

**BROCHURE FOR
POSTGRADUATE PROGRAMMES OFFERED**

**BY
THE DEPARTMENT OF PUBLIC ADMINISTRATION AND LOCAL
GOVERNMENT**

GENERAL INFORMATION

The Department of Public Administration and Local Government, University of Nigeria, Nsukka offers five postgraduate programmes, namely:

- 1) Post Graduate Diploma (PGD)
- 2) Master of Public Administration (MPA)
- 3) Master of Science in Public Administration (M.Sc)
- 4) Doctor of Public Administration (DPA)
- 5) Doctor of Philosophy in Public Administration (Ph.D)

PHILOSOPHY

- 1) The Post Graduate Diploma programme (PGD), is designed to provide basic knowledge in theoretical and practical training in Public Administration, provide requisite knowledge in administration and also strengthen themselves for further studies in Public Administration and Local Government.
- 2) The Master of Public Administration programme (MPA), is designed to provide students with the professional education and skill for entry into the public and private services. It is designed for those already in the public and private sector wishing to up-grade their skills and knowledge in administration and management.
- 3) The Master of Science in Public Administration (M.Sc) programme, underscores the need to provide graduate education and training in Public Administration. It is also meant to broaden the intellectual exposure of students in the discipline, develops their capacity to undertake rigorous and quality research in the core areas of the discipline, and apply theoretical understanding and research results to problem solving.
- 4) The Doctor of Public Administration (DPA) programme, emphasizes the education and training in the various areas of Public Administration, designed to develop and deepen the spirit of enquiry and responsibility in the candidates, to enhance the capacity in research, teaching and administrative responsibilities in the public and private sectors of the nation.
- 5) The PhD programme also emphasizes education and training in the various areas of Public Administration, designed to develop and deepen the spirit of enquiry and responsibility in the candidates, to enhance the capacity in research, teaching and administrative responsibilities in the public and private sectors of the nation.

OBJECTIVES

Each programme of the five Post-Graduate degrees has specific objectives as specified bellow.

1. Post-Graduate Degree Programme

Post-Graduate Diploma (PGD) Programme is aimed at providing basic skills and tools for decision making in Public and private enterprises. It is also meant to:

- Expose students to the basic principles of Public Administration
 - Train and encourage students who may be interested in higher studies in Public Administration and Local Government
2. Master Degree Programme
- Masters of Public Administration Programme (MPA) Programme has the following objectives:
- Expose students to the basic principles, theories and practice of Public Administration.
 - Equip students with the basic skills of managing public and private enterprises.
 - Drill the students on blending and applying theories and models with actual practice in the field.
 - Teach the students the contemporary management skills and practices in public and private organizations
3. Masters of Science in Public Administration (M.Sc.) Programme is designed to;
- * To develop the students' skills in critical thinking and analysis, logical reasoning and research methodologies.
 - *To improve their capacity to undertaking rigorous and quality research and to make effective inputs in the formulation and implementation of public policy.
 - *To develop the students 'expertise in the functional areas of Public Administration so that they may advance the frontiers of public administration theory and practice and enhance the contributions that Public Administration could make to nation building.
4. DPA Programme in Public Administration
- The DPA programme has the following objectives;
- To promote deep understanding of the various areas of the discipline.
 - To provide training in research for those whose future careers will lie in teaching and research at the University and other institutions as well as for those who may have to operate in research and development environments in the public or private sectors.
 - To provide training aimed at improving and upgrading the existing and potential manpower needed for national development
5. Ph.D Programme in Public Administration
- The Ph.D programme has the following objectives;
- To promote deep understanding of the various areas in the discipline
 - To provide training in research for those whose future careers will lie in teaching and research at the university and other institutions as well as for those who may have to operate in research and development environments in the public and or private sectors
 - To provide training aimed at improving and upgrading the existing and potential manpower needed for national development.

The five Post-Graduate programmes have different scopes as summarized below:

1) Post Graduate Diploma (PGD) Programme

SCOPE

This programme is designed to provide basic knowledge on such issues/concepts as:

- a. Public Administration, Public and Private Policies, Theories of Organization with particular reference to public and private organizations, Research Methodology and Management Technologies.
- b. Acquisition of knowledge in substantive programme areas such as urban management, budgeting and financial management and general public management.

Core Courses	Credit Units
Introduction to Public Administration	2
Development Theory and Administration	2
Administrative Law	2
Local Government Administration	2
Public Finance	2
Comparative Public Administration	2
Administrative Theory	2
Public Enterprises Management	2
Public policy Analysis	2
Project Analysis and Implementation	2
Organizational Behaviour	2
Public Personnel Administration	2
Research Methodology	2
Research Project	4

28 Units

EMPLOYMENT OPPORTUNITIES

The Postgraduate Diploma Programme prepares students for either a career in the Civil Service, Public/Private service or advancement to a Higher Degree Programme in Public Administration and Local Government. The Programme provides opportunities for those seeking employment in public and private organizations as administrators/managers and programme officers.

Entry Requirement

1. A minimum of Second Class in any discipline from the University of Nigeria or any other recognized University.
2. A Higher National Diploma with Upper Credit level pass or 3.50 on a 5-point scale or its equivalent from a recognized institution in the social and management sciences.
3. Candidates with Third-Class Honours Degree in Public Administration and other disciplines in the Social Sciences and Management Sciences.

MODE OF STUDY

The Programme is prosecuted through comprehensive course work and a written Project Report based on the fieldwork the students must have undertaken.

DURATION OF STUDY

The Postgraduate Diploma Programme is designed to last for two semesters.

STRESS AREAS

Foundation Courses/Introduction	0
Theory	1
Administration & Management	2
Government & Politics	3
Finance	4
Human Resources	5
Law and Administration	6
Research Method	7
Project	9

FIRST SEMESTER

COURSE NO	COURSE TITLE	UNITS
PLG 601	Introduction to Public Administration	2
PLG 661	Administrative Law	2
PLG 603	Development Theory & Administration	2
PLG 621	Local Government Administration	2
PLG 641	Public Finance	2
PLG 605	Comparative Public Administration	2
PLG 671	Research Methodology & Data Analysis	2
Total		14

SECOND SEMESTER

PLG 606	Administrative Theory	2
PLG 622	Public Enterprises Management	2
PLG 632	Public Policy Analysis	2
PLG 624	Project Analysis and Implementation	2
PLG 650	Organizational Behaviour	2
PLG 652	Public Personnel Administration	2
PLG 690	Project Report (Long Essay)	4
Total		16

PGD COURSE DESCRIPTIONS

PLG 601 Introduction to Public Administration – (2 Units)

The role of public bureaucracies in Nigeria: how administrators interact with their political environment, influence the policy making process and how the public business is administered. The role of the Administrator in society and several specific administrative problems that have become contentious policy issues – such as unemployment, revenue enhancement (taxation), affirmative action, public employees unionization and strikes, consumer protection national and community priorities authoritarianism, and automation. To facilitate the integration of theory with practice, numerous case studies and simulation exercises will be used throughout the course.

PLG 624 Project Analysis & Implementation (2 Units)

Nature and characteristics of Public Programmes. Identification of

problems and issues of public concern. Formulation, appraisal implementation, monitoring and evaluation of public programmes.

PLG 661 Administrative Law – (2 Units)

Classification of government powers. Delegated legislation and the rule-making powers of administrative agencies. Rule making in the legislature. The courts and rule making. Sub-delegation, parliamentary and judicial review of administrative actions, legal liability of government.

PLG 671 Research Methods and Data Analysis – (2 Units)

Basic concepts of research in the social sciences, and management, problem statement, hypotheses, theories operational definitions, observations, data analysis and measurements, tests of validity and reliability, formulating research designs, interviewing techniques etc. levels of measurement of variables, organization and description of attributes of data, probability and the logic of difference from sample to population etc.

PLG 603 Development Theory and Administration – (2 Units)

The course examines smooth modes, development theories (economic growth, redistribution with growth, basic needs, the Marxist conception, the World Bank concept of the development) decentralization and development and participatory development it considers approaches to rural development, the role of bureaucracy in third world development, and constraints to effective development. Other issues examined include population and development, culture and development. The concept of human development and how it relates to economic growth; and strategies for human development.

PLG 621 Local Government Administration – (2 Units)

The nature, scope, significance and development of local government, Evolution of local government system in Nigeria, Management problems in local government; intergovernmental relations and service delivery, local government as agents of socio-economic and political development.

PLG 641 Public Finance – (2 Units)

Examines the distinctive characteristics of government and institutional accounting in financial management, federal, state and local organization. Special methods of accounting and auditing in public agencies and levels of government. The course considers Macro/Micro allocation of resources, types of budgeting, instrumentalism, programme budgeting, zero base budgeting, Management By Objective (MBO), bulk budgeting, structural budget margin, inter-governmental budget control, coordination of taxation.

PLG 605 Comparative Public Administration – (2 Units)

The course covers the concept of comparison in public administration, and examines the context and system of administration in selected developed and developing countries. It emphasizes the political and policy-making roles of public bureaucracies, the relationship between organized interests and public agencies and the problems of bureaucratic accountability of political accessory in nation and the globe.

PLG 606 Administrative Theory – (2 Units)

This course examines the nature of theory and review major administrative theories. Emphasis will be on classical, neoclassical and modern theories. Theories from behavioural sciences as they apply to the understanding of the role of the individual as a member of organizations and to the effects of organization on members, organizational socialization, climate and effectiveness, power, authority and decision-making in groups.

PLG 622 Public Enterprises – (2 Units)

This course explores the problem of resources management in public sector organizations responsible for producing both private and social goods. The basic philosophy of public enterprises needs, wants, social obligations and responsibilities; and the interface between economic, social and political factors on one hand, and public sector decision-making on the other shall be examined. Other topics include character of public enterprises, planning, budgeting financial and other controls in public enterprises, problems of planning and coordination in sectors where public and private enterprises compete, and performance evaluation in public enterprises shall be covered. In addition, the dilemma of public enterprise; indigenization, divestment, privatization and commercialization, and the procedures for attaining any of these, shall be discussed drawing examples and case studies from successful countries in Africa and other continents.

PLG 633 Public Policy Analysis – (2 Units)

In this course, basic and related concepts are defined and explored; Public problem; public interest; public policy and public policy analysis. The course introduce the students to the nature and scope of policy and decision theory, the dynamics of public policy formulation, implementation and evaluation. Special emphasis will be placed on the approaches to policy formulation and decision-making.

PLG 650 Organizational Behaviour – (2 Units)

This course examines conceptual models for organizational behavior, group dynamics and informal organization, the dynamics of conflict, the basic motivational process, the motivation to work, leadership and power. It further deals with selection, job design and appraisal, applied behavioural analysis and change and organizational development, and also the perceptual process and the learning process, and personality development and theory.

PLG 652 Public Personnel Administration – (2 Units)

This course is designed to familiarize the student with the process of effective manpower management. The main focus of the course is recruitment, selection, training, motivation and labour management relations. Examples will be drawn from both public and private sectors.

PLG 690 Project (Long Essay) – (4 Units)

The purpose of this course is to provide the opportunity for students to relate their academic experience to the real world of local, state or national governments by spending a summer, a semester, of a year working part-time or full-time for a government, department, office, or agency. It may be possible to take the internship course under supervision of any instructor in the state and local or public administration fields. A Report (Long Essay) is expected to be submitted at the end as a project

MASTERS OF PUBLIC ADMINISTRATION (MPA) PROGRAMME

SCOPE

The MPA programme is designed to cover the following:

- c. The theories of organization, with particular reference to public and private organizations;
- d. Research Methodology necessary for the analyses of complex systems and for seeking operational solutions to administrative and management problems;
- e. Management technologies, including the use of sophisticated information systems for the maintenance of an on-going decision-making system; and
- f. Acquisition of knowledge in substantive programme areas, such as urban management, budgeting and financial management and general public management.

As a professional programme, emphasis is placed on learning those administrative concepts, processes and techniques that are associated with managing public and private organizations and businesses. The programme blends the theoretical with the practical and professional perspectives of Public Administration.

ENTRY REQUIREMENTS

1. Graduates of the University of Nigeria or other recognized institutions with a minimum of Second Class Honours in Public Administration with not less than 3.00 GPA or its equivalent.
2. Candidates with honors degree in political science who would have taken a minimum of 24 credit hours in Public Administration.
3. Candidates with Postgraduate Diploma in Public administration at credit level of the University of Nigeria, obtained, with effect from 1994/95 academic session or Upper Credit from other recognized institutions. Serving Senior Administrative/Managerial Staff of the Local and State Governments officially nominated for the programme must have a G.P.A. of at least 3.00 at PGD level of this University. Such a candidate must have served a minimum of five years.

MODE OF STUDY

The MPA degree Programme offers both Full Time and Part-Time mode of study.

DURATION OF STUDY

Master's Degree Programme MPA

- (a) **Full-time:** A Minimum of three (3) Semesters and a maximum of six (6) Semesters
- (b) **Part-time:** A Minimum of six (6) semesters and a maximum of eight (8) semesters.

After their final written examination, candidates will be required to undergo internship for two months. At the end of this internship, they will be required to submit a internship report based on their internship. The internship institution/company will be required to submit its report on the candidate directly to the department under sealed cover. The Department will forward the result of internship programme along with the candidate's other results to the School of Postgraduate Studies.

EMPLOYMENT OPPORTUNITIES

The programme provides opportunity for those seeking employment in the public and organized private sector. They also provide opportunity for those interested in international organizations, development partners, NGOs or independent consultants on public affairs and public programme.

Course Structure

The MPA Programme requires a minimum of 48 credit units made up as follows:

➤ Twelve core courses	36 units
➤ Two elective courses (3 credits each)	6 units
➤ Project Report	6 units
➤ Total	48 units

Areas of Specialization

There are four (4) areas of specialization in MPA programme in Public Administration, namely:

- Human Resource Management
- Local Government
- Financial Management
- International Administration

STRESS AREAS

Foundation Courses/Introduction	0
Theory	1
Administration & Management	2
Government & Politics	3
Finance	4
Human Resources	5
Law and Administration	6
Research Method	7
Project	9

FIRST SEMESTER

COURSE NO.	TITLE	UNITS
PLG 701	Public Policy Analysis	3
PLG 713	Organizational Theory & Behaviour	3
PLG 711	Theory and Practice of Public Administration	3
PLG 721	Development Administration Theory	3
PGC 601	Research Methodology and Application of ICT in Research	3
Total		15

SECOND SEMESTER

PLG 734	Local Government & Rural Development	3
PLG 742	Public Financial Management	3
PLG 730	Nigerian Government and Administration	3
PLG 752	Public Personnel Management	3
Total		12

THIRD SEMESTER

PLG 735	Comparative Public Administration	3
PLG 733	<i>E-Governance in the Public Sector</i>	3
PLG 761	Administrative Law	3
PLG 793	Project Report	6
Total		15

ELECTIVES:

(Select one Elective in first and second semester from your area of specialization)

HUMAN RESOURCES MANAGEMENT

First Semester

PLG 725	Public Enterprises in Nigeria	3
PLG 727	Managing Public Programmes	3

Second Semester

PLG 750	Advanced Human Resources Management	3
PLG 754	Public Sector Labour Relations	3

LOCAL GOVERNMENT

First Semester

PLG 715	Theory and Practice of Community Development	3
PLG 731	Inter-Governmental Relations	3

Second Semester

PLG 736	Advanced Nigerian and Comparative Local Government	3
PLG 724	Advanced Social Services Administration	3

FINANCIAL MANAGEMENT

First Semester

PLG 741	Budgeting and Budgetary Theory	3
PLG 747	Introduction to Accounting	3

Second Semester

PLG 746	Public Finance	3
PLG 748	Politics of Revenue Allocation	3

INTERNATIONAL ADMINISTRATION

First Semester

PLG 723	International Administration	3
PLG 737	The Politics of Under-Development	3
PLG 763	International Law	3

Second Semester

PLG 726	The Management and Administration of Multi-National Organization	3
PLG 738	Nigerian Foreign Policy	3

COURSE DESCRIPTION

PLG 701 Public Policy Analysis – (3 Units)

Dynamics of Public Policy Processes, of public policy making. Strategies of public policy-making. National Development plans as major policy decisions. Policy implementation processes and problems. Case Studies.

PLG 711 Theory and Practice of Public Administration (3 Units)

The study and appraisal of concept and approaches to the study of relevant theories in the areas of administration. The mainstream of organization, administrative and management theories, concepts of administrative leadership and integration – communication and decision-making.

PLG 713 Organizational Theory and Behaviour – (3 Units)

The course examines the nature of theory and reviews major administrative theories. Emphasis will be on classical, neoclassical and modern theories. Theories from behavioural science as they apply to the understanding of the role of the individual as a member of organizations and to the effects of organization upon members; organizational socialization, climate and effectiveness, power authority and decision-making in groups.

PLG 715 Theory and Practice of Community Development – (3 Units)

Definitions; objectives and goals of development. The basic principles of community development. Methods and orientations of community development. Agencies and institutions engaged in local development and their relationships: Case Studies of community development projects.

PLG 725 Public Enterprises in Nigeria – (3 Units)

Major public enterprises in Nigeria, their aims and classifications; Government policies on public enterprises, relationship between state/federal/local governments and enterprises; organization of public enterprises with emphasis on membership of board, staffing, finance of public enterprises/detailed consideration of the Report of the Presidential Commission on parastatals, 1981 and other contemporary regulations and laws on public enterprises.

PLG 721 Development Administration Theory - (3 Units)

The relationship between public administration and socio-economic advancement in developing countries. The state of endogenous development will be assessed using existing manifestations in Nigeria and other countries South of Sahara. A critical analysis of the social services administration and how it impacts on African development will be undertaken.

PLG 724 Advanced Social Services Administration – (3 Units)

Examination of the nature and development of social policies in the context of changing social conditions; and of the impact upon family and group organization of welfare policies and social services in Nigeria. Groups in special needs, criminology, polices and problems in education, social policy, health services, social services in general. The organizational context of social services with particular reference to evaluating their effectiveness.

PLG 723 International Administration - (3 Units)

An examination of the nature and functioning of international institutions (both universal and regional) special emphasis will be placed on the structure and management of these organizations. The concept of international civil service, administering, international organizations, structure, recruitment, career patterns, behavioural issues, e.t.c. The role of the international civil service commission decision making in international organizations.

PLG 726 The Management and Administration of Multi-National Organizations – (3 Units)

Elements of International Administrative Law. Management of multi-national corporations. The changing role of the executive in multinational corporations, recruitment and career patterns in multi-national corporations.

- PLG 727 Managing Public Programmes (3 Units)**
Nature and meaning of project; the genesis and evolution of project management in contemporary organizations; distinctions between projects and programmes; planning of projects and application of Programme Evaluation and Review Technique (PERT), time Network , project techniques Project implementation, systems-oriented implementation and relationships, among the strategic choice elements; project management information systems; case studies.
- PLG 730 Nigerian Government and Administration (3 Units)**
The Nigerian administrative system – the structure and functions of the Central, State and Local government institutions. The parastatals and other government owned institutions. Local Government, Federal-State-Local Government relations. Control of the administration.
- PLG 731 Inter-Governmental Relations – (3 Units)**
Examination of the concepts of decentralization central – local relations and Inter-Governmental Relations (IGR). An examination and analysis of the machinery and mechanisms of IGR in its various dimensions such as federal-state-local relations; Federal-State relations; state-local relations; aspects of IGRs: its constitutional, political, economic, financial.
- PLG 737 The Politics of Under-Development – (3 Units)**
Contemporary conceptualization of underdevelopment. Roots of underdevelopment. Theories of underdevelopment. Issues and the political underpinnings of underdevelopment.
- PLG 733 E-Governance in the Public Sector/Electronic Governance and Administration (3 Units)**
This course is designed to familiarize student with the approaches to e-governance; five stages of e-governance in the application of Internet facilities in the planning, implementation and evaluation of service delivery. It examines the three fold classification of e-governance; e-governance as government to government, government to business and government to citizens. Online service delivery, in health care, education, agriculture, judicial administration, business, arts, culture, rural and urban development, and local authority, state and federal administration, and information communication management. It further examines obstacles to e-governance and strategies for overcoming the barriers.
- PLG 734 Local Government and Rural Development – (3Units)**
The role of the local government in rural development. The emphasis of this course is on concepts, goals and methods of Rural Development. Other considerations will include; the role of Development Administrators; the importance of rural development; methods of developing polities with emphasis on Nigeria with regards to structure, functions, financing, etc, of rural development in the country.
- PLG 738 Nigerian Foreign Policy – (3 Units)**
The development of Nigerian Foreign Policy, the major components of Nigeria’s Foreign Policy from Independence to date. Nigerian Foreign Policy during military rule. General analyses of Nigeria’s changing Foreign Policy.
- PLG 735 Comparative Public Administration – (3 Units)**

Comparism and analysis of the political, legal, economic and cultural influences on countries. Similarities and contrasts in the bureaucratic functions and structures will be examined and attention given to organization around the Chief Executive, both central and in departments and ministries.

- PLG 736 **Advanced Nigerian and Comparative Local Government – (3 Units)****
Major concepts and issues in Local Government (for example, decentralization/devolution). Development of the local government system; Nigerian Local Government – Laws and approaches; problems of local government in Nigeria (Finance, staff, motivation and mobilization); The place of local government in the Nigerian political setting with regards to its functions and powers; Rural problems and local government; the relationship among the federal, state and local government; approaches and variations of local government in different settings – a cross-cultural approach; patterns of public participation in grassroots politics.
- PLG 742 **Public Financial Management – (3 Units)****
Objectives and functions of Financial Management. Sources and cost of capital; Financial planning and forecasting; working capital management; capital structure and leverage analysis; Budgets, zero-base and other budgeting methods – Business and public budgeting processes and techniques; Budgeting and financial management in a federal system of government. Politics of the budgetary process. Current issues in budgeting; Fiscal policy; public debt structure and management, corporate re-organizations; Investment environment in Nigeria.
- PLG 744 **Government Auditing – (3 Units)****
The nature and significance of auditing; Statutory and non-statutory audit; Audit programmes and audit working papers; Audit systems; Internal control system; Audit of balance sheet; Trading account and profit and loss account; audit of limited liability companies. The responsibilities of the auditor.
- PLG 745 **Politics of Government Budgeting – (3 Units)****
A synthesis in political behaviour, the budgeting process; the interplay of the executive, administration, legislature and judicial actors and how public expenditure decisions are made. Description and appraisal of innovations in the budgetary process.
- PLG 752 **Public Personnel Administration – (3Units)****
This course is designed to familiarize the student with the process of effective manpower management. The main focus of the course is recruitment, selection, training, motivation and labour management relations. Examples will be drawn from both public and private sectors.
- PLG 761 **Administrative Law (3 Units)****
An examination of the growth and characteristics of administrative law, legal safeguard over administration, the problems of executive power, problems of bureaucracy, judicial review of administrative action, administrative adjudication and individual liberty. The distinction between public and private action, personal

liability of officers and scope and limit of administrative power.

PLG 763 International Law – (3 Units)

The new concept of International law after World War II and its sanction, the state as subject of International Law; the question of recognition of state the general practice in the past; Eastern approach to recognition; recognition of belligerent. *De facto* and *de jure* recognition; state territory; Land, sea and space jurisdiction of state. (Territorial Jurisdiction and personal jurisdiction), acquisition and loss of Territory; the law of treaties; Bilateral agreements, multilateral treaties, conventions and proposals; asylum, extradition, treatment of a liens; the law of the seas – High seas, of territorial sea, exclusive Economic zone, continental shelf conventions, disputes; Negotiation, mediation, Arbitration. Acts or reprisal short of war, Economic blockade, embargo, general conventions on humanitarian law in wartime, war crimes, neutrality, the right and obligations of neutrals, and membership of united nations.

PLG 741` Budgeting and Budgetary Theory – (3 Units)

Meaning of Budget, functions of budget; budgeting theories and processes; Types of budgets – Line-Item budgeting; programme budgeting, Incremental Budgeting; Planning, Programming and budgeting System (PPBS), Zero-based budgeting, classification of budgets (by function, work programme and objects of expenditure).

PLG 748 Politics of Revenue Allocation – (3 Units)

Federalism and Revenue allocation in Nigeria. Historical antecedents of revenue allocation. Politics and revenue allocation. The military and revenue allocation. Revenue allocation and socio-economic development of the State. Problems of Revenue Allocation.

PLG 747 Introduction to Accounting – (3 Units)

Elementary accounting, principles and methods, elementary treatment of accounts of limited liability companies, elementary cost accounting, the measurement of income, costs, and depreciation. Elements of control and finance of real investment projects in the public sector with emphasis on the local government, materials, wages; and over-head costs of local government, standard and marginal costs, reconciliation of costs and financial record of costs and financial records.

PLG 750 Advanced Human Resources Management – (3 Units)

An analysis of the structures, role and management of Human Resources at all levels of Nigerian government focusing on the development of public services, manpower planning, unionization of public personnel functions. The private sector will also be in perspective. This course is designed to familiarize the student with the process of effective manpower management. The main focus of the course is recruitment, selection, training, motivation and labour management relations. Examples will be drawn from both public and private sectors.

PLG 754 Public Sector Labour Relations – (3 Units)

Covers the techniques of conflict management in the public sector, the elements and theories of conflict administration, impasse resolution procedures and the variety and complexity of law under which public sector labour relations occur.

MASTER OF SCIENCE (M.Sc)

SCOPE

The programme is designed to cover the following:

- g. The theories of organization, with particular reference to public and private organizations;
- h. Research Methodology necessary for the analyses of complex systems and for seeking operational solutions to administrative and management problems;
- i. Management technologies, including the use of sophisticated information systems for the maintenance of an on-going decision-making system; and
- j. Acquisition of knowledge in substantive programme areas, such as urban management, budgeting and financial management and general public management.

Mode of Study

The M.Sc Degree Programme offers both Full Time and Part-Time mode of study.

Duration of Study

- (c) **Full-time:** A Minimum of three (3) Semesters and a maximum of six (6) Semesters
- (d) **Part-time:** A Minimum of six (6) semesters and a maximum of eight (8) semesters.

Entry Requirements

1. Graduates of the University of Nigeria or other recognized institutions with a minimum of Second Class Honours Lower Division in Public Administration, with not less than 3.00 GPA or its equivalent.
2. Candidates with Honours Degree in Political Science who would have taken a minimum of 24 credit hours in Public Administration.
3. Candidates with Postgraduate Diploma in Public Administration at credit level of the University of Nigeria or from other recognized institutions. In addition, the candidate must satisfy the Departmental O'level and /or Direct Entry general entry requirement for the Degrees Programmes.

Employment Opportunities

The Programme provides opportunity for those seeking employment as research fellows and academics in universities, Higher Institution and Research Institutions. It also provides opportunity for those who desire to work in public, private and international organizations including NGOs as Administrative Programme and Development Managers.

Course Structure

The M.Sc Programme requires a minimum of 48 credit units made up as follows:

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|---|-----------------|
| ➤ Twelve core courses | 36 units |
| ➤ Two elective courses (3 credits each) | 6 units |
| ➤ Project Report | 6 units |
| ➤ Total | 48 units |

Areas of Specialization

There are four (4) areas of specialization in M.Sc programme in Public Administration, namely:

- Human Resource Management
- Local Government
- Financial Management
- International Administration

Stress Area

- Foundation Courses/Introduction 0

• Theory	1
• Administration and Management	2
• Government and Politics	3
• Finance	4
• Human Resources	5
• Law and Administration	6
• Research method	7
• Project Report	9

COURSES

FIRST SEMESTER

COURSE NO.	TITLE	UNITS
PLG 801	Public Policy Analysis	3
PLG 811	Theory and Practice of Public Administration	3
PLG 813	Organisation Theory and Behaviour	3
PLG 821	Development Administration Theory	3
PGC 601	Research Methodology and Application of ICT in Research	3
	Total	15

SECOND SEMESTER

PLG 842	Public Financial Management	3
PLG 830	Nigerian Government and Administration	3
PLG 834	Local Government & Rural Development	3
PLG 870	Quantitative Method	3
	Total	12

THIRD SEMESTER

PLG 835	Comparative Public Administration	3
PLG 833	E-Governance in the Public Sector	3
PLG 861	Administrative Law	3
PLG 891	Project Report	6
	Total	15

Electives: (Select one Elective in first and second semester from your area of specialization)

HUMAN RESOURCES MANAGEMENT

First Semester

PLG 825	Public Enterprises in Nigeria	3
PLG 827	Managing Public Programmes	3
PLG 853	Performance Management & Measurement	3

Second Semester

PLG 850	Advanced Human Resources Management	3
PLG 854	Public Sector Labour Relations	3

LOCAL GOVERNMENT

First Semester

PLG 815	Theory and Practice of Community Development	3
PLG 831	Inter Governmental Relations	3

Second Semester

PLG 836	Advanced Nigerian and Comparative Local Government	3
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FINANCIAL MANAGEMENT

First Semester

PLG 841	Budgeting and Budgetary Theory	3
PLG 847	Introduction to Accounting	3

Second Semester

PLG 846	Government Auditing	3
PLG 848	Politics of Revenue Allocation	3

INTERNATIONAL ADMINISTRATION

First Semester

PLG 823	International Administration	3
PLG 837	The Politics of Under-Development	3
PLG 863	International Law	3

Second Semester

PLG 826	The Management and Administration of Multi-National Organization	3
PLG 838	Nigerian Foreign Policy	3

COURSE DESCRIPTIONS

PLG 801 Public Policy Analysis – (3 Units)

Dynamics of Public Policy Processes, of public policy making. Strategies of public policy-making. National Development plans as major policy decisions. Policy implementation processes and problems. Case Studies.

PLG 811 Theory and Practice of Public Administration (3 Units)

The study and appraisal of concept and approaches to the study of relevant theories in the areas of administration. The mainstream of organization, administrative and management theories, concepts of administrative leadership and integration – communication and decision-making.

PLG 815 Theory and Practice of Community Development – (3 Units)

Definitions; objectives and goals of development. The basic principles of community development. Methods and orientations of community development. Agencies and institutions engaged in local development and their relationships: Case Studies of community development projects.

PLG 813 Organizational Theory and Behaviour – (3 Units)

The course examines the nature of theory and reviews major administrative theories. Emphasis will be on classical, neoclassical and modern theories. Theories from behavioural science as they apply to the understanding of the role of the individual as a member of organizations and to the effects of organization upon members; organizational socialization, climate and effectiveness, power authority and decision-making in groups.

PLG 825 Public Enterprises in Nigeria – (3 Units)

Major public enterprises in Nigeria, their aims and classifications; Government policies on public enterprises, relationship between state/federal/local governments and enterprises; organization of public enterprises (with emphasis on membership of board, staffing, finance

of public enterprises/detailed consideration of the Report of the Presidential Commission on parastatals, 1981 and other contemporary regulations and laws on public enterprises.

PLG 821 Development Administration Theory - (3 Units)

The relationship between public administration and socio-economic advancement in developing countries. The state of endogenous development will be assessed using existing manifestations in Nigeria and other countries South of Sahara. A critical analysis of the social services administration and how it impacts on African development will be undertaken.

PLG 833 E-Governance in the Public Sector/Electronic Governance and Administration (3 Units)

This course is designed to familiarize student with the approaches to e-governance; five stages of e-governance in the application of Internet facilities in the planning, implementation and evaluation of service delivery. It examines the three fold classification of e-governance; e-governance as government to government, government to business and government to citizens. Online service delivery, in health care, education, agriculture, judicial administration, business, arts, culture, rural and urban development, and local authority, state and federal administration, and information communication management. It further examines obstacles to e-governance and strategies for overcoming the barriers.

PLG 823 International Administration – (3 Units)

An examination of the nature and functioning of international institutions (both universal and regional) special emphasis will be placed on the structure and management of these organizations. The concept of international civil service, administering, international organizations, structure, recruitment, career patterns, behavioural issues, e.t.c. The role of the international civil service commission , decision making in international organizations.

PLG 826 The Management and Administration of Multi-National Organizations – (3 Units)

Elements of International Administrative Law. Management of multi-national corporations. The changing role of the executive in multinational corporations, recruitment and career patterns in multi-national corporations.

PLG 835 Comparative Public Administration – (3 Units)

Comparism and analysis of the political, legal, economic and cultural influences on countries. Similarities and contrasts in the bureaucratic functions and structures will be examined and attention given to organization around the Chief Executive, both central and in departments and ministries.

PLG 827 Managing Public Programmes (3 Units)

Nature and meaning of project; the genesis and evolution of project management in contemporary organizations; distinctions between projects and programmes; planning of projects and application of Programme Evaluation and Review Technique (PERT), time Network , project techniques Project implementation, systems-oriented implementation and relationships, among the strategic choice elements; project management information systems; case studies.

PLG 830 Nigerian Government and Administration (3 Units)

The Nigerian administrative system – the structure and functions of the Central, State and Local government institutions. The parastatals and other government owned institutions.

Local Government, Federal-State-Local Government relations. Control of the administration.

PLG 837 The Politics of Under-Development – (3 Units)

Contemporary conceptualization of underdevelopment. Roots of underdevelopment. Theories of underdevelopment. Issues and the political underpinnings of underdevelopment.

PLG 838 Nigerian Foreign Policy – (3 Units)

The development of Nigerian Foreign Policy, the major components of Nigeria's Foreign Policy from Independence to date. Nigerian Foreign Policy during military rule. General analyses of Nigeria's changing Foreign Policy.

PLG 836 Advanced Nigerian and Comparative Local Government – (3 Units)

Major concepts and issues in Local Government (for example, decentralization/devolution). Development of the local government system; Nigerian Local Government – Laws and approaches; problems of local government in Nigeria (Finance, staff, motivation and mobilization); The place of local government in the Nigerian political setting with regards to its functions and powers; Rural problems and local government; the relationship among the federal, state and local government; approaches and variations of local government in different settings – a cross-cultural approach; patterns of public participation in grassroots politics.

PLG 831 Inter-Governmental Relations – (3 Units)

Examination of the concepts of decentralization central – local relations and Inter-Governmental Relations (IGR). An examination and analysis of the machinery and mechanisms of IGR in its various dimensions such as federal-state-local relations; Federal-State relations; state-local relations; aspects of IGRs: its constitutional, political, economic, financial.

PLG 824 Advanced Social Services Administration – (3 Units)

Examination of the nature and development of social policies in the context of changing social conditions; and of the impact upon family and group organization of welfare policies and social services in Nigeria. Groups in special needs, criminology, polices and problems in education, social policy, health services, social services in general. The organizational context of social services with particular reference to evaluating their effectiveness.

PLG 834 Local Government and Rural Development – (3Units)

The role of the local government in rural development. The emphasis of this course is on concepts, goals and methods of Rural Development. Other considerations will include; the role of Development Administrators; the importance of rural development; methods of developing polities with emphasis on Nigeria with regards to structure, functions, financing, etc, of rural development in the country.

PLG 842 Public Financial Management – (3 Units)

Objectives and functions of Financial Management. Sources and cost of capital; Financial planning and forecasting; working capital management; capital structure and leverage analysis; Budgets, zero-base and other budgeting methods – Business and public budgeting processes and techniques; Budgeting and financial management in a federal system of government. Politics of the budgetary process. Current issues in budgeting; Fiscal policy; public debt structure and management, corporate re-organizations; Investment environment in Nigeria.

PLG 846 Government Auditing – (3 Units)

The nature and significance of auditing; Statutory and non-statutory audit; Audit programmes and audit working papers; Audit systems; Internal control system; Audit of balance sheet; Trading account and profit and loss account; audit of limited liability companies. The responsibilities of the auditor.

PLG 841 Budgeting and Budgetary Theory – (3 Units)

Meaning of Budget, functions of budget; budgeting theories and processes; Types of budgets – Line-Item budgeting; programme budgeting, Incremental Budgeting; Planning, Programming and budgeting System (PPBS), Zero-based budgeting, classification of budgets (by function, work programme and objects of expenditure).

PLG 848 Politics of Revenue Allocation – (3 Units)

Federalism and Revenue allocation in Nigeria. Historical antecedents of revenue allocation. Politics and revenue allocation. The military and revenue allocation. Revenue allocation and socio-economic development of the State. Problems of Revenue Allocation.

PLG 847 Introduction to Accounting – (3 Units)

Elementary accounting, principles and methods, elementary treatment of accounts of limited liability companies, elementary cost accounting, the measurement of income, costs, and depreciation. Elements of control and finance of real investment projects in the public sector with emphasis on the local government, materials, wages; and over-head costs of local government, standard and marginal costs, reconciliation of costs and financial record of costs and financial records.

PLG 853 Performance Measurement and Management (3 Units)

The course is designed to familiarize the student with the process of effective manpower management. The main focus of the course is recruitment, selection, training, motivation and labour management relations. Examples will be drawn from both public and private sectors.

PLG 850 Advanced Human Resources Management – (3 Units)

An analysis of the structures, role and management of Human Resources at all levels of Nigerian government focusing on the development of public services, manpower planning, unionization of public personnel functions. The private sector will also be in perspective.

PLG 854 Public Sector Labour Relations – (3 Units)

Covers the techniques of conflict management in the public sector, the elements and theories of conflict administration, impasse resolution procedures and the variety and complexity of law under which public sector labour relations occur.

PLG 861 Administrative Law (3 Units)

An examination of the growth and characteristics of administrative law, legal safeguard over administration, the problems of executive power, problems of bureaucracy, judicial review of administrative action, administrative adjudication and individual liberty. The distinction between public and private action, personal liability of officers and scope and limit of administrative power.

PLG 863 International Law – (3 Units)

The new concept of International law after World War II and its sanction, the state as subject of International Law; the question of recognition of state the general practice in the past; Eastern approach to recognition; recognition of belligerent. De facto and de jure

recognition; state territory; Land, sea and space jurisdiction of state. (Territorial Jurisdiction and personal jurisdiction), acquisition and loss of Territory; the law of treaties; Bilateral agreements, multilateral treaties, conventions and proposals; asylum, extradition, treatment of a liens; the law of the seas – High seas, of territorial sea, exclusive Economic zone, continental shelf conventions, disputes; Negotiation, mediation, Arbitration. Acts or reprisal short of war, Economic blockade, embargo, general conventions on humanitarian law in wartime, war crimes, neutrality, the right and obligations of neutrals, and membership of united nations.

PGC 601 Research Methodology and Application of ICT in Research - (3 units)

In-depth research work aimed at acquiring full knowledge and presentations in scholarly writing of the concepts, issues, trends in the definition and development of the study area from African and Western perspectives. Major steps in research: Selection of problem, Literature review, Design, Data collection, analysis and interpretation, Conclusions, Study of various research designs, Historical, Case studies. Surveys, Descriptive, Cross sectional, Experimental, etc. Analysis, surveys and synthesis of conceptual and philosophical foundations of different disciplines. Identification of research problems and development of research questions and or hypotheses. Detailed treatment of methods of collecting relevant research data and the format for presenting research results (from designing the table of contents to referencing bibliography and appendix). Data analysis and result presentation in different disciplines using appropriate analytical tools. Methods of project/dissertation writing. Application of appropriate advanced ICT tools relevant in every discipline for data gathering, analysis and result presentation. Essentials of Spreadsheets. Internet technology and internet search engines. All registered Masters Degree students must attend a solution based interactive workshop to be organized by the School of Postgraduate Studies for a practical demonstration and application of the knowledge acquired from the course conducted by selected experts.

PLG 870 Quantitative Methods - (3 Units)

Introduction to quantitative goals need in political science including topics in set theory and functional analysis. Generally, this course is designed to give students in this programme basic quantitative statistical skills necessary for computation of data collected at field work.

PLG 891 Project Report - (6 Units)

Each student will undertake and report in a thesis form, a research work under the supervision of a member of staff. The thesis will be assessed on its contributions to knowledge and competent application of methodology in the discipline

DOCTOR OF PUBLIC ADMINISTRATION (DPA) PROGRAMME

SCOPE

The programme is designed to cover the following:

- k. Theories of organization, with particular reference to public and private organizations;
- l. Research Methodology necessary for the analyses of complex systems and for seeking operational solutions to administrative and management problems;
- m. Management technologies, including the use of sophisticated information systems for the maintenance of an on-going decision-making system; and
- n. Acquisition of knowledge in substantive programme areas, such as urban management, budgeting and financial management and general public management.

As a professional programme, emphasis is placed upon learning those administrative concepts, processes and techniques that are associated with managing public and private businesses. The programme blends the theoretical with the practical and professional perspectives of Public Administration.

ENTRY REQUIREMENTS

Graduates of the University of Nigeria or other recognized institutions possessing the Degree of Master of Science (MSc) in Public Administration **or** Masters in Public Administration (MPA) with a G.P.A. of 3.5 and above on a 5-point scale.

DURATION

- (a) Full-time: A Minimum of six (6) semesters, a maximum of ten (10) semesters.
- (b) Part-time: A Minimum of ten (10) semesters and a maximum of twelve (12) semesters.

For extension beyond the specified maximum period, a special permission of the Postgraduate Board shall be required.

EMPLOYMENT OPPORTUNITIES

The Programme provides opportunity for those seeking employment as managers in the public sector. It also provides opportunity for those who desire to work in public, private and international organizations including NGOs as Administrative, Programme and Development Managers.

AREAS OF SPECIALIZATION

There are four (4) areas of specialization, namely:

- Human Resource Management
- Local Government
- Financial Management
- International Administration

STRESS AREA

- Foundation Courses/Introduction 0
- Theory 1
- Administration and Management 2
- Government and Politics 3
- Finance 4
- Human Resources 5
- Law and Administration 6
- Research method 7
- Project Report 9

COURSE STRUCTURE

The DPA programme requires a minimum of 39 credit units made up as follows:

➤ Five core courses (3 credits each)	15 units
➤ Two elective courses (3 credits each)	6 units
➤ Two Seminars (3 credits each)	6 units
➤ Thesis	12 units
➤ Total	39 units

YEAR ONE

FIRST SEMESTER

Course No.	Title of Course	Units
PLG 901	Advanced Administrative Theory and Behavior	3
PLG 971	Advanced Research Methodology	3

Elective Courses (Select any one of the following 3 unit courses)

PLG 921	International Administration	3
PLG 931	Advanced Local Government Administration	3
PLG 961	Advanced Administrative Law	3

SECOND SEMESTER

PLG 910	Advanced Development Administration Theory	3
PLG 920	Strategic Planning and Management	3
PGC 701	Synopsis and Grant Writing	3

Elective Course (Select any one of the following 3 unit courses)

PLG 922	Electronic governance and administration	3
PLG 932	Intergovernmental Relations	3
PLG 930	Urban Administration	3

YEAR TWO (SEMINARS)

FIRST SEMESTER

Seminar

Candidates are required to present **one seminar paper of 3 units** outside their area of specialization. The seminars are supposed to be well-researched theoretical expositions geared towards the expansion of the frontiers of knowledge in the fields of Public Administration and Local Government. The seminar can be drawn from any of the following:

PLG 923	Seminar in International Administration	3
PLG 925	Seminar in Local Government Administration	3
PLG 941	Seminar in Public Financial Management	3
PLG 953	Seminar in Public Personnel/Human Resource Management	3

SECOND SEMESTER

Seminar

Candidates are required to present **one seminar paper of 3 units** outside their area of specialization. The seminars are supposed to be well-researched theoretical expositions geared towards the expansion of the frontiers of knowledge in the fields of Public Administration and Local Government. The seminar can be drawn from any of the following:

PLG 924	Seminar in Comparative Public Administration	3
PLG 934	Seminar in Government & Politics	3

PLG 952	Seminar in Public Enterprise Management	3
PLG 936	Seminar in Public Policy	3

YEAR THREE

FIRST SEMESTER

Candidates are required to present a Thesis Proposal which must be in a distinct area of Public Administration and Local Government, embodying the Preliminary Field Report and the Research Design. The topic shall be the one on which the candidate will eventually write in his/her doctoral thesis. After a successful proposal, the candidate will be expected to present a mock Defence to the PG Committee before the work is sent to the external examiner. After that, the candidate applies for approval of title of thesis (Synopsis)

SECOND SEMESTER

PLG 990 DPA Thesis 12 Units

The DPA thesis comprises of a selected and approved topic in the candidates area of specialization in Public Administration and Local Government. It must be organized around a series of interrelated propositions, advancing an original viewpoint by the student as a result of comprehensive, in-depth research under supervision by qualified academic staff assigned for this purpose. The thesis should display not only the student's thorough understanding of the ramifications and interrelatedness of the problem, but also his/her critical and analytical abilities and predictive judgments, as it relates to Nigeria Public Administration and Local Government System

COURSE DESCRIPTIONS

COURSE CODE COURSE TITLES

PLG 901 Advanced Administrative Theory and Behavior (3 Units)

Discussion of some theories. Frederick W. Taylor Scientific Management, Elton Mayo and his Harvard colleagues, Kurt Lewin, Field Theory and Group membership, classic experiments in social psychology. The course will also look at motivation organizations: towards synthesis and redirection. An attribution theory of leadership, information processing and decision making in organization, power and resource allocation in organization.

PLG 910 Advanced Development Administration Theory (3 Units)

This course will look at the meanings and theories of development: Economic Growth, Basic Need Model, Redistribution with Growth, the Marxist Model of development, the World Bank and Development, alternative approaches to Development, theory and practice of decentralization. It also examines participatory development theory and practice. It touches the application of development processes to rural areas. Political and administrative constraints. Other issues touched are population and development, environment and sustainable development.

PLG 911 Advanced Research Methodology (3 Units)

Detailed discussion of methods and tools of social research and investigation. Application of these in the different dimensions of public administration. Discussion of various stages of research and thesis writing, scientific inquiring and alternative modes of social investigation; strategy of investigations, research designs; models of data analysis, presentation and reports organization; problems of utilization and application of research findings.

PLG 920 Strategic Planning and Management (3 Units)

health care, safe water supply and welfare; policy performance and accountability and relationship between urban government and other units of government.

PLG 931 Advanced Local Government Administration (3 Units)

The course will examine the philosophy, nature, scope, significance and development, evolution of local government system in Nigeria. Problems of local government service delivery, relationship with governments at other levels will also be examined as well as the issues of grassroots mobilization and participation.

PLG 932 Inter-Governmental Relations (3 Units)

A study of inter-governmental relations as a growing sub-theme of Public Administration, Federalism and inter-governmental relations. Issues in the management of inter-governmental relation: Constitutional, legal, political, economic, financial and personnel. Institutional mechanisms for managing inter-governmental relations in a comparative perspective with special reference to the experience of countries such as the U.S.A. India, Brazil and Canada.

PLG 934 Seminar in Government & Politics (3 Units)

This seminar incorporates an overview of Nigeria Government and Politics, historical analysis of Nigerian state: pre-colonial, colonial and pre-independence constitution, independence and post-independence constitutions. Contending issues in Nigeria government such as military rule, revenue allocation, evolution of Nigeria federation, State creation, ethnicity, religion and political instability, public administration, civil service and local government administration, foreign policy and Nigeria public policies are also discussed.

PLG 936 Seminar in Public Policy (3 Units)

This seminar features applied research on public policies. Research in various fields of this endeavors can be presented: education, health, housing, social security/ welfare, national security, economy, agriculture, foreign policies, e.t.c. Emphasis will be on the intricacies of this all-important governmental concern including programmes/budget evaluation, agenda setting/proposal, policy process, outcomes, actors and politics.

PLG 941 Seminar in Public Financial Management (3Units)

This course treats the distinctive characteristic of government and institutional accounting, federal, state and local organization of financial management. It presents the special methods of accounting and auditing in public agencies and government. The course considers macro/micro allocation of resources, type of budgeting instrumentalism, programme budgeting, zero base budgeting, Management By Objective (MBO), Bulk Budgeting and reaction to stress (Cash unit envelope budgeting, structure budget margin, inter-governmental budget control coordination of taxation and expenditure and off budget operations)

PLG 952 Seminar in Public Enterprise Management (3 Units)

The study of the nature of public enterprises should be examined in this course, (the origins and classification). A survey of the major issues in the management of public enterprises: organizational patterns, financial management, staffing, control and accountability and relation with other public services, private enterprises and the public.

PLG 953 Seminar in Public Personnel/Human Resource Management (3 Units)

This study will attempt to look at the function within organizations with particular reference to recruitment, selection and promotion, motivation, discipline. Illustration will be drawn from both the public and private sectors in Nigeria and selected foreign countries. It will also deal with applied personnel management techniques and skills such as personnel grading, auditing, manpower, planning, job analysis. It will also focus on issues in development training programmes and analyze personnel policies in comparative perspective.

PLG 961 Advanced Administrative Law (3 Units)

The course examines the growth and characteristics of administrative law, legal safeguard over administration, the problems of executive power, problems of bureaucracy, judicial review of administrative action, administrative adjudication and individual liberty. The distinction between public and private action, personal liability of officers and scope and limit of administrative power.

PGC 701 Synopsis and Grant Writing (3 Units)

Identification of types and nature of grant and grant writing; mining of grants application calls on the internet. Determining appropriate strategy for each grant application. Study of various grant application structures and contents and writing of concept notes, detailed project description, budgeting and budget defense. Study of sample grant writings in various forms and writing of mock research and other grants. Identification of University of Nigeria synopsis structure and requirements, (Introduction, Methodology and Results). Determining the content of each sub-unit of the synopsis. Steps in writing of synopsis from the Dissertation/Thesis document. Structural and language issues. Common errors in synopsis writing and strategies for avoiding them. The roles of the student and the supervisor in the production of a synopsis. Writing of mock synopsis. All registered Ph.D students must attend a solution-based interactive workshop to be organized by the School of Postgraduate studies for a practical demonstration and application of the knowledge acquired from the course conducted by selected experts.

PLG 990 DPA Thesis (12Units)

A programme of individual research bearing on a major area of concern to Public Administration and with new insight.

Ph. D PROGRAMME

SCOPE

The programme is designed to cover the following:

- o. Theories of organization, with particular reference to public and private organizations;
- p. Research Methodology necessary for the analyses of complex systems and for seeking operational solutions to administrative and management problems;
- q. Management technologies, including the use of sophisticated information systems for the maintenance of an on-going decision-making system; and
- r. Acquisition of knowledge in substantive programme areas, such as urban management, budgeting and financial management and general public management.

ENTRY REQUIREMENTS

Graduates of the University of Nigeria or other recognized institutions possessing the Degree of Master of Science in Public Administration with a G.P.A. of 4.0 and above on a 5-point scale. In addition, the candidate must satisfy the Departmental O-Level and/or Direct Entry general entry requirements.

DURATION

(c) Full-time: A Minimum of six (6) semesters, a maximum of ten (10) semesters.

(d) Part-time: A Minimum of ten (10) semesters and a maximum of twelve (12) semesters.

For extension beyond the specified maximum period, a special permission of the Postgraduate Board shall be required.

Employment Opportunities

The programme provides opportunity for those seeking employment as research fellows and academics in universities, Higher Institutions and Research Institutions. It also provides opportunity for those who desire to work in public, private and international organizations including NGOs as Administrative, Programme and Development Managers.

AREAS OF SPECIALIZATION

There are four (4) areas of specialization, namely:

- Human Resource Management
- Local Government
- Financial Management
- International Administration

Stress Area

- Foundation Courses/Introduction 0
- Theory 1
- Administration and Management 2
- Government and Politics 3
- Finance 4
- Human Resources 5
- Law and Administration 6
- Research method 7
- Project Report 9

Course Structure

The Ph. D Programme requires a minimum of 39 credit units made up as follows:

➤ Five core courses (3 credits each)	15units
➤	
➤ Two elective courses (3 credits each)	6 units
➤ Two Seminar Papers	6 units
➤ Thesis	12 units
➤ Total	39 units

YEAR ONE

FIRST SEMESTER

Course No.	Title of Course	Units
PLG 901	Advanced Administrative Theory and Behavior	3
PLG 971	Advanced Research Methodology	3
Elective Courses (Select any one of the following 3 unit courses)		
PLG 921	International Administration	3
PLG 931	Advanced Local Government Administration	3
PLG 961	Advanced Administrative Law	3

SECOND SEMESTER

PLG 910	Advanced Development Administration Theory	3
PLG 920	Strategic Planning and Management	3
PGC 701	Synopsis and Grant Writing	3

Elective Courses (Select any one of the following 3 unit courses)

PLG 932	Intergovernmental Relations	3
PLG 930	Urban Administration	3
PLG 922	Electronic Governance and Administration	3

YEAR TWO (SEMINARS)

FIRST SEMESTER

Seminar

In the first semester candidates are required to present **one seminar paper of 3 units** outside their area of specialization. The seminars are supposed to be well-researched theoretical expositions geared towards the expansion of the frontiers of knowledge in the fields of Public Administration and Local Government. The seminar can be drawn from any of the following:

PLG 923	Seminar in International Administration	3
PLG 925	Seminar in Local Government Administration	3
PLG 941	Seminar in Public Financial Management	3
PLG 953	Seminar in Public Personnel/Human Resource Management	3

SECOND SEMESTER

Seminar

In the second semester candidates are required to present **one seminar paper of 3 units** outside their area of specialization. The seminars are supposed to be well-researched theoretical expositions geared towards the expansion of the frontiers of knowledge in the fields of Public Administration and Local Government. The seminar can be drawn from any of the following:

PLG 924	Seminar in Comparative Public Administration	3
PLG 934	Seminar in Government & Politics	3
PLG 952	Seminar in Public Enterprise Management	3
PLG 936	Seminar Public Policy	3

YEAR THREE

FIRST SEMESTER

Candidates are required to present a Thesis Proposal which must be in a distinct area of Public Administration and Local Government, embodying the Preliminary Field Report, The Research Design, Data and Test of Hypotheses. The topic shall be the one on which the candidate will eventually write in his/her doctoral thesis. After a successful proposal, the candidate will be expected to present a mock Defence to the PG Committee before the work is sent to the external examiner. After that, the candidate applies for approval of title of thesis (Synopsis)

SECOND SEMESTER

PLG 990 Ph.D Thesis 12 Units

The Ph.D thesis comprises of a selected and approved topic in the candidates area of specialization in Public Administration and Local Government. It must be organized around a series of interrelated propositions or hypotheses, advancing an original viewpoint by the student as a result of comprehensive, in-depth research under supervision by qualified academic staff assigned for this purpose. The thesis should display not only the student's thorough understanding of the ramifications and interrelatedness of the problem, but also his/her critical and analytical abilities and predictive judgments, as it relates to Nigeria Public Administration and Local Government System.

COURSE DESCRIPTIONS

COURSE CODE	COURSE TITLES	Units
PLG 901	Advanced Administrative Theory and Behavior	3 Units

Discussion of some theories. Frederick W. Taylor Scientific Management, Elton Mayo and his Harvard colleagues, Kurt Lewin, Field Theory and Group membership, classic experiments in social psychology. The course will also look at motivation organizations: towards synthesis and redirection. An attribution theory of leadership, information processing and decision making in organization, power and resource allocation in organization.

PLG 910	Advanced Development Administration Theory	(3 Units)
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This course will look at the meanings and theories of development: Economic Growth, Basic Need Model, and Redistribution with Growth, the Marxist Model of development, the World Bank and Development, alternative approaches to Development, theory and practice of decentralization. It also examines participatory development theory and practice. It touches the application of development processes to rural areas. Political and administrative constraints. Other issues touched are population and development, environment and sustainable development.

PLG 920	Strategic Planning and Management	(3 Units)
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This course embraces critical analysis of the concept, models types and theories of planning. The politics of planning programme planning, data for planning, plan formulation and implementation.

PLG 921	International Administration	(3 Units)
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Nature and role of International Organization and Institutions. The concept of international civil service, administering International organization, structures, recruitment, career patterns behavioral issues etc. The role of International Civil Service Commission: decision making in International Organizations. International Administrative Law: Management of multilateral and bilateral co-operation (and technical co-operation) including regional co-operation among the developing countries: case studies based on the administration of the United Nation.

PLG 922 E-Governance in the Public Sector/Electronic governance and Administration (3 Units)

This course is designed to familiarize students with the approaches to e-governance; five stages of e-governance in the application of Internet facilities in the planning, implementation and evaluation of service delivery. It examines the three fold classification of e-governance; e-governance as government to government, government to business and government to citizens. Online service delivery, in health care, education, agriculture, judicial administration, business, arts, culture, rural and urban development, and local authority, state and federal administration, and information communication management. It further examines obstacles to e-governance and strategies for overcoming the barriers.

PLG 923 Seminar in International Administration (3 Units)

This seminar focuses on the nature and role of International Organization and Institutions, the concept of international civil service, administering International organization, structures, recruitment, career patterns behavioral issues etc. It also borders on the role of International Civil Service Commission: decision making in International Organizations, International Administrative Law: Management of multilateral and bilateral co-operation (and technical co-operation) including regional co-operation among the developing countries: case studies based on the administration of the United Nation.

PLG 924 Seminar in Comparative Public Administration 3 Units

This course will be looking at some concepts like system transformation, modernization, development, changes. Historical antecedents of National Administration system, organizing concepts for historical interpretation, ancient world origins. Administration in the developed nations: General characteristics and classical administrative systems. Administration in the Developed Nations; some variations in administrative systems. Administration in “the civic culture”; Great Britain and the U.S.A. administration in the Developing Nations, the ideology of development, the politics of development.

PLG 925 Seminar in Local Government Administration 3 Units

This seminar focuses on the nature, scope, significance and development local government. Evolution of local government system in Nigeria, Management problems in local government, relationship between federal and state governments service delivery, citizen participation and mobilization

PLG 930 Urban Administration 3 Units

An analysis of the variety of political and administrative format and forces operating in an urban area. Issues to be discussed include urban population problems, policy formulation and implementation process; environmental control, social facilities such as housing, education, health care, safe water supply and welfare; policy performance and accountability and relationship between urban government and other units of government.

PLG 931 Advanced Local Government Administration 3 Units

The course will examine the philosophy, nature, scope, significance and development, evolution of local government system in Nigeria. Problems of local government service delivery, relationship with governments at other levels will also be examined as well as the issues of grassroots mobilization and participation.

PLG 932 Inter-Governmental Relations 3 Units

A study of inter-governmental relations as a growing sub-theme of Public Administration, Federalism and inter-governmental relations. Issues in the management of inter-governmental relation: Constitutional, legal, political, economic, financial and personnel. Institutional mechanisms for managing inter-governmental relations in a comparative perspective with special reference to the experience of countries such as the U.S.A. India, Brazil and Canada.

PLG 934 Seminar in Government & Politics 3 Units

This seminar incorporates an overview of Nigeria Government and Politics, historical analysis of Nigerian state: pre-colonial, colonial and pre-independence constitution, independence and post-independence constitutions. Contending issues in Nigeria government such as military rule, revenue allocation, evolution of Nigeria federation, State creation, ethnicity, religion and political instability, public administration, civil service and local government administration, foreign policy and Nigeria public policies are also discussed.

PLG 941 Seminar in Public Financial Management 3 Units

This course treats the distinctive characteristic of government and institutional accounting, federal, state and local organization of financial management. It presents the special methods of accounting and auditing in public agencies and government. The course considers macro/micro allocation of resources, type of budgeting instrumentalism, programme budgeting, zero base budgeting, Management by Objective (MBO), Bulk Budgeting and reaction to stress (Cash unit envelope budgeting, structure budget margin, inter-governmental budget control coordination of taxation and expenditure and off budget operations)

PLG 942 Seminar in Public Financial Management II 3 Units

This course treats the distinctive characteristic of government and institutional accounting, federal, state and local organization of financial management. It presents the special methods of accounting and auditing in public agencies and government. The course considers macro/micro allocation of resources, type of budgeting instrumentalism, programme budgeting, zero base budgeting, MBO, Bulk Budgeting and reaction to stress (Cash unit envelope budgeting, structure budget margin, inter-governmental budget control coordination of taxation and expenditure and off budget operations)

PLG 952 Seminar in Public Enterprise Management 3 Units

The study of the nature of public enterprises should be examined in this course, (the origins and classification). A survey of the major issues in the management of public enterprises: organizational patterns, financial management, staffing, control and accountability and relation with other public services, private enterprises and the public.

PLG 953 Seminar in Public Personnel/Human Resource Management 3 Units

This study will attempt to look at the function within organizations with particular reference to recruitment, selection and promotion motivation, discipline. Illustration will be drawn from both the public and private sectors in Nigeria and selected foreign countries. It will also deal with applied personnel management techniques and skills such as personnel grading,

auditing, manpower, planning, job analysis. It will also focus on issues in development training programmes and analyze personnel policies in comparative perspective.

PLG 961 Advanced Administrative Law 3 Units

The course examines the growth and characteristics of administrative law, legal safeguard over administration, the problems of executive power, problems of bureaucracy, judicial review of administrative action, administrative adjudication and individual liberty. The distinction between public and private action, personal liability of officers and scope and limit of administrative power.

PLG 971 Advanced Research Methodology 3 Units

Detailed discussion of methods and tools of social research and investigation. Application of these in the different dimensions of public administration. Discussion of various stages of research and thesis writing, scientific inquiring and alternative modes of social investigation; strategy of investigations, research designs; models of data analysis, presentation and reports organization; problems of utilization and application of research findings.

PGC 701 Synopses and Grant Writing 3 Units

Identification of types and nature of grant and grant writing; mining of grants application calls on the internet. Determining appropriate strategy for each grant application. Study of various grant application structures and contents and writing of concept notes, detailed project description, budgeting and budget defense. Study of sample grant writings in various forms and writing of mock research and other grants. Identification of University of Nigeria synopsis structure and requirements, (Introduction, Methodology and Results). Determining the content of each sub-unit of the synopsis. Steps in writing of synopsis from the Dissertation/Thesis document. Structural and language issues. Common errors in synopsis writing and strategies for avoiding them. The roles of the student and the supervisor in the production of a synopsis. Writing of mock synopsis. All registered Ph.D students must attend a solution-based interactive workshop to be organized by the School of Postgraduate studies for a practical demonstration and application of the knowledge acquired from the course conducted by selected experts.

PLG 990 PhD Thesis 12 Units

A programme of individual research bearing on a major area of concern to Public Administration and with new insight.