NATIONAL OPEN UNIVERSITY OF NIGERIA
DEPARTMENT OF MASS COMMUNICATION

Undergraduate Student Handbook
(2017-2019)

NATIONAL OPEN UNIVERSITY OF NIGERIA
HEADQUARTERS
JABI, ABUJA

Adapted from the SASS Handbook (2015-2017)

ACKNOWLEDGEMENTS

This handbook, the first to be produced in the Department of Mass Communication for the department's undergraduate students, is a product of the efforts and contributions of the Handbook Committee, and support of several persons in the university. Our gratitude goes to: the Vice-Chancellor, Professor Uba Abdalla Adamu, for the moral and financial support towards the production of this handbook; the Registry, Academic Office, Information and Communication Technology Directorate of the University, and programme units within the faculties for their cooperation in providing information; and the faculty secretariat for secretarial assistance.

The content of this handbook was culled from that of the School of Arts and Social Sciences prepared then by Dr. Christine I. Ofulue and her 10-man committee. The adaptation into this handbook for undergraduates of Mass Communication was solely done by the Head of Department of Mass Communication, Dr. Chidinma Onwubere, who was a very committed and active member of the SASS Handbook Committee.

I therefore acknowledge all the committee members of the School of Arts and Social Sciences Handbook Committee, whose inputs are being automatically harnessed.

I acknowledge particularly, most sincerely, Dr. Ofulue, whose relentless and unalloyed efforts towards the SASS Handbook inspired me a lot into venturing into singlehandedly adapting this version of the student's handbook for the B.Sc. Mass Communication Programme.

The handbook is designed for easy reference, and contains concise information on the Department and Programmes. It is hoped that the undergraduates of Mass Communication will find this book quite useful.

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VISION AND MISSION STATEMENTS OF
THE NATIONAL OPEN UNIVERSITY OF NIGERIA

Vision Statement

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

Mission Statement

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

NOUN ANTHEM

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

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

VISION AND MISSION STATEMENTS OF
THE FACULTY OF SOCIAL SCIENCES

Vision Statement

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

Mission Statement

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

PHILOSOPHY OBJECTIVES OF DISCIPLINES

Discipline Philosophy

The philosophy of the B.Sc. Mass Communication programme is to produce professionals who, through the accessible and flexible ODL system of education will make meaningful contributions to the development of Nigeria and the global community. This is to be achieved by equipping them with a broad foundation in the general field of Mass Communication as well as specialised knowledge in a particular sequence of the programme; prepare them to meet the human resources needs of a developing society, and to accomplish a cost effective lifelong learning.

Objectives

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

- Work in any world-class communication outfit, having been exposed to thorough training.
- Manage any communication outfit, having been exposed to the requisite skills through thorough training.
- Effectively analyse situations through exposure to liberal education.
- Train other communicators on the effective use of flexible ODL systems in achieving social responsibility and development.

FOREWORD FROM THE VICE-CHANCELLOR

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

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

Our programmes, academic staff, and graduates are among the best. More than 90% of our programmes received full or interim accreditation status in the last accreditation exercise. In the last convocation, two of the institution's graduates obtained first class grades, the first to be awarded in the University's history. It is heartwarming to note that one of the graduates was from this Faculty of Social Sciences. It is for this reason that I am pleased that the faculty has continued to blaze the trail by preparing this maiden edition for its students.

The handbook, which has been designed to meet international standards, complements the University's General Catalogue as a reference tool for information on matters specific to the faculty, its programmes, relevant policies, rules and procedures, to guide students through the new experience of learning in an Open and Distance Learning system.

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

Professor Abdallah Uba Adamu
Vice-Chancellor

WELCOME ADDRESS FROM THE DEAN

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

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

This handbook contains vital information needed for your successful completion of your programme. As a matter of fact, this handbook should be your companion.

Dr. Ganiyat Adejoke Adesina-Uthman
Dean

WELCOME ADDRESS FROM THE HEAD OF DEPARTMENT

Welcome to the Department of Mass Communication. This department was created on 12th July, 2016 through a restructuring of the former five schools into recognised faculties by the good initiatives of the current Vice Chancellor, Professor A.U. Adamu. The Department of Mass Communication thus emerged from Mass Communication Unit of the School of Arts and Social Sciences.

The department runs the B.Sc. Mass Communication programme with a total of 53 courses drawn from the approved Benchmark of Minimum Academic Standard (BMAS) for Social Sciences as well as other university-wide courses (GST/CIT) and elective courses borrowed from within and outside the faculty. The Mass Communication programme was approved by the National Universities Commission (NUC) in April 2008 and was successfully resource verified by NUC in December 2014.

The students of Mass Communication have continued to excel in character and learning as they often come out as part of best graduating students. This is epitomised in the department's production of students with the first class honours in the 2014 and 2016 graduating sets.

In a knowledge economy, we remain committed to ensuring that we produce graduates that are highly valued by employers. We are also proud of our alumni, who, working in diverse fields, are able to distinguish themselves. By your enrolment in the department, you

have become a member of this special extended community. Therefore, I encourage you to take advantage of this unique opportunity to equip yourself so that you can contribute and make a difference in the world.

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

Dr. Chidinma Onwubere
Head of Department

PART 1:   INTRODUCTION

1.1   About the National Open University of Nigeria

The National Open University of Nigeria was first established on the 22nd July, 1983 by Act No. 6of the National Assembly. It is the first and only single-mode university in Nigeria that is dedicated to the provision of higher education through the Open and Distance Learning (ODL) mode. Shortly after, however, the National Open University Act of 1983, by which the University was established, was suspended on 25th April 1984.

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

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

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

1.2 Studying through Open and Distance Learning at NOUN

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

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

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

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

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

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

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

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

PART2:   ABOUT THE FACULTY OF SOCIAL SCIENCES

2.1   Introduction

This section provides a brief historical background of the Faculty of Social Sciences, the administrative staff, as well as the historical background of the department of Mass Communication and her admission requirements.

2.2   Historical Backgrounds

2.2.1   Background of the Faculty

The Faculty of Social Sciences was created during the massive restructuring of the National Open University of Nigeria by the incumbent Vice chancellor, Prof. Abdulla Uba Adamu in July 2016.The essence being to over haul the entire system such that the younger and more energetic breed of staff will take over the affairs of the departments and faculties. The Faculty of Arts and Social Sciences, which was the last of the first four schools, established in NOUN in 2003, was thus split into two different faculties, viz: the Faculty of Arts and the Faculty of Social Sciences.

The very first dean of this Faculty of Social Sciences is Dr. Ganiyat Adejoke Adesina-Uthman, *acma, fmnes, fce, fifp*. The sub-dean is Dr. Adeniyi T. Adegoke. The faculty has five departments with various heads of departments.

The departments are:
a)   Criminology and Security Studies **(CSS) - Dr. Adeniyi Adegoke**
b)   Economics **ECONS - Dr**. **Adesina-Uthman**
c)   Mass Communication **MAC - Dr**. **Chidinma Onwubere**
d)   Political Science **POL Sc, PCR, INR -   Mrs   Ifeyinwa Ogbonna-Nwaogu**
e)   Tourism   **TSM - Mr. Majebi Enesi**

Each of these departments is managed by a Head of Department, who ensures that the entire staffs of their departments provide scholarship that is broad-based. This type of knowledge eventually accentuates lifelong learning that is key to overall life accomplishment in today's world of technology.

The programmes, run by the five departments, cover a wide range of disciplines from different subject areas in Social Sciences, and these portray the faculty's interdisciplinary focus.

The programmes are designed to broaden the students' world-view by offering new perspectives and new ways of reasoning in a highly technological-based millennium. They also create in the students, critical, logical and analytical skills for information, necessary for appreciating the barrage of activities within their societies.

The Faculty has a good number of professors, both current and emeritus, whose wealth of knowledge in the various subject areas have really impacted positively on the Faculty's products. This is epitomised in her production of the first best graduating student of NOUN in 2013. This was our (PCR) student. In 2014, the faculty again produced the first **"first-class" graduate** of the University. She is currently a Faculty member in the department of Peace and Conflict Resolution.

Subsequently, the Faculty has continued to contribute favourably to the pool of first class students as it produced another set of three first class students during the 2017 convocation; one student each, from Mass Communication, Peace Studies/Conflict Resolution, and Criminology/Security Studies.

The Faculty admits students of diverse capabilities and from uncommon sources. Hence, in 2013, the Faculty graduated students from one of the Nigerian prisons in Lagos; and also a visually impaired Peace Studies and Conflict Resolution student from the Abuja Study Centre. All these attest to the strengths of the Faculty.

2.2.2   Background of the Mass Communication Department

The Mass Communication programme was established to meet the demands of both the professional market and individual professionals. In the year 2007, the idea to put up a B.Sc. programme in Mass Communication was pitched to the then school of Arts and Social Sciences, and was discussed at the Academic Board Meeting of the school. The Head of Department was encouraged to draw the programme for this course with the OPP (Outline of Programme Proposal) and DPP (Detailed Programme Proposal) for presentation and approval at the school level. This was done, and after the approval at the school Academic Board, it was presented to the Senate for approval. Following approval by the Senate, resource persons, who are experts in the field of Mass Communication, were contacted to develop the students' study materials. By the end of 2007, more than 80% of the students' course materials were ready for the programme to take off.

The programme thus commenced in March 2008 with over 1,200 students spread across the then existing NOUN study centers. In terms of staff, the program currently has a total of seven full-time lecturers, which comprise of: two Professors, one Senior Lecturer, two Lecturers I, one Lecturer II, one Assistant Lecturer; and a host of external resource persons, who work as facilitators at the various study centres.

2.2.3   Organisational Structure

Please find below the general organisational structure of the B.Sc. Mass Communication Programme of the University.
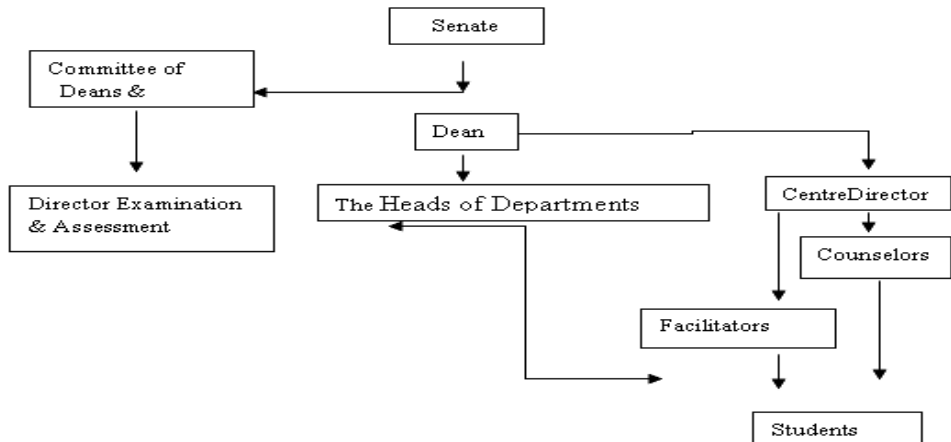
2.2.4 How Staff are Involved in the Decision-Making Process and in General Administration

Mass Communication programme is coordinated by a Head of Department, supported by the academic and non-academic staff (See Appendix 1). The department conducts regular meetings, monthly academic board meetings and emergency meetings involving all the staff of the department to deliberate over departmental issues. Some members of staff are representatives of the department at various committees within the university.

2.2.5 Students' Welfare

Handling of academic grievances depends on University-wide SERVICOM charter as shown in the table below:

	Charter of Service of the National Open University of Nigeria in response to Students' Needs				
S/N	Types of Services	Delivery Target	Redresses available to the Students	Official(s) Responsible for Handling Complaints in order of Sequence	Implementation Strategy
1	**Award of:** Diploma 1st Degree Post Graduate Diploma Masters' Degree	 2 years full time – 2 years flexible mode 4 years full time,8years flexible mode 1 1/2 years full time- 2/3years flexible mode 1 1/2 years full time - 2/3years flexible mode	**Petition the** • Centre Director Dean • University Senate • Vice Chancellor • University Council • Seek redress at the Law Court	• The Centre Director • The programme Leader • The Dean • The University Senate • The Vice Chancellor • The University Council • Seek redress at the Law Court	
2	**Enquiries:** Telephone E- mail Correspondences	 Within 1 day 3 working days 14 working days	• The Dean • The Chief Public Affairs Officer	• The Dean/Director	By making sure that all phones are working and manned between the hours of 8.00 a.m.– 4.00 p.m.

3	Admission Process	Within 8 weeks of conclusion of sales of forms	• The Centre Registrar • Dean/Director	• The Dean	Matching students' qualifications with admission criteria
4	Students' Orientation/ Registration	Within 4 weeks	• The Dean/Director • Registrar • The Centre Director	• Registrar	Provide detailed information about course characteristics, fees,
5	Change of Programme	Within 1 week	• Dean/Director • The Centre Director	• The Dean	Matching students' qualifications with admission criteria
6	Addition and Dropping of Courses	Within 1 week	• The Study Center Director	• The Student Counsellor • Study Centre Director • The Dean • Programme Leader • Course Coordinator	To be completed within acceptable period. Otherwise students pay specified levy after period of grace.
7	TMAs and Tutorial classes	Within 2 weeks	• Study Centre Director • Programme Leader • Course Coordinator	• Centre Director • Programme Leader • The Dean	i) Effective monitoring of scheduled times ii) Effective monitoring of personnel for tutorial classes

8	Administration of Examinations	Within stipulated time	• The Dean/Director	• Centre Director • Programme Leader • The Dean	i) Ensure Quality ii) Security iii) Mode of delivery
9	Collation of Results	Within 4 weeks of Examination	• The Study Centre Director • The Dean	• Programme Leader • Course Coordinator	Release results promptly through the academic Registry.
10	Review of Programmes/ Courses	Normally every 5 years	• The Dean/Director	• Course Coordinator • Programme Leader • Dean	i) Actual review, every 5 years. ii) Errors detected in any course material would be corrected immediately via addendum in print and electronically.
11	Organisation of Field Trips/ Professional Experience	Within 4 weeks	• Study Centre Director • The Dean/Director	• Course Coordinator • Programme Leader • The Dean/Director	Ensure early and prompt contact with industries/ institutions for learners' placements.

2.2.5.1 Examination

Each academic staff prepares questions based on available materials. More often than not, senior members of staff internally moderate items and marking schemes prepared by junior ones and enlighten them the more with regards to phraseology, clarity and content of each course. Then the questions are passed on to the examination coordinator for the Faculty, who then sends them to the Directorate for Examinations and Assessment of the University.

The academic staff and, in some cases, invited experts in relevant fields, prepare both tutor-marked assessment (TMA) questions and end of semester examination (ESE) questions. These are further internally moderated with the accompanying marking schemes before they are given to the students. The TMAs are four in number; students are required to answer all and have them graded, out of which the grades for the best three are used by the facilitators. The TMAs constitute 30% of the course final grade and also serve as the continuous assessment for the course. **The question papers for the final year students are moderated by an external examiner before the questions are administered.** The end of semester exams (ESE) constitutes 70%. Apart from the earlier examinations conducted in 2005, 2006, 2007, 2008 and 2009 respectively, all recent ESE for the 100 and 200 level students have been conducted online. The conduct of the end of semester examination is usually carried out at the various study centres. The University has in place guidelines for conduct of examinations. Results are issued after Senate ratification of the semester results.

2.2.5.2 Grading System

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

Source: (NOUN, Senate Guideline on Grading Examinations)

2.2.6   Maintenance of Academic Atmosphere

The maintenance of academic atmosphere is carried out as follows:

- The department ensures course materials are available in any of the formats (Print, CD, and internet) to all students at the time of request.
- The Head of Department is aware that time-tables of tutorial hours and that of the semester examination are made available to students.
- The Head of Department is also aware that, the Centre Directors provide time-log for facilitators who are engaged in facilitating the course materials.
- The Head of Department is aware that classrooms/laboratories used for tutorials are cleaned and suitable for receiving lectures.

The department is focused on bringing the best quality course materials to the students. This would give them the opportunity to practice the profession anywhere. Students are also availed the opportunity of visiting any mass media and the media adjuncts close to their study centers in order to associate themselves with media practices.

The reading and studying of the printed course materials can of course take place in the home, in an environment convenient to the student, or at some designated places called Study Centres. These are places located across the geopolitical zones of the country. At present, there are over 70 study centres across the country.

2.2.7   Academic Content

The B.Sc. Mass Communication programme is designed to provide the students with an understanding of the principles of Mass Communication, and an opportunity to develop techniques in written and audio-visual communication.

2.2.8   Discipline Philosophy

The philosophy of the B.Sc. Mass Communication programme is to produce professionals who, through the accessible and flexible ODL system of education, will make meaningful contributions to the development of Nigeria and the global community. This is to be achieved by equipping them with a broad foundation in the general field of Mass Communication, as well as specialised knowledge in a particular sequence of the programme; prepare them to meet the human resources needs of a developing society and to accomplish a cost effective lifelong learning.

2.2.9   Objectives

On completion of the programme, the student would be able to:

- work in any world-class communication outfit, having been exposed to thorough training.
- manage any communication outfit, having been exposed to the requisite skills through thorough training.
- effectively analyse situations through exposure to liberal education.
- train other communicators on the effective use of flexible ODL systems in achieving social responsibility and national development.

2.2.10 Admission Requirements

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

100 Level

i.   Five Ordinary Level (O/L) credit passes including English Language, Literature in English and Mathematics at SSCE, GCE, NECO or NABTEB in not more than two sittings.

ii. Teachers' Grade II Certificate with minimum of five merits at not more than two sittings including English Language, Literature in English and Mathematics, plus any other three subjects.

200   Level

Diploma in Mass Communication from recognised institutions. This is in addition to the basic O'level results as indicated above.

2.2.10.1 Waiver

Granted the fact that this NOUN ODL programme is essentially for mature adults and people who missed the opportunity of getting access to education earlier in life, there is need to request for waivers in the admission requirements.

2.2.10.2 Concession

Matured candidates, 50 years of age and above, with ten years of cognate work experience, who fail to meet any of the above requirements may apply for admission to the four year programme.

PART 3:   INFORMATION FOR NEW STUDENTS

3.1   Introduction

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

3.2   Orientation Programme

Orientation programmes are organised for new students at the beginning of every academic session, during which you are familiarised with Open and Distance Learning (ODL) operations. The orientation programme takes place at the Study Centres. The programme also gives you the opportunity to learn about the various facilities and support services that will enhance your learning, such as first contact points at NOUN, selection and registration of courses, information, guidance and counseling services, and use of ICT facilities. You will also have the opportunity to ask questions. You will receive information about the orientation programme through an SMS message. You are advised to attend the orientation programme, as it will assist you to commence your programme on good footing.

3.3   Deferment of Admission

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

3.4   Change of Programme and Course

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

3.4.1 Registered Students who wish to change their Programme of Study

1.   You are allowed to apply for change of programme not less than 10 weeks to the commencement of examinations.
2.   You should obtain Change of Programme forms from the study centre after payment of the requisite fee. The form should be filled and returned to the Study Centre attaching credentials and evidence of payment.
3.   The reason(s) for the change of Programme should be stated, and the form should be signed by the Study Centre Director.
4.   The Faculties will treat the applications within one week of receipt and send them to the Academic Office (an e-mail is automatically generated by the system directly to the student informing him or her on the decision of the Faculty).
5.   The Academic Office will dispatch letters to Faculties, ICT, Study Centre Directors and the students concerned within 48 hours.

3.4.2 New Students who were Wrongly Admitted to a Programme

1.   The Study Centre Directors will inform the Faculties through the Academic Office about candidates'/students' complaints on wrong admissions.
2.   The Directorate of ICT will enable the Faculties' admission officers to re-initialise the admission process and access the platform for the change of programme.
3.   Candidates will then be requested to go back to their portals to print new admission letters stating the correct programmes applied for.

3.4.3 Change of Course

See section 4.5 for procedure to add/drop a course.

3.4.4 Credit Transfer

You may be allowed some credit for courses that you have taken previously in another institution prior to your admission into NOUN.

For credit transfer or request for exemption, apply to the Registrar, and your application will be determined in line with the University's policy on credit transfer.

PART 4: PROGRAMME AND DEGREE AWARD REQUIREMENTS

4.1 Introduction

This section contains information on all you need to know about your programme requirements, registration, courses, research projects, industrial attachment, and plagiarism. You will also learn how to calculate your final grades.

4.2 Programme Duration

Undergraduate programmes in the Faculty of Social Sciences are for a minimum of eight (8) and maximum of sixteen (16) semesters; for direct entry, a minimum of six (6) and maximum of twelve (12) semesters.

4.3 Course Registration

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

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

4.3.1 Prerequisite Course

Some courses have prerequisites, which are courses you must complete and pass before you can register for some specified courses. You will not be allowed to register for a course whose prerequisite course you have not passed and awarded the credit units. For instance, you must register and pass MAC 115 before you can register and take MAC 116.

4.3.2   Registration Procedure

Students are required to visit the course registration portal at www.nou.edu.ng and follow the instructions provided for registration. Upon completion of the exercise, you should print and keep a copy of the printout of your registered courses for your records and for clearance during end-of- semester examinations. Registration is activated only if there are sufficient funds in your e-wallet to cover the cost of the courses registered.

4.3.3   Opening and Closing of the Course Registration Portal

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

4.4   Course Re-registration

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

4.5   Add and/or Drop Courses

The NOUN course registration portal makes provision for students to drop and add courses. To add or drop a course, visit the Course Registration portal and follow the instructions at www.nou.edu.ng. You should ensure that you add or drop courses before the course registration portal is closed.

4.6   Eligibility for Graduation

For graduation, you must have a minimum of 120 credit units, which include 18 credit units of General Studies (GST) courses within a minimum of eight (8) and maximum of sixteen (16) semesters; and for direct entry, a minimum of 90-credit units and 16 credit units from

the General Studies (GST) courses within a minimum of six (6) and maximum of twelve (12) semesters, in line with the NUC minimum benchmarks.

4.7   Research Projects

The research project is one of the requirements for the award of B.Sc. in Mass Communication. It is a compulsory course of 6 credit units for which students must be duly registered in the first semester of their final year (400 level). It is a long essay that involves research to be conducted on a topic that is approved by the Department. The Project shall be written under the supervision of a subject matter expert that is either an academic staff in the Department or a tutorial facilitator. Students are assigned project supervisors through their Study Centres.

4.8   Grading, Moderation and Mode of Submission of Projects

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

4.8.1   Grading of Research Projects

Research projects are graded as follows:

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

4.8.2   Mode of Submission of Projects

There are guidelines for the submission of projects in the Faculty of Social Sciences which students must comply with before a project is accepted by the Faculty. All undergraduate projects shall be printed

and approved in line with the guidelines as specified for projects in the Faculty Social Sciences (see appendix II for Guidelines for Research Projects).Students are to submit four (4) copies of their research project, along with soft copies of the project in two (2) Compact Discs (CDs) to their respective Study Centres for onward submission to the Faculty.

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

4.9   Industrial Attachment/Student Industrial Workplace Scheme (IT/SIWES)

Students of Criminology and Security Studies (CSS), Peace and Conflict Resolution (PCR), Mass Communication, and Tourism Studies are expected to participate in a six (6) month Industrial attachment training during the first semester of their final year (400 level). It is a compulsory 6-credit unit course that must be passed to be eligible for graduation. Industrial attachment training must be carried out in a workplace that is relevant to students' discipline. Field supervisors shall be assigned to you to monitor and assess your activities during the period of the attachment. Grading of the course is the same as for other courses and project (see Appendix III for information on Programme requirements for the IT/SIWES).

4.10   University Policies

4.10.1 Copyright Policy

The university copyright policy protects the institution's works. Portions taken from the institution's course materials should be properly acknowledged and not used for commercial purposes. Students must also respect copyrights of non-institution's materials, such as text books, research projects, images, audio or video materials, by properly acknowledging the source and the author. Students are liable to violating owner's copyright through acts of plagiarism and piracy.

4.10.2 Plagiarism

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

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

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

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

- Cite all sources and names of authors from which information was obtained and used;
- Obtain permission for the use of materials that are longer than a paragraph; and
- Comply with the University's copyright policy.

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

4.11   Degree Award Requirements

4.11.1 Compulsory and Elective Courses

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

4.11.2 Minimum Course Credits for Graduation

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

4.11.3 General Studies Courses (GST)

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

General courses are compulsory courses that must be registered for and passed, in addition to the Programme's core compulsory and elective courses. Table 1 presents the general courses for the Faculty of Social Sciences:

Table 1: Compulsory General Courses for Programmes in the Faculty of Social Sciences

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

4.11.4 Degree Award Requirements

For the award of a Bachelor of Science (B.Sc.) Degree in Mass Communications, students must obtain a minimum TCE of **120-credit units** in a minimum of eight (8) semesters or maximum of sixteen (16) semesters, excluding the General Studies (GST) Courses.

For direct entry, students must obtain a minimum Total Credit Earned (TCE) of **90-credit units** in a minimum of six (6) semesters or maximum of twelve (12) semesters, excluding the General Studies (GST) Courses. Table 2 presents summaries of the distribution of compulsory and elective courses for B.Sc. Mass Communication.

Table 2: B.Sc. MASS COMMUNICATION

LEVEL	GST AND OTHER GENERAL COURSES	SUBJECT/SPECIALISATION AREA		TOTAL
		Core Courses	Electives	
100	12	19	09	40
200	04	26	08	38
300	02	34	05	41
400	-	29	06	35
Total	**18**	**108**	**28**	**154**

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

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

4.12.1 Formula for Calculation of GPA and CGPA

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

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

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

$$\text{TGPE= CGPA} \quad \overline{\quad\quad} \atop \text{TCC}$$

KEY:
TCC   -   Total Credit Carried
TCE   -   Total Credit Earned
TGPE -   Total Grade Point Earned (Credit Point X
                   Weighted Grade Point)
CGPA -   Cumulative Grade Point Average
WGP   -   Weighted Grade Point

GRADE POINTS

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

An example of how to calculate the GPA is presented:

Courses	Score %	Grade	Credit Unit	Weighted Grade Point	TGPE
CSS111	67	B	3	4	12
CSS112	75	A	3	5	15
CSS211	46	D	2	2	4
CSS245	54	C	3	3	9
CSS246	73	A	3	5	15
TOTAL			**14**	**19**	**55**

$$\text{GPA} = \frac{\text{TGPE}}{\text{TCC}} = \frac{55}{14} = 3.92$$

4.13   Class of Degree

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

FIRST CLASS	-	3.5 – 4.00
SECOND CLASS (Upper)	-	3. 0 – 3.49
SECOND CLASS (Lower)	-	2. 0 – 2.99
THIRD CLASS	-	1. 0 – 1.99
FAIL	-	-1.0

4.14   Good Academic Standing

In order to be in good standing, you must maintain an average of 1.0 and above. Any student that falls below 1.0 is not in good standing and will be advised to withdraw.

In addition, you must meet all degree award requirements that is, you must pass compulsory courses and electives up to the minimum total number of credit units required and pass all compulsory GST courses (see section 4.11.3).

4.15   End of Programme Clearance

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

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

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

1.   Click on Study Centre to clear any issues regarding the Centre. If there are none, an official stamp is required here for proof.

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

PART 5:   ASSESSMENT AND EVALUATION

5.1   Introduction

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

(i)   **Self-Assessment Exercises**: These are exercises found within each study unit of the course materials. Although not graded, they are designed to help students assess their progress as they study.

(ii)   **Continuous Assessment**: This type of assessment is designed to provide students an opportunity to assess their learning and progress over the duration of the course. The results constitute 30% of students' final score in a course.

(ii)   **End of Semester Examinations:** As the name implies, semester examinations assess students on the entire course at the end of a semester. The examinations constitute 70% of students' total score in a course.

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

5.2   Tutor-Marked Assignments (TMA)

Continuous assessments in NOUN are automated in the form of computer-marked assignments and are administered online. They are uploaded onto students' portals subject to the students' registration for the course. The TMAs comprise four (4) sets of 20 Multiple Choice Questions (MCQ), totaling 80 MCQs. Students are expected to answer all the question items. They can access the TMAs in their portals from any location via the Internet. The four (4) TMAs are automatically graded upon submission and you receive feedback on

their performance in form of a score. The best three (3) out of four (4) TMAs make up the student's total TMA score in a course. The TMA is an important component, constituting 30% of the final score in a course. **It is important to note that any student without TMA scores will not have any score for that course.** You can access the TMA portal at [tma.nou.edu.ng/](tma.nou.edu.ng/)

5.2.1 Opening and Closing of TMA Portal

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

5.3 End-of-Semester Examinations

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

5.3.1 The e-Examination

This a computer-based examination administered at 100 and 200 levels only. The examinations comprise MCQs and Fill- in- the Gaps (FBQs) question types. The number of questions per course is according to the credit units of a course. Three (3) credit unit courses have 150 MCQ and FIB FBQ questions, while two (2) credit unit courses have 120 questions.

5.3.2 Pen-on-Paper (PoP) Examinations

PoP examinations are written based examinations administered in a face-to-face context to 300 level students and above. The number of questions per course is according to the credit units of the course. For a three (3) credit units course, there are 6 questions out of which 4 should be answered, while for 2 credit units courses there are 5 questions out of which 3 questions should be answered.

5.3.3   Opening and Closing of Examination Portal

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

5.4   Examination Procedures

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

5.4.1   Policies

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

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

(ii)   Re-marking of Scripts
The University has put a policy in place to guide requests for re-marking of scripts and re-computation of results. The provisions of this policy can be found on "**Policy of Re-Marking of Students' Examination Scripts and Re-computation of Results**" For instance, a student who wishes to request for the re-marking of his/her script(s)

must appeal within 30 days from the date of publication of the results. There is a fee per course for this service (see Appendix VI). Students should familiarise themselves with the procedures before making requests for the re-marking of their scripts.

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

(iv)   Examination Misconduct
Malpractice refers to any breach of the Matriculation oath. Examples of examination malpractice are: cheating, fighting, impersonation, verbal or physical attack on lecturer(s) and staff. Examination malpractice is regarded as a very serious offence by the university, and so it attracts high sanctions. The penalty ranges from a warning to outright expulsion. Students are advised to desist from all forms of examination misconduct.

Disciplinary Measures for Examination Malpractice

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

PART 6:   LEARNER SUPPORT SERVICES

6.1   Introduction

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

6.2   Study Centres

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

6.3   Facilitation

6.3.1   Introduction to i-Learn Platform

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

The course materials for the programmes in the School of Arts and Social Sciences are available on the platform in e-book format for students. The i-Learn platform is accessible on smart phones,

notepads, or any system that uses Safari, IOS, Chrome or Internet Explorer. There is an introductory demo to the i-Learn platform that shows students how to use the platform. Students are encouraged to visit the iLearn platform and register at www.nou.edu.ng.

6.3.2   Tutorial Support

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

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

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

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

6.4   Library Services

National Open University of Nigeria has a standard and well equipped library at the Headquarters in Lagos, as well as an online e-Library known as "Information Gateway" to support teaching, learning, and research activities of the university. Its major aim is to facilitate access to scholarly resources that will enrich students' learning. The main hub of the Library is located at the headquarters of the University, while each study centre also has a library. The NOUN

Library has both print and electronic resources. The electronic resources from the e-library of University will help you in your studies and research in pursuit of scholarship. Each resource provides very helpful tools to assist you navigate through the contents.

6.5   Information Communication Technology (ICT)

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

6.5.1   Channels of Communication

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

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

PART 7:   STUDENTS' ISSUES

7.1   Introduction

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

7.2   Code of Conduct

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

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

Source: National Open University Catalogue 2014 – 2017

7.3   Studying Tips

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

- Excellent time management skills will be needed to keep up with the pace of work.
- It is necessary to study consistently, as it is easier to spread out work than to do so much within a short space of time, especially if you are engaged in an employment.
- You need to develop a weekly study plan – timetable.

- Review your work at the end of each week and modify your plan accordingly.
- Attempt all activities recommended in your course materials.
- Use memory enhancing aids (e.g. mnemonics, visualisation, revision, etc.).
- For self-help, form study groups with other NOUN students within your locality, as this helps spur you on to achieve your goals, as you will not want to let yourself down.

7.4   Students' Complaints

The university has made provision to address grievances or needs that students may have. Please refer to the Servicom Charter presented in the table of 2.2.5 under student's welfare which provides information on how and where to direct grievances within the university:

GLOSSARY OF TERMS

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

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

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

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

Core/Compulsory Course
A core or compulsory course is one which every student must compulsorily take and pass in any particular programme at a particular level of study.

Elective Course
An elective is a course that students take within or outside the faculty. Students may graduate without passing the course provided the minimum credit unit for the course had been attained.

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

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

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

Pre-requisite Course
A pre-requisite course is one which a student must take and pass before taking a particular course in a following semester or at a higher level. E.g. A student must take and pass MAC 115 before taking MAC 116.

APPENDICES

APPENDIX I
Staff List

MASS COMMUNICATION

S/N	NAME	DESIGNATION	RESPONSIBILITY	EMAIL ADDRESS
1.	ADAMU, Abdalla Uba (Prof.)	Professor	Vice Chancellor	auadamu@ yahoo.com
2.	NGOA, Stanley Naribo (Prof.)	Professor	Director, Learner Support Services	dr.snn.enigma@ gmail.com
3.	ALIEDE, Jonathan Elom (Dr.)	Senior Lecturer	Director, Abakaliki Study Centre	aliedej@yahoo.c om
4	ONWUBERE, H. Chidinma (Dr.)	Lecturer I	Head of Department	chidi56@yahoo. co.uk
5	ADELAKUN, Lateef Adekunle	Lecturer I	Staff Member	delak058@yaho o.co.uk
6.	ODIEGWU-ENWEREM, Oliver Chuks (Mr.)	Lecturer II	Staff Member	chuksenwerem@ yahoo.com
7.	ADEMUYIWA, Simbiat Abidemi (Mrs.)	Assistant Lecturer	Staff Member	simbiatolarewaju @yahoo.com

Below listed are the administrative staff of the Faculty of Social Sciences, from where the sub-secretarial staff is deployed to the Mass Communication Department as need arises.

FACULTY SECRETARIAT

S/N	NAME	DESIGNATION	UNIT	EMAIL ADDRESS
1.	OYEDIPE Adefemi (Mr.)	Principal Assistant Registrar	Faculty Secretariat	femi_oye2004@yahoo.co.uk
2.	ABE Omolara (Mrs.)	Assistant Registrar	Faculty Secretariat	larryabe2001@yahoo.com
3.	ONIFADE S. Oluwatobi (Mr.)	Admin Officer II	Faculty Secretariat	amakaokekeoch@yahoo.com
4.	NURA Ibrahim (Mr.)	Admin officer II	Faculty Secretariat	maryammuslim00@gmail.com
5.	IROAJUGH Chioma (Mrs.)	Principal Confidential Secretary	Faculty Secretariat	chyoge2004@yahoo.com
6.	FERREIRA Adesola (Mrs.)	Higher Executive Officer	Faculty Secretariat	adesolaferreira@yahoo.com
7.	YUSUF Adeyemi O. (Mr.)	Assistant Chief Clerical Officer	Faculty Secretariat	lagranvida1701@gmail.com
8.	ABUBAKAR M. Bello (Mr.)	Secretariat Assistant 1	Faculty Secretariat	
9.	AHMED GWADABE Saratu (Mrs.)	Assistant Executive Officer	Faculty Secretariat	saratuahmadgwadabe@ yahoo.com
10.	SYLVESTER Nsikak (Miss)	Senior Clerical Officer	Faculty Secretariat	nizzypozzybaby8@gmail.com

APPENDIX II
Guidelines for Research Project and Grading Specifications

Preliminary Pages

- **Cover Page**

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

N/B: The spine of the cover should bear the student's name, programme and year of graduation. E.g. AJAYI, I. U., B.Sc. Mass Communication, 2017.

- **Inside Cover Page**

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

- **Declaration page**

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

_____
Signature/Name and Date

- **Certification page**

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

_____
Signature/Name and Date

- **Dedication page**

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

- **Acknowledgement page**

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

- **Abstract page**

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

- **Contents**

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

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

Chapter One: Introduction

1.1 Background to the Study

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

1.2 Statement of the Problem

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

1.3 Research Questions

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

1.4 Aims and Objectives of Study

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

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

1.5   Hypotheses

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

1.6   Significance

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

1.7   Scope of the Study

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

1.8   Definition of Concepts

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

End of chapter references

- End of chapter references should be presented in the APA Style/Format.
- Note: References can be cited wholly at the end of the project, or simultaneously after each chapter and at the end of the project, as bibliography.
- Due to professional considerations, introductions and summaries could be allowed in each chapter of the project for some Departments.

Chapter Two: Literature Review

The Literature Review is a comprehensive survey of existing literature in the area of research. Sometimes the literature review covers 3 (three) main aspects: conceptual issues, theoretical framework and presentation of empirical studies. However, there is also a sense in which the literature review peruses the existing literature with respect to the key research questions raised. This is to ascertain the quantity and quality of the work done in the area and possible areas of intervention. Literature review could also be approached thematically, or by examining the works of authors in the chosen areas. The literature review must seek to present works already carried out, which are relevant to the central questions raised in the research. Ultimately, the style chosen depends on the subject matter and Supervisor's preferences.

Guidelines for Literature Review

The Literature Review gives a brief explanation of the work to be done. Example: this chapter presents the various works done in this direction. It could be done under the following headlines:

2.1   Conceptual Literature/or Thematic Concerns

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

2.2   Theoretical framework of the study

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

2.3   Empirical study/works done by different authors

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

End of chapter references

- Same as in chapter one

Chapter Three: Research Methodology

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

3.1 Preamble

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

3.2 Research Design

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

3.3 Population of the Study

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

3.4 Sampling and Sample Size

The sample is part of the population or representative part of the population. Before drawing the sample, the researcher must define what the unit of analysis or unit of study is. That is, what or who is being studied, and what constitutes the population from which the sample will be drawn. The manner of selecting the sample is as

important as the size of the sample. The size of the sample is the number of the population elements that are selected for study.

3.5   Data Collection Instrument and Validation

Validity is concerned with the instrument measuring; what it is supposed to measure, while reliability is concerned with the constituency obtained from results of the application of the instrument. An instrument may be reliable without being valid. It is important that the researcher should subject the instrument to the test of validity and reliability. The instrument could be validated by **pretesting** it on a group of people that have the same characteristics with the population of the study. Only data which have relevance to the research objectives should be collected.

3.6   Techniques of Data Analysis

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

NB: Where the research design of choice is Content Analysis of Survey Design, then items 3.3 – 3.5 (population, sampling procedure, sampling techniques, sample size, data collection

instrument, validation, data collection techniques) must be explained in the order discussed above. Other research designs include.

-	**History** }	
-	**Experimental** }	**Research Methods**
-	**Observational** }	

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

3.7 Limitations of Methodology

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

End of chapter references

Chapter Four: Data Presentation and Analysis

4.1   Preamble

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

4.2   Presentation and Analysis of Data according to Research Questions

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

4.3   Test of Hypotheses

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

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

4.4   Discussion on Findings

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

Chapter Five: Summary, Conclusion and Recommendation

5.1   Summary

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

5.2   Conclusion

Conclusions should be drawn from the findings.

5.3   Recommendations

Recommendations should also be based on the conclusions.
- **Bibliography**
- **Appendix**

Supervisors

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

Research Proposal

1.   Background to the study
2.   Statement of the problem
3.   Research questions
4.   Objectives of the study
5.   Research hypotheses
6.   Scope of the study
7.   Significance of Study
8.   Literature Review (Journals, Chapters in textbooks, Official documents, including theoretical framework).
9.   Research Methodology
    a.   Research Design
    b.   Characteristics of Study Population
    c.   Sampling Techniques

     d.   Data Collection Instrument
     e.   Data Presentation
     f.   Data Analysis

<u>Number of pages</u>

- First degree   40 – 60 pages
- Excluding References and Bibliography.

<u>Font Size and Paper Type</u>

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

APPENDIX III

Industrial Training/Student Industrial Workplace Experience Scheme (IT/SIWES)

General Requirements for Students

i.   To attend SIWES orientation programme before proceeding on industrial attachment.
ii.   To be regular and punctual at the place of attachment.
iii.   To comply with the employers' rules and regulations, and avoid absenteeism and late coming to workplace and other acts of indiscipline.
iv.   To maintain proper records of training activities and other assignments in the logbooks.
v.   To arrange own living accommodation during the period of attachment.
vi.   To submit Log Books, Reports and other documents related to SIWES as required by the   University   at   the   end   of   the training period.
vii.   To submit appropriately to ITF, through appropriate channel of communication, Evaluation Form (Form 005) duly completed by the undergraduates, the employer and the Directorate of SIWES.
viii.   To submit Work Reporting after Industrial Training and present seminars.
ix.   To avoid change of place of attachment, except in exceptional circumstances and with the   prior   permission   of   the   Study Centre Director and the SIWES Directorate.

PROGRAMME REQUIREMENTS

(1)   **B.Sc. Mass Communication**
        COURSE CODE: MAC 318
        COURSE TITLE: Media Attachment
        CREDIT LOAD: 6 Credit Units (Compulsory)
        DURATION: 6 Months (one off) Programme
COMMENCEMENT: First Semester, 300Level

JOB SPECIFICATION/DESCRIPTION

The student is expected to make him/herself available and actively participate in the core areas of News gathering and processing, Newspaper/Magazine management and production, Radio/TV broadcast processes, preparation and production of Documentaries, PR/Advert planning and execution and any other journalistic function within the purview of his/her IT/SIWES work place. The student should fully participate in the activities of the organisation for at least 10 hours per week.

RELEVANT IT/SIWES PLACES

The internship could be undergone in any of the media houses or its adjuncts, such as: Television, Radio, Publishing Houses, Newspaper, Magazine, Public Relations Firms or Communication Departments, Advertising Agencies, etc.

Appendix IV: Course Listing

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

S/N	Course Code	Course Title	Units	Status
100 Level **First Semester**				
1	GST 101	Use of English and Communication Skills I	2	C
2	GST 105	History and Philosophy of Science	2	C
3	GST 107	The Good Study Guide	2	C
4	CIT 101	Computer in Society	2	C
5	MAC 111	Introduction to Mass Communication	3	C
6	MAC 113	History of Nigerian Mass Media	2	C
7	MAC 115	African Communication Systems I	2	C
8	MAC 117	Writing for Mass Media	2	C
9	MAC 121	Introduction to News Writing and Reporting	3	C
10	CSS 111	Introduction to Sociology	3	E
11	ENG 121	The Structure of Modern English I	2	E
12	INR 142	Introduction to Public Administration	3	E
		GST	**8**	
		Core	**12**	
		Elective	**3**	
		Total	**23**	
Second Semester				
1	GST 102	Use of English and Communication Skills II	2	C
2.	CIT 102	Software Application Skills	2	C
3.	MAC 116	African Communication Systems II	2	C

4	MAC 132	Principles of Advertisement Sales Promotion	2	C
5.	MAC 134	Principles and Practice of Public Relations	2	C
	MAC 142	Introduction to Radio and Television	3	C
7	INR 112	Introduction to Law and Diplomacy in Pre-colonial Africa	2	E
8	ENG 122	Structure of Modern English II	2	E
9	LAW 100	Introduction to Law	4	E
		GST	**4**	
		Core	**9**	
		Elective	**4**	
		Total	**17**	
		GRAND TOTAL	**40**	
		Students are to take only one elective course in each semester		
200 Level **First Semester**				
1.	GST 203	Introduction to Philosophy and Logic	2	C
2	MAC 211	Theories of Mass Communication	3	C
3	MAC 213	Foundations of Communication Research	2	C
4	MAC 221	Editing and Graphics of Communication	2	C
5	MAC 223	Magazine and Feature Article Writing	3	C
6	MAC 225	News Writing and Reporting	2	C
8	ENG 223	Advanced English Composition I	2	C
9	CSS121	Introduction to Psychology	3	E
10	JLS 111	Introduction to Journalism	3	E
11	LAW 211	Nigerian Legal Systems I	4	E
12	POL 123	Introduction to Nigerian Constitutional Development	3	E

		GST	**2**	
		Core	**14**	
		Elective	**4**	
		Total	**20**	
		Direct Entry (DE) = 12 (12 Credit Unit (CU) of GST and Other General Courses in 100 Level. **DE Students are advised to spread the 12 CU over the study period without carrying more than 24 CU in a semester**.)		
		Students are to take only one elective course for each semester except DE Students		
Second Semester				
1	GST 202	Fundamentals of Peace Studies and Conflict Resolution	2	C
2	MAC 212	Media and Society	3	C
3	MAC 214	Investigative and Interpretative Reporting	2	C
4	MAC232	Environmental Public Relations	3	E
5	MAC 242	Foundations of Broadcasting	3	C
6	MAC 246	Educational Broadcasting Studies	2	C
7	ENG 224	Advanced English Composition II	2	C
8	LAW 212	Nigerian Legal Systems II	4	E
		GST	**2**	
		Core	**12**	
		Elective	**4**	
		Total	**18**	
		GRAND TOTAL	**38**	
		Students are to take only one elective course in each semester		

		300 Level **First Semester**		
1	GST 301	Entrepreneurship Studies I	2	C
2	MAC 311	International Communication and World Global Systems	3	C
3	MAC 313	Critical Writing and Reviewing	2	C
4	MAC 315	Book/Desktop Publishing	2	E
5	MAC 323	Photojournalism	3	E
6	MAC 331	Advertising Campaign Planning and Execution	3	C
7	MAC 333	Media Station Management and Operation	3	C
8	MAC 341	Developmental Communication and Broadcasting	3	C
9	MAC 343	Radio/TV Programming	3	E
10	MAC 345	Announcing and Performing	2	E
		GST	**2**	
		Core	**14**	
		Elective	**3**	
		Total	**19**	
		GRAND TOTAL **Students are to take only one elective course in each semester, except DE Students**		
		Second Semester		
1	MAC312	Newspaper Production	3	C
2	MAC 314	Issues in Nigerian Mass Media	2	C
3	MAC 316	Mass Communication and National Development	2	C
4	MAC 318	Media Attachment	6	C
5	MAC 322	Editorial Writing	3	C
6	MAC 324	Film, Cinema and Literature	2	E
7	MAC 326	Newspaper Management and Production	2	C
8	MAC332	Advertising Copy writing and Layout	2	E
9	MAC 334	International Public Relations	2	C
		GST	**0**	
		Core	20	
		Elective	2	
		Total	**22**	

		GRAND TOTAL **Students are to take only one elective course in each semester, except DE Students**	**41**	
400 Level **First Semester**				
1	MAC 411	Media Law and Ethics	3	C
2	MAC413	Data Analysis in Communication Research	2	C
3	MAC 421	Advanced Newspaper/Magazine Production	3	C
4	MAC423	Book Publishing and the Law	3	E
5	MAC425	Public Relations Practice	3	E
6	MAC427	Economics and Social Issues in Advert and PR	2	C
7	MAC441	Documentary Film Production	3	C
		GST	**0**	
		Core	**13**	
		Elective	**3**	
		Total	**16**	
		Students are to take at least one elective course in each semester, except DE Students		
Second Semester				
1	MAC412	Media Management	3	C
2	MAC414	Science and Technology Reporting	2	C
3	MAC416	Sociology of Mass Communication	2	C
4	MAC418	Research Project	6	C
5	MAC424	International Advertising and Propaganda	3	E
6	MAC428	Integrated Marketing Communication	2	E
7	MAC442	Advanced Broadcast News/Program Production	3	C
8	MAC444	Broadcast Commentary and Announcing	3	E

		GST	**0**	
		Core	**16**	
		Elective	**3**	
		Total	**19**	
		GRAND TOTAL	**35**	
		Students are to take at least one elective course in each semester, except DE Students		

APPENDIX V

Policy on Deferment of Examination

NATIONAL OPEN UNIVERSITY OF NIGERIA
ACADEMIC OFFICE

POLICY ON DEFERMENT OF EXAMINATION

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

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

A.   Owing to the peculiarities of the Open and Distance Learning system, which gives room for flexibility, students are allowed to defer their examinations as long as the following conditions are met:
   i.   Such students must have fully registered for the semester
   ii.   Such students must have registered for the Examinations
   iii. Application for deferment must be received before the start of Examinations

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

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

D.   Students whose applications are received and approved and who have paid examination registration fees before the examinations are not to pay registration fee for the same examinations when they are ready to take them.

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

F.   The request for deferment attracts no fee.

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

This policy takes effect from March 2015.

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APPENDIX VI

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Policy of Re-marking of Students' Examination Scripts and Re-computation of results

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

</div>

(i)   Appeal against examination results should be done within 30 days from the date of publication of the results;

(ii)   All applications for re-marking should be addressed to the Registrar through the Study Centre Directors and a copy forwarded to the Dean in the Faculty concerned;

(iii)   Applicants must submit the necessary application form (Annexure A) at the relevant Study Centre. Students must ensure that the course(s) code(s) and title(s) is/are correct when completing the form;

(iv)   A non-refundable fee of ₦10,000.00 is charged per course for the re-marking of scripts. The said amount should be paid to a bank account designated for the purpose.

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

(v)   A receipt must be issued as proof of payment for the service;

(vi)   Study Centre Directors should, in all cases, ensure and supervise that payment for applications are received, receipts are issued, and that all the applications are recorded;

(vii)   Study Centre Directors are required to forward all applications to the Registrar electronically within 3 days of receipt of the application form. The e-mail address is **academicoffice@noun.edu.ng;**

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

(ix)   If a student decides to withdraw his/her appeal before it is considered by the Committee, a notice of withdrawal shall be done in writing to make it valid;

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

APPENDIX VII

Students' Examination Guidelines and Regulations

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

1. A student's matriculation number serves as his/her examination number. Only Matriculates will be allowed to sit for examinations. A student must write his/her matriculation number on his/her answer booklet before commencing answering the questions.

2. Students should normally write examinations at their designated centres.

3. Students must bring to the examination hall their writing materials and any other material, which may be permitted by the University for a particular examination. These materials must have been listed as essential for certain question(s).

4. Students arriving an hour after the commencement of an examination shall be allowed to sit for the examination only at the discretion of the Supervisor. Such a student will not be allowed extra time.

5. Once a student is admitted into the examination hall, he/she may not leave the hall until he/she has finished with the examination. If for any cogent reason the student must leave the Hall, he/she must do so with the permission of the Supervisor.

6. A student must be accompanied by an invigilator if permitted to leave the examination hall temporarily (e.g. visiting the rest-room, etc.)

7.   No answer booklets other than those supplied by the University are allowed in the examination hall. All rough works must be done in the supplied answer booklets and crossed out neatly. All supplementary answer sheets/booklets must be tied/attached to the Main answer booklet.

8.   Silence must be observed in the examination hall. Any student requiring the attention of the invigilator should raise his/her hand.

9.   Any activity or behaviour which may be construed as examination misconduct or malpractice (e.g. cheating etc.) shall be liable to discipline in accordance with the university's rules and regulations governing examination as contained in the Students' Handbook.

10.   Communication between students is strictly forbidden during examinations. Any student found receiving or giving assistance would be sanctioned. Such a student may be required to withdraw from the examination and subsequently made to face the university examination malpractice panel.

11.   Students are not permitted to smoke, or sing, or pray aloud, or engage in any activity that may distract others in the examination halls.

12.   Bags and briefcases are not allowed in examination halls. The University will not be liable for any loss or damage of a student's personal effects/property.

13.   Unauthorised materials (such as textbooks, course materials, notebooks, sheets/scraps of papers), in printed or electronic form, are not allowed in examination halls.

14.   Pagers and mobile phones are not permitted at all in examination halls.

15.   Students must observe the Supervisor's instructions regarding the commencement and end of an examination. Students who start writing before being told to do so, or who continue writing after being asked to stop would be sanctioned.

APPENDIX VIII

Decree on Examination Malpractices

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

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

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

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

PART 1 - OFFENCES

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

An offence

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

(c)   in any other case, to imprisonment for a term of 3 years without the option of fine

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

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