

STUDENTS' ORIENTATION (Session/Semester)

NATIONAL OPEN UNIVERSITY OF NIGERIA



103 Study Centres
and Counting

Welcome

The Vice Chancellor of the National Open University of Nigeria, Professor Olufemi Peters, congratulates you on your admission to the largest Single Mode Open and Distance Learning University in Nigeria and the West Africa sub-region.



Other Principal Officers of the University



PROF. ISAAC SAMMANI BUTSWAT
DVC (ADMINISTRATION)



PROF. UDUMA UDUMA ORJI
DVC (ACADEMICS)



PROF. MONIOLUWA O. OLANIYI
DVC (TECH., INNOVATION & RESEARCH)



MR. FELIX I. EDOKA KSM
REGISTRAR



DR. ERNEST ODEIGAH
BURSAR



DR. ADAM GAMBO SALEH
LIBRARIAN

Some Other Senior Officers of the University

Deans Of Faculties	Names	Emails
Dean of School of Postgraduate Studies	Prof. Chiedu F. Mafiana	spgs@noun.edu.ng
Ag Dean of Agricultural Sciences	Prof. Ahmed A. Njidda	fas@noun.edu.ng
Dean of Arts	Prof. (Mrs) Nwabueze Iyabode O. A.	farts@noun.edu.ng
Dean of Education	Prof. Osuji Uchenna Sydney Ajunwa	fedu@noun.edu.ng
Dean of Health Sciences	Prof. Adamu Shehu Usman	fhealthsciences@noun.edu.ng
Dean of Law	Dr Ugbejeh Ernest Ogwashi	flaw@noun.edu.ng
Dean of Management Sciences	Prof. Osoba Samson Babatunde	fms@noun.edu.ng
Dean of Sciences	Prof. Ajibola Saheed Oluwatoyin	fsciences@noun.edu.ng
Dean of Social Sciences	Dr Shaibu Moses E.	fsocialsciences@noun.edu.ng

Directorates	Name of Directors	Emails
Directorate Of Learner Support Services	Prof. Okagbare O. Gregory	lss@noun.edu.ng
Directorate of Information & Communication Technology	Dr Onwodi Gregory O.	ict@noun.edu.ng
Directorate of Management Information System	Dr Alhassan Muhtar Hanif	noumis@noun.edu.ng
Directorate of Learning Content Management System	Dr Adesina Adewale O.	lcms@noun.edu.ng

Study Centres

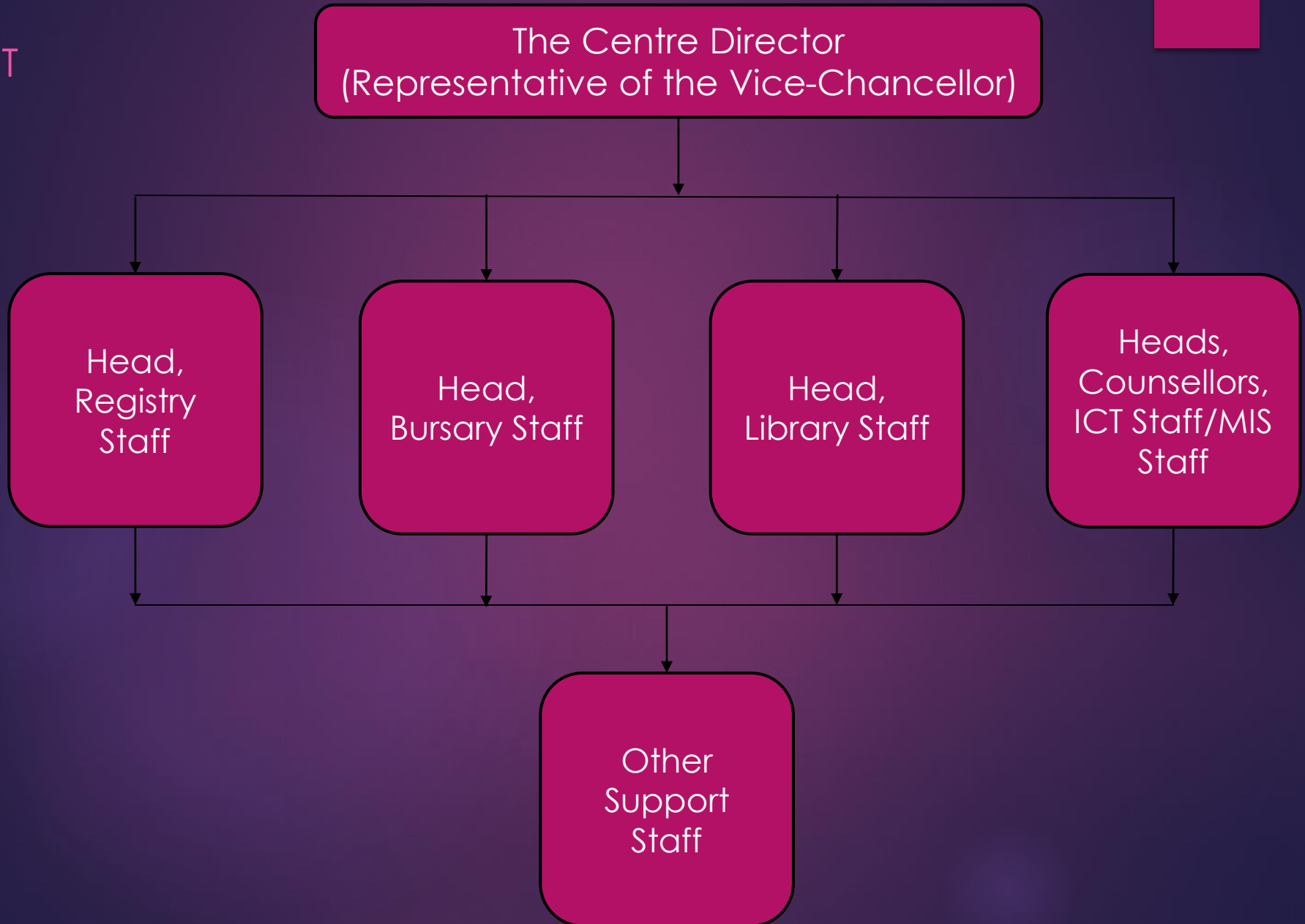
- In an Open and Distance Learning (ODL) institution, such as NOUN, support services are provided for learners at Study Centres.
- A Study Centre is a Center established and maintained by the University for the purpose of rendering academic support to learners.
- Learner Support Services are available at the Study Centres, and such services include
 - Guiding potential students on choice of programme to study;
 - Screening of newly admitted students;
 - Guiding students on registration of courses and payment of students' fees;
 - Distribution of course materials;

Study Centres cont...

- Organizing seminars, facilitation, counselling, orientation and matriculation, teaching practice, practicum, laboratory practicals, Student Industrial Work Experience Scheme (SIWES), library services;
 - The conduct of examinations;
 - The preparation of students for graduation;
 - Advocacy and community services.
- A Study Centre serves as liaison between the University and its students.

Organogram of a Typical Study Centre

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Typical Journey of a NOUN Student from Admission to Graduation



The Admission Process

1. NOUN as an institution admits students every semester.
2. Make sure you obtain your admission online through the correct and authentic NOUN site, **nouonline.net**. The other site **nou.edu.net** is for course materials, adverts and announcements, transcript application, update about NOUN, etc..
3. Upon admission, upload your credentials online.
4. Visit the Study Centre for matriculation number from the registry unit.
5. Update your portal as a new student.
6. After step five above, generate your RRR pin for payment via your portal.

Registration Fees

1. Every new:

a. Undergraduate Student pays a minimum fee of ₦70,000.00 and maximum of ₦75,000.00.

b. PGD or Masters student pays a minimum fee of ₦80,000.00 and maximum fee of ₦85,000.00.

2. The fees for Returning students are:

a. Semester Registration (compulsory) = ₦18,000.00

b. Course Registration - Undergraduate: 2 Units = ₦2,000.00

3 Units = ₦2,500.00

- Post-Graduate: 2 Units = ₦2,500.00

1. 3 Units = ₦3,000.00

3. Examination Registration:

a. Undergraduate = ₦1,000.00 per course.

b. PGD and Masters = ₦2,000.00 per course.

Semester Registration

Every semester the lists of registrable and examinable courses are sent to the Study Centres from Faculties on availability of such course materials. You can equally access all registrable courses via www.nou.edu.ng

Fees for Non-Examinable Courses

- Non-Examinable courses are courses that do not require examination before students are graded on them.
- Students are required to register for these non-examinable courses, and they include SIWES, teaching practice, practicum, projects, etc.
- All students must always see the student Counselor for guidance.

Project Fee is ₦15,000.00 for Undergraduates

Project Fee is ₦25,000.00 for PGD

Project Fee is ₦40,000.00 for Masters

Practicum/SIWES fee is ₦10,000.00.

NB: The breakdown of payments are easily obtained from the Bursary Unit of the Study Centre.

Registration of Non-Examinable Courses

Cont.

Each of the projects must also be registered under Examination even though they are non-examinable. Practicum is registered and done by Nursing science students while SIWES/Tour is by other programmes like;

Faculty of Management Science

- B.Sc. Entrepreneurship
- B.Sc. Public Administration
- B.Sc. Business Administration
- B.Sc. Accounting
- B.Sc. Cooperative & Rural Dev.

Faculty of Education

- B.A. Early Childhood Education
- B.A. (ed) English
- B.A. (ed) French
- B.A. (ed) Primary Education
- B.Sc. (ed) Agricultural Science
- B.Sc. (ed) Biology
- B.Sc. (ed) Business Education
- B.Sc. (ed) Computer Science
- B.Sc. (ed) Integrated Science
- B.Sc. (ed) Mathematics
- B.Sc. (ed) Physics

Registration of Non-Examinable Courses

Cont.

Each of the projects must also be registered under Examination even though they are non-examinable. Practicum is registered and done by Nursing science students while SIWES/Tour is by other programmes like;

Faculty of Social Science

- B.Sc. Criminology & Security Studies
- B.Sc. Mass Communication
- B.Sc. Peace Studies & Conflict Res
- B.Sc. Tourism Studies

Faculty of Science

- B.Sc. Computer Science
- B.Sc. Information Technology
- B.Sc. Environmental Science & Tox
- B.Sc. Mathematics & Computer Sci
- B.Sc. Physics
- B.Sc. Chemistry
- B.Sc. Biology
- B.Sc. Mathematics

Registration of Non-Examinable Courses

Cont.

Each of the projects must also be registered under Examination even though they are non-examinable. Practicum is registered and done by Nursing science students while SIWES/Tour is by other programmes like;

Faculty of Health Sciences

- B.Sc. Public Health
- B.Sc. Environmental Health Science
- BNSc. Nursing Science

Faculty of Law

- LLB Law

Registration of Non-Examinable Courses

Cont...

Each of the projects must also be registered under Examination even though they are non-examinable. Practicum is registered and done by Nursing science students while SIWES/Tour is by other programmes like;

Faculty of Agricultural Sciences

- B. Agricultural Extension & Rural Development
- B. Agric (Animal Science)
- B. Agric (Crop Science)
- B. Agric (Economics & Agro Business)
- B. Agric (Soil & Land Resources Mgt)

Entrepreneurship and General Studies

- Business and Entrepreneurship have industrial tour in place of SIWES. Most of the SIWES are done in 300L in the second semester except where there is a carry-over.
- GST 302 – Business plan shall be taken by all students in 300L. It involves writing a business plan, uploading online and presentation (Defence). It is part of the assignments for the course.
- All undergraduates are required to undertake GST courses and pass them before graduation.

Documentation

- After registration, students are required to proceed to their Study Centres for documentation.
- Make Three (3) photocopies of all your credentials
- Collect Three files from the Account Unit
- Fill the necessary information in the file, that is, name, matriculation number, course of study, program, year, passport, etc.
- Put them in the clear bag and submit all to the registry unit. Your Desk Officer will accept them from you.
- Dropping of wrongly registered courses and exams are done at the registry unit or ICT.
- Where a student wishes to transfer his/her Study Centre from one to another due to work transfer, posting or other reasons, such change may be processed in the Registry unit.
- Students that wish to write examinations at another Study Centre are required to seek permission from the Registrar through the Study Centre Director. This permission is, especially, applicable to security personnel. Other applications are treated on their merit.
- All such requests should be completed at least three weeks to commencement of examinations.

Orientation and Matriculation

- All newly admitted students are given orientation and made to take and sign the Matriculation oath, online or offline at the Study Centre at a suitable date determined by the Management of the University.
- Orientation and matriculation are done every semester, that is twice in a session. This is because of our flexibility that permits us to admit new students every semester

Facilitation and Study Cycles

- Instead of teaching or lecturing, facilitation of courses is done online for all students. Study cycles, amongst students, are also encouraged.
- Students are expected to lay more emphasis on self-study in line with the ODL mode of education

Duration of Programmes

In most cases undergraduate students are required to spend four (4) years, except:

- Nursing;
- Public Health;
- Law; and
- Agriculture, which course of study take Five (5) years.
- PGD has a minimum of one (1) year and maximum one and half (1 ½) years. Masters (MBA) is one and half years while academic masters is one year to one and half years. PhD is Three (3) years.
- Due to the flexible nature of open and distance learning, NOUN students are allowed to spend twice the number of years required for each programme of study.

Computer Marked Assignments (TMAs) and Examinations

- Three (3) TMAs, which stand for Continuous Assessment, are taken for every course and scores so obtained constitute 30% of the examinations within a stipulated time. TMAs are done online.
- Examinations are conducted by the Directorate of Examinations and Assessment (DEA) and results presented to Senate through the University Examination Committee for approval before dispatch to Study Centres and Students' portals by the Directorate of Management Information System (DMIS).
- During the COVID-19 lockdown, virtual exams were conducted for willing candidates. It was optional and on-demand.

Categories of Examinations

- For 100L and 200L candidates, examinations are done electronically using computers (e-exams).
- Examinations that are conducted for students in 300 level upwards are Pen on Paper (PoP).
- For e-exams the results are generated electrically.
- For POP, conference marking is done in each of the zones in the country and results collated, passed through university examination committee, then senate and released to students through their Study Centres and individual portals.

NB: All Law courses are PoP.

Graduation Requirements: Total Credits Earned (TCE)

Before graduation, minimum TCE for all undergraduate students is 120 credits while for those who came through Direct Entry (DE) the minimum is 90. For PGD minimum is 35. Master (MSc) is 40-45 credits. MBA is 72-75 credits. Upon obtaining the required TCE for a course, the list of intending graduates is sent to the Study Centres as approved by the University Senate. Summarily:

- Undergraduate for four (4) years programme: Minimum of 120c
- Undergraduate Direct Entry: Minimum of 90c
- Undergraduate for five (5) years programme: Minimum of 120c
- Post Graduate Diploma: Minimum of 35c
- Masters of Science (MSc): Minimum of 40c
- Master of Business Administration (MBA): Minimum of 72c
- Master of Public Administration (MPA): Minimum of 40c

Project Defence and Moderation of Non-Examinable Courses

- Project defence and moderation of non-examinable courses are done every semester at designated centres, such as Abuja, Lagos, Kano, Enugu or other venues as the University deems fit.
- Only academic Masters and Ph.D. students undertake project defence.
- Moderation for non-examination courses is done for undergraduates, PGD and Masters degrees.

Convocation/Graduation of Students

Convocation of graduating students is done once in a year either January or March. Once a student's name appears for graduation, he/she comes for clearance at the Study Centre and the headquarters. When he/she comes for clearance, he/she is expected to present to the account office all his/her payment statements. For example;

- E-wallet
- Payment receipts for school fees
- Course and Examination slips
- Evidence of payment of SIWES, Project and Practicum.
- Where the student pays less than the required amount expected, he/she will be charged for the remaining balance before he/she is cleared.

Convocation/Graduation of Students cont...

- All graduating students' pay ₱15,000.00 for graduation gown, in which ₱5,000 is refunded upon return of the gown. For first degrees, gowns are the same but different hoods per faculty. For Master and PGD they use black while PhD is different (Yellow).
- In most cases certificates are issued and collected immediately after Convocation at the Headquarters. Notification of results are issued to the candidates at the various Study Centres within a period of time. Also when a candidate's name appears on the graduation list, he/she can apply for letter of notification of results from the Registrar through his/her Study Director. When the certificates are ready, notifications are returned and certificates collected.
- These constitute a typical journey of a NOUN student from Admission to graduation in some detail.

Channels of Communication

- ALL COMPLAINTS FROM STUDENTS SHOULD BE ADDRESSED TO THE STUDY CENTRE DIRECTOR.
- STUDENTS SHOULD INTERACT FREELY WITH STUDENT COUNSELLORS AND FACULTY OFFICERS FOR GUIDANCE AND INFORMATION.
- STUDENTS SHOULD VISIT THEIR PERSONAL UNIVERSITY PORTAL REGULARLY FOR ANNOUNCEMENTS AND UPDATES.

Further Information

- For further information, please consult the student counsellor or the Director in your Study Centre. You can also visit www.nou.edu.ng

Congratulations