



National Open University of Nigeria

SOP Title	School of Postgraduate
SOP No:	NQSA/SOP/TEL/003
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	School of Postgraduate
Date of Approval:	
Date of Next Review:	The date will be 3 years from the date of approval (to be inserted after approval)

Purpose

Provide guide for stakeholders on how to apply for postgraduate admissions at the Postgraduate Diploma (PGD) and Master's levels, and support for PhD students from application to graduation.

Activities

1. Treating the Official emails of SPGS
2. Harvesting of transcripts and upload unto application records of PGD and master's students' accounts
3. Processing of PG Students' Transcripts
4. General guidance for applicants and students visiting the Unit physically
5. Receipt and processing of PhD applications

6. Preparations for PhD Viva Voce and Related Activities
7. Receipt and processing of PGD and Masters' applications
8. External Examinations of the of PGD and Masters' Dissertations
9. Preparations of Minutes and Reports
10. Secretariat Services of the CPDPGCS and CSPGCS
11. Ad-Hoc Activities

Activities and Actions

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to complete each step	Action by (Name and ID number)	Expected Evidence of completed Activity (Task)
1.	Treating the Official emails of SPGS	<p>1. Treating the official email of the Postgraduate Admissions:</p> <p>The concerned staff is to sign on to the official email of the unit (pgadmissions@noun.edu.ng) daily and Treat all available emails and provide responses to postgraduate applicants, students and other key stakeholders.</p>	90 days		<ol style="list-style-type: none"> 1. List of mails treated with dates 2. Email response logs acknowledgement and comments.
		<p>2. Daily Treatment of Official Email of the School of Postgraduate Studies:</p> <p>Check through two (2) official emails of the School of Postgraduate Studies (spgs@noun.edu.ng and facilitatorsclaims@noun.edu.ng).</p>	90 days		<ol style="list-style-type: none"> 1. Records of email response logs, purpose, response from SPGS, and dates. 2. List of emails that need further attention indicating the email subject matter, recipient, status of recipient, date sent and follow up remarks.

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2.	Harvesting of transcripts and upload unto application records of PGD and master's students' accounts	1. Download and acknowledge soft copies of transcripts sent by issuing institutions.	90 days		List of transcripts that were downloaded and indicate the intended applicant name, programme, faculty, name of issuing institution, and CGPA
		2. Scan physical copies of transcripts received.	90 days		PDF Scanned copies of transcripts received in a single file with a list indicating the intended applicant name, programme, faculty, name of issuing institution, and CGPA. You can provide a link to the scanned copy.
		3. Identifying and tagging all soft copies with corresponding RRR/Unique ID using the DMIS database.	90 days		List of tagged soft copies with corresponding RRR/Unique ID using the DMIS database. indicating the intended applicant name, programme, faculty, name of issuing institution, and CGPA
		4. Uploading of sorted and tagged transcripts to corresponding accounts of PG applicants/students.	90 days		1. List of uploaded and tagged transcripts indicating the intended applicant name, programme, faculty, name of issuing institution, and CGPA. 2. Evidence of recipient

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					acknowledgment.
3	Processing of PG Students' Transcripts	1. Daily review and harvesting of applications on the e-transcript portal	90 days		List of verified and processed transcripts applications including date received and the start and end dates for the exercise.
		Send physical copies of transcripts to the approved recipient addresses through courier services.	90 days		List of transcripts sent through email and courier services including the recipient, date sent and acknowledged.
4.	General guidance for applicants and students visiting the Unit physically	1. Provide guidance to applicants and students visiting the SPGS on application or registration processes.	90 days		List of applicants and students that visited SPGS to make enquiry. Present this in a table format by S/N, Name, Status (applicant or student), Purpose of visit, Direction giving, Responding Staff (Name of the staff that attended to the person)
		2. Direct issues not within the purview of the Unit to relevant Units of the SPGS or University.	90 days		1. List of issues beyond SPGS. 2. Copy of memos used in sending out issues beyond the SPGS or show any other means used.
5.	Receipt and	1. Forward PhD applications and	90 days		1. List of documents with

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	processing of PhD applications	<p>transcripts of applicants and issuing institution respectively to the unit in charge of treating Ph.D. applications in SPGS through the Secretary who will:</p> <ul style="list-style-type: none"> • Update the PhD application database. • Contact applicants with incomplete documents. • Forward applications to Departments for initial assessments. 			<p>clear classification sent to departments.</p> <p>2. Received interview schedule and invitation for participation from departments.</p> <p>3. Received report of interviews from departments through the Faculty Postgraduate Board indicating successful/unsuccessful candidates in the prescribed format.</p>
		2. SPGS Prepares and sends soft copy of the admission letters and invites the students for verification, documentation.	90 days		List of candidates that received and sent in letter of acceptance for admission indicating their details,
		3. SPGS generates matriculation number	90 days		List of candidates' matriculation numbers were generated for. Show the names against the matriculation numbers.
6.	Preparations for PhD Viva Voce and Related Activities	1. Nomination of External Examiner	90 days		<p>1. Received list of nominated external examiners with their details from department.</p> <p>2. SPGS approved Viva Voce</p>

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					schedules sent from department.
		2. Approval of External Examiner by the PG School.	90 days		SPGS approved list of nominated external examiners with details including the assigned duty.
		3. External Examiner is communicated four weeks to the proposed date of defense.	90 days		Scanned copies of the letters sent to external examiners.
		4. Constitution of a panel for the defense.	90 days		1. List of members in the panel with their details. 2. Viva Voce schedule 3. Letter of notification sent to all stakeholders.
		5. Post Viva Voce Activities.	90 days		1. The internal and external examiners reports. 2. List of submitted final students' research project reports/thesis/dissertations by serial number, the student's name, matric number, faculty, department, viva date, project or thesis title and score
		6. Preparation of claims for PhD <i>Viva Voce</i> : Compile and submit claims	90 days		1. SPGS statement of account.

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		for approval.			2. List of approved claims by S/N. name of claimant, purpose, amount (N), date approved, and date paid.
7.	Receipt and processing of PGD and Masters' applications	Received transcripts, processed and forward to respective departments through the faculty Dean.	90 days		List of transcripts sent to department indicating the faculty, department, intended programme and date sent.
		Received feedback from Department through the Dean of the faculty	90 days		1. PDF scanned memos received from faculties 2. List of applicants by name, faculty, department, intended programme, recommendation (recommended or not recommended with reason(s)).
		Preparing and sending letters of admission for the recommended candidates and letters to inform those not recommended.	90 days		List of candidates that received and sent in letter of acceptance for admission indicating their details,
8.	External Examinations of the of PGD and Masters' Dissertations	1. Preparations towards External Examinations of the of PGD and Master's Dissertations: a. Obtain approval from the Dean on the timeframe of events.	90 days		1. Letter of approval from Dean. 2. PDF scanned letters in single file from DLCMS ascertaining the technical readiness for moderation. 3. PDF scanned copy of

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		<ul style="list-style-type: none"> b. Liaise with the LCMS to ensure technical aspects of moderation are managed. c. Communicate timelines for project defence and moderation to Departments and Study Centres every semester. d. Monitor submissions on the PAS, identify errors, and inform relevant stakeholders. e. Address complaints and observations from stakeholders via emails and social media. f. Design timetable for monitoring defence and communicate to designated SPGS staff. 			<ul style="list-style-type: none"> memos in a single file notifying the departments and study centres on the timelines for project defence. 3. The timetable for project defence.
		<ul style="list-style-type: none"> 2. Preparation of claims for all examiners (external and internal) using the approved format. 	90 days		<ul style="list-style-type: none"> 1. A copy of the approved format 2. List of claims for internal and external examiners showing names, activity, students assessed with matric numbers, title of project/dissertation, date examined, amount (N)

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					date approved, and date paid.
9.	Preparations of Minutes and Reports	1. Drafting memos and special reports as directed by the Dean and Secretary to SPGS.	90 days		<ol style="list-style-type: none"> List of memos and special reports drafted indicating the subject headings and dates. PDF scanned copies of signed pages in a single file of the memos and reports.
		2. Preparing minutes and reports of assigned meetings.	90 days		<ol style="list-style-type: none"> PDF scanned copy of all notice of meetings in a single file. List of minutes and reports prepared to show the subject headings, and the date of despatched.
10.	Secretariat Services of the CPDPGCS and CSPGCS	<ol style="list-style-type: none"> Handle general correspondence with members of the Committees of Provosts/Deans and Secretaries of PG Colleges/Schools in Nigerian Universities. Treat mails from members through the official email of the Committees. 	90 days		List of correspondence to show serial number, subject matter, date received, action taken.
		3. Coordinate Secretariat activities and prepare related reports.	90 days		<ol style="list-style-type: none"> List of activities done in the coordination indicating the

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					<p>purpose and outcomes.</p> <p>2. List of reports prepared and signed, attached the signed pages of all the reports in a single file.</p>
		4. Prepare for bi-annual meetings of the Committee and the Training Workshop of the Doctoral Academy of Nigeria (DAN).	90 days		<p>1. List of activities carried out in the preparation for bi-annual meetings of the Committee and dates.</p> <p>2. Record of training workshop of the doctoral academy of Nigeria with picture evidence. Links to access recorded sessions are also required.</p>
11	Ad Hoc Activities	The nature of activity will determine the steps.	In line with the time frame for the activity		The outcome of the activity

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