NATIONAL OPEN UNIVERSITY OF NIGERIA
FACULTY OF SOCIAL SCIENCES

Undergraduate Student Handbook
(2018-2023)

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This Handbook was adapted from the School of Arts and Social Sciences Handbook for Undergraduate Students.

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This handbook, the first to be produced in the Faculty of Social Sciences for the Faculty'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 Abdallah Uba Adamu for the moral and financial support towards the production of this handbook; the pioneer Dean, Dr. Ganiyat A. Adesina-Uthman, *acma*, *mnes*, *fce*, *fifp* who constituted the Committee; the Registry-Academic Office, Information and Communication Technology Directorate of the University, and Departments within the Faculty for their cooperation in providing information; and the Faculty Secretariat for secretarial assistance.

The contents of this handbook were compiled by Faculty Committee on handbook constituted by the Dean of Faculty, led by Dr. Adegoke T. Adeniyi PhD, LLB, as the Chairman of the Committee and other representatives from the five departments in the Faculty: Dr. Ganiyat Adesina-Uthman, (Economics), Dr. Adegoke T. Adeniyi PhD, LLB (Criminology and Security Studies) Dr. Chidinma Onwubere (Mass Communication), Mr. Abdul Rahoof Bello (Political Science), Mr. Enesi Majebi (Tourism Studies) and Mrs. Omolara Abe (Secretary).

The handbook has compilation from University documents on policies and other relevant useful information and submission from the departments on twelve (12) programmes in the Faculty. The Handbook was edited by Dr. Ganiyat A. Adesina-Uthman and Dr. Chidinma Onwubere. The Committee members' contributions in time and effort were invaluable. This new Committee hereby acknowledges the efforts and contribution of the Handbook Committee of the then School of Arts and Social Sciences (2015-2017) which included some of the current members of the Faculty committee listed above. Their ideas were germane to the successful production of this Handbook.

The handbook is designed for easy reference, and contains concise information on the Faculty and Departments. It is our hope and

expectation that students of the Faculty of Social Sciences will find the handbook 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, 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 functional, cost effective and flexible learning
That adds lifelong value
For all who yean
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.

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, has now blossomed into six Faculties. The Faculty of Social Sciences, being one of them. 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 its assiduously works towards the realization 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, of Jan 2017, three programmes in the Faculty, Criminology and Security Studies, Mass Communication and Peace and Conflict Resolution produced one first-class honours degree, graduate each. 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 and Departmental system 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 our 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 that will support you to be able to achieve your lifelong ambition. Therefore, you are hereby advised to take this golden opportunity to equip yourself, acquire the necessary skills that will enable you to contribute your own quota to the development of our great Faculty, the University and the country at large.

This Handbook contains vital information needed for the successful completion of your programme. Starting from the maximum credit you're required to register for in a semester and minimum electives you must earn per semester. As a matter of fact, this Handbook should be your companion and your guide throughout your studentship. We are pacesetter, producing knowledge workers for the nation towards a knowledge-based economy. You're welcome to **the Faculty**! ***The Pacesetter***

Dr. Ganiyat A. Adesina-Uthman, ***acma, mnes, fce, fifp***
Dean, Faculty of Social Sciences

PART 1: INTRODUCTION

1.1 About the National Open University of Nigeria

The National Open University 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 its establishment, the Act was suspended on the 25th April 1984.

In the Nation's search for a means of providing education for all her citizens, a National Workshop on Distance Education held in September 2000 and it 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 wasresuscitatedas 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 at their own pace facilitated by technology. In other words, it is learner-centred rather than teacher-centred. Programmes can be completed within an acceptable period to a maximum of twice the initial duration.

Accessibility: Study Centres at State, Community, and Special levels (prison, paramilitary agencies and military units) 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 usinga variety of media and technology that are 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 Open Educational Resources (OER) formats.
- NOUN's eLearning platform, iLearn has provision for video tutorial lectures, online discussion classes with facilitators, peer groups, and assessment quizzes and practice tests.

The instructional mode of delivery and learning provide 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.

PART 2: ABOUT THE FACULTY OF SOCIAL SCIENCES

2.0 Introduction

This section provides a brief historical background of the Faculty of Social Sciences, the administrative structure, and Undergraduate Programmes.

2.1 Historical Background

The Faculty of Social Sciences (FSS) was carved out of the former School of Arts and Social Sciences (SASS) in 2016. This is in accordance with the new paradigm shift from the School and Unit system to the Faculty and Department system as part of the reformation agenda of the current administration. The former School of Arts and Social Sciences (SASS) was the last of the first Schools to be established in the University in 2003, and one of the eight Schools of the National Open University of Nigeria.

The first Dean of the SASS was Prof. Inyang M. Udofot, a Professor of English Phonetics and Phonology who was on sabbatical from the University of Uyo. He served as the Dean from 2004-2005. Others that have served in that capacity are Dr. Christine I. Ofulue (in acting capacity) between 2005-2006; Late Professor AbdulRasheed Yesufu, Professor of English (2006-2010); Late Dr. Olu Akeusola (in acting capacity)between 2010-2011; Professor Asif F. Ahmed, Professor of Islamic Studies (2011 – 2012); and Dr. Godwin I. Akper (in acting capacity) between 2012-2013. The immediate past Dean, Professor David Olufemi Otubanjo, a Professor of Political Science was appointed into that capacity between 2013- 2016.The present Dean, Dr. Ganiyat Adejoke Adesina-Uthman, *acma, mnes, fce, fifp*, was elected on 29th July, 2016 as the 1st Dean of Faculty of Social Sciences.

The **Faculty of Social Sciences** is committed to providing scholarship that is broad based with the aim to broaden your academic horizon, enhance your understanding of the humanities and social sciences,

and equip you with the knowledge and skills to contribute to national development.

Thus, the programmes which cover a wide range of disciplines from areas of study in the Social Sciences informs the School's interdisciplinary focus. The programmes are designed to enable you understand others through their languages, histories, cultures and broaden your' worldview by offering new perspectives and new ways of understanding; develop creative, critical, analytical and logical thinking skills for analyzing information; build oral and written communication skills.

The Faculty prides itself in the diversity of its programmes which are all highly subscribed to, as well as the quality of its academic staff and students. Our students have continued to distinguish themselves in their various disciplines. In 2014, one of the programmes in the Faculty produced the University's first best graduating student in the B.Sc. Peace Studies and Conflict Resolution programme, in the person of Mrs. Anthonia Hafunjoh Okonye. This feat was repeated in 2016, when three programmes in the Faculty, Criminology and Security Studies, Mass Communication and Peace and Conflict Resolution produced one first-class honours degree, each. This attests to the Faculty's strengths. The Faculty's output for the 2016/ 2017 convocation across the five Departments and twelve programmes was One Thousand, Five Hundred and Eight (1508). Out of this figure, the number of undergraduates was Nine Hundred and Thirty Four (934), out of which were these Three (3) First class graduates. The number of Postgraduate students that graduated was Five Hundred and Seventy Four (574).

2.2 Programmes

Academic programmes at NOUN are grouped into degree structures under Faculties. The Faculty currently comprise of Five (5) Departments with Seven (7) undergraduate programmes and Five (5) Postgraduate programmes. The programmes are coordinated by a Head of Department. Academic staff members in each of the programmes are responsible for the courses assigned to them. Tutorial

Facilitators are appointed through the Study Centres to facilitate the courses. The programmes are the following:

i. B.Sc. Criminology and Security Studies
ii. B.Sc. Economics
iii. B.Sc. Mass Communication
iv. B.Sc. Peace Studies & Conflict Resolution
v. B.Sc. Political Science
vi. B.Sc. Tourism Studies
vii. B.Sc. International Relations
viii. M.Sc. Peace Studies and Conflict Resolution
ix. M.Sc. Mass Communication
x. PGD Mass Communication
xi. PGD Criminology and Security Studies
xii. PGD Peace Studies and Conflict Resolution

2.3 Administration

The Faculty is administered by the office of the Dean, Deputy Dean and the Heads of Department. The Faculty's colour is orange.

For a list of current staff and their areas of responsibilities seeappendix I or visit the Faculty's webpage on the University's website www.nou.edu.ng/page/schools. Figure 1 illustrates the Faculty's organisational structure:

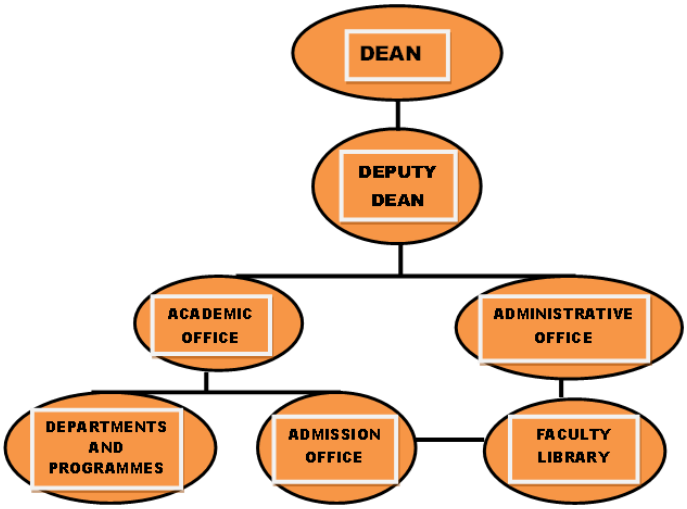


FIG. 1 FACULTY OF SOCIAL SCIENCES ORGANOGRAM

PART 3: INFORMATION FOR NEW STUDENTS

3.0 Introduction

In this section you will be acquainted with information on the various activities concerning the fresh students. Most of the information you require will be provided to you during the orientation ceremony. These include procedures for important academic activities such as, deferment of courses and change of programmes.

3.1 Orientation Programme

This is the very first formal function where the students meet directly with the University management and their fellow prospective students. The Orientation programmes is usually organised for fresh students at the beginning of every academic session during which you are familiarized with Open and Distance Learning (ODL) operations. This programme takes place at the Study Centres, so as to give you the opportunity to look round and identify the Study Centre personnel that will be attending to your requests within the continuum of your study programme. It is also acquaint you with the culture of Open and Distance Learning (ODL). The programme also affords you the opportunity to learn about the various facilities and support services that will enhance your learning. These services include:

- Knowing the first contact points at NOUN,
- Selection and registration of courses,
- General baseline information, guidance and counselling services, and
- Use of ICT facilities.

Perhaps, a great advantage of the orientation program is that it will also afford you 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 this will assist you to commence your programme on good footing and of course, enjoy a stress free journey towards attaining your desired goal for enrolling on the programme.

3.2 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.

3.3 Change of Programme and Course

To change your academic programme you are required to obtain an Application Form online or at the Study Centre and then follow the procedure for change of programme prescribed to you by the Centre hereafter and what line of actions to take after completing the requisite form. You may need to consult your counsellor for guidance.

NB: The following are facts you need to understand about the change of programme.

1. Students are allowed to apply for change of programme not less than 10 weeks to the commencement of examinations.
2. Students should obtain Change of Programme forms from online or the study centre after payment of the **prescribed fee**, fill and return 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 Faculty will treat the applications 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 Registry will treat the application accordingly.
6. The student will get a feedback from his or her portal or the study centres.

3.3.1 Fresh Students wrongly admitted into Programmes.

1. You should print out your letter of admission.
2. Write a letter of complaint stating you have been wrongly admitted into the programme and state your programme of choice and submit the letter to your Centre Director
3. The Study Centre Directors will inform the Faculty through the Academic Registry about applicants' complaints on wrong admissions.
4. The Directorate of ICT will enable the Faculty's admission officers to re-initialise the admission process and access the platform for the change of Programme.
5. Candidates will then be requested to go back to their portals to print new admission letters.

3.3.2 Change of Course

At the beginning of every semester, a list of courses you are required to take for that semester are uploaded into your portal for registration. These are a combination of compulsory and elective courses. You are not allowed to change any of the compulsory courses. However, you can substitute an elective course for another one within the same semester. Note that this must be done before the registration portal closes for that semester, otherwise, your name will not be captured for the examination registration.

3.3.3 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, after it has been discussed at your Faculty Board where your Department would have given her expert opinion.

PART 4: PROGRAMME AND DEGREE AWARD REQUIREMENTS

4.0 Introduction

This section contains vital information about your programme requirements such as: registration of courses, research projects, industrial attachment (SIWES), and the rules guiding plagiarism. You will also learn how to calculate your final grades.

4.1 Programme Duration

Undergraduate programmes in this Faculty 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.

4.2 Course Registration

Course registration is done online on the University's registration portal at www.nouedu.net. You are expected to register your courses after you must have completed necessary payments for the semester (For fee schedule, visit http://nouedu.net/page/fees-schedule.

The course registration portal contains the list of all courses offered in each programme. You are expected to register for a minimum of 10 credit units and a maximum of 20 credit units per semester and which must include a minimum of one (1) elective course per semester. You are allowed to register a maximum of 24 credit units where you have carried over courses from the previous semesters.

4.2.1 Prerequisite Courses

These are courses you must take and pass before you proceed to subsequent courses. For example you must attempt and pass Research Methodology before you can proceed to conduct a Research Project

4.2.2 Registration procedure

You are required to visit your portal for course registration at https://www.nouonline.net, and follow the instructions provided for registration. Upon completion of the exercise, you should have a print out 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.

4.2.3 Opening and Closing of portal

The portal opens at the beginning of every semester for commencement of continuous assessment known as Tutor Marked Assignment (TMA) and closes before the semester examinations. 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. If you are unable to register for your courses before the closure of the portal, you are **Not Eligible** to take the TMA and examinations for the course(s).

4.3 Course re-registration

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

4.4 Add and Delete courses

The NOUN course registration portal makes provision for students to delete or add courses. To do this, visit the Course Registration portal and follow the instructions at https://www.nouonline.net.You should ensure that you add or delete courses before the course registration portal is closed.

4.5 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 18 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.

4.6 Research Projects

The research project is one of the requirements for the award of or B.Sc. in the Faculty of Social Sciences. It is a compulsory course of 6 credit units which must be duly registered in the first semester of your final year (400 level). It is an in-depth investigation into a topical issue of interest to you as a student and that will contribute to the body of knowledge in the society. You will be assigned project supervisors through your Study Centre.

4.7 Grading, Moderation and Mode of Submission of Projects

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

4.7.1 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

4.7.2 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 of Social Sciences (see appendix II for Guidelines for Research projects).You are to submit 4 copies of your research project, along with soft copies of the project in two (2) Compact Discs (CDs) to your Study Centres for onward submission to the Faculty.

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

4.8 Industrial Attachment/Student Industrial Workplace Experience Scheme

(IT/SIWES)

If you are a student of Criminology and Security Studies (CSS), Peace and Conflict Resolution (PCR), Mass Communication, and Tourism Studies, you are expected to participate in a six (6) month Industrial attachment training during the first semester of your final year (400 level). 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 your 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).

4.9 University Policies

4.9.1 Copyright Policy

The university copyright policy protects the institution's works. For instance, in your research project writing portions taken from the institution's course materials should be properly acknowledged and not used for commercial purposes. You must also respect copyrights of other people or institutions materials such as text books, research projects, images, audio or video materials by properly acknowledging the source and the author.

4.9.2 Plagiarism

Plagiarism is defined as 'the practice of taking someone else's work or ideas and passing them off as one's own' (Oxford Dictionary.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.

4.10 Degree Award Requirements

4.10.1 Compulsory and Elective Courses

Programmes in this Faculty 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.nouedu.net.

4.10.2 Minimum course credits for graduation

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

4.10.3 General Studies Courses (GST)

General Studies courses are designed to produce well-rounded, morally and intellectually capable graduates. You are to register and pass your GST courses as required by the National University Commission.

Table 4.0 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 1	2
	GST102	Use of English and Communication Skills 11	2
	GST105	History and Philosophy of Science	2
	GST107	The Good Study Guide	2
200 level	GST202	Fundamentals of Peace Studies & Conflict Resolution	2
	GST203	Introduction to Philosophy and Logic	2
300 level	GST301	Entrepreneurship Studies	2

4.10.4 Degree award requirements

For the award of a Bachelor of Social Sciences (B.Sc.) Degree, you 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 TCE of **90-credit units** in a minimum of six (6) semesters or maximum of twelve (12) semesters, excluding the General Studies (GST) Courses. Tables 2 – 12 present summaries of the distribution of compulsory and elective courses for each programme:

Note: GST courses for FSS should be 18 CREIT UNITS (CU).

B.SC. CRIMINOLOGY AND SECURITY STUDIES

Table 4.1 Summary of Distribution of Course Credit for 100level Entry

Level	GST and other General Courses	SUBJECT/SPECIALIZATION AREA CRIMINOLOGY AND SECURITY STUDIES		TOTAL
		COMPULSORY	ELECTIVE (MIN)	
100	12	24	06	42
200	04	23	06	33
300	02	27	06	35
400	-	30	06	36
Total	18	104	24	146

100 Level Entry Students are expected to earn 104 Credit Units (CU) of Compulsory Courses and at least 18 CU for Elective Courses for 8 semester course structure with CGPA of not less than 1.0. (104 + 18= 122)

NOTE: Students are required to pass at least one elective course in a semester. They must also pass 18 CU of GST Courses as specified by the Senate.

Table 4.2 Summary of Distribution of Minimum Course Credit Units to be earned by Student with Direct Entry Admission

Level	**GST and Other General Courses**	**SUBJECT /SPECIALIZATION AREA**		**Total**
		Compulsory	Elective (min.)	
100		-	-	
200	12	24	6	42
300	6	24	6	36
400	-	30	6	36
Total	18	72	18	114

Direct Entry Students are expected to earn 72 Credit Units (CU) of Compulsory Courses and at least 18 CU of Elective Courses for 6

semesters course structure with CGPA of not less than 1.0. (72 + 18= 90)

NOTE: Students are required to pass at least one elective course in a semester. They must also pass 18 CU of GST Courses as specified by the Senate.

B.SC. ECONOMICS

Table 4.3 Summary of Distribution of minimum Course Credits to be earned by Students admitted into minimum of eight and maximum of sixteen semester's structure.
100 Level Entry

Level	**GST and Other General Courses**	**SUBJECT /SPECIALIZATION AREA**		**Total**
		Compulsory	Elective (min.)	
100	12	18	8	38
200	4	26	7/8	37/38
300	2	35	4/5	41/42
400	-	30	6	36
Total	18	109	25/27	152/154

100 Level Entry Students are expected to earn 109 Credit Units (CU) of Compulsory Courses and at least 25 CU for Elective Courses for 8 semester course structure with CGPA of not less than 1.0. (109 + 25= 134)

NOTE: Students are required to pass at least one elective course in a semester. They must also pass 18 CU of GST Courses as specified by the Senate.

Table 4.4 Summary of Distribution of Minimum Course Credits to be earned by Students Possessing Direct Entry Admission.

Level	**GST and Other General Courses**	**SUBJECT /SPECIALIZATION AREA**		**Total**
		Compulsory	Elective (min.	
100	-	-	-	-
200	12	26	7/8	45/46
300	6	35	4/5	45/46
400	-	30	6	36
Total	18	91	17/19	126/128

Direct Entry Students are expected to earn 91 Credit Units (CU) of Compulsory Courses and at least 17 CU of Elective Courses for 6 semesters course structure with CGPA of not less than 1.0. (91 + 17/19= 108/110)

NOTE: Students are required to pass at least one elective course in a semester. They must also pass 18 CU of GST Courses as specified by the Senate.

B.Sc. INTERNATIONAL RELATIONS

Table 4.5 Summary of Distribution of Course Credit by Level

LEVEL	GST and Other General Courses	Compulsory	Elective (Minimum)	**Total**
100	12	25	6/8	**43/45**
200	4	30	8/9	**42/43**
300	2	28	8/9	**38/39**
400	-	25	6/8	**31/33**
Total	**18**	**108**	**28/34**	**154/160**

Note: To graduate with a B.Sc. in International Relations, students must have a minimum of 120 credit units of all the 108 Units of Core Courses and at least16 Units of Elective Courses for an 8 Semester Structure or a minimum of 90 credit units of Core and Elective courses for a 6 Semester Structure.

NOTE: Students are required to pass at least one elective course in a semester. They must also pass 18 CU of GST Courses as specified by the Senate.

Table 4.6 Summary of Distribution of minimum Course credits for Direct Entry Admission

LEVEL	GST and Other General Courses	Compulsory	Elective (Minimum)	**Total**
100	12			**12**
200	4	30	8/9	**42/43**
300	2	28	8/9	**38/39**
400	-	25	6/8	**31/33**
Total	**18**	**83**	**28/34**	**123/127**

NOTE: Students are required to pass at least one elective course in a semester. They must also pass 18 CU of GST Courses as specified by the Senate.

B.Sc. MASS COMMUNICATION

Table 4.7 Summary of Distribution of Course Credits by Level

(a) 100 Level Admissions/Entrants

Level	GST and Other General Course	Subject Specialization Area & Electives		Total
		Compulsory	Elective (min)	
100	12	19	09	40
200	04	26	08	38
300	02	34	05	41
400	-	29	06	35
Total	**18**	**108**	**28**	**154**

100 Level Entry Students are expected to earn 108 Credit Units (CU) of Compulsory Courses and at least 16 CU for Elective Courses for 8 semester course structure with CGPA of not less than 1.0. (108 + 16= 124)

NOTE: Students are required to pass at least one elective course in a semester. They must also pass 18 CU of GST Courses as specified by the Senate.

Table 4.8 Summary of Distribution of Minimum Course Credits to be earned by Student Possessing

(b) **Direct Entry Admission/Entrants**

Level	**GST and Other General Courses**	**SUBJECT /SPECIALIZATION AREA**		**Total**
		Compulsory	Elective (min.)	
100	-	-	-	-
200	12	26	3	41
300	6	32	4	42
400	-	29	8	37
Total	18	87	15	120

Direct Entry Students are expected to earn 87 Credit Units (CU) of Compulsory Courses and at least 15 CU of Elective Courses for 6 semesters course structure with CGPA of not less than 1.0. (87 + 15= 102)

NOTE: Students are required to pass at least one elective course in a semester. They must also pass 18 CU of GST Courses as specified by the Senate.

B.Sc. PEACE & CONFLICT RESOLUTION

Table 4.9 Summary of Distribution of minimum Course credits to be earned by Students admitted into minimum of eight and maximum of sixteen semester's structure.

LEVEL	GST and other General Courses	SUBJECT/SPECIALIZATION AREA		TOTAL
		Compulsory PCR Courses	Elective (min)	
100	12	18	5/6	35/36
200	4	30	4/6	38/40
300	2	30	4/6	36/38
400	-	32	4/6	36/38
Total	18	110	17/24	145/152

NOTE: 100 Level Entry Students are expected to earn 110 Credit Units (CU) of Compulsory Courses and at least 17 CU for Elective Courses for 8 semester course structure with CGPA of not less than 1.0. (110 + 17= 127). Students are equally required to pass at least one elective course in a semester, in addition to passing 18 GST Courses.

Table 4.10 Summary of Distribution of minimum Course credits for Direct Entry Admission

LEVEL	GST and other General Courses	SUBJECT/ AREA OF SPECIALIZATION		TOTAL
		Compulsory PCR Courses	Elective (min)	
100	12	-	-	12
200	4	30	4/6	40/42
300	2	30	4/6	36/38
400	-	33	4/6	37/39
Total	18	93	12/18	125/131

NOTE: Direct Entry Students are expected to earn 93 Credit Units (CU) of Compulsory Courses and at least 18 CU of Elective Courses for 6 semesters course structure with CGPA of not less than 1.0. (93 + 12= 105). Students are equally required to pass at least one elective course in a semester, in addition to passing 18 GST Courses.

B.Sc. POLITICAL SCIENCE

Table 4.11 Summary of Distribution of minimum Course credits to be earned by Students admitted into minimum of eight and maximum of sixteen semester's structure.

LEVEL	GST and other General Courses	SUBJECT/SPECIALIZATION AREA		TOTAL
		Compulsory Political Science Courses	Elective (min)	
100	12	17	5/6	34/35
200	4	30	4/5	38/39
300	2	30	6	38
400	-	33	6	39
Total	18	110	21/23	149/151

NOTE: 100 Level Entry Students are expected to earn 110 Credit Units (CU) of Compulsory Courses and at least 16 CU for Elective Courses for 8 semester course structure with CGPA of not less than 1.0. (110 + 16= 126). **Students are equally required to pass at least one elective course in a semester, in addition to passing 18 GST Courses.**

Table 4.12 Summary of Distribution of minimum Course credits for Direct Entry Admission

LEVEL	GST and other General Courses	SUBJECT/ AREA OF SPECIALIZATION		TOTAL
		Compulsory Political Science Courses	Elective (min)	
100				

200	**12**	**30**	**4/5**	**45/46**
300	**2**	**30**	**6**	**38**
400	**-**	**33**	**5/6**	**32/33**
Total	**14**	**93**	**15/17**	**115/117**

NOTE: Direct Entry Students are expected to earn 93 Credit Units (CU) of Compulsory Courses and at least 15 CU of Elective Courses for 6 semesters course structure with CGPA of not less than 1.0. (93 + 15/17= 108/110). **Students are equally required to pass at least one elective course in a semester, in addition to passing 18 GST Courses.**

B.Sc. TOURISM STUDIES

Table 4.13 Summary of Distribution of minimum Course Credits to be earned by Students admitted into minimum of eight and maximum of sixteen semester's structure.

Level	**GST and Other General Courses**	**SUBJECT /SPECIALIZATION AREA**		**Total**
		Compulsory	Elective (min.)	
100	12	25	6	43
200	4	25	6	35
300	2	26	5	33
400	-	30	6	36
Total	18	106	23	147

100 Level Entry Students are expected to earn 104 Credit Units (CU) of Compulsory Courses and at least **16** CU for Elective Courses for 8 semester course structure with CGPA of not less than 1.0. (106 + 16= 122)

NOTE: Students are required to pass at least one elective course in a semester. They must also pass 18 GST Courses as specified by the Senate.

Table 4.14 Summary of Distribution of Minimum Course Credits to be earned by Students Possessing Direct Entry Admission.

Level	**GST and Other General Courses**	**SUBJECT /SPECIALIZATION AREA**		**Total**
		Compulsory	Elective (min.)	
100	-	-	-	-
200	4	25	6	35
300	2	26	5	33
400	-	30	6	36
Total	6	81	17	104

Direct Entry Students are expected to earn 81 Credit Units (CU) of Compulsory Courses and at least **17** CU of Elective Courses for 6 semesters course structure with CGPA of not less than 1.0. (81 + 17= 99).

NOTE: Students are required to pass at least one elective course in a semester. They must also pass 18 GST Courses as specified by the Senate.

4.11 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.

4.11.1 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:

$$\text{TCC} = \frac{\text{TGPE}}{\text{CGPA}}$$

KEY:

TCC - TOTAL CREDIT CARRIED
TCE - TOTAL CREDIT EARNED
TGPE - TOTAL GRADE POINT EARNED (CREDIT POINT X WEIGHTED GRADE POINT)
CGPA - CUMMULATIVE GRADE POINT AVERAGE
WGP - WEIGHTED GRADE POINT

GRADE POINTS

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

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**

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

4.12 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

4.13 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 4.10.1).

4.14 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 have side of the menu,
2. Print it out and fill in the necessary information required on the form, e.g. Name, Matric Number, etc. (student Data)

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

PART 5: ASSESSEMENT AND EVALUATION

5.1 Introduction

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

(i) **Self-Assessment Exercises (SAE)**: These are exercises you will find within each study unit of your course Materials. Although not graded, they are designed to help you assess your progress as you study.

(ii) **Continuous Assessment (known as TMA)**: This assessment constitute 30% of your total examination score, it has to be taken before a semester examination is written.

(iii) **Semester Examinations:**, semester examinations are meant to assess you 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 Semester Examinations.

5.2 Tutor Marked Assignments (TMA)

Continuous Assessments are designed in the mode of multiple choice questions (MCQ) and fill in the blank (FBQ). They are in four parts, out of which the best three scores will be used to assess you. Continuous assessments in NOUN are automated in the form of computer marked assignments and are administered online. They are uploaded into your portals subject to students' registration for the course. The TMAs comprise four (4) sets of 20 Multiple Choice Questions (MCQ), totalling 80 **MCQs.** Students are expected to answer all the question items. You can access the CMAs 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 students' 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 students for whom there is no TMA score will not have a score for a course.** You can access the TMA portal at tma.nouonline.net

5.3 End-of-Semester Examinations

5.3.1 Pen on Paper Examinations

This examination shall be written by you from 300 to 400 levels at the end of each semester.

5.3.2 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. In the Economics programme, mathematical-based courses ONLY may have 3 credit units having 75 MCQs and FBQs while 2 credit- unit courses may have 60 MCQ and FBQs.

5.3.3 Opening and Closing of Examination Portal

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

5.4 Examination Procedures

5.4.1 PoliciesGuiding Examinations

(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; you reserve the right to seek deferment of your examination based on the University's policy on deferment of examination. Attached hereto as (**Appendix V**), please read carefully.

(ii) Remarking of Scripts

You may also request for your script to be remarked if you have strong reasons to do so. The provisions of this policy can be found on "**Policy of Re-Marking of Students' Examination Scripts and Re-computation of Results**" For instance, if you who wish to request for the re-marking of your script(s), you 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). You should familiarise yourself with the procedures before making requests for the remarking of their scripts.

(iii) Examination Rules and Regulations

There are laid down rules and regulations guiding the end- of -semester examinations. You are advised to read these rules carefully before they proceed to write any examination as misconduct in examination is taken very seriously in NOUN and there are strict disciplinary measures that 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 Facilitators(s), staff and Invigilators. The penalty ranges from a warning to outright expulsion. You are advised to desist from all forms of examination misconduct.

PART 6: LEARNER SUPPORT SERVICES

6.0 Introduction

Learner support refers to the facilities and services that the institution makes available to facilitate students' learning. The facilities include the Study Centres and Libraries. In addition, eLearning platforms are designed to meet the needs of physically and virtually challenged persons in their studies and social activities regardless of their locations.

6.1 Study Centres

Study Centre is central to your learning activities in this University that operates the Open and Distance learning mode. This is the first step for specific information about your degree programme. NOUN has over Seventy Eight (78) Study Centres spread across the country; they are equipped with facilities and support services such as library, computers, reading facilities, and student counselors. You are encouraged to make use of these facilities and services at your Study Centre.

6.2 Facilitation

6.2.1 Introduction to i-Learn platform

NOUN is leveraging on the advancements achieved in Information Communication Technology (ICT),by using technology to bridge the distance between you and your lecturers and other tutorial facilitators. iLearn in this National Open University of Nigeria is designed to enable you learn at your own pace and location. The platform has several features such as:

- Course content in e-book and video formats
- Online facilitation discussions
- General forum for interaction among peers
- Facilitation for interaction with tutorial facilitators
- Assessment for practice quizzes

- Tests and assignments.

Your course materials for the programmes in this Faculty are available on the platform in e-book format for you. The iLearn platform is also accessible on your Smart phones, Notepads, or any other device that uses safari, iOS, Chrome or Internet explorer. There is an introductory demo to the iLearn platform that shows you how to use the platform. You are encouraged to visit the iLearn platform and register at www.nouedu.net.

6.2.2 Tutorial Support

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

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

Role of Students:As a distance learner, you are responsible for your learning. The course materials are designed for interactive and self-instructional learning. You are therefore, expected to study your course materials before interacting with their tutorial facilitators and peers on the i-Learn platform.

Role of Tutorial Facilitators: The tutorial facilitators comprise academic staff of the Faculty and other qualifiedfacilitators.These facilitators are available to guide you through the course content towards achieving your learning goals.You are encouraged to interact with your facilitators on the platform.

6.3 Library Services

The National Open University of Nigeria has standard and well equipped libraries as well as an online eLibraries known as "Information Gateway". This is to support teaching, learning, and research activities in the university. The major aim is to facilitate

access to scholarly resources that will enrich your knowledge. 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 of the e-library of University will help you in your studies, research and in pursuit of scholarship.

6.4 Information Communication Technology (ICT)

The Directorate of Information and Communication Technology in this University is the Directorate that performs significant role in the University's operations. It is responsible for providing technological services and infrastructure to facilitate electronic handling of your data and activities in the Faculty that relate to admissions, registration, examinations and your identity card.

PART 7: STUDENTS' ISSUES

7.0 Introduction

This section informs you of your rights and responsibilities as a student of NOUN in the Faculty. 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.

7.1 Code of Conduct

As a student, you are expected to observe all the rules and regulations of the University which include but 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

7.2 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 workload 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 study groups with other NOUN students within your locality as this helps spur you on to achieving your goals as you will not want to let yourself down.

7.3 Students' complaints

The University has made provisions to address any grievances or needs that you may have. Table 12 below is the University's service charter and it provides information on how and where to direct grievances within the University:

SERVICE CHARTER

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	**Petition the** • Centre Director • Dean • University Senate • Vice Chancellor • University Council • Seek redress at the Law Court	• The Centre Director • The HODs • The Dean • The University Senate • The Vice Chancellor • The University Council • Seek redress at the Law Court	

		years full time - 2/3years flexible mode			
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 8.00a.m.–4.00 p.m.
3	Admission Process	Within 8 weeks of conclusion of sales of forms	• Centre Director • Registrar • Dean/Director	• The Dean	Matching Student qualifications with admission criteria
4	Students' Orientation/ Registration	Within 4 weeks	• Dean/Director • Registrar • Centre Director	• Registrar	Provide Detail information about course characteristics,

					fees
5	Change of Programme	Within 1 week	• Dean/Director • The Centre Director • Admission Officer	• The Dean	Matching Students qualifications with admission criteria
6	Addition and Dropping of Courses	Within 1 week	• The Study center Director	• The Student • Counselor • Study Centre Director • The Dean • HODs	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 • HOD • Lecturer	• Centre Director • HODs • 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 • Lecturer • HODs • The Dean	i) Ensure Quality ii) Security iii) Mode of delivery.
9	Collation of	Within 4	• The Study Centre	• HODs	Release results

	Results	weeks of Examination	Director • The Dean	• Lecturer/Subject Officer	promptly through the academic Registry.
10	Review of Programmes/ Courses	Normally every 5 years	• The Dean/Director	• Lecturer • HOD • 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	Organization of Field Trips/ Professional Experience	Within 4 weeks	• Study Centre Director • The Dean/Director	• Lecturer • HOD • The Dean/Director	Ensure early and prompt contact with industries/ institutions for learners' placements.

RESPONSE OF THE BEST GRADUATING STUDENT IN 2014/2015....

When I first started my program of study in 2011, I knew from the start that it wasn't going to be an easy task given the backdrop that I have had a long break away from study ... I found insight on how to organise and balance my schedules as a student, wife and mother from two very instructive books (The Good Study Guide and The Study Skills) given to us as one of our course materials as freshmen in the institution. I was able to define my academic goals from the start and how to strategically and systematically attain them.

Anthonia H. Okonye '14
First Class Honours
Peace and Conflict Resolution

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 or year 1 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 number representing first semester and even number representing second semester.

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 down 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 course which every student must compulsorily take and pass in any particular programme at a particular level of study.

Elective Course
A course that you take within or outside the faculty. You 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 comprise of prescribed courses offered at different levels of study. It also refers to a particular field of study made up of courses e.g. Bachelors programme in Peace Studies and Conflict Resolution. At NOUN, a programme of study leading to a degree qualification is made up of general, compulsory and elective courses.

Pre-requisite Course
A course which 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 CSS 111 before taking CSS 112, or must take Research Methodology in his/her programme before attempting to write the Research Project.

APPENDICES

Appendix 1: Staff List

THE DEPARTMENT OF CRIMINOLOGY AND SECURITY STUDIES

CRIMINOLOGY AND SECURITY STUDIES			
S/n	NAME	QUALIFICATION WITH DATES	RANK
1	Prof. Abdullahi Shehu	Ph.D. Criminology (Hong Kong) 2003, M.Sc. Criminology (Abuja)1997, B.Sc. (Hons) Zaria.	Professor (Contract)
2	Prof. Sam O. Smah	Ph.D. Criminology (Unijos), M.Sc. Criminology, B.Sc. Sociology	
3	Dr. Adegoke A.T.	Ph.D. Sociology (Uyo) 2007, M.Sc. Sociology (Ibadan) 1991, B.Sc. Sociology & anthropology (Ife) 1989.	Senior Lecturer
4	Mr. Igwe, Dickson. O.	M.Phil. Criminology/Dev. (Ibadan) 2011, M.Sc. Criminologyology (I 2004. B.Sc. (Lagos) 2001; Dip Criminal Justice Admin. (Lagos) 200 Peace and Conflict Resolution (Chula Thailand) 2012.	Lecturer 1
5	Mr. Chukwunka, C.A.C	Mild 2002, M.Sc. Sociology (Lagos) 2007, B.Sc. Sociology (Calabar) 1992.	Lecturer 11
6	Mrs. Ebobo Urowoli C.	M.Sc. Sociology (LASU) 2006, B.A. History/Sociology. (Ife) 1995.	Lecturer 11

ECONOMICS

ECONOMICS DEPARTMENT STAFF LIST				
S/No	**Name**	**Designation**	**Qualification**	**Email/Phone**
1.	Prof. James Landi	Professor	PhD. Economics (Reading, UK), M.A Economics (Reading, UK), B.Sc. Economics (ABU, Nig)	jameslandi74@yahoo.com 08035982095
2.	Dr. Adesina-Uthman Ganiyat Adejoke	Senior Lecturer/ HOD/Dean	PhD. Economics, (U.P.M, Malaysia), M.Sc. Finance (IIUM, Malaysia), ACMA, H.N.D. Banking & Finance (FPE), Cert. (OU, New Zealand)	almiqdad@gmail.com 08099471198
3.	Dr. Ajudua Emmanuel Ifeanyi	Lecturer II	PhD. Economics, (IMSU, Owerri), M.Sc. Economics (Uniport), B.Sc. Economics (Madonna	ajuduaemmanuel@gmail.com

			University, Okija)	
4.	Dr. Bakare A, Tunde Abubakar	Lecturer II	PhD. Economics, (UNILAG), M.Sc. Economics (UNILAG), B.Sc. Economics (ABU, Zaria)	tundebakare4u@gmail.com
5.	Mr. Olusanya, Samuel Olumyiwa	Lecturer II	M.Sc. Economics (Ibadan), B.Sc. Economics (UNAD)	biggypascaly@yahoo.com/ 08037152173
6.	Mr. Obaka, Abel Inabo	Lecturer II	M.Sc. Economics (UNIJOS), B.Sc. Economics (UNIJOS)	aobaka@noun.edu.ng/ 08032061373
7.	Mr. Ohioze, Wilson Friday	Lecturer II	M.Sc. Economics (UNILAG), B.Sc. Economics (Ilorin)	wohioze@noun.edu.ng/ 08062917009, 08056740566

8.	Mrs. ODISHIKA, Vivian Anietem	Lecturer II	M.Sc. Economics (LAGOS), B.Sc. Economics (DELSU)	vaniety806@gmail.com/ 08025499019

INTERNATIONAL RELATIONS AND DIPLOMATIC STUDIES

S/No	Name	Qualification		E-Mail Address
1	Prof. Alkali Rufa'i Ahmed	Ph.D (Political Economy) Reading, England, 1989; MSc (International Relations) ABU Zaria,1985, B.Sc. (Political Science) Bayero, Kano (1981)	Professor	ralkali@noun.edu.ng
2	Dr. Ebele A. Udeoji	PhD (International Relations), OAU, Ile-Ife, 2014; M.Sc. (International Relations) OAU, Ile-Ife, 2007; PGD (Education), ABU, Zaria, 1998; MPA ABU, Zaria, 1992; B.Sc. (International Studies), ABU, Zaria, 1983	Lecturer I	uebele@noun.edu.ng
3	Mr. Terhemba N. Ambe-Uva	M.Sc. (Political Science) University of Ibadan, 2006; B.Sc. (Political Science) Benue State University, 2002; Certificate in Survey Methodology, GESIS-Leibniz Institute for the Social Sciences, Cologne and Mannheim University, Germany, 2015.	Lecturer I	tambe-uva@noun.edu.ng

4	Mr. Sai Iorvaa Peverga	M.Sc. International Relations and Strategic Studies, Benue State University; 2001; M.A(French)Benue State University; 2011; B.A (French), University of Jos; 1997.	Lecturer 11	isai@noun.edu.ng

MASS COMMUNICATION

S/N	NAME	QUALIFICATIONS	DESIGNATION	E-MAIL ADDRESS
1.	**ADAMU,** Abdalla Uba- Professor, **Vice Chancellor**	Ph.D Education and Human Resource Dvt. 1988 (Sussex), Ph.D Cultural Media and Communication, M.A., Science Education, 1983 (London), PGD Science Education, 1982 (London), B.Sc. Science Education (1997), ABU, Zaria	Professor	auadamu@yahoo.com
2.	**NGOA, Stanley Naribo- Professor**	PhD Comm. Theory, MBA IMCs, MSc Mass Comm., DMIS Mgt Info. System, MA Film & TV Studies, SHND Communication Studies .	Professor	sngoa@noun.edu.ng
3	**ALIEDE, Jonathan E.** - PhD	PhD Mass Communication (PRAD), (BSU),2010, MSc PR, (2001), M.A.(UNN1995), B.A. Mass Communication, (UNN, 1986),	Senior Lecturer	jaliede@ noun.edu.ng
4	**ONWUBERE,**	PhD Mass Communication (2010)	Lecturer 1	conwubere@

	Chidinma H. - PhD	(Broad), (UNILAG), M. Sc Mass Communication (1995), UNILAG**;** PGD Mass Communication (1992, PRAD), B. A. En/Ed, (1986), (UNN), Cert. in Comp Programming (1993) UNILAG. SRN (1979).		noun.edu.ng
5.	**ADELAKUN, Lateef A. Ph.D**	**Ph.D** Mass Communication, **(2017)** (DEV COMM), **(Malaysia),** M. Sc. (Mass Communication, (2009, **PRAD**), UNILAG, B. Sc. (Mass Communication, **PRAD,** UNILAG (2005)	Lecturer I	ladelakun@ noun.edu.ng
6.	**ODIEGWU-ENWEREM, Oliver Chuks**	M.Sc. (Mass Communication **PRAD** UNILAG M.Sc. (2001), B.A. (Mass Communication,1990**, PRAD**), (PhD ongoing) (Covenant University)	Lecturer II	cenwerem@ noun.edu.ng
7.	**ADEMUYIWA, Simbiat Abidemi**;	B.A Classics (Ibadan, 2000) M.A. Communication & Language Arts. (Ibadan, 2006)	Assistant Lecturer	sademuyiwa@ noun.edu.ng

PEACE STUDIES AND CONFLICT RESOLUTION

S/N	NAME	QUALIFICATIONS	DESIGNATION	E-MAIL ADDRESS
1.	Dr. Olusola Matthew OJO	PhD Peace and Conflict Studies (2013) M. A. Peace and Conflict Studies (2004) B.A ED History (2002) NCE (1995)	Lecturer II	omojo@noun.edu.ng
2.	Dr. Bamiji Oyebode	PhD Peace and Conflict Studies; (2012) NCE MCA (2002), M.A. Peace and Conflict Studies (2005) NCE (1984) B.A. Language Arts (English; 1991) PGD Mass Com (1995)	Lecturer II	ooyebode@ noun.edu.ng
3	Dr. Mathias Jarikre	PhD (2015),	Lecturer II	
4	Okonye Hafunjoh Anthonia	BSc. Peace Studies and Conflict Resolution (2014); MSc Peace Studies and Conflict Resolution (2016)	Assistant Lecturer	aokonye@ noun.edu.ng

POLITICAL SCIENCE

S/N	NAME	QUALIFICATIONS	DESIGNATION	E-MAIL ADDRESS
1.	Alkali Rufa'i Ahmed (PhD)	PhD (Political Economy) Reading, England, 1989; MSc (International Relations) ABU Zaria,1985, B.Sc. (Political Science) Bayero, Kano (1981)	Professor	rakali@noun.edu.ng
2.	David Ikenna Oba (PhD)	PhD (Development Studies) Benin, Nigeria, 2008; MSc (Political Science) Benin Nigeria, 1995, B.A. (Hons) Government/Education) University of Nigeria.	Lecturer 1	doba@ noun.edu.ng
3	Omazu Eric (PhD)	PhD (Philosophy) Nnamdi Azikiwe University, Awka, Nigeria, 2008; M.A (Philosophy) University of Nigeria, year, B.A (Philosophy), Ibadan, Nigeria, 2014	Lecturer 1	eomazu@ noun.edu.ng
4	Nwaogu-Ogbonna, Ifeyinwa	MSc (Comparative Politics) University of Ibadan (Ibadan); 2002; B.Sc. (Political Science) University of Ibadan, Ibadan, 1999.	Lecturer 1	mnwaogu@ noun.edu.ng
5.	Bello, A. A.,	B.Sc. M.P.A, (LASU); M.Sc., (Ilorin)	Lecturer I	rbello@ noun.edu.ng

TOURISM STUDIES

S/N	NAME	QUALIFICATIONS	DESIGNATION	E-MAIL ADDRESS
1	Adesina-Uthman Ganiyat A.	PhD (Economics, U.P.M, Malaysia), M.Sc. (Finance, IIU, Malaysia), ACMA, H.N.D. B&Fin (Ede, Nig), Cert. (OU, New Zealand)	Dean	gadesina-uthman @noun.edu.ng
3	Gana Matthew A. M.	PhD (Tourism & Hospitality), MBA (Marketing), M.A (Dist. Edu), PGDDE, PG, B.SC (Bus. Admin), HND (Marketing).	Lecturer 1	mgana@noun.edu.ng
4	Majebi Enesi, C**.**	MSc. (International Tourism Management) Robert Gordon University (UK); 2010; B.Sc. (Urban & Regional Planning) University of Nigeria, Enugu, 2005.	Lecturer II	emajebi@noun.edu.ng
5	Bamiji Oyebode	PhD (Peace and Conflict Studies) 2012 M.A. Peace and Conflict Studies 2005 B.A. (Ed) Language Arts (English)1991	Lecturer II	ooyebode@noun.edu.ng
6	Alkali Rufa'i	PhD (Political Economy)	Professor	rakali@noun.edu.ng

	Ahmed (PhD)	Reading, England, 1989; MSc (International Relations)ABU Zaria,1985, B.Sc. (Political Science) Bayero, Kano (1981)		
7	Dr. Adegoke A.T.	Ph.D (Criminology & Development) (Uyo) 2007, M.Sc. Sociology (Ibadan) 1991, B.Sc. Sociology & anthropology (Ife) 1989;	Senior Lecturer	dradegokeadeniyi@yahoo.com

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	amakaokekeocha@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.	YUSUF Adeyemi .O (Mr.)	Assistant Chief Clerical Officer	Faculty Secretariat	lagranvida1701@gmail.com
7.	ABDULLAHI Adamu (Mr.)	Secretariat Assistant 1	Faculty Secretariat	zinho4asmau@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

11.	GRACE .A. Sule (Miss)	Environmental Attendant	Faculty Secretariat	atongsule@gmail.com
12.	MUSA Umoru (Mr.)	Environmental Attendant	Faculty Secretariat	umarumusa001@gmail.com
13.	Hauwa Mohammed Bukar	Assistant Executive Officer	Faculty Secretariat	hmbmaiyaji@gmail.com

APPENDIX II: GUIDELINES FOR RESEARCH PROJECTAND 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, BSc Mass Communication, 2012.

- **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, 2012).

- **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.

- **Table of 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. e.g. 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 or Units.

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

Brief explanation of the work to be done. e.g. 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 procedures that could be used in the execution of the study which may involve different research designs.

3.1 Preamble

A brief introduction of the research design of interest by the researcher, and the justification for his choice.Also 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 point 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 summarizing 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

A brief outline of the chapter to provide insight into the content of the chapter. Also include 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 analyzed. 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 avoiding types of errors i.e. type I or type II errors. Equally research questions (where used) should be also 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

- Only Senior Lecturers and above are recommended to supervise PG students including Masters/PGDE.
- Only Professors and Senior Lecturers with PhD, are qualified to supervise PhD Students.
- However, in rare circumstances, Professors without PhD and Lecturer 1 with PhD (as Co-supervisor) could be permitted to supervise PhD students.

Number of students to be supervised

- Four students per supervisor. Otherwise, six because of the nature of the ODL.
- A Supervisor must have some expertise in the students' area of research with minimum qualification of PhD.

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

Number of pages

- First degree 40 – 60 pages,
- Masters 80 – 120 pages
- PhD - 200 pages minimum
- Excluding References and Bibliography.

Font Size and Paper Type

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

Project Moderation

It is recommended that as usual, external examiners should moderate the scores returned by the project supervisors. Every postgraduate project (PGD & Masters) must be moderated by an external examiner.

NB: The pass mark for postgraduate project is 50%.

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 circumstance and with the prior permission of Study Centre Director and the SIWES Directorate.

PROGRAMME REQUIREMENTS

(1) B.Sc. Mass Communication

COURSE CODE: MAC 318
COURSE TITLE: Media Attachment
CREDIT LOAD: 4 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 organization 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.

(2) B.Sc. Peace and Conflict Resolution

COURSE CODE: PCR374
COURSE TITLE: Practical Exercise in Conflict Simulation
CREDIT LOAD: 3 Credit Units (Compulsory)

DURATION: 3 Months (one off) Programme

COMMENCEMENT: First Semester
JOB DESCRIPTION:

Participants are expected to participate actively in areas of peace making, peace building, conflict transformation, conflict-based data gathering for conflict impact assessment and conflict resolution processes at local, national and international levels within the purview of their IT/SIWES work place.

RELEVANT IT/SIWES PLACES

Participants are expected to be actively involved in relevant activities of the organization where they have been attached to serve for at least 10 hours per week. IT/SIWES participants can do their simulation in:

- Any public and private institution and/or establishment whose tasks involves peace studies and peacemaking, conflict management, human and material resource management, capacity building, and any related functions.
- These include regional organizations, ministry of external affairs, ministry of internal affairs, NGOs, courts, Humanitarian organizations (such as Red Cross)
- Alternative Dispute Resolution organizations, among others.

(3) B.Sc. Criminology and Security Studies

COURSE CODE: CSS431
COURSE TITLE: Field Observation
CREDIT LOAD: 6 Credit Units (Compulsory)

DURATION: 3 Months (one off) Programme

COMMENCEMENT: First Semester 400level

JOB DESCRIPTION:

Students are expected to participate actively in areas of Criminology And Security Studies such as: Surveillance, prosecution, investigation, reporting and monitoring of criminals in the prisons, customs and immigration offices. Also in NDLEA, Private security outfits, EFFCC, ICPC offices and police stations. They should also engage in criminal data collection or any other relevant duty within the purview of their IT/SIWES work place. The students should fully participate in the activities of the organization for at least 10hours per week. He /she must return with written report of his/her experiences during **IT/SIWES.**

RELEVANT IT/SIWES PLACES

Participants are expected to be actively involved in relevant activities of the organization where they have been attached to serve for at least 10 hours per week. IT/SIWES participants can do their simulation in:

- Any public and private institution and/or establishment whose tasks involve practical and problem-solving approaches to conflict management, conflict transformation, peace-building, peacemaking, human and material resource management, capacity building, and any related functions.
- These include regional organizations, ministry of external affairs, ministry of internal affairs, NGOs, courts, Humanitarian organizations (such as Red Cross), Alternative Dispute Resolution organizations, among others.

APPENDIX IV: COURSE LISTING

B.Sc. CRIMINOLOGY AND SECURITY STUDIES
100 LEVEL
1st Semester

S/N	Course Code	Course Titles	Units	Status
1.	GST101	Use of English and Communication Skills I	2	C
2	GST105	History and Philosophy of Science	2	C
3	GST107	The Good Study Guide	2	C
4	CSS111	Introduction to Sociology	3	C
5	CSS121	Introduction to Psychology	3	C
6	CSS133	Introduction to Criminology I	3	C
7	CIT101	Computer in Society	2	C
	One Elective from the Faculty			
8	POLIII	Element of Political Science	3	E
9	ECO121	Principles of Economics	3	E
10	PCR111	Introduction to Peace Studies	3	E
		Total	20	
Minimum Credit Units Required GST and Other General Courses 8 Core Courses (Specialization Area) 9 Minimum elective required 3 **Sub-Total** = 20				
2nd Semester				
1.	GST102	Use of English and Communication skills II	2	C
2.	CSS152	Introduction to Nigerian Criminal Law	3	C
3.	CSS112	Sociology of Law	3	C
4	CSS132	Ethnography and Social structure of Nigeria	3	C
5.	CSS134	Geography of Nigeria	3	E
6.	CSS136	Introduction to Criminology II	3	C

7	CIT102	Application Software Skills	2	C
	One Elective from the Faculty			
8.	POL126	Citizen and the State	3	E
9.	PCR114	Introduction to Conflict Resolution	3	E
		Total	22	
		Minimum Credit Units Required GST and Other General Courses Core Courses (Specialization Area) Minimum elective required **Sub-Total** =	**4** **12** **3** **19**	
		Grand Total of Minimum Credit Units to earn at 100 level: Eight Semester Structure = Direct Entry (DE) =		

200 LEVEL

S/N	Course Code	Course Titles	Units	Status
1.	CSS211	The Sociology of Crime and Delinquency	3	C
2.	CSS241	Basic Security and Security Threats	3	C
3.	CSS243	Principles of Security Practice and Management	3	C
4	GST203	Introduction to Philosophy and Logic	2	C
5.	CSS245	Security Planning, Development and Organization	2	C
	At Least One Elective			
6	LAW100	Introduction to Law	4	E

7	LAW211	Nigerian Legal System 1	4	E
8	PCR211	Education for Peace	3	E
9	POL223	Foundation of Political Economy	3	E
		Minimum Credit Units Required GST and Other General Courses Core Courses (Specialization Area) Minimum Elective Required **Sub-Total** .	**2** **11** **3** **16**	
2nd Semester				
1.	CSS212	The Sociology of Punishment and Corrections	3	C
2.	CSS242	Measurements and Patterns of Crimes and Delinquency	3	C
3.	CSS244	Types and Analysis of Security Threats	3	C
4.	CSS246	Legal and Social Framework of Private Security Services in Nigeria	3	C
5.	GST202	Fundamentals of Peace Studies	2	C
	At Least One Elective			
6.	PCR 272	Concepts and Practice of Peace Building	3	E
7.	LAW212	Nigerian Legal System 11	4	E
8.	PCR 274	Introduction to Conflict Transformation	3	E
9	MAC212	Media and Society	3	E
		Minimum Credit Units Required GST and Other General	**2** **12**	

		Courses Core Courses (Specialization Area) Minimum Elective Required **Sub-Total** =	**3** **17**	
		Grand Total of Minimum Credit Units to earn at 200 level: Eight Semester Structure = **33** Direct Entry = **(Students should not exceed 24 CU)**		

300 LEVEL 1ST Semester

S/N	Course Code	Course Titles	Units	Status
1.	CSS331	Methods of Social Research	3	C
2.	CSS341	Policing and Law Enforcement in Nigeria	3	C
3.	CSS351	Prisons and Correction of Offenders in Nigeria	3	C
4.	CSS361	Juvenile Institutions and Juvenile Corrections in Nigeria	3	C
5.	CSS343	Information Systems Security Management	3	C
6.	CSS381	Domestic Violence	3	C
7.	GST302	Business Creation and Growth	2	C
	At Least One Elective			
8.	PUL341	Criminal Law 1	4	E
9.	PCR373	Demobilization, Disarmament and Reintegration	3	E

		Minimum Credit Units Required GST and Other General Courses Core Courses (Specialization Area) Minimum Elective Required **Sub-Total** =	**2** **18** **3** **23**	
2nd Semester				
1.	CSS352	Theory of Crime and Crime Control	3	C
2.	GST302	Business Creation and Growth	2	C
3.	CSS354	Special Categories of Offenders	3	C
4.	CSS356	Traditional and Informal Mechanisms of Crime	3	C
5.	CSS342	Safety Management for Loss Prevention	3	C
		At Least One Elective		
6.	PCR362	Urban Violence and Security	3	E
7.	LAW342	Criminal Law II	4	E
		Minimum Credit Units Required GST and Other General Courses Core Courses (Specialization Area) Minimum elective required **Sub-Total** = Grand Total of Minimum Credit Units to earn at 300 level: Eight Semester Structure = **37** Direct Entry = **(Students should not exceed 24 CU)**	- **12** **3** **15**	

400 LEVEL
1ST Semester

S/N	Course Code	Course Titles	Units	Status
1	CSS411	Contemporary Issues in Criminology and Securities	3	E
2.	CSS431	Field Observations	6	C
3.	CSS441	Technical/Electronics Aspects of Security	3	C
4.	CSS455	Forensic Science	3	C
5.	CSS443	Traffic/ Road Safety and Equipment	3	C
6.	CSS491	Emergency, Riot and Disaster Control Management	3	E
	CSS461	Introduction to Criminology 1 (For Law Students only)	4	C
		At Least One Elective		
7.	PCR375	Language and Information Management in Peace & Conflict Resolution	3	E
8.	LAW241	Human Rights 11	4	E
9.	ENG453	Language and National Development	3	E
		Minimum Credit Units Required GST and Other General Courses Core Courses (Specialization Area) Minimum elective required **Sub-Total** = Direct Entry = **(Students should not exceed 24 CU)**	- **21** **3** **24**	
2nd Semester				
1	CSS433	Project	6	C
2	CSS442	Professional Ethics in Law Enforcement & Security Management	3	C

3.	CSS452	Victims of Crimes and Human Rights Violations	3	C
4.	CSS462	Introduction to Criminology 11 (For Law Students only)	4	C
		At Least One Elective		
5.	PCR415	The Nature of Global Terrorism	3	E
6.	PCR412	Globalization and Peace	3	E
7.	LAW244	Constitutional Law II	4	E
8.	LAW241	Human Rights I	3	E
		Minimum Credit Units Required GST and Other General Courses Core Courses (Specialization Area) Minimum elective required **Sub-Total** = Grand Total of Minimum Credit Units to earn at 400 level: Eight Semester Structure = **36** Direct Entry = **(Students should not exceed 24 CU)**	 - **12** **3** **15**	

B.SC. ECONOMICS
Year I
1st Semester

S/N	Course Code	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	GST 101	Use of English & Comm. Skills I	2	C
2.	GST 105	History And Philosophy of Science	2	C
3.	GST 107	The Good Study Guide	2	C
4.	ECO 121	Principles of Economics I	3	C
5.	ECO 153	Introduction to Quantitative Methods	3	C
6.	FMS 105	Elements of Management I	2	C
7.	CRD 124	Introduction to Cooperatives	2	E
8.	ENT 101	Introduction to Entrepreneurship		E
	One Elective from the Faculty		3	E
9.	CSS 111	Introduction to Sociology		
10	POL 111	Introduction of Political Science		
11.	PCR 111	Introduction to Peace Studies		
12.	PCR 113	Introduction to Peace Education		
13.	CIT 101	Computer in Society	2	C
	Minimum Credit Units Required GST and Other General Courses Core Courses (Specialization Area) Minimum elective required **Sub-Total** =		**8** **8** **5** **21**	

Year I
2nd Semester

S/N	Course Code	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	GST 102	Use of English & Comm. Skills II	2	C
2.	CIT 102	Application Software Skills	2	C
3.	ECO 122	Principles of Economics II	3	C
4.	ECO 154	Introduction to Quantitative Methods II	2	C
5.	ECO 146	The Nigerian Economy in Perspective I	3	C
6.	FMS 106	Elements of Management II	2	C
.		**One Elective from the School**	3	E
7.	PCR 114	Introduction to Conflict Resolution		
8.	CSS 134	Geography of Nigeria		
9.	POL 126	Citizens and the State		
	Minimum Credit Units Required GST and Other General Courses Core Courses (Specialization Area) Minimum elective required **Sub-Total** =		**4** **10** **3** **17** **(Students should not exceed 24 Credit Unit (CU))**	
	Grand Total of Minimum Credit Units to earn at 100 level: Eight Semester Structure = **38** Direct Entry (DE) = **12**			

Year II
1st Semester

S/N	Course Code	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	GST 203	Introduction to Philosophy and Logics	2	C
2.	ECO 231	Micro Economic Theory I	2	C
3.	ECO 253	Statistics For Economist I	3	C
4.	ECO 255	Mathematics For Economist 1	2	C
5.	ECO 247	The Nigerian Economy in Perspective II	3	C
6.	FMS 207	Business Communication	2	C
7.	ACC 203	Introduction to Financial Accounting I	3	C
At Least One Elective out of Four				
8.	BUS 205	Introduction to Business	3	E
9.	BFN 209	Introduction to Finance		
10.	PCR 211	Education for Peace	3	E
11.	POL 223	Foundation of Political Economy		
	Minimum Credit Units Required GST and Other General Courses Core Courses (Specialization Area) Minimum elective required **Sub-Total** = Direct Entry (DE)		**2** **15** **3** **20** **(Students should not exceed 24 CU)** 20 + (**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**.)	

Year II
2nd Semester

S/N	Course Code	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	GST 202	Fundamentals of Peace and Resolutions	2	C
2.	ECO 232	Micro Economic Theory II	2	C
3.	ECO 254	Statistics For Economist II	3	C
4.	ECO 256	Mathematics For Economist II	2	C
5.	ECO292	Environmental Economics	2	C
6.	ENT 204	Entrepreneurship and Change Management	2	C
7.	**Two Electives**		2	E
8.	ENT 224	Business Ethics		
9.	CRD 204	Man and His Environment		
10.	CRD 208	Nigeria & International Cooperatives		
11.	ACC 204	Introduction to Accounting II	**3**	E
	Minimum Credit Units Required GST and Other General Courses Core Courses (Specialization Area) Minimum elective required **Sub-Total** =	**2** **11** **4/5** **17/18**		
	Grand Total of Minimum Credit Units to			

	earn at 200 level: Eight Semester Structure = **37/38**			

Year III
1st Semester

S/N	Course Code	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	GST 301	Entrepreneurship Studies I	2	C
2.	ECO 341	Macro-Economic Theory I	3	C
3.	ECO 343	Monetary Theory and Policy	3	C
4.	ECO 355	Introduction to Econometrics	3	C
5.	ECO 347	Development Economics I	2	C
6.	ECO 329	Project Evaluation	3	C
7.	ECO 311	Research Methodology	3	C
8.	**One Elective Out of Three**			
9.	ECO 323	Labour and Human Resources Economics	2	E
10.	BUS 325	Human Resources Management Principles		
11.	POL 317	Public Policy Analysis	3	E
	Minimum Credit Units Required GST and Other General Courses Core Courses (Specialization Area) Minimum elective required **Sub-Total** = Direct Entry		**2** **17** **2/3** **21/22** **21/22**	

		(Students should not exceed 24 CU)

Year III
2nd Semester

S/N	Course Code	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	ECO 342	Macro-Economic Theory II	3	C
2.	ECO 324	History of Economic Thought	3	C
3.	ECO 356	Introduction to Econometrics II	3	C
4.	ECO 348	Development Economics II	2	C
5.	ECO 344	Introduction to International Economics	3	C
6.	ECO 314	Operations Research	2	C
7.	ECO 332	Managerial Economics	2	C
	One Elective out of Two			
8.	ECO 346	Financial Institutions		
9.	CRD 334	Agro-Business Management	2	E
	Minimum Credit Units Required GST and Other General Courses Core Courses (Specialization Area) Minimum elective required **Sub-Total** = Direct Entry		**-** **18** **2** **20** **20** **(Students should not exceed 24 CU)**	
	Grand Total of Minimum Credit Units to earn at 300 level: Eight Semester Structure = **41/42** Direct Entry = **41/42**			

Year IV
1st Semester

S/N	Course Code	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	ECO 431	Advanced Micro Economics	2	C
2.	ECO 453	Applied Econometrics	2	C
3.	ECO 445	International Trade And Finance	2	C
4.	ECO 427	Comparative Economics	2	C
5.	ECO 447	Public Sector Economics	2	C
6.	ECO 441	Economic Planning I	2	C
7	ECO 415	Research Project	6	C
	One Electives out of Three			
8.	ECO 443	Energy Economics	2	E
9.	ECO 449	Health Economics		E
10.	ECO 459	Advanced Mathematical Economics		E
	Minimum Credit Units Required GST and Other General Courses Core Courses (Specialization Area) Minimum elective required **Sub-Total** = Direct Entry		**-** **18** **2** **20** **20** **(Students should not exceed 24 CU)**	

Year IV
2nd Semester

S/N	Course C Ode	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	ECO 442	Advanced Macro Economics	2	C
2.	ECO 454	Applied Econometrics II	2	C

3.	ECO 446	International Trade And Finance II	2	C
4.	ECO 448	Economic Planning II	2	C
5.	ECO 452	Applied Statistics	2	C
6.	ECO 440	Taxation and Fiscal Policy	2	C
7.	ECO 444	Money and Banking	2	E
One Elective out of two				
8.	ENT 424	Feasibility Studies and Business Proposals	2	E
9.	INR 422	International Institutions	2	E
	Minimum Credit Units Required GST and Other General Courses Core Courses (Specialization Area) Minimum elective required **Sub-Total** = Direct Entry		**-** **12** **4** **16** **16 (Students should not exceed 24 CU)**	
	Grand Total of Minimum Credit Units to earn at 300 level: Eight Semester Structure = **36** Direct Entry = **36**			

B.Sc. INTERNATIONAL RELATIONS

Outline of Course Structure: (i) The B.Sc. in International Relations programme is structured tolast for a minimum of 8 semesters and a maximum of 16 semesters, for students entering at 100 level. (ii) A minimum of 6 semesters and a maximum of 12 semesters for students entering at 200 level.

100 Level **First Semester**

S/N	Course Code	Course Title	Units	Status
1	GST101	Use of English and Communication Skills I	2	C
2	GST105	History and Philosophy of Science	2	C
3	GST107	The Good Study Guide	2	C
4	CIT101	Computer in Society	2	C
5	INR111	Introduction to International Studies	2	C
6	INR121	Structure of the International System	2	C
7	ECO121	Principles of Economics I	3	C
8	POL121	Introduction to African Politics	3	C
9	POL111	Elements of Political Science	3	C
		At Least One Elective Course		
10	PCR115	Introduction to Conflict Resolution Processes I	3	E
11	FRE101	Basic French Grammar 1	2	E
10	FMS105	Element of Management 1	3	E
		Minimum Credit Required GST and Other General Courses Core Courses (Area of Specialization) Minimum Elective Sub Total	 **8** **13** **2/3** **23/24**	
Second Semester				
1.	GST102	Use of English and Communication Skills II	2	C
2	CIT102	Application of Software Skills	2	C
3	INR112	Introduction to Law and Diplomacy in Pre-Colonial Africa	2	C
4	INR122	Concepts in International Relations	2	C
5	INR132	Africa and the Western Powers	2	C
6	INR152	History of Europe 1300-1700	2	C
7	INR172	Ancestor of Contemporary International System	2	C
8	INR142	Theory and Practice of Administration	2	C

		At Least Two Elective Courses		
9	ECO122	Principles of Economics II	2	E
10	FRE122	French Grammar II	2	E
11	PCR114	Introduction to Conflict Resolution Processes II	3	E
12	INR162	International Migration I	2	E
		Minimum Credit Required GST and Other General Courses Core Courses (Area of Specialization) Minimum Elective Sub Total	 **4** **12** **4/5** **20/21**	
		Grand Total of Minimum Credit Units to Earn at 100 Level **Eight Semester Structure:** **Direct Entry:**	 **43/45** **12**	
200 Level **First Semester**				
1	GST203	Introduction to Philosophy and Logic	2	C
2	INR251	Evolution of the Contemporary International System	2	C
3	INR261	International Environmental Politics	2	C
4	POL231	Essential of International Relations	3	C
5	POL215	History of Political Thought 1	3	C
6	INR271	Political Thought; Plato-Machiavelli	3	C
		At Least Two Elective Courses		
7	FRE221	French Grammar and Composition I	2	E
8	INR211	International Law and Diplomacy in the 19th Century	2	E
9	INR221	History and Practice of Diplomacy	2	E
10	INR231	South-South Cooperation	2	E
11	POL221	Nigerian Government and Politics	3	E

		Minimum Credit Required GST and Other General Courses Core Courses (Area of Specialization) Minimum Elective Sub Total **Note:** **Direct Entry Students are expected to take 12Credits of GST and CIT at the 100Level. To be spread as to not exceed 24 credit units in a Semester.**	**2** **13** **4/5** **19/20**	
Second Semester				
1	GST202	Fundamentals of Peace Studies and Conflict Resolution	2	C
2	INR232	Introduction to Foreign Policy	2	C
3	INR252	Introduction to Diplomacy	2	C
4	POL212	Basic Statistics for Social Sciences	3	C
5	POL223	Foundations of Political Economy	3	C
6	INR254	Political Thought since Hobbes	2	C
7	POL214	Introduction to Political Analysis	3	C
8	POL218	Introduction to Political Ideas	2	C
		At Least Two Elective Courses		
9	FRE222	French Grammar and Composition II	2	E
10	INR212	International Law and Diplomacy in the 20th Century	2	E
11	INR242	Pre-Colonial African Diplomacy	2	E
12	INR262	International Migration II	2	E
13	INR272	New States in World Politics	2	E
14	INR222	Europe from French Revolution to the World Wars	2	E
		Minimum Credit Required GST and Other General Courses Core Courses (Area of Specialization)	 2 17 4	

		Minimum Elective Sub Total	23	
		Grand Total	42/43	
300 Level **First Semester**				
1	GST301	Entrepreneurial Studies	2	C
2	INR321	Foreign Policy Analysis	2	C
3	INR331	International Law	2	C
4	POL311	Contemporary Political Analysis	3	C
5	INR309	Field Trip	3	C
6	INR391	Nigeria's Foreign Policy I	2	C
7	INR393	The International Political System	2	C
		At Least Two Elective Courses		
8	INR351	Europe in World Politics	2	E
9	INR361	Race, Religion, Ethnicity and Nationalism in International Politics	2	E
10	INR371	BRICS and Multilateral Diplomacy	2	E
11	INR381	International Negotiations and Diplomacy	2	E
12	INR302	International Relations and the Media	2	E
		Minimum Credit Required GST and Other General Courses Core Courses (Area of Specialization) Minimum Elective Sub Total	 **2** **14** **4** **20**	
Second Semester				
1	INR322	Contemporary Strategic Studies	2	C
2	INR332	War and Peace in West Africa since 1960	2	C
3	INR362	Technology, Ecology and Environmental Issues in World Politics	2	C
4	INR386	Theories of International Relations	2	C
5	INR392	International Politics in the Post-	3	C

		Cold War Era		
6	POL312	Logic and Methods of Political Inquiry	3	C
		At Least Two Elective Courses		
7	INR382	Nigeria's Foreign Policy II	2	E
8	INR342	International Relations in Southern Africa	2	E
9	INR352	International Relations in East and Central Africa	2	E
10	INR372	Regional Integration and Institutions	2	E
11	INR394	Elements of Contemporary Global Studies	2	E
		Minimum Credit Required GST and Other General Courses Core Courses (Area of Specialization) Minimum Elective Sub Total	**-** **14** **4/5** **18/19**	
		Grand Total	**38/39**	
400 Level **First Semester**				
1	INR421	Seminar Presentation in International and Diplomatic Studies	2	C
2	PCR415	The Nature of Global Terrorism	3	C
3	INR451	Research Methods in International Relations	3	C
4	INR461	Human Rights	2	C
5	INR471	United States Foreign Policy	2	C
		At Least Two Elective Courses		
6	INR481	International Economic Relations	3	E
7	PCR417	International Relations and Security	3	E
8	INR491	China in World Politics	3	E
9	INR431	International Relations of Francophone West Africa	2	E
10	INR441	Contemporary Strategic Studies	2	E
11	INR411	The New World Economic and	3	E

		Political Order		
		Minimum Credit Required GST and Other General Courses Core Courses (Area of Specialization) Minimum Elective Sub Total	**-** **12** **4/6** **16/18**	
Second Semester				
1	INR412	Foreign Policies of Great Powers	2	C
2	INR452	Energy Diplomacy and Oil Politics	2	C
4	INR492	Research Project in International and Diplomatic Studies	6	C
5	INR482	Russia in World Politics	3	C
		At Least One Elective Courses		
6	INR432	Afro-Asia Relations	2	E
8	INR462	Africa in Regional and Global Security	2	E
9	INR422	International Institutions	2	E
		Minimum Credit Required GST and Other General Courses Core Courses (Area of Specialization) Minimum Elective Sub Total	**-** **13** **2** **15**	
		Grand Total	**31/33**	

B.Sc. MASS COMMUNICATION
100 Level (First Semester)

100 Level **First Semester**				
S/N	**Course Code**	**Course Title**	**Units**	**Status**
1	GST 101	Use of English & Communication Skills I	2	C
2	GST 105	History & 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 & 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 & 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 & Graphics of Communication	2	C
5	MAC 223	Magazine & Feature Article Writing	3	C
6	MAC 225	News Writing & Reporting	2	C
8	ENG 223	Advanced English Composition 1	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 (**12Credit 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		
		Students are to take only one elective course for each semester		
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 & 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 & Execution	3	C
7	MAC 333	Media Station Management and Operation	3	C
8	MAC 341	Developmental Communication & Broadcasting	3	C
9	MAC 343	Radio/TV Programming	3	E
10	MAC 345	Announcing & 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**		
		Students are to take only one elective course for each semester		
Second Semester				
1	MAC312	Newspaper Production	3	C
2	MAC 314	Issues in Nigerian Mass Media	2	C
3	MAC 316	Mass Comm. & 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 & Social Issues in Advert & 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 & 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 & 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		

B.Sc. PEACE STUDIES AND CONFLICT RESOLUTION
100 LEVEL

S/N	Course Code	Course Title	Units	Status
1st Semester				
1.	GST101	Use of English & Communication Skills 1	2	C
2.	GST105	History and Philosophy of Science	2	C
3.	GST107	The Good Study Guide	2	C
4.	CIT101	Computer in Society	2	C
5.	PCR111	Introduction to Peace Studies	3	C
6.	PCR113	Introduction Peace Education	3	C
7.	PCR115	Introduction to Conflict Resolution Processes I	3	C
		Minimum of 1 Elective Courses		
8.	POL111	Elements of Political Science	3	E
9.	POL121	Introduction to African Politics	3	E
10.	ECO121	Principles of Economics I	3	E
11.	CSS111	Introduction to Sociology	3	E
12.	CSS121	Introduction to Psychology	3	E
		Minimum credit units required		
		GST and other General Courses	8	
		Core Courses	9	
		Minimum Elective Courses	3	

		Sub-Total	20	
2nd Semester				
1.	GST102	Use of English & Communication Skills 11	2	C
2.	CIT102	Application of Software Skills	2	C
3.	PCR112	Democracy and Good Governance	3	C
4.	PCR114	Introduction to Conflict Resolution Processes II	3	C
5.	PCR128	Peace Thinking and Peace Making	3	C
		Minimum of 1 Elective Courses		
6.	CSS134	Geography of Nigeria	3	E
7.	CSS121	Introduction to Psychology	3	E
8.	PCR126	Negotiation and Conflict Resolution	2	E
		Minimum credit units required		
		GST and other General Courses	4	
		Core Courses	9	
		Minimum elective required	2/3	
		Sub-Total	15/16	
Minimum total credit units to earn at 100 level: 35/36 Direct Entry: 12 (all GST and General Courses)				

200 LEVEL
1st Semester

S/N	Course Code	Course Title	Units	Status
1.	GST201	Nigerian Peoples and Culture	2	C
2.	GST203	Introduction to Philosophy and Logic	2	C
3.	PCR261	Culture Values and Conflicts in	3	C

		War		
4.	PCR211	Education for Peace II	3	C
5.	PCR271	Understanding Conflicts and War	3	C
6.	PCR273	Religions in Conflict Resolution	3	C
		Minimum of 1 Elective Courses		
7.	PCR239	Drugs, Cultism And Conflicts	2	E
8.	POL233	Foundation of Political Economy	3	E
9.	CSS211	The Sociology of Crime and Delinquency	3	E
		Minimum credit units required		
		GST and other General Courses	4	
		Core Courses	12	
		Elective Courses	2/3	
		Sub-Total	18/19	
2nd Semester				
1.	GST202	Fundamentals of Peace Studies and Conflict Resolution	2	C
2.	PCR272	Concept and Practice of Peace building	3	C
3.	PCR274	Introduction to Conflict Transformation	3	C
4.	PCR276	Perception and Conflict	3	C
5.	PCR268	Peacekeeping and Conflict Resolution	3	C
6.	PCR244	Ethics in Conflict Resolution	3	C
7.	PCR248	Interpersonal Conflict Resolution Skills	3	C
		Minimum of 1 Elective Courses		
8.	PCR264	Weapons Proliferation: Weapons Of Mass Destruction	2	E
9.	POL228	Introduction to Comparative Politics	3	E

10.	CTH 202	Comparative Study of Religions	2	E
11.	INR242	Pre Colonial African Diplomacy	3	E
12.	MAC212	Media and Society	3	E
		Minimum credit units required		
		GST and other general Courses	2	
		Core Courses	18	
		Elective Courses	2/3	
		Sub-Total	22/23	
		Minimum credit to earn in 200 level:	40/42	
Students must *pass all Compulsory courses and any one elective course per semester.*				

300 LEVEL

S/N	Course Code	Course Title	Units	Status
1st Semester				
1.	GST301	Entrepreneurship Studies	2	C
2.	PCR311	Philosophies and Great Personalities of Peace	3	C
3.	PCR331	History of Conflict in Nigeria	3	**C**
4.	PCR371	Third Party Intervention in Conflict Resolution	3	C
5.	PCR375	Language and Information Management in Peace and Conflict Resolution	3	C
		Minimum of 1 Elective Courses		
6.	PCR373	Demobilisation, Disarmament and Reintegration	2	E
7.	CSS381	Domestic Violence	3	E
8.	CSS356	Traditional and Informal Mechanisms of Crimes	3	E
9.	POL315	Marxist Theory and Practice	3	E
		Minimum credit units required		
		GST and other General Courses	2	
		Core Courses	12	
		Minimum elective required	2/3	
		Sub-total	16/17	
2nd Semester				
1.	PCR312	Peace Research Methods	3	C
2.	PCR372	Introduction to Early Warning Mechanism	3	C
3.	PCR374	Practical Exercises in Conflict Simulation	3	C
4.	PCR362	Urban Violence and Security	3	C
5.	PCR368	Nationalism, Ethnicity and Conflicts	3	C

6.	PCR382	Nigeria's Peace Policy	3	C
		Minimum of 1 Elective Courses		
7.	PCR352	Sustainable Environmental Development and Peace	2	E
8.	INR311	Introduction to Strategic Studies	3	E
		Minimum credit units required		
		Core Courses	18	
		Minimum elective courses	2/3	
		Sub-Total	20/21	
		Minimum Credit Units required to earn in 300 level	36/38	
Students must pass all Compulsory courses and one elective course per semester				

400 LEVEL

S/N	Course Code	Course Title	Units	Status
1st Semester				
1.	PCR415	The Nature of Global Terrorism	3	C
2.	PCR417	International Relations and Security	3	C
3.	PCR419	International Politics of the Cold War : 1945-1991	3	C
4.	PCR421	International Organisations and Peace building	3	C
5.	PCR437	Gender in War and peace	3	C
		Minimum of 1 Elective Courses		
6.	POL431	Third World Dependency and Development	3	E
7.	POL421	The Military and Politics in Africa	3	E
8.	PCR433	War and Peace in Greece and Rome	2	E
		Minimum credit units required		

		Core Courses	15	
		Elective Courses	2/3	
		Sub-Total	17/18	
2nd Semester				
1.	PCR422	Globalisation and Peace	3	C
2.	PCR412	Project	6	C
3.	PCR424	Governance, International Law and Fundamental Human Rights	3	C
4.	PCR428	Energy Security: Oil Conflicts	3	C
5.	PCR446	Social Alternatives	3	C
		Minimum of 1 Elective Courses		
6.	PCR434	Nigeria's Civil War	2	E
7.	INR412	Foreign Policies of Great Powers	3	E
8.	CSS452	Victims of Crimes and Human Rights Violation	3	E
9.	POL434	Civil-Military Relations	3	E
		Minimum credit units required		
		Core Courses	18	
		Elective Courses	2/3	
		Sub-Total	20/21	
		Minimum credit units required in 400 level	36/39	
Students must pass all Compulsory courses and one elective courses per semester				

B.Sc. POLITICAL SCIENCE

Outline of Course Structure:

B.Sc. Political Science programme shall run for a minimum of 8 semesters and a maximum of 16 semesters for 100 level entry students; and a minimum of 6 semesters and a maximum of 12 semesters for direct entry students.

100 Level
First Semester

S/N	Course Code	Course Titles	Units	Status
1.	**GST101**	Use of English and Communication Skills I	2	C
2.	**GST105**	History and Philosophy of Science	2	C
3.	**GST107**	The Good Study Guide	2	C
4.	**CIT101**	Computer in Society	2	C
5.	**POL111**	Elements of Political Science	3	C
6.	**POL121**	Introduction to African Politics	3	C
7.	**POL123**	Introduction to Public Administration	3	C
	One Elective from the Faculty		3	E
8.	**CSS111**	Introduction to Sociology		
9	**ECO121**	Principles of Economics I		
		GST and Other General Courses	**8**	
		Core Courses	**9**	
		Elective Courses	**3**	
		Sub-Total	**20**	

100 Level
Second Semester

S/N	Course Code	Course Titles	Units	Status
1.	**GST102**	Use of English and Communication Skills II	2	C
2.	**CIT102**	Application of Software Skills	2	C
3	**POL122**	Nigerian Constitutional Development	2	C
4.	**POL124**	Organization of Government	3	C
5.	**POL126**	Citizens and the State	3	C
	At Least One Elective from the Faculty			

6.	**ECO122**	Principles of Economics II	2	E
7.	**CSS 134**	Geography of Nigeria	3	
		GST and Other General Courses	**4**	
		Core Courses	**8**	
		Elective Courses	**2/3**	
		Sub-Total	**14/15**	
		Grand Total	**34/35**	

200 Level
First Semester

S/N	Course Code	Course Titles	Units	Status
1.	**GST203**	Introduction to Philosophy and Logic	2	C
2.	**POL211**	Nigerian Legal System	2	C
3.	**POL215**	History of Political Thought 1	2	C
4.	**POL221**	Nigerian Government and Politics 1	3	C
5.	**POL223**	Foundations of Political Economy	3	C
6.	**POL231**	Essentials of International Relations and Diplomacy	3	C
	One Elective from the Faculty			
7.	**INR251**	Evolution of the Contemporary International System	2	E
8.	**PCR271**	Understanding Conflicts and War	3	
		GST and Other General Courses	**2**	
		Core Courses	**13**	
		Elective Courses	**2/3**	
		Sub-Total	**17/18**	

200 Level
Second Semester

S/N	Course Code	Course Titles	Units	Status
1.	**GST202**	Fundamentals of Peace Studies & Conflict Resolution	2	C
2.	**POL212**	Basic Statistics for Social Sciences	3	C
3.	**POL214**	Introduction to Political Analysis	3	C
4.	**POL216**	Evolution of Nigerian Local Government	3	C
5.	**POL218**	Political Ideas	2	C
6.	**POL226**	Organization and Administrative Theories	3	C
7.	**POL228**	Introduction to Comparative Politics	3	C
	Electives from the Faculty			
8	**CTH202**	Comparative Study of Religion	2	E
9.	**INR242**	Pre-Colonial African Diplomacy	2	
		GST Courses	**2**	
		Core Courses	**17**	
		Elective Courses	**2**	
		Sub-Total	**21**	
		Grand Total	**38/39**	

300 Level
First Semester

S/N	Course Code	Course Titles	Units	Status
1.	**GST301**	Entrepreneurship Studies	2	C
2.	**POL301**	Research Methods in Political Science	3	C
3.	**POL311**	Contemporary Political Analysis	3	C
4.	**POL337**	Principles of Administrative Law	3	C
5.	**POL317**	Public Policy Analysis	3	C
	At Least One Elective Course			
6	**POL315**	Marxist Theory and Practice		

7	**PCR331**	History of Conflicts in Nigeria	3	E
8.	**POL341**	Public Administration in Nigeria	3	C
		GST and Other General Courses	**2**	
		Core Courses	**12**	
		Elective Courses	**3**	
		Sub-Total	**17**	

300 Level
Second Semester

S/N	Course Code	Course Titles	Units	Status
1.	**POL312**	Logic & Methods of Political Inquiry	3	C
2.	**POL316**	Political Evaluation	3	C
3.	**POL318**	Political Behaviour	3	C
4.	**POL322**	Comparative Federalism	3	C
5.	**POL324**	Politics of Development and Underdevelopment	3	C
6.	**POL326**	Environmental Politics	2	E
	At Least One Elective Course			
7.	**PCR352**	Sustainable Environmental Development & Peace	3	E
8	**ECO324**	History of Economic Thought	3	E
		Core Courses	**18**	
		Elective Courses	**3**	
		Sub-Total	**21**	
		Grand Total	**38**	

400 Level
First Semester

S/N	Course Code	Course Titles	Units	Status
1.	**POL 401**	Student Research Project	6	C
2.	**POL 411**	Political Psychology	3	C
3.	**POL 431**	Third World Dependency & Development	3	C
4.	**POL 441**	Development Administration	3	C

5.	**POL 443**	State and Economy	3	C
	At Least 2 Elective Courses from the Faculty			
6	**PCR 415**	The Nature of Global Terrorism	3	E
7	**INR 441**	Contemporary Strategic Studies	3	E
		Core Courses	**18**	
		Elective Courses	**3**	
		Sub-Total	**21**	

400 Level
Second Semester

S/N	Course Code	Course Titles	Units	Status
1.	**POL424**	Political Parties and Pressure Groups	3	C
2.	**POL432**	Government & Administration of Urban System	3	C
3.	**POL444**	Nigerian Local Government	3	C
4.	**POL452**	International Law and Organizations	3	C
5.	**POL 434**	Civil-Military Relations	3	C
	At Least One Elective from the Faculty			
6.	**PCR422**	Globalization and peace	3	E
7.	**CSS432**	Human Rights Provisions in Nigeria	3	E
		Core Courses	**15**	
		Elective Courses	**3**	
		Sub-Total	**18**	
		Grand Total	**39**	

B.Sc. TOURISM STUDIES

Year I
1st Semester

S/N	Course Code	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	GST 101	Use of English & Communication Skills I	2	C
2.	GST105	History and Philosophy of Science	2	C
3.	GST 107	Good Study Guide	2	C
4.	CIT 101	Computer in the Society	2	C
5.	TSM 141	Understanding Tourism	2	C
6.	TSM 143	Tourism Services & Operations	2	C
7.	TSM 145	Geography of Tourism	2	C
8.	TSM 147	Tourism Policy and Planning	2	C
9	FMS 105	Elements of Management I	**2**	C
	One Elective from the Faculty			
10.	HCM 131	Introduction to Hospitality	3	E
11	CSS 111	Introduction to Sociology		
12.	PCR 111	Introduction to Peace Studies		
	Minimum Credit Units Required GST and Other General Courses Core Courses (Specialization Area) Minimum elective required **Sub-Total** =		**8** **10** **3** **21**	

Year 2
1st Semester

S/N	Course Code	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	GST203	Introduction to Philosophy and Logic	2	C
2.	TSM241	Understanding Tourist and Hosts	2	C
3.	TSM243	Tourism Sites: Products & Operations I	2	C
4.	HCM237	Hospitality & Sales Marketing	2	C
5.	FMS207	Business Communication	3	C
6.	CSS121	Introduction to Psychology	2	C
At Least One Elective out of Four				
7.	FMS201	Introduction to Business Statistics 1	3	E
8.	ACC203	Introduction to Financial Accounting 1		
	Minimum Credit Units Required GST and Other General Courses Core Courses (Specialization Area) Minimum elective required **Sub-Total** = Direct Entry (DE)		**2** **11** **3** **16** **(Students should not exceed 24 CU)** 16 + (**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**.)	

Year 2
2nd Semester

S/N	Course Code	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	GST 202	Fundamentals of Peace Studies and Conflict Resolution	2	C
2.	TSM244	Tourist Sites: Products & Operations II	2	C
3.	TSM252	Field Trip	2	C
4.	HCM 234	Facility Maintenance Management	2	C
5.	ENT 224	Business Ethics	2	C
6.	MAC212	Media and Society	2	C
7.	LAW101	Introduction to Law	4	C
	Two Electives		3	E
8.	FMS 202	Introduction to Business Statistics II		
9.	ACC 204	Introduction to Financial Accounting II		
	Minimum Credit Units Required GST and Other General Courses Core Courses (Specialization Area) Minimum elective required **Sub-Total** =		**2** **14** **3** **19**	
	Grand Total of Minimum Credit Units to earn at 200 level: Eight Semester Structure = **35**			

Year 3
1st Semester

S/N	Course Code	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	GST301	Entrepreneurship Studies I	2	C
2.	TSM 305	Tourism Sales & Marketing	2	C
3.	TSM 347	Commercial Recreation Management	2	C
4.	TSM 349	Introduction to Airline Management	2	C
5.	HCM 313	Restaurant Entrepreneurship	2	C
6.	BUS 325	Human Resources Management Principles	2	C
	One Elective Out of Three			
7.	ECO347	Development Economics	2	E
8.	HCM343	Procurement & Supply Management		
	Minimum Credit Units Required GST and Other General Courses Core Courses (Specialization Area) Minimum elective required **Sub-Total** = Direct Entry		**2** **10** **2** **14** **14** **(Students should not exceed 24 (CU)**	

Year 3
2nd semester

S/N	Course Code	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	TSM 342	Concept, Design and Feasibility 1	2	C
2.	TSM 348	Hospitality and Tourism Management	2	C
3.	TSM 310	Field Trip (Practical)	2	C
4.	TSM 350	Industrial Training/SIWES (6months)	6	C
5.	HCM340	Hospitality Laws & Travels	2	C
6.	FMS304	Research Methodology	2	C
	One Elective out of Two			
7.	BUS 322	Organisational Behaviour	3	E
8.	ECO 344	Introduction to International Economics		
	Minimum Credit Units Required GST and Other General Courses Core Courses (Specialization Area) Minimum elective required **Sub-Total** = Direct Entry		**-** **16** **3** **19** **19** **(Students should not exceed 24 CU)**	
	Grand Total of Minimum Credit Units to earn at 300 level: Eight Semester Structure = **33** Direct Entry = **33**			

Year IV
1st Semester

S/N	Course Code	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	TSM403	Cultural Tourism	2	C
2.	TSM441	Strategic Management in Hospitality and Tourism	2	C
3.	TSM 447	Seminar Tourism Studies	2	C
4.	HCM 435	Security & Loss Prevention Management	2	C
5.	HCM 439	Hotel Planning and Interior Design	2	C
6.	ECO 445	International Trade And Finance I	***2***	***C***
7.	BFN421	Risk Management and Insurance	***2***	***C***
	One Electives out of Three			
8.	FMS 427	Business Policy & Strategy 1	3	E
9.	BUS 419	International Business		
	Minimum Credit Units Required GST and Other General Courses Core Courses (Specialization Area) Minimum elective required **Sub-Total** = Direct Entry		**-** **14** **3** **17** **17** **(Students should not exceed 24 CU)**	

Year IV
2nd Semester

S/N	Course Code	Course Title	Credit Unit	Status (Compulsory or Elective)
1.	TSM442	Tourism Entrepreneurship	2	C
2.	TSM 444	Global Tourism Issues	2	C
3.	TSM 450	Research Project	6	C
4.	HCM 434	Lodging Faciliti Management	2	C
5.	HCM 438	Hospitality Supervision ar Quality Management	2	C
6.	HCM 436	Internal Control in Hospitality Administration	2	C
One Elective out of two				
7.	PCR415	The Nature of Glob Terrorism	3	E
8.	PCR412	Globalisation and Peace		
	Minimum Credit Units Required GST and Other General Courses Core Courses (Specialization Area) Minimum elective required **Sub-Total** = Direct Entry		**-** **16** **3** **19** **19**	
	Grand Total of Minimum Credit Units to earn at 400 level: 36 Direct Entry = **(Students should not exceed 24 CU)**			

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 person in the immediate family or 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.

APPENDIX VI: POLICY OF RE-MARKING OF STUDENTS' EXAMINATION SCRIPTS AND RE-COMPUTATION OF RESULTS

NATIONAL OPEN UNIVERSITY OF NIGERIA
ACADEMIC OFFICE

POLICY OF RE-MARKING OF STUDENTS' EXAMINATION SCRIPTS ANDRE-COMPUTATION OF RESULTS

(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 School 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) title(s) 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 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;

(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 School 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 rule and guidelines:

1. A student's matriculation number serves as his/her examination number. Only Matriculates 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 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 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 MAL-PRACTICE

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 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 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 *iter 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 N100,000.00 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 concernedwith the conduct of examinations or a head teacher, teacher or other person entrusted withthe 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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