Template for Senate Presentation

Please find below the respective templates proposed for reporting of the procedures to Senate for consideration and approvals.

The following format or style for Outline Programme Proposal (OPP) is the proposed template required for adherence:

1.0   Front Page:

NATIONAL OPEN UNIVERSITY OF NIGERIA

OUTLINE PROGRAMME PROPOSAL (OPP)

For

Programme: Name of Programme

SCHOOL: Name of School

Anticipated programme start date: Date

Academic Session: Academic Year

2.0   Name Of The Programme: State name of the programme to be mounted.

3.0   The Programme code: State the programme code.

4.0   Entry Requirements/ Admission Requirement(s): Specify the entry requirements for admission into the programme to be mounted.

5.0   Justification of the programme: Describe the programme to be mounted.

6.0   Aims and Objectives: List the aims and objectives of the programme.

7.0   Outline of course structure: This should be in tabular form as shown below. The outline must include all the levels with their corresponding semesters.

Proposed Course Content

Course Code	Course Title
	i)Proposed Main courses areas
	ii)Proposed Elective courses areas
	iii)Proposed GST courses
	Total Credit Units(Compulsory)
	Total Credit Units(Elective)
	Total Credit Units

8.0 Course Development

This would be done by the standard set by the NUC. (As stated in the NUC Benchmarks guidelines as appropriate). The procedure and anticipated time of completion of course development and written should be stated there.

9.0   Staff

List all staff that will be assigned to the programme and their qualifications and area of specialization and whether staff on ground are adequate and if not how the staff requirement would be met.

10.0   Instructional Method, Delivery and Monitoring: State the likely instructional methods and delivery as well as the method or approach of providing support to the distance learners.

11.0   Evaluation: Described proposed evaluation mechanisms such as TMAs and End of Semester Exams and whether special examination procedures may be required such as clinical sessions and marking in-situ.

12.0   Learners' Support: State the approach at which interaction between the students and the university and the provision of learning content in a manner that addresses the distance between the learners and the institution and whether there need be any special provision such as English laboratory, study visits etc.

13.0   Target Group: List the targeted audience for the programme**.**

14.0   Students' Enrolment and Projection: Forecast student enrolment for the next five years.

15.0   Conclusion and Prayer: Specify conclusion and prayer.

The following format or style for Detailed Programme Proposal (DPP) is the proposed template required for adherence:

2.0   Front Page:

NATIONAL OPEN UNIVERSITY OF NIGERIA

DETAILED PROGRAMME PROPOSAL (DPP)

For

Programme: Name of Programme

SCHOOL: Name of School

Anticipated programme start date: Date

Academic Session: Academic Year

2.0   Name Of The Programme: State name of the programme to be mounted.

3.0   The Programme code: State the programme code.

4.0   Entry Requirements/ Admission Requirement(s): Specify the entry requirements for admission into the programme to be mounted.

5.0   Philosophy of the programme: State the philosophy of the programme to be mounted.

6.0   Aims and Objectives: List the aims and objectives of the programme.

7.0   Outline of course structure: This should be in tabular form as shown below. The

outline must include all the levels with their corresponding semesters.

Course Code	Course Title	Credit Unit	Status(Compulsory or Elective)
	Total Credit Units(Compulsory)		
	Total Credit Units(Elective)		
	Total Credit Units		

7.1   Summary of Distribution of Course Credits by Level:
This involves summary of distribution of course credits by various levels as shown in the table below

LEVEL	GST & other General Courses	Core/ Compulsory		TOTAL
		Programme Courses	Elective	
Total				

NOTE: Any other information not stated in the table can be included.

8.0   Specifications of Course Content: This should be in the format as shown below and must contain the descriptions of the courses available in the programme.

Course Code: Course Title: Credit Unit(s):

8.1 Course Development
This should be done by the standard set by the NUC. (As stated in the NUC Benchmarks guidelines as appropriate). The procedure and anticipated time of completion of course development and written should be stated there.

9.0   Language of Instruction
The language of instruction for all the courses in this programme should be stated.

10.0 Quality Assurance

Subject to the Senate's approval of this programme, the document should detail the internal monitoring of 1.) the process of developing writing the courses 2.) the process of facilitation 3.) the process of developing and adapting all the course materials should be seriously monitored internally, so as to ensure the quality of courses being developed, right from the onset. Finally, the NOUN procedures for internal course validation should be followed.

11.0 Staff

List all staff that will be assigned to the programme and their qualifications and area of specialization.

12.0 Registration Procedures: State the steps involved for the process of registration of the programme.

13.0 Instructional Method, Delivery and Monitoring: State the instructional methods and delivery as well as the method or approach of providing support to the distance learners.

14.0 Evaluation:

14.1 Tutor Marked Assignment: State the process of evaluation through Tutor Marked Assignment and the percentage required.

14.2 End of Semester Examination: State the process of evaluation through End of Semester Examination and the percentage required.

14.3 Marking of Examination Scripts: State the method that should be employed in marking of examination script.

15.0 Learners' Support: State the approach at which interaction between the students and the university and the provision of learning content in a manner that addresses the distance between the learners and the institution.

16.0 Target Group: List the targeted audience for the programme**.**

17.0 Students' Enrolment and Projection: Forecast student enrolment for the next five years.

18.0 Conclusion and Prayer: Specify conclusion and prayer.