



University Africa



Grow | Prosper | Excel



Africa Research University



PROSPECTUS 2021

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FROM THE DESK OF THE CEO



Welcome to both University Africa and Africa Research University.

We are proud to offer you the best of both worlds. Mainly a specialist university by name of Africa Research University, specializing in post-graduate degrees up to doctoral level, and UA, a university with a long and proud history spanning from 2008.

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 excel in life and eventually prosper.

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

Through residential sessions throughout the year, we will ensure that you connect with your lecturers and the administrators, whilst still able to continue to work and study at the same time.

My team and I welcome you to our two universities. 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.

Prof Dr J Malan
Chief Executive Officer

TWO UNIVERSITIES

BACKGROUND

University Africa [UA] was founded in 2008 and in 2010 Central Africa Correspondence College [CACC] founded in 1963 - was combined with UA. In 2010 Prof Dr Kobus Malan became the CEO and VC of the combined institution a position he held with success until early 2015, when some-one else was appointed CEO and VC. Prof Malan was supported by Prof Kobus du Plessis – founder of UA, where he remained involved in an executive position until end 2014.

In 2015/2016 Prof Malan and his wife Tina established Africa Research University and Prof Du Plessis joined them in 2017.

When the then owners of UA in April 2020 decided to disinvest from Zambia, the troika – Prof Malan, Tina Malan and Prof Du Plessis - decided to buy UA with effect 1 May 2020 in order to avoid closure of UA with all the negative impacts on the different role players.

MERGER

After consultation with the Higher Education Authority [HEA] it was subsequently decided to continue to operate UA and ARU as two separate universities – both duly registered with and accredited by the HEA. A third entity was established, namely Keystone University of Africa – to coordinate the different functions. [*Keystone has a positive Biblical connotation as the stone that keeps the building in-tact*].

- Henceforth UA will be the university to concentrate on all under-graduate services.
- ARU will concentrate on all post-graduate services with a strong focus on research and innovation.
- Keystone will be responsible for all related services to both UA and ARU.

HIGHER EDUCATION AUTHORITY [HEA]

Both UA and ARU are duly registered and accredited with the HEA.

- ARU – ‘HEA/001’
- UA - ‘HEA/028’.

The HEA approved an application to have both UA and ARU to be based at the same premises – that of UA.

All conferred qualifications will remain in the ZAQA database as an official database and proof of qualifications. Students have nothing to fear regarding recognitions.

VISION

Our vision is to enable our students to:
Grow, Prosper and Excel
in whatever they aspire to achieve.

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

Both universities have a strong focus on managerial skills, and knowledge, and is one of the few universities that devotes two semester courses on research - preparing students not only for post graduate research, but also to contribute as such in the workplace.

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, prosperity and excellence and certify the applicable competencies.

Both universities have a strong focus on managerial skills, and knowledge, and is one of the very few universities that devotes two semester courses on research - preparing students not only for post graduate research, but also to contribute as such in the workplace.

The universities 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.
- 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.

LOGOS

- **Africa Continent:**

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.

- **Open Book**

The fundamental and traditional source of knowledge for life-long learning and development. 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 Arch [Keystone]**

Keystone has a positive Biblical connotation as the stone that keeps the building in-tact.

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, 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 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 Continent.
- One of the very few which are accredited to offer up to Doctorate level.
- Focused on the Zambian human resources need and demands.
- Zambian registered and accredited.

GOVERNANCE

CHANCELLORS

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QUALIFICATIONS – OVERVIEW

DEGREES - <i>Entry Requirements</i> - Duration	SPECIALIZATION OPTIONS #
Doctorates [PhD] - <i>Master's Degree</i> - 2 to 3 years	# MBA: * Strategy & Leadership * Economics * Financial Management * Marketing Management * Human Resource Management * Education Management # BBA: * Business Management * Project Management * Financial Management * Marketing Management * Economics & Finances * Human Resource Management * Purchasing & Supply Management * Security & Risk Management * Corporate Risk & Security Management * Health Services Management
Master's - <i>Bachelor's Degree</i> - 2 years * Philosophy [MPhil] * Business Administration [MBA] - <i>with specialization options</i> # * Public Administration [MPA] * Development, Innovation & Entrepreneurship [MCom] * Literacy & Literacy Development [MA]	
Bachelor's - <i>Grade 12 with 5 O-levels</i> - 4 years * Business Administration [BBA] - <i>with specialization options</i> # * Public Administration [BPA] * Occupational Health, Safety & Environment [BSc] * Sustainable Health & Environmental Studies [BSc] * Transport & Logistics Management [BSc] * Law [LLB] * Criminal Justice [BCJ] * Social Works & Development Studies [BA] * Secondary Education [BEd - Secondary] - <i>with specialization options</i> #	
Postgraduate Diploma * Teaching Methodology [PDTM]	# BEd - Secondary * ICT * Geography * Business Studies * Civic Education * English Language * History [<i>Minor</i>] * Religious Studies [<i>Minor</i>]
Fast Track Bachelor's Degrees - <i>Diploma</i> - 2 years ** Any of the above Bachelor's Degrees	
Modes of Studies: ** Doctorates & MPhils - Research under Supervision & Colloquiums ** All Other - Open Distance Learning/E-learning with Contact Classes	

SCHOOL of BUSINESS & DEVELOPMENT STUDIES

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 organisations.
- The relationship between the organisation and its environment (social, political, legal, economics and ecological).
- The functional disciplines within the organisation and their contribution to organisational 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 **concentrations/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 & Finances
6. Human Resource Management
7. Purchasing & Supply Management
8. Security & Risk Management
9. Corporate Risk & Security Management
10. Health Services Management

CURRICULUM

YEAR	SEMESTER	SUBJECT
Year 1	Semester 1	Business Communication
		Introduction to Economics
		Introduction to Business
		Business and Law
		ACADEMIC LITERACY
	Semester 2	Business Statistics
		Entrepreneurship
		Principles of Management
		Micro Economics
Year 2	Semester 3	Marketing Management
		Production Management
		Human Resource Management
		Purchasing and Supply Management
	Semester 4	Marketing Research
		Management Accounting
		Information Management
		Financial Management
Year 3	Semester 5	Leadership
		Theory of Management
		Introduction to Strategic Management
		Project Management
	Semester 6	Managerial Ethics
		Change Management
		Macro Economics
		Research Methods and Statistics
Year 4	Semester 7	Specialization:
		Advanced Research Techniques
		Elective 1
		Elective 2
	Semester 8	Elective 3
		Capstone Course Project
		Elective 4
		Elective 5
		Elective 6

SPECIALIZATION OPTIONS & SUBJECTS

MARKETING

1. Electronic Marketing and E-Commerce
2. Advanced Marketing Management
3. Advertising
4. Consumer Behaviour
5. Customer Service
6. Public Relations

PURCHASING & SUPPLY MANAGEMENT

1. Logistics Order & Processing
2. Purchasing & Supply Management
3. Principles of Procurement
4. Production Management
5. Principles of Warehousing
6. Quantitative Methods for Logistics

SECURITY AND RISK MANAGEMENT

1. Physical Security
2. Principles of Corporate Security
3. Fundamentals of Forensic Investigation
4. Interview & Evidence
5. Major Crime Investigation
6. Risk, Crisis and Disaster Management

CORPORATE RISK & SECURITY

1. Principles of Corporate Security
2. Integrated Risk Planning & Strategy
3. Internet Risk & Security
4. Physical Security
5. Fundamentals of Computer Forensics
6. Introduction to Information Security

HEALTH SERVICE ADMINISTRATION

1. Introduction to Health Administration
2. Health Care Quality & Safety
3. Health Planning
4. Health Promotion
5. Intro to Epidemiology
6. Health Delivery Systems

BUSINESS MANAGEMENT

1. Advanced Principles of Management
2. Advanced Marketing
3. Advanced Finance
4. Organizational Effectiveness
5. Purchasing & Supply Management
6. International Business Management

PROJECT MANAGEMENT

1. Project Leadership
2. Information Management
3. Project Risk Management
4. Project Financial Management
5. Project Information Management
6. Project Administration

ECONOMICS AND FINANCE

1. Advanced Financial Management
2. Project Financial Management
3. Investment Management
4. Global Finance
5. Development Economics
6. Community Economic Development

FINANCIAL MANAGEMENT

1. Advanced Financial Management
2. Project Financial Management
3. Investment Management
4. Global Finance
5. Budgeting
6. Working Capital Management

HUMAN RESOURCE MANAGEMENT

1. Organizational Effectiveness
2. Workplace Relations
3. Training Management
4. Team Building
5. Employment/Labour Law
6. Conflict Management

FIXED STRUCTURED BACHELOR'S DEGREES

BACHELOR OF PUBLIC ADMINISTRATION

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

SEMESTER	SUBJECT
Semester 1	Academic Literacy
	Introduction to Public Administration
	Business Communication
	Introduction to Good Governance, Ethics and Leadership
Semester 2	Introduction to Public Policy
	Approaches to Development
	Foundations of Public Finance
	Computer and Information Technology
Semester 3	Introduction to Project Management
	Conflict Prevention in the Workplace
	Public Policy Formulation, Planning, Implementation and Impact
	Capacity Building in Public Organizations
Semester 4	Gender and Development
	Records and Information Management in Public Organizations
	Planning for HIV AIDS
	Managing Information and Knowledge in Community Development
Semester 5	Industrial Psychology
	Strategic Management
	Performance Management
	Monitoring and Evaluation
Semester 6	Economics of Development
	Sectoral Public Policy
	Civil Liberties and Human Rights
	Public Sector Procurement Procedures and Systems
Semester 7	Organizational Change Management
	Mediation and Negotiation Skills
	Research Methodology
	Politics and Local Governance
Semester 8	Disaster Management
	Poverty Reduction Strategy
	Research Project

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.

SEMESTER	SUBJECT
Semester 1	Fundamental Principles of Occupational Health and Safety
	Safety Systems and Accident Theory
	Disaster Management
	Occupational Health Practice 1
Semester 2	Safety Program and Systems Design
	Fire and Emergency Preparedness, Preplanning, Prevention and Safety 1
	Environmental Control Practice
	Hazardous Materials and Substances
Semester 3	Industrial Psychology
	Organizational Behavior
	Air Contaminants and Industrial Ventilation
	Health Promotion and Occupational Diseases 1
Semester 4	Industrial Ergonomics
	Occupational Health and Safety Practice
	Environmental Impact Assessment
	Industrial Hygiene and Toxicology
Semester 5	Research Methodology
	Emergency Medical Training 1
	Occupational Safety Technology
	Risk Assessment and Management
Semester 6	Occupational Health and Safety Law
	Epidemiology and Disease Theory
	Disability Case Management
	Advanced Research Techniques
Semester 7	Introduction To Project Management
	Emergency Medical Training 2
	Fire Emergency Preparedness, Preplanning, Prevention and Safety 2
	Health Promotion & Occupational Diseases 2
Semester 8	Capstone Project-Research Project

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.

SEMESTER	SUBJECT
Semester 1	Academic Literacy
	Business Communication
	Environmental Economics
	Public Relations
Semester 2	Computer and Information Technology
	Environmental Management
	Epidemiology and Disease Theory
	Solid Waste Management
Semester 3	Environmental Management Systems
	Principles of Sustainable Development
	Sustainable Health Policy and Planning
	Built and Sustainable Communities
Semester 4	Applied Strategic Environmental Assessment
	International Environmental Governance
	Conflict Prevention in The Workplace
	Ecology and Sustainability
Semester 5	Biotechnology and Environment
	Health Law and Ethics
	Urban Water Resources
	Soil Management for Sustainability
Semester 6	Research Methodology
	Organizational Behavior
	Atmospheric Pollution Impact
	Environmental Law
Semester 7	Energy Resources and Policy
	Introduction to Good Governance, Ethics and Leadership
	Fire and Emergency Preparedness, Preplanning,
	Microbes In the Environment
Semester 8	Health Promotion and Occupational Diseases
	Research project

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.

SEMESTER	SUBJECT
Semester 1	Business Management
	Introduction to Accounting
	Business Communication
	Academic Literacy
Semester 2	Computer and Information Technology
	Business Mathematics
	Principles of Management
	Introduction to Economics
Semester 3	Commercial Law
	Introduction to Management Accounting
	Introduction to Statistics
	Principles of Marketing
Semester 4	Financial Management
	Budgeting and Decision Making
	Strategic Management
	Fundamentals of Logistical Management
Semester 5	Introduction to Entrepreneurship
	Research Methodology
	Introduction to Good Governance, Ethics and Leadership
	Purchasing and Supply Chain Management
Semester 6	Introduction to Project Management
	Organizational Behavior
	Business Planning
	Public Sector Procurement Procedures and Systems
Semester 7	Corporate Finance
	Electronic Marketing
	Storage, Packaging and Distribution Management
	Production Management
Semester 8	Bidding Documents and Processes
	Research Project

SCHOOL of LAW

The School of Law offers qualifications which are tailored to the different professions and industries.

Bachelor of Laws (LLB)

- Bachelor of Criminal Justice (BCJ)
- Bachelor of Arts in Social Works & Development Studies (BA)

BACHELOR OF LAWS (LLB)

The LLB has been designed by curriculum experts and practitioners in Zambia and is fully recognized by both the Council of Zambia Institute of Advanced Legal Education (ZIALE) and Law Association of Zambia (LAZ). The LLB degree is designed to prepare students wishing to pursue a career in the legal profession.

SEMESTER	SUBJECT
Semester 1	Legal Process
	Criminal Law
	Civil and Criminal Procedure
	Constitutional Law
	Academic Literacy
Semester 2	Law and Contract
	Law and Tort
	Commercial Law
	Land Law
Semester 3	Labour Law
	Environmental Law
	Family Law
	Immigration Law
Semester 4	Business Association
	Administrative Law
	Consumer Protection Law
	International Humanitarian Law
Semester 5	Information Technology and the Law
	Research Methodology
	Civil Liberties and Human Rights
	Law of Evidence
Semester 6	Company Law
	Intellectual Property Law
	International Law
	Jurisprudence
Semester 7	Law and Corporate Governance
	Media Law
	Banking and Financial Law
	Alternative Dispute Resolution
Semester 8	Gender Law
	Moot Court
	Child Law
	Research Project

BACHELOR OF CRIMINAL JUSTICE (BCJ)

The Bachelor's Degree in Criminal Justice is one of those unique offerings and opportunities. It is designed that the student will gain the skills and knowledge to prepare for a career in law enforcement, the justice system, corrections, security, and social services.

This program contributes to mutual understanding and co-operation between the present criminal justice disciplines of police, prosecution authorities and corrections.

SEMESTER	SUBJECT
Semester 1	Academic Literacy
	Constitutional Law
	Criminal Law
	Introduction to Criminal Justice Process
Semester 2	Introduction to the Principles of Criminal Justice
	Responsive Policing
	Proactive Policing 1: Rules and Regulations
	Responsive Policing 1: Specific Crimes Against the Person & Property
Semester 3	Introduction to Criminology
	Computer and Information Technology
	Proactive Roles in Policing, Law and Corrections
	Responsive Roles in Policing, Law and Corrections
Semester 4	Criminal Justice Technology
	Management of Criminal Justice System and Process
	Introduction to Statistics
	Administrative Law
Semester 5	Research Methodology
	Law of Evidence
	Introduction to Public Administration
	Relationship Issues in the Criminal Justice
Semester 6	Principles of Private Security
	Patrolling and Crime Prevention
	Investigation of Organized Crime
	Disaster Management
Semester 7	Law and Corporate Governance
	Banking and Financial Law
	Alternative Dispute Resolution
	Sympodial Relations in Criminal Justice
Semester 8	Gender Law
	Child Law
	Entrepreneurship
	Research Project

BACHELOR OF ARTS IN SOCIAL WORKS & 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.

SEMESTER SUBJECT

Semester 1	Principles of Management
	Introduction to Public Administration
	Business Communication
	Academic Literacy
Semester 2	Economics of Development
	Organizational Behavior
	Introduction to Social Psychology
	Introduction to Social Work
Semester 3	Introduction to Sociology and Development
	Introduction to Good Governance, Ethics and Leadership
	Strategic Management Work
	Principles and Practices of Youth Development
Semester 4	Community Relations
	Social Development
	Politics and Local Governance
	Planning for HIV AIDS
Semester 5	Civil Liberties and Human rights
	NGOs and Development
	Gender and Development
	Research Methodology
Semester 6	Social Policy and Development
	Disaster Management
	Social Service Systems & Delivery
	Social Work Law Procedure & Evidence
Semester 7	Mediation and Negotiation Skills
	Community Health & Development
	Poverty Reduction Strategy
	Monitoring and Evaluation
Semester 8	Special Education, Guidance and Counselling Skills
	Community and Rural Development

SCHOOL OF EDUCATION

FAST TRACK: Bachelor of Education [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, whilst only doing one Teaching Practice Assessment

Admission requirements: Admission at year 1 level- Grade 12, with 5 “O” levels and two passes.

Exemptions:

- Certificate holders qualify for exemptions for subjects already completed and passed.

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:
 - ICT
 - Geography
 - Business Studies
 - Civic Education
 - English Language
- The following minor specializations are available:
 - Religious Studies
 - History.

SEMESTER	SUBJECT
1	Academic Literacy
	History and Philosophy of Education
	Major Elective 1
	Major Elective 2
2	Sociology of Education
	Classroom Management
	Major Elective 3
	Minor Elective 1
3	Psychology of Education
	Introduction to Computers
	Major Elective 4
	Minor Elective 2
4	Curriculum Studies
	Teaching Methodology
	Major Elective 5
	Minor Elective 3
5	Educational Administration
	Technology & Teaching Aids in Education

	Special Education, Guidance & Counselling
	Major Elective 6
6	Computer Software and Applications
	E-learning Methods
	Teaching Practice 1 (will be waived if done at diploma level)
	Major Elective 7
	Minor Elective 4
7	Research Methods
	Major Elective 8
	Major Elective 9
	Minor Elective 5
8	Major Elective 10
	Entrepreneurship Teaching
	Practice 2 Education
	Research Project

- **Students must complete 10 electives from their chosen Major and 5 from their chosen Minor.**
- **Minors may be selected from any group: Subject numbers 1 to 5.**

	GEOGRAPHY
1	Introduction to Physical Geography
2	Human and Nature Geography
3	Geography of Zambia
4	Geography of Africa and the Sub Region
5	Geography Field Work
6	Climatology
7	Economic Geography
8	Environmental Health (Medical Geography)
9	Natural Resource Management
10	Geography of Tourism

	ICT
1	Computer and Information Technology
2	Introduction to Databases and Architecture
3	Digital Law and Ethics
4	Programming Logic and Design
5	Systems Software
6	Computer Communications and Networks
7	System Analysis and Design Computer Project
8	C# Programming
9	Principles of Security
10	Web Development Introduction

	CIVIC EDUCATION
1	Introduction to Civic Education
2	Introduction to Governance
3	Introduction to Economics
4	Economics of Development
5	Civil Liberties and Human Rights
6	Public Policy Formulation and Planning
7	Politics and Local Governance
8	Zambian Culture and Development
9	Poverty Reduction Strategy
10	Gender and Development Studies

	ENGLISH LANGUAGE
1	Introduction to Language and Linguistics
2	Introduction to Phonetics and Phonology
3	Morphology, Word Formation and Syntax
4	Introduction to Literature
5	Survey of African Literature
6	Semantics and Pragmatics
7	Theories of Literature and Stylistics
8	Discourse Analysis
9	Psycholinguistics
10	Sociolinguistics

	BUSINESS
1	Principles of Marketing
2	Introduction to Accounting
3	Principles of Management
4	Business Management
5	Intro to Management Accounting
6	organizational Behavior
7	Human Resource Management
8	International Business
9	Accounting 2
10	Business Law

	HISTORY: Only as a Minor
1	Pre-Colonial African History
2	Selected Topics in Central African History
3	General Survey of African History
4	History of Southern Africa
5	History of Europe 1:1914 to date

	RELIGIOUS STUDIES: Only as a Minor
1	Biblical Backgrounds
2	Law and Writings of The New Testament
3	Comparative Religions
4	Life and Teachings of Jesus Christ
5	Acts of Epistles

Post Graduate Diploma in Teaching Methodology

This program is specially designed for professionals who lack the teaching background but have the desire or are already teaching and lecturing in 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.

SEMESTER	COURSE TITLE
1	Foundations of Education (Psychology, Sociology, Philosophy and History of Education).
	Curriculum Design and Assessment in Education Institutions
	Learning and Teaching in Education Institutions
	Entrepreneurship Education
	Research Methodology
2	Information Communication Technology and Digital Learning
	Education Law (Ethics, Moral conduct)
	Educational Management and Leadership
	Inclusive Education
	Research Project
	Teaching Practice

SCHOOL of POST GRADUATE STUDIES

The School of Post Graduate Studies offers five Master's Degrees programs and a Doctorate degree – each with various focus options, namely:

- **Master of Business Administration [MBA]**
- **Master of Public Administration [MPA]**
- **Master of Commerce in Development, Innovation & Entrepreneurship [M Com]**
- **Master of Literacy & Literacy Development Studies [MA]**
- **Master of Philosophy [MPhil]**
- **Doctor of Philosophy [PhD]**

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 degree develops 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 specialization 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**
- Master of Business Administration with **Education 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 specialized 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 in the course of 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 specialized 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 specialized 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 1/STAGE 1	Strategic Planning
	Human Resource Management
	Financial Management
	Principles of Marketing
SEMESTER 2/STAGE 2	Leadership
	Managerial Economics
	Managerial Ethics
	Budgeting and Planning
SEMESTER 3/STAGE 3	Specialization Options -
	Select Any Cluster
SEMESTER 4/STAGE 4	Research Methodology
	Dissertation

MBA Specialization Clusters

Strategy & Leadership

Leadership Profiling
Strategic Implementation
Leadership Styles
Advanced Management

Public Administration

Public Administration
Public Financial Management
Public Logistical Management
Advanced Management

Economics

International Economics
Econometrics
Marketing Management
Advanced Management

Financial Management

Investment Management
Financing
Management Accounting
Advanced Management

Marketing

Marketing Analysis
Customer Services and Support
E-commerce & Online Marketing
Advertising

Human Resource Management

Global Human Resource Management
Performance Team Building Staff
Administration Advanced Management

Education Management

Educational Psychology
Curriculum Design
Managing Educational Staff
Conflict Management and Resolution

MASTER OF PUBLIC ADMINISTRATION (MPA)

SEMESTER 1/STAGE 1	Strategic Planning and Management for Public Organizations
	Managing Human Resources in Public Organizations
	Advanced Public Management
	Leadership in Public Administration
SEMESTER 2/STAGE 2	Public Policy
	Public Health Administration
	Public Procurement Management
	Budgeting and Finance
SEMESTER 3/STAGE 3	Research Methodology
	Public Financial Management
SEMESTER 4/STAGE 4	Dissertation

MASTER OF COMMERCE IN DEVELOPMENT, INNOVATION & ENTREPRENEURSHIP

SEMESTER 1/STAGE 1	Organizational Behavior
	Strategic Management
	Management of Technology and Innovation
	Theories of Innovation
SEMESTER 2/STAGE 2	Public Financial Management
	Managerial Economics
	Project Management
	Strategic Marketing Management
SEMESTER 3/STAGE 3	Postgraduate Research Methodology
	Entrepreneurship
	New Product Development and Service Innovation
	Economic Globalization and Development
SEMESTER 4/STAGE 4	Dissertation

MASTER OF LITERACY & LITERACY DEVELOPMENT STUDIES

SEMESTER 1/STAGE 1	Literacy Theory, Policy and Practice
	Literacy Development and Performance
	The Psychology of Literacy Studies and Development
	Emerging Concerns in Literacy Education
SEMESTER 2/STAGE 2	Classroom Management Strategies
	Sociocultural Context of Reading Instruction
	Education Policy and Strategy
	Literacy Instruction Practices
SEMESTER 3/STAGE 3	Pedagogy, Curricula and Program Development
	Assessment of Literacy Proficiency and Practices
	Program Design and Appraisal in Literacy Education
	Literacy and Sustainable development
SEMESTER 4/STAGE 4	Postgraduate Research Methodology
	Internship
	Dissertation

INSTITUTE FOR RESEARCH & DEVELOPMENT

The Institute for Research & Development is an integral unit within the School of Post Graduate Studies – overseeing MPhil 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 later on.

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 endeavor 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

DOCTOR OF PHILOSOPHY DEGREE (PhD)

Introduction

The UA 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 are 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 organizations
- 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 should be 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 particular 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.

TUITION FEES & PAYMENT REQUIREMENTS (2021):

Applicable period: 1 May 2021 to 31 January 2022.

	BACHELOR DEGREES		Diploma	Teaching Methodology	Master's	Doctorates	Ex KUOA Master's
Qualification Duration	2 years:Fast Track	4 years	3 years	1 year:Post G	2 years	3 years	2 years
TOTAL COST OF QUALIFICATION	30,200.00	60,765.00	46,115.00	16,000.00	37,500.00	80,000.00	35,500.00
Less Scholarships Payable	3,000.00	7,000.00	5,000.00	1,000.00	3,000.00	6,000.00	3,000.00
	27,200.00	53,765.00	41,115.00	15,000.00	34,500.00	74,000.00	32,500.00

Payment Options:

1. Cash within 30 days of acceptance

Cash Payment Discount	3,200.00	5,765.00	5,115.00	3,000.00	4,500.00	10,000.00	4,500.00
TOTAL PAYABLE FEES	24,000.00	48,000.00	36,000.00	12,000.00	30,000.00	64,000.00	28,000.00

2. Full semester fees within 30 days of official commencement of semester.

Cash Payment Discount	1,700.00	2,765.00	2,865.00	2,000.00	2,500.00	6,000.00	2,500.00
TOTAL PAYABLE FEES	25,500.00	51,000.00	38,250.00	13,000.00	32,000.00	68,000.00	30,000.00
PAYABLE PER SEMESTER	6,375.00	6,375.00	6,375.00	6,500.00	8,000.00	17,000.00	7,500.00

3. Deposit plus fixed monthly instalments

Deposit	1,900.00	1,900.00	1,900.00	2,000.00	4 050.00	12,000.00	2,050.00
MONTHLY INSTALMENTS	20 x1 265.00	41 x1 265.00	31 x 1 265.00	10 x 1 300.00	21 x 1 450.00	31 x 2 000.00	21 x 1 450.00
TOTAL PAYABLE FEES	27,200.00	53,765.00	41,115.00	15,000.00	34,000.00	74,000.00	32,500.00

4. Deposit plus reduced fixed monthly instalments over longer periods

	30 months	65 months	47 months
Deposit	1,900.00	1,900.00	1,900.00
Monthly Instalments	30 x 945.00	65 x 895.00	47 x 920.00
TOTAL PAYABLE FEES	30,250.00	60,075.00	45,140.00

The following costs are not included in the scheduled payments - and will be debited separately when becoming applicable.

* Teaching Practice: per observation.	K 2 000.00	Payable prior to occurrence
* Law Practicums: per one month [or part thereof].	K 1 000.00	Payable prior to occurrence
* Science Practicums: per session.	K 1 000.00	Payable prior to occurrence
* Graduations: To be announced.	TBA	Payable prior to occurrence
Participation in the aforementioned activities is subject to being updated with the agreed and chosen applicable payment arrangements.		

- The aforementioned fees will remain applicable for the duration of the qualification on condition of compliance to clause 6.d of "Protocols".
- Default on monthly payments will result in forfeiting of scholarships and therefore higher costs.

PROTOCOLS

[Rules & Regulations]

This document is meant to ease students' study experiences whilst studying at UA and/or ARU.

1. BACKGROUND

University Africa [UA] was founded in 2008 and in 2010 Central Africa Correspondence College [CACC][founded in 1963] was combined with UA. In 2010 Prof Dr Kobus Malan became the CEO and VC of the combined institution a position he held with success until early 2015, when some-one else was appointed CEO and VC. Prof Malan was supported by Prof Kobus du Plessis
– founder of UA, where he remained involved in an executive position until end 2014.

In 2015/2016 Prof Malan and his wife Tina established Africa Research University and Prof Du Plessis joined them in 2017.

When the then owners of UA in April 2020 decided to disinvest from Zambia, the troika – Prof Malan, Tina Malan and Prof Du Plessis - decided to buy UA with effect 1 May 2020 in order to avoid closure of UA with all the negative impacts on the different role players.

2. MERGER

After consultation with the Higher Education Authority [HEA] it was subsequently decided to continue operating UA and ARU as two separate universities – both duly registered with and accredited by the HEA. A third entity was established, namely Keystone University of Africa – to coordinate the different functions. [*Keystone has a positive Biblical connotation as the stone that keeps the building in-tact*].

- Henceforth UA will be the university to concentrate on all under-graduate services.
- ARU will concentrate on all post-graduate services with a strong focus on research and innovation.
- Keystone will be responsible for all related services to both UA and ARU.

Note: The acronym 'KUA' will be used in the rest of the document referring to all three components.

3. HIGHER EDUCATION AUTHORITY [HEA]

Both UA and ARU are duly registered and accredited with the HEA.

- ARU – 'HEA/001'
- UA - 'HEA/028'.

The HEA was duly informed of the changes and approved an application to have both UA and ARU to be based at the same premises – that of UA.

All conferred qualifications will remain in the ZAQA database as an official database and proof of qualifications. Students will have nothing to fear regarding recognitions.

4. **GENERAL INFORMATION**

- a. KUA 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 KUA is running four [4] concurrent semesters per calendar year:

- Semester 1: February – July:
 - Residentials – April
 - Exams - June
- Semester 2: May to October:
 - Residentials – August
 - Exams - September
- Semester 3: August – January:
 - Residentials – August
 - Exams - December
- Semester 4: November – April:
 - Residentials – December or January
 - Exams – March/April

No Re-registration is necessary after completion of a semester and at the beginning of the next semester. Simply continue to pay the required instalments. Study materials will be sent automatically.

b. **Relationship:**

- a. Obtaining a qualification has a life-long influence on a person's humanity – in the sense that it impacts on every sphere of life: family life, career, social life, etc.
- b. During the process of obtaining a qualification a unique relationship exists between the student and the university. Most of times this relationship becomes a life-long relationship. Like any relationship it is a two-sided relationship: student and university – both with responsibilities and both with expectations.
- c. The student
 - 1. has the expectation that his/her qualification will be of the highest standard, supported by efficient administrative services, in order for the student to grow, prosper and excel in life – that is empowerment towards development.
 - 2. has the responsibility to continuously honor financial obligations.
- d. The university
 - 1. has the responsibility to provide excellent and top-class qualifications and administrative services, in order for the student to grow, prosper and excel in life – that is empowerment towards development.

2. has the expectation that students will continuously honor financial obligations.
- e. Therefore, if a student does not pay or does not pay regularly and on time, the university can simply not maintain, let alone upgrade, services. The result is: **No payment – no service.**

5. ACADEMIC

a. Accreditation:

- a. All qualifications are duly accredited with the Higher Education Authority [HEA] and registered on the database of Zambia Qualifications Authority [ZAQA].
- b. Education qualifications are also registered with the Teaching Council of Zambia [TCZ].

b. Study Materials:

- a. All the modules for a specific semester are issued on payment of the first instalment for the semester.
 - i. Electronic copies of the specific modules will be sent on receiving the first instalment for the semester.
 - ii. Printed copies will be dispatched within seven [7] working days after payment is received.
- b. Instructions for Assignments will be sent with all study materials.

c. Assignments:

- i. Each module requires the completion of two assignments.
- ii. The combined marks of the two assignments counts for 50% of the final mark of the module/subject.
- iii. The minimum combined marks for the two assignments should be 50%.
- iv. All assignments are to be submitted before being allowed to sit for examinations.
- v. The turn-around time for marking of assignments is one week.

d. Residentials:

- i. The attendance of one residential/contact tuition session per semester is compulsory to qualify for scholarships.
- ii. Registration for attendance of residentials on/or before the stipulated deadline [Refer Academic Calendar] is also compulsory to qualify for scholarships.
- iii. The purposes of the residential sessions are:
 - i. To ensure that students are familiar with their study materials.
 - ii. Those students receive proper preparation to successfully pass their examinations.
 - iii. To iron out any possible problems with their student records.

e. Colloquiums:

- i. Students who registered for research- based qualifications [doctorates and some master's] do not attend residentials, but colloquiums – each over two to three [2 - 3] days.
- ii. Such students should attend at least three [3] colloquium sessions during the two [2] years of their minimum allotted study time.

f. Exams:

- i. Four exam sessions are available during a calendar year. [Refer Academic Calendar]
 - i. 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 is also compulsory to qualify for scholarships.
- iii. Assignments must be handed in prior to examinations.
- iv. Exams are arranged at different centers on condition that at least thirty [30] students will be using a center. [Another reason to register on time].
- v. The minimum pass mark for each exam paper is 50%.
- vi. Results will be released within less than three [3] weeks after conclusion of the exams on condition that payment requirements are met. [Refer 6.d]

g. 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].

h. Combined Pass Marks:

- i. All subjects/modules [excluding Research Project] consist of two components: Assignments and Examinations.
- ii. Each of the two components counts for 50% of the final mark: Thus -
 - i. $(\text{Assignment1} + \text{Assignment 2}) \div 2 = \text{minimum } 50\%$.
 - ii. $(\text{Average of Assignments} + \text{Exam Mark of minimum } 50\%) \div 2 = \text{minimum pass mark of } 50\% \text{ for the subject.}$
- iii. A minimum mark of 50% is required for both.
- iv. Research Projects count for a full module.

i. 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.

j. 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.

k. 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.
 - i. Diploma holders will then be able to graduate within two [2] years.
 - ii. Certificate holders will then be able to graduate within three [3] 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.
 - i. 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.

l. 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.
- ii. TP is preceded by a theoretical module.
- iii. Students doing the full four-year qualification are doing two [2] TP sessions.
- iv. Students on Fast-track are doing one [1] TP session.
- v. The periods of assessments are per the Academic Calendar.
- vi. Individual dates and times are pre-arranged with each student.

m. Practicums - Payments:

- i. Teaching Practice:
 - i. The required fee is payable in full prior to the occurrence.
 - ii. Participation is also subject to being up to date with regular payment requirements.
- ii. Science Practicums:
 - i. The required fee is payable in full prior to the occurrence.
 - ii. Participation is also subject to being up to date with regular payment requirements.
- iii. Law Practicums:
 - i. The required fee is payable in full prior to the occurrence.
 - ii. Participation is also subject to being up to date with regular payment requirements.

n. Duration of studies:

- i. Students are allowed to take double the allotted time per semester to academically complete the semester – on condition that payments are done within the chosen and agreed time as per the stipulated payment requirements.
- ii. If not completed within chosen and agreed minimum allotted time – students must pay 50% of the higher fees that might be applicable on at such a time.

o. Rules of Progression:

- i. Students may proceed to the following semester on the following conditions:
 - i. All academic requirements are in place.
 - ii. All assignments handed in.
 - iii. All exam subjects been written.
 - iv. The combined pass marks have been achieved. [Refer 5.h]
 - v. All fees must be up to date. [Refer 6.d]
- 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.

p. Documentation:

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

q. Graduations:

- i. Students will graduate on fulfillment of all academic requirements, and on condition that all financial balances are cleared.
- ii. At least one graduation ceremony will be held per calendar year.
- iii. Qualifying students will be invited to graduate, indicating all relevant arrangements.
- iv. 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.

r. 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 websites. On completion a certificate will be issued.

6 FINANCIAL

a. 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 over the entire allotted time of study and is already inclusive of SCHOLARSHIPS and DISCOUNTS.
- iii. The following costs are not shown and will be debited separately once applicable:
 - i. Teaching Practice – K 2 000.00 per each observation.
 - ii. Law Practicums – K 1 000.00 per one-month period.
 - iii. Science Practicums – K 1 000.00 per session.
 - iv. Re-writing of failed exams – K 600,00 per paper.

- v. Re-marking – K 500,00 per paper.
- vi. Re-activation – after having been put 'On Hold' [de-activated] for specifically not honoring payment requirements – K 500,00 + one scheduled instalment.
- vii. Graduations – to be announced annually when students are invited to graduate.
- iv. The monthly amounts payable [instalments] are spread as per the individual student's chosen payment period.

b. Costs Payable and Charged:

i. Under Graduates:

- i. Application & Registration Administration – including a Student Card.
- ii. Tuition Fees per number of semesters – including study materials.
- iii. Residential Fees per number of semesters.
- iv. Exams Fees per total number of papers to be written.
- v. Research Fee for final project.

ii. Postgraduates – Tutored:

- i. Application & Registration Administration – including a Student Card.
- ii. Tuition Fees per number of semesters – including study materials.
- iii. Residential Fees per number of semesters.
- iv. Exams Fees per total number of papers to be written.
- v. Research Fee for final project.

iii. Postgraduates – Research:

- i. Application & Registration Administration – including a Student Card.
- ii. Tuition Fees.
- iii. Colloquium Fees.
- iv. Final Examination Fees.

c. Scholarships:

- i. Scholarships are linked to the following requirements and amounts to K 1 000,00 per semester:
- ii. Attendance of Residentials and Colloquiums.
- iii. Monthly payments of instalments as per the agreed payment options.
- iv. Scholarships and discounts are already calculated for as applicable to the different payment options.

d. 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:
 - i. Forfeiting of scholarships.

- ii. Non-releasing of exam results.
- iii. Non-progressing to next semester.
- iv. Suspension of services [Status – “On Hold”]
- v. Liability to increased fees as per the fees structure at that time.

e. Suspension of Services:

- i. Re-instating of suspended services [“On Hold”] will only be considered as and when the re-activation fee of K 500,00 plus one instalment be paid.
- ii. The following services will be suspended, and all services be put “On Hold”:
 - i. Academic mentoring and guidance.
 - ii. Attendance of Residentials and Colloquiums.
 - iii. Sitting for Exams.
 - iv. Marking of Assignments, Exam Papers; Research Projects.
 - v. Post graduate presentations/defenses.

f. Increased Fees:

- i. If payments are done as per chosen payment options and requirements no increase in fees will be applicable.

g. Refund Policy:

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

h. 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 Limited	62 553 028 385	Makeni/260 016
ABSA	University of Africa	136277	Longacres/017
Atlasmara	University of Africa	0320555600006	Down Town/110 032
Atlasmara	Africa Research University	032 002 058 4018	Down Town/110 032
Investrust	University of Africa	010310190416019	Lusaka Main

Zanaco	University of Africa	1824939400147	CAIRO ROAD BUSINESS CENTRE/04001-00-40
Zanaco	ARU Research University	531 550 65 00 181	CAIRO ROAD BUSINESS CENTRE/04001-00-40
Natsave	University of Africa	2080137908301	Lusaka Main
	MTN Mobile Money	0962 542 357	
	AIRTEL Mobile Money	0973 684 500	
	ZAMTEL KWACHA	0950 603 195	Merchant Code: 337 599
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#	
DIRECT PAYMENT OPTIONS	Per Visa- or Mastercard	Any chosen currency	Log onto website and follow instructions: www.Keystoneuoa.com

- a. 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.
- b. Forwarding of copies of deposit slips assist in correct allocations.

7 **GENERAL**

- a. It is imperative that students inform KUA of any changes in their contact details.
- b. Students can contact their lecturers initially via the following:
 - i. email address studentservices@keystoneuoa.com;
 - ii. mobile & WhatsApp + 260 965 432 111
 - iii. landline + 260 211 230 812
- c. All arrangements with KUA should be done in writing – either per email or hard copy [no WhatsApps] 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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ACADEMIC CALENDAR

IMPORTANT DATES

Semester 1/2021: February 2021 - July 2021

Semester 2/2021: May 2021 - October 2021

Semester 3/2021: August 2021 - January 2022

Semester 4/2020: November 2021 - April 2022

MONTH	DATE	ACTIVITY
	1	<i>New Year's Day</i>
JANUARY	4	Official Commencement of 2021 Academic Activities
	8	Publication of December 2020 Examination Results
	18	Zambia Schools Open
	29	<i>End of Semester 3/2020</i>
FEBRUARY	1	Start of Semester 1/2021
	4	Senate Meeting [1]
	24 to 26	PhD & Masters Colloquium
MARCH	8	<i>International Women's Day</i>
	12	<i>Youth Day</i>
APRIL	2 to 5	<i>Easter Weekend</i>
	9	Deadline for Registrations for April Exam & Residential
	9	Deadline for Submission of Assignments
	9	Deadline to Qualify & Register for May-Graduation
	19 to 23	Residential School
	26 to 30	April Examinations
	30	<i>End of Semester 4/2020</i>
MAY	1	<i>Labour Day</i>
	3	Start of Semester 2/2021
	5	Senate [2]
	5	Council [1]
	7	Graduation Ceremony [1]
	10	Teaching Practice In-service Assessments - until 13 August - per individual arrangements
	14	Publication of April Exam Results
	25	<i>Africa Freedom Day</i>
JUNE	14	Deadline for Submission of Assignments
	14	Deadline for Registration for June Exam
	28 to July 2	June Examinations

JULY	5	<i>Heroes Day</i>
	6	<i>Unity Day</i>
	16	Publication of June Exam Results
	30	<i>End of Semester 1/2021</i>
AUGUST	2	<i>Farmers Day</i>
	3	Start of Semester 3/2021
	5	Senate [3]
	5	Council [2]
	6	Deadline for Registrations for August Exam & Residential
	6	Deadline for Submission of Assignments
	12	ZAMBIA NATIONAL ELECTIONS
	23 to 27	Residential School
	30 to 3/9	August Examinations
SEPTEMBER	1 to 3	PhD & Masters Colloquium
	17	Publication of August exam results
OCTOBER	8	Deadline to Qualify & Register for November-Graduation
	18	<i>Prayer Day</i>
	24	<i>Independence Day</i>
	25	<i>Extra Independence Day</i>
		<i>End of Semester 2/2021</i>
NOVEMBER	1	Start of Semester 4/2021
	3	Senate [4]
	3	Council [3]
	5	Graduation Ceremony
	19	Deadline for Registration for December Exam & Residential
	26	Deadline for Submission of Assignments
DECEMBER	1 to 3	PhD & Masters Colloquium
	6 to 10	Residentials
	13 to 17	December Examinations
	25	<i>Christmas Day</i>
JANUARY 2022	1	New Year's Day
	3	Official Commencement of 2022 Academic Activities
	7	Publication of December Exam Results

RECRUITMENT TEAM LUSAKA

NAME	CONTACT	EMAIL ADDRESS
Mwiche N Konkola [Manager]	260 962 541331 [WhatsApp] 260 973 106240	recruitment1@keystoneuoa.com; mkay@aru-online.com
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Muda Phiri	0975 146 229	mudaphiricbicom@gmail.com
Webster Mhango [Consultant]	0966 593 452	wkmhango@yahoo.com

PROVINCIAL COORDINATORS

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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 in detail at the time of going to print. There will be changes done and development that may occur, from 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. 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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