



NATIONAL OPEN UNIVERSITY OF NIGERIA

FACULTY OF LAW

**UNDERGRADUATE STUDENTS' HANDBOOK
2018-2023**

**NATIONAL OPEN UNIVERSITY OF NIGERIA
HEADQUARTERS
JABI, ABUJA**



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I, on behalf of the Faculty of Law, thank God for His grace, love and mercy over the Faculty since its establishment. I deeply acknowledge the contribution, guidance and assistance received from members of the academic Board of the Faculty.

It is my pleasure to express our thanks as a Faculty to our indefatigable Vice Chancellor, Prof. Olufemi Peters whose vision and leadership is taking NOUN to greater heights among the community of universities in Nigeria, Africa and indeed globally.

My sincere thanks go to all the former Deans of the Faculty, their guidance led to the final outcome of this edition of the students' handbook. The Faculty also appreciates all the Heads of Department of the Faculty and all the administrative staff, whose contributions cannot be quantified, I say, thank You!

It is pertinent to register my deep appreciations to the following persons who assisted at every point in time in the preparation of this handbook: Prof. Justus A. Sokefun, Dr. Alero Akujobi, Dr. Omotayo Abisoye, Dr. Erimma G. Orié, Dr. Ferdinard O. Agama, Dr. Anene Fancisca, Dr. Ishaya Martins, Dr. Eje, Adakole Odike, Dr. Aare Folosade, Dr. Friday Onamson, Barr Grace Dallong-Opatotun, Mr. Nduka Njoku, Mrs. Olufunke Aje-Famuyide Esq, Mrs Fatima T. Yakubu, Mr Effiong Basse Akpan, Mr James Duru, Miss Edoka Inikpi Mercy, Mr O. Sulaimon Nosiru, Mr Nwosu Chimereze Christain, Mr Gerald Ochowu, Miss Esther T. Egunlola, Miss Blessing N. Rogers, Mrs Linda Chikodi Aondoakaa, Mrs Ataah Abigail Iko, Miss Success Agane Moses, Mrs Edward Oluwayemisi Funke, Mr Ibrahim Dina Daniel, Mr Paul B. Dauda, Miss Oguiche Grace Ojonufedo, Mrs Olugba Grace Morenike, Mr Elegu Ojonugwa, Miss Onekutu Ahibi Favour, Miss Rita Musa and Mr Koleade B. Adebawale, who worked tirelessly to ensure that the assignment was completed in record time.

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TABLE OF CONTENTS	PAGE
Acknowledgements	iii
Table of Contents	iv
NOUN Anthem	vi
Foreword from the Vice-Chancellor	vii
From the Dean’s Desk	viii
PART 1: INTRODUCTION	1
1.0 About the National Open University of Nigeria	1
1.1 Historical Background	1
1.2 Philosophy of the University	2
1.3 Vision and Mission Statements of the National University of Nigeria	2
1.4 Studying through Open and Distance Learning at NOUN	2
PART 2: ABOUT THE FACULTY OF LAW	4
2.1 Historical Background	4
2.2 Philosophy of the Faculty	4
2.3 Vision and Mission Statements of the Faculty of Law ...	4
2.4 Statutory Committees	5
2.5 Programmes	6
2.6 Administration	10
2.7 List of staff in the Faculty of Law	10
PART 3: INFORMATION FOR NEW STUDENTS	12
3.0 Introduction	12
3.1 Orientation Programme	12
3.2 Deferment of Admission	12
3.3 Change of Programme and Course	12
3.3.1 Change of Course	13
3.3.2 Credit Transfer	13
3.4 Policy on Deferment of Examination	13
PART 4: PROGRAMME AND DEGREE AWARD REQUIREMENTS	14
4.0 Introduction	14
4.1 Programme Duration	14
4.2 Course Registration	14
4.3 Course re-registration	14
4.4 Add and/or Drop Courses	14
4.5 Eligibility for Graduation	14
4.6 Research Long Essay	14
4.7 Grading, Moderation and Mode of Submission of Long Essay	15
4.8 University Policies	15
4.9 Degree Award Requirements	15

4.9.1	Core and Elective Courses	15
4.9.2	Minimum Course Credits for Graduation	15
4.9.3	General Studies Courses (GST)	15
4.10	Grade Point Average (GPA)	15
4.10.1	Formula for Calculation of GPA and CGPA	15
4.11	Class of Degree	15
4.12	Good Academic Standing	16
4.13	End of Programme Clearance Coordinated at the Study Centre	16
PART 5: ASSESSEMENT AND EVALUATION		17
5.1	Self-Assessment Exercise	17
5.2	Tutor Marked Assignments (TMA)	17
5.3	End-of-Semester Examinations	17
5.4	Examination Procedures	17
5.5	Policy of Re-Marking Students' Examination Scripts	17
5.6	Students' Examination Guidelines and Regulation	18
PART 6: LEARNER SUPPORT SERVICES		20
6.1	Introduction	20
6.2	Study Centres	20
6.3	Facilitation	20
6.4	Library Services	20
6.5	Information Communication Technology (ICT)	20
PART 7: STUDENTS' ISSUES		21
7.1	Introduction	21
7.2	Code of Conduct	21
7.3	Students' Complaints	21
	SERVICE CHARTER.....	33
PART 8: PROGRAMME OUTLINES AND DETAILS		23
8.1	Departments of the Faculty	23
	Glossary of Terms	23
APPENDICES		
Appendix I:	Guidelines for Research Project and Grading Specifications	24
Appendix II:	Decree on Examination Malpractice	24

NOUN Anthem

National Open University of Nigeria
Determined to be the foremost university in Nigeria
Providing highly accessible
And enhanced quality education
Anchored on social justice
Equity, equality and national cohesion

Come to NOUN
For quality, cost effective and flexible learning
That adds lifelong value
For all who yearn
For quality education
And for all who seek knowledge

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 eight (8) Faculties. The Faculty of Law, 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 and 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 it assiduously works towards the realisation 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.

The handbook, which has been designed to meet NUC Benchmark minimum academic standards (BMAS), Council of Legal Education requirements and 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 Olufemi Peters
Vice-Chancellor

FROM THE DEAN'S DESK



I heartily congratulate those students who had the privilege of being admitted into the Faculty of Law. The purpose of this handbook is to guide the students of the Faculty of law in NOUN in the pursuit of their LL.B programme. The handbook contains information that are vital to guide the students and to assist them in the course of their study, registration and the required number of core courses and the choice of the elective courses. For the avoidance of doubt, where an elective course is taken by a student in the first semester, the corresponding elective course must be taken in the second semester.

Please note that the Law Students Association of Nigeria (LAWSAN) is an essential aspect of all Law Faculties in Nigeria through which designated and approved activities such as Moot Court, general etiquette, Law dinner and election into various LAWSAN executive positions are conducted. LAWSAN is not a student union. All

LAWSAN approved dues and payment must be made by all students.

It is mandatory, therefore, that all students of this prestigious Faculty of Law should get copies of the handbook to serve as a guide in the pursuit of their LL.B programme because ignorance of the Law is not an excuse. I commend this handbook to the entire students of the Faculty who aspire to be Law graduates and subsequently become learned gentlemen after call to Bar.

It is my sincere wish that all your academic pursuits will be fulfilled during your stay in our prestigious citadel of learning.

Dr. Ernest O. Ugbejeh
Dean

PART 1: INTRODUCTION

1.0 About the National Open University of Nigeria

1.1 Historical Background

Since independence in October, 1960, Nigeria has continued to demonstrate an irrevocable and unwavering commitment to education as a tool for national socio-economic development and also, an inalienable right of her citizens. Hence, there has been a rising commitment to strengthen the system of education delivery in the country and searching for alternative models to the conventional system, which is rather restrictive and limited both in scope and reach.

The idea of an Open University system (for Nigeria) as a separate and distinct institution to be organised nationwide was appropriately reflected in the 1977 National Policy on Education which stated emphatically and unambiguously that “Maximum efforts will be made to enable those who can benefit from higher education to be given access to it. Such access may be through Universities or Open Universities or distance learning or work study programmes”. The policy explicitly referred to what is now known as Open and Distance Education (ODE), a system that encompasses education for all, education for life, life-long learning, life-wide education, adult education, mass education, media-based education, self-learning, part-time studies, etcetera. It is this policy that forms the bedrock of the National Open University of Nigeria (NOUN).

The acknowledgment of this policy and the daily compelling need for an open and distance education in Nigeria made the Alhaji Shehu Shagari administration to enact an Act of the National Assembly in 1983, which established a National Open University on 22nd July, 1983. However, the University was short-lived as the succeeding General Mohammadu Buhari led government by a budgetary pronouncement, closed the University in April, 1984.

Many years after the closure, the compelling reasons that informed the earlier establishment of an Open University were still confronting the country in addition to other emerging reasons such as: the need to democratise education, fill the vacuum created by the profit-oriented outreach programmes of many conventional universities which had been banned, the necessitating needs for economic funding of education and the need to take advantage of emerging developments in the field of information and communication technology. This made the administration of President Olusegun Obasanjo to resuscitate and launch the National Open University of Nigeria (NOUN) on 1st October, 2002 during the 42nd Independence Anniversary of Nigeria. Thus, in 2002, the National Open University Act of 1983 which had been suspended in 1984 was resuscitated by former President Olusegun Obasanjo; himself an alumnus of the University.

The above, paved the way for the resuscitation of the National Open University of Nigeria (NOUN) as we have it today, this time, with a presidential directive that the University, as an immediate alternative utilises the structures of the former headquarters of the Ministry of Education in Lagos which is now the Lagos liaison office. The permanent site of the University is a 100 acre in Jabi area of the FCT-Abuja, which is now the Headquarters. This rebirth has renewed the focus to make education available to as many people as have the ability, and are willing and ready to benefit from the quality education provided through flexible and affordable distance learning.

1.2 Philosophy of the University

To enhance access to all who seek knowledge to continuous educational development irrespective of location, number, age and time through the distance learning mode.

1.3 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, equity, 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.

1.4 Studying through Open and Distance Learning at NOUN

Open and Distance Learning is a mode of learning that is 2arginalized2 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 2arginalized 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 2arginalized.

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 using a 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, eCourseware, instructional videos and Open Educational Resources (OER) formats.

- NOUN's e-Learning platform, the Learning Management Content Service (LMSC) 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.

Open and Distance Learning (ODL) provides education for all and promotes lifelong learning in Nigeria as mentioned under one of its features- Affordability. It fills the gap created by the closure of sub-standard outreach/satellite campuses across the nation and is cost effective in the education delivery system. Open and Distance Learning improves on the economies of scale. That is, more Nigerians receive quality education but at a reduced cost.

Open and Distance Learning helps on the job teacher training as more teachers can receive education without leaving their immediate vicinity. Some of the other long-term benefits of ODL are poverty eradication and lifelong education. ODL can help with the provision of national orientation and non-formal education and provide avenue to reach the "un-reached" that is, girls and women who cannot leave their homes regularly.

ODL responds effectively to the growing demand of working adults or any others who have difficulties in getting training in conventional education because of lack of flexibility in the timing and duration of academic programmes. ODL provides an opportunity for the empowerment of those most disadvantaged, such as the unemployed, the physically challenged, women and ethnic minorities, as they can embark on courses of their choice within their vicinity.

PART 2: ABOUT THE FACULTY OF LAW

2.1 Historical Background

The Faculty of Law, National Open University of Nigeria was established in February 2004, and was transposed to school status in 2007 with the appointment of Prof. Justus A. Sokefun as the Dean. The faculty system came into existence in June 2016 and Dr. Ernest Ogwashi Ugbejeh is the current Dean of Faculty.

There are Four (4) departments in the faculty namely:

- 1) Jurisprudence and International Law
- 2) Public Law
- 3) Private and Property Law and
- 4) Commercial Law.

The Faculty is charged with the responsibility of providing qualitative and quantitative education at both undergraduate and postgraduate levels. This is done through the use of quality course materials in print, CD-ROM, DVD, online facilitation, video conferencing, internet, radio and television broadcast, audio and videos tapes and interactive face- to-face contacts for our teeming number of students and facilitation at the various study centres by experienced and seasoned professional; thereby ensuring effective delivery in our university.

The Faculty of Law equips students with the theory and practice of law, the principles of judicial process, legal development and legislative drafting. The LL.B programme equips students with basic legal education to enhance their admission into the Nigerian Bar whereon they could become Solicitors and Advocates of the Supreme Court of Nigeria.

A student of average intelligence, who is diligent in his studies, is expected to complete the law programme leading to the award of the degree of Bachelor of Laws (LL.B) in five (5) years. An extension may be allowed but not beyond eight (8) years.

2.2 Philosophy of the Faculty

The philosophy of the Faculty is to align with the University's philosophy of providing enhanced access to all who seek knowledge to continuous educational development irrespective of location, number, age and time through the distance learning mode in the area of Law.

2.3 Vision and Mission of the Faculty of Law

Vision

The vision of the Faculty is to be the foremost Faculty in Africa for the award of degrees in various disciplines of Law through the Open and Distance Learning Mode.

Mission

The Faculty distinguishes itself:

In the area of teaching, by effectively presenting a balance between entrenched theoretical principles of law and the requirements of legal practice in order to deliver well-rounded students.

In the area of research, by conducting research into relevant areas and discipline of specific issues published in textbooks and leading journals and conveyed through teaching.

Core Values

To achieve the mission and vision, the faculty upholds the following values:

- high standard of productivity
- punctuality
- competence and efficiency
- students first approach
- cost effectiveness in all aspects of the faculty’s operations (minimum wastage).

Specific Objectives

The faculty aligns itself with the University objectives. Specifically, the objectives of the faculty are to:

Produce first degree graduates in Law;

Produce Post Graduate Diploma (PGD) degree graduates in Legislative Drafting within one academic session;

Produce both professional and academic Master’s Degree graduates in Law within 18 months.

2.4 Statutory Committees

- (1) Faculty of Law Board Meeting
- (2) Faculty of Law Research Ethics Committee
- (3) Faculty of Law Plagiarism Committee
- (4) Faculty of Law Postgraduate Committee
- (5) Faculty of Law Ethics and Publication Committee
- (6) Faculty of Law Research and Publication Committee

2.5 Programmes

LEVEL	GST and other General Courses	LAW		NON-LAW COURSES		Total
		compulsory	Elective (min)	Compulsory	Elective (min)	
100	15	4	0	14	6	38
200	0	24	8	3	3	38
300	0	24	8	3	6	41
400	0	24	16	0	6	46
500	0	22	16	0	3	41
Total	19	98	48	20	22	204

100 LEVEL**1ST SEMESTER**

Course Code	Course Title	Credit Unit	Status
GST101	Use of English of communication skills I	2	C
CSS111	Introduction to Sociology	3	C
GST107	Good Study Guide	2	C
CIT101 OR GST103	Computer in society OR Computer Fundamentals	2	C
ENG113	Introduction to Nigerian Literature I	2	C
JIL111	Legal Methods I	2	C
CSS121 OR CSS131 OR	Introduction to Psychology OR Introduction to Political Science OR	3	E
ECO121	Principles of Economics	3	E
	Total Credit Units (Compulsory)	13	
	Total Credit Units (Elective)	03	
	Total Credit Units	16	

100 LEVEL**2ND SEMESTER**

Course Code	Course Title	Credit Units	Status
GST102	Use of English and Communication skills II	2	C
GST105	History and Philosophy of Science	2	C
CTH131 CRS131 now PHL101	Introduction to Philosophy	3	C
JIL112	Legal Methods II	2	C
CSS112	Sociology of Law	3	C
ENG114	Introduction to Nigeria Literature II	2	C
CSS 134 OR CSS132	Geography of Nigeria OR Ethnography of Social Structure of Nigeria	3	E
	Total Credit Units (Compulsory)	14	
	Total Credit Units (Elective)	03	
	Total Credit Units	17	

200 LEVEL**1ST SEMESTER**

Course Code	Course Title	Credit Units	Status
JIL211	Nigerian Legal System I	4	C
PUL243	Constitutional Law I	4	C
CLL233	Law of Contract I	4	C
CIT104	Introduction to Computer Science	3	C
GST203 OR PHL201	Introduction to Philosophy and Logic	3	C
CLL231	Labour Law I	4	E
PUL241	OR Human Rights Law I	4	E
	Total Credit Units (Compulsory)	18	
	Total Credit Units (Elective)	04	
	Total Credit Units	22	

300 LEVEL**1ST SEMESTER**

Course Code	Course Title	Credit Units	Status
JIL212	Nigerian Legal System II	4	C
PUL244	Constitutional Law II	4	C
CLL234	Law of Contract II	4	C
GST201	Nigeria Peoples and Culture	2	C
CLL232	Labour Law II OR	4	E
PUL242	Human Rights Law II	4	E
POL 123 OR POL 121	Introduction to Public Administration OR Introduction to African Politics	3 3	E E
	Total Credit Units (Compulsory)	14	
	Total Credit Units (Elective)	7	
	Total Credit Units	21	

300 LEVEL**2ND SEMESTER**

Course Code	Course Title	Credit Units	Status
PUL342	Criminal Law II	4	C
CLL332	Law of Commercial Transactions II	4	C
PPL324	Law of Torts II	4	C
PPL344	Family Law II or	4	E
PUL322	Environmental Law II	4	E
INR112 OR	Introduction to International Law and Diplomacy in Pre-colonial Africa OR	3 3	E E
POL124	Organisation of Government		
CIT102	Application of Computer to Legal Studies	3	C
	Total Credit Units (Compulsory)	15	
	Total Credit Units (Elective)	07	
	Total Credit Units	22	

400 LEVEL**1ST SEMESTER**

Course Code	Course Title	Credit Units	Status
PPL421	Land Law I	4	C
PPL423	Equity and Trusts I	4	C
PUL445	Law of Evidence I	4	C
LAW441 OR now CSS461	Criminology I	4	E
CLL431	Law of Banking and Insurance I	4	E
PUL433	Law of Taxation I	4	E
PUL443	Administrative Law I	4	E
PPL435	Law of Intellectual Property I	4	E
PUL411	Oil and Gas Law I	4	E
PPL413	Islamic Law I	4	E

ENT 428 OR PCR111	Business Policy OR Introduction to Peace Studies	3 3	E E
	Total Credit Units (Compulsory)	12	
	Total Credit Units (Elective)	11	
	Total Credit Units	23	

400 LEVEL
2ND SEMESTER

Course Code	Course Title	Credit Units	Status
PPL422	Land Law II	4	C
PPL424	Law of Trusts II	4	C
PUL446	Law of Evidence II	4	C
PUL412	Oil and Gas Law II	4	E
LAW442 OR CSS462	Criminology II	4	E
CLL432	Law of Banking and Insurance II	4	E
PPL414	Islamic Law II	4	E
PUL444	Administrative Law II	4	E
PPL436	Law of Intellectual Property II	4	E
PUL434	Law of Taxation (Must be the two courses in First Semester)	4	E
BHM106 OR BUS205 OR INR212	Introduction to Business OR Introduction to Business International Law and Diplomacy in 20 th Century	3 3	E E
	Total Credit Units (Compulsory)	12	
	Total Credit Units (Elective)	11	
	Total Credit Units	23	

500 Level
1ST SEMESTER

Course Code	Course Title	Credit Units	Status
JIL515	Jurisprudence and Legal Theory I	4	C
CLL533	Company Law and Business Association I	4	C
JIL513	Maritime Law I	4	E
JIL511	Public International Law I	4	E
JIL513	Conflict of Laws I	4	E
PPL521	Conveyancing Law I	4	E
PPL517	Alternative Disputes Resolution I	4	E
CTH043 OR CTH233 OR CRS233 OR NOW PHL252	Philosophy of Religion	2	E
	Total Credit Units (Compulsory)	8	

	Total Credit Units (Elective)	11	
	Total Credit Units	19	

500 LEVEL
2ND SEMESTER

Course Code	Course Title	Credit Units	Status
JIL516	Jurisprudence and Legal Theory II	4	C
CLL534	Company Law and Business Association II	4	C
LAW500	Long Essay	6	C
PPL522	Conveyancing Law II	4	E
JIL532	Maritime Law II	4	E
PUL512	Public International Law II	4	E
JIL514	Conflict of Laws II	4	E
PPL518	Alternative Disputes Resolution II	4	E
	Total Credit Units (Compulsory)	14	
	Total Credit Units (Elective)	08	
	Total Credit Units	22	

NOTE that 200 LEVEL DIRECT ENTRY students are to offer the following additional courses.

Course Code	Course Title	Credit Units	Status
GST101	Use of English and communication skills I	2	C
CSS111	Introduction to Sociology	3	C
GST107	Good Study Guide	2	C
GST203 now	Introduction to Philosophy and Logic	2	C
PHL201	Introduction to Metaphysics	2	
CIT101 OR GST103	Computer in Society OR Computer Fundamentals	2	C
ENG113	Introduction to Nigerian Literature I	2	C
JIL111	Legal Methods I	2	C
GST102	Use of English and Communication skills II	2	C
GST201	Nigerian Peoples and Culture	2	C
GST105	History and Philosophy of Science	2	C
CTH131 OR CRS131 OR PHL101	Introduction to Philosophy	3	C
JIL112	Legal Methods II	2	C
CSS112	Sociology of Law	3	C
ENG114	Introduction to Nigeria Literature II	2	C

2.6 Administration

The office of the Dean is responsible for the overall administration of the Faculty and the Faculty is headed by a Dean who is assisted by Deputy Dean and the Heads of each programme. The colour of the Faculty of Law is grey.

2.7 List of staff in the Faculty of Law

Academic Staff

S/N	NAME	SEX	DESIGNATION	QUALIFICATION
1.	Dr. Ernest O. Ugbejeh	M	Dean/Senior Lecturer	Ph.D, LLM, LLB, BL
2.	Prof. Justus Sokefun	M	Professor	Ph.D, LLM, LLB, BL
3.	Dr. Alero Toju Akujobi	F	Associate Professor	Ph.D, LLM, BL, LLB
4.	Dr. Adakole E. Odike	M	Associate Professor	Ph.D, LLM, BL, LLB
5.	Dr. Omotayo Abisoye	F	Senior Lecturer	Ph.D, LLM, BL, LLB
6.	Dr. Ishaya Martins	M	Senior Lecturer	Ph.D, LLM, BL, LLB
7.	Dr. Francisca Anene	F	Senior Lecturer	Ph.D, LLM, BL, LLB
8.	Mrs. Erimma G. Orié	F	Lecturer I	Ph.D, LLM, BL, LLB
9.	Mrs Sloibi Godwin-Clark	F	Lecturer I	LLM, BL, LLB
10.	Mr. Njoku Nduka	M	Lecturer I	LLM, BL, LLB
11.	Mrs. Olufunke Aje-Famuyide	F	Lecturer I	LLM, BL, LLB
12.	Mrs. Folasade Folake Aare	F	Lecturer I	LLM, BL, LLB
13.	Mrs. Grace Dallong-Opadotun	F	Lecturer I	LLM, BL, LLB
14.	Mrs. Nimisore Akano	F	Lecturer I	LLM, BL, LLB
15.	Dr. Agama, Ferdinand O.	M	Lecturer I	Ph.D, LLM, BL, LLB
16.	Dr. F. O. Onamson	M	Lecturer II	Ph.D, LLM, BL, LLB
17.	Mr. Ahmad Hudu	M	Asst Lecturer	LLM, BL, LLB

Non-Teaching Staff

S/N	NAME	SEX	DESIGNATION	QUALIFICATION
1.	Mrs. Fatima T. Yakubu	F	Principal Assistant Registrar (PAR)	Master's in International Relations and Strategic Studies
2.	Mr. Effiong B. Akpan	M	Chief Confidential Secretary	PGD, HND
3.	Mr. James Duru	M	Snr. Assistant Registrar	IMPA, M.Sc, B.Sc
4.	Mrs Inikpi Mercy Edoke	F	Assistant Registrar	B.Sc
5.	Mr. Nosiru Olawale Sulaimon	M	Senior Network Administrator	M.Sc, B.Ed
6.	Mr. Christian Nwosu	M	Admin. Officer I	B.Sc
7.	Miss Blessing N. Rogers	F	Admin. Officer II	B.Sc
8.	Miss Esther T. Egunlola	F	Admin. Officer II	B.Sc (Ed)

9.	Mr. Gerald O. Ochogwu	M	Admin. Officer II	B.Sc
10.	Mrs. Linda Aondoakaa	F	Chief Secretarial Assistant	Diploma in Mass Communication
11.	Mr. Ojonugwa Elaga	M	Asst. Executive Officer	HND
12.	Mrs. Edward O. Funke	F	Chief Clerical Officer	SSCE
13.	Miss Grace M. Olugba	F	Asst. Chief Clerical Officer	OND
14.	Mr. Ibrahim D. Dina	M	Asst. Chief Clerical Officer	ND
15.	Mr. Paul B. Dauda	M	Asst. Chief Clerical Officer	ND
16.	Miss Grace Ojonufedo Oguche	F	Asst. Chief Clerical Officer	ND
17.	Mr. Koleade Adebawale	M	Asst. Chief Artisan (Driving)	WAEC
18.	Miss Favour A. Onekutu	F	Snr. Environmental Attendant (Cleaning)	SSCE
19.	Miss Rita Musa	F	Environmental Attendant (Cleaning)	SSCE

PART 3: INFORMATION FOR NEW STUDENTS

3.0 Introduction

Once a student has been offered admission into any of the programmes, the next exercise is to become a bona fide student of the University. This involves taking a number of steps which are sequentially described below.

3.1 Orientation Programme

This is designed to help new intakes become familiar with the overall University environment considering the fact that this mode of study is different from their previous study approach. Again, the exercise will help them know and locate the first contact points and register for courses of study. The rules, regulations and administrative set up of the University will be made known to them. Students are introduced to use of University facilities, lines of communication, teaching staff and learner support services to make their transition as smooth as possible. 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

Students who for one reason or the other are unable to take up and continue their registration can write the University for deferment. Such students will write to inform the University of their readiness to take up the offer of admission. If after one year of deferment, the student seeks for an extension, the he/she needs to write again for the extension and this application is made to the Registrar through the Study Centres with evidence of your admission and course registration.

3.3 Change of Programme and Course

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.

3.3.1 Change of Course

Application is made to the Registrar through the Study Centres by applying for a change of programme after paying for the form which must be endorsed by the Centre Director, approved by the departments (after ascertaining that the student is qualified for the new programme).

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.

3.3.2 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.

3.4 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 for deferment of examinations(s). T

he deferment permits a temporary postponement of participation in examination(s).

The key points are:

- 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 constitutions 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
- All applications are to be endorsed and forwarded to the Registrar through the Study Centre Directors.
- All applications should be backed with relevant documents and a desk officer in the registry is assigned to check the authenticity of the documents.
- Students whose applications are received and approved and who have paid examination registrations fees before the examinations are not to pay registration fee for the same examinations when they are ready to take them.
- A dedicated portal would be opened within the time frame of one month before the commencement of examinations for deferment cases.
- The request for deferment attracts no fee.
- Applications for deferment as a result of emergencies such as illness, accident, death or serious illness/injury of person in the immediate family or other person with whom the student has a similar close relationship, which requires the student's attention, etc. shall be addressed at the discretion of the Management.

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

The Law programme duration is five (5) years except for students who are admitted at 200 Level spend four (4) years.

4.2 Course Registration

Registration processes in National Open University of Nigeria are treated with utmost seriousness. Without proper registration and documentation, one cannot become a bona fide student of the University. Registration for courses and examinations by both fresh and returning students take place at the study centers where applicants' certificates are thoroughly screened. The registration exercise shall not exceed four weeks, after which the course registration portal closes. However, examination registration can continue for another four weeks after which the portal will close for the semester.

4.3 Course Re-Registration

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

4.4 Add and/or Drop courses

In the process of registration, a student for one reason or the other may decide not to take a course already registered for. Such a student is allowed to drop the course and add (replace) it with any other course for the same amount of registration fee. This must be done within the registration period for that semester. The University study centres/Information Technology (IT) unit handles this.

4.5 Eligibility for Graduation

To be awarded a degree in the faculty, a student would have to pass a minimum credit unit for the five (5) or four (4) years programmes respectively.

4.6 Research Long Essay

The steps involved in research projects are as follows.

- Study centres assign students to qualified supervisors .
- Students are to submit three topics to their supervisors.
- Supervisors approve one topic after necessary modifications and endorse the approval form.
- Students forward approved topics to the study centre.

Study Centre Directors collate approved topics and send to the faculty in Excel format.

4.7 Grading, Moderation and Mode of Submission of Long Essay

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

4.8 University Policies

The University has the following policies

- Policy on Research Ethics
- Policy on Plagiarism
- Policy on Research
- Policy on Postgraduate Research
- Intellectual Property and Procedure Policy

4.9 Degree Award Requirements

Students must have passed all compulsory and elective courses.

4.9.1 Core 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. For a detailed description of courses, consult the University General Catalogue (2014-2017) or visit the Faculty's web page at www.nou.edu.net.

4.9.2 Minimum Course Credits for Graduation

Students must have 202 credit units except for direct entry students who must have 196 Credit Units.

4.9.3 General Studies Courses (GST)

Use of English, History and Philosophy of Science and the Good Study Guide. Table 2.2 shows compulsory general courses for programmes in the Faculty of Law.

4.10 Grade Point Average (GPA)

4.10.1 Formula for Calculation of GPA and CGPA

Performance of students in any semester is reported in Grade Point Average (GPA). This is the average of weighted grade points earned in the courses taken during the semester. The GPA is obtained by multiplying the grade in each course by the number of credit units assigned to that course, and then summing these up and dividing the sum by the total number of credit units taken for the semester.

4.11 Class of Degree

Degrees for undergraduates are classified into four levels as follows:

First Class

Second Class (Upper)
Second Class (Lower)
Third Class

4.12 Good Academic Standing

For a student to remain in good academic standing (not to be asked to withdraw from the School, the following conditions must be satisfied:

Students must maintain a Cumulative Grade Point Average (CGPA) of at least 1.00 at the end of each academic year.

In addition to the above, the Faculty requirements must be met.

4.13 End of Programme Clearance Coordinated at the Study Centre

Students must produce all evidence of payment of projects. JAMB regularisation results verification of 'O' Level result print of clearance form from the portal for the convocation fees, Alumni. Those that have evidence in their portal must produce e-wallet slip and evidence that they have money in their portal. The student will submit personal account number and the e-wallet slip before the University can refund their balance.

PART 5: ASSESSEMENT AND EVALUATION

5.1 Self-Assessment Exercises

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 constitutes 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)

The TMAs are the continuous assessment components of conventional Universities. There are four tutor-marked assignments for each course. The best three would be used to compute the continuous assessment portion of the examination score. These assignments will not be included in the study materials' rather; all TMAs will be packed into a TMA folder.

5.3 End-of-Semester Examinations

This constitutes 70% of the total grade for a course. To be eligible to sit for the examination, a student must have submitted at least three of the TMAs in each particular course. The venues for the examinations are the study centres. The Directorate of Examinations and Assessment (DEA) in consultation with the relevant study centre managers may determine an alternative location for students who are unable to sit for an examination at a nominated centre due to circumstances beyond their control.

5.4 Examination Procedures

Examination constitutes a very important aspect of the University activities and the University states categorically that the conduct of its examination is taken seriously. The University does not condone any form of examination misconduct.

5.5 Policy of Re-Marking Students' Examination Scripts and Re-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 N10, 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;

5.6 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 Student Handbook.
10. Communication between students is strictly forbidden during examinations. Any student found receiving or giving assistance would be sanctioned. Such a student may be required to withdraw from the examination and subsequently made to face the university examination malpractice panel.
11. Students are not permitted to smoke or sing or pray aloud or engage in any activity that may distract others in the examination halls.
12. 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.

PART 6: LEARNER SUPPORT SERVICES

6.1 Introduction

Learner Support services for the ODL are various means adopted which aims at helping the student become more independent and more self-reliant. It also helps him/her be able to manage their own personal, educational, and vocational development.

In Open and Distance Learning however, Learner support focuses on meeting the needs of all learners. Meeting such needs is central to high quality learning just as it is essential for effective provision of ODL. Some of such needs include but not limited to helping you know what is on offer, i.e. guidance about choice of courses, easing registration procedures, preparatory diagnosis, study skills, adjustment needs, access to group learning in seminars, tutorials, how to complete your chosen courses for the semester, how to work on your assignment, how to contact other students and organise group study with them, helping you sharpen your participation in a course, etc.

6.2 Study Centres

Location of study centres are determined by the Governing Council.

As explained above, an extensive and comprehensive learner support system has been established at NOUN and administered through the Directorate of Learner Support Services. The main venues where student support services take place are the Study Centres which are distributed all over the country.

6.3 Facilitation

Facilitation is available at all the study Centres. Qualified lecturers in their various areas of specialisation have contact hours with the students. All students must attend face-to-face contact sessions. The duration of the contact session will be determined by the nature of the courses. Since the emergence of COVID-19, the University has resorted to online facilitation for all students.

6.4 Library Services

The NOUN Library is a place where you will find each course material, set of books, audio-visual materials, and journals etc. The NOUN Library will be opened to students and can be accessed from any location with an internet connection. Libraries at study centres will also be found helpful to students. Any book or material borrowed from the library should be returned at the designated time for easy flow of materials. However, the NOUN authority will punish any student who attempts to remove or removes library materials. Students shall be responsible for any damage to library books or materials being used by them. These are available at the Head Office and the Study Centres.

6.5 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

7.1 Introduction

One of the features that characterise an open university is the openness with which it conducts its academic activities and provides information relating to these activities. Due to some peculiarities of students' profile in an open university in terms of age and socio-economic factors, the nature of the students and the profile interaction with the Open University assumes a different meaning unknown to the conventional university system. The students' profile ensures that students' needs are not only varied, they are multidimensional whilst being specific to the particular student.

Communication between teachers and learners is seen as a necessary component in distance education as in all other forms of education. Open learning systems on the other hand are often heavily based on self-study. The importance attached to student-teacher interaction may vary considerably between different systems, and has been closely linked to educational strategies such as the open learning system in NOUN. Interaction among learners is another crucial component. Learner-learner interaction is encouraged at NOUN.

Often, students meet physically in groups sometimes connected with other forms of local support. Some technologies allow the organisation of "virtual groups", where the students may interact at a distance, as for example by computer-mediated communication.

Learner Support Services delivered locally is a common component of ODL and NOUN. NOUN provides this service at specially designated locations called learning/study centres. This support is in a form that allows some kind of direct interaction between the learner and a teacher or a mentor/facilitator. This component may be organised completely as face-to-face events, or in combination with communication at a distance such as teleconferences. The centre may also offer access to other learning resources and equipment.

7.2 Code of Conduct

7.3 Students' complaints

The Visitors Information and Call Centre (VICC) is a specialised unit of the University that provides ready answers to all types of enquiries presented by visitors and prospective students. It serves as a link between the University and the general public. The activities of the unit are carried out through face-to-face interaction at the front desk; directing visitors, addressing and treating complaints and challenges faced by students and directing them to relevant schools and units for prompt resolution and response. Additionally, the unit reads all email enquiries addressed to the University via centralinfonoun.edu.ng and provides accurate information programmes offered by NOUN to prospective students. Such enquiries and corresponding resolutions are communicated to the University.

The University offers learner support services through the study centre administrators and counsellors. The mainstay of every ODL institution is, to a large extent, the adequate and good provision of learner support services.

SERVICE CHARTER

The University has set up a SERIVCOM unit. The SERVICOM, Service Compact with ALL Nigerians is a comprehensive plan of action for the running and sustaining of a public service agency with which it (the University) can be assessed. In setting up this unit, the University is interested in democratising the entire process of running its various operational activities such that her major clients – the students, public and

stakeholders for whom these services are provided – are given some measure of control over the quality of services being delivered/received.

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

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

PART 8: PROGRAMME OUTLINES AND DETAILS

8.1 Departments of the Faculty

Faculty of Law runs only one programme, the various departments are important and are created for administrative and convenience purposes. This is to further enhance the output of the Lecturers in the Faculty and to help our students perform optimally during their course of study.

There are four Departments in the Faculty. There are:

1. Department of Commercial Law
2. Department of Jurisprudence and International Law
3. Department Private and Property Law
4. Department of Public Law

The Departments were created in 2016 at the instance of the National Universities Commission, which directed that Schools in the University then be renamed Faculties. It is the aim of the Departments to compliment the efforts of the Faculty by employing every avenue available to ensure we turn out quality, competent and self-reliant graduates every year.

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	A value attached to a course that indicates its relative study time. The minimum credit unit for a course at NOUN is 1. The maximum is 6. Some courses however have zero credit weighting, e.g GST 103.
Credit	A credit is the unit of measurement for a course. At NOUN, one credit unit is estimated to be the equivalent of seven study units. A one 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 compulsory course is a course which a student is required to register for and pass before eligibility

for graduation

Elective Course	An elective course, however, may be registered and taken but not necessarily passed.
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 Business Administration. 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 at a level of Study, which must be passed before registering for another prescribed course at a higher level.

Appendices

Appendix I: Guidelines for Research Project and Grading Specifications

Guideline for Research project is as follows:

- i) Research Proposal Title
- ii) Research Proposers (names and addresses)
- iii) Rational for the study (justification)
- iv) Literature Review
- v) Objective of study
- vi) Materials and Method
- vii) Expected Outcome
- viii) Work Plan; and
- ix) Budget.

Appendix II: Decree on Examination Malpractice

In order to check examination malpractices, a decree covering miscellaneous offences was promulgated in 1999. The main sections and points of the decree which every student should be familiar with are reproduced below. The information contained in this section is also provided in your 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 *inter alia* as follows:

PART 1 - OFFENCES

A person who, in anticipation of, before or at any Cheating at examination by any fraudulent trick or device or in abuse of his office or with intent to unjustly enrich himself or any other person procures any question paper produced or intended for use at any examination of persons, whether or not the question paper concerned is proved to be false, not genuine or not related to the examination in question; or by any false pretence or with intent to cheat or secure any unfair advantage for himself or any other person, procures from or induces any other person to deliver to himself or another person any question paper intended for use at any examination or by any false pretence or with intent to cheat or unjustly enrich himself or any person buys, sells, procures or otherwise deals with any question paper intended for use or represented as a genuine question paper in respect of any particular examination; or fraudulently or with intent to cheat or

secure any unfair advantage for himself or any other person or in abuse of his office procures, sells, buys or otherwise deals with any question paper intended for the examination of persons at any examination.

An offence

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

- (a) in the case of a person under the age of 18 years, to a fine of ₦100,000.00 or imprisonment;
- (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 three years without the option of fine.

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