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FROM THE DESK OF THE CEO



Welcome to Africa Research University. We are very proud to announce that ARU has been classified by the Higher Education Authority as one of the Tier 1 universities in Zambia. This means the university has received top accolades for its capacity to offer up to doctorate level degrees.

We are proud to offer you the best of both worlds. Africa Research University is mainly specialized in leadership development from undergraduate level towards postgraduate degrees up to doctoral level.

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 and Colloquium sessions, whilst still able to continue to work and study at the same time.

My team and I welcome you to our university. 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



IDENTITY OF AFRICA RESEARCH UNIVERSITY

LOGO

The University logo has four components, namely:

A rising sun, surrounded by laureate leaves, resting on the wings of an eagle, and lastly all of it resting on an open book.

The open book

ARU promotes a culture of life-long learning, and learning is a continuous process, which is why the book is open. It symbolises the viewpoint that learning always takes place, and our students are encouraged to learn as they go, never to close the book on the learning process.

Eagles' wings

Above the open book are the wings of a soaring eagle. The eagle is not only the national bird of Zambia, but an eagle also represents strength, vision, and skill.

Those are qualities needed by effective leaders.

The rising sun

The rising sun represents the call to get up and work. Hard work is one of the cornerstones of ARU which we promote amongst our students.

The fact that the rising sun is in green, also represents fertility of one's efforts.

The laureate leaves

The sun is surrounded by laureate leaves in green and gold. Laureate leaves represent a symbol of victory or status and achievement. Laureate leaves more specifically serve as the base word for "baccalaureate," indicating academic achievement. In Christianity it is said to symbolize the resurrection of Christ and the triumph of humanity.

THE NAME

The name of Africa Research University focus on two important factors, namely:

It represents the university's roots firmly in the continent of Africa, serving the people of Africa.

It represents the firm belief that the orientation and ability to undertake research is a strong element that needs to be promoted into our culture in Africa to develop and improve the continent to the benefit of its people.

MOTTO: GROW, PROSPER, EXCEL

Africa Research University, through its educational programmes, strives that its students, staff, and stakeholders achieve the various steps in personal achievement, namely:

- To grow as humans, through exposure towards academic excellence.
- 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.

WHY STUDY WITH ARU

- ARU was formed with a vision that education should be **accessible** to all people.
- Study with us, as we create educational **opportunities** for personal growth, prosperity, and excellence.
- Our mission is to provide our students with **flexible learning opportunities** through modern technology, world class materials and personal guidance.
- Through 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, ALTHOUGH 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 dedicated 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.

GOVERNANCE

CHANCELLOR

| | |
|----------------------------------|--|
| Prof Dr Fashion Muya Phiri [ARU] | fphiri@keystoneuoa.com |
|----------------------------------|--|

MANAGEMENT

| | | | |
|------------------------|---|------------------------------|--|
| Prof. Jakobus Malan | <i>Chief Executive Official [Chairperson]</i> | | malan@keystoneuoa.com |
| Prof. Kobus du Plessis | <i>Chief Operations Official</i> | | kobusdp@keystoneuoa.com |
| Prof. John Volk | <i>DVC - ARU</i> | | jvolk@keystoneuoa.com |
| Mr. Siapemo Adams | <i>Registrar Academic</i> | 0972 614 194 | registrar@aru-online.com |
| Mrs. Katongo Naomi | <i>Registrar Administration [Secretary]</i> | 0976 190 018 | registrar@keystoneuoa.com |
| Ms. Himoonga Natasha | <i>Deputy Registrar- Student Services</i> | 0969 527 351 | studentservices@keystoneuoa.com |
| Mrs. Konkola Mwiche | <i>Manager Recruitment</i> | 0962 541 331 | recruitment1@keystoneuoa.com |
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| Mr. Kakoma Chipoya | <i>Senior Accountant</i> | 0976 145 845 | kakoma@aru-online.com |
| Mr. Daniel Sakala | <i>Manager Student Data</i> | 0762337936 | dsakala@keystoneuoa.com |

ACADEMIC MANAGEMENT

| | | | |
|--------------------|---|--------------|--------------------------|
| Prof John Volk | <i>Deputy Vice Chancellor</i> | | jvolk@keystoneuoa.com |
| Mr. Siapemo Adams | <i>Registrar Academic</i> | 0972 614 194 | registrar@aru-online.com |
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| Annie Nchunka | <i>Academic Liaison Officer</i> | 0974 860 805 | anchunka@keystoneuoa.com |

ACADEMIC COORDINATORS

| | | | |
|-----------------|---|--------------------------|---------------------------|
| Michael Tembo | <i>Senior Academic Coordinator, and Acting Head of School of Law and Humanities</i> | 0779387725 | mtembo@keystoneuoa.com |
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| Gracious Phiri | <i>AC: Postgraduates</i> | 0962212056 0972808964 | gracious@aru-online.com |
| Namunji Kapawa | <i>AC: Business and Law</i> | 0979 190 282 | nkapawa@keystoneuoa.com |
| George Sikaonga | <i>Librarian and AC: Business and Humanities</i> | 0977745489 | gsikaonga@keystoneuoa.com |

DATA ADMINISTRATORS

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|---------------|-----------------------|------------|-------------------------|
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| Adrian Sakala | Data Administrator | 0762337936 | asakala@keystoneuoa.com |

IT AND SYSTEMS

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

ACCOUNTANTS

| | | | |
|--------------------|--------------------------|--------------|--------------------------|
| Mr. Kakoma Chipoya | <i>Senior Accountant</i> | 0976 145 845 | kakoma@aru-online.com |
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| Anastasia Chaloba | <i>Accountant</i> | 0963 865 625 | achaloba@keystoneuoa.com |

STUDENT SERVICES

| | | | |
|----------------------|--|--------------|---------------------------------|
| Ms. Himoonga Natasha | <i>Deputy Registrar-Student Services</i> | 0969 527 351 | studentservices@keystoneuoa.com |
| Boyd Katowa | Logistic Administrator Books | 0976 189 997 | boyd@aru-online.com |
| Malizane Phiri | Logistics Administrator-Assignments | 0972 978 988 | sphiri@keystoneuoa.com |
| Emma Chibwe | Administrative Officer | 0977296593 | echibwe@keystoneuoa.com |
| Martha Phiri | Administrative Officer | 0973 030 175 | martha@aru-online.com |
| Jacob Mutelo | Logistics Administrator | 0977 691 740 | N/A |

STUDENTS ACCOUNT ADMINISTRATORS

| | | | |
|--------------------|--|------------|-------------------------|
| Mr. Chuma Miyoba | <i>Manager Accounts Administration</i> | 0960320270 | cmiyoba@keystoneuoa.com |
| Mr. Johnny Likando | <i>Senior Accounts Administrator</i> | 0966664762 | jonny@aru-online.com |
| Mrs. Melody Manje | <i>Accounts Administrator</i> | 0960320693 | mmanje@keystoneuoa.com |
| Mrs. Lillian Ncube | <i>Accounts Administrator</i> | 0960320450 | lncube@keystoneuoa.com |

ADMINISTRATION

| | | | |
|--------------------|---------------------------------|--------------|---------------------------|
| Mrs. Katongo Naomi | <i>Registrar Administration</i> | 0976 190 018 | registrar@keystoneuoa.com |
| Jenifer Mutambo | <i>Housekeeping Assistant</i> | N/A | N/A |
| Florence Banda | <i>Housekeeping Assistant</i> | N/A | N/A |
| Miniva Musonda | <i>Housekeeping Assistant</i> | N/A | N/A |
| Killian Kakola | <i>General Maintenance</i> | N/A | N/A |

ASSOCIATIONS

| | | |
|---|---------|--------------|
| Chartered Institute of Risk and Security Management | CIRSM | Zimbabwe |
| Royal Institute of Management and Engineering | RIME | Zimbabwe |
| Workers University College | WUC | E'Swatini |
| 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 |

QUALIFICATIONS OVERVIEW

| 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 | Research based -under Supervision and with Colloquiums// Tutored | 1 to 2 years | Bachelor's Degree |
| Philosophy [MPhil] | Research based -under Supervision and with Colloquiums | 1 to 2 years | Bachelor's Degree |
| Education [MEd] | Research based -under Supervision and with Colloquiums | 1 to 2 years | Bachelor's Degree |
| Management [MBA] - with specialization: | Tutored | 1 to 2 years | Bachelor's Degree |
| <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> | | | |
| Education Management [MEd] | Tutored | 1 to 2 years | Bachelor's Degree |
| Public Administration [MPA] | Tutored | 1 to 2 years | Bachelor's Degree |
| Literacy and Literacy Development [MA] | Tutored | 1 to 2 years | Bachelor's Degree |
| Development, Innovation and Entrepreneurship [MCom] | Tutored | 1 to 2 years | Bachelor's Degree |

OTHER QUALIFICATIONS OFFERED BY UNIVERSITY OF AFRICA

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> <tr> <th colspan="2" data-bbox="829 911 1451 953">School of Education</th></tr> <tr> <td colspan="2" data-bbox="829 953 1451 1331"> <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>] </td></tr> <tr> <td colspan="2" data-bbox="829 1331 1451 1535"> <p>Postgraduate Diploma in Teaching Methodology</p> </td></tr> | School of Education | | <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> | |
| School of Education | | | | | | | |
| <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> | | | | | | | |

SCHOOL OF POST GRADUATE STUDIES

The School of Post Graduate Studies offers a Doctorate degree, seven master's degree programmes and– each with various focus options, namely:

- **Doctor of Philosophy [PhD]** – Research based
- **Master of Philosophy [MPhil]** – Research based
- **Master of Education [MEd]** – Research based
- **Master of Business Administration [MBA]** – Tutored – with Specialization options:
 - **Strategy and Leadership**
 - **Economics**
 - **Financial Management**
 - **Marketing Management**
 - **Human Resources Management**
- **Master of Education Management [MEd]** – Tutored
- **Master of Public Administration [MPA]** – Tutored
- **Master of Development, Innovation and Entrepreneurship [MCom]** – Tutored
- **Master of Literacy and Literacy Development [MA]** – Tutored

The primary purpose of these qualifications is to provide qualifying students with applied competencies and practical skills in the acquisition, interpretation, understanding and application of strategic and general management principles. The degrees develop the research and conceptual skills of the student in a chosen field of specialisation. A qualifying student should show evidence of scientific research and an ability to report thereon. The student should also be able to reflect on his/her research decisions and applications, and to assess the effect thereof in the holistic context of strategic and general management.

MASTER of BUSINESS ADMINISTRATION (MBA)

The MBA degree offers different specialisation options:

- Master of Business Administration with **Strategy and Leadership**
- Master of Business Administration with **Economics**
- Master of Business Administration with **Financial Management**
- Master of Business Administration with **Marketing Management**
- Master of Business Administration with **Human Resource Management**

Apart from research competences, the student must show managerial and administrative competences, which include the following:

- Assess and apply strategic and general management concepts and principles in highly specialised and unpredictable contexts; identify and analyse complex issues and problems relating to strategic and general management strategies and policies; and propose and implement alternative courses of action and solutions.

- Work in a team with a variety of role players including political role players, professional and administrative members of the strategic and general management profession, as well as people on the grassroots level related to the business.
- Act responsibly with respect to, and accept responsibility for, activities undertaken during his/her assessment and application of strategic and general management concepts and principles.
- Through independent study and teamwork, plan and undertake advanced research in strategic and general management, including gathering, analysing, integrating, and interpreting related complex and highly advanced information.
- Communicate effectively with different role players in strategic and general management orally and in writing by applying principles of communication and reflecting on the communication skills applied.
- Reflect on and utilise management technology appropriate to the strategic and general management environment
- Reflect on the importance and role of strategic and general management on a macro and micro level.
- Explore different learning strategies to acquire and improve the various skills and capabilities required of a strategic and general management practitioner.
- Contribute towards the level of professionalism, expertise, effectiveness, and efficiency of the strategic and general management profession, thus having a positive impact on the economy and contributing towards the redress of poverty in the country.
- Demonstrate a positive approach towards different communities and sensitivity towards social, economic and cultural differences and needs in these communities.
- Effectively seek employment and entry into the strategic and general management profession as a highly specialised and advanced technical or research specialist (both across the strategic and general management discipline and on an interdisciplinary basis) and thus establish for himself/herself a specialised and advanced career therein.
- Effectively and responsibly organise and coordinate resources and opportunities, including own activities, and taking into consideration the financial implications thereof.

| SEMESTER/STAGE | MBA | MASTER of BUSINESS ADMINISTRATION | |
|----------------|-----|--|----------|
| 1 | MBA | Strategic Planning and Management | MSTRAP01 |
| | MBA | Managing Human Resources | MMGTHR01 |
| | MBA | Strategic Financial Management | MSTRFM01 |
| | MBA | Strategic Marketing | MSTRMK01 |
| 2 | MBA | Strategic Leadership | MSLEAD02 |
| | MBA | Managerial Economics | MMECON02 |
| | MBA | Managerial Ethics | METHIC02 |
| | MBA | Budgeting and Planning | MBUFIN02 |
| 3 | MBA | Specialization Options - Select Any Cluster of 4 Subjects | |
| 4 | MBA | Postgraduate Research Methodology | MPGRME03 |

| | | | |
|--|-----|--------------|----------|
| | MBA | Dissertation | MDISST04 |
|--|-----|--------------|----------|

Specialization Options - Select Any Cluster

| SEMESTER | MBASL | Strategy and Leadership | |
|----------|-------|--------------------------------------|-----------|
| 3 | MBASL | Leadership and Development | MLEDEV03 |
| 3 | MBASL | Strategic Implementation | MSTRIM03 |
| 3 | MBASL | Innovative Leadership and Creativity | MINLCR03 |
| 3 | MBASL | Advanced Management | MADVMG003 |

| SEMESTER | MBAEC | Economics | |
|----------|-------|--|----------|
| 3 | MBAEC | International Trade | MINTEC03 |
| 3 | MBAEC | Environmental and Natural Resource Economics | MECMET03 |
| 3 | MBAEC | Economic Growth and Development | MMTMGT03 |
| 3 | MBAEC | Labour economics | MADVMG03 |

| SEMESTER | MBAFM | Financial Management | |
|----------|-------|-----------------------|----------|
| 3 | MBAFM | Investment Management | MINVMG03 |
| 3 | MBAFM | Financing | MFIN03 |
| 3 | MBAFM | Management Accounting | MMTACC03 |
| 3 | MBAFM | Advanced Management | MADVMG03 |

| SEMESTER | MBAMRK | Marketing | |
|----------|--------|----------------------------------|----------|
| 3 | MBAMRK | Marketing Analysis | MMANAL03 |
| 3 | MBAMRK | Customer Services and Support | MCUSEV03 |
| 3 | MBAMRK | E-commerce & Online Marketing | MECOMM03 |
| 3 | MBAMRK | Advertising | MADVRT03 |
| SEMESTER | MBAHR | Human Resource Management | |
| 3 | MBAHR | Global Human Resource Management | MGLOHR03 |
| 3 | MBAHR | Performance Team Building | MPERTB03 |
| 3 | MBAHR | Staff Administration | MSADM03 |
| 3 | MBAHR | Advanced Management | MADVMG03 |

MASTER of EDUCATION (EDUCATION MANAGEMENT)

This program was designed for post-graduate students who wishes to pursue, or who are already pursuing a career in managing educational institutions. Educational institutions include schools, universities, and other post graduate institutions such as vocational centres and career development centres. This career also prepares individuals to provide leadership, managerial guidance, and strategic guidance to individuals in leadership positions or who are aspiring towards those positions.

It is mostly the case that people who find themselves in managerial jobs in educational institutions, have developed through the ranks of their professions, such as being teachers, departmental heads and so forth. Therefore, many will find themselves in positions where they are not equipped with managerial skills, instead being very capable professionals. The world of management is vastly different from the world of a professional, where subject knowledge, and the ability to deal with student development are at the forefront.

Being a manager, moves one away a few levels from this activity, and places new and different pressures on the individual.

In the master's degree, ARU assumes that the student has some managerial background, but wishes to specialize and sharpen the thinking as it relates to the management of educational institutions on various levels. This degree is therefore primarily based on the objective to broaden managerial knowledge and sharpen your research ability. At the masters' degree level, you are required to be able to complete research, change your manner of thinking, and approach issues differently from before.

A large portion of the degree focuses on the strategic orientation of senior managers.

The degree has three components:

1. Theory: Nine subjects
2. Research Methods and Techniques: Submission of Research Proposal
3. Dissertation

Assessment

Assessment takes place in the form of one assignment and one examination. The weights are as follows:

1. Assignments 50%
2. Examination 50%

| SEMESTER/STAGE | MEDMNGT | MASTER of EDUCATION in EDUCATION MANAGEMENT | |
|----------------|---------|---|----------|
| 1 | MEDMNGT | Strategic Planning and Management | MSTRAP01 |
| | MEDMNGT | Managing Human Resources in Education | MHRMED01 |
| | MEDMNGT | Advanced Management | MADVMG01 |
| | MEDMNGT | Educational Leadership | MEDLED01 |
| 2 | MEDMNGT | Educational Psychology | MPSYED02 |
| | MEDMNGT | Curriculum Design | MCUDES02 |

| | | | |
|----------|---------|-----------------------------------|----------|
| | MEDMNGT | Educational Policy and Planning | MEPOPL02 |
| | MEDMNGT | Assessment and Evaluation | MASEVA02 |
| 3 | MEDMNGT | Financial Management | MSTRFM03 |
| | MEDMNGT | Postgraduate Research Methodology | MPGRME03 |
| 4 | MEDMNGT | Dissertation | MDISST04 |

MASTER of PUBLIC ADMINISTRATION (MPA)

This course will enable you apply both the qualitative and quantitative analytical skills, thus strategically managing the public service. Enrol and learn more.

| SEMESTER/STAGE | | MASTER of PUBLIC ADMINISTRATION | |
|----------------|-----|--|----------|
| 1 | MPA | Strategic Planning and Management for Public Organizations | MSPMPU01 |
| | MPA | Managing Human Resources in Public Organizations | MHRPUO01 |
| | MPA | Advanced Public Management | MADVMG01 |
| | MPA | Leadership in Public Administration | MLEDPA01 |
| 2 | MPA | Public Policy | MPPOLI02 |
| | MPA | Public Health Administration | MPHEAA02 |
| | MPA | Public Procurement Management | MPPROC02 |
| | MPA | Budgeting and Finance | MBUFIN02 |
| 3 | MPA | Postgraduate Research Methodology | MPGRME03 |
| | MPA | Public Financial Management | MPUFM03 |
| 4 | MPA | Dissertation | MDISST04 |

MASTER of LITERACY and LITERACY DEVELOPMENT STUDIES

The postgraduate qualification in literacy and development studies will equip you with the skills you need in reading, writing and the written text in the social and cultural context. The course provides learners with in-depth study opportunities in literacy and development, especially in both the theoretical and practical aspects of social - economical management sciences.

| SEMESTER/STAGE | | MASTER of LITERACY and LITERACY DEVELOPMENT STUDIES | |
|----------------|--------|--|-----------|
| 1 | MALLDS | Literacy Theory, Policy and Practice | MLITTPP01 |
| | MALLDS | Literacy Development and Performance | MLIDEPM01 |
| | MALLDS | The Psychology of Literacy Studies and Development | MPSYLT01 |
| | MALLDS | Emerging Concerns in Literacy Education | MEMLIT01 |
| 2 | MALLDS | Classroom Management Strategies | MCLSRT02 |
| | MALLDS | Sociocultural Context of Reading Instruction | MSCRIN02 |
| | MALLDS | Education Policy and Strategy | MEPOLS02 |

| | | | |
|----------|--------|--|-----------|
| | MALLDS | Literacy Instruction Practices | MLINPRC02 |
| 3 | MALLDS | Pedagogy, Curricula and Program Development | MPCUPD03 |
| | MALLDS | Assessment of Literacy Proficiency and Practices | MASLPP03 |
| | MALLDS | Program Design and Appraisal in Literacy Education | MPDALE03 |
| | MALLDS | Literacy and Sustainable development | MLITSUD03 |
| 4 | MALLDS | Postgraduate Research Methodology | MPGRME04 |
| | MALLDS | Internship | MINTSP04 |
| | MALLDS | Dissertation | MDISST04 |

MASTER of COMMERCE in DEVELOPMENT, INNOVATION and ENTREPRENEURSHIP

Do you want to start your own Business or Company? Or are you working for an already existing company. Then this course is for you. It will equip you with the entrepreneurial skills needed to start or develop a business. It will empower you with the entrepreneur mindset to drive innovation which can be applied to Small and Medium Enterprises (SME's).

| SEMESTER/STAGE | | MASTER of COMMERCE in DEVELOPMENT, INNOVATION and ENTREPRENEURSHIP | |
|-----------------------|-------|---|----------|
| 1 | MCDIE | Organizational Behaviour | MORBEH01 |
| | MCDIE | Strategic Management | MSMNGT01 |
| | MBASL | Innovative Leadership and Creativity | MINLCR03 |
| | MCDIE | Theories of Innovation | MTHEIN01 |
| 2 | MCDIE | Public Financial Management | MPUFM02 |
| | MCDIE | Managerial Economics | MMECON02 |
| | MCDIE | Project Management | MPROJM02 |
| | MCDIE | Strategic Marketing Management | MSMKTM02 |
| 3 | MCDIE | Postgraduate Research Methodology | MPGRME03 |
| | MCDIE | Entrepreneurship | MENTRP03 |
| | MCDIE | New Product Development and Service Innovation | MPRDSI03 |
| | MCDIE | Economic Globalization and Development | MGLODE03 |
| 4 | MCDIE | Dissertation | MDISST04 |

INSTITUTE FOR RESEARCH and DEVELOPMENT

The Institute for Research & Development is an integral unit within the School of Post Graduate Studies – overseeing MPhil, MEd by Research and PhD studies.

MASTER of PHILOSOPHY [MPhil]

Introduction

The Master of Philosophy in Development studies is an advanced research degree, suitable for students who wish to specialize in a field of research of their choice. It forms the ideal platform for the pursuit of a doctorate degree.

Background on the Master of Philosophy degree in Development Studies

Development Studies is a multi- and inter-disciplinary field of study that seeks to understand social, economic, political, technological, and cultural aspects of societal change, particularly in developing countries. Development Studies as a study field deals with development efforts through reform, capacity building and empowerment.

This research-based degree has a multidisciplinary approach that addresses the numerous global challenges that are faced in the developing world and identifies the possible solutions.

The acquisition of this qualification will be of great value to all those who are involved in one way or another in development. This holds true not only for the person responsible for day-to-day management, but also for the policy maker and the strategic manager. The degree can be put to good use by officers in the private sector and the public sector at local, provincial, and national level. The degree endeavour to create professionalism and promotes people to take responsibility for their own development. Finally, this degree will promote problem solving and give context and understanding for the person not directly involved in development, but nonetheless fulfilling a function in developing countries.

Aims of the program

The aims of the program are:

- To equip individuals with the knowledge to conduct research in the fields of social, economic, legal, humanitarian, political, technological, and cultural aspects of societal change.
- To convert their mind set into a mind set of “solving problems”
- To contribute towards the body of scientific knowledge in Zambia, and outside our borders

- To develop confident citizens that can stand their ground in the development of science
- To become contributors towards the economy of Zambia

Fields in development studies

- Economic and economic related topics
- Human rights development
- Gender-based issues
- Human development
- Development administration
- Development support
- Technological development and support
- Nutrition and health
- Poverty alleviation
- Infrastructural development
- Crime and physical violence
- Administrative and legal support for development

Structure of the degree

The MPhil degree is a research-based degree, with two components, namely:

- Completion of a Masters' degree Dissertation
- Completion of the 5 research modules which are:
 - Quantitative Research methods
 - Qualitative research methods
 - Academic referencing
 - Scientific academic writing
 - Technical aspects of a research submission

MASTER of EDUCATION – by RESEARCH

The program will equip students involved in educational responsibilities to undertake research in a field of a particular interest. The course will prepare you to inquire into an educational problem and come up with new knowledge.

DOCTOR of PHILOSOPHY DEGREE (PhD)

Introduction

The ARU PhD program is a researched based program that equips successful students with the necessary skills to become leaders and problem solvers.

The degree is multi-disciplinary, researched based and supported by regular colloquiums where post graduate students get together to learn research skills, presentation skills, network with each other, and obtain the opportunity to engage with their peers in healthy academic debate.

Ultimately the degree produces individuals who will be able to contribute towards the Zambian society in a productive manner.

The basic purpose of development is to enlarge people's choices. In principle, these choices can be infinite and can change over time. People often value achievements that do not show up at all, or not immediately, in income or growth figures: greater access to knowledge, better nutrition and health services, more secure livelihoods, security against crime and physical violence, satisfying leisure hours, political and cultural freedoms and sense of participation in community activities.

Research on development seeks to make a difference. This makes it even more loaded and contested than other kinds of research. (Mehta et al., 2006: 1)

Development Studies is research committed to improvement. Knowledge generation is not an end in itself ... An implication of this is that Development Studies addresses current, actual problems, focusing on solving them.

The PhD in Development Studies will amongst others, also contribute towards the Zambian Government's Vision 2030 in the following manner:

- Produce human capital with a diverse set of knowledge.
- Contribute to competent, highly skilled, and motivated human resources.
- Establish a knowledge-based economy that is fully competitive, dynamic, robust, and resilient in an integrated global and liberal environment.
- Establishing a progressive society that is an innovative and forward-looking contributor to the scientific and technological advancement of the future of Zambia.
- Build people's abilities in terms of skills and the ability to receive and process information for livelihood choices.

Definition and goals of the PhD in development studies

Development Studies is a multi- and inter-disciplinary field of study (i.e., not a discipline) that seeks to understand social, economic, political, technological, and cultural aspects of societal change, particularly in developing countries.

It is characterized also by normative and policy concerns. It aims at contributing to possible solutions to societal problems that development or its absence may produce.

In pursuit of these objectives, Development Studies is context sensitive. It examines societal change within a historical, comparative, and global perspective. It aims to consider the specificity of different societies in terms of history, ecology, culture, technology, finance, business development, entrepreneurial development etc. and how these differences both can and often should translate into varied 'local' responses to regional or global processes, and varied strategies of development and methods.

Development studies is a changing and evolving field of study, at present covering topics and concerns such as poverty, environmental and socio-political sustainability, women's empowerment and gender equity, globalization, sustainable development, and human development. The range of topics it covers is, however, by no means fixed as witnessed by the evolution of the focus of the field of study over the last decades, and the emergence of new topics such as development issues and poverty in the industrialized countries.

Education and research in development studies needs to (a) deepen, contextualize, and broaden disciplinary understandings, and (b) investigate societal problems in a way that both provides students with relevant analytical tools and theories, and provides them with a wide range of examples, cases and histories. It needs to (c) give students a coherent specialization focus and yet (d) flexibly accommodate their needs and interests given their academic and work background and career path. And it needs (e) to build-in ways for students to reflect on their own experience and to learn from each other's diverse experiences and backgrounds.

Graduates are to be able to deal with the complexities of development processes and issues, and to carry out analyses in a broad perspective, using conceptual frameworks sensitive to relevant socio-economic and politico-ethical aspects. They must recognize the need to bring in features, concepts, and tools from relevant ranges of disciplines and to relate these elements with scientific rigor.

Graduates must be able to select and apply relevant tools for collecting, interpreting, and assessing (qualitative and quantitative) information on development processes and their impacts, including knowledge and know-how from a variety of relevant sources.

Fields of research in the PhD degree in development studies include

- Human rights development
- Economic and economic related topics
- Gender-based issues
- Human development
- Development administration
- Development support
- Technological development and support
- Nutrition and health
- Poverty alleviation
- Infrastructural development
- Crime and physical violence

- Administrative and legal support for development

Career path

There is no set career path in development studies. Development studies graduates are employed in a range of jobs in a variety of organizations, such as:

- Civil service
- Think tanks and lobbying firms
- Conservation
- Teaching and education
- Government agencies
- Charities and not-for-profit organizations
- Refugee agencies
- Consulting
- NGO's
- Profit seeking ventures

Aims of the program

The primary purpose of the qualification is to equip graduates with post-graduate managerial, professional, and individual competencies to be effective multi-functional leaders and managers.

The second purpose of the qualification is to provide graduates with post-graduate knowledge, specific skills, values, and attitudes that prepare them to be lifelong learners, employable leaders/managers/entrepreneurs and contributors to society and the business community.

A third purpose of the qualification is to provide the country with graduates who can determine the constructive role they need to play as leaders in their organizations and who are empowered to play that role.

Objectives of the program

The objectives of the PHD program are:

- a. To develop leaders who can confidently lead organizations at executive level.
- b. To develop individuals who are able to think, solve problems and create solutions to challenges in the workplace.
- c. To instill confidence in individuals of their abilities to act as responsible members of a diverse society.

More specifically, the PhD program has the following objectives

- To develop research capability
- To promote leadership capabilities
- To enhance personal development
- To instill scholarly discipline
- To improve communication skills
- To develop Research Methodology
- To be able to conduct problem solving

Research capability

- Evidence in the form of a written thesis and at least two individual presentations at PHD colloquia, through intellectual scrutiny and where feasible, expert international external assessment, will show that graduates:
- Independently identify and define original research problems that expand or redefine existing knowledge
- Autonomously apply appropriate and sophisticated knowledge for solving advanced research problems.
- Manipulate abstract systems models
- Identify, analyze, and solve concrete and abstract problems by drawing upon the theoretical knowledge and experiential base of functional disciplines, as well as own experience base.
- Identify and propose ways to serve the needs of business and society.
- Use their knowledge and experience to offer suggestions for solving problems at a community, national, international, and global level.

Leadership capabilities

- Demonstrate leadership skills, specifically in research.
- Use people skills (tolerance, empathy, listening skills, leadership, etc.) in-group situations.
- Take responsibility for the nature, quantity, and quality of output, and responsibility for the achievement of group research output.
- Establish professional research relationships through group work.
- Promote the appreciation of diversity and the achievement of equity.
- Undertake projects and provide evidence of successful interaction with others.
- Use effective communication skills within a group situation.
- Organize themselves and others into effective working groups.
- Communicate the evidence of these research group interactions through written and oral reporting.

Personal development

- Make advanced and sophisticated theoretical judgements and evaluations.
- Think epistemologically and offer evidence to support research findings and recommendations.
- Assess their own strengths and weaknesses and develop coping strategies.
- Have the capacity for advanced independent study.
- Interact effectively with experts in debate.
- Take responsibility for determining, achieving evaluating and applying all personal output.
- Manage a demanding professional and private life with the demands of Doctorate level studies.

Scholarly discipline

- Demonstrate advanced research skills.
- Synthesize information autonomously
- Assess own and others' work accurately.
- Create responses to problems that expand existing knowledge
- Use library and other resources effectively to suit their individual needs.
- Use library and other resources effectively to suit the needs of the areas of research.
- Integrate information from a variety of sources.
- Act responsibly as a researcher and scholar (e.g., appropriate referencing, avoiding plagiarism, etc.)
- Follow the conventions of scholarship in the various disciplines under study.
- Follow relevant conventions and guidelines to their academic and career purposes.
- Critically analyze theories, examples, experiences, etc.?
- Argue appropriately within the relevant discourse community.
- Independently draw up a reference list relating to a chosen topic of research.

Communication skills

- Communicate their ideas and provide supporting evidence in a sustained manner and at a sophisticated level.
- Identify conclusions and premises in academic arguments.
- Follow the language conventions of written use in the business and management discipline.
- Use appropriate models of organization and presentation as required in the business and management discipline.
- Use statistics and numbers appropriately, accurately, and responsibly in support of their ideas.
- Create and use visuals appropriately to support their ideas.
- Use professional language to critically analyze, evaluate and critique others' ideas.

Research Methodology

- Use scientific methods of investigation, testing and evaluation
- Select appropriate scientific methods to suit the needs of the individual or group.
- Promote the use of natural resources in a sustainable way.
- Promote respect for and a responsible attitude towards science and technology.
- Consider the ethics involved in science and technology issues.
- Show respect and openness towards the psychological, health and physical environment of others.
- Promote the use of up-to-date and appropriate technology to achieve business purposes in a variety of contexts.

Problem solving

- Draw upon their prior knowledge (personal and abstract) and personal experience as appropriate when investigating and analyzing the world around them.
- Look beyond and across traditional disciplinary boundaries for possible solutions.
- Follow an integrated approach to learning and studying.
- Demonstrate a comprehensive understanding of the field / discipline and relate it to their own research.

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 | |

| 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 |

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/UOA) |
| 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.Keystoneuoa.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

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 | mudaphiricbcomm@gmail.com |

PROVINCIAL COORDINATORS

| | | | |
|----------------------|--------------|-----------|--|
| Northwestern/Solwezi | Vacant | 964042991 | recruitment3@keystoneuoa.com |
| Copperbelt/Kitwe | Henry Tembo | 974499843 | henjacq2004@gmail.com |
| Southern/Choma | Owen Miyanza | 977783518 | coweth@gmail.com |

| | | | |
|----------------|-------------------|-----------|--|
| Western/Mongu | Sikwanda Mundi | 976988631 | sikwandamundia@gmail.com |
| Kuapula/Mansa | Jordan Mundanga | 976840268 | jordanmulunga@gmail.com |
| Northern/Mbala | Elizabeth Musonda | 978074406 | mbazimamusonda@gmail.com |

| | | | |
|-------------------|--------------------|------------|--|
| Senior Consultant | Mr. Webster Mhango | 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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