



# National Open University of Nigeria

Policy Title	Policy on Graduate Tracer Study
Policy No:	NQSA/POL/TEL/012
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Directorate of Advancement and Linkages (DAL)
Date of Approval:	7 <sup>th</sup> October, 2024
Date of Next Review:	October 2027

## 1.0 Introduction

The National Open University of Nigeria is the largest single- mode tertiary institution in the West African sub-region dedicated to providing access to quality higher education through the open, distance, and eLearning mode. NOUN is committed to strengthening its position as the leading provider of liberalised access to higher education and lifelong learning without distinction of race, creed, gender, age or political conviction, and it is committed to special learning needs as provided for in the University's Act. No. 6 of 1983 and amended in Act. No. 19, 2018.

This policy outlines the guidelines and procedures for conducting tracer studies to track the progress and outcomes of our university graduates in their post-graduation careers.

## **Purpose**

The primary objective of this policy is to collect valuable data to assess the quality of the institution's programmes, enhance academic offerings, and support our alumni in their professional development and transition to the world of work. The objectives of this policy are to:

- 2.1** Monitor the career paths, employment status, and further education of university graduates.
- 2.2** Evaluate the relevance of academic programmes and curricula by assessing the skills and knowledge acquired during their studies in the context of work.
- 2.3** Provide career support and guidance to alumni.

## **Scope**

The policy is applicable to:

- 3.1** all students of NOUN and their data
- 3.2** all institutional programmes and academic offerings,
- 3.3** all alumni of NOUN and their data

## **4.0 Definition**

**Tracer Study:** A systematic data collection process to follow up on the employment and career development of university graduates.

## **5.0 Principles**

NOUN is committed to the development of its students as critical thinkers who can navigate successfully the 21st century world of work. This Policy aims to improve the quality of our academic programmes, enhance support for our alumni, and contribute to the ongoing success of our graduates in their professional lives. The information collected through tracer studies will help guide our strategic decisions and further our commitment to educational excellence. This policy shall be guided by the principles governing data collection and analysis, reporting and use of data, data privacy, confidentiality and data protection in the institution and these are elaborated upon in 7.0

### **Policy Statements**

- 6.1** NOUN shall conduct tracer study to improve on the development of programme curricula, teaching, and learning in the university.
- 6.2** NOUN shall abide with data privacy, confidentiality, and protection law in using the information provided by students, graduates, and employers.
- 6.3** Tracer study shall be conducted at regular intervals to evaluate the performance of graduates and get the opinions of employers on NOUN graduate performance.
- 6.4** The report from tracer studies shall be part of the documents to be considered when reviewing institutional policies.
- 6.5** NOUN shall encourage and support Alumni Association in the university.

- 6.6** The usefulness of Alumni Association and the need for tracer studies shall be communicated to all stakeholders of NOUN.
- 6.7** The channel of communicating and use of data from tracer studies shall be communicated to all stakeholders.

## **Policy Implementation**

This policy shall become operational upon Senate's approval. The Directorate of Advancement and Linkages through a Tracer Study Committee in collaboration with academic departments and alumni relations, will oversee the implementation of this policy. The Standard Operating Procedures for staff and student exchange are outlined as follows:

### **7.1 Data Collection and Analysis:**

- 7.1.1 The university shall conduct tracer studies at regular intervals, usually every two to five years, for different cohorts of graduates.
- 7.1.2 The data collected may include, but not limited to, information on employment status, job titles, industries, salary levels, further education pursuits, and job satisfaction.
- 7.1.3 Tracer studies may use a combination of surveys, interviews, and data from external sources (e.g., labour market reports).
- 7.1.4 The university will ensure the privacy and confidentiality of all information collected, following relevant data protection regulations.

## **7.2** Survey and Data Collection Process:

- 7.2.1 The university will establish a Tracer Study Committee responsible for designing the survey instrument, implementing data collection, and analysing the results.
- 7.2.2 Alumni will be informed about the tracer study process, and their participation will be encouraged.
- 7.2.3 Multiple communication channels, including online surveys and in-person interviews, will be used to reach graduates.

## **7.3** Reporting and Use of Data:

- 7.3.1 Tracer study results will be made available to the university community, including academic departments, for programme evaluation and improvement.
- 7.3.2 Data collected will be used to assess the effectiveness of academic programme, inform curriculum development, and support strategic planning.
- 7.3.3 The university may also use the data to provide career support services to alumni, including job placement assistance and professional development resources.

## **7.4** Data Privacy, Confidentiality and Protection:

- 7.4.1 All data collected during tracer studies will be treated with utmost confidentiality.
- 7.4.2 Data will be securely stored and managed in compliance with data protection and privacy regulations.

## **7.5 Periodic Review and Amendments:**

7.5.1 This policy shall be reviewed periodically to ensure its relevance and effectiveness.

7.5.2 Any amendments to the policy will be made in consultation with relevant stakeholders.

## **8.0 Sanctions of Violating this Policy**

Beneficiaries are expected to adhere to the university's code of conduct and uphold the institution's reputation during their exchange. Violation of the terms and conditions outlined in this policy shall be subjected to investigation and termination of the exchange programme and all other benefits.

### **Policy Alignment**

This policy aligns with:

**9.1** NOUN Act, No. 19, 2018

**9.2** NOUN ODeL Policy

**9.3** NOUN Strategic Brief

**9.4** NOUN Academic Brief

**9.5** NOUN Quality Assurance Policy

## **10.0 Team of Developers**

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