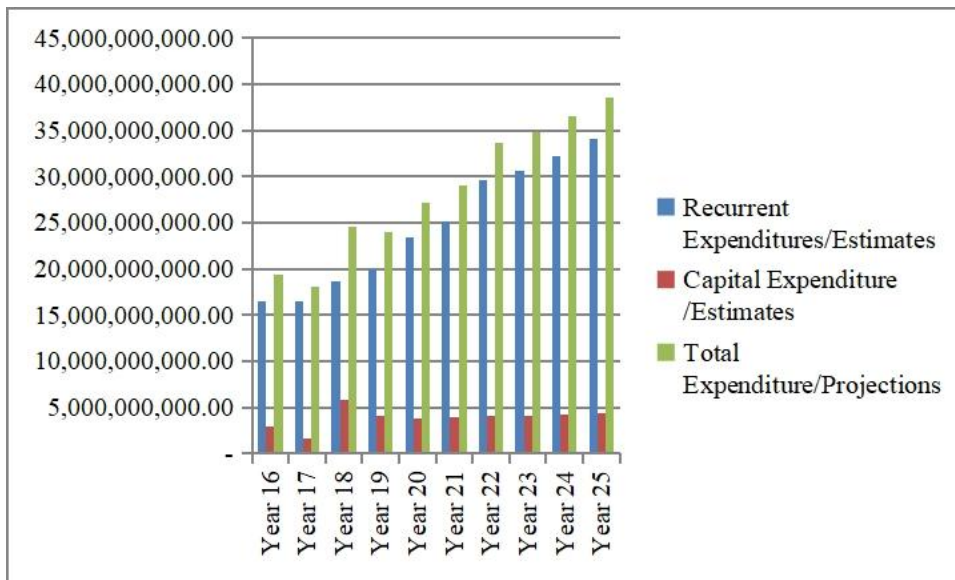
9.2.3 Estimates of Total Cost

The total cost of running the National Open University of Nigeria shall grow from about ₦19.41 billion naira in year 2016 to about ₦38.50 billion naira by year 2025 covering the duration of this Academic Brief. The total cost shall ultimately reach about ₦148.35 billion naira. The estimates of total cost for the National Open University of Nigeria for the duration of this Academic Brief and at its ultimate development are shown in Table 9.10 below:

Table 9.10: Total Expenditure Estimates

Year	Recurrent Expenditure/Estimates (₦)	Capital Expenditure /Estimates (₦)	Total Expenditure/Projections (₦)
Year 16	16,466,921,531.00	2,948,112,128.00	19,415,033,659.00
Year 17	16,501,743,626.00	1,559,229,743.00	18,060,973,369.00
Year 18	18,687,133,607.25	5,881,409,196.75	24,568,542,804.00
Year 19	19,960,627,832.48	4,025,384,659.00	23,986,012,491.48
Year 20	23,359,159,940.44	3,786,723,600.40	27,145,883,540.84
Year 21	25,116,864,029.08	3,900,325,308.41	29,017,189,337.49
Year 22	29,593,719,728.55	4,017,335,067.66	33,611,054,796.21
Year 23	30,658,704,467.29	4,137,855,119.69	34,796,559,586.99
Year 24	32,218,322,172.30	4,261,990,773.29	36,480,312,945.58

Year 25	34,117,595,015.88	4,389,850,496.48	38,507,445,512.36
Ultimate	246,680,791,950.26	38,908,216,092.69	285,589,008,042.95



9.3 BUDGET PERFORMANCE

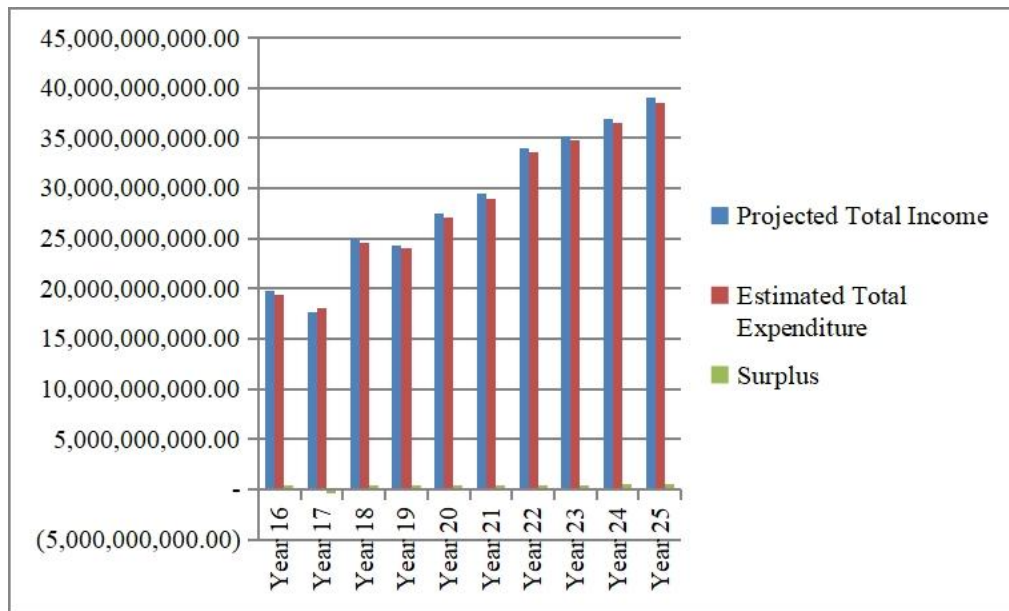
To demonstrate that the National Open University of Nigeria can be adequately funded from its operations and that it shall be financially stable

over the years, a comparison of the estimated incomes against the estimated expenditures is presented in Table 9.11 below:

Table 9.11: Contrast of Income and Expenditure (Budget Performance)

Year	Projected Total Income (₦)	Estimated Total Expenditure (₦)	Surplus (₦)
Year 16	19,777,539,081.00	19,415,033,659.00	362,505,422.00
Year 17	17,675,891,882.00	18,060,973,369.00	(385,081,487.00)
Year 18	24,922,542,804.00	24,568,542,804.00	354,000,000.00
Year 19	24,357,712,491.48	23,986,012,491.48	371,700,000.00
Year 20	27,532,451,540.84	27,145,883,540.84	386,568,000.00
Year 21	29,423,085,737.49	29,017,189,337.49	405,896,400.00
Year 22	34,041,304,980.21	33,611,054,796.21	430,250,184.00
Year 23	35,252,624,782.03	34,796,559,586.99	456,065,195.04

Year 24	36,968,302,704.27	36,480,312,945.58	487,989,758.69
Year 25	39,034,474,451.75	38,507,445,512.36	527,028,939.39
Ultimate	288,985,930,455.07	285,589,008,042.95	3,396,922,412.12



The comparison shows that the University shall achieve positive annual balances between income and expenditure.

CASH FLOW 16 – 20

YEAR	Year 16	Year 17	Year 18	Year 19	Year 20
A. INCOME	(N)	(N)	(N)	(N)	(N)
GRANTS FROM PROPRIETOR	8,757,613,163.00	6,848,268,166.00	11,518,524,208.00	10,629,587,606.00	11,518,524,208.00

STUDENTS' FEES(PSR)	10,474,540,249.00	8,776,780,104.00	10,076,113,922.00	11,436,321,314.00	12,122,500,592.00
INVESTMENT INCOME					
Stock Earnings etc.					
Charges from ICT Operation					
Sub-Total					
BUSINESS AND COMMERCIAL VENTURES					
Bookshop					
Consultancy Unit					
Printing Press					
Canteens, Restaurants, Guest Houses and Gym					
Sub-Total	-	-	-	-	-
GRANTS					
Government Agencies and Departments	214,650,787.60	818,895,190.40	1,327,159,950.00	911,735,430.40	1,551,435,117.60
Private NGOs	160,988,090.70	614,171,392.80	995,369,962.50	683,801,572.80	1,163,576,338.40
International Donors and Agencies	160,988,090.70	614,171,392.80	995,369,962.50	683,801,572.80	1,163,576,338.40
Sub-Total	536,626,969.00	2,047,237,976.00	3,317,899,875.00	2,279,338,576.00	3,878,587,794.40
GIFTS					
Endowments etc.					
Donations					
Alumni					
Sub- Total					
OTHER INCOMES					
Sale of Forms, Registration of Contractors, etc.	2,627,610.00	1,081,690.80	3,001,439.70	3,739,498.64	3,851,683.60
Rent of university spaces etc.	2,627,610.00	1,081,690.80	3,001,439.70	3,739,498.64	3,851,683.60
Sundry fees from graduation fees etc.	3,503,480.00	1,442,254.40	4,001,919.60	4,985,998.19	5,135,578.14
Sub-Total	8,758,700.00	3,605,636.00	10,004,799.00	12,464,995.48	12,838,945.34
Total	19,777,539,081.00	17,675,891,882.00	24,922,542,804.00	24,357,712,491.48	27,532,451,540.00
B. EXPENDITURE					
RECURRENT					
Salaries	9,880,152,918.60	9,901,046,175.60	11,212,280,164.35	11,976,376,699.49	14,015,495,964.00

Goods and Services	6,586,768,612.40	6,600,697,450.40	7,474,853,442.90	7,984,251,132.99	9,343,663,976.00
Sub-Total	16,466,921,531.00	16,501,743,626.00	18,687,133,607.25	19,960,627,832.48	23,359,159,940.00
CAPITAL					
Main Capital	1,768,867,276.80	935,537,845.80	3,528,845,518.05	2,415,230,795.40	2,272,034,160.00
Teaching and Research Equipment	1,179,244,851.20	623,691,897.20	2,352,563,678.70	1,610,153,863.60	1,514,689,440.00
Sub-Total	2,948,112,128.00	1,559,229,743.00	5,881,409,196.75	4,025,384,659.00	3,786,723,600.00
Total	19,415,033,659.00	18,060,973,369.00	24,568,542,804.00	23,986,012,491.48	27,145,883,540.00
A-B	362,505,422.00	(385,081,487.00)	354,000,000.00	371,700,000.00	386,568,000.00

The excess monies that shall accrue to the National Open University of Nigeria as surplus of income over expenditure as the University stabilizes, shall be ploughed back as more investment into its operations, to the extent that the Governing Council may determine, and with the aim to further consolidate the growth, development and sustenance of the University. The annual cash flow projections for the University from all sources of income are also presented in Table 9.12 below:

Table 9.12: Cash Flow Projections

CASH FLOW					
YEAR	Year 21	Year 22	Year 23	Year 24	Year 25
A. INCOME	(₦)	(₦)	(₦)	(₦)	(₦)
Grants from proprietor	12,555,191,386.72	13,308,502,869.92	14,107,013,042.12	14,953,433,824.65	15,850,639,854.12
Students' fees	12,849,850,628.41	13,620,841,666.12	14,438,092,166.08	15,304,377,696.05	16,222,640,357.81
INVESTMENT INCOME					

Stock Earnings etc.	53,700,000.00	54,000,000.00	55,860,000.00	56,340,000.00	59,790,000.00
Charges from ICT Operation	125,300,000.00	126,000,000.00	130,340,000.00	131,460,000.00	139,510,000.00
Sub-Total	179,000,000.00	180,000,000.00	186,200,000.00	187,800,000.00	199,300,000.00
BUSINESS AND COMMERCIAL VENTURES					
Bookshop	11,580,000.00	12,980,000.00	15,560,000.00	17,840,000.00	18,660,000.00
Consultancy Unit	11,580,000.00	12,980,000.00	15,560,000.00	17,840,000.00	18,660,000.00
Printing Press	17,370,000.00	19,470,000.00	23,340,000.00	26,760,000.00	27,990,000.00
Canteens, Restaurants, Guest Houses and Gym	17,370,000.00	19,470,000.00	23,340,000.00	26,760,000.00	27,990,000.00
Sub-Total	57,900,000.00	64,900,000.00	77,800,000.00	89,200,000.00	93,300,000.00
GRANTS					
Government Agencies and Department	1,470,345,131.90	2,702,362,202.77	2,532,262,755.89	2,527,554,146.11	2,620,883,252.24
Private NGOs	1,102,758,848.93	2,026,771,652.08	1,899,197,066.92	1,895,665,609.58	1,965,662,439.18
International Donors and Agencies	1,102,758,848.93	2,026,771,652.08	1,899,197,066.92	1,895,665,609.58	1,965,662,439.18
Sub-Total	3,675,862,829.75	6,755,905,506.94	6,330,656,889.73	6,318,885,365.28	6,552,208,130.60
GIFTS					
Endowments etc.	27,540,000.00	29,100,000.00	29,400,000.00	29,700,000.00	30,000,000.00
Donations	27,540,000.00	29,100,000.00	29,400,000.00	29,700,000.00	30,000,000.00
Alumni	36,720,000.00	38,800,000.00	39,200,000.00	39,600,000.00	40,000,000.00
Sub-Total	91,800,000.00	97,000,000.00	98,000,000.00	99,000,000.00	100,000,000.00
OTHER INCOMES					
Sale of Forms, Registration of Contractors, etc.	4,044,267.78	4,246,481.17	4,458,805.23	4,681,745.49	4,915,832.77
Rent of university spaces etc.	4,044,267.78	4,246,481.17	4,458,805.23	4,681,745.49	4,915,832.77
Sundry fees from graduation fees etc.	5,392,357.04	5,661,974.89	5,945,073.64	6,242,327.32	6,554,443.69
Sub-Total	13,480,892.61	14,154,937.24	14,862,684.10	15,605,818.30	16,386,109.22

Total	29,423,085,737.49	34,041,304,980.21	35,252,624,782.03	36,968,302,704.27	39,034,474,451.75
B EXPENDITURE					
RECURRENT					
Salaries	15,070,118,417.45	17,756,231,837.13	18,395,222,680.38	19,330,993,303.38	20,470,557,009.53
Goods and Services	10,046,745,611.63	11,837,487,891.42	12,263,481,786.92	12,887,328,868.92	13,647,038,006.35
Sub-Total	25,116,864,029.08	29,593,719,728.55	30,658,704,467.29	32,218,322,172.30	34,117,595,015.88
CAPITAL					
Main Capital	2,340,195,185.05	2,410,401,040.60	2,482,713,071.82	2,557,194,463.97	2,633,910,297.89
Teaching and Research Equipment	1,560,130,123.36	1,606,934,027.07	1,655,142,047.88	1,704,796,309.31	1,755,940,198.59
Sub-Total	3,900,325,308.41	4,017,335,067.66	4,137,855,119.69	4,261,990,773.29	4,389,850,496.48
Total	29,017,189,337.49	33,611,054,796.21	34,796,559,586.99	36,480,312,945.58	38,507,445,512.36
A-B	405,896,400.00	430,250,184.00	456,065,195.04	487,989,758.69	527,028,939.39

CHAPTER 10

PERFORMANCE AUDIT

10.0 PREAMBLE

The need to ensure adequate administration and hitch-free running of the National Open University of Nigeria is central to the attainment of its goals and objectives. Thus, the conduct of periodic self-evaluation known as “Performance Audit” is used to evaluate the operations of the University. Performance Audit employs parameters to compare areas of strength and weaknesses against set standards. The parameters are aimed at ensuring that the University's goals, objectives and strategies adopted for academic development are all-inclusive and adequate. More significantly, the parameters of the National Universities Commission (NUC) are used by the University to ensure compliance to expected standards.

10.1 PERFORMANCE INDICATORS

Sets of performance indicators are put in place by the National Open University of Nigeria to assist it evaluate its activities, and guide decision making to enhance effectiveness and efficiency. These indicators are based on the guidelines of the NUC. The University conducts an annual evaluation of its performance and a report is presented to the relevant authorities, which forms the basis for setting future targets and development plans. The performance indicators include those for assessing academic matters, management of the University, and sufficiency of physical and other infrastructural facilities.

10.2 ACADEMIC INDICES

The National Open University of Nigeria ensures high academic standards consistent with those laid down by the NUC. In this regard, the quality of students' entrants, level and quality of staff, as well as the quality of instruction and instructional facilities are used to evaluate performance at the end of each session.

i. Students' Enrolment

The University checks every session to ensure that new entrants meet the admission requirements set out in Chapter 4 of this Academic Brief. It also pays adequate attention to the growth rate of students' population, the Science/Arts ratio, and postgraduate training. The indicators used by the University annually to measure students' enrolment quality include:

	Performance Indicator	Target
1.	Percentage admitted through JAMB for undergraduate programmes	100% every session
2.	Percentage qualified for admission	100% every session
3.	Growth rate of student population	Average of 19.9% in the first ten years and 0% at ultimate
4.	Science/Arts ratio	30% - 70% ratio in favour of Arts being an ODL University
5.	Proportion of postgraduate students	At least 10% of enrolment

6.	Proportion of eligible programmes accredited by the NUC	100% at any given time
7.	Proportion of students completing their programmes in minimum time	100% after ten years of existence
8.	Percentage of students who transfer out of University for non-satisfaction with forms of instruction/content delivery	0%
9.	Establishment of graduate programmes for all disciplines	After graduating first two sets of students and obtaining full accreditation status
10.	Proportion of students awarded first class honours degrees	Not less than 2.5%

ii. Academic Staffing Level

The number and quality of academic staff in a university to a large degree affect the quality of academic programmes. The National Open University of Nigeria pays adequate attention to NUC guidelines on student/staff ratios, proportion of academic staff with doctorate degrees, etc. The following performance indicators are employed annually:

	Performance Indicator	Target
1.	Staff/student ratio	Six (6) academic staff per programme 1:50 tutor to student ratio. At least one Senior lecturer for a Study Centre
2.	Structure of academic staff	20% Professorial

		35% Senior lecturers 45% Lecturers 1& below
3.	Proportion of academic staff with Ph.D.	70% always
4.	Percentage of staff undergoing staff development	At least 5% in a year
5.	Total number of qualified professional librarians	7 after 10 years
6.	Number of chairs of excellence	At least one in five years
7.	Books produced by staff each year	Two in the university
8.	Average number of conferences organised/attended	One per year
9.	Number of research grants	One per organised research unit
10.	Staff supported from external research grants	5% of all staff in research units

iii. Non-Academic Staff

The National Open University of Nigeria appreciates the importance of non-academic staff in the development and preservation of its academic and infrastructural facilities. The University maintains a reasonable size of non-academic staff especially in academic areas to enhance effectiveness and efficiency. To this end, effort is made each year to meet NUC guidelines as indicated below:

	Performance Indicator	Target
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1.	Administrative Staff	At least 2 for a cluster of 4 academic programmes
2.	Study Centre	At least 1 ICT Support staff and 1 Administrative Support Staff

10.3 MANAGEMENT INDICES

The National Open University of Nigeria measures its performance in three management areas, namely: financial management, personnel management and materials management.

These are explained below:

i. Financial Management

The main source of income for the National Open University of Nigeria, particularly during the early stages of its development, comprised the capital and recurrent grants from the proprietor and internally generated revenue. Adequate funding and proper fund utilisation are important for effective programme implementation. The extent to which available funds are properly managed is measured annually based on NUC guidelines as follows:

	Performance Indicator	Target
1.	Allocation of recurrent funds to academic units	60% of recurrent funds
2.	Percentage of funds generated internally by the university	At least 10%
3.	Actual expenditure on academic units	60% of recurrent funds

4.	Percentage allocation to the library	10% of recurrent funds
5.	Percentage allocation to salaries and non-salary emoluments in the library	25% of allocation
6.	Percentage allocation to goods and services in the library	15% of allocation
7.	Percentage allocation for purchase of books and journals from library funds	60% of allocation
8.	Percentage allocation to main capital grant	60% of capital funds
9.	Percentage allocation to Teaching and Research Equipment grant	40% of capital funds
10.	Sources of research funds	5% of recurrent funds plus external grants
11.	Percentage allocation to organised research units	2% of recurrent funds plus research units' external grants
12.	Percentage allocation to general University research	5% of recurrent funds
13.	Percentage of recurrent grant to staff development	At least 2% of recurrent funds
14.	Percentage allocation to retirement benefits	At least 1% of recurrent funds

ii. Personnel Management

The human resources available to an organisation must be properly managed to ensure efficiency and productivity. The number and quality of members of staff alone do not ensure the attainment of organisational objectives unless such members of staffs are distributed to various units in a cost-effective manner. The National Open University of Nigeria measures performance in this area as follows:

	Performance Indicator	Target
1.	Number of senior administrative staff	Based on need
2.	Percentage of junior staff to number of students	Based on need
3.	Structure of Senior Administrative Staff	5% on CONTISS 14-15 15% on CONTISS 12-13 35% on CONTISS 09-11 45% on CONTISS 06-08

iii. Materials Management

The provision of goods and services in the National Open University of Nigeria are controlled by the Central Administration, in association with various faculties, departments, directorates, and units, taking into account the number of students and staff. The University carries out periodic monitoring of the utilisation of procured materials and other related services. The following performance indicators are employed as stipulated by the NUC:

	Performance Indicator	Target
1.	Allocation to goods and services	40% of recurrent funds
2.	Number of stock-taking exercises in each Unit of the University	On quarterly basis
3.	Number of financial reports from each Unit on materials utilization	On quarterly basis
4.	Frequency of replenishment of materials	On quarterly basis

10.4 PHYSICAL AND OTHER INDICES

The National Open University of Nigeria ensures that physical and infrastructural facilities are developed orderly, and in line with guidelines stipulated by the NUC, and in this wise, the University adheres strictly to its approved master plan document. The following performance indicators are utilised to gauge the effectiveness and efficiency of physical facilities:

	Performance Indicator	Target
1.	Space allocated to various academic units	As per the NUC standards
2.	Lecture theatres and classrooms	0.65 sq. m. per FTE student
3.	Laboratory	0.75 sq. m. per FTE student
4.	Library	500 capacity to cater for students who visit campus and lecturers
5.	Staff accommodation on campus	30-50 medium density buildings with few stand-alone duplexes 100 rooms hotel
6.	Students accommodation on campus	None

7.	Number and type of recreational facilities	A modern facility and gymnasium with adequate facilities sporting facilities for basketball, volleyball, table tennis
8.	Power supply	PHCN 33 KVA line Generators 5 x 2.5 MVA
9.	Water supply	Public supplies Bore holes Ground and elevated tanks