



National Open University of Nigeria

Policy Title	Policy on Academic Calendar
Policy No:	NQSA/POL/TEL/002
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Deputy Vice-Chancellor, Academic
Date of Approval:	7 th October, 2024
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1.0 Introduction

To guide the delivery of academic programmes, the university shall provide academic calendar for adequate implementation of the programmes. The calendar shall be structured to cover all academic activities and provide inclusiveness that will take care of all categories of students and other stakeholders of the university.

2.0 Purpose

This policy describes the development process for and approval of yearly academic calendar in National Open University of Nigeria (NOUN). The calendar shall be developed to provide deadlines for the delivery of the various academic activities.

3.0 Scope

This policy ensures effective consideration of factors that contribute to the development of the yearly academic calendar, and applies to staff, students, and the public.

Definitions

- 4.1 Semester:**
A half-year term in the academic year of the university. NOUN shall run two semesters currently in an academic year and shall be classified as underscores 1 and 2. E.g. 2023_1 and 2023_2. A semester shall last for 16 weeks.
- 4.2 Dates:**
This means day, week, and month in a year. The university shall consider the days in a week, month, and year in a calendar year for its activities.
- 4.3 Activities:**
All academic and operational tasks required in preparation and graduation of students from the university.
- 4.4 Duration:**
A classified period allotted for the completion of an activity within the university.

Principles

- 5.1** Time management is recognised in all academic and operational activities in NOUN.
- 5.2** NOUN recognises that most of its learners are workers who will need to take time off their busy schedules for their learning and to sit for examinations.
- 5.3** NOUN uses part-time resource persons who have their primary assignments elsewhere. Therefore, they would need a calendar to plan their activities.

- 5.4** NOUN will take steps to harmonise all academic and operational activities for effective and efficient delivery and for the attainment of its objectives.

Policy Statements

- 6.1** NOUN shall develop yearly academic calendar to guide students, faculties, staff, prospective students and alumni on the key activities and dates in an academic year.
- 6.2** The yearly academic calendar shall be published in the university website, students' portals, and pasted on the notice board at the study centres.
- 6.3** The university academic calendar shall include the dates of all academic and operational activities that affect students and the public.
- 6.4** The academic and operational activities shall include, but not limited to, the following:
- a. Commencement of admission and registration of new students;
 - b. Semester registrations;
 - c. Last date for add and drop courses;
 - d. Beginning and end dates to be eligible for refunds due to changes in the add and drop courses or unused funds in the student wallet;
 - e. Payments deadlines;
 - f. Matriculation ceremony;
 - g. Graduation ceremony;
 - h. Beginning and ending of assessments to include TMAs, semester examinations, and authentic assessments;

- i. University holidays;
- j. Beginning and ending of first and second semesters;
- k. Beginning and ending of facilitation in each semester;
- l. Beginning and ending of orientation of new students;
- m. Senate meetings and standing Committees of Senate Meetings;
- n. Inaugural lecture.

6.5 The academic calendar should provide sufficient length of 16 weeks of learning per semester including final examination days for all credit courses. Contact time for a course facilitation [synchronous (480 minutes) and asynchronous (960 minutes)] is 1,440 minutes and practical hour for a course is 2,700 minutes per semester.

6.6 Academic registry shall work with the Deputy Vice-Chancellor, Academic to develop the academic calendar.

6.7 Tentative academic calendars shall be prepared and available two years out of the current academic year.

6.8 By the first week of October, the Academic Registry shall take up the tentative calendar for the upcoming academic year to the DVC, Academic for review.

6.9 The university shall release the academic calendar for the upcoming academic session starting January in the first week of December of the previous year.

Policy Implementation

- 7.1** The Deputy Vice-Chancellor, Academic shall present the calendar to Senate for approval.
- 7.2** The approved calendar shall be released to the view of all stakeholders in not less than 4 weeks before the start date of implementation.
- 7.3** The approved calendar shall be published in NOUN website by the Directorate of Information and Communication Technology (DICT), and the Directorate of Management Information System (DMIS) shall send the soft copy of the calendar to students' portal.
- 7.4** Soft copy of the calendar shall be sent to the Study Centre Directors to print and paste on the study centre notice board.
- 7.5** The University Management shall ensure that the timelines in the calendar are strictly followed as stated.
- 7.6** The Deputy Vice-Chancellor, Academic shall work with the faculties, directorates, and academic centres to ensure compliance.

Sanctions on Violating this Policy

Any staff that violates this policy shall be disciplined. The sanctions shall be any of the followings depending on the gravity of the violation:

- 8.1 Three (3) months suspension without plea;
- 8.2 Shall be denied one promotion year;
- 8.3 Loss of current administrative position e.g. Head of Department, Dean, Director, etc;
- 8.4 One grade demotion from his/her current status if the staff is an administrative staff;
- 8.5 Six (6) months suspension without plea;
- 8.6 Shall receive a letter of warning. But where such a person has had three previous warnings in his/her file, this sanction should not be used.

Policy Alignment

This policy aligns with the:

- 9.1 NOUN Policy on Programme Design and Development
- 9.2 NOUN Policy for Managing Facilitations, Authentic Assessments, and other academic services including payments.
- 9.3 NOUN Online Facilitation Policy.
- 9.4 NOUN Policy on Students' Assessment and Evaluation.
- 9.5 National Universities Commission: Core Curriculum Minimum Academic Standards (CCMAS).

10.0 Team of Developers

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