STUDENT ADMISSION, RETENTION AND GRADUATION POLICY

Philosophy of NOUN

NOUN philosophy is the provision of quality flexible education for all, no one is turned back or denied admission. Therefore, students who are deficient in the required number of 'O' level passes are 'stepped down' to the Access Programme designed to adequately prepare them for their undergraduate studies. NOUN's Access provides that those in the programme take up a prescribed set of courses for a period of one academic year. Successful completion of the Access Programme courses allows a student to move seamlessly into a degree programme of choice as conditioned by their entry qualifications.

The flexibility of NOUN mode of study allows a student to determine the pace, place, time and medium of study. In general, it should take a student the normal time allocated to complete a programme at the conventional universities if the study is on full time basis at NOUN. However, if the study is on flexible mode, the rule of the thumb is to double the time required for the full time study.

Admission Policy

The National Open University of Nigeria (NOUN) dedicates itself to preparing professionals in various disciplines through the distance learning mode. It offers students a choice of qualifications from certificate to diploma to degrees and stand-alone self development courses through flexible delivery, allowing learners the convenience to choose the time, place, and what to study.

It is unique in its admission policy in that its practice of open education enables the University to admit as many as are personally and individually prepared for programmes offered. For degree programmes, students need not sit for the Joint Admission and Matriculation Board (JAMB) examinations. However, they must meet the JAMB and National Universities Commission's (NUC) minimum requirement of FIVE credits at the Ordinary level.

Prior to any admission exercise, there is always an advertisement in the newspapers and online for the general public consumption (see a copy of the advert attached).

Entry Qualifications:

To be admitted into a four-year programme, a candidate is expected to have at least one of the following:

(i) Five credits in SSCE, GCE 'O' Level or Five merits in NABTEB or TC II examinations including English Language and Mathematics;

For a three-year programme, a candidate is required to have at least one of the following:

(i) The National Certificate of Education (NCE) with merit pass in English Language and Mathematics;
(ii) GCE Advanced Level with at least two Credit passes in relevant subjects or an OND Certificate with a category in upper merit;
(iii) In addition to any of the above, is a requirement of at least of five 'O' level papers or the equivalent including a pass in English Language and in some cases credit pass in Mathematics in a maximum of two sittings.

For law programme, candidates applying for admission into the LL.B programme of the School of Law must have a minimum of five 'O' level credit passes in SSCE/GCE, including English Language, Literature-in-English and at least a pass in Mathematics.

A good first degree with nothing less than second class lower division from a recognized university. Such applicant must have the O'level requirements. NABTEB and TC II are not acceptable.

Credit Transfer Policy

The National Open University of Nigeria welcomes men and women of any race, colour, nationality or ethnic origin into programmes and activities offered by the University. Students with disabilities who, in the opinion of the University, will be able to benefit from any of its programmes are also considered for admission.

The policy articulates the criteria applied in the selection of qualified candidates for NOUN programmes. Selection of candidates shall be based on the applicant's ability to cope with the academic demands of the programme of choice, as well as, levels of prior education and experience.

The aim of the policy is to:

- set the minimum criteria for admission to all formal qualifications offered by the University;
- ensure that all applicants are treated fairly without any form of discriminations;
- assist applicants and the University in making sound decisions in relation to admissions issues; and
- recognized national, regional and University strategic objectives in admissions processes.

Applicants can be allowed to transfer credits that had been earned as part of one study programme to another, offered by NOUN and/or transfer credits when moving from NOUN programme to another. The way applicants can transfer credits is determined by each School / Directorate assessment regulations.

Some Schools may describe credits as either general or specific to a particular programme. This may be important if a student wants to transfer the credit they have been awarded in one programme, to a programme in a specialization / Schools or University.

Student will need to discuss any potential possibilities with all Schools involved.

Concessionary Admission:

Matured candidates of 40 years and above with 10 years of work experience who fails to meet any of the above requirements may apply for admission to the four year programme. The flexible nature of the University's programmes allows candidates to register online for the minimum or maximum number of credits in the semester.

Admission Policy to Postgraduate Studies

(i) Application for admission into postgraduate studies in NOUN shall be advertised in National daily Newspapers and the University website. Application forms may be completed on-line and submitted as directed throughout the year.
(ii) Application fee is determined from time to time by the University for all postgraduate programmes excluding bank charges and all payments shall be as advertised.
(iii) All applications received shall be acknowledged on-line via e-mail and/or SMS.

(iv) All applicants shall ensure, that their academic transcripts in sealed envelopes with three (3) referees reports, 2 of which must be from persons very well acquainted with the candidate's academic work. The reports, in separate sealed envelopes, should reach the Dean of the applicant's prospective School before the deadline for submission of forms.

(v) All applications for admission shall be processed by the relevant schools and arms of the University. A person shall be offered admission to a postgraduate programme after his/her application has been approved by the Senate of the University on the recommendation of the Board of School of Postgraduate Studies. Such applicant shall be notified by the Registrar.

Entry Requirement to Postgraduate Studies

(i) To qualify for admission into any of the postgraduate programmes of NOUN, a candidate must meet, among others, all matriculation requirements of at least five (5) credit passes of WAEC, NECO, NABTEB and their equivalents including English Language and Mathematics. Some programmes however accept at least a pass in Mathematics.

(ii) To be eligible for admission to the Postgraduate Diploma programmes, candidates must hold either NOUN or any other University recognized by the Senate of NOUN or hold a Higher National Diploma with a minimum of a lower credit. Candidates applying for admission into the Postgraduate Diploma in Legislative Drafting must hold the Bachelor of Law degree (LL.B) and must have been called to the Bar. For admission into Postgraduate Diploma Programmes in the School of Management Sciences, candidates holding the Professional qualifications of ACA, ACIS, ACIB, ACII, ACIA etc. may be considered on individual merit based on a minimum of 3 years post qualification.

(iii) To be eligible for admission into the masters (academic or professional) degree, candidates must be graduates of NOUN or any other University recognized by the Senate of NOUN with a minimum of second class (lower) in the relevant field of study. However, holders of a lower classification may be considered on individual merit based on a minimum of 3 years of relevant post qualification experience. Holders of Postgraduate Diploma OR a Higher National Diploma with a minimum of Upper Credit in the relevant field may also be considered. Membership of relevant professional bodies may apply for the Master of Business Administration (MBA) programme.

(iv) To be eligible for admission into the Doctor of Philosophy (Ph.D) degree programme, candidates must hold a masters degree from NOUN or from any University recognized by the Senate of the NOUN in the related field of study with a minimum score average of not less than 60 percent or a Cummulative Grade Point Average (CGPA) of 3.5 on a five (5)-point scale.

Discipline of Students

Section 16

(1) Subject to the provisions of the NOU Act 25 of 1983, where it appears to the Vice Chancellor that any student of the University has been found guilty of misconduct, the Vice Chancellor may, without prejudice to any other disciplinary powers conferred on him by statute or regulations, direct:

(a) that the student shall not, during such period as may be specified in the direction, participate in such activities of the University, or make use of the facilities of the University, as may be so specified; or
(b) that the activities of the student shall, during such period as may be specified in the direction, be restricted in such manner as may be so specified; or
(c) that the student be expelled from the University.

(2) Where a direction is given under subsection (1) (c) of this section in respect of a student, the student may, within the prescribed period and in the prescribed manner, appeal against the direction to the Council; and where such an appeal is brought, the Council shall, after causing such inquiry to be made in the matter as the Council considers just, either confirm or set aside the direction or modify it in such manner as the Council thinks fit.

(3) The fact that an appeal against a direction is brought in pursuance of the last foregoing subsection shall not affect the question of the direction while the appeal is pending.

(4) The Vice Chancellor may delegate his power under this section to a disciplinary board consisting of such members of the University as he may nominate.

(5) Nothing in this section shall be construed as preventing the restriction or termination of a student's activities at the University otherwise than on the ground of misconduct.

(6) It is hereby declared that a direction under subsection (1) (a) of this section may be combined with a direction under subsection (1) (b) of this section.

Graduation

To graduate in any programme in NOUN, a student must:

Undergraduate

(i) for 100 level admission, a student is required to pass a minimum of 120 credit units from relevant courses;
(ii) for 200 level admission, students are required to pass a minimum of 90 credit units from relevant courses.

Postgraduate

For PGDE, a student is required to pass a minimum of 30 credit units from relevant courses.

Masters

A student is required to pass minimum of 45 credit units from relevant courses.

Ph.D

Note:

The admission, retention and graduation policy is the same for all programmes across all Schools in the University.

THE UNIVERSITY AND CHIEF EXECUTIVE

1. **Name and address of the University:** National Open University of Nigeria, 14/16 Ahmadu Bello Way, Victoria Island, P.M.B. 80067, Lagos. Telephone No(s). +234 1-8188849, 4820720, 4820721, 4820722, 2712,664, 8052592478, 8063102206, 8075074911, Fax: +234 1 271-2665. E-mail: registrar@nou.edu.ng; centralinfo@nou.edu.ng **Abuja Office**: No. 5 Dar-es Salaam Street off Aminu Kano Crescent, Wuse II, Abuja, PMB 581, Garki-Abuja, Nigeria. Telephone(s): +234-9-6711929.

2. **Date Founded:** Established on 22nd July, 1983, Suspended on 25th April, 1984 and Resuscitated on 15th October, 2002.

3. **Mission and Vision of the University:**

   Vision: The National Open University of Nigeria is to be regarded as the foremost university providing highly accessible and enhanced quality education anchored by social justice, equity, equality and national cohesion through a comprehensive reach that transcends all barriers.

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

4. **Date Distance Learning Centre was Founded (for Dual-Mode Universities):** Not Applicable

5. **Date the Distance Learning Centre was approved by the National Universities Commission:**

6. **Does the University have an ODL Policy?** Yes (A copy of the NOU Act and the Blueprint from which the policy emerged is attached)

7. **Name and Address of the Proprietor of the University:** Federal Ministry of Education, Federal Secretariat Complex, Shehu Shagari Way, Central Area, P.M.B. 146, Abuja. Telephone No(s): 234 – 95232800, 6710906. Website: http://www.fme.gov.ng

8. **Has the University been established pursuant to a Federal law (Decree) or State Law (Edict):** Yes NOU Act No. 25 dated 22nd July, 1983

9. **If answer to item (4) above is Yes, attach a photocopy of the Law/Edict as the case may be:**

10. **If answer to 4 is 'No' explain steps which are being taken by the proprietor of the University not established pursuant to a law to meet the requirement?** Not Applicable.

11. **Name and Qualification of Vice Chancellor:** Professor Vincent Ado Tenebe, B.Sc. M.Sc. Ph.D. in Agronomy Telephone(s): Office: +234 1-8188849, 4820720, 4820721, 4820722, 2712,664 **Fax:** +234-1-2712665 **Home:**

ORGANISATION, ADMINISTRATION AND CONTROL

The National Open University of Nigeria is a single mode open and distance learning institution dedicated to providing accessible, affordable education for all Nigerians.

The headquarters is located at No. 14/16 Ahmadu Bello Way, Victoria Island, Lagos (former Headquarters of the Federal Ministry of Education).

and a Liaison/Planning Office situated at No. 5, Dar-es Salaam Street off Aminu Kano Crescent, Wuse II, Abuja.