



**DEPARTMENT OF LOCAL GOVERNMENT
STUDIES**

**OBAFEMI AWOLOWO UNIVERSITY
ILE-IFE, NIGERIA**

**POSTGRADUATE DIPLOMA
PROGRAMME IN LOCAL GOVERNMENT
STUDIES
(PGD IN LOCAL GOVERNMENT STUDIES)**

2019

**DEPARTMENT OF LOCAL GOVERNMENT STUDIES
FACULTY OF ADMINISTRATION
OBAFEMI AWOLOWO UNIVERSITY,
ILE-IFE, OSUN STATE, NIGERIA**

TYPES OF PROGRAMMES

- **Postgraduate Diploma in Local Government (PGDLG)**
- **Master in Local Government Studies (MLGS)**
- **Master of Science in Local Government Studies (M.Sc.)**
- **Master of Philosophy in Local Government Studies (M.Phil.)**
- **Doctor of Philosophy in Local Government Studies (PhD)**

**REQUIREMENTS FOR THE AWARD OF THE
POSTGRADUATE DIPLOMA**

Candidates will be expected to pass all the core courses during the first semester. Those who fail in one or two courses will be allowed to resit then during the course of the second semester provided they have scored an average grade of B in all the courses.

In the final examination at the end of the second semester, the PGDLG Diploma will be awarded to candidates who obtain an average grade of B in the written examination as a whole and a grade of not less than C in any of the written papers. In addition each candidate is expected to obtain a grade of not less than C in the field report. Other requirements are as in Regulation 7 of the Postgraduate College.

AWARD OF THE PGDLG WITH DISTINCTION

Award of the Postgraduate Diploma with distinction shall only be made to candidates who have an overall grade of A. Any candidate with a failing grade in any subject shall not be qualified for the award of the Postgraduate with distinction.

COURSE OUTLINE

HARMATTAN SEMESTER

Code	Course Title	Contact Hours	No. of Units
LGS 601	Administrative Theory and Decision Making	1-1	2
LGS 602	Nigerian and Comparative Local Government Administration	1-1	2
LGS 603	Social Administration and Local Government	1-1	2
LGS 604	Elements of Development Economics	1-1	2
LGS 605	Use of Statistics in Analyzing Data	1-1	2

RAIN SEMESTER

LGS 606	Local Governments and Inter-government Relations in Nigeria	1-1	2
LGS 607	Urban and Regional Administration	1-1	2
LGS 608	Nigerian Local Government Law	1-1	2
LGS 609	Principles of Public Finance and Local Government Law	1-1	2
LGS 620	Research Paper of about 5,000 words on an Approved topic		4

ANY ONE OF THE FOLLOWING

LGS 611	Management of human Resources	1-1	2
LGS 612	Budgetary and Financial Management	1-1	2

COURSE DESCRIPTION

LGS.601: Administrative Theory and Decision-Making

A survey of major organizational and administrative theories and their application to the work of administration; study of the concept of decentralization and the different approaches to decision-making.

LGS.602: Nigerian and Comparative Local Government Administration

Nature of Local Administration in Nigeria; past and present up to 1976. An assessment of the nature and impact of the

1976 National Reform of Local Government. An examination of the structural, financial, functional and constitutional relationship between Local Governments and State and Federal Government.

LGS.603: Social Administration and Local Government

A study of the background to social policy in modern state. A categorization of social services. A study of social services delivery in Nigeria with reference to specific examples including housing, education and health.

LGS.604: Elements of Development Economics

A survey of selected theories of economic development and under-development. A thorough examination of the problems of economic development in Nigeria and other selected Third World Countries.

LGS.605: Use of Statistics in Analysis Data

Introduction to basic tools of investigation. Concepts in statistics, including descriptive statistics, samples and limitations.

LGS.606: Local Government and Intergovernmental Relations in Nigeria

The relationships between Federal, State and Local Government in Nigeria before and after 1976. The nature and pattern of current relationships and the implications for the Federal Governmental Systems of USA, Canada, Brazil and India.

LGS.607: Urban and Regional Administration in Nigeria

Urbanization and related phenomena. The nature, characteristics and development of urban areas. Theories of urban growth and development Relationships between urban and rural areas. The administrative and management problems of urban areas; politics, services, employment, pollution, revenue generation and community development.

Regional planning and administration. The relationship between regional and local agencies.

LGS.608: Nigerian Local Government Law

The role of law in administration outline of the general principles of law affecting Nigerian public administration in general and local government administration in particular. A general study of Nigerian Local Government Law of Contract. Tort and Property. Constitutional provisions relating to Nigerian Local Government Law.

LGS.609: Principles of Public Finance and Local Government Finance

An introduction to concepts and issues in public finance. Fiscal policy and the development process, principles and problems of public finance in a Federal system; the relationship between fiscal and monetary policy. The social problems of local government finance. Revenue sources a Central-Local financial relationship.

LGS.611: Management of Human Resources

Human Resources and other factors of production. The 'Personnel' function within organization with special reference to recruitment, selection, motivation, training and promotion techniques. Examples will be drawn from the public sector and emphasis will be given to the peculiar personnel problems in Local Government.

LGS.612: Budgetary and Financial Management

The budgetary process, the budgetary and national development plans, preparation of estimates, financial regulations, control of expenditure, concepts and practices of financial management.

LGS.620: Research Paper Of About 5,000 Words On An Approved Topic

(Compulsory for all the PGDLG Students)

MEMBERS OF ACADEMIC STAFF OF THE DEPARTMENT

Names	Degrees	Status	Area of Specialization
D.O. ADEYEMO	B.A., M.Sc. (Zaria) Ph.D. (Ibadan)	Professor and The Head	Public Administration, Development Studies, Research Methods, Public Enterprises, Political Theory.
A.M. AWOTOKUN	B.A. (Zaria) M.Sc. (Ibadan) Ph.D. (Ife)	Professor	Legislative/Executive Relations Human Resources Management, Local Government Administration
I.O. ARANSI	B.A., M.P.A (Ife) M.Sc., Ph.D. (Ibadan)	Professor	Comparative Public Administration, Human Resources Management, Local Government Administration and Management
M.O. ADEYEYE	B.Sc. (Ibadan) M.Sc. (Ife) Ph. D. (Ibadan).	Professor	Local Government Administration, Inter-governmental Relations, Research Methods, Policy Studies.
F.O. FAGBOHUN	B.Sc., M.Sc. M.B.A., M.Phil. Ph.D.(Ife)	Professor	Financial Management, Comparative Politics, Civil- Military Relations, and Human Resources Management
B.T. BADEJO	B.Sc., MPA, M.Sc., Ph.D.(Ife)	Reader	Local Government Administration, Public Administration, Gender Studies and Policy Studies.
I.A. ADEWALE	B.Sc., M. Sc., Ph.D. (Ife).	Senior Lecturer	Local Government Administration Community Development and Power Structure.

O. A. AKINOLA	B.Sc. (Benin) M.Sc. (Ibadan) Ph.D. (London)	Senior Lecturer	Political Economy of Development Administration Localities and Development; Institutional Hybridity
G.C. IHEMEJE	B.Sc. (Ibadan) M.Sc., Ph.D. (Ife).	Senior Lecturer	Conflict Management and Local Government Administration,
O. A. ALUKO	B.Sc. (OSUA) M.Sc. (Akungba) Ph.D. (Ife)	Senior Lecturer	Comparative Studies, Gender and Studies, Development Community and Rural Development.
O. O. ADEYEMI	B.Sc. (Abuja) M.Sc. (Akungba) M.Sc. (Akungba) Ph.D. (Abuja)	Senior Lecturer	Comparative Studies, Public Administration, Local Government, Policy and Governance Studies
H.A. ADEFESO	B.Sc., M.Sc., M.Phil., Ph.D. (Ife)	Lecturer I	Public Budgeting and Financial Management of the Public Sector, Local Public Finance; Governance and Economic Development and Research Methods
TUNDE ABIORO	B.Sc (UI) M.Sc (EKSU) Ph.D (Ife)	Lecturer I	Policy Analysis, Democratic Studies, Comparative Politics
DR. K. O. LAMIDI	B.Sc. MSc. PhD	Lecturer I	Local Governance, Peace Building, Ife. Community and Policy Studies
DR. A. D. ODEWALE	B.Sc. MSc. PhD Ife.	Lecturer I	Local Government Community Development & Public Administration
DR. J. M. ETEBOM	B.Sc. MSc. PhD Ife.	Lecturer I	Comparative Politics, Public Administration & Governance Studies

Associate Lecturers

T.A. OLAIYA	BSc. MSc. Ph.D. LLB, BL	Senior Lecturer	Administrative Law
R.O SALAWU	B.Sc., M.Sc., Ph.D (Ife)	Professor	Public Sector Accounting

**DEPARTMENT OF LOCAL GOVERNMENT STUDIES
FACULTY OF ADMINISTRATION OBAFEMI AWOLOWO
UNIVERSITY, ILE-IFE**

MASTER IN LOCAL GOVERNMENT STUDIES (MLGS)

Introduction

The Master in Local Government Studies (MLGS) is designed to meet the needs of mid-career level Managers in Local Government who are aspiring to the high level of administrative management.

Philosophy and Objectives of the Course

The objective of the Master in Local Government Studies is to provide an advanced and specialized programme in Local Government Administrative/Management in the public service. This course is particularly available for the mid-career officers who have had several years of practice and experience and who are reaching the higher levels of administrative management in Local Government Service, Non-Governmental Organisations or any other governmental agencies. This regular MLGS programme will be resourced as it is designed such that syndicate group discussion, case study analysis and close interactions between the Faculty and participants will be facilitated. The curriculum is also structured to accommodate courses in contemporary issues that will develop the participants in specific areas of specialization.

Requirements for Admission

- i. Five credit passes including English Language and Mathematics at the Ordinary Level ('O' level).
- ii. Relevant Bachelor's Degrees not lower than third Class Division from the Obafemi Awolowo University and other approved university recognized by the Senate of the University.
- iii. Bachelor's Degrees with not lower than third Class Division in areas not related to Administration may be considered

- iv. A holder of Postgraduate Diploma in Local Government Studies, or any other cognate disciplines in Faculty of Administration, Art, Education and Social Sciences with not lower than B+ Cumulative Grade Point Average may also be considered for admission.
- v. Admission may depend on satisfactory performance at the admission test administered by the Department/University.

Duration

The duration of the course is eighteen calendar months, covering the three Semesters and a summer vacation for field attachment leading to the writing of a field report.

Minimum Requirements for the Award of the Degree

A Master of Local Government Studies degree shall be awarded to a candidate who has satisfactorily completed a course of instruction totalling 48 units, which is made up of 42 units of compulsory and 6 units of elective courses. The compulsory courses include the Field Attachment Report/Long Essay of 6 units. Other requirements are:

1. In line with the Postgraduate College Regulation 7, to fulfill the requirements for the award of the Master Degree, every candidate shall:
 - a. Obtain a weighted minimum coursework average of 50% (B) in the written examination as a whole and a grade, which is not less than 45% (C) in any written paper(s); and
 - b. Satisfy such other additional requirements imposed under Regulation 5 (2) and (4).
2. No postgraduate student shall fail (i.e. score less than 45%) in more than two courses in two consecutive semesters at any level of coursework. If a student fails more than two courses in two consecutive semesters, he shall be asked to withdraw. If a student fails one or two courses in two consecutive semesters, he shall repeat those courses. If a student fails ANY ONE of the repeated courses, he shall be

- asked to withdraw irrespective of the weighted average at the time of failure of the repeated course(s).
- Where a candidate has been absent with good cause approved by the Senate, he/she shall be allowed to take the examination at the next available opportunity without penalty.

Expected Enrolment for the Program

Year	1	2	3	4	5
Population	18	26	30	36	42

Grading System

As in the Regulations Governing the Postgraduate studies of the University of Ife.

Award of the Master in Local Government Studies with Distinction

Award of the Master in Local Government Studies with distinction shall only be made to candidates who have an overall grade of A. Any candidate with a failure grade in any subject shall not be qualified for the award of the Degree with distinction.

COURSE STRUCTURE

First Semester	Course Outline	Contact Hours	No. of Units
LGS 631	Organization Theory and Behaviour in Local Government	2-1	3
LGS 632	Quantitative Analysis for Management	2-1	3
LGS 633	Budgetary and Fiscal Management	2-1	3
LGS 634	Local Government and National Economy	2-1	3
LGS 635	Evolution of Local Government System in Nigeria	2-1	3

Second Semester

LGS 636	Comparative Local Government	2-1	3
LGS 637	Project Management	2-1	3
LGS 638	Human Resources Management in Local Government	2-1	3
LGS 639	Federalism and Inter-Governmental Relations	2-1	3

Any one of the following

LGS 640	Local Government and Administrative Law	2-1	3
LGS 641	Public Financial Management	2-1	3
LGS 642	Community Power Structure and Politics	2-1	3
LGS 643	Survey of Public Administration	2-1	3

Third Semester

LGS 644	Rural Development and Administration	2-1	3
LGS 645	Sustainable Economic and Community Development	2-1	3
LGS 646	Public Policy Analysis and Decision-Making in Local Government	2-1	3
LGS 647	Seminar on Local Government Administration and Management	2-1	3
LGS 650	Field Attachment and field Report		6

Any one of the following

LGS 648	Public Enterprises and Community Development	2-1	3
LGS 649	Problems of Economic Development	2-1	3
LGS 651	Urban Administration	2-1	3
LGS 652	Nigerian Government and Administration	2-1	3

COURSE DESCRIPTION

LGS 631: Organization Theory and Behaviour in Local Government

The course critical analysis of theories for viewing organization and examination of the models for understanding human behaviours, including executive behaviour, within the constraints of a complex social system. General appraisal of the contributions of the key organization/administration theorists with emphasis on their operational efficiency, effectiveness, weakness and challenges. An assessment of the theories in relation to the practical experiences of Local Government in Nigerian and African contexts and their relevance to the modern day administrative system. Review of organizational problems in Local Government.

LGS 632: Quantitative Analysis for Management

This course introduce students to quantitative tools used in administrative problem analysis; including topics in set theory, game theory, functional analysis; interest and annuities. Principles and applications of inferential statistical tools. Importance of quantitative analytical techniques in Social sciences. Measures of central tendency, location and dispersion as well as trend analysis etc.

LGS 633: Budgetary and Fiscal Management

This course discusses basic accounting principles and various types of budgeting; theoretical and operative principles of budgeting as a means of planning; evaluation and control in local government. It also deal with relationships of budgeting to selection of objectives; choice criteria and decision-making. Principles and practices of fiscal management: division and exercise of fiscal

power; Fiscal and monetary policies; Government revenue and expenditure management, taxation, public debt management. Budgeting: budget concepts/types/approaches/processes.

LGS.634: Local Government and National Economy

This course exposes students to the structure of the Nigerian Government with emphasis on the framework of the administrative systems in relation to Local Governments. It also examines the theories of local government and the place of local government in national economy, problems of planning and policy-making at broad societal and institutional levels. Trends in governance and reforms: Decentralisation, development, participation, corruption and development, local empowerment programme as a development intervention.

LGS 635: Evolution of Local Government Systems in Nigeria

This course examines the survey and detailed study of Local government Systems during the precolonial era and post-colonial days (direct and indirect administration); the chronology of Local Government Administration in Nigeria; the ecology of field administration and political considerations; the roles of traditional rulers in local administration. Local Government in global environment.

LGS 636: Comparative Local Government

This course discusses detailed study of the operations of local government in Francophone and Anglophone West African Countries; consideration of certain aspects of local government upon which the experience of other countries (France, Britain, U.S.A., Brazil, India) is important e.g. the

organization of the executive, and the council, the problem of finance, central-local government relations, the local government service.

LGS 637: Project Management

This subject examine the application of project evaluation techniques, such as project management, PPBS, MBO, Network analysis, PERT, Estimation of potential demand and resources flows, cash flow and investment criteria; application of project management at the local level in a comparative approach by the use of case studies.

LGS 638: Human Resources Management in Local Government

This course describes an Overview of human resources management staffing process; the personnel function within organisations with particular reference to staffing process; the personnel function within organisations with particular reference to staffing process: recruitment, selection, manpower training and development, performance appraisal, motivation, discipline, delegation and promotion. Policies relating to human resources; manpower planning, personnel selection and development performance appraisal compensation relationship with unionized employees, collective bargaining.

LGS 639: Federalism and Inter-Governmental Relations

This course examine the origin, nature and patterns of IGR; Issues in the management of intergovernmental relations; the political and administrative dynamics of relation among national, state and local units of governments, including assessment of their impact on the concept of Federalism. It lays emphasis on some emphasis on

financial assistance to state and Local Governments on programmes such as agriculture, housing, revenue sharing and decision-making. A comparative study of federalism in the U.S.A., India, Canada, Switzerland and Brazil will be examined.

LGS 640: Local Government and Administrative Law

This course examines the meaning and concepts of law; relationship between law and administration; the principles and ecology of administrative law; the application of these principles to Local Government in Nigeria; a discussion of the salient features of Nigerian administrative law and the constitutions; Law and the control of Local Government Administration in Nigeria; Principle and practices and Local Government Administrative Law, including the laws of meetings, procedure, by and against the council; administrative tribunals: needs and challenges; the principles of natural justice and judicial review.

LGS 641: Public Financial Management

The course discusses the meaning, nature and principles of public finance. Public finance Vs. Business finance; economic functions of government: Allocation, Distribution and Stabilisation; government intervention in an economy: Reasons, mechanisms and tools; theoretical perspectives of public finance as well as public financial Management; analysis of the sources of income available to the Government; the concept of responsibility and accountability in relation of public funds; historical, political and constitutional aspects of public finance; budgeting process in government, budgets and national development plans, preparation of estimates,

financial regulations and budgetary control, control of expenditure, concepts and practices of financial management, pricing of public services.

LGS 642: Community Power Structure and Politics
This course examines conceptual definition of the scope of community vis-à-vis its power structure and their changing roles in political space and governance system of local and public administration at large; an analysis of the structure of influence in some selected countries and in Nigerian Communities; the political processes where by most decisions are made and the attitudes and values of individuals with respect to power and politics.

LGS 643: Survey of Public Administration
This course discusses an introduction to the study of public administration, including a survey of the major functions, structures, behaviours, processes and problems, Public Administration in contemporary perspectives; the course also focusses on public service delivery mechanisms and institutions; civil/public service reform strategy to ensure effective administration of service; organizational efficiency and effectiveness; professional and result-oriented civil/public services; capacity building and administrative innovations.

LGS 644: Rural Development and Administration
This course examines the various models and theories of rural development in African perspective; study of the politics of development and modernization in general with particular emphasis on Nigeria; the development processes at the local level; methods and approaches of

resettlement. It also considers factors influencing the locations of amenities at the local level. The changing profile of development administration: sustainable development, Riggs' view, Weidner's ideas of development administration; theories of development and underdevelopment; Development role of NGOs and the broader citizen sector; special management problems of urbanization such as solid waste, poverty, transportation, employment, environmental pollution etc.

LGS 645: Community and Social Services

This course is a study of community in a detailed perspective including the background to social policy; town, city and school board administration, including management of the following functions; fire, health, education, welfare, probation, public works, environment and personnel.

LGS 646: Public Policy Analysis and Decision-Making in Local Government

It is an integrative course examining the analytical, behavioural and systems; approaches to local government administrative systems with emphasis upon development of educative skill in decision-making and the peculiarities of decision-making at the grassroots level; an examination of the scope of policy sciences, theories and models of decision-making as well as empirical analysis of key policies in Nigeria; a detailed survey of methods, tools and institutions for policy making as well as case studies of policy challenges and alternative features. At the end, the course will require a "Policy Analysis Project" which will involve teamwork of about three to four members to prepare a detailed analysis of a particular policy in the country.

LGS 647: Seminar on Local Government Administration and Management

This course considers intensive study of the various Local government Reforms in Nigeria with emphasis on their merits, demerits and future prospects; current trends in Local Government administration, management and finances in Nigeria; a survey of Local government Reforms in some selected countries.

LGS 648: Public Enterprises and Community Development

This course examines general overview explaining the concepts and definitions of public enterprises; review of the origin, development and management of public enterprises and Local Government vis-à-vis community development associations in Nigeria; organizational structure, role and capabilities of public enterprises in rural and urban development with emphasis on Nigeria communities.

LGS 649: Problems of Economic Development

This course describes the general understanding of the definition, nature and purpose of economic development; tools of analysis in development economics, economic and non-economic factors and the politics of economic development in Nigeria and other developing countries; study of the theories of economic development and under-development in Nigeria and in some selected third world countries.

LGS 650: Field Attachment and Field Report

At the end of the second semester, all MLGS students in Local Government Studies are expected to go on field attachment for eight weeks during the long vacation. At the end of the field attachment,

all students are expected to write and acceptable field report/essay. An essay of about 7, 000 words under the supervision of a Lecturer in the Department on a chosen topic.

LGS 651: Urban Administration

This subject discusses administrative problems and characteristics of public management in urban and rural areas; Problems of housing, water, waste disposal, town planning and public conveniences.

LGS 652: Nigerian Government and Administration

This course examines the structure of the Nigerian traditional and political institutions, party's elections, and pressure groups; the role of the army in Nigeria Government and Administration; bureaucratic and the political process.

MEMBERS OF ACADEMIC STAFF OF THE DEPARTMENT

Names	Degrees	Status	Area of Specialization
D.O. ADEYEMO	B.A., M.Sc. (Zaria) Ph.D. (Ibadan)	Professor and The Head	Public Administration, Development Studies, Research Methods, Public Enterprises, Political Theory.
A.M. AWOTOKUN	B.A. (Zaria) M.Sc. (Ibadan) Ph.D. (Ife)	Professor	Legislative/Executive Relations Human Resources Management, Local Government Administration
I.O. ARANSI	B.A., M.P.A (Ife) M.Sc., Ph.D. (Ibadan)	Professor	Comparative Public Administration, Human Resources Management, Local Government Administration and Management
M.O. ADEYEYE	B.Sc. (Ibadan) M.Sc. (Ife) Ph. D. (Ibadan).	Professor	Local Government Administration, Inter-governmental Relations, Research Methods, Policy Studies.
F.O. FAGBOHUN	B.Sc., M.Sc. M.B.A., M.Phil. Ph.D.(Ife)	Professor	Financial Management, Comparative Politics, Civil- Military Relations, and Human Resources Management
B.T. BADEJO	B.Sc., MPA, M.Sc., Ph.D.(Ife)	Reader	Local Government Administration, Public Administration, Gender Studies and Policy Studies.
I.A. ADEWALE	B.Sc., M. Sc., Ph.D. (Ife).	Senior Lecturer	Local Government Administration Community Development and Power Structure.

O. A. AKINOLA	B.Sc. (Benin) M.Sc. (Ibadan) Ph.D. (London)	Senior Lecturer	Political Economy of Development Administration Localities and Development; Institutional Hybridity
G.C. IHEMEJE	B.Sc. (Ibadan) M.Sc., Ph.D. (Ife).	Senior Lecturer	Conflict Management and Local Government Administration,
O. A. ALUKO	B.Sc. (OSUA) M.Sc. (Akungba) Ph.D. (Ife)	Senior Lecturer	Comparative Studies, Gender and Studies, Development Community and Rural Development.
O. O. ADEYEMI	B.Sc. (Abuja) M.Sc. (Akungba) M.Sc. (Akungba) Ph.D. (Abuja)	Senior Lecturer	Comparative Studies, Public Administration, Local Government, Policy and Governance Studies
H.A. ADEFESO	B.Sc., M.Sc., M.Phil., Ph.D. (Ife)	Lecturer I	Public Budgeting and Financial Management of the Public Sector, Local Public Finance; Governance and Economic Development and Research Methods
TUNDE ABIORO	B.Sc (UI) M.Sc (EKSU) Ph.D (Ife)	Lecturer I	Policy Analysis, Democratic Studies, Comparative Politics
DR. K. O. LAMIDI	B.Sc. MSc. PhD	Lecturer I	Local Governance, Peace Building, Ife. Community and Policy Studies
DR. A. D. ODEWALE	B.Sc. MSc. PhD Ife.	Lecturer I	Local Government Community Development & Public Administration
DR. J. M. ETEBOM	B.Sc. MSc. PhD Ife.	Lecturer I	Comparative Politics, Public Administration & Governance Studies

Associate Lecturers

T.A. OLAIYA	BSc. MSc. Ph.D. LLB, BL	Senior Lecturer	Administrative Law
R.O SALAWU	B.Sc., M.Sc., Ph.D (Ife)	Professor	Public Sector Accounting

**DEPARTMENT OF LOCAL GOVERNMENT STUDIES
FACULTY OF ADMINISTRATION
OBAFEMI AWOLOWO UNIVERSITY, ILE-IFE**

**MASTER IN SCIENCE DEGREE IN LOCAL
GOVERNMENT STUDIES
(M. Sc. LOCAL GOVERNMENT STUDIES)**

A. Background Information

The Department of Local Government Studies was established in 1984 and currently offers Diploma, Bachelor of Science Degree, Master of Science Degree (with Long Essay) and Doctor of Philosophy Programmes. The M.Sc. (Local Government Studies) is designed to replace the outdated M.Sc. (with Long Essay) which the Department currently runs. The terminal nature of the Non-Thesis M.Sc. has made the introduction of the new M.Sc. (thesis oriented) inevitable. The programme is designed for B.Sc. degree holders in Local Government Studies and other recognized degrees' holders in Public Administration, Office and Information Management, Industrial and Labour Relations, Transport management, Management Information Science, History and politics, Political Science, Economics, Agricultural Cooperatives and Rural Development, Human Resource Management, Sociology and other relevant Bachelor's Degrees within the cognate faculties; who have chosen an interest in pursuing Master of Science in Local Government Studies. The programme is also designed for professionals and Academics in the field of Administration and cognate Departments who may want to enrich their research and analytical capabilities.

B. Objectives of the Programme

- The objectives of this programme are to
- i. broaden the intellectual horizon of candidates in the field of Local Government;

- ii. provide an articulate forum through which harmony, interdependence and inter-relationship of Local Government Administration as a discipline can be promoted through the acquisition of relevant theories, techniques and principles; and
- iii. provide the skills required to undertake independent research projects both on the field and also for academic purposes.

C. Admission Requirements

Candidates must meet the general regulations governing graduate programmes at the Obafemi Awolowo University and as contained in the Postgraduate School Handbook. In addition, the following conditions must be met:

- i. Five credit passes including English Language and Mathematics at the Ordinary Level ('O' level).
- ii. Applicants shall be a graduate of Obafemi Awolowo University, Ile-Ife or any other approved University with at least a **Second Class Honours (Lower division)** in Local Government Studies, Public Administration, Office and Information Management, Industrial and Labour Relations, Transport management, Management Information Science, History and politics, Political Science, Economics, Agricultural Cooperatives and Rural Development, Human Resource Management, Sociology and other relevant Bachelor's Degrees within the cognate faculties.
- iii. A candidate who holds a Master in Local Government Studies or any other professional masters in related disciplines, with an average score of B+ and above in the post-graduate degree programme. And a candidate who holds a Post Graduate Diploma at Upper Credit level from cognate faculties must fulfill requirements i and ii.

D. Duration of the Programme

The period of study for M.Sc. shall be minimum four semesters and maximum six semesters

E. Minimum Requirements for the Award of the Degree

A Master of Science in (Local Government Studies) degree shall be awarded to a candidate who has satisfactorily completed a course of instruction totaling 30 units; which is made up of 24 units of compulsory and 6 units of elective courses. In addition, the candidate will be required to submit and defend a Research Thesis before a panel of Examiners constituted/approved by the Board of Postgraduate College. Candidates admitted into this programme shall fulfill all other conditions as stipulated in the Rules and Regulations Governing Postgraduate Studies in the University.

F. Expected Enrolment

Year	1	2	3	4	5
Population	15	20	30	36	42

G. Course Description

First Semester

Course Code	Course Title	L	T	UNIT
LGS 761	<u>(Compulsory Courses)</u> Organization Theory and Bureaucratic Behavior	2	1	3
LGS 763	Quantitative Techniques	2	1	3
LGS 765	Sustainable Economic and Community Development	2	1	3
LGS 767	Public Policy Analysis and Decision Making	2	1	3
LGS 769	Local Government and Contemporary Democratic Discourse	2	1	3

Second Semester

Course Code	Course Title	L	T	UNIT
LGS 762	<u>(Compulsory Courses)</u> Comparative Local Government Administrative Systems	2	1	3
LGS 764	Advanced Research Methods and Statistics	2	1	3
LGS 766	Governance and Intergovernmental Relations	2	1	3
LGS 768	<u>Electives: Any Two (2) of the Following</u> Government Accounting	2	1	3
LGS 770	Public Financial Management	2	1	3
LGS 772	Nigerian Government and Administration	2	1	3
LGS 774	Advanced Human Resources Management in Local Government	2	1	3

Third and Fourth Semesters

Course Code	Course Title	L	T	UNIT
LGS 780	<u>(Compulsory Course)</u> Research Thesis			

COURSE DESCRIPTION

LGS 761: Organisation Theory and Bureaucratic Behaviour

The course examines theories of bureaucratic behaviour within Local Government organizations. Focus will be on management in the public sector, theories of organization. The structure and culture of Local Government organizations, council/ staff roles and relationships, motivation and empowerment of staff and organizational change. A

critical analysis of theories for viewing organization and examination of the models for understanding human behaviours, including executive behaviour, within the constraints of a complex social system. General appraisal of the contributions of the key organization/administration theorists with emphasis on their operational efficiency, effectiveness, weakness and challenges. An assessment of the theories in relation to the practical experiences of Local Government in Nigerian and African contexts and their relevance to the modern day administrative system. Review of organizational problems in Local Government.

LGS 762: Comparative Local Government Administrative Systems

This course considers an introduction to the comparative method, models of Comparative Local Government systems in developed and developing countries. It also examines theory and practice of Local Government; in-depth analytical study of Local Government systems of Nigeria, Britain, France, Russia, Tanzania and the United States of America; comparison with French and English-speaking states.

LGS 763: Quantitative Techniques

This course evaluates methods of collecting data, classification and tabulation of collected data, correlation and regression analysis, time series analysis, interpolation and extrapolation, survey techniques and methodology, analysis of variance, statistical inferences and interpretation as well as theory of attributes.

LGS 764**Advanced Research Methods and Statistics**

This course examines social investigation and the scientific methods: Survey research content analysis, psychological methods, research tools and design, data coding, data analysis and its interpretation, organizational presentations and reports, hypothesis testing, use and application of research findings, graphical representation of data frequencies, central tendencies, dispersion, normal; distribution, probability theory, inferential statistics and computer data processing. It also examines models of data analysis, interpretation of correlation and regression coefficients from quantitative and qualitative analyses.

LGS 765:**Sustainable Economic and Community Development**

A general understanding of the definition, nature and purpose of economic development. Tools of analysis in development economics, economic and non-economic factors and the politics of economic development in Nigeria and other developing countries. A study of the theories of economic development and under-development in Nigeria and in some selected third world countries. A general overview explaining the concepts and definitions of Community development. A review of the origin, development and management of community development and Local Government vis-à-vis Community Development Associations in Nigeria. The organizational structure, role and capabilities of Local Government in rural and urban development with emphasis on Nigeria communities.

LGS 766:**Governance and Intergovernmental Relations**

The course begins with earliest known knowledge of governance until the present. Other topics

include: governance objectives, assumptions, principles, recent developments etc; Economic governance; Legal and institutional frameworks for economic governance. Governance problems from the perspective of key institutions, political actors and groups in Nigeria. A study of intergovernmental relations as a growing sub-theme of public administration, federalism and intergovernmental relations. The origin, nature and patterns of Intergovernmental Relation (IGR). Issues in the management of IGR: constitutional, legal, political, economic, financial, personnel matters. Institutional mechanisms for managing IGR in a comparative perspective with special reference to the experience of federations like U.S.A., India, Brazil, Switzerland, Canada and Australia will also be examined.

LGS 767: Public Policy Analysis and Decision Making

This course draws attention to the individual and organisational factors which influence decision making in a political environment; issues of policy formulation in public sector – political, democratic, legal, socio-economic and ethical underpinnings. It is an integrative course examining the analytical, behavioural and systems approaches to Local Government Administrative systems with emphasis upon development of educative skill in decision-making and the peculiarities of decision-making at the grassroots level; an examination of the scope of policy sciences; theories and models of decision-making as well as empirical analysis of key policies in Nigeria. It considers a detailed survey of methods, tools and institutions for policy making as well as case studies of policy challenges and alternative features. At the end, the course will require a “Policy Analysis Project” which will

involve teamwork of about three to four members to prepare a detailed analysis of a particular policy in the country.

LGS 768: Government Accounting

This course examines Preliminary/introductory aspect of public sector accounting; introduction to public sector/local government accounting: meaning, users of government accounting, information, accounting methods, concepts, bases and principles applicable to government accounting. The constitutional and regulatory framework of public sector accounting. The functional control institutions: Treasury department office, the Accountant-General, Accounting Officer, the Auditor-General etc, their functions and procedures. Source documents: revenue vouchers, payments vouchers, journal (their format, contents and uses). Books of accounts: cashbook, journal ledger, reconciliation of accounts, trial balance, Consolidated Revenue Fund (CRF) accounts, other fund accounts and statements of assets and liabilities, ministerial accounting system: payroll self and non-self accounting units, monthly transcripts etc. Pension and gratuity accounts: preparation of statutory financial statements in the treasury department. Cash flow and value added statements. Accounting for public sector organizations: authorities of parastatals, boards, agencies and tertiary educational institutions. Budget and budgetary control (preparation of budget estimates). Above the line and below the line items; virement; concept of due process; No Objection Certificate. Local government accounting: functions of local government treasurer; sources of revenues of local government councils;

format of local government account; and practical illustrations.

LGS 769: Local Government and Contemporary Democratic Discourse

This course examines contemporary democratic issues such as elections, historical/political values, chieftaincy institutions, gender, security and population dynamics with respect to local government. It will also focus on a theoretical, philosophical and empirical analysis and in-depth discussion of the background, socio-cultural, economic and political issues in the contemporary democratic discourse. The course also undertakes diagnosis of ethical dilemma in human societies and provides case studies in local communities.

LGS 770: Public Financial Management

This course discusses the analysis of the sources of income available to the Government; the concept of responsibility and accountability in relation to public funds; historical, meaning, nature, principles, political and constitutional aspects of public finance. It also deals with Public finance Vs. Business finance; economic functions of government: Allocation, Distribution and Stabilisation. Government intervention in an economy: Reasons, mechanisms and tools. It also examines theoretical perspectives of public finance as well as Public Financial Management; budgeting process in government; budgets and national development plans; preparation of estimates; financial regulations and budgetary control; control of expenditure; concepts and practices of financial management and pricing of public services.

LGS 772: Nigerian Government and Administration
This course examines the structure of the Nigerian traditional and political institutions, party's elections, and pressure groups. It discusses colonial Government Structure, Constitutional and Political Development. It also considers the analysis of the First Republic between 1960 and 1966, Second Republic (1979-1983), Concerted efforts towards Third Republic, and Fourth Republic (1999 to date); the role of the army in Government and Administration in Nigeria, Bureaucratic and the political process in Nigerian Civil Service.

LGS 774: Advanced Human Resources Management in Local Government
The course deals with managing people in organisations (public or private). An overview of human resources management staffing process. The personnel function within organisations with particular references to staffing process: recruitment, selection, manpower training and development, performance appraisal, motivation, discipline, delegation and promotion. It discusses major issues in human resources management including Human Resource Management (HRM) versus Traditional Personnel Management, Models of HRM, Human resources planning, Comparative human resource management, Environment and its implication for HRM, Managing Industrial Conflicts and Human resources in HRM, problems etc

LGS 780: Research Thesis
Each candidate will be required to submit an essay of about 10,000 words based on an original research on any aspect of Local Government. The thesis shall be successfully defended by the candidate.

MEMBERS OF ACADEMIC STAFF OF THE DEPARTMENT

Names	Degrees	Status	Area of Specialization
D.O. ADEYEMO	B.A., M.Sc. (Zaria) Ph.D. (Ibadan)	Professor and The Head	Public Administration, Development Studies, Research Methods, Public Enterprises, Political Theory.
A.M. AWOTOKUN	B.A. (Zaria) M.Sc. (Ibadan) Ph.D. (Ife)	Professor	Legislative/Executive Relations Human Resources Management, Local Government Administration
I.O. ARANSI	B.A., M.P.A (Ife) M.Sc., Ph.D. (Ibadan)	Professor	Comparative Public Administration, Human Resources Management, Local Government Administration and Management
M.O. ADEYEYE	B.Sc. (Ibadan) M.Sc. (Ife) Ph. D. (Ibadan).	Professor	Local Government Administration, Inter-governmental Relations, Research Methods, Policy Studies.
F.O. FAGBOHUN	B.Sc., M.Sc. M.B.A., M.Phil. Ph.D.(Ife)	Professor	Financial Management, Comparative Politics, Civil- Military Relations, and Human Resources Management
B.T. BADEJO	B.Sc., MPA, M.Sc., Ph.D.(Ife)	Reader	Local Government Administration, Public Administration, Gender Studies and Policy Studies.
I.A. ADEWALE	B.Sc., M. Sc., Ph.D. (Ife).	Senior Lecturer	Local Government Administration Community Development and Power Structure.

O. A. AKINOLA	B.Sc. (Benin) M.Sc. (Ibadan) Ph.D. (London)	Senior Lecturer	Political Economy of Development Administration Localities and Development; Institutional Hybridity
G.C. IHEMEJE	B.Sc. (Ibadan) M.Sc., Ph.D. (Ife).	Senior Lecturer	Conflict Management and Local Government Administration,
O. A. ALUKO	B.Sc. (OSUA) M.Sc. (Akungba) Ph.D. (Ife)	Senior Lecturer	Comparative Studies, Gender and Studies, Development Community and Rural Development.
O. O. ADEYEMI	B.Sc. (Abuja) M.Sc. (Akungba) M.Sc. (Akungba) Ph.D. (Abuja)	Senior Lecturer	Comparative Studies, Public Administration, Local Government, Policy and Governance Studies
H.A. ADEFESO	B.Sc., M.Sc., M.Phil., Ph.D. (Ife)	Lecturer I	Public Budgeting and Financial Management of the Public Sector, Local Public Finance; Governance and Economic Development and Research Methods
TUNDE ABIORO	B.Sc (UI) M.Sc (EKSU) Ph.D (Ife)	Lecturer I	Policy Analysis, Democratic Studies, Comparative Politics
DR. K. O. LAMIDI	B.Sc. MSc. PhD	Lecturer I	Local Governance, Peace Building, Ife. Community and Policy Studies
DR. A. D. ODEWALE	B.Sc. MSc. PhD Ife.	Lecturer I	Local Government Community Development & Public Administration
DR. J. M. ETEBOM	B.Sc. MSc. PhD Ife.	Lecturer I	Comparative Politics, Public Administration & Governance Studies

Associate Lecturers

T.A. OLAIYA	BSc. MSc. Ph.D. LLB, BL	Senior Lecturer	Administrative Law
R.O SALAWU	B.Sc., M.Sc., Ph.D (Ife)	Professor	Public Sector Accounting

**DEPARTMENT OF LOCAL GOVERNMENT STUDIES
FACULTY OF ADMINISTRATION
OBAFEMI AWOLOWO UNIVERSITY, ILE-IFE**

**MASTER OF PHILOSOPHY IN LOCAL GOVERNMENT
STUDIES (M.Phil.)**

F. Background Information

The Department of Local Government Studies was established in 1984 and currently offers Diploma, Bachelor of Science Degree, Master of Science (Non Thesis) and Doctor of Philosophy Programmes.

The M.Phil. (Local Government Studies) will enjoy patronage from scholars with First Class grades from cognate courses in Administration, Social Sciences, Art and Education Faculties. It is also designed for those who have M.Sc. Degrees from Obafemi Awolowo University and other Universities that are recognized by the Senate of Obafemi Awolowo University; and who cannot progress to doctoral programme. The curriculum is also designed to produce high calibre professional men and women in the practice and teaching of Local Government.

G. Philosophy and Objectives of the Programme

The M.Phil Degree Programme is designed to:

- a. provide a comprehensive review of organizational and administrative theories from the classical up to the present time;
- b. examine the procedure for modern Local Government Administration that ensures sustainable development;
- c. produce graduates well equipped to pursue Local Government as a career in the general field of administration;
- d. attract graduates with basic theoretical and practical knowledge of Local Government;

- e. provide advanced training for Local Government Practitioners in the academic and in the field and
- f. provide advanced skills needed to undertake independent research both in the Local Government as well as in the academic environment.

C Admission Requirements

Candidates must satisfy the general regulations governing graduate studies at the Obafemi Awolowo University and as contained in the Postgraduate College Handbook. In addition, the following conditions must be fulfilled:

- i. Five credit passes including English Language and Mathematics at the Ordinary Level ('O' level).
- ii. A candidate who holds an M.Sc. (thesis) in relevant disciplines required in the M.Sc. program with cumulative grade point greater than or equal to 55 B but less than 60B+.
- iii. A candidate who has been registered for the degree of Master of Philosophy (M.Phil) programme for not less than two semesters and who, in the course of his work, has shown exceptional ability may be transferred to candidature for Doctor of Philosophy (Ph.D) degree programme subject to the conditions in O.A.U PG College Regulation.

D Duration of the Programme

The programme is on full-time basis and designed to run for a minimum of four (4) Academic Semesters comprising two (2) Semesters for course-work and the remaining two (2) Semesters for thesis.

E. Requirements for the Award of the Degree

The course-work required is a minimum of 24 course units which shall comprise compulsory/core courses of 18 units and other elective courses of 6 units chosen from the approved fields of specialization.

The degree of M. Phil. (Local Government Studies) will be awarded after completion of course work and passing the prescribed examinations including a thesis. Candidates admitted into this programme shall fulfill all other conditions as stipulated in the Rules and Regulations Governing Postgraduate Studies in the University.

G. Course Description
First Semester

Course Code	Course Title (Compulsory)	L	T	UNIT
LGS 881	Local Government Administration in Nigeria	2	1	3
LGS 883	Quantitative Techniques	2	1	3
LGS 885	Local Government and Administrative Law	2	1	3
	<u>Choose One of the Electives</u>			
LGS 887	Project Planning and Management	2	1	3
LGS 889	Administrative Theories and Management	2	1	3

Second Semester

Course Code	Course Title (Compulsory)	L	T	UNIT
LGS 882	Politics of Inter-Governmental Relations	2	1	3
LGS 884	Advanced Research Methods and Statistics	2	1	3
LGS 886	Rural Development Theories and Administration	2	1	3
	<u>Choose One of the Electives</u>			
LGS 888	Health Planning and Development	2	1	3
LGS 890	Principles of Local and Public Finance	2	1	3

Third and Fourth Semesters

Course Code	Course Title	L	T	UNIT
LGS 891	<u>Thesis Writing</u> Research Thesis (Compulsory)			

Course Description

LGS 881: Local Government Administration in Nigeria

This course critically discusses Local Government administration and theories of Local Government. It also considers major approaches to the study of Local Government, Local Government laws, organisation in Nigeria, Staffing, Finance and Development, urban and rural Local Governments in Nigeria. It also provides essential resources towards understanding problems and prospects of Local Government in Nigeria.

LGS 882: Politics of Inter-Governmental Relations

This course considers detailed relationship among various levels of governments in a federation: Federal State, State-State, Federal-Local, State-Local and the emphasis to be placed on the politics of fiscal and budgetary relations by focusing on taxing power, resource control, revenue allocation, autonomy for sub-national units and in the provision of social services.

LGS 883: Quantitative Techniques

This course evaluates methods of collecting data, classification and tabulation of collected data, correlation and regression analysis, time series analysis, interpolation and extrapolation, survey techniques and methodology, analysis of variance, statistical inferences and interpretation as well as theory of attributes.

- LGS 884: **Advanced Research Methods and Statistics****
This course examines social investigation and the scientific methods: Survey research content analysis, psychological methods, research tools and design, data coding, data analysis and its interpretation, organizational presentations and reports, hypothesis testing, use and application of research findings, graphical representation of data frequencies, central tendencies, dispersion, normal; distribution, probability theory, inferential statistics and computer data processing. It also examines models of data analysis, interpretation of correlation and regression coefficients from quantitative and qualitative analysis.
- LGS 885: **Local Government and Administrative Law****
Principles and Practices of Local Government and Administrative Law including laws of meetings, procedures by laws and legal rights and responsibilities of the councils.
- LGS 886: **Rural Development Theories and Administration****
This course considers development theories and models, national planning interaction and rural development policies, infrastructural development, community mobilization and community development, Rural development strategies and impact, alleviation of rural poverty, management of rural resources for the benefit of the areas and nation.
- LGS 887: **Project Planning and Management****
This course examines an introduction to the techniques of public sector capital, project planning and management, investment appraisal, socio-economic investigation, and project identification; Project Design, Resource and financial models, Plan

layout, Project Management Techniques such as Programme Planning and Budgeting System (PPBS), Management By Objective (MBO), Network Analysis, Programme Evaluation and Review Techniques (PERT). It also considers estimation of potential demand and resources flows, cash flow and investment criteria, application of project management at the local level in a comparative approach by the use of case studies.

LGS 888: Health Planning and Development

The course focuses on Health Administration; factors affecting the organisation and management of health services; health economics and health policy, contemporary issues on health care. The course also discusses the role of Local Government in health care delivery system.

LGS 889: Administrative Theories and Management

This course surveys the major administrative theories and the relevance to the work of administration. It also reviews the contemporary trend in management thought and techniques. It discusses Decision-Making, M.B.O., Project Management, P.P.B.S., Theories of organization, Communication, Policy Formation and Implementation.

LGS 890: Principles of Local Government and Public Finance

The course considers an introduction to concepts and issues in public finance, fiscal policy and the development process, principles and problems of public finance in a monetary policy and the special problems of Local Government finance. It also examines revenue sources and central local financial relationships.

MEMBERS OF ACADEMIC STAFF OF THE DEPARTMENT

Names	Degrees	Status	Area of Specialization
D.O. ADEYEMO	B.A., M.Sc. (Zaria) Ph.D. (Ibadan)	Professor and The Head	Public Administration, Development Studies, Research Methods, Public Enterprises, Political Theory.
A.M. AWOTOKUN	B.A. (Zaria) M.Sc. (Ibadan) Ph.D. (Ife)	Professor	Legislative/Executive Relations Human Resources Management, Local Government Administration
I.O. ARANSI	B.A., M.P.A (Ife) M.Sc., Ph.D. (Ibadan)	Professor	Comparative Public Administration, Human Resources Management, Local Government Administration and Management
M.O. ADEYEYE	B.Sc. (Ibadan) M.Sc. (Ife) Ph. D. (Ibadan).	Professor	Local Government Administration, Inter-governmental Relations, Research Methods, Policy Studies.
F.O. FAGBOHUN	B.Sc., M.Sc. M.B.A., M.Phil. Ph.D.(Ife)	Professor	Financial Management, Comparative Politics, Civil- Military Relations, and Human Resources Management
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DR. K. O. LAMIDI	B.Sc. MSc. PhD	Lecturer I	Local Governance, Peace Building, Ife. Community and Policy Studies
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DR. J. M. ETEBOM	B.Sc. MSc. PhD Ife.	Lecturer I	Comparative Politics, Public Administration & Governance Studies

Associate Lecturers

T.A. OLAIYA	BSc. MSc. Ph.D. LLB, BL	Senior Lecturer	Administrative Law
R.O SALAWU	B.Sc., M.Sc., Ph.D (Ife)	Professor	Public Sector Accounting

**DEPARTMENT OF LOCAL GOVERNMENT STUDIES
FACULTY OF ADMINISTRATION
OBAFEMI AWOLOWO UNIVERSITY, ILE-IFE**

**DOCTOR OF PHILOSOPHY IN LOCAL GOVERNMENT
STUDIES (Ph.D.)**

A. Background Information

The Doctor of Philosophy programme in Local Government Studies opens avenue to intellectual fulfillment and exciting career in research and teaching. The programme is designed to prepare students for consultancy and academic career in the study of Local Government and this will enable them to develop their knowledge and skill to conduct independent research on Local Government Administration. This is a special programme of study which has been designed towards understanding of Local Government Systems with greater in-depth because it requires the candidates to offer course-works and presentation of seminar papers during the duration of the programme.

B. Philosophy and Objectives of the Programme

The Doctor of Philosophy programme further provides an advanced and specialized course in Local Government Administration as it relates Community Development. It opens door to intellectual fulfillment and exciting career in research and teaching. The programme is designed to prepare students for consultancy and academic career which will further enhance his productivity in the field of Local Government Administration and Governance.

C. Admission Requirements

An applicant for admission to the Ph.D. Degree Programme shall be:

- i. Five credit passes including English Language and Mathematics at the Ordinary Level ('O' level).

- ii. A graduate of the Obafemi Awolowo University or any other approved University who possesses a Master's Degree with research thesis in either in Local Government Studies, Public Administration, Office and Information Management, Industrial and Labour Relations, Transport management, Management Information Science, History and politics, Political Science, Economics, Agricultural Cooperatives and Rural Development, Human Resource Management, Sociology and other relevant Bachelor's Degrees within the cognate faculties. With a weighted coursework average which shall normally be not less than 60% (B+).
- iii A graduate of the Obafemi Awolowo University or any other approved University who possesses a Master of Philosophy with research thesis in relevant discipline shall be considered.

A. Requirements for the award of Degree

1. The programme of studies for the Ph.D. degree course shall be as specified and approved by Senate on the recommendation of the appropriate Faculty Committee through the Board.
2. Candidates, in special circumstances, may be required to undergo, and complete satisfactorily, a minimum period of professional/technical attachment or internship during the course as part of the programme of study as shall be approved by Senate on the recommendation of the Faculty Committee to the Postgraduate College. The candidates shall be exposed to development of quantitative methods; development of scientific management from operations research; decision making using basic descriptive and probability concepts; forecasting in decision-making and programme evaluation.
3. Candidates shall be required, as directed to undertake research projects and submit written theses on topics approved by the Board on behalf of Senate on the

recommendations of the Faculty Committee as part of the programme of study.

B. Duration of Programme

1. The minimum period of study for the Ph.D. degree shall be six semesters for full time study while part-time study shall not be less than eight semesters.
2. No candidate shall be granted part-time registration unless the Board is satisfied that supervision will be effective throughout the period of studentship.
3. The studentship of a Ph.D. candidate shall lapse if after eight consecutive semesters of full-time study or ten consecutive semesters of part-time study a student has not presented himself/herself for the final and required Ph.D. thesis examination.

C. Ph.D. Coursework Programme

To ensure that candidates spend the minimum periods of study on their Ph.D. programme, a special programme of study has been designed for Ph.D. candidates. The programme requires the candidate to submit two Seminar papers during the first year, one in each Semester. The first will be a seminar on problem issues in the field of Local Government generally and the other in the candidate's chosen area of interest. Candidates admitted into this programme shall fulfill all other conditions as stipulated in the Rules and Regulations Governing Postgraduate Studies in the University.

D. Course Description

First Semester Code	(Compulsory) Course Title	Units
LGS 901	Advanced Local Government Administration and Management	3
LGS 903	Applied Quantitative Techniques	3

Second Semester

LGS 902	Advanced Research Methods and Statistics	3
LGS 904	Seminar in Governance and Development	3
	Total	<u>12</u>

Subsequent years (Second and Third)

Candidate is expected to proceed on research and write-up. Every full time student is expected to finish up within three years of registration.

Expected Enrolment

Year	1	2	3	4	5
Population	4	7	10	12	14

DETAILED COURSE CONTENTS

LGS 901 Advanced Local Government Administration and Management

The course provides an introduction to the structures, functions and financing of Local Government in Nigeria. Students will also learn about the history of Local Government in the United States and Western Europe. Through surveys of relevant literature, student presentations and class discussions, students will develop views on the appropriate role of Local Government in governance. Issues like systems of Local Government, historical, ideological movements, centre-local relations, council-staff relations, budgeting and finance, public-private-partnership will be exposed to students

LGS 902 Advanced Research Methods and Statistics

This course examines detailed discussion of methods and tools of social science research; review

of research process, literature, qualitative and quantitative methods of data analysis. It also considers the development of theories and model formulation; research hypotheses; Ordinary Least Square (OLS) and advanced multivariate regression analysis; static and dynamic panel data model; new developments in research methods in management and social sciences; report writing and presentation.

LGS 903

Applied Quantitative Techniques

This course demonstrates practical application of data analysis and statistical software such STATA, E-View, SPSS among others to descriptive and inferential statistics, correlation and regression analysis, time series analysis, interpolation and extrapolation, survey techniques and methodology, analysis of variance, statistical inferences and interpretation as well as theory of attributes.

LGS 904

Seminar in Governance and Development

This seminar shall be based on the range of contemporary issues and trends in Governance, Development, Local Government Administration; Management, Finances, Community Development in Nigeria and other countries. This is a deliberate attempt to draw ideas and enrich the knowledge of students in the area and aspect of interest he/she has chosen. The candidate shall demonstrate a thorough grasp of the relevant issues and meaningfully articulate a position on the state of knowledge in the area chosen. The seminar will be graded by the candidate's supervisor.

Each candidate is expected to work independently with his/her supervisor in the process of preparation of the seminar paper and the assessment will be done separately by the supervisor and any other

Lecturer as appointed by the Head of Department after the presentation. Candidates' graded score should not fall below 60B+ otherwise he/she shall represent before he/she can be allowed to proceed on the programme.

MEMBERS OF ACADEMIC STAFF OF THE DEPARTMENT

Names	Degrees	Status	Area of Specialization
D.O. ADEYEMO	B.A., M.Sc. (Zaria) Ph.D. (Ibadan)	Professor and The Head	Public Administration, Development Studies, Research Methods, Public Enterprises, Political Theory.
A.M. AWOTOKUN	B.A. (Zaria) M.Sc. (Ibadan) Ph.D. (Ife)	Professor	Legislative/Executive Relations Human Resources Management, Local Government Administration
I.O. ARANSI	B.A., M.P.A (Ife) M.Sc., Ph.D. (Ibadan)	Professor	Comparative Public Administration, Human Resources Management, Local Government Administration and Management
M.O. ADEYEYE	B.Sc. (Ibadan) M.Sc. (Ife) Ph. D. (Ibadan).	Professor	Local Government Administration, Inter-governmental Relations, Research Methods, Policy Studies.
F.O. FAGBOHUN	B.Sc., M.Sc. M.B.A., M.Phil. Ph.D.(Ife)	Professor	Financial Management, Comparative Politics, Civil- Military Relations, and Human Resources Management
B.T. BADEJO	B.Sc., MPA, M.Sc., Ph.D.(Ife)	Reader	Local Government Administration, Public Administration, Gender Studies and Policy Studies.
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O. O. ADEYEMI	B.Sc. (Abuja) M.Sc. (Akungba) M.Sc. (Akungba) Ph.D. (Abuja)	Senior Lecturer	Comparative Studies, Public Administration, Local Government, Policy and Governance Studies
H.A. ADEFESO	B.Sc., M.Sc., M.Phil., Ph.D. (Ife)	Lecturer I	Public Budgeting and Financial Management of the Public Sector, Local Public Finance; Governance and Economic Development and Research Methods
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DR. K. O. LAMIDI	B.Sc. MSc. PhD	Lecturer I	Local Governance, Peace Building, Ife. Community and Policy Studies
DR. A. D. ODEWALE	B.Sc. MSc. PhD Ife.	Lecturer I	Local Government Community Development & Public Administration
DR. J. M. ETEBOM	B.Sc. MSc. PhD Ife.	Lecturer I	Comparative Politics, Public Administration & Governance Studies

Associate Lecturers

A. O. POPOOLA	LLB; BL, LLM Ph.D. (Ife)	Professor	Administrative Law
R.O SALAWU	B.Sc., M.Sc., Ph.D (Ife)	Professor	Public Sector Accounting

PART I: The Organisation of Examinations

1. CONTROL OF UNIVERSITY EXAMINATIONS

- (a) The Senate shall have control and general direction of all University examinations and shall exercise such powers as may be necessary to discharge these functions.
- (b) The Committee of Deans shall be responsible for the details of organization and administrative arrangements for University Examinations. The University Timetable Sub-Committee shall assist it in the performance of these functions. The Director of Academic Affairs shall be the Secretary to the Sub-Committee.
- (c) Subject to the overriding control of the Senate, exercised through the Committee of Deans under Regulation (1b) above, University examinations shall be conducted by Departmental Boards of Examiners appointed by the Business Committee of Senate on the recommendations of the appropriate Faculty Boards.
- (d) The Senate shall determine any matter relating to the conduct of organization and arrangement of examinations.

2. REGISTRATION FOR UNIVERSITY EXAMINATIONS

- (a) A candidate for a University examination must have registered for the courses in the prescribed format not later than the closing date prescribed for registration for such courses. Any candidate who fails to register for courses at the appropriate time as prescribed by Senate will not be allowed to take any examination in such courses. Any examination taken without course registration shall be null and void.

- (b) Students who register for courses are committed to the number of units registered for and are expected to take examinations in such courses. If a student failed to take an examination he would be scored '0F' for the number of units he had registered for and in which he had failed to take the prescribed examination.
- (c) Any student who does not have any course or courses to offer in a particular semester should apply for leave of absence.
- (d) A candidate who has less than 15 units in a particular semester to graduate should apply to his/her Faculty Board for permission to register for less than 15 units. Failure to do so constitutes a breach of regulation which may results in the non-processing of the candidate's results.
- (e) A candidate who cannot register for courses during the prescribed period for registration because of an illness, must ensure that medical report on his illness is forwarded by him or his parents/sponsors to reach the Dean of his Faculty not later than four weeks after the end of the normal registration period as scheduled in the University Calendar. Such a medical report should be forwarded for authentication by the Director of Medical and Health Services for it to be considered valid. Such a candidate shall be exempted from the penalties of late registration. All applications should be routed through the Head of Department.
- (f) Students must attend a minimum of 75% of course instructions including lectures, tutorials and practicals where required to qualify to sit for examination in any course.

- (g) A candidate for a university examination in a particular degree programme should not be a regular candidate for another degree in this or any other university concurrently. Any candidate so discovered shall forfeit his/her studentship.

3. DATES OF UNIVERSITY EXAMINATIONS

- (a) University examinations shall be held at the end of Harmattan and Rain Semesters for all courses offered in either of the two Semesters.
- (b) The dates of all Semester Examinations shall be fixed by Senate on the recommendation of the Committee of Deans. Such dates shall be published in the University Calendar, and once published, shall not be altered except with the express approval of the Senate.

4. EXAMINATION ACCOMMODATION

- (a) All University examinations shall be held in rooms approved by the University Time-Table Committee as suitable for the purpose. The rooms shall be prepared as follows:
 - (i) As much as possible, the University Time-Table Committee should endeavour to accommodate all candidates who are to write papers in the same course in one room.
 - (ii) Where all candidates for the same course cannot be seated in one room, and are likely to be split into different rooms, the Head of Department must be informed in good time to make arrangement for sufficient number of invigilators.
 - (iii) Sitting arrangement shall be standardized and specific distances maintained between one candidate and the other to prevent cheating.

- (b) The Director, Academic Affairs shall supply to the Dean's Office answer books and other approved writing materials e.g. drawing paper, square ruled paper and graph paper for collection by Chief Examiners.

5. MEDICAL ATTENTION

The Registrar shall arrange with the Director of Medical and Health Services for at least one of the University Medical Officers to be on call for the purpose of attending to candidates who may require medical attention for the whole period of the Examination.

6. USE OF TYPEWRITER, BRAILLE OR DICTATION OF ANSWERS

When a physically challenged candidate in any University examination desires to use a typewriter, Braille machine or to dictate his answers, the Registrar, in consultation with the Head of Department and if necessary the Director of Medical and Health Services shall arrange for the typing or dictation of his answers under supervision at the candidate's expense. In addition the Head of Department shall arrange an appropriate venue for the candidate.

PART II: ARRANGEMENT FOR EXAMINATION

7. EXAMINATION TIME-TABLE AND INVIGILATION ARRANGEMENTS

- (a) The Harmattan and rain Semester Teaching and Examination Time-Table shall be made available to students at the beginning of each Semester to guide them in selecting courses, particularly electives for which they can register.
- (b) The Directorate of Academic Affairs shall reissue the Examination Time-Table for all courses to be examined at least 4 weeks before the first day of the examination period.

- (c) The final examination time-table shall be displayed on notice boards two weeks to the examination after reactions from departments and there shall be no adjustments thereafter without the express permission of the Registrar.
- (d) Each Head of Department shall be requested to make arrangement for the invigilation of courses taught in his Department. In case of courses with large student enrolment, the Head of Department should make arrangements in consultation with the Dean and Cognate Departments.
- (e) An invigilator shall be allocated for an average of fifty candidates provided that there shall be at all time no fewer than two invigilators in each room. One of the invigilators shall be designated senior invigilator for an examination room. Any invigilator who is absent or late without good cause shall be reported by the Head of Department to the Vice-Chancellor.
- (f) The time appointed for the examination in each paper as indicated in the examination Time-Table must be strictly adhered to. When it is absolutely necessary to reschedule an examination, the Head of Department will do so after consultation with the Director of Academic Affairs who will publicize it, giving affected candidates a minimum of 48 hours notice of change.
- (g) The invigilator shall hold up and show to the candidates, before opening in their presence, the sealed packets of question papers at the commencement of the examination in the subject to which the packet relates.
- (h) No candidate shall be allowed to enter an examination room earlier than thirty minutes before the commencement of the examination.

- (i) No candidate shall be allowed to enter an examination room later, or to leave an examination room earlier than thirty minutes after the beginning of an examination session. Any candidate who seeks entry into the examination room after the first thirty minutes may be allowed to do so by the invigilator, but such cases shall be reported in writing to the Head of Department.
- (j) Candidates who arrive late shall not be allowed extra time except in special circumstances in which the candidate had duly notified the examiner or invigilator in writing such as instances of unresolved clashes in the time-table.
- (k) Until the time when candidates are allowed to leave the examination room, no copy of any question paper shall be removed from the examination room.
- (l) In case a candidate has to leave the examination room temporarily he shall be accompanied by an Invigilator.
- (m) Candidates should leave their signed signature slips on their tables and must wear their identity cards throughout the period of Examination.
- (n) After the first half hour has elapsed, the Invigilator shall check and sign the attendance sheets in duplicate. These signed sheets shall be considered the final list of candidates in that examination, and one copy shall be delivered by hand to the Registrar while the other is enclosed in the same envelope containing the answer books.
- (o) While the examination is in progress, no persons other than the Chief Examiner/Coordinator, the Invigilators, the Registrar or his representative and Medical Officers shall be allowed to enter the examination room except

that the examiner(s) in each paper shall be present during that first thirty minutes of the examination and at such other times as may be requested.

- (p) The Invigilator shall maintain constant vigilance throughout the examination session at which he is in attendance. Senior Invigilators shall consider any misconduct or reason for suspecting misconduct or any irregularity that may be brought to their notice in connection with any examination offences. They shall also send a report to the Head of Department immediately on the completion of the paper in respect of which the misconduct took place. The Head of Department shall report same to the Vice-Chancellor for disciplinary action within 24 hours.

- (q) At the close of an examination, candidates shall hand over their answer scripts to the Invigilator and not leave them on the desk for the Invigilator to collect. The Invigilator should move from row to row collecting the scripts from candidates and on no condition should candidates be allowed to leave the room while their scripts are lying on their desks. The Invigilator shall check the candidates' answer books against the attendance lists to ensure that the scripts are complete. He shall then parcel and seal the answer books together with four copies of the relevant question paper and the copy of the signed attendance sheet and deliver them to the Head of Department.

PART III: ABSENCE FROM EXAMINATION

8. Candidates must present themselves at such University examinations for which they have registered. Candidates who fail to do so for reason other than illness or accident shall be bound by the following regulations:
- (a) Any student who fails to register for courses during one semester without permission should be deemed to have scored “0F” in the minimum number of units required for full time student (i.e. 15 units.)
 - (b) Candidates who registered for courses, attended classes regularly, did all practicals and tests but did not take required Semester examinations should be given a continuous assessment grade in each of the affected courses and a grade of “0” in the examination which they should have taken, but which they did not take.
 - (c) Candidates who have less than 15 units to graduate but who fail to take the required examinations should be deemed to have scored “0F” in the outstanding courses only provided such candidates obtained permissive to register for less than 15 units.
 - (d) Any candidate who on account of illness, is absent from a University examination may be permitted by the Senate on the recommendation from the appropriate Faculty Board, to present himself for such examination at the next available opportunity provided that:
 - (i) A full-time student in the University shall report any case of illness to the University Health Centre at all times.
 - (ii) When a student falls ill during examination he should first report to the Director, Medical and Health Services before attending any hospital outside the University. A report of sickness should

be made to the Registrar within a week and a medical certificate for validation of his illness within three weeks.

- (iii) When a student falls ill before an examination he shall be under an obligation to send a medical report countersigned by the Director, Medical and Health Services within one week of such illness. Any time outside this period, shall be considered on its own merit.
- (iv) The Director of Medical and Health Services should, within 48 hours, submit a medical report on a candidate who is ill during an examination and is taken to the Health Centre or referred by it to the hospital for treatment.
- (v) A candidate applying for leave of absence on medical grounds must forward his application together with a medical report to the Dean of his Faculty through his Head of Department. The Medical report must be countersigned by the Director of Medical and Health Services. All applications for Leave of Absence must be taken by the appropriate Faculty Board.

PART IV: EXAMINATION OFFENCES AND PENALTIES

9. EXAMINATION OFFENCES

- (a) A candidate shall not be allowed during an examination to communicate by word or otherwise with any other candidates nor shall he leave his place except with the consent of an invigilator. Should a candidate act in such a way as to disturb or inconvenience other candidates, he shall be warned and if he persists he may, at the discretion of the invigilator, be excluded from the examination room. Such an action by the invigilator must also be reported in writing through the Head of Department to the Vice-Chancellor within 24 hours.

- (b) It shall be an examination offence for any student, staff or any person whatsoever to impersonate a candidate in any University examination. Any student or staff of the University found guilty under this regulation shall be subjected to disciplinary action by the appropriate authority of the University. The candidate impersonated shall also be liable of an infraction of this regulation where it is established directly from circumstantial evidence that the impersonation is with his knowledge or connivance.
- (c) No candidate shall take into an examination room, or have in his possession during an examination any book or paper or printed or written documents, whether relevant to the examination or not, unless specifically authorized to do so. An invigilator has authority to confiscate such documents.
- (d) Mobile phones are not allowed in examination halls.
- (e) A candidate shall not remove from an examination room any papers, used or unused, except the question paper and such book and papers, if any, as he is authorized to take into the examination room.
- (f) Candidates shall comply with all “direction to candidates” set out on an examination answer book or other examination materials supplied to them. They shall also comply with direction given to them by an Invigilator.
- (g) Candidates shall not write on any paper other than the examination answer books. All rough work must be done in the answer books and crossed out neatly. Supplementary answer books, even if they contain only rough work must be tied inside the main answer books.
- (h) When leaving the examination room, even if temporarily, a candidate shall not leave his written work on the desk but he shall hand it over to an invigilator. Candidates are responsible for the proper return of their written work.
- (i) Smoking shall not be permitted in examination room during examination sessions.
- (j) Any candidate or staff who attempts in any way to unlawfully have or give pre-knowledge of an examination question or to influence the marking of scripts or the award

- of marks by the University examiner shall be subjected to disciplinary action by the appropriate authority of the University.
- (k) If any candidate is suspected of cheating, receiving assistance or assisting other candidates or of infringing any other examination regulation, a written report of the circumstance shall be submitted by the invigilator to the Vice-Chancellor within 24 hours of the examination session. The candidate concerned shall be allowed to continue with the examination.
 - (l) Any candidate suspected of examination malpractice shall be required to submit to the invigilator a written report immediately after the paper. Failure to make a report shall be regarded as a breach of discipline. Such report should be forwarded along with the invigilator's report to the Vice-Chancellor.
 - (m) Where a Head of Department fails to forward a report on examination malpractice to the Vice-Chancellor such action would be considered as misconduct.
 - (n) Where the Vice-Chancellor is satisfied on the basis of the reports forwarded to him that any candidate has a case to answer, he shall refer the case to the Central Committee on Examination Malpractice.

10. PENALTIES FOR EXAMINATION MALPRACTICE AND OTHER OFFENCES

- (a) Any examination offence would attract appropriate penalty including outright dismissal from the University.
- (b) Where the Vice-Chancellor has reason to believe that the nature of any question or the content of any paper may have become known before the date and time of the examination to any persons other than the examiners of the paper, the Board of Examiners, and any official of the University authorized to handle the paper, he may order the suspension of the examination or the cancellation of the paper or setting of a new paper and shall report the matter

- to the Senate. The Vice-Chancellor shall also take any disciplinary measure against any student or students involved as he may deem appropriate.
- (c) If in the opinion of an invigilator, circumstances arise which render the examination unfair to any candidate he must report the matter to the Vice-Chancellor within 24 hours after the examination. Where such matter is reported to the Vice-Chancellor he may take such action as he deems fit. If he directs that another examination be held, that examination shall be the examination for the purpose of this regulation.
 - (d) Any candidate or member of staff may complain to the Vice-Chancellor that an examination has been improperly conducted. The Vice-Chancellor shall investigate the complaint and report the result of his investigation to the Senate which shall take such action as it may deem appropriate, including with-holding a result or deprivation of the award of a degree, diploma etc as laid down in Statute 17. However where it is shown to the satisfaction of the Committee of Deans that any alteration or amendment of a University regulation involving a change in a course of study or in examination requirements has caused hardship to a candidate in any examination, the Committee of Deans shall make such provisions as it thinks fit for the relief of each hardship and report same to Senate.

PART V: THE CONDUCT OF EXAMINATION

11. APPOINTMENT OF EXAMINERS

- (a) Examinations for degrees, diplomas, certificates and other awards of the University shall be conducted by examiners appointed by the Business Committee of Senate on behalf of Senate on the recommendation of the appropriate Faculty of College Boards.
- (b) University examiners in each of the Departments within the Faculty shall be appointed annually by the Business Committee on behalf of Senate, on the recommendation of the Faculty Board from among the academic staff of the

University. An Assistant Lecturer shall not normally be appointed an examiner. One of the University examiners, normally the Head of Department, shall be designated Chief Examiner.

- (c) All appointments of University Examiners shall normally be made at the first meeting of the Business Committee of Senate of each academic year, provided that subsequent additional appointments may be processed to the Senate as recommended by the Faculty Board.
- (d) In the event of an emergency, the Vice-Chancellor may on the recommendation of the appropriate Dean of a Faculty, appoint an examiner to fill a vacancy provided always that such action is reported to the next Senate meeting for ratification.

12. FUNCTIONS OF EXAMINERS

(A) THE CHIEF EXAMINER

- (i) He shall be responsible for collection, collation and harmonization of all the segments of a paper/or a course examination.
- (ii) He shall ensure that all the questions are coordinated and enough copies duplicated for each course.
- (iii) He shall arrange for the marking and presentation of the results through the appropriate channels to Senate in good time.

(B) EXTERNAL EXAMINER

- (i) No person who has been involved in teaching a particular subject during an academic session shall be appointed an External Examiner for that session.
- (ii) It shall be the duty of the External Examiner, where applicable, to assist in the conduct of the examination for which he/she has have been appointed and in particular:

- (a) to scrutinize draft question papers and to satisfy himself that the questions are appropriate, having regard to the approved syllabus for the course being examined and the level of the examination, and to recommend such alteration or modifications to the papers as he may think desirable; all question papers must be signed by the External Examiner.
- (b) to mark or revise the marking of scripts in consultation with the Chief Examiner in the subject.
- (c) to assess practical or oral tests in consultation with the Chief Examiner in the subject.
- (d) to participate in the determination of results and to adjudicate in cases of disagreement among University Examiners in consultation with the Chief Examiner.
- (e) To submit to the Vice-Chancellor, on the completion of each examination, a confidential report on the examination in the subject with particular reference to the following points:
 - I. the general standard of the examination and the performance of the candidates.
 - II. the standard of marking by the University examiners.
 - III. a critical appraisal of the conduct of the Examination, with suggestions for improvement on future occasions.

13. QUESTION PAPERS

- (a) Question papers for the Harmattan Semester and Rain Semester shall be set at the appropriate time. All question papers shall be signed by the Chief Examiner/Coordinator and at least one of the University Examiners concerned and where there is an External Examiner, by the External Examiner as well.

- (b) Examiners must make available to the Head of Department exact sources of any copyrighted materials used in the question papers set by them.
- (c) The question papers must be written legibly or typed personally by the examiner himself under confidential cover to the Chief Examiner.
- (d) The course number and titles of paper in each subject must conform with the numbers and titles in the University Handbook.
- (e) The Chief examiner in each subject shall be responsible for the corrections of the question papers. All corrected proofs must be signed by the Chief Examiner or one of the University Examiners.
- (f) Maps, drawings, photographs, sketches and any other materials needed for reproduction in question papers must be sent in a form which can be reproduced without modification and must be submitted along with the question papers.
- (g) All examiners are required to strictly preserve the secrecy of question papers at all stages until after the examination. The contents of question papers must not be disclosed to any person other than fellow examiners in the same subject or any person legitimately allowed to have access to it.

14. ANSWER SCRIPTS

- (a) The Chief examiner shall arrange for delivery of marked answer scripts to External Examiners where applicable. On no condition should the scripts be forwarded by post or sent abroad except in exceptional circumstances and with the express permission of the Vice-Chancellor.
- (b) The authorized assessment procedure for University examination is that approved by the Senate and it is the duty of the course examiner to ensure that this scheme is strictly adhered to.
- (c) On the completion of the examinations, answer scripts shall be retained by the Head of Department for at least three

years after the date of examination after which they may be destroyed.

15. FACULTY BOARD OF EXAMINERS

(a) MEMBERSHIP

The Board of Examiners of a Faculty shall be constituted as follows:

The Dean of the Faculty as Chairman

The Heads of Departments and all other University approved examiners in the Faculty.

Where applicable, the relevant External Examiners.

(b) FUNCTIONS

The functions of the Board of Examiners of a Faculty shall be:

- (i) to consider and ratify the marks, and in final examinations, the classifications recommended by Departmental Board of Examiners in respect of graduating students;
- (ii) to make recommendations to the Faculty Board for the award of degrees, diplomas and certificates;
- (iii) to consider all cases of absence or withdrawal from examinations and to make recommendations to the Faculty Board.
- (iv) to make recommendations to the Faculty Board for the award of distinctions and prizes.

16. DEPARTMENTAL BOARD OF EXAMINERS

(a) MEMBERSHIP

The Departmental Board of Examiners shall be constituted as follows:

The Chief Examiner (Chairman)

The External Examiner(s) where applicable as well as all University examiners in each paper.

(b) FUNCTIONS

The functions of the Departmental Board of Examiners shall be:

- (i) the moderation of all examination questions;

- (ii) to consider the marks awarded to candidates for individual courses;
- (iii) to make recommendations to the Faculty Board of Examiners.

PART IV: PATTERN OF EXAMINATION AND ASSESSMENT UNDER THE COURSE UNIT SYSTEM

17. A. PATTERN OF EXAMINATION

- (i) each course shall be examined at the end of the course. The examination shall be conducted as prescribed by Senate.
- (ii) each examination shall be 1-3 hours in duration. In addition there may be a practical paper and/or an oral examination.
- (iii) there shall be continuous assessment of each course and this shall constitute a percentage of the final grade.

B. MEASUREMENT OF PERFORMANCE

Performance in a course shall be measured in terms of:

- (i) the results of prescribed theory and practical examination
- (ii) continuous assessment which shall constitute 40% of measured performance
- (iii) assessment of such easy, practical exercises and reports prescribed for each course.

C. LEVEL OF PERFORMANCE

A candidate shall be recorded as having attained in a course a level of achievement graded as follows:

A	=	Excellent	70% - 100%
B	=	Very Good	60% - 69%
C	=	Good	50% - 59%
D	=	Satisfactory	45% - 49%
F	=	Failure	0% - 39%