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FROM THE DESK OF THE CEO



Welcome to University of Africa.

University of Africa is a university with a long and proud history spanning from 2008. The university has served Zambia and its people faithfully for many years and intend to do so in years to come.

Through our offering, we are certain that we will contribute to your ambitions for career and personal development. At our very core lies the vision to provide our students with a high-quality, affordable opportunity to study and grow as a person.

Through your studies, we are sure you will grow, excel in life, and eventually prosper.

Our team is friendly and professional, and our campus is easy to reach.

We will ensure that you connect with your lecturers and the administrators through the Residential sessions, whilst still able to continue to work and study at the same time.

My team and I welcome you! We hope that you will enjoy your studies, and that the information we offer in this prospectus will help you to make an informed and well-thought through decision. Together we can achieve.

Prof Dr J Malan

Chief Executive Officer

MISSION STATEMENT

We provide our students with flexible learning opportunities through modern technology, world class materials and personal guidance.

MOTTO – Grow, Prosper, Excel

We create educational opportunities for personal growth, financial independence, prosperity, and excellence and certify the applicable competencies.

The university through its qualifications, strive that its students, staff, and stakeholders achieve the various steps in personal achievement, namely:

- To grow as humans, through exposure towards academic excellence.
- To become financially independent.
- Through personal growth comes prosperity, not only in material terms, but also in terms of spiritual and mental prosperity.
- Once the prosperity has been achieved, it will lead to acceleration. We strive towards a goal where our students will excel in their careers, businesses, and personal lives. To become outstanding people with outstanding abilities, knowledge, and skills, to make them global leaders.

LOGO

UA is a child of Africa. We are proud of our continent and its people. Therefore, the African continent is the focal point of the logo, and henceforth, UA will not be limited as a Zambian University only, but instead be a continental university, with a broad roll-out of its learning programmes.

Secondly, we support simplicity. Therefore, this logo is a design with simplicity at its heart, and the university will be known for its simple yet effective way it provides services.

Thirdly this logo stands out for several reasons. Firstly, the colour is unique. It catches the eye and will make the university instantly recognisable. Secondly, the bold expression of our name says who we are, that we are not shy for who we are and how we express ourselves. The modernness of this logo reflects our modern approach towards digital learning.

WHY STUDY WITH US

UA and ARU were formed with a vision that education should be **accessible** to all people.

Study with us, as we create educational **opportunities** for personal growth, independence, prosperity, and excellence.

Our mission is to provide our students with **flexible learning opportunities** through modern technology, world class materials and personal guidance.

Through UA and ARU, you get the **best of both worlds**: distance learning experts to support you and a highly Zambian qualification at the end of your studies.

WE ARE DIFFERENT, BUT STILL THE SAME

Different

- We acknowledge previous diplomas and allow students to upgrade the diplomas into bachelor's degrees within 2 years; no need to start all over again – FAST TRACKING.
- Continuous registration – start anytime during the year.
- Scholarships available for resolute students.
- 4 Exam sessions per year.
- Modular study materials and assessment.
- Lower costs.
- Easy payment system – monthly instalments.
- A library at home.
- Online website.

The same

- Our qualifications are on par with the best in Zambia and on the Africa Continent.
- One of the very few which are accredited to offer up to Doctorate level.
- Focused on the Zambian and Africa Continental human resources need and demands.
- Zambian registered and accredited.

ASSOCIATIONS

Chartered Institute of Risk and Security Management	CIRSM	Zimbabwe
Royal Institute of Management and Engineering	RIME	Zimbabwe
Workers University College	WUC	ESwatin
Global Academics Research Academy	GARA	Malaysia
Barefoot Education for Africa Trust	BEAT	Zimbabwe
Redeemers College of Technology and Management	RECTEM	Nigeria
Empirical Academy	Empiric	South Africa

GOVERNANCE

CHANCELLOR

Prof Dr Jerry Elastus K Chishala	chancellor@keystoneuoa.com
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MANAGEMENT

Prof. Jakobus Malan	<i>Chief Executive Official [Chairperson]</i>		malan@keystoneuoa.com
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ACADEMIC MANAGEMENT

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ACADEMIC COORDINATORS

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STUDENT SERVICES

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ADMINISTRATION

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Florence Banda	Housekeeping Assistant	N/A	N/A
Miniva Musonda	Housekeeping Assistant	N/A	N/A
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IT AND SYSTEMS

Mr. Michael Liyanda	<i>Manager IT and System Development</i>	0966 664 762	mliyanda@keystoneuoa.com
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ACCOUNTANTS

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QUALIFICATIONS OVERVIEW

BACHELOR's DEGREES - All Tutored

-Duration: 4 Years

-Entry Requirements: Grade 12 with 5 'O-levels'

FAST TRACK OPTIONS - All Tutored

-Duration: 2 Years

-Entry Requirements: Applicable Diploma

School of Business and Development Studies	School of Law and Humanities
<p>Management [BBA] - with Specialization options:</p> <ul style="list-style-type: none"> - <i>Business Management</i> - <i>Project Management</i> - <i>Financial Management</i> - <i>Marketing Management</i> - <i>Economics and Finances</i> - <i>Human Resources Management</i> - <i>Purchasing and Supply Chain Management</i> - <i>Security and Risk Management</i> - <i>Corporate Risk and Security Management</i> - <i>Education Management</i> <p>Transport and Logistics Management [BSc]</p> <p>Marketing Management [BSc]</p> <p>Human Resources Management [BSc]</p> <p>Occupational Health, Safety and Environment [BSc]</p> <p>Sustainable Health and Environmental Studies [BSc]</p> <p>Health Services Administration [BSc]</p>	<p>Law [LLB]</p> <p>Social Work and Development Studies [BA]</p> <p>Public Administration [BSc]</p>
	<p style="text-align: center;">School of Education</p> <p>BEd Primary</p> <p>BEd Secondary - with Specialization options:</p> <ul style="list-style-type: none"> - Business Studies <i>[Major or Minor]</i> - Civic Education <i>[Major or Minor]</i> - English Language <i>[Major or Minor]</i> - Geography <i>[Major or Minor]</i> - ICT <i>[Minor]</i> - History <i>[Minor]</i> - Religious Education <i>[Minor]</i> <p>Postgraduate Diploma in Teaching Methodology</p>
<p>Diploma Qualifications are available for any of the above bachelor's degrees.</p>	

OTHER AVAILABLE QUALIFICATIONS at AFRICA RESEARCH UNIVERSITY

QUALIFICATION	MODE of OFFERING	DURATION	ENTRY REQUIREMENTS
Doctorates [PhD]	Research based -under Supervision and with Colloquiums	2 to 3 years	Master's Degree
Master's	Tutored or Research based	1-2 years	Bachelor's Degree

1.Philosophy [MPhil]	Research based -under Supervision and with Colloquiums
2.Education [MEd]	Research based -under Supervision and with Colloquiums
3.Management [MBA] - with specialization	Tutored
<ul style="list-style-type: none"> - <i>Strategy and Leadership</i> - <i>Economics</i> - <i>Financial Management</i> - <i>Marketing Management</i> - <i>Human Resources Management</i> 	
4.Education Management [MEd]	Tutored
5.Public Administration [MPA]	Tutored
6.Literacy & Literacy Development [MA]	Tutored
7.Development, Innovation and Entrepreneurship [MCom]	Tutored

SCHOOL OF BUSINESS AND DEVELOPMENT STUDIES

FAST TRACK: Bachelor of Business Administration [Options]

Students qualifying to upgrade Diplomas to bachelor's degrees will do the **Fast-Track option** over two years – which means the 3rd and 4th years of the comprehensive 4-year degrees.

BACHELOR OF BUSINESS ADMINISTRATION

The Bachelor's in Business Administration is an excellent qualification for Grade 12 students that aspire to middle and senior management positions. The qualification covers a wide range of disciplines that provides the successful student a solid general knowledge to be a competent manager in private or public organizations.

Within the context of typical support modules for management studies (for example, Accounting, Economics, Commercial Law and Business Information Systems), this program is designed to develop proficiency in the theory and practice of management through a knowledge of:

- The complexity of management and employee relationships within the organizations.
- The relationship between the organization and its environment (social, political, legal, economics and ecological).
- The functional disciplines within the organization and their contribution to organizational success.

You will:

- Develop an understanding of the need for effective communication systems in management.
- Develop an understanding of current and contemporary legal and technical developments and how they impinge on the management function.
- Develop an understanding of the strategic role of management.
- Develop an awareness of ethical issues pertaining to corporate governance and management practice.
- Build a foundation for further studies in management and entrepreneurship.
- Develop skills to share knowledge and assist in the development of others.

Keystone offers the following specializations in the Bachelor of Business in the following management disciplines:

1. Business Management
2. Project Management
3. Financial Management
4. Marketing Management
5. Economics and Finances
6. Human Resource Management
7. Purchasing & Supply Management
8. Security and Risk Management
9. Corporate Risk and Security Management
10. Education Management

SEMESTERS	QUALIFICATION CODE	BACHELORS in BUSINESS ADMINISTRATION [BBA]	SUBJECT CODES
1	BBA	Academic Literacy	ACLIT01
1	BBA	Business Communication	BUSCM01
1	BBA	Introduction to Business	INBUS01
1	BBA	Microeconomics	MICEC01
2	BBA	Principles of Management	PRINM02
2	BBA	Business Mathematics	BMATH02
2	BBA	Entrepreneurship	ENTRP02
2	BBA	Introduction to Economics	IECON02
3	BBA	Principles of Marketing	PRMKT03
3	BBA	Human Resource Management	HRMGT03
3	BBA	Business and Law	BUSLAW03
3	BBA	Management Accounting	MNACC03
4	BBA	Information Management	INFOM04
4	BBA	Marketing Research	MKRES04
4	BBA	Strategic Management	SMNGT04
4	BBA	Financial Management	FINMT04
5	BBA	Leadership	LEADS05
5	BBA	Research Methods and Statistics	RMEST05
5	BBA	Strategic Marketing Management	STRMAM05
5	BBA	Theory of Management	THYMT05
6	BBA	Change Management	CHGEM06
6	BBA	Managerial Ethics	METHC06
6	BBA	Macroeconomics	MACEC06
6	BBA	Project Management	PROM06
7	BBA	Advanced Research Techniques	ADREST07
7		3 x Subjects from SPECIALIZATION OPTION - as indicated per semesters	
8	BBA	Capstone Course Project	PROJ08
8		3 x Subjects from SPECIALIZATION OPTION - as indicated per semesters	

SPECIALIZATION OPTIONS

SEMESTERS	QUALIFICATION CODE	ADVANCED BUSINESS MANAGEMENT	SUBJECT CODES
7	BBABM	Advanced Marketing	AMARK07
7	BBABM	Advanced Finance	ADFIN07
7	BBABM	Advanced Principles of Management	APRMT08
8	BBABM	International Business Management	INTBM07
8	BBABM	Organizational Effectiveness	OREFF08
8	BBABM	Purchasing and Supply Management	PSUPM08

SEMESTERS	QUALIFICATION CODE	HUMAN RESOURCE MANAGEMENT	SUBJECT CODES
7	BBAHR	Workplace Relations	WPREL07
7	BBAHR	Labor Law	LABOLAW07
7	BBAHR	Team Building and Motivation	TEAMB07
8	BBAHR	Training Management	TRAIM08
8	BBAHR	Conflict Management	CONFM08
8	BBAHR	Organizational Effectiveness	OREFF08

SEMESTERS	QUALIFICATION CODE	MARKETING MANAGEMENT	SUBJECT CODES
7	BBAMKT	Consumer Behavior	CBEHA07
7	BBAMKT	Electronic Marketing and E-Commerce	ECOMM07
7	BBAMKT	Advanced Marketing	AMARK07
8	BBAMKT	Advertising	ADVRT08
8	BBAMKT	Customer Service	CUSEV08
8	BBAMKT	Public Relations	PUREL08

SEMESTERS	QUALIFICATION CODE	CORPORATE RISK and SECURITY	SUBJECT CODES
7	BBACRS	Fundamentals of Computer Forensics	FCFOR07
7	BBACRS	Physical Security	PHSEC07
7	BBACRS	Principles of Corporate Security	COSEC07
8	BBACRS	Integrated Risk Planning and Strategy	IRPSY08
8	BBACRS	Internet Risk and Security	NETRS08
8	BBACRS	Principles of Information Security	PRINSEC08

SEMESTERS	QUALIFICATION CODE	SECURITY and RISK MANAGEMENT	SUBJECT CODES
7	BBASRIM	Fundamentals of Forensic Investigation	FCFOR07
7	BBASRIM	Physical Security	PHSEC07
7	BBASRIM	Principles of Corporate Security	COSEC07
8	BBASRIM	Interview and Evidence	INTEV08
8	BBASRIM	Major Crime Investigation	MCRIMI08
8	BBASRIM	Risk, Crisis and Disaster Management	CRDIS08

SEMESTERS	QUALIFICATION CODE	PURCHASING and SUPPLY MANAGEMENT	SUBJECT CODES
7	BBAPUSM	Logistics Order and Processing	LOGOP07
7	BBAPUSM	Principles of Procurement	PRPRC07
7	BBAPUSM	Principles of Warehousing	PRWAH07
8	BBAPUSM	Project Leadership	PJLED08
8	BBAPUSM	Purchasing and Supply Management	PSUPM08
8	BBAPUSM	Quantitative Methods for Logistics	QMLOG08

SEMESTERS	QUALIFICATION CODE	ECONOMICS and FINANCES	SUBJECT CODES
7	BBAECF	Advanced Finance	ADFIN07
7	BBAECF	Investment Management	INVMG07
7	BBAECF	Project Financial Management	PJFM07
8	BBAECF	Community Economic Development	CECDV08
8	BBAECF	Economics of Development	DECON08
8	BBAECF	Global Finance	GLFIN08

SEMESTERS	QUALIFICATION CODE	FINANCIAL MANAGEMENT	SUBJECT CODES
7	BBAFM	Advanced Finance	ADFIN07
7	BBAFM	Investment Management	INVMG07
7	BBAFM	Project Financial Management	PJFM07
8	BBAFM	Budgeting and Planning	BUDPL08
8	BBAFM	Global Finance	GLFIN08
8	BBAFM	Working Capital Management	WCAPM08

SEMESTERS	QUALIFICATION CODE	PROJECT MANAGEMENT	SUBJECT CODES
7	BBAPRM	Project Financial Management	PJFM07
7	BBAPRM	Project Risk Management	PJRS07
7	BBAPRM	Production Management	PRODMG07
8	BBAPRM	Project Administration	PJADM08
8	BBAPRM	Project Information Management	PJINF08
8	BBAPRM	Project Leadership	PJLED08

SEMESTERS	QUALIFICATION CODE	EDUCATION MANAGEMENT	SUBJECT CODES
7	BBAEDM	Team Building and Motivation	TEAMB07
7	BBAEDM	Classroom Management	CLASMG07
7	BBAEDM	Educational Administration	EDADM07
8	BBAEDM	Teaching Methodology	TEMET08
8	BBAEDM	Budgeting and Planning	BUDPL08
8	BBAEDM	Conflict Management	CONFM08

BACHELOR of SCIENCE in OCCUPATIONAL HEALTH, SAFETY and the ENVIRONMENT

The Bachelor of Occupational Health, Safety and the Environment degree program is designed to provide an academically comprehensive curriculum that prepares graduates with the ability and competency to become highly qualified safety, industrial hygiene, and environmental professionals.

SEMESTERS	QUALIFICATION CODE	BACHELOR of SCIENCE in OCCUPATIONAL HEALTH, SAFETY and the ENVIRONMENT	SUBJECT CODES
1	BSCOHSE	Academic Literacy	ACLIT01
1	BSCOHSE	Disaster Management	DISM01
1	BSCOHSE	Principles of Occupational Health and Safety 1	PROHSONE01
1	BSCOHSE	Safety Systems and Accident Theory	SSAT01
2	BSCOHSE	Environmental Control Practice	ENCP02
2	BSCOHSE	Safety Program and Systems Design	SPSD02
2	BSCOHSE	Hazardous Materials and Substances	HAZMS02
2	BSCOHSE	Occupational Safety Technology	OSTEC02
3	BSCOHSE	Air Contaminants and Industrial Ventilation	ACOIV03
3	BSCOHSE	Industrial Psychology	IPSY03
3	BSCOHSE	Disability Case Management	DICAM03
3	BSCOHSE	Health Promotion and Occupational Diseases 1	HPODONE03
4	BSCOHSE	Environmental Impact Assessment	EIMA04
4	BSCOHSE	Industrial Ergonomics	INDERG04
4	BSCOHSE	Principles of Occupational Health and Safety 2	PROHSTWO04
4	BSCOHSE	Industrial Hygiene and Toxicology	IHTOX04
5	BSCOHSE	Research Methods and Statistics	RMEST05
5	BSCOHSE	Emergency Medical Training	FSAID05
5	BSCOHSE	Fire and Emergency Preparedness 1	FEPPSONE05
5	BSCOHSE	Risk Assessment and Management	RASSM05
6	BSCOHSE	Organizational Behavior	OBEH06
6	BSCOHSE	Advanced Research Techniques	ADREST06
6	BSCOHSE	Introduction to Epidemiology	EPIDE06
6	BSCOHSE	Occupational Health and Safety Law	OHSLAW06
7	BSCOHSE	Emergency Medical Services	EMSERV07
7	BSCOHSE	Fire and Emergency Preparedness 2	FEPPSTWO07
7	BSCOHSE	Project Management	PROM07
7	BSCOHSE	Health Promotion & Occupational Diseases 2	HPODTWO07
8	BSCOHSE	Capstone Course Project	PROJ08

BACHELOR of SCIENCE in SUSTAINABLE HEALTH and ENVIRONMENTAL STUDIES

The Bachelor of Sustainable and Environmental Studies at University of Africa is about understanding social and community sustainability as well as ecologically sustainable development. University of Africa is the only university in Zambia that offers the degree, which provides a unique opportunity to develop skills and an understanding of sustainability in a holistic manner, integrating social science with environmental science.

SEMESTERS	QUALIFICATION CODE	BACHELOR of SCIENCE in SUSTAINABLE HEALTH and ENVIRONMENTAL STUDIES	SUBJECT CODES
1	BSCSHEN	Academic Literacy	ACLIT01
1	BSCSHEN	Business Communication	BUSCM01
1	BSCSHEN	Environmental Economics	ENECN01
1	BSCSHEN	Public Relations	PUREL01
2	BSCSHEN	Computer and Information Technology	CIT02
2	BSCSHEN	Environmental Management	ENMGTO2
2	BSCSHEN	Atmospheric Pollution	POLIM02
2	BSCSHEN	Solid Waste Management	WASTM02
3	BSCSHEN	Building Community Sustainability	BSCOM03
3	BSCSHEN	Health Promotion and Occupational Diseases 1	HPODONE03
3	BSCSHEN	Principles of Sustainable Development	PSUSD03
3	BSCSHEN	Sustainable Health Policy and Planning	SHEPP03
4	BSCSHEN	Environmental Assessment	APSEA04
4	BSCSHEN	Conflict Management	CONFM04
4	BSCSHEN	Ecology and Sustainability	ECOST04
4	BSCSHEN	Environmental Governance	IEGOV04
5	BSCSHEN	Biotechnology and the Environment	BIOEN05
5	BSCSHEN	Research Methods and Statistics	RMEST05
5	BSCSHEN	Fire and Emergency Preparedness	FEPPS05
5	BSCSHEN	Soil Management	SOILS05
6	BSCSHEN	Urban Water Management	UWATR06
6	BSCSHEN	Introduction to Epidemiology	EPIDE06
6	BSCSHEN	Health Law and Ethics	HLETH06
6	BSCSHEN	Organizational Behavior	OBEH06
7	BSCSHEN	Energy Resources and Policy	ERESP07
7	BSCSHEN	Environmental Law	ENLAW07
7	BSCSHEN	Introduction to Good Governance, Ethics & Leadership	IGGEL07
7	BSCSHEN	Microbes in the Environment	MICEN07
8	BSCSHEN	Environmental Management	EMSYS08
8	BSCSHEN	Capstone Course Project	PROJ08

BACHELOR of SCIENCE in HEALTH SERVICE ADMINISTRATION

The focus of this program is to provide students an appreciation for the complexity of health service administration, focused tools, techniques, concepts and practices in order to administer Organizational issues in situations where the practitioner is mostly operating alone or in small teams, in areas far away from specialists and modern infrastructure.

SEMESTERS	QUALIFICATION CODE	BACHELOR of SCIENCE in HEALTH SERVICES MANAGEMENT	SUBJECT CODES
1	BSCHESA	Academic Literacy	ACLIT01
1	BSCHESA	Business Communication	BUSCM01
1	BSCHESA	Introduction to Economics	IECON01
1	BSCHESA	Public Relations	PUREL01
2	BSCHESA	Computer and Information Technology	CIT02
2	BSCHESA	Health Planning	HPLAN02
2	BSCHESA	Health Delivery Systems	HDELS02
2	BSCHESA	Principles of Management	PRINM02
3	BSCHESA	Health Promotion and Occupational Diseases 1	HPODONE03
3	BSCHESA	Health Care Organization Design	HCOD03
3	BSCHESA	Introduction to Health Administration	IHEAD03
3	BSCHESA	Financial Management	FINMT03
4	BSCHESA	Conflict Management	CONFM04
4	BSCHESA	Introduction to Public Administration	IPUAD04
4	BSCHESA	Service Marketing Management	SERVM04
4	BSCHESA	Public Policy Formulation and Planning	PFPI04
5	BSCHESA	Research Methods and Statistics	RMEST05
5	BSCHESA	Health Care Quality & Safety	HCQS05
5	BSCHESA	Fire and Emergency Preparedness 1	FEPPS105
5	BSCHESA	First Aid	FSAID05
6	BSCHESA	Introduction to Epidemiology	EPIDE06
6	BSCHESA	Occupational Health and Safety Laws	OHSLAW06
6	BSCHESA	Organizational Behavior	OBEH06
6	BSCHESA	Health Law and Ethics	HLETH06
7	BSCHESA	Change Management	CHGEM07
7	BSCHESA	Strategic Management	STRTM07
7	BSCHESA	Project Management	PROM07
7	BSCHESA	Introduction to Good Governance, Ethics and Leadership	IGGEL07
8	BSCHESA	Capstone Course Project	PROJ08

BACHELOR of SCIENCE in TRANSPORT and LOGISTICS MANAGEMENT

The main objectives of this program are to accord the students with the necessary expert knowledge in the fields of material management, supply chain and logistics management, effective communication, transport management – whether it be on local level or internationally.

SEMESTERS	QUALIFICATION CODE	BACHELOR of SCIENCE in TRANSPORT and LOGISTIC MANAGEMENT	SUBJECT CODES
1	BSCTRLG	Academic Literacy	ACLIT01
1	BSCTRLG	Business Communication	BUSCM01
1	BSCTRLG	Accounting	INACC01
1	BSCTRLG	Fundamentals of Transport and Logistics	FUNTL01
2	BSCTRLG	Introduction to Economics	IECON02
2	BSCTRLG	Principles of Management	PRINM02
2	BSCTRLG	Entrepreneurship	ENTRP02
2	BSCTRLG	Business Mathematics	BMATH02
3	BSCTRLG	Business and Law	BLAW03
3	BSCTRLG	Principles of Marketing	PRMKT03
3	BSCTRLG	Supply Chain Risk Management	SUCRIM03
3	BSCTRLG	Management Accounting	MNACC03
4	BSCTRLG	Global Logistics and International Trade	GLOITR04
4	BSCTRLG	Information Management	INFOM04
4	BSCTRLG	Strategic Management	STRTM04
4	BSCTRLG	Transport Economics	TLECON04
5	BSCTRLG	Research Methods and Statistics	RMEST05
5	BSCTRLG	Warehousing and Storage Management	WARSTG05
5	BSCTRLG	Distribution Management	DITRUB05
5	BSCTRLG	Transport Management	TLMGT05
6	BSCTRLG	Managerial Ethics	METHC06
6	BSCTRLG	Organizational Behavior	OBEH06
6	BSCTRLG	Project Management	PROM06
6	BSCTRLG	Public Sector Procurement Procedures and Systems	PPRSY06
7	BSCTRLG	Transport Infrastructure Investment Appraisal	TLINAP07
7	BSCTRLG	Green Logistics	GRENLOG07
7	BSCTRLG	Materials Packaging	MATPAC07
7	BSCTRLG	Operations Management	TLOPSM07
8	BSCTRLG	Purchasing and Supply Chain Management	PSUPM08
8	BSCTRLG	Capstone Course Project	PROJ08

Bachelor of SCIENCE in HUMAN RESOURCE MANAGEMENT

The Bachelor of Human Resource Management (HRM) is a program which prepares students for professional career opportunities in business, government and non-profit organizations. The program's focus is on the development of individual skill sets at the operational level to prepare students for administrative, specialist, and generalist human resource functions and positions with an emphasis on becoming a valued partner within the organization.

SEMESTERS	QUALIFICATION CODE	BACHELOR of SCIENCE in HUMAN RESOURCE MANAGEMENT	SUBJECT CODES
1	BSCHRM	Academic Literacy	ACLIT01
1	BSCHRM	Accounting	INACC01
1	BSCHRM	Business Communication	BUSCM01
1	BSCHRM	Business Management	BMNGT01
2	BSCHRM	Introduction to Economics	IECON02
2	BSCHRM	Principles of Management	PRINM02
2	BSCHRM	Entrepreneurship	ENTRP02
2	BSCHRM	Business Mathematics	BMATH02
3	BSCHRM	Commercial Law	BUSLAW03
3	BSCHRM	Human Resource Management	HRMGT03
3	BSCHRM	Introduction to Statistics	STATS03
3	BSCHRM	Management Accounting	MNACC03
4	BSCHRM	Financial Management	FINMT04
4	BSCHRM	Industrial Psychology	IPSY04
4	BSCHRM	Strategic Management	STRTM04
4	BSCHRM	Performance Management	PERFM04
5	BSCHRM	Research Methods and Statistics	RMEST05
5	BSCMARK	Introduction to Good Governance, Ethics and Leadership	IGGEL05
5	BSCHRM	Computer and Information Technology	CIT05
5	BSCHRM	Human Resource Development	HRDEV05
6	BSCHRM	Change Management	CHGEM06
6	BSCHRM	Business Planning	BPLAN06
6	BSCHRM	Organizational Behavior	OBEH06
6	BSCHRM	Project Management	PROM06
7	BSCHRM	Corporate Finance	COFIN07
7	BSCHRM	Electronic Marketing and E-Commerce	ECOMM07
7	BSCHRM	Labor Law	LABOLAW07
7	BSCHRM	Occupational Health and Safety Practice 1	OHSPRONE07
8	BSCHRM	Budgeting and Planning	BUDPL08
8	BSCHRM	Capstone Course Project	PROJ08

BACHELOR of SCIENCE in MARKETING MANAGEMENT

The program Bachelor of Marketing Management is a program to provide students with a foundation in theoretical and applied knowledge of marketing, planning and developing new brands. Students are assigned to research on specific marketing topics, and their findings through interviews with marketing practitioners are presented in class.

SEMESTERS	QUALIFICATION CODE	BACHELOR of SCIENCE in MARKETING MANAGEMENT	SUBJECT CODES
1	BSCMARK	Academic Literacy	ACLIT01
1	BSCMARK	Business Communication	BUSCM01
1	BSCMARK	Accounting	INACC01
1	BSCMARK	Business Management	BMNGT01
2	BSCMARK	Introduction to Economics	IECON02
2	BSCMARK	Principles of Management	PRINM02
2	BSCMARK	Entrepreneurship	ENTRP02
2	BSCMARK	Business Mathematics	BMATH02
3	BSCMARK	Commercial Law	BUSLAW03
3	BSCMARK	Principles of Marketing	PRMKT03
3	BSCMARK	Introduction Statistics	STATS03
3	BSCMARK	Management Accounting	MNACC03
4	BSCMARK	Services Marketing	SERVMT04
4	BSCMARK	Marketing Research	MKRES04
4	BSCMARK	Strategic Management	STRTM04
4	BSCMARK	Financial Management	FINMT04
5	BSCMARK	Strategic Marketing Management	STRMAM05
5	BSCMARK	Introduction to Good Governance, Ethics and Leadership	IGGEL05
5	BSCMARK	Research Methods and Statistics	RMEST05
5	BSCMARK	Computer and Information Technology	CIT05
6	BSCMARK	Business Planning	BPLAN06
6	BSCMARK	Organizational Behavior	OBEH06
6	BSCMARK	Project Management	PROM06
6	BSCMARK	Marketing Planning and Control	MKPLCO06
7	BSCMARK	Corporate Finance	COFIN07
7	BSCMARK	Electronic Marketing and E-Commerce	ECOMM07
7	BSCMARK	Consumer Behavior	CBEHA07
7	BSCMARK	International Business Management	INTBM07
8	BSCMARK	Budgeting and Planning	BUDPL08
8	BSCMARK	Capstone Course Project	PROJ08

SCHOOL of LAW and HUMANITIES

BACHELOR of LAW

The LLB degree is designed by curriculum experts and practitioners in Zambia for students wishing to pursue a career in the legal profession. This includes becoming an advocate, attorney, judge, or corporate legal advisor. The LLB degree prepares students for a legal career.

SEMESTERS	QUALIFICATION CODE	BACHELOR of LAW [LLB]	SUBJECT CODES
1	LLB	Civil and Criminal Procedure	CCPROC01
1	LLB	Constitutional Law	CONLAW01
1	LLB	Criminal Law	CRILAW01
1	LLB	Legal Process	LEGPRS01
1	LLB	Academic Literacy	ACLIT01.
2	LLB	Commercial Law	BUSLAW02
2	LLB	Land Law	LANDLAW02
2	LLB	Law and Contract	LCONTR02
2	LLB	Law and Tort	LTORT02
3	LLB	Environmental Law	ENLAW03
3	LLB	Family Law	FAMLAW03
3	LLB	Immigration Law	IMMLAW03
3	LLB	Labor Law	LABOLAW03
4	LLB	Administrative Law	ADLAW04
4	LLB	Business Association	BASSOC04
4	LLB	Consumer Protection Law	CPRLAW04
4	LLB	International Humanitarian Law	IHULAW04
5	LLB	Civil Liberties and Human Rights	CLIBHR05
5	LLB	Information Technology and the Law	TECLAW05
5	LLB	Law of Evidence	EVILAW05
5	LLB	Research Methodology and Statistics	RMEST05
6	LLB	Company Law	COLAW06
6	LLB	Intellectual Property Law	IPLAW06
6	LLB	International Law	INTLAW06
6	LLB	Jurisprudence	JURISP06
7	LLB	Alternative Dispute Resolution	DISRES07
7	LLB	Banking and Financial Law	BFLAW07
7	LLB	Law and Corporate Governance	LCGOV07
7	LLB	Media Law	MIALAW07
8	LLB	Capstone Course Project	PROJ08
8	LLB	Child Law	KIDLAW08
8	LLB	Gender Law	GENLAW08
8	LLB	Moot Court	MOOTCT08

BACHELOR of SCIENCE in PUBLIC ADMINISTRATION

The Administration programs provide students with vast knowledge to understand public policy, public administration, human resources, government resources, public management, program management, program development and project management.

SEMESTERS	QUALIFICATION CODE	BACHELOR of SCIENCE in PUBLIC ADMINISTRATION	SUBJECT CODES
1	BSCPA	Introduction to Political Science	IPOLSC01
1	BSCPA	Introduction to Public Administration	IPUAD01
1	BSCPA	Public Policy Formulation and Planning 1	PPFAPONE01
1	BSCPA	Development Administration in Zambia	DADZAM01
1	BSCPA	Academic Literacy	ACLIT01.
2	BSCPA	Approaches to Development	APDEV02
2	BSCPA	Change Management	CHGEM02
2	BSCPA	Government and Administration in Zambia	GOVADZ02
2	BSCPA	Principles of Management	PRINM02
3	BSCPA	Capacity Building in Public Organizations	CAPPO03
3	BSCPA	Labor Law	LABOLAW03
3	BSCPA	Organizational Effectiveness	OREFF03
4	BSCPA	Performance Management	PERFM03
4	BSCPA	Information Management	INFOM04
4	BSCPA	Organization Behavior	OBEH04
4	BSCPA	Public Sector Procurement	PPRSY04
4	BSCPA	Human Resource Management	HRMGT04
5	BSCPA	Research Methods and Statistics	RMEST05
5	BSCPA	Public Financial Management	MPUFM05
5	BSCPA	Local Government Management	PLOGG05
5	BSCPA	NGOs and Development* <i>[Elective]</i>	NGODEV05
5	BSCPA	Gender and Development* <i>[Elective]</i>	GENDV05
6	BSCPA	Administrative Law	ADLAW06
6	BSCPA	Advanced Research Techniques	ADREST06
6	BSCPA	Introduction: Good Governance, Ethics and Leadership	IGGEL06
6	BSCPA	Entrepreneurship* <i>[Elective]</i>	ENTRP06
6	BSCPA	Human Resource Development* <i>[Elective]</i>	HRDEV06
7	BSCPA	Approaches to Development	APDEV07
7	BSCPA	Public Policy Formulation and Planning 2	PPFAPTWO07
7	BSCPA	Training Management	TRAIM07
7	BSCPA	Project Management* <i>[Elective]</i>	PROM07
7	BSCPA	Zambian Culture and Development* <i>[Elective]</i>	ZCULDV07
8	BSCPA	Capstone Course Project	PROJ08
8	BSCPA	Strategic Management* <i>[Elective]</i>	SMNGT08
8	BSCPA	Monitoring and Evaluation* <i>[Elective]</i>	MONEV08

NOTE: One 'ELECTIVE' to be chosen per semester - as indicated *

BACHELOR of ARTS in SOCIAL WORK and DEVELOPMENT STUDIES

Social Work and Development is the process or effort of increasing the positive outcomes within a community by linking individuals and organizations to work towards common goals. The people who are marginalized or living in poverty work together to identify their needs, create change, exert more influence on decisions which affect their lives and work to improve the quality of their lives, the communities in which they live, and the society of which they are part. The overall focus is on poverty reduction and personal independence.

SEMESTERS	QUALIFICATION CODE	BACHELOR of ARTS in SOCIAL WORK and DEVELOPMENT STUDIES	SUBJECT CODES
1	BASOCW	Business Communication	BUSCM01
1	BASOCW	Introduction to Public Administration	IPUAD01
1	BASOCW	Principles of Management	PRINM01
1	BASOCW	Academic Literacy	ACLIT01
2	BASOCW	Economics of Development	DECON02
2	BASOCW	Introduction to Social Psychology	SOCPSY02
2	BASOCW	Introduction to Social Work	SOCW02
2	BASOCW	Organizational Behavior	OBEH02
3	BASOCW	Introduction To Good Governance, Ethics & Leadership	IGGEL03
3	BASOCW	Introduction to Sociology and Development	SOCDEV03
3	BASOCW	Principles and Practices of Youth Development	PPYDEV03
3	BASOCW	Strategic Management	SMNGT03
4	BASOCW	Community Relations	COMREL04
4	BASOCW	Planning for HIV AIDS	PHIAI04
4	BASOCW	Politics and Local Governance	PLOGG04
4	BASOCW	Social Development	SOCDEV04
5	BASOCW	NGOs and Development	NGODEV05
5	BASOCW	Research Methodology and Statistics	RMEST05
5	BASOCW	Civil Liberties and Human rights	CLIBHR05
5	BASOCW	Gender and Development	GENDV05
6	BASOCW	Disaster Management	DISM06
6	BASOCW	Social Service Systems and Delivery	SSSDEL06
6	BASOCW	Social Work Law Procedure & Evidence	SWLAPE06
6	BASOCW	Social Policy and Development	SPOLDV06
7	BASOCW	Community Health & Development	CHELTD07
7	BASOCW	Mediation and Negotiation Skills	MNEGS07
7	BASOCW	Poverty Reduction Strategy	POVRS07
7	BASOCW	Monitoring and Evaluation	MONEV07
8	BASOCW	Capstone Course Project	PROJ08
8	BASOCW	Community and Rural Development	CRURD08
8	BASOCW	Special Education, Guidance and Counselling Skills	SEDGCS08

SCHOOL of EDUCATION

FAST TRACK: Bachelor of Education [Options]

Students qualifying to upgrade Diplomas to bachelor's degree will do the **Fast-Track option** over two years – which means the 3rd and 4th years of the comprehensive 4-year degrees, whilst only doing one Teaching Practice Assessment.

BACHELOR of EDUCATION: SECONDARY EDUCATION

This is a teaching qualification for teachers in Secondary Schools with different specialization in majors and minor combinations of the choice of the student from the categories provided.

- The following specialization options – majors and minors – are available:
 - Geography
 - Business Studies
 - Civic Education
 - English Language
- The following minor specializations are available:
 - Religious Studies
 - History.
 - ICT

SEMESTERS	QUALIFICATION CODE	BACHELOR of EDUCATION in SECONDARY EDUCATION	SUBJECT CODES
1	BEDSEC	Academic Literacy	ACLIT01
1	BEDSEC	History and Philosophy of Education	HPSYE01
1	BEDSEC	Major - 1	MAJEL101
1	BEDSEC	Minor - 1	MINEL101
2	BEDSEC	Classroom Management	CLASMG02
2	BEDSEC	Sociology of Education	EDUSOC02
2	BEDSEC	Major -2	MAJEL202
2	BEDSEC	Minor - 2	MINEL202
3	BEDSEC	Introduction to Computers	ICOMP03
3	BEDSEC	Psychology of Education	PSYEDU03
3	BEDSEC	Major -3	MAJEL303
3	BEDSEC	Minor - 3	MINEL303
4	BEDSEC	Curriculum Studies	CURST04
4	BEDSEC	Teaching Methodology	TEMET04
4	BEDSEC	Major - 4	MAJEL404
4	BEDSEC	Minor - 4	MINEL404
5	BEDSEC	Educational Administration	EDADM05
5	BEDSEC	Research Methods and Statistics	RMEST05
5	BEDSEC	Technology and Teaching Aids in Education	TTAIDS05
5	BEDSEC	Major - 6	MAJEL605
6	BEDSEC	Special Education, Guidance and Counselling	SEDGCS06
6	BEDSEC	Teaching Practice 1	TPONE06

6	BEDSEC	Major - 5	MAJEL506
6	BEDSEC	Minor - 5	MINEL506
7	BEDSEC	Entrepreneurship	ENTRP07
7	BEDSEC	Major - 7	MAJEL707
7	BEDSEC	Major - 8	MAJEL807
7	BEDSEC	Major - 9	MAJEL907
8	BEDSEC	Teaching Practice 2	TPTWO08
8	BEDSEC	Major - 10	MAJEL1008
8	BEDSEC	E-learning Methods	ELEARN08
8	BEDSEC	Capstone Course Project	PROJ08

SPECIALIZATION OPTIONS: MAJORS [x 10] and MINORS [x 5]

SEMESTERS	QUALIFICATION CODE	GEOGRAPHY [Major or Minor]	SUBJECT CODES
1	BEDGE0	Introduction to Physical Geography	PYSGEO01
2	BEDGE0	Human and Nature Geography	HNAGEO02
3	BEDGE0	Geography of Zambia	GEZAM03
4	BEDGE0	Geography of Africa and the Sub Region	GEAFRI04
6	BEDGE0	Geography Field Work	GEFWOR06
5	BEDGE0	Climatology	CLIMAT05
7	BEDGE0	Economic Geography	ECGEO07
7	BEDGE0	Environmental Health Science and Medical Geography	MEDGE007
7	BEDGE0	Natural Resource Management	NARESM07
8	BEDGE0	Geography of Tourism	GETOUR08

SEMESTERS	QUALIFICATION CODE	CIVIC EDUCATION [Major or Minor]	SUBJECT CODES
1	BEDCIV	Introduction to Civic Education	CIVED01
2	BEDCIV	Introduction to Governance	IGGEL02
3	BEDCIV	Poverty Reduction Strategy	POVRS03
4	BEDCIV	Economics of Development	DECON04
6	BEDCIV	Civil Liberties and Human Rights	CLIBHR06
5	BEDCIV	Public Policy Formulation and Planning	PFPIM05
7	BEDCIV	Politics and Local Governance	PLOGC07
7	BEDCIV	Zambian Culture and Development	ZCULDV07
7	BEDCIV	Introduction to Economics	IECON07
8	BEDCIV	Gender and Development Studies	GENDV08

SEMESTERS	QUALIFICATION CODE	ENGLISH LANGUAGE [Major or Minor]	SUBJECT CODES
1	BEDENG	Introduction to Language and Linguistics	LANLIN01
2	BEDENG	Introduction to Phonetics and Phonology	PHOPHO02
3	BEDENG	Morphology, Word Formation and Syntax	MORWFS03
4	BEDENG	Introduction to Literature	LITERA04
6	BEDENG	Survey of African Literature	AFRLIT06
5	BEDENG	Semantics and Pragmatics	SEMPRG05
7	BEDENG	Theories of English Literature	TLITSY07
7	BEDENG	Discourse Analysis	DISANY07
7	BEDENG	Psycholinguistics	PSYLING07
8	BEDENG	Sociolinguistics	SOCLNG08

SEMESTERS	QUALIFICATION CODE	BUSINESS [Major or Minor]	SUBJECT CODES
1	BEDBUS	Principles of Marketing	PRMKT01
2	BEDBUS	Accounting	INACC02
3	BEDBUS	Principles of Management	PRINM03
4	BEDBUS	Business Management	BMNGT04
6	BEDBUS	Management Accounting	MNACC06
5	BEDBUS	Organizational Behavior	OBEH05
7	BEDBUS	Human Resource Management	HRMGT07
7	BEDBUS	International Business Management	INTBM07
7	BEDBUS	Introduction to Economics	IECON07
8	BEDBUS	Business and Law	BUSLAW08

SEMESTERS	QUALIFICATION CODE	ICT: [Only as a Minor]	SUBJECT CODES
1	BEDICT	Computer and Information Technology	CIT01
2	BEDICT	Introduction to Databases and Architecture	DBARC02
3	BEDICT	Information Technology and the Law	TECLAW03
4	BEDICT	Networking and Software	NETSOFT04
6	BEDICT	Principles of Information Security	PRNSEC06

SEMESTERS	QUALIFICATION CODE	HISTORY: [Only as a Minor]	SUBJECT CODES
1	BEDHIS	Zambian History	ZAMHIS01
2	BEDHIS	Selected Topics in Central African History	CAFRHI02
3	BEDHIS	History of the East	EASTH03
4	BEDHIS	History of Europe: 1914-date	HEURO04
6	BEDHIS	History of Southern Africa	HISAF06

SEMESTERS	QUALIFICATION CODE	RELIGIOUS STUDIES: [Only as a Minor]	SUBJECT CODES
1	BEDREL	Introduction to Biblical Studies	BISTU01
2	BEDREL	Law and Writings of The Old Testament	LWOT02
3	BEDREL	Comparative Religions	CPREL03
4	BEDREL	Apocalyptic Writings	ALYPW04
6	BEDREL	Acts and Epistles	ACTEP06

BACHELOR of EDUCATION: PRIMARY

SEMESTERS	QUALIFICATION CODE	BACHELOR of EDUCATION: PRIMARY EDUCATION	SUBJECT CODES
1	BEDPRIM	Academic Literacy	ACLIT01
1	BEDPRIM	The History of Education	HISED01
1	BEDPRIM	English 1	LANLIN01
1	BEDPRIM	Social Studies 1	SOCDEV01
2	BEDPRIM	Classroom Management	CLASMG02
2	BEDPRIM	Sociology of Education	EDUSOC02
2	BEDPRIM	Mathematics 1 - [Foundation]	MTHONE02
2	BEDPRIM	Zambian Languages 1	ZLANONE02
3	BEDPRIM	Art and Design	EXPARTONE03
3	BEDPRIM	Philosophy of Education	PHILED03
3	BEDPRIM	Educational Psychology	PSYEDU03
3	BEDPRIM	Integrated Science 1	SCIENONE03
4	BEDPRIM	Curriculum Studies	CURST04
4	BEDPRIM	Home Economics 1	FOSNUT04
4	BEDPRIM	Teaching and Assessment Methods	MTHTWO04
4	BEDPRIM	Religious Studies 1	RELSTU04
5	BEDPRIM	Physical Education and Music	PEDMUS05
5	BEDPRIM	Educational Management and Leadership	PGEDML05
5	BEDPRIM	Research Methods and Statistics	RMEST05
5	BEDPRIM	Technology and Teaching Aids in Education	TTAIDS05
6	BEDPRIM	English 2 - [Early Reading Skills]	ERREADS06
6	BEDPRIM	Mathematics 2 - [Foundation]	MTHTWO06
6	BEDPRIM	Special Education, Guidance and Counselling	SEDGCS06
6	BEDPRIM	Teaching Practice	TPONE06
7	BEDPRIM	Technology Studies	TECSONE07
7	BEDPRIM	Entrepreneurship	ENTRP07
7	BEDPRIM	Home Economics 2	HMEECON07
7	BEDPRIM	Social Studies 2	SOCDEV07
8	BEDPRIM	Integrated Science 2	SCIENONE08
8	BEDPRIM	Technology studies 2	TECSTWO08
8	BEDPRIM	Capstone Course Project	PROJ08

POST GRADUATE DIPLOMA in TEACHING METHODOLOGY

This program is specially designed for professionals in tertiary education who lack the teaching background but have the desire or are already teaching and lecturing in higher education institutions. The program will enhance and increase one's practical knowledge in the teaching/lecturing profession by ensuring that the knowledge acquired in the industry is delivered effectively to the students during lecture sessions. The program has a "hands-on" component of 'Teaching Practice' where students are expected to carry out a practicum in a class/lecture room.

SEMESTERS	QUALIFICATION CODE	POSTGRADUATE DIPLOMA in TEACHING METHODOLOGY	SUBJECT CODES
1	PGDTM	Educational Management and Leadership	MEDLED01
1	PGDTM	Foundations of Education	PGFONED01
1	PGDTM	Learning and Teaching in Education Institutions	PGLTEI01
1	PGDTM	Postgraduate Research Methodology	MPGRME03
1	PGDTM	Entrepreneurship Education	MENTRP03
2	PGDTM	Curriculum Design and Assessment in Education Institutions	MCURDES02
2	PGDTM	Education Law	PGEDLAW02
2	PGDTM	Inclusive Education	PGINCED02
2	PGDTM	Information Communication Technology and Digital Learning	PGICTDL02

DIPLOMAS

Diploma programs are short courses of study focusing on specific skills for career readiness, often leading to credentials at undergraduate, and graduate levels. Professional programs like Occupational Health and Safety, Business Administration, Healthcare, Environmental Management are all standard diploma programs. Minimum qualification for admittance into a diploma program is typically a high school certificate. The depth of knowledge gained in the program is characteristically lower than that of someone earning their degree but more detailed than certificate programs.

SEMESTERS	QUALIFICATION CODE	DIPLOMA in HUMAN RESOURCE MANAGEMENT	SUBJECT CODES
1	DIPHRM	Academic Literacy	ACLIT01
1	DIPHRM	Accounting	INACC01
1	DIPHRM	Business Communication	BUSCM01
1	DIPHRM	Business Management	BMNGT01
2	DIPHRM	Introduction to Economics	IECON02
2	DIPHRM	Principles of Management	PRINM02
2	DIPHRM	Entrepreneurship	ENTRP02
3	DIPHRM	Commercial Law	BUSLAW03
3	DIPHRM	Human Resource Management	HRMGT03
3	DIPHRM	Introduction to Statistics	STATS03
4	DIPHRM	Financial Management	FINMT04
4	DIPHRM	Industrial Psychology	IPSY04
4	DIPHRM	Strategic Management	STRTM04
5	DIPHRM	Research Methods and Statistics	RMEST05
5	DIPHRM	Business Mathematics	BMATH05
5	DIPHRM	Management Accounting	MNACC05
6	DIPHRM	Financial Management	FINMT06
6	DIPHRM	Capstone Course Project	PROJ06

SEMESTERS	QUALIFICATION CODE	DIPLOMA in MARKETING MANAGEMENT	SUBJECT CODES
1	DIPMARK	Academic Literacy	ACLIT01
1	DIPMARK	Business Communication	BUSCM01
1	DIPMARK	Accounting	INACC01
1	DIPMARK	Business Management	BMNGT01
2	DIPMARK	Introduction to Economics	IECON02
2	DIPMARK	Principles of Management	PRINM02
2	DIPMARK	Entrepreneurship	ENTRP02
3	DIPMARK	Commercial Law	BUSLAW03
3	DIPMARK	Principles of Marketing	PRMKT03
3	DIPMARK	Introduction Statistics	STATS03
4	DIPMARK	Services Marketing	SERVMT04
4	DIPMARK	Marketing Research	MKRES04
4	DIPMARK	Strategic Management	STRTM04
5	DIPMARK	Research Methods and Statistics	RMEST05
5	DIPMARK	Business Mathematics	BMATH05
5	DIPMARK	Management Accounting	MNACC05
6	DIPMARK	Financial Management	FINMT06
6	DIPMARK	Capstone Course Project	PROJ06

SEMESTERS	QUALIFICATION CODE	DIPLOMA in TRANSPORT and LOGISTICS	SUBJECT CODES
1	DIPTRLG	Academic Literacy	ACLIT01
1	DIPTRLG	Business Communication	BUSCM01
1	DIPTRLG	Accounting	INACC01
1	DIPTRLG	Fundamentals of Transport and Logistics	FUNTL01
2	DIPTRLG	Introduction to Economics	IECON02
2	DIPTRLG	Principles of Management	PRINM02
2	DIPTRLG	Entrepreneurship	ENTRP02
3	DIPTRLG	Business and Law	BUSLAW03
3	DIPTRLG	Principles of Marketing	PRMKT03
3	DIPTRLG	Supply Chain Risk Management	SUCRIM03
4	DIPTRLG	Global Logistics and International Trade	GLOITR04
4	DIPTRLG	Information Management	INFOM04
4	DIPTRLG	Strategic Management	SMNGT04
5	DIPTRLG	Research Methods and Statistics	RMEST05
5	DIPTRLG	Business Mathematics	BMATH05
5	DIPTRLG	Management Accounting	MNACC05
6	DIPTRLG	Transport Economics	TLECON06
6	DIPTRLG	Capstone Course Project	PROJ06

SEMESTERS	QUALIFICATION CODE	DIPLOMA: OCCUPATIONAL HEALTH, SAFETY and ENVIRONMENT	SUBJECT CODES
1	DIPOHSE	Academic Literacy	ACLIT01
1	DIPOHSE	Disaster Management	DISM01
1	DIPOHSE	Principles of Occupational Health and Safety 1	FPOHS01
1	DIPOHSE	Safety Systems and Accident Theory	SSAT01
2	DIPOHSE	Environmental Control Practice	ENCP02
2	DIPOHSE	Safety Program and Systems Design	SPSD02
2	DIPOHSE	Hazardous Materials and Substances	HAZMS02
3	DIPOHSE	Air Contaminants and Industrial Ventilation	ACOIV03
3	DIPOHSE	Industrial Psychology	IPSY03
3	DIPOHSE	Disability Case Management	DICAM03
4	DIPOHSE	Environmental Impact Assessment	EIMA04
4	DIPOHSE	Industrial Ergonomics	INDERG04
4	DIPOHSE	Occupational Health and Safety Practice	OHSRPTWO04
5	DIPOHSE	Research Methods and Statistics	RMEST05
5	DIPOHSE	Emergency Medical Training	EMTONE05
5	DIPOHSE	Fire and Emergency Preparedness 1	FEPPSONE05
6	DIPOHSE	Organizational Behavior	OBEH06
6	DIPOHSE	Capstone Course Project	PROJ06

SEMESTERS	QUALIFICATION CODE	DIPLOMA: SUSTAINABLE HEALTH and ENVIRONMENTAL STUDIES	SUBJECT CODES
1	DIPSHEN	Academic Literacy	ACLIT01
1	DIPSHEN	Business Communication	BUSCM01
1	DIPSHEN	Environmental Economics	ENECN01
2	DIPSHEN	Environmental Management	ENMGTO2
2	DIPSHEN	Atmospheric Pollution	POLIM02
2	DIPSHEN	Solid Waste Management	WASTM02
3	DIPSHEN	Principles of Sustainable Development	PSUSD03
3	DIPSHEN	Sustainable Health Policy and Planning	SHEPP03
3	DIPSHEN	Health Promotion and Occupational Diseases 1	HPODONE03
4	DIPSHEN	Applied Strategic Environmental Assessment	APSEA04
4	DIPSHEN	Ecology and Sustainability	ECOST04
4	DIPSHEN	International Environmental Governance	IEGOV04
5	DIPSHEN	Research Methods and Statistics	RMEST05
5	DIPSHEN	Computer and Information Technology	CIT05
5	DIPSHEN	Building Community Sustainability	BSCOM05
6	DIPSHEN	Public Relations	PUREL06
6	DIPSHEN	Capstone Course Project	PROJ06

SEMESTERS	QUALIFICATION CODE	DIPLOMA: HEALTH SERVICES MANAGEMENT	SUBJECT CODES
1	DIPHESA	Academic Literacy	ACLIT01
1	DIPHESA	Business Communication	BUSCM01
1	DIPHESA	Public Relations	PUREL01
2	DIPHESA	Computer and Information Technology	CIT02
2	DIPHESA	Health Planning	HPLAN02
2	DIPHESA	Health Delivery Systems	HDELS02
3	DIPHESA	Health Promotion and Occupational Diseases	HPODONE03
3	DIPHESA	Health Care Organization Design	HCOD03
3	DIPHESA	Introduction to Health Administration	IHEAD03
4	DIPHESA	Conflict Prevention in The Workplace	CONFM04
4	DIPHESA	Public Policy Formulation and Planning	PFPIM04
4	DIPHESA	Introduction to Public Administration	IPUAD04
5	DIPHESA	Research Methods and Statistics	RMEST05
5	DIPHESA	Health Care Quality and Safety	HCQS05
5	DIPHESA	Fire and Emergency Preparedness	FEPPS105
6	DIPHESA	Epidemiology and Disease Theory	EPIDE06
6	DIPHESA	Occupational Health and Safety Laws	OHSLAW06
6	DIPHESA	Organizational Behavior	OBEH06
6	DIPHESA	Capstone Course Project	PROJ06

SEMESTERS	QUALIFICATION CODE	DIPLOMA: PUBLIC ADMINISTRATION	SUBJECT CODES
1	DIPPA	Introduction to Political Science	IPOLSC01
1	DIPPA	Introduction to Public Administration	IPUAD01
1	DIPPA	Public Policy Formulation and Planning 1	PPFAPONE01
1	DIPPA	Academic Literacy	ACLIT01.
2	DIPPA	Approaches to Development	APDEV02
2	DIPPA	Government and Administration in Zambia	GOVADZ02
2	DIPPA	Principles of Management	PRINM02
3	DIPPA	Capacity Building in Public Organizations	CAPPO03
3	DIPPA	Organizational Effectiveness	OREFF03
3	DIPPA	Performance Management	PERFM03
4	BSCPA	Information Management	INFOM04
4	DIPPA	Organization Behavior	OBEH04
4	DIPPA	Public Sector Procurement	PPRSY04
5	DIPPA	Advanced Research Techniques	ADREST05
5	DIPPA	Human Resource Management	HRMGT05
5	DIPPA	Labor Law	LABOLAW05
6	DIPPA	Capstone Course Project	PROJ06
6	DIPPA	Information Management	INFOM06
6	DIPPA	Change Management	CHGEM06

SEMESTERS	QUALIFICATION CODE	DIPLOMA: SOCIAL WORK PRACTICE	SUBJECT CODES
1	DIPSOCW	Academic Literacy	ACLIT01
1	DIPSOCW	Introduction to Public Administration	IPUAD01
1	DIPSOCW	Gender and Development	GENDV01
2	DIPSOCW	Organization Behavior	OBEH02
2	DIPSOCW	Introduction to Social Psychology	SOCPSY02
2	DIPSOCW	Introduction to Social Work	SOCW02
3	DIPSOCW	Introduction to Good Governance, Ethics and Leadership	IGGEL03
3	DIPSOCW	Principles of Management	PRINM03
3	DIPSOCW	Introduction to Sociology and Development	SOCDEV03
4	DIPSOCW	Planning for HIV AIDS	PHIAI04
4	DIPSOCW	Politics and Local Governance	PLOGG04
4	DIPSOCW	Economics of Development	DECON04
5	DIPSOCW	Research Methodology and Statistics	RMEST05
5	DIPSOCW	Principles and Practices of Youth Development	PPYDEV05
5	DIPSOCW	Business Communication	BUSCM05
6	DIPSOCW	Community Relations	COMREL06
6	DIPSOCW	Research Project	PROJ06

ACADEMIC CALENDER

	Deadline to Register for Exams	Deadline to Submit Assignments	Exams	Release of Results
All qualifications - Excluding Education	27 May.	3 June.	20 - 24 June.	12 July.
All qualifications	5 August.	12 August.	29 August. - 2 September.	20 September.
All qualifications	18 November.	25 November.	12 - 16 December	10 January 2023.

	Deadline to Register for Graduation	Graduation
GRADUATION - 1	25 April.	13 May.
GRADUATION - 2	25 October.	11 November.

	Deadline for Registration and Submissions	Colloquium
COLLOQUIUM - 1	18 February.	6 - 7 April.
COLLOQUIUM - 2	17 June.	4 - 8 July.
COLLOQUIUM - 3	16 September.	3 - 7 October.

2022	ACTIVITIES
1 April.	Deadline for Registrations for Residentials and Exams - School of Education
4 April.	Release of Exam Results - Group 1
4-8 April.	EXAMS - Group 4
6-7 April.	Postgraduate Thesis' Presentations
7 April.	Manco 4
8 April.	<i>Schools close</i>
8 April.	Deadline for submission of assignments - School of Education
11 April.	Release of Exam Results - Group 2
15-18 April.	Easter Weekend
19 April.	Release of Exam Results - Group 3
25 April.	Deadline for Registration for Graduation
25 April.	Release of Exam Results - Group 4
25 - 29 April.	RESIDENTIALS Education Students
30 April.	<i>End of Semester 4/2021</i>

1 May.	<i>Start of Semester - 2/2022</i>
2 May.	Labour Day
2 - 6 May.	EXAMS - Education Students
9 May.	<i>Schools open</i>
10 May.	Senate 2
11 May.	Council 1
13 May.	GRADUATION CEREMONIES (ARU/UA)
16 May.	Release of Exam Results - School of Education
24 May.	Staff meeting 2
25 May.	Africa Day
26 May.	Manco 5
27 May.	Deadline for Registrations for June Exams - All Students excluding Education

3 June.	Deadline for submission of Assignments - All Students excluding Education
17 June.	Deadline for Registration for Colloquium
20-24 June.	EXAMS - All Students excluding Education
23 June.	Manco 6

4-8 July.	COLLOQUIUM - Postgraduate Research Students
4 July.	Heroes Day
5 July.	Unity Day
8 July.	Deadline for submission of Postgraduate Thesis' for Examination Purposes
12 July.	Release of Exam Results
14 July.	Senate 3
21 July.	Manco 7
31 July.	<i>End of Semester - 1/2022</i>

1 August.	<i>Start of Semester -3/2022</i>
1 August.	Farmers Day
5 August.	<i>Schools close</i>
5 August.	Deadline for Registrations for Exams - All Students
5 August.	Council 2
12 August.	Deadline for submission of Assignments - All Students
18 August.	Manco 8
29 August - 2 September.	EXAMS - All Students

5 September.	<i>Schools open</i>
9 September.	Staff meeting 3
15 September.	Manco 9
16 September.	Deadline for Registration for Colloquium
20 September.	Release of Exam Results

3 October.	COLLOQUIUM and Presentations - Postgraduate Research Students
18 October.	National Prayer Day
20 October.	Manco 10
24 October.	Independence Day
25 October.	Deadline for Registration for Graduation
31 October.	<i>End of Semester - 2/2022</i>

1 November.	<i>Start of Semester - 4/2022</i>
4 November.	Senate 4
8 November.	Council 3
11 November.	GRADUATION CEREMONIES (ARU/UA)
17 November.	Manco 11
18 November.	Deadline for Registrations for December Exams - All Students
25 November.	Deadline for submission of Assignments - All Students

2 December.	<i>Schools close</i>
8 December.	Manco 12
12-16 December.	EXAMS - All Students
25-26 December.	Christmas

1 January 2023.	New Year's Day
3 January 2023.	Commencement of Academic Year
9 January 2023.	<i>Schools open</i>
10 January 2023.	Senate 1
11 January 2023.	Release of Exam Results

PROTOCOLS

[Rules & Regulations]

This document is meant to ease students' study experiences whilst studying at Africa Research University [ARU] and/or University of Africa [UA].

1. INTRODUCTION

- a. Both universities are duly registered with and accredited by the Higher Education Authority of Zambia:
 - i. UA - 'HEA/028'
 - ii. ARU - 'HEA/001'
- b. Education qualifications are also registered with the Teaching Council of Zambia [TCZ].

2. GENERAL INFORMATION

- a. UA/ARU offers a system of 'continuous registration' which implies that a student can commence with studies any time of the year. An academic year comprises two [2] semesters. For administrative purposes UA/ARU is running four concurrent semesters per calendar year:

ALL Non-EDUCATION QUALIFICATIONS	ALL EDUCATION QUALIFICATIONS
Semester 1: February – July: o Exams - June	Semester 1: February – July: o Exams - August
Semester 2: May to October: o Exams - August	Semester 2: May to October: o Exams - December
Semester 3: August – January: o Exams - December	Semester 3: August – January: o Exams - December/March
Semester 4: November – April: o Exams – March	Semester 4: November – April: o Exams – March

The sequence of Exams for Education students is linked to the official Zambia School Calendar. **Re-registration** is necessary after completion of a semester and at the beginning of the next semester.

3. ACADEMIC ARRANGEMENTS

3.1 Study Materials:

- i. All the modules for a specific semester are electronically issued on payment of the first instalment for the semester.
- ii. Printed copies are available on payment of the printing cost and courier costs and will be dispatched – or be ready for collection - within seven [7] working days after payment is received.
- iii. Instructions for Assignments will be sent with all study materials.

3.2 Assignments:

- i. Each module requires the completion of two assignments.
- ii. The sub-minimum for an assignment is 40%.
- iii. The minimum combined marks for the two assignments should be 50%.
- iv. The combined marks of the two assignments counts for 50% of the final mark of the module/subject.
- v. All assignments are to be submitted before being allowed to sit for examinations.
- vi. The turn-around time for marking of assignments is one week.
- vii. No assignments will be assessed if a student is in arrears with the payment requirements.

3.3 Mode of Tuition:

- i. Apart from written study materials students will in future also have access to pre-recorded short tuition sessions for each of the modules.
- ii. The purposes of the tuition videos are:
 - a. To ensure that students are familiar with their study contents.
 - b. That students receive proper preparation to successfully pass their examinations.
- iii. Upon receiving the first set of modules, students are also contacted telephonically, and the individual student is guided in terms of an overview of the material content, the completion of assignments and how to prepare for examinations.
- iv. Students are also welcome to contact the academic coordinators at any time to explain any uncertainties.

3.4 Colloquiums:

- i. Students who registered for research- based qualifications [doctorates and some master's] attend colloquiums – each over two to three days.
- ii. Such students should attend at least three colloquium sessions during the two years of their minimum allotted study time.

3.5 Exams:

- i. Four exam sessions are available during a calendar year. [Refer Academic Calendar]
[No special exams are arranged because scheduled exam sessions are taking place every three months.]
- ii. Registration to sit for exams to be done on/or before the stipulated deadline [Refer Academic Calendar] and registration is also compulsory to qualify for scholarships.
- iii. Assignments must be handed in prior to examinations.
- iv. The minimum pass mark for each exam paper is 45%.
- v. Results will be released within less than three weeks after conclusion of the exams on condition that payment requirements are met.

3.6 Capstone Research Projects:

- i. All qualifications have a research component to be done during the final semester of studies. [That excludes doctorates and research-based master's].

3.7 Combined Pass Marks:

- i. All subjects/modules [excluding Capstone Research Project] consist of two components: Assignments and Examinations.
- ii. Each of the two components counts for 50% of the final mark: Thus -
 - a. $(\text{Assignment 1} + \text{Assignment 2}) \div 2 = \text{minimum } 50\%$.
- iii. $(\text{Average of Assignments} + \text{Exam Mark of minimum } 45\%) \div 2 = \text{minimum pass mark of } 50\%$ for the subject.
- iv. Research Projects count for a full module.

3.8 Re-marking:

- i. Students may apply for a re-marking of an examination answer script within 14 days after the official publication of the examination results.
- ii. Re-marking fee is K 500.00 per answer script.

3.9 Plagiarism:

- i. Copying some else's answers in assignments and/or during exam sessions, is a very serious offence. It can lead to both parties [original writer as well as the copier] being expelled from the institution and even barred from registering at any other university. Students are thus fore warned to avoid any form of plagiarism.

3.10 Exemptions:

- i. Students with diplomas or certificates who would like to upgrade their qualifications may apply to be registered on the "**fast-track**" option towards obtaining a bachelor's degree qualification.
 - a. Diploma holders will then be able to graduate within two years.
 - b. Certificate holders will then be able to graduate within three years.
- ii. Students may apply for exemption of specific modules under the principle of "recognition of prior learning". Exemption may be awarded for a maximum of 50% of modules per a qualification.
 - a. Students will be debited for the full qualification fee and then credited for the number of exempted subjects/modules at a rate of K 900.00 per subject/module exempted.

3.11 Teaching Practice:

- i. All education students have an additional assessment, namely that of Teaching Practice [TP], which is an assessment in the practical classroom environment, and it is preceded by a theoretical module.
 - a. Students doing the full four-year qualification are doing two [2] TP sessions.
 - b. Students on Fast-track are doing one [1] TP session.
- ii. The periods of assessments are individually arranged with students.

3.12 Practicums - Payments: [Teaching Practice/Science Practicums/Law Practicums]

- i. The required fee is payable in full prior to the occurrence and will be separately debited at the time of occurrence.
- ii. Participation is also subject to being up to date with regular payment requirements.

3.13 Duration of studies:

- i. Students are allowed to extend the allotted time of six [6] months per semester to [9] nine months to academically complete the semester – on condition that payments are done within the formal allotted time as per the stipulated payment requirements.
- ii. If not completed within the extended time of nine months – students must pay an additional 25% based on the fees that will be applicable on such a time.

3.14 Rules of Progression:

- i. Students may proceed to the following semester on the following conditions:
 - a. All academic requirements are in place.
 - b. All assignments handed in.
 - c. All exam subjects been written.
 - d. The combined pass marks have been achieved.
 - e. All fees must be up to date.
- ii. Should one semester subject be outstanding, application may be made to be allowed to progress to the following semester on condition that payment of fees is up to date.

3.15 Documentation:

- i. Academic status is formalized by way of an 'Academic Transcript' and is sent regularly to students.

3.16 Graduations:

- i. Students will only graduate when all academic requirements are fulfilled, and on condition that all financial balances are cleared.
- ii. Qualifying students will be invited to graduate, announcing all relevant arrangements.
- iii. The costs of graduations are not included on registration in the general Invoice/Statements but will be debited on the date of invitation – and should thus be paid separately, prior to the graduation ceremony.
- iv. At least one graduation ceremony will be held per calendar year.

3.17 Special and specified subjects to be studied:

- i. Persons wanting to study only one [or more] subjects of a specific topic, are welcome to apply in writing per the application form on the website. On completion a certificate will be issued.

4 **SCHOLARSHIPS**

- i. Scholarships are available and linked to academic performance – as follows:
 - Based on the official required number of subjects per semester:
 - 75%+ = K 1 500,00
 - 70% - 74,9% = K 1 250,00
 - 65% - 69,9% = K 1 000,00
 - 60% - 64,9% = K 750,00
 - 55% - 59,9% = K 250,00
- ii. Scholarships are also subject to
 - a. Regular monthly instalments to be done before or on the last day of business of each month.
 - b. Scholarships will be credited at the end of each semester.

5 FINANCES

5.1 Documentation:

- i. Financial status is formalized by way of an 'Invoice/Statement' and is sent regularly to students.
- ii. The 'Invoice/Statement' shows all costs that are related to the specific qualification for the specific semester.
- iii. The monthly amounts payable [instalments] are spread as per the relevant payment requirements.
- iv. The following credits will be recorded as and when applicable:
 - a. Scholarships.
 - b. Upfront payment discounts.
- v. The following costs are not shown and will be debited separately once applicable:
 - a. Capstone Course Projects – differentiated between K 4 000.00 to K 8 000.00.
 - b. Teaching Practice – K 2 000.00 per each observation.
 - c. Law Practicums – K 1 000.00 per one-month period.
 - d. Science Practicums – K 1 000.00 per session.
 - e. Re-writing of failed exams – K 600,00 per paper.
 - f. Re-marking – K 500,00 per paper.
 - g. Graduations – to be announced annually when students are invited to graduate.

5.2 Costs Payable and Charged:

The following components are included in full when debiting:

- i. Undergraduates and Tutored Postgraduates:
 - Application & Registration Administration – including a Student Card.
 - Tuition Fees per number of semesters – including electronic study materials.
 - Pre-recorded visual tuition videos.
 - Exams Fees per total number of papers to be written.
- ii. Postgraduates – Research:
 - Application & Registration Administration – including a Student Card.
 - Tuition Fees.
 - Colloquium Fees.
 - Final Examination Fees.

5.3 Payment Requirements:

- i. All payments must be done in full and on time as per the payment requirements. All payments are to be done before or on the last day of business of each month.
- ii. Non-compliance to payment requirements will result in:
 - a. Forfeiting of scholarships.
 - b. Non-marking of assignments and research projects.
 - c. Non-releasing of exam results.
 - d. Non-progressing to next semester.
 - e. Liability to increased fees as per the fees structure at that time.

The principle is **No payment – no service.**

5.4 Increased Fees:

- i. As long as payments are done as per the 'payment requirements' [clause 5.3] no increase in fees will be applicable.
- ii. The universities reserve the right to impose administrative penalties for non-compliance to Protocols.

5.5 Refund Policy:

- i. First instalments are non-refundable, except in the case of doctorate applicants which are not accepted, and the initial payment will be refunded.
- ii. Tuition fees are according to the discretion of the Executive Management of UA/ARU refundable on receiving a written request with motivation why the refund should be considered. The following formulae will be applicable:
 - 80% of payments received within one month of registration.
 - 60% of payments received within two months of registration.
 - 40% of payments received within three months of registration.
 - 20% of payments received within four months of registration.

5.6 BANK ACCOUNTS

The following bank accounts are available to students:

Bank	Account Names	Account Numbers	Branches/Branch Codes
First National Bank	University of Africa	62341678433	Industrial/260 006
First National Bank	ARU Research University	62553028385	Makeni/260 016
Zanaco	University of Africa	1.82494E+12	Cairo Road Business Centre 04001-00-40
Zanaco	ARU Research University	531 550 65 00 181	Cairo Road Business Centre 04001-00-41
ABSA	University of Africa	13 623 77	Longacres/017
Atlas Mara	University of Africa	3.20556E+11	Downtown/110 032
Atlas Mara	Africa Research University	032 002 058 4018	Downtown/110 032
Investrust	University of Africa	1.03102E+13	Lusaka Main
Natsave	University of Africa	2.08014E+12	Lusaka Main
DIRECT PAYMENT OPTIONS	Per Visa- or Mastercard	Any chosen currency	Log onto website and follow instructions: www.Keystoneuo.com
MTN Mobile Money		0962 542 357	
AIRTEL Mobile Money		973684500	
Atlas Mara School Pay	Tenga Mobile	*360#	
Atlas Mara School Pay	Airtel Money	*778#	Select Payments – then school pay – Pay fees – enter payment code
Atlas Mara School Pay	MTN Money	*305#	Follow Instructions
Zanaco	Bill Muster through Mtn MOMO	*303#	
MUKURU	Kakoma Chipoya	0962 542 357	NRC: 208439/18/1

- i. When making payments it is very important to ensure that the **student number** – and if possible, also the name – of the student be recorded on the deposit slips. Failure makes it difficult to do payment allocations and might affect scholarships.
- ii. Forwarding of copies of deposit slips assist in correct allocations.

6 **GENERAL**

6.1 It is imperative that students inform UA/ARU of any changes in their contact details.

6.2 Students can contact their lecturers initially via the following

- i. Email address: studentservices@keystoneuoa.com;
- ii. Mobile & WhatsApp: + 260 965 432 111

6.3 For any queries, students are welcome to contact any of the following:

- i. Mr. Michael Tembo - Senior Academic Coordinator and School of Law and Humanities:
Mobile & WhatsApp: +260 779 297 835
Email address: mtembo@keystoneuoa.com
- ii. Mr. Brooks Mutenge - Senior Academic Coordinator School of Education Studies:
Mobile & WhatsApp: +260 977 360 514
Email address: brooks@keystoneuoa.com
- iii. Mr. Namunji Kapawa - Academic Coordinator School of Business and Development Studies.
Mobile & WhatsApp: +260 976 190 282
Email address: nkapawa@keystoneuoa.com
- iv. Mr. George Sikaonga - Librarian and Academic Coordinator School of Business and Development Studies:
Mobile & WhatsApp: +260 977 745 489
Email address: gsikaonga@keystoneuoa.com
- v. Ms. Natasha Himoonga - Deputy Registrar Student Services.
Mobile & WhatsApp: +260 969 527 351 & + 260 965 432 111
Email address: nhimoonga@keystoneuoa.com & studentservices@keystoneuoa.com

6.4 **All arrangements with UoA/ARU should be done in writing – either per email or hard copy [no what's-apps] and be addressed to the Registrar.**

- i. Telephonic arrangements are not always with the same member of staff and may lead to misinterpretations and unhappiness.

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RECRUITMENT TEAM LUSAKA

Mrs. Mwiche N Konkola	Recruitment Manager	0973106240	recruitment1@keystoneuoa.com;
Mrs. Tisa M Bwalya	Recruiter	0967640333	recruitment5@keystoneuoa.com
Mr. Oscar Masiye	Recruiter	0971248101	recruitment10@ keystoneuoa.com
Mrs. Stella Mwenya Mulenga	Recruiter	0760881956	recruitment9@keystoneuoa.com
Ms. Melody Siame	Recruiter	0964638666	recruitment8@keystoneuoa.com
Ms. Muda Phiri	Recruiter	0975146229	mudaphiricbicom@gmail.com

PROVINCIAL COORDINATORS

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Mr. Webster Mhango [Consultant]	Consultant	0966593452	wkmhango@yahoo.com
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NOTIFICATION

This prospectus has been compiled to ensure that the information displayed in it will assist and guide the student, what the University is about at the time of going to print. There might be changes done and development may occur, pertaining to courses, dates and other services that might be required.

Changes that might take place, will be informed to the student beforehand so that the student is aware in ample time. In order to ensure that all important dates and information is within reach of the student changes are also on our website.

www.keystoneuoa.com for up-to-date information.

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