

**NIGERIAN INSTITUTE OF TOWN PLANNERS
EXAMINATIONS BOARD**

INFORMATION HANDBOOK AND SYLLABUS

OCTOBER, 2019

TABLE OF CONTENTS

Section	Title	Page
1	Introduction	2
2	Examination Levels and Entry Qualifications	2
2.1	Entry Qualifications	3
2.2	Period of the Examination	4
2.3	Registration	4
2.4	Examination Results	4
3	Requirements for Completion	4
4	Dissertation	4
5	Course Duration	5
6	Examination	5
6.1	Examination Misconduct	5
6.2	Handling Examination Misconduct	5
6.3	Sanctions for Examination Misconduct	5
7	Approved Courses and their Contents	6
7.1	Final Examination (Part I)	6
7.2	Final Examination (Part II)	7
7.3	Final Examination (Part III)	7
8	Detailed Description of Courses	8
	List of Appendices	
A	Approved Minimum Content of a Dissertation	14
B	General Instructions to Candidates for Oral Presentations	16
C	Guidelines for Preparation of Power Point Presentation	17

1. INTRODUCTION

The Nigerian Institute of Town Planners (NITP) presents a comprehensive syllabus for the Urban and Regional Planning Professional Qualifying Examinations based on the Minimum Guide Syllabus designed by the Town Planners Registration Council (TOPREC) for adoption by all institutions and private students as minimum standard for the award of Professional Certificate in Urban and Regional Planning.

The singular task of reviewing, streamlining and ensuring uniformity in Urban and Regional Planning (URP) programmes by TOPREC is hinged on its mandate to determine, control and regulate the training and practice of the profession in all its aspects and ramifications as contained in section 1 (2b & 2d) of Act No. 3 of 1988, the enabling law establishing it, This Act has now become an Act of Parliament cited as CAP 431 LFN 1990 and CAP T7 LFN 2004.

Attempts have been made in this handbook to bring about a complete document for use by students desirous of making a career in URP through the Professional Qualifying Examination of the Examination Board as well as institutions /facilitators mounting programmes relating to the profession.

Also to be complied with and noted is that:

- i. All courses should have the prefix URP.
- ii. Institutions and private students are free to offer courses peculiar to their local environment e.g. Coastal Area Planning Drought and Desertification, Industrial Pollution Control, Erosion Control and Management etc.
- iii. Graduates from recognized institutions in courses other than that of URP are henceforth required to start the professional examinations from the intermediate stage.

This syllabus ensures the required professional standard and uniformity for both private students writing professional examinations and all institutions offering programmes of URP.

2. EXAMINATION LEVELS AND ENTRY QUALIFICATIONS

The Final stage of the examination syllabus is adopted by the NITP Exam Board and is broken down into three levels – 700,800 & 900 Levels , as a step-by-step approach to professional qualification. It is expected that the syllabus in the universities and polytechnics should have all the specified courses and contents in their programmes as minimum to attain TOPREC accreditation.

2.1.ENTRY QUALIFICATIONS

- A. Entry Qualification: Candidates shall possess Credit pass in 5 O’Level GCE/WASC/ SSCE subjects at not more than two (2) sittings including English Language, Mathematics, Geography and/or Economics; one science subject taken from Biology, Physics, Chemistry, Agricultural Science, Health Science; and one other subject from Social Sciences – Government, History, Technical Drawing.

- B. Candidates shall possess National Diploma in Urban and Regional Planning from an accredited Institution;
- C. Candidates shall possess Higher National Diploma in Urban and Regional Planning from an accredited Institution; and a Registration with Town Planners Registration Council of Nigeria as Technologists. This category of candidates will start the Final stage from 800 Level while those holders of Higher National Diploma from unaccredited Institutions will start the Final Stage of the Examination at 700 Level. Holders of BSc/ B.Tech in Geography and Geography and Regional Planning will start the Final Stage Examination at 700 Level.

2.2. Period of the Examination

The Examination at all the levels shall be conducted in the month of August every year at approved designated Centres and Venues across the country.

2.3. Registration

Candidates shall be allowed to register for the Examinations within the period shown in the advertisement – National Dailies and the NITP websites.

2.4. Examination Results

The Results of the Examinations taken in each year shall be released upon approval by NITP President and Council.

3. REQUIREMENTS FOR COMPLETION

Candidates shall take and pass 66 credit units, including a dissertation at the terminal level {URP 905 – Dissertation (6 units)}

4. DISSERTATION

All candidates who shall submit a dissertation at the end of the programme as a condition for the award of the Professional Certificate in the order described as follows:

- i. Three research topics shall be submitted at the end of 800 level immediately after the examination, not later than 31st October of the examination year
- ii. The Examination Board shall consider and approve any of the three research topics as may be deemed fit.
- iii. Each candidate shall be assigned a supervisor who shall give guidance to the conduct of the research.
- iv. Each candidate shall submit three copies of dissertation (in soft bound) on or before 30th June of the examination year
- v. Each dissertation shall be examined by one Internal Examiner and one External Examiner appointed by the Examination Board
- vi. Each candidate shall defend the dissertation on a date to be fixed by the Examination Board.
- vii. Each candidate shall submit 3 hard bound copies of the final dissertation and send the soft copy in PDF format to nitpexams@yahoo.com

The approved minimum content of a dissertation is as shown in Appendix A. The defence of the dissertation by each candidate shall be by oral presentation through the use of Power Point. The general instructions to candidates for oral presentations and guidelines for preparation of a PowerPoint presentation are shown in Appendices B and C respectively.

5. COURSE DURATION

The duration of the examination is a minimum of two/three years and a maximum of four/six years depending on whether a candidate begins from 700 or 800 level.

Where a candidate fails to fulfill the conditions for a successful completion at the end of six years, the candidature shall lapse.

6. EXAMINATION

Each candidate shall sit for examination in all the subjects registered for.

The pass mark for each examination shall be 40%.

6.1. Examination Misconduct

Candidates shall not indulge in any examination misconduct.

The following shall constitute examination misconduct:

- i. Being in possession of written materials of any kind in the examination hall.
- ii. Being in possession of a hand phone set or any other information storage device.
- iii. Being in possession of a calculator whose function is similar to that of a computer.
- iv. Speaking with any candidate in the course of the examination.
- v. Exchanging written materials with any candidate.
- vi. Being rude to invigilators.
- vii. Refusing to take orders from invigilators.
- viii. Any other practice that violates proper conduct of examination.

6.2 Handling Examination Misconduct

When a candidate is caught for examination misconduct:

- i. The examination script shall be withdrawn and marked as an exhibit and a new script given to the candidate to continue the examination.
- ii. The candidate shall:
 - (a) be requested to write a report of the incidence
 - (b) appear before the Examination Board or a Committee set up to hear examination misconduct cases.
- iii. The invigilator shall write a report and submit to the Examination Board.

6.3 Sanctions for Examination Misconduct

Where the candidate is found guilty the appropriate sanction shall be meted out.

- i. Being in possession of written materials of any kind relevant to the examination carries a suspension of two years.
- ii. Being in possession of a hand phone set or any other information device carries a suspension of two years.
- iii. Being in possession of a calculator whose function is similar to that of a computer carries a suspension of two years.

- iv. Speaking with any candidate in the course of the examination carries a suspension of one year.
- v. Exchanging written materials with any candidate carries a suspension of two years.
- vi. Being rude to invigilators carries a suspension of two years.
- viii. Refusing to take orders from invigilators carries a suspension of one year.
- ix. The sanction for any other misconduct that violates proper conduct of examination shall be determined by the Examination Board or its Committee according to the nature of the misconduct.

Any other information required by prospective candidates is available at the NITP and TOPREC Secretariat.

Further enquiries for clarifications may be addressed to the Chairman and /or the Secretary of the Examination Board at nitpexams@yahoo.com
 Plot 2047
 Bawa Bwari House
 Michael Okpara Way
 Zone 5, Wuse District,
 `Abuja.

7. APPROVED COURSES AND THEIR CONTENTS

FINAL EXAMINATION

7.1 PART I

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT	RMKS
1	URP 701	General Studies in Planning	2	
2	URP 702	Planning Theory II	3	
3	URP 703	Planning Studio VI	3	
4	URP 704	Advanced Planning Principles and Techniques	2	
5	URP 705	Urban Design Theory II	3	
6	URP 706	Transportation Planning III	3	
7	URP 707	Population and Urbanization Studies II	2	
8	URP 708	Introduction to Estate Management	2	
TOTAL			20	

7.2 PART II

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT	RMKS
1	URP 801	Regional Analysis	2	
2	URP 802	Urban Economics	2	
3	URP 803	Advanced Quantitative Techniques in Planning	2	
4	URP 804	Housing III	2	
5	URP 805	Resettlement Planning	2	
6	URP 806	Regional Planning Studio	3	
7	URP 807	Environmental Engineering	2	
8	URP 808	Planning Seminar	3	
9	URP 809	Entrepreneurship in Planning	2	
		Sub Total	20	
9	URP810	Cities and Climate Change (E)	2	
		Or		
10	URP 811	Coastal and Arid Land Management (E)	2	
TOTAL			22	

7.3 PART III

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT	RMKS
1	URP 901	Planning Practice	3	
2	URP 902	Planning Law and Administration	3	
3	URP 903	Project Planning and Evaluation	3	
4	URP 904	Environmental Impact Assessment and Management	3	
5	URP 905	Dissertation	6	
6	URP 906	Contemporary Issues in URP	2	
		Sub Total	20	
7	URP 907	Disaster Management (E)	2	
		Or		
8	URP 908	Managing People and organization (E)	2	
9	URP 909	Geographic Information Systems in Urban and Regional Planning	2	
TOTAL			24	

8 DETAILED DESCRIPTION OF COURSES

700 LEVEL COURSES

URP 701: General Studies in Planning

Study of Nigeria history, culture and arts in pre-colonial time. Nigerian perception of the world, Culture areas in Nigeria and characteristics. Evolution of Nigeria as a political unit. Indigene/settler phenomenon. Concepts of trade, economic self-reliance, social justice, individual and national development. Norms and values, negative attitudes and conducts (cultism and related vices).

URP 702: Planning Theory II

The nature of planning, procedural and substantive theories in planning. The planning process, planning modes and tradition in both capitalist and Socialist economies. Citizen's participation and evaluation in the planning process. Social science contribution to the development of planning theory.

URP703: Planning Studio VI

Macro theories of design. The formulation of minimum and desirable space standards. Ecological approaches to urban and regional design. Visual elements in an urban complex. Design resources, composition, space articulation and aesthetic qualities. Site planning and design for neighborhoods, industrial, agricultural, commercial and recreation land-uses and their interactions. Practical assignments in site planning particularly the design of housing, industrial, and commercial estate. Preparation of the three dimensional models.

URP 704: Advanced Planning Principles and Techniques

Analysis of Time Series data, estimation of secular trends and seasonal variation. Application of aerial photography, methods of photo-interpretation and construction of urban area maps. Introduction of Remote sensing. Regionalization and delineation techniques and their applicability in Nigeria context. Techniques of understanding spatial structure. Analysis of structure of formal regions e.g. cluster and factor analytical methods. Analysis of structure of nodes, hierarchy of structure of links and interactions, network analysis, information flows and spatial structure. Models of spatial interaction. Strategic choice approach and analysis of inter-connected decision areas (AIDA). Threshold analysis and its application. Evaluation Techniques: Cost Benefits, Planning Balance Sheet, Goal Achievement Matrix, etc. Relationship of these concepts and models to solving specific planning problems-transportation, housing, etc.

URP 705: Urban Design Theory II

Values, forces and institutions shaping urban form. Principles in urban design. Organization of space. Elements within organized space. Movement, scale, theoretical concepts and approaches, to urban form and design pattern. Understanding of emerging urban design realities in Nigerian town and cities e.g. functional distribution of mass and voids in relation to circulation and amenities. Study of image ability. Images of the city and behavioral bases for design. The search for meaningful community form.

URP 706: Transport Planning III

Land use and Transportation Planning. Traffic generation, distribution, modal split and assignment. Methods of traffic forecasting, origin and destination surveys. Design of road alignment, speeds, site distant lanes and carriage ways. Safety regulation and transportation network design standards. Mass transit in urban centres. Survey analysis and protection of mass transportation terminal facilities like rail way stations, airport and sea ports. Preparation of a circulation plan/transportation as an integral part of the comprehensive urban development plan. Formulation of transportation policies in Nigeria.

URP 707: Population and Urbanization Studies II

The nature, trend and pattern of urbanization in developing countries. Classical models of Urban spatial structure and factorial ecology, the city as a system and mathematical modeling of urban system. Planning and subdivision control; land policies/ownership pattern, land-use estimation and projection methods.

URP 708: Introduction to Estate Management:

Definition of Estate management, concept of land ownership, motive of land ownership, type of interests in land: freehold, leasehold and right of occupancy, Public interest in land. Factors that prevent leaseholder from exercising unlimited control over land etc.

URP 709: Environmental Policy and Law

Understanding of environmental issues and the need for environmental protection. Public Health and environmental laws statutes: factories legislation, regulation of toxic radioactive wastes dumping; private rights of citizens to a clean environment and litigation against nuisance. Laws and legislations relating to environmental protection and related issues: examples of the federal and some state government. Development of environmental regulation including international obligations and their implementation, UN, European policy and regulation and Nigerian legal instruments and common law. Political, social and economic dimension of environmental problems.

800 LEVEL COURSES

URP 801: Regional Analysis and Development

The city as a system. Central place system and Rank-size Relationship. The Nature of cities and regions; classical models, factorial ecology and micro-economic explanation of urban and regional spatial structure. Mathematics Modeling of urban and regional system; central place

systems, Von Thunen and Weberian location systems, location systems, optimal partitioning of point set, the maximal covering problem. Industrial location theories and models. Role of industrialization of development. Typology of industrial estate. Using case studies of selected countries and industrial regions. Case studies of regional planning practice in both developed and developing countries, socialist and capitalist. Approaches to regional planning.

URP 802: Urban Economics

Measurement of economic activity levels in terms of products, income and employment. Product and income accounts, changes in economic structure and spatial patterns related with activities. Theories of economic development and their relevance at national and regional levels in Nigeria, e.g. Stage Theory, Export Base Theory, Sector Theory, Dynamic Growth Theory, Regional Multipliers, Growth Pole Theory, Unbalanced Growth Theory, Theory of Circular and Cumulative Causation. Models of Economic Development and their applications in Nigerian context. Growth of regions, trend in economic structure and factors leading to tertiarization. Nature, causes and physical manifestation of poverty in rural areas and strategies for rural development. Determinations of size and structure of urban size distribution.

URP 803: Advanced Quantitative Techniques in Planning

A review of description and inferential statistics; hypothesis testing, analysis of variant, correlation and regression, partial correlation, multivariate analysis, factor analysis, grouping techniques, discriminant analysis and canonical correlation. Application and limitations in package programmes, especially SPSS.

URP 804: Housing III

Aims and objectives of housing policies and programmes in Nigeria. Priorities of urban and rural housing. Housing as a sector of investment and integral part of national plans in Nigeria. Assessment of housing needs and demands. Housing Market analysis and related studies. Housing finance. Planning and design criteria for housing norms and standards, economics socio-cultural and technological parameters of housing. Housing densities locations and layout, services and community facilities. Appraisal of existing housing options in Nigeria. Private housing, cooperative housing, and public housing. Housing forms. Existing controlling measures and efficacy. The concepts of flexible controls and community guidance. Spontaneous and squatter housing in Nigeria. Experience in housing in selected developing countries. Appraisal of official housing in Nigeria through presentation of detailed case study revealing its initiation design, planning, finance, construction and management aspect, highlighting problems and prospects.

URP 805: Resettlement Planning

The concept of resettlement. The social, economic, administrative psychological and political issues in resettlement planning and executing of resettlement projects. Procedures, case studies in resettlement-Kanji, Abuja, IITA etc. Land, design, claims, and legal aspects of resettlement

projects. Execution, compensation, procedure and options. The concept of forced evictions and dealing with the situation by government, the victims and other stakeholders.

URP 806: Regional Planning Studio

The purpose of the studio is the practical application of the principles and techniques of Regional Development Planning in a selected planning region. Delimiting the region and studying its development problems, Identification and explanation of the aims and objectives of the regional plan, Identification of survey methods and data collection, preparation and evaluation of plans for a region or sub-region.

URP 807: Environmental Engineering

Design and Management of Sewers; treatment, disposal, and management of sewage. The management of Solid Waste Collection and Disposals. Public Health Laws; Environmental Issues. Case Studies from Nigeria.

URP 808: Planning Seminars

Presentation of seminars on approved topics selected by the students. Exposure to the modalities for reacting to issues on planning research presentations. Development of academic and professional skills in preparation, development and presentation of seminar papers.

URP 809: Entrepreneurship in Planning

Definition of Entrepreneurship, functions of enterprises, theories of Entrepreneurship, enabling environment for planning enterprise.

Entrepreneurist opportunities in planning.

Case studies of enterprises in developing and developed countries (i.e. planning consultants) and practitioners and management of planning enterprises and projects.

URP 810: Coastal and Arid Land Management (Elective)

Concept; causes and effects; physical and socio-economic characteristics of coastal and arid lands and understanding quality of built environment in the regions. Effects of climate change and human activities on such lands. Concept of balanced communities, quality and values. Principles of sustainability including formulating responses to climatic change and global warming. Planning and management strategies of coastal regions including potential for recreation and tourism. Case studies of planned coastal regions and water fronts as well as arid regions across the world.

URP 811: Cities and Climate Change (Elective)

Concept of Global warming and climatic change. Pattern of economic and physical development trends across the globe. Elements of urban climatology, climatic effects of urbanization in tropical and temperate latitudes; air pollution climatology; planning implication of urban climatic effects. Cities and climatic change and role of urbanization in emerging cities and regions. Growth of ecological footprints in developed and developing countries. Changing trends of

planning standards to reflect impact of climatic change in relation to housing and other built structures. Structural changes in the urban forms in response to climatic changes. Role of planners in mitigation of climatic change.

900 LEVEL COURSES

URP 901: Planning Practice

Laws related to plan preparation, implementation, arbitration and such other legal provisions. Preparation of planning briefs, tender documents etc. Structure of fees as prescribed by the Government and Nigerian Institute of Town Planners for various types of professional services. Code of conduct as prescribed by N.I.T.P/TOPREC. Role of N.I.T.P and TOPREC in promoting the planning profession in Nigeria. Basic principles and techniques of managing a technical office both private and public. Initiation of a project, preparation and submission of preliminary outline for proposed projects. Selection of project team. Various notifications for commencing a project. Stages of approvals by competent authorities. Procedures of scrutinising development plans by planning agencies. Planning office procedures, Contract terms, conditions and agreement. Code of professional conduct and business ethics.

URP 902: Planning Law and Administration.

Detailed studies of planning acts and legislations in Nigeria. Land laws, public health codes and housing codes. Laws on compensation and compulsory land acquisition with special reference to Nigeria. History and development of local governments in the U.K and Nigeria. Local Government reforms in Nigeria and effects on Urban Planning. Urban government systems, development control principles and procedure. the enforcement of development control. Constraints to development control, zoning and politics of planning in Nigeria. Relating concepts and principles to contemporary issues.

URP 903: Project Planning and Evaluation

The role of project planning and evaluation in the wider context of urban, regional and national planning. Various technical, financial and economic considerations crucial to project formulation and the associated problems faced by planners. Techniques and methods of planning evaluation. Project selection and investment programming. Feasibility study and report writing. Sensibility analysis. Choice of discount rate and cost capital. Analysis of financial conditions risks and provability approaches to risk capital. Economic bases of cities, municipal and local government authorities to invest in projects. Fiscal planning programmes, budgeting and fiscal planning choice: Efficiency analysis. Equity/distribution analysis. Methods of securing public

fund and revenues. Spatial implementations of investment decisions. Harmonization between investment decisions and physical development. Planning and implementation.

URP 904: Environmental Impact Assessment Management

Concept of Environmental Impact Assessment (EIA) Approaches for Assessment of impact of physical and socio-economic development project on the environment. Justification for EIA measures Needs for policies on environmental protection. History of legislations on Environmental Impact Assessment in Nigeria. Problems and prospect of EIA. Nuisance abatement and performance standards. The relationship between EIA with the existing planning process at National, State and Local levels. Standard procedure and format for preparation and presentation of Environmental Impact Statement. Environmental Impact Studies: Experience in USA, U.K and other countries. Relevant socio-economic issues emerging out of current practices in Nigeria and other developing countries relating to the implementation of development plans and application of EIA

URP 905: Dissertation

An independent research project that must make substantial contribution to knowledge. Each student is required to prepare a dissertation on the topic of his or her choice and approved by the Examination Board and defends the same at the end of the course before a jury of examiners, appointed by the Examination Board. The dissertation is to provide an opportunity to synthesis the knowledge and skills acquired through learning of various theories and practices during the course. Each student will prepare the dissertation under guidance of an advisor or advisors appointed by the Examination Board. The dissertation should be neatly presented in the form of drawings, sketches, photographs and models etc and supplemented by a well-illustrated and comprehensive report of not less than 5,000 words.

URP 906: Contemporary Issues in Planning

Sustainable Development Goals, Concept of Sustainability, gender mainstreaming, Urban Management, Poverty alleviation, employment generation and income enhancement, informal settlements: concepts, definitions liveability and case studies, urban security, vision 2020, development agenda, etc., The New Urban Agenda: Inclusive City, Smart City, Economically Vibrant City, Safe and Secure City, etc.

URP 907: Disaster Management (Elective)

Definition, issues and nature of disaster, hazard, risk, vulnerability, resilience etc. Type of hazards and natural disasters-geological climate, epidemic, accidents etc, causes and effect of disasters, planning for disasters preparedness, conducting disaster assessment, measure for disasters risk reduction. Disaster management – mitigation, response and recovery measure/or strategies

URP 908: Managing People and Organization (Elective)

Concepts of people and organization. Concept of organization, types of industrial and work place organizations. The structure, operations and organizational problems. Management theories and management models. Organizational theory and management principles of behavior. Organization of the personnel function, manpower planning. Motivation, and leadership styles, training and development performance appraisal. Disciplinary procedures, employee welfare and disengagement. Concept of strategy in relation to business organizations and management. Policy, strategy and tactics. Vision, mission and objectives, linkage between organization and their environments. Concepts of policies, decision making, performance criteria, structure and managerial behaviour.

URP 909: Geographical Information Systems in Urban and Regional Planning

Introduction to Concepts, principles and components of a GIS; Cartographic principles in GIS operation; GIS data types and structures; Data acquisition (scanning, data import, data export, data formats) and pre-processing; Usefulness of Global Positioning Systems (GPS); Map referencing; Geo-database creation; the DBMS and its management; GIS analysis and its applications; the future of GIS. Distance calculations and neighbourhood analysis; contouring and interpolations; digital elevation modeling; Spatial modeling. Basic principles and foundations of remote sensing, electromagnetic energy, model of remote sensing systems, electromagnetic spectrum, spectra reflectance, energy matter interactions, satellite resolutions, satellite systems and platforms and areas of applications of remote sensing. Remote Sensing Data gathering; Remote Sensing Spatial analysis and Technological Innovations in Urban and Regional Planning,

APPENDIX A

APPROVED MINIMUM CONTENT OF A DISSERTATION

CHAPTER ONE: INTRODUCTION

- 1.1. Background of the Study
- 1.2. Statement of the Research Problem
- 1.3. Aim and Objectives of the Study
 - 1.3.1. Aim of Study
 - 1.3.2. Objectives of Study/ Purpose of the Study
- 1.4. Research Questions
- 1.5. Research Hypotheses/Assumptions (where appropriate)
- 1.6. Scope of Study
- 1.7. Significance of study
- 1.8. Limitations of the study
- 1.9. The Study Area
- 1.10. Plan of the Study

CHAPTER TWO: LITERATURE REVIEW - CONCEPTUAL CONSIDERATIONS AND THEORETICAL FRAMEWORK

- 2.0. Introduction
- 2.1. Theoretical Framework
- 2.2. Conceptual Considerations
- 2.3. Literature Review
- 2.4. Conclusion/Summary

CHAPTER THREE: RESEARCH METHODOLOGY

- 3.0 Introduction
- 3.1 Research Design
- 3.2 Population of the Study
- 3.3 Data Required for the Study
- 3.4 Sources of Data
- 3.5 Sampling Technique and Procedure
- 3.6 Method of Data collection
- 3.6.1. Types of Instrument for Data Collection
- 3.6.2. Method of Administering Data Collection Instruments
- 3.7 Method of Data Presentation and Analysis
- 3.7.1. Descriptive Method of Data Presentation
- 3.7.2. Inferential Method of Data Analysis
- 3.7.3. Hypotheses Testing Technique (where appropriate)

CHAPTER FOUR: - DATA PRESENTATION AND ANALYSIS

- 4.0 Introduction
- 4.1 Data Presentation and Analysis
- 4.2 Test of Hypotheses
- 4.3 Major Findings
- 4.4 Discussion of Results
- 4.5 Summary

CHAPTER FIVE: -RECOMMENDATIONS AND CONCLUSION

- 5.1 Introduction
- 5.2 Recommendations
- 5.3 Contribution of the Study to Knowledge
- 5.4 Suggestions for Further Studies
- 5.5 Conclusion

References

For purpose of Referencing, the American Psychological Association (APA) format is recommended. Students should consult any current editions of the following:-

- American Psychological Association, Concise rules of APA style. New York. American Psychological Association.
- Publication Manual of the American Psychological Association, New York. American Psychological Association.

NB. Final binding (cover pages) should be in the NITP EXAM BOARD approved green colour.

Typing Instruction:-

1. Size of paper:- A4 papers
2. Typing: - Type on one side only.
 - Use double line spacing throughout, except for quotations which should be typed in single spacing.
 - Leave extra line space between paragraphs
 - Leave adequate margins (3.5mm) on the left hand side approximately 2.5cm on the right hand side margins and 2.5cm on top and bottom margins.
 - Try not to break words at the end of the lines
 - Use computer and same font type to ensure standard page format throughout the text.
 - Use Times New Roman, Font size 12

Quotations:-

Less than 50 words may be integrated into the text using double quotation marks. Over 50 words quotation should be indented in the typescript 5.0cm

Use of Copy Right Materials in Project:-

Students are warned that the Copy Right Law in this country does not permit anybody to modify or reproduce original materials of any author without his/her permission. Any student who plans to modify and/or reproduce in a project any copyrighted, published or unpublished material must obtain written permission to do so from the originator or copyright-holder.

APPENDIX B

GENERAL INSTRUCTIONS TO CANDIDATES FOR ORAL PRESENTATIONS

Candidates are to defend their dissertations orally before the External Examiners in PowerPoint format. Impliedly, projector will be provided by the Examination Board for the presentation.

Preparation for Your Talk:

- Know your topic off hand;
- Be abreast with the background information; and
- Be prepared to answer questions.

B. Organization of Visual Aids:

Organize your slides with the following in mind:

- Title of the work.
- Brief Introduction /Background
- Statement of Problem.
- Goal and Objectives of study/ Research Questions.
- Hypotheses.
- Research Methodology
- Results
- Recommendations.
- Conclusions.

APPENDIX C

GUIDELINES FOR PREPARATION OF A POWERPOINT PRESENTATION

1. Text

- Make the text as large as possible and using same font style throughout. Exceptions are references or subtitles on graphs or pictures.

- o Font: Arial or Times Roman (> 28 font).
- o Colours: depends upon background choices.

2. Slide

- Make each slide clear and readable.

- Total number of slides should not exceed twenty (20)
- Refer to slides using a pointer.
- Answer questions clearly and concisely; if you don't know the answer, say so.
- Time allowed for presentation is 15 minutes

3. Graphs, Diagrams, Pictures, etc.

- Make these as legible as possible.

4. Others:

- CD re-writable only should be used to copy and upload your presentation.
- Send a soft copy of the PowerPoint presentation to nitpexams@yahoo.com
- Send the soft copy of the full length dissertation in PDF format to nitpexams@yahoo.com

NOTE:

DO NOT USE ANIMATED BACKGROUNDS.