



NATIONAL OPEN UNIVERSITY OF NIGERIA
(OFFICE OF THE REGISTRAR)
INTERNAL MEMO

From: Registrar	To: Study Centre Directors
Ref: NOUN/A.REG./ALL SCD/48/VOL.1	Date: 2 nd July, 2024

DISTRIBUTION OF CERTIFICATES FOR 2024 CONVOCATION

Above subject matter refers.

The Vice Chancellor has instructed that the distribution of certificates to graduates of the 2024 convocation be carried out.

In view of the above, the exercise has been scheduled to commence on Monday, 15th July, 2024 to Friday, 2nd August, 2024. By this memo, Centre Directors are to collect the certificates from the Academic Registry between Monday 8th July, 2024 to Friday, 12th July, 2024.

A carefully designed procedure has been drawn up so as to have a seamless exercise, minimize and avoid breaches. (See attached)

The Centre Directors are advised to sensitize/mobilize resources to accomplish the desired objective.

Please ensure that all the unissued certificates and the related documents (of issued ones) should be returned to the Academic Registry latest by Friday, 9th August, 2024.

Thank you.

A handwritten signature in blue ink, appearing to read 'Petu Bola Keji Mnim', is positioned above the typed name.

Petu Bola Keji Mnim
DR, Academic Registry
For Registrar

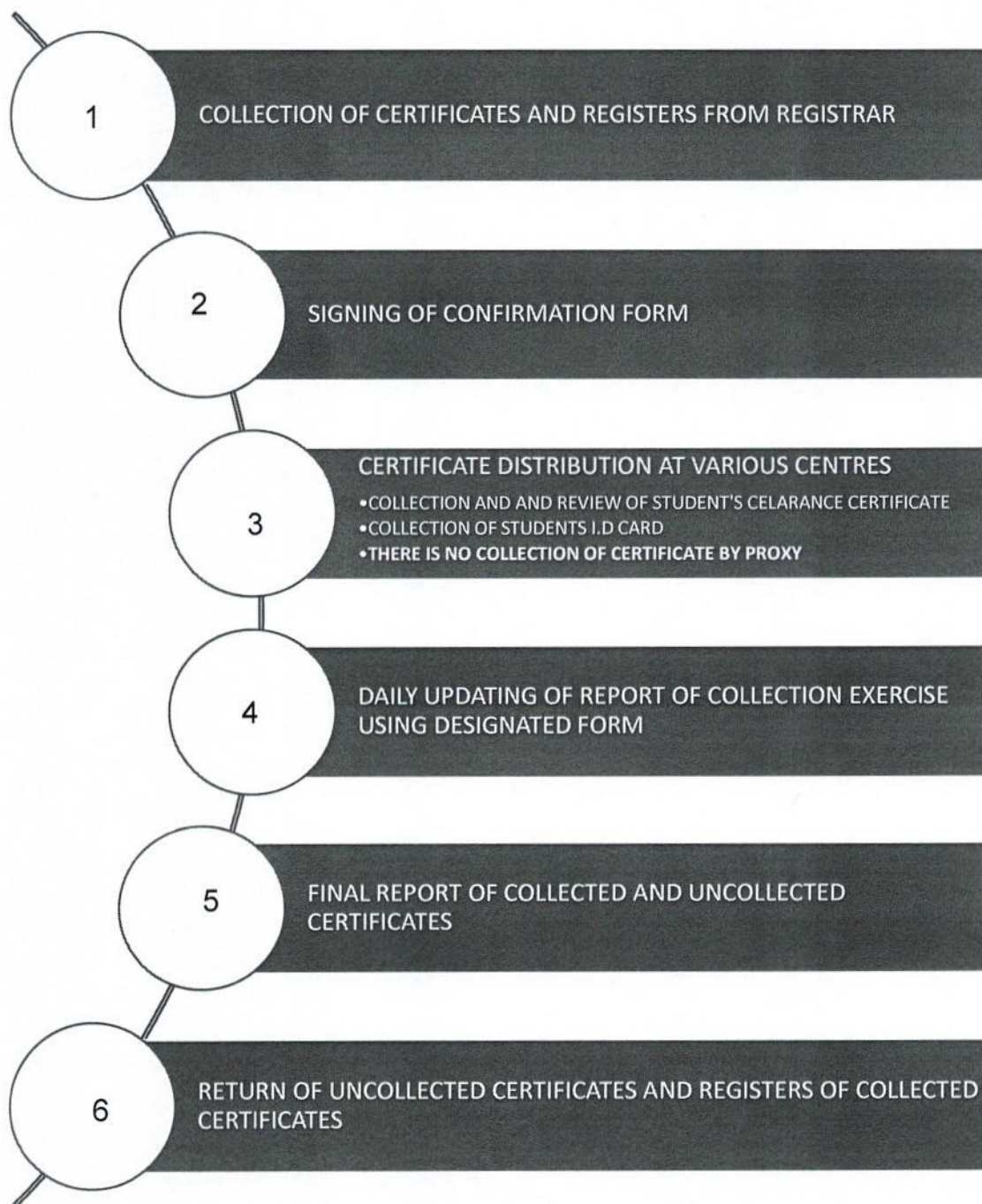


NATIONAL OPEN UNIVERSITY OF NIGERIA

University Village, Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way,
Jabi - Abuja.

(REGISTRAR'S OFFICE)

TERMS AND CONDITIONS GUIDING THE ADMINISTRATION OF CERTIFICATE DISTRIBUTION AT STUDY CENTRES



DETAILS OF REGULATION GUIDING THE CERTIFICATE ISSUANCE EXERCISE

Issuance of Certificates at the Study Centres is a decision of Management to reduce the stress and risks the graduands go through to attend the Convocation Ceremony and also collect their certificates. As an Institution, one of the unique characteristics of NOUN apart from running an ODL system, is the issuance of certificates immediately after graduation.

The University has continued to live up to this standard and as usual, the certificates will be ready for issuance immediately after the Convocation Ceremony. In order to guarantee the success of this year's exercise, all Study Centre Directors are hereby directed to follow the regulations guiding the issuance of certificates as spelt out in this document as follows:

1. All Study Centre Directors are required to personally (physically) receive the certificates from the Registrar after completing the necessary forms confirming the details of certificates per programmes at their various study centres. The Directors are to take responsibility for the certificates while assuring the Registrar of the safety of the certificates in their custody
2. Convocation Brochures have been produced for all graduands and it is as good as a certificate. The Directors would be expected to place premium importance on the brochure as much as the certificates.
3. Attendance Registers have been designed for use during the exercise, all Directors are expected to collect copies for their centre. All certificates issued out per programmes must be documented on a fresh register. The graduands are to fill the register themselves.
4. Certificate Distribution exercise shall be carried out simultaneously at all the study centres and only on the approved and communicated days. Daily Reporting of the exercise shall be required so as to ensure that issues that are encountered are promptly addressed. A form for this purpose shall be circulated to all study centres for strict compliance. Prior to the commencement of the exercise, all Study centres shall furnish the Registrar with names of officers that will be responsible for different Faculties and it is only these persons that must report the daily activities and they shall be held responsible alongside their Directors for any anomaly noticed or reported
5. All Directors are to note that only graduands with duly endorsed clearance form and a valid means of identification are attended to. In the same vein, for graduands from MSc and MA programmes, only those who have submitted bound copies of their **corrected** dissertations (with evidence sighted) should be issued certificates".
6. All graduands after the collection of their certificates shall be required to complete a form where they are to submit a review of their experience of the exercise for further improvement. All Directors shall be expected to ensure compliance to this directive as number of comments from Study Centres shall guide Management on further policy drives.
7. At the end of the exercise, all Directors shall be required to:
 - i. Submit a final report of the exercise (the form for this purpose shall be circulated in due course);
 - ii. Submit all collected Student Clearance and Means of Identification; and
 - iii. Submit alongside the report, all uncollected certificates.

Please note that **NO DELAYS SHALL BE ENTERTAINED!**