



National Open University of Nigeria

Faculty of Sciences

Department of Computer Science

STUDENT HANDBOOK
(2020-2022)

National Open University of Nigeria
Headquarters
Jabi, Abuja



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

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

e-mail: centralinfo@nou.edu.ng

URL: www.nouedu.net



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Foreword from The Vice-Chancellor

One of the important documents usually requested by Faculty accrediting agencies is the handbook. This document contains all information on registration, available courses, course contents, examinations and staff.

In the case of the National Open University of Nigeria, the handbook must contain a brief history and modus operandi of the institution as well as the organisational structure of the university.



Being a unique university, it is imperative to avail all current and prospective students with information on quality assurance, strategic plan of the university at large and the objectives and philosophy of the school.

All these have been succinctly outlined in the document which has been put together by the Faculty of Sciences. It is compulsory for every student to have a copy of this handbook. This edition is a review of the university-wide volume which was given to the students upon registration. The Faculty of Sciences Handbook is due for review after five years. This means that on or before the expiration of this period, there must be a review having in mind developments in the faculty.

I, therefore recommend this handbook to all students and other persons interested in the programmes run by the Faculty of Sciences.

Professor Olufemi Peters

Vice-Chancellor, National Open University of Nigeria

Welcome Address from the Dean, Faculty of Science

Science is an organized body of knowledge on a particular subject. The Faculty started as the School of Science and Technology at inception, consisting of programmes in Agricultural Sciences, Health Sciences, and Science and Technology. In 2013 the then School of Science and Technology birthed two other Schools and was hence split into three in line with the programmes mounted. Consequently, we had the School of Agricultural Sciences, School of Health Sciences and School of Science and Technology without defined departments. In 2016, under the Vice Chancellorship of Prof. Abdallah Uba Adamu, the University adopted the faculty system with defined departments and the School of Science and Technology metamorphosed into the Faculty of Sciences.

The Faculty of Sciences has four departments namely; Department of Computer Science, Department of Environmental Sciences, Department of Mathematics and, the Department of Pure and Applied Sciences. The handbook gives an overview of the different programmes mounted by the different departments of the Faculty. It provides a summary of the course outline and details of the curriculum to cover. It also provides information on graduation requirements and it is a must-have for any serious-minded student of the Faculty of Sciences. The faculty handbook also contains information related to student registration, choice of courses, programme duration, graduation requirements, together with other relevant matters that will enhance the students understanding of the Faculty and its programmes as well as job prospects. Contained also in the handbook, is a brief history of the National Open University of Nigeria. It is therefore quite expedient that all students of the Faculty of Sciences have a copy of this handbook, which will also assist them in decision making. For those who may be planning to undertake a programme in our faculty of excellence, this handbook also comes in handy.

Our programmes are tailored towards lifelong learning because we believe there should be no impediment to learning. Programmes curricula are geared at ensuring access to as many people as qualify to pursue knowledge in the science domain and enhance national development. I, therefore, welcome you to the Faculty of Sciences, the faculty of excellence and the bedrock of national development.

Professor Saheed Ajibola

Professor of Applied Mathematics

Dean, Faculty of Sciences

Welcome Address from The Head of Department

I heartily welcome you to the department of computer science. The engine that drives the University. As an Open and Distant Learning Institution, NOUN depends on IT tools and technologies to deliver its mandate. It is therefore safe to say that, the department of Computer Science is the soul of NOUN.



The department offers both undergraduate and postgraduate programmes. B.Sc. Computer Science and B.Sc. Information Technology are offered at undergraduate level. At postgraduate level, PGD Information Technology, M.Sc. Information Technology as well as PhD. Information Technology are being offered.

This student handbook serves as a compass that guides the students to easily navigate through the various programmes and courses offered by the department. It provides a summary of the course outline and details of the curriculum to be covered. It also contains information related to course registration, choice of course, programme duration, graduation requirements, and other relevant matters that will enhance the students' understanding of the department.

For this reason, it is pertinent that all students of this department get a copy of this handbook to serve as a guide in the pursuit of their respective programmes in the department.

I wish you the very best of luck in all your academic endeavors.

Dr. Francis B. Osang

Head of Department, Computer Science

Acknowledgements

This handbook is the maiden edition in the Department of Computer Science for the department's undergraduate and post graduate students. It is one of the efforts and contributions of the Departmental Committee on Curriculum Development chaired by Dr. Francis B. Osang assisted by Mr. Iliyasu Muhammad Sani and the support of several persons in the Department, Faculty and the University.

Our sincere appreciation goes to: the Vice-Chancellor, Professor Olufemi Peters, for the moral and financial support towards the production of this handbook; the Dean of the Faculty of Sciences, Professor Saheed Ajibola, the former HOD, Dr Vivian Nwaocha, Directorate of Academic Planning (DAP), the Registry, the University Librarian, Academic Office, DICT, DMIS, and all other Directorates and Units within the University for their cooperation in providing information.

The contributions of the HOD and both academic and non-academic staff of the department of computer science is acknowledged. Similarly, we acknowledge the contributions of the Faculty of Science and our sister Department of Pure and Applied Sciences for providing us with copies of their handbook for guidance and adaptation purposes.

The handbook is designed for easy reference, and contains concise information on the Department and Programmes. It is hoped that the undergraduate and post graduate students will find this book quite useful.

Dr. Francis B. Osang

Chairman, CSD Curriculum Development

Part I – Overview

Overview of the National Open University of Nigeria

Vision

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

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

Objectives

In addition to the broad vision and mission statements, some of the major objectives of the Nation Open University of Nigeria are to;

- Ensure equity and equality of opportunities in education generally but specifically in university education;
- Provide wider access to education generally but specifically university education in Nigeria;
- Enhance education for all and lifelong learning;
- Entrench global learning culture;
- Provide instructional resources via the intensive use of information and communication technology;
- Provide flexible and quantitative education; and
- Reduce the cost, inconveniences and hassles militating against easy access to education and its delivery.

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

Historical background

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

NOUN operates the open and distance education system which the National Policy on Education describes as a system that encompasses education for all, education for life, lifelong learning, and self-learning among others. The rebirth of NOUN, which has served as a springboard

for ODL in Nigeria, is a demonstration of the country's irrevocable and unwavering commitment to education as a tool for personal and national development, and as a fundamental human right of her citizens.

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

Studying through Open and Distance Learning at NOUN

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

Openness: Removal of all barriers or restrictions to learning that characterise traditional education. They include restrictions by age and location of study.

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

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

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

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

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

Overview of the Department of Computer Sciences

Vision

Our vision is to be the foremost Faculty in terms of quality and relevance of curriculum, research and instruction, making science training available to and accessible by all at a competitive yet affordable cost on the open distance learning platform.

Mission

The Faculty of Sciences is committed to:

- providing a comprehensive and relevant distance learning curriculum in science-based programmes
- producing well-informed graduates for careers in academia, industry and government
- conducting high-quality research in science-related disciplines
- Encouraging and supporting strong cross-disciplinary, interdisciplinary, and multi-disciplinary collaborations both within and beyond the University (nationally and internationally)

Core Values

Excellence: We will continue to set our sights and standards high.

Achievement: We will capitalise on our distinctive strengths and unique opportunities to excel in an increasingly competitive world.

Collegiality: We will maintain an inclusive and supportive yet challenging environment that attracts the best students, staff and faculty, working together with mutual respect.

Innovation: We will be creative in our efforts to achieve our objectives.

Relevance: We will seek to continually improve our programs, ensuring that they are appealing and well suited to society and development, equipping our graduates for a successful career and future.

Collaboration: We will initiate mutually beneficial relationships with a variety of partners to ensure the development of facilities, programmes and research for community development and service.

Sustainability: We will maintain our self-sufficiency by seeking efficiencies and being entrepreneurial in our approach to challenges.

About the Faculty

The Faculty of Sciences is one of the faculties in the National Open University of Nigeria. It comprises four departments namely:

- i. Department of Computer Science - (CSD)
- ii. Department of Environmental Sciences - (ESD)
- iii. Department of Mathematics - (MTH)
- iv. Department of Pure and Applied Sciences (PAS)

These departments offer different programmes at both undergraduate and postgraduate levels. We value excellence, achievement and innovation. Our dream is to provide leadership in readily accessible science training and dynamically sustaining it.

Historical Background

The Faculty of Sciences was formerly known as the *School of Science and Technology* at resuscitation of the university in 2002. In 2013, two other schools were calved out of it and three schools resulted namely: School of Science and Technology, School of Health Sciences and School of Agricultural Sciences. Subsequently, in July 2016, when the university adopted the faculty system with defined departments, the School of Science and Technology was renamed Faculty of Sciences comprising of four Departments as named above.

Programmes on Offer

The Faculty of Sciences is located on the ground floor of the Faculty Block in National Open University Headquarters at Plot 91 Cadastral Zone, Nnamdi Azikiwe Expressway Jabi, Abuja. It is currently administering and coordinating eight undergraduate programmes and three postgraduate programmes namely:

Department of Computer Science

- B.Sc. Information Technology
- B.Sc. Computer Science
- PGD Information Technology
- MSc Information Technology
- PhD Information Technology

Department of Environmental Sciences

- B.Sc. Environmental Science and Toxicology

Department of Mathematics

- B.Sc. Mathematics
- B.Sc. Mathematics with Computer Science

Department of Pure and Applied Sciences

- B.Sc. Biology
- B.Sc. Chemistry
- B.Sc. Physics

Administration

The faculty has a total number of seven professors, two associate professors and forty-seven academic staff in ranks ranging from Senior Lecturer to Assistant Lecturers, in different areas of specialisation.

The faculty is headed by Professor Saheed Ajibola, the Dean while the administrative unit is managed by the Faculty Officer (FO), Mr Idris Garba. The FO oversees the day to day running of the Faculty's facilities, and provides materials needed by staff to execute their duties. Each of the four departments is headed by academic staff as follows:

Dr Francis B. Osang	-	Department of Computer Science
Dr Emili Iduseri	-	Department of Environmental Sciences
Dr Akeem Disu	-	Department of Mathematics
Dr Emeka Ogoko	-	Department of Pure and Applied Sciences

The Faculty of Sciences holds its Academic Board meeting, statutorily, every month, where issues bordering on academic and student matters, the progress of the faculty and staff are discussed. All Academic staff are members of the Board while the head of the administrative unit is the Secretary to the Board.

Overview of the Department of Computer Science

Preamble

The Programmes in the Department of Computer Science are designed to equip the undergraduate students with the basic requirements for serving in a professional capacity in most areas of computing and Information Technology as well as develop knowledge in the theories of computing. The degree programmes explore all the basic rudimentary or foundation knowledge of computer science and Information Technology not known to most of today's information users. It is also expected to equip students with the tools for computational techniques and information technologies as well as their thinking patterns, as they would be exposed to the fundamentals of Information Technologies, computing processes and principles.

Programmes Offered

The following are the undergraduate and postgraduate programmes offered in the department:

- B.Sc. Computer Science
- B.Sc. Information Technology
- M.Sc. Information Technology
- Postgraduate Diploma (PGD) Information Technology
- PhD Information Technology

Programme Duration

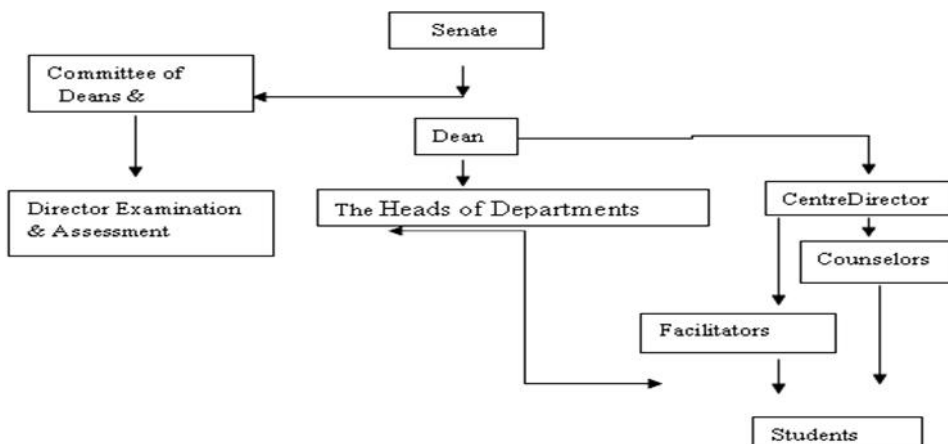
All undergraduate courses in the department run for a minimum of 4 years (8 Semesters) for 100 level entry and 3 years (6 Semesters) for 200 level entry. Postgraduate masters' courses run for 2 years (3 Semesters).

General admission requirements

Candidates seeking for admission into all the programmes in the Department of Computer Science must have five credits in the SSCE/GCE O'Level/NECO/NABTEB or equivalent obtained at not more than two (2) sittings. The five credits required should include English Language and Mathematics. Specific requirements for the different programmes are detailed in **Part III**

Organisational Structure

The administrative structure of the department follows the organogram below:



General Administration

The department is coordinated by a Head of Department, supported by the academic and non-academic staff. 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.

Students' Welfare

Handling of academic grievances follows the University-wide SERVICOM Charter as shown in the Appendix VII.

List of all Staff in the Department

S/N	NAME	SEX	RANK	CONUASS	EMPLOYMENT STATUS
1.	Dr. Francis Bukkie Osang	M	Senior Lecture	Conuass 5	Full time
2.	Dr. Muhtar Hanif Alhassan	M	Associate Professor	Conuass 6	Full time
3.	Dr. Gregory Onwodi,	M	Associate Professor	Conuass 6	Full time
4.	Dr. Juliana Ndunagu	F	Senior Lecturer	Conuass 5	Full time
5.	Dr. Vivian O. NWAOCHA	F	Senior Lecturer	Conuass 5	Full time
6.	Dr. Adewale Adesina	M	Senior Lecturer	Conuass 5	Full time
7.	Dr. Adenrele A. Afolorunso	F	Lecturer I	Conuass 4	Full time
8.	Dr. Madu Galadima	M	Lecturer I	Conuass 4	Full time
9.	Mr. Okunade A. Oluwasogo	M	Lecturer I	Conuass 4	Full time
10.	Mr. George A. Oguntala	M	Lecturer II	Conuass 3	Full time
11.	Mr. Nnabuike N. Eya	M	Assistant Lecturer	Conuass 2	Full time
12.	Mr. Oluwaseun Oluyide	M	Assistant Lecturer	Conuass 2	Full time
13.	Mrs. Oluwatoyosi V. O	F	Assistant Lecturer	Conuass 2	Full time
14.	Mr. Adebayo Adegboyega	M	Assistant Lecturer	Conuass 2	Full time
15.	Mr. Muhammed	M	Assistant	Conuass 2	Full time

	Aminu Abdullahi		Lecturer		
16.	Mr. Iiyasu Muhammad Sani	M	Assistant Lecturer	Conuass 2	Full time
17.	Mr. Wada Kamal Sabo	M	Assistant Lecturer	Conuass 2	Full time

Part II – Key Information

Information for New Students

Orientation Programme

Orientation for new students is organised at various study centres. The study centre will advise the student on the process accordingly.

Deferment of Admission

This is entertained only based on university policy and conditions.

Registration procedure

Student registration is done at their chosen study centres. The centre furnishes the candidate with the detailed registration process.

Course Registration portal

The opening and closing of course registration portal are specified by the university in the published university calendar for the year.

Add or Drop a Course

Student process “and/or drop courses” through study centres. The centre furnishes the candidate with details of the process.

Change of Programme of study

Registered students who wish to change their programme of study should initiate the process through their respective study centres. The students should collect the required form, fill and submit it through the same study centre.

Examination

Based on the courses assigned to PhD holders in the Department, each academic staff prepares examination questions and marking guides using the course material developed for each course. If the assigned courses are more than the maximum approved by the Senate of the University, the excess courses are outsourced to experts from other Universities for setting of questions using the conference setting scenario.

Upon completion of the setting of questions, all questions are subjected to internal moderation. This is followed by checks in by Directorate of Examinations and Assessment to avoid repetition of questions. The successful questions are then submitted for external moderation involving experts not below professorial cadre. When corrected, the questions are submitted to the DEA for administration to the students.

In addition, the academic Staff in like manner prepares Tutor-Marked Assignment (TMA) questions every semester involving external experts where appropriate. These questions are further internally moderated with the accompanying marking schemes before they are given to the students. Three sets of TMAs are expected to be set by each academic staff in every course constituting 30% of the course final grade and also serve as the continuous assessment for the course. 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 using electronic examination system. The conduct of the end of semester examination is usually carried out at the various study centres. The University has in place guidelines for the conduct of examinations. Results are issued after Senate ratification of the semester results.

Research Projects

At the commencement of 400 Level, students are expected to submit their project topics for approval

Grading, Moderation and Mode of Submission of Projects:

Grading of research projects: Students projects are graded by the assigned supervisors, moderated during the zonal external moderation exercises. Master of Science projects and above is subjected to project defence.

Mode of Submission of Projects: Projects and score sheets (hard and soft copies are submitted to the Faculty through the Study Centre. The study centres upload all softcopies of the submitted copies online on the PAS platform.

Results calculation and Progression

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: (Senate Guideline on Grading Examinations, NOUN)

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

At the end of the 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.

The formula for Calculation of GPA and CGPA

The Grade Point (GP) for each course shall be calculated by multiplying the Point Grade attained by the credit units for the course. The GPA is then calculated by dividing the total Grade Point of all the courses taken in that semester by the total number of credit units. The **GPA** is computed on a semester by semester basis. The formula for calculating the GPA is the following:

$$GPA = \frac{TGPE}{TCC}$$

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:

$$GPA = \frac{TGPE}{TCC}$$

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

An example of how to calculate the GPA is presented:

Course	Score (%)	Letter Grade	Credit Unit	Point Grade	Grade Point
BIO 102	67	B	3	4	12
BIO 191	75	A	3	5	15
BIO 204	46	D	2	2	4
BIO 208	54	C	3	3	9
BIO 210	73	A	3	5	15
TOTAL			14		55

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

Good Academic Standing

In order to be in good standing, you must maintain a GPA 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

End of Programme Clearance

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

Log into your portal, click on clearance form, which is on the left-hand side of the menu; 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:

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

Click on Library for clearance on books if still having school books in your possession. If there are none, an official stamp is required here for proof.

Click on Bursary; here is the final process for clearance on Alumni, project fees, IT, etc. This part will also be stamped by the Faculty representative.

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

Maintaining an 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 the 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 given the opportunity of visiting any mass media and the media adjuncts close to their study centres 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.

Part III – Programme specification

B.Sc. Computer Science

Programme Code: 5204

Admission requirements

Minimum O' Level Requirements

Five credits in SSCE/GCE/NECO/NABTEB obtained at not more than two (2) sittings. The five credits should be obtained in **English Language and Mathematics** (*both are compulsory*) plus any three in the following subjects: Physics, Chemistry, Biology or Agricultural Sciences.

Direct entry requirements:

First Degree/A Level/OND/HND/NCE

A minimum of

- i. Credit in English Language, Mathematics, Physics, Chemistry, Biology or Agricultural Sciences at the A-Level.
- ii. Upper Credit from a recognized institution in Computer Engineering, Computer Science, Electrical Electronics Engineering, Electrical Engineering at the Ordinary National Diploma (OND) level.
- iii. A minimum of lower credit from a recognized institution in Computer Engineering, Computer Science, Electrical Electronics Engineering, Electrical Engineering at the Higher National Diploma (HND) level

	100 Level		
Course Code	Course Title	Unit	Status
	1st Semester		
GST 101	Use of English and Communication Skills I	2	Core
GST 103	Computer Fundamentals	2	Core
GST 107	The Good Study Guide	2	Core
BIO 101	General Biology I	2	Core
CHM 101	Introductory Inorganic Chemistry	2	Core
CHM 103	Introductory Physical Chemistry	2	Core
CIT 143	Introduction to Data Organisation and Management	2	Core
MTH 101	Elementary Mathematics I	3	Core
MTH 103	Elementary Mathematics III	3	Core
PHY 101	Elementary Mechanics, Heat and Properties of Matter	2	Core
BIO 191	General Practical Biology I	1	Core
CHM 191	Introductory Practical Chemistry I	1	Core
PHY 191	Introductory Practical Physics I	1	Core
	Total Credit Units - Compulsory	25	
	Total Credit Units - Elective	0	

	Total Credit Units	25	
	2nd Semester		
GST 102	Use of English and Communication Skills II	2	Core
GST 104	Use of Library	2	Core
CHM 102	Introductory Organic Chemistry	2	Core
CIT 102	Software Application Skills	2	Core
CIT 104	Computer Application	2	Core
STT 102	Introductory Statistics	2	Core
MTH 102	Elementary Mathematics II	2	Core
BIO 102	General Biology II	2	Core
BIO 192	General Biology Practical II	1	Core
CHM 192	Introductory Practical Chemistry II	1	Core
PHY 102	Electricity, Magnetism and Modern Physics	3	Core
PHY 192	Introductory Practical Physics II	1	Core
	Total Credit Units – Compulsory	22	
	Total Credit Units - Elective	0	
	Total Credit Units	22	

	200 Level		
Course code	Course Titles	Unit(s)	Status
	1 st Semester		
GST 201	Nigerian Peoples and Cultures	2	Core
GST 203	Introduction to Philosophy and Logic	2	Core
CIT 211	Introduction to Operating Systems	3	Core
CIT 215	Introduction to Programming Languages	3	Core
CIT 237	Programming & Algorithms	3	Core
MTH 213	Numerical Analysis I	3	Core
MTH 281	Mathematical Methods I	3	Core
CIT 213	Elementary Data Processing	2	Elective
MTH 211	Introduction to Set Theory and Abstract Algebra	3	Elective
MTH 241	Introduction to Real Analysis	3	Elective
	Total Compulsory Units	19	
	Total Elective Units	8	
	Total Credit Units	27	
	Students are expected to offer at least one elective course per semester. Also, they can only register a maximum of 25 units per semester		

	2 nd Semester		
GST 202	Fundamentals of Peace Studies and Conflict Resolution	2	Core
GST 204	Entrepreneurship and Innovation	2	Core
CIT 208	Information Systems	2	Core
CIT 212	Systems Analysis and Design	3	Core
CIT 246	Introduction to Computer Organisation	2	Core
CIT 292	Computer Laboratory I	2	Core
MTH 212	Linear Algebra II	3	Elective
MTH 232	Elementary Differential Equation	3	Elective
MTH 282	Mathematical Methods II	3	Core
STT 211	Probability Distribution I	3	Elective
CIT 204	Computer Appreciation and Application to Agriculture	2	Core
	***(This is a core registerable course, only for students in the Faculty of Agricultural Sciences)		
	Total Compulsory Units	16	
	Total Elective Units	9	
	Total Credit Units	25	
	Students are expected to offer at least one elective course per semester. Also, they can only register a maximum of 25 units per semester		

	300 Level		
Course Code	Course Titles	Unit(s)	Status
	1 st Semester		
CIT 309	Computer Architecture	3	Core
CIT 311	Computer Networks	3	Core
CIT 333	Software Engineering I	2	Core
CIT 341	Data Structures	3	Core
CIT 351	C# Programming	2	Core
CIT 353	Introduction to Human-Computer Interaction	2	Core
CIT 371	Introduction to Computer Graphics and Animations	3	Elective
CIT 383	Introduction to Object-Oriented Programming	2	Core
MTH 307	Numerical Analysis II	3	Elective
MTH 381	Mathematical Methods III	3	Elective
STT 311	Probability Distribution II	3	Elective
	Total Compulsory Units	17	
	Total Elective Units	12	
	Total Credit Units	29	

	Students are expected to offer at least one elective course per semester. Also, they can only register a maximum of 25 units per semester		
	2 nd Semester		
CIT 322	Introduction to Internet Programming	3	Core
GST 302	Business Creation and Growth	2	Core
CIT 342	Formal Languages and Automata theory	3	Core
CIT 344	Introduction to Computer Design	3	Core
CIT 381	File Processing and Management	2	Core
CIT 389	Industrial Training /SIWES	6	Core
CIT 392	Computer Laboratory II	2	Core
MTH 382	Mathematical Methods IV	3	Elective
	Total Compulsory Units	21	
	Total Elective Units	3	
	Total Credit Units	24	
	Students are expected to offer at least one elective course per semester. Also, they can only register a maximum of 25 units per semester		
	400 Level		

Course code	Course Titles	Unit(s)	Status
	1 st Semester		
CIT 403	Seminar on Emerging Technologies	3	Core
CIT 411	Microcomputers and Microprocessors	2	Core
CIT 425	Operations Research	3	Core
CIT 427	Database Systems and Management	3	Core
CIT 445	Principles and Techniques of Compilers	3	Core
CIT 461	Internet Architecture and Communication	3	Elective
CIT 463	Introduction to Multimedia Technology	3	Elective
CIT 465	Network Administration	2	Elective
CIT 467	Visual Programming and Applications	3	Elective
	Total Compulsory Units	14	
	Total Elective Units	11	
	Total Credit Units	25	
	Students are expected to offer at least one elective course per semester. Also, they can only register a maximum of 25 units per semester		
	2 nd Semester		
CIT 412	Modelling and Simulation	3	Core

CIT 432	Software Engineering II	3	Core
CIT 474	Introduction to Expert Systems	2	Elective
CIT 478	Artificial intelligence	3	Elective
CIT 484	Website Design and Programming	2	Core
CIT 499	Project	6	Core
	Total Compulsory Units	14	
	Total Elective Units	5	
	Total Credit Units	19	
	Students are expected to offer at least one elective course per semester. Also, they can only register a maximum of 25 units per semester		

B.Sc. Information Technology

Programme ID: 5202

Admission requirements

Minimum O' Level Requirements

Five credits in SSCE/GCE/NECO/NABTEB obtained at not more than two (2) sittings. The five credits should be obtained in **English Language and Mathematics** (*both are compulsory*) plus any three in the following subjects: Physics, Chemistry, Biology or Agricultural Sciences.

Direct Entry Requirements:

First Degree/A Level/OND/HND

A minimum of:

- i. Credit in English Language, Mathematics, Physics, Chemistry, Biology or Agricultural Sciences at the A-Level.
- ii. Upper Credit from a recognized institution in Computer Engineering, Computer Science, Electrical Electronics Engineering, Electrical Engineering at the Ordinary National Diploma (OND) level.
- iii. A minimum of lower credit from a recognized institution in Computer Engineering, Computer Science, Electrical Electronics Engineering, Electrical Engineering at the Higher National Diploma (HND) level.

100 Level

Course code	Course Title	Unit	Status
1st Semester			
GST 101	Use of English and Communication Skills I	2	C
GST103	Computer Fundamentals	2	C
GST 107	The Good Study Guide	2	C
BIO101	General Biology I	2	C
CHM101	Introductory Inorganic Chemistry	2	C
CHM103	Introductory Physical Chemistry	2	C
CIT 143	Introduction to Data Organisation and Management	2	C
MTH 101	Elementary Mathematics I	3	C
MTH 103	Elementary Mathematics III	3	C
PHY 101	Elementary Mechanics, Heat and Properties of Matter	2	C
BIO191	General Practical Biology I	1	C
CHM191	Introductory Practical Chemistry I	1	C
PHY 191	Introductory Practical Physics I	1	C
	Total Credit Units - Compulsory	25	

	Total Credit Units - Elective	0	
	Total Credit Units	25	
2nd Semester			
GST 102	Use of English and Communication Skills II	2	C
GST104	Use of Library	2	C
CHM102	Introductory Organic Chemistry	2	C
CIT 102	Software Application Skills	2	C
CIT104	Computer Application	2	C
STT102	Introductory Statistics	2	C
MTH 102	Elementary Mathematics II	2	C
BIO102	General Biology II	2	C
BIO192	General Biology Practical II	1	C
CHM192	Introductory Practical Chemistry II	1	C
PHY 102	Electricity, Magnetism and Modern Physics	3	C
PHY 192	Introductory Practical Physics II	1	C
	Total Credit Units – Compulsory	22	
	Total Credit Units - Elective	0	

	Total Credit Units	22	
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Course	Course Title	Unit	Status
1st Semester			
GST 201	Nigerian Peoples and Cultures	2	C
GST203	Introduction to Philosophy and Logic	2	C
CIT 211	Introduction to Operating Systems	3	C
CIT 215	Introduction to Programming Languages	3	C
CIT 237	Programming & Algorithms	3	C
MTH 211	Introduction to Set Theory and Abstract Algebra	3	C
MTH 213	Numerical Analysis I	3	C
MTH 281	Mathematical Methods I	3	E
Total Credit Units – Compulsory		19	
Total Credit Units - Elective		0	
Total Credit Units N/B: Students are expected to offer at least one elective course per semester. Maximum credit units allowed per semester is 25		22	
2nd Semester			
GST 202	Fundamentals of Peace Studies and Conflict	2	C
GST204	Entrepreneurship and Innovation		
CIT 208	Information Systems	2	C
CIT 212	Systems Analysis and Design	2	C
CIT 236	Analog and Digital Electronics	3	C
CIT 292	Computer Laboratory I	3	C
MTH 212	Linear Algebra II	2	C
MTH 232	Elementary Differential Equations	3	C

MTH 282	Mathematical Methods II		3	C
PHY 208	Network Analysis and Devices		3	E
	Total Credit Units - Compulsory		20	
	Total Credit Units - Elective		3	
	Total Credit Units		23	

* Students are expected to offer at least one elective course per semester. Also, they can only register a maximum of 25 units per semester

300 Level				
Course		Course Titles	Units	Status

1st Semester

CIT 303		Principles of Communication Technology	3	C
CIT 305		Networking and Communication Technology	3	C
CIT 309		Computer Architecture	3	C
CIT 311		Computer Networks	3	C
CIT 341		Data Structures	3	E
CIT 371		Introduction to Computer Graphics and Animation	3	E
CIT381		File Processing	3	E

		and Management		
CIT389	Industrial Training/SIWES		6	C
	Total Credit Units		- 18	
	Compulsory			
	Total Credit Units - Elective		9	
	Total Credit Units		27	

* Students are expected to offer at least one elective course per semester. Also, they can only register a maximum of 25 units per semester

2nd Semester

GST304		Business Creation and Growth	2	C
CIT 322		Introduction to Internet Programming	3	E
CIT 342		Formal Languages & Automata theory	3	C
CIT 344		Introduction to Computer Design	3	C
CIT 392		Computer Laboratory II	2	C
DAM 301		Data Mining and Data Warehousing	3	C
DAM344		Semantic Data Modelling	2	E
DAM 364		Management Information Systems (MIS)	2	C
DAM382		Information	3	E

		Systems Management		
		Total Credit Units - Compulsory	13	
		Total Credit Units - Elective	8	
		Total Credit Units	21	

*** Students are expected to offer at least one elective course per semester. Also, they can only register a maximum of 25 units per semester**

400 Level

Course Code		Course Titles	Units	
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1st Semester

CIT 403		Seminar on Emerging Technologies	3	C
CIT 411		Microcomputers & Microprocessors	2	C
CIT 415		Introduction to E-commerce	3	E
CIT 427		Database Systems & Management	3	C
CIT 445		Principles & Techniques of Compilers	3	E
CIT 461		Internet Architecture & Communication	3	C
CIT 463		Introduction to Multimedia Technology	3	E

CIT 465	Network Administration	2	C
	Total Credit Units - Compulsory	13	
	Total Credit Units - Elective	9	
	Total Credit Units	22	

* Students are expected to offer at least one elective course per semester. Also, they can only register a maximum of 25 units per semester

2nd Semester

CIT 425	Operations Research	3	C
CIT 474	Introduction to Expert Systems	2	C
CIT 478	Artificial intelligence	2	E
CIT 484	Website Design & Programming	3	E
CIT 499	Project	6	C
DAM 461	Statistical Database System	3	C
	Total Credit Units - Compulsory	14	
	Total Credit Units - Elective	5	
	Total Credit Units	19	

* Students are expected to offer at least one elective course per semester. Also, they can only register a maximum of 25 units per semester

Postgraduate Diploma (PGD) Information Technology

Postgraduate Diploma (PGD) Information Technology

Minimum O' Level Requirements

Five credits in SSCE/GCE/NECO/NABTEB obtained at not more than two (2) sittings obtained in any three of the following subjects:

Physics, Chemistry, Biology or Agricultural Sciences.

(English Language and Mathematics are compulsory)

Direct Entry Requirements:

First Degree/A Level/OND/HND

A minimum of:

- i. Credit in English Language, Mathematics, Physics, Chemistry, Biology or Agricultural Sciences at the A-Level.
- ii. Upper Credit from a recognized institution at the Higher National Diploma in Computer Engineering, Computer Science, Electrical/Electronic Engineering, Electrical Engineering, Mechanical Engineering, Metallurgical and Materials Engineering, Civil Engineering, Petroleum Engineering, Petroleum and Gas Engineering, Mining Engineering, Polymer and Textile Engineering, Computer Science Economics, Computer Science Education, Chemistry, Physics, Physics and Electronics, Biology, Microbiology, Zoology, Human Physiology, Mathematics and Statistics, Statistics, Science Laboratory Technology, Information Technology, Technical Education, Geology, Geography

	1ST SEMESTER		
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COURSE CODE	COURSE TITLE	UNIT (S)	STATUS
GST707	A Study Guide for the Distance Learner	2	Core
CIT701	Foundation of Information and Communication Technology	3	Core
CIT703	Information Technology and Software Development	3	Core
CIT753	Introduction to the Internet	3	Core
CIT711	Computer Fundamentals	3	Elective
CIT759	Micro Computing and WWW	2	Elective
CIT721	Information System Design and Programming	3	Elective
CIT735	Application Software Design and Multimedia	3	Core
	* Students are expected to offer at least one elective course per semester		
	Total Credit Units	20	
	2ND SEMESTER		
Course Code	Course Title	Unit(s)	Status
CIT722	Computer Networks	3	Core
CIT734	Object-Oriented Technology	3	Elective
CIT736	Computer Programming	2	Core
CIT742	Multimedia Technology	3	Elective
CIT756	Operations Research	2	Core
CIT752	Operating System Concepts	2	Core
CIT799	Project	6	Core
	* Students are expected to offer at least one elective course per semester		
	Total Credit Units	21	

M.Sc. Information Technology

Minimum O' Level Requirements

Five credits in SSCE/GCE/NECO/NABTEB obtained at not more than two (2) sittings obtained in the following subjects: English Language, Mathematics, Physics, Chemistry, Biology or Agricultural Sciences.

Postgraduate Requirements

A minimum of:

- i. Second-Class Lower (2.5-points) at the First Degree level in Information Technology, Communication Technology, Computer Science, Computer Engineering, Electrical Engineering, Electrical/Electronics, Communication Technology, Mathematics, Physics, Physics Electronics, Physics with Mathematics.
- ii. 3-points at the PGD level, in Information Technology, Computer Science, Computer Engineering, Electrical Engineering, Electrical/Electronics, Communication Technology, Mathematics, Physics, Physics Electronics, Physics with Mathematics.
- iii. A Distinction from a recognized institution at the Higher National Diploma (HND) in Information Technology, Computer Science, Computer Engineering, Electrical Engineering, Electrical/ Electronics, Communication Technology, Mathematics, Physics, Physics Electronics, Physics with Mathematics Communication Technology, Mathematics, Physics, Physics Electronics, Physics with Mathematics

M.SC INFORMATION TECHNOLOGY

1ST SEMESTER

Course Code	Course Titles	Unit(s)	Status
GST807	A Study Guide for the Distance Learner	2	C
CIT 843	Introduction to Database Management Systems	2	C

CIT 831	Software Engineering Methodologies	3	C
CIT 841	Advanced Information Storage and Retrieval	2	E
CIT 811	User Interface Design and Ergonomics	3	E
CIT 853	Internet concepts and Web Design	2	C
CIT 891	Advanced Multimedia Technology	3	E
CIT 851	Advanced Systems Analysis and Design	3	C
	*Students are expected to offer at least one elective course per semester		
	Total Credit Units	21	

2ND SEMESTER

CIT 802	Technical Report Writing	3	C
CIT 832	Operating Systems Concepts and Networking	2	E
	Management		
CIT 854	Network Design and Programming	3	C
CIT 844	Advanced Database Management Systems	2	E
CIT 852	Data Communication and Networks	3	C
CIT 834	Object-oriented Programming using C#	3	C
CIT 899	Research Project	6	C
	*Students are expected to offer at least one elective course per semester		
	Total Credit Units	22	

PhD in Information Technology

Entry Requirements

A Master's degree in Computer Science/IT (Information Technology) Electrical or Electronics Engineering from the National Open University of Nigeria (NOUN) or any other University recognized by the Senate of NOUN with a 4.0CGPA on a 5.0 CGPA, at least 60% marks in Project and 5 Credit passes as stated in B.Sc Information Technology admission requirement.

Shortlisted candidates will be required to present their research proposals before the PG Committee who will decide the selection of the candidate for the PhD programme.

OPP DPP REQUIREMENTS

Degree Award Requirements

Eligibility for Graduation

To graduate, a student shall have undergone at least 6-8 semesters of study, depending on the entry point, including field practical training. Course workload must meet the graduation requirements of the University based on minimum academic standards. However, in doing so, the student must earn a minimum of 120 credit units for the four-year programme and 90 credit units for the three years (Direct entry) programme. The submission of an undergraduate project thesis based on supervised research is a graduation requirement which cannot be compromised

Appendices

Appendix I: Guidelines for Research Projects

Table of Content for the project

(For Structured Software Development Methodology)

The project report shall be structured as follows:

Title Page

Certification

Approval

Dedication

Acknowledgement

Abstract

Table of Contents

List of figures

List of tables

Chapter 1: Introduction

- 1.0 Introduction
- 1.1 Background of the study
- 1.2 Statement of the problem
- 1.3 Aim of the project
- 1.4 Specific objectives

- 1.5 Scope of the project
- 1.6 Significance of the study
- 1.7 Definition of terms
- 1.8 Organization of the project

Chapter 2: Literature Review

- 2.0 Introduction
- 2.1 Review of Related Literature

Chapter 3: Methodology

- 3.0 Introduction
- 3.1 Analysis of the existing system
- 3.2 Limitations of the existing system
- 3.3 Design of the proposed system
 - 3.3.1 Input Design
 - 3.3.2 Output Design
 - 3.3.3 Database Design
- 3.4 Data Dictionary
- 3.5 System Algorithm
- 3.6 Use Case Diagram

Chapter 4: System Implementation

- 4.0 Introduction
- 4.1 System Implementation
- 4.2 System Requirements
- 4.3 Hardware Requirements
- 4.4 Software Requirements
- 4.5 Choice of development environment.
- 4.6 Implementation Architecture.
- 4.7 System Testing and Evaluation
- 4.8 Software Testing
- 4.9 System Change over
- 4.10 Documentation
 - 4.10.1 User Manual
- 4.11 Source code listing (attach as named appendix)

Chapter 5: Summary and Conclusion

- 5.0 Summary.
- 5.1 Conclusion
- 5.2 Recommendations
- 5.3 Contributions to Knowledge (for MSc Students)
- 5.4 Future Research

References (APA style)

Appendix A: Source code

Appendix B: Any other relevant document

Table of Content for the project
(For Qualitative/ Quantitative/ Mixed Methodology)

The project report shall be structured as follows:

Title Page

Certification

Approval

Dedication

Acknowledgement

Abstract

Table of Contents

List of figures

List of tables

Chapter 1: Introduction

- 2.0 Introduction
- 1.1 Background of the study
- 1.2 Statement of the problem
- 1.3 Aim of the project
- 1.4 Specific objectives
- 1.5 Scope of the project
- 1.6 Significance of the study
- 1.7 Definition of terms
- 1.8 Organization of the project

Chapter 2: Literature Review

- 2.0 Introduction
- 2.1 Review of Related Literature
- 2.2 Theoretical Framework

Chapter 3: Research Methodology

- 3.1 Research Design
- 3.2 Population
- 3.3 Sampling Procedure/Sample Size
- 3.4 Research Instrument Development
- 3.5 Validity and Reliability Criteria
- 3.6 Procedure for Data Collection
- 3.7 Data Analysis Procedure
- 3.8 Ethical Considerations

Chapter 4: Results and Discussion of findings

- 4.1 Presentation of Results
- 4.2 Discussion on Findings

Chapter 5: Summary and Conclusion

- 5.0 Summary.
- 5.1 Conclusion
- 5.2 Recommendations
- 5.3 Contributions to Knowledge (for MSc Students)
- 5.4 Future Research

References (APA style)
Appendix: Any relevant document

Budget.

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

This policy takes effect from March 2015.

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

An appeal against examination results should be made within 30 days from the date of publication of the results, in accordance with the following guidelines:

- A. All applications for re-marking should be addressed to the Registrar through the Study Centre Directors and a copy forwarded to the Dean in the School concerned;
- B. Applicants must submit the necessary application form (Annexure A) at the relevant Study Centre. Students must ensure that the course(s) code(s) title(s) are correct when completing the form;
- C. A non-refundable fee of ~~N~~ **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.

- D. A receipt must be issued as proof of payment for the service;
- E. 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;
- F. Study Centre Directors are required to forward all applications to the Registrar electronically within three days of receipt of the application form. The e-mail address is academicoffice@noun.edu.ng;
- G. The decision to remark is a prerogative of the School Examinations Committee. Remarking shall be completed within two weeks. The new score awarded shall be approved by the Dean on behalf of the School's Academic Board;
- H. 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;
- I. The School Board shall communicate its decisions to the Senate within a period of 14 days for ratification.

Appendix V: Students' Examination Guidelines and Regulations

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

1. A student's matriculation number serves as his/her examination number. Only matriculated students will be allowed to sit for examinations. A student must write his/her matriculation number on his/her answer booklet before commencing answering the questions.
2. Students should normally write examinations at their designated centres.
3. Students must bring to the examination hall their writing materials and any other material, which may be permitted by the University for a particular examination. These materials must have been listed as essential for a certain question(s).
4. Students arriving an hour after the commencement of an examination shall be allowed to sit for the examination only at the discretion of the Supervisor. Such a student will not be allowed at extra time.
5. Once a student is admitted into the examination hall, he/she may not leave the hall until he/she has finished with the examination. If for any cogent reason the student must leave the Hall, he/she must do so with the permission of the Supervisor.
6. A student must be accompanied by an invigilator if permitted to leave the examination hall temporarily (e. g. visiting the rest-room, etc.)
7. No answer booklets other than those supplied by the University are allowed in the examination hall. All rough works must be done in the supplied answer booklets and crossed out neatly. All supplementary answer sheets/booklets must be tied/attached to the Main answer booklet.
8. Silence must be observed in the examination hall. Any student requiring the attention of the invigilator should raise his /her hand.

9. Any activity or behaviour which may be construed as examination misconduct or malpractice (e.g. cheating, etc.) shall be liable to discipline in accordance with the university's rules and regulations governing examination as contained in the Student Handbook.
10. Communication between students is strictly forbidden during examinations. Any student found receiving or giving assistance would be sanctioned. Such a student may be required to withdraw from the examination and subsequently made to face the university examination malpractice panel.
11. Students are not permitted to smoke or sing or pray aloud or engage in any activity that may distract others in the examination halls.
12. Students are advised to leave their bags and briefcases at home as these items would not be allowed in the examination halls. The University will not be liable for any loss or damage to 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 VI: Decree on Examination Malpractice

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

All students of the National Open University of Nigeria are reminded that the University takes very seriously the conduct of its examinations and frowns seriously on any examination misconduct. The Decree is very relevant to you as a reminder of what could happen if you allowed yourself to be tempted to cheat in any form whatsoever during examinations. Note also that except you are under 17, **for any examination misconduct, the decree does not give room for options of fine, the individual goes to JAIL.** The University has however put in place a 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 online 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 otherwise deals with any question paper intended for the examination of persons at any examination.

An offence

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

- (a) in the case of a person under the age of 18 years, to a fine of ₦100,000.00 or imprisonment; for a term not exceeding 3 years or to both such fine and imprisonment;
- (b) in the case of a principal, teacher, an invigilator, supervisor, an examiner, or an agent or employee of the examination body concerned with the conduct of an examination, to imprisonment for a term of 4 years without the option of a fine; and
- (c) in any other case, to imprisonment for a term of three years without the option of fine.

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

Appendix VII: Service Charter

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

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

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

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 1½ years full time- 2/3years flexible mode 1 1/2 years full time - 2/3years	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	

		flexible mode		Seek redress at the Law Court	
2	Enquiries: Telephone Email 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 the 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	The Dean	Matching students' qualification

			Centre Director		s 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 an acceptable period. Otherwise, students pay a specified levy after a period of grace.
7	TMA's and Tutorial classes	Within 2 weeks	Study Centre Director Programme Leader Course Coordinator	Centre Director Programme Leader The Dean	Effective monitoring of scheduled times Effective monitoring of personnel for tutorial classes
8	Administration of Examinations	Within stipulated time	The Dean/Director	Centre Director Programme Leader The Dean	Ensure Quality Security Mode of delivery
9	Collation of	Within 4	The Study	Programme	Release

	Results	weeks of Examination	Centre Director The Dean	e Leader Course Coordinator	results promptly through the academic Registry.
10	Review of Programmes/ Courses	Normally every 5 years	The Dean/Director	Course Coordinator Programme Leader Dean	Actual review, every 5 years. Errors detected in any course material would be corrected immediately via addendum in print and electronically.
11	The 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

Disclaimer

Every effort has been made to ensure the accuracy of this Handbook. However, it should be noted that the information contained within is subject to change. Where such changes occur, we will endeavour to update this book as soon as possible.