



**UoA**

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University  
of Africa

**ZAMBIA**

**PROSPECTUS**  
**2012**



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# University of Africa - Prospectus - 2012

## 1. Introduction:

Welcome to the University of Africa!

The University of Africa (UoA) is a relative young university. However, it offers a wealth of relevant and contemporary knowledge of which this prospectus is but the 'ears of the hippopotamus'. UoA is the true Pan African University.

The University of Africa is a private accredited University in Zambia and has been established in 2008 after complying with provisions of the private university Act No 11/1999 of the laws of Zambia. Through various political and academic protocols UoA's qualifications are recognized internationally.

**The UoA offers university qualifications through distance learning.**

### **Vision:**

The vision of the UoA is to be a leading provider of quality distance education throughout Sub-Saharan Africa.

### **The mission of UoA is to...**

provide:

- Reputable academic qualifications
- Affordable and relevant study options
- A friendly and accommodating study environment
- A place where students are equipped to realise their dreams and ambitions

through:

- Academic integrity
- Service excellence
- Flexible, student focused administration
- Innovative use of social and technical media

The UoA aims to respond to the actual needs of those many students who want to empower themselves, and by empowering themselves, contribute to wealth creation – to the benefit of the individuals, their households and ultimately to economic growth and the development of Zambia. People graduating from UoA will have the capabilities and competencies to do their jobs well – whether in the public and/or the private sector – because they will be equipped with the conceptual and theoretical knowledge and the contextual understanding – the know why; and the practical skills – the know how.

Most students face numerous obstacles in order to obtain tertiary qualifications. The challenge to the tertiary sector – both public and private – is to offer as many seats to as many qualifying applicants as possible. This challenge bodes for innovative initiatives, whilst continuously maintaining and upgrading of academic quality. The development and general conditions of living of any nation and community, are direct related to the level of the training and competencies of the citizens of the state.

## UNIQUE UoA:

**UoA is offering some real unique advantages to our students:**

- **UNIQUE: Continuous registration throughout the year:**

Students can register any time of the year as and when it suits the student best in terms of own circumstances – whether it be available funds, job requirements or whatever unique circumstances probes and motivates the time of registration. No student has to wait for a full year or semester to start with studies. Whenever one is ready to start, that moment is the opportune time to register. *Register as you go!*

- **UNIQUE: Flexible, affordable and competitive payment arrangements:**

The UoA realises that available cash is one of the greatest impediments for students to study. Many people in the community today are

deprived of tertiary education simply because they could not afford it and/or had commitments which left little money for studies. UoA therefore decided to structure payment plans and payment options to allow students to pay according to their own financial abilities. UoA's philosophy is that a student can rather progress at a slower pace (due to financial limitations) than not to have the opportunity to study at all.

UoA calls this: *Pay as you go!*

- **UNIQUE: Electronic Resource Centre (Library):**

UoA offers the widest range of the latest and most profound text books, research articles and other supporting information sources from across the globe via our Electronic Resource Centre or Library. The benefits of having the different books available in electronic format are vast. Some examples: No limitations on the number of copies in the library; the saving on purchasing of costly books; the ability to selectively download some portions of materials; bridging the knowledge gap in Africa through the utilisation of modern technology. The Resource Centre is located at the UoA campus in Lusaka.

*Explore and use as you go!*

### **UNIQUE Open Distance Learning (ODL):**

UoA is an Open Distance Learning provider of tertiary academic programs. As a mode of delivery ODL has unique features as benefit to students.

- **Unique feature: Lower study costs:**

Due to the unique intrinsic features of ODL it is much cheaper, and thus more affordable, in comparison to residential institutions (which in turn have their own specific features).

- **Unique feature: Study whilst earning:**

In stead of being reliant on scholarships, loans and/or family and community commitments, one can study whilst earning an income, which in turn results in financial self reliance.

- **Unique feature: Career advantages:**

ODL creates three major advantages, viz that one can start building a career whilst studying; secondly a 'scholared' person is a better equipped worker; a well qualified person has more career options.

- **Unique feature: Seamless locality – not place bound:**

One can study where ever you are. The negative effects of job transfers and family relocations (for whatever reasons) are almost nullified. Students are basically studying from home – where ever that is.

- **Unique feature: Wider and open career and job opportunities:**

In an era where unemployment has become the most critical phenomena for most global and all continental countries and communities a student can now take up any job anywhere and still be able to continue with a study program whilst remaining a student of the original institution. This ensures continuity of effort and focus.

- **Unique feature: Utilisation of modern electronic technology:**

The speed and pace of communication are ever increasing. Students are now able to use the most modern electronic technology for receiving materials and information from the institution and reciprocally to communicate with the institution at large as well as specific individuals – whether it be a lecturer or an administrator. Questions can be directly addressed to lecturers which in turn can almost immediately give a response. Furthermore, the mastering of modern electronic technology has become as vital as being able to read and write – that is basic modern literacy. UoA is focussed on a fair balance between new emerging technology and the reduction of costs.

- **Unique feature: Setting ones own pace:**

Different people study at different paces. Whatever the reason for studying at a different pace – be it time, be it financial means, be it ability, be it choice, be it simply circumstances – a student can now determine and maintain his or her own pace. By studying at own pace a student is able to reap the best benefits from the studies – becoming a master of the subject.

## OTHER BENEFITS:

Many books and articles have been written and will still be written in future on all the benefits of tertiary studies. A summarised repetition of these factors is simply not possible in a brief publication as this prospectus. Some of the 'other benefits' to be taken into consideration are:

- **Benefit of - Modular study materials:**

UoA is offering a modular system of studying. That means that the entire course is structured to fit into six semesters. Each semester is structured in such a way that a student can complete 4 – 5 modules (subjects) per semester. (Refer to the section on the overview of the different courses).

- **Benefit of - Contact Opportunities:**

Students are offered various opportunities to have contact with lecturers and peers. These opportunities vary from situation to situation and from need to need. Contact can take the format of electronic means, one-on-one meetings, group discussions with lecturers and/or as peers amongst one another, class room sessions.

- **Benefit of - Accommodative examinations:**

UoA arranges for an examination session at the end of each semester, where a student can sit for those subjects/modules which he or she was doing during the semester. This system accommodates the benefits of the 'continuous registration' which is unique to UoA. The submission of assignments per module is an academic prerequisite for sitting for the exams.

- **Benefit of - Staff:**

In the spirit of Pan Africanism the UoA is focussed to respond to the call of the African Union, the Zambian Government, and regional development structures on the African continent, to make a sustained effort towards the development of Africa and by Africans. It strives to be instrumental in capacity building for development and to deliver

those practitioners able and competent to contribute to the solutions needed for prosperity.

The majority of staff - academic and administrative - is local Zambian citizens in full time and part time capacity. Furthermore the UoA draws from the experience of world renowned academics continentally and globally.

**The following persons are responsible for the activities of the University of Africa:**

- **Chancellor:** Dr Ephraim Mwenda
- **Academic:**
  - Professor Dr Jakobus Malan – Vice Chancellor and CEO
  - Dr Godfrey Mulenga – Academic Coordinator & School of Commerce & Development Studies
  - Professor Dr Ben F Smit – Dean School of Law & Humanities/ Criminal Justice
  - Dr George F M Mulomboi – Dean School of Commerce and Development Studies
  - Mr B Nyambe – Dean School of Teacher Education (Acting)
  - Prof Dr RG Kapooria – Dean School of Engineering and Bio-Sciences
- **Administrative:**
  - Mr Patrick Lombe Ndalama – Director: Business Development
  - Dr Wezi Chekwe - Registrar
  - Mr Adams Kadakwa Siapemo – Admissions and Development
  - Mrs Annie Nchunka – Student Services
  - Mr Sebastian Phiri – Systems & Information Technology
  - Mr Michael Lyanda - Production
  - Miss Cecilia Chisenga – Resource Centre & Finances

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## 2. OVERVIEW of PROGRAMS:

The University of Africa is offering the following degree programmes:

### **BACHELOR DEGREES:**

- **SCHOOL OF COMMERCE AND DEVELOPMENT STUDIES – B Com:**

- Economics
- Marketing
- Human Resource Management
- Tourism
- Entrepreneurship
- Logistics and Transport

- **SCHOOL OF COMMERCE AND DEVELOPMENT STUDIES – Bachelors:**

- Business Administration
- Public Administration
- Health Service Administration
- Banking Practice & Management

- **SCHOOL OF LAW AND HUMANITIES**

- Bachelor in Criminal Justice (BCJ)
- Bachelor in Social Work Practice & Development Studies

- **SCHOOL OF TEACHER EDUCATION – Bachelors:**

- B Ed Science & Mathematics
- B Ed Economic Sciences
- B Ed English

- **SCHOOL OF ENGINEERING AND BIO-SCIENCES - Bachelors**

- Occupational Safety & Health Environment
- Sustainable Health & Environmental Studies

All these study fields are also available on Certificate and Diploma Level

**The following MASTERS DEGREE PROGRAMMES are offered:**

- SCHOOL OF COMMERCE AND DEVELOPMENT STUDIES
  - M Com Development, Innovation & Entrepreneurship
  - Master's in Public Administration (MPA)
  - Master's in Business Administration (MBA)
- SCHOOL OF LAW AND HUMANITIES
  - Masters in Criminal Justice (MCJ)
- SCHOOL OF COMMERCE AND DEVELOPMENT STUDIES

The general outcomes of a qualification through the School of Commerce and Development Studies are:

- Empowering students with graduate knowledge, skills, research methodologies and applied competence to pursue rewarding careers.
- Providing the Republic of Zambia with graduates who are competent in one or more specialization fields.
- Assisting and enabling the student to develop his or her intellectual and moral capacity.

In addition graduates should be able to:

- Demonstrate knowledge of and insight into economic and business environments and to solve problems that arise from these environments.
- Identify and solve convergent and divergent economic, business and administrative related problems in a creative and critical manner.
- To organize and manage his or her activities with self-discipline, integrity and commitment in a responsible and effective manner, in order to reach the required goals;
- To demonstrate an understanding of the need to sustain competence and healthy practices in order to keep ahead of the changing economic environment of new methods, techniques and competing challenges;

These qualifications prepare the graduate for a career in a local and international private economic and business environment, as well as the public sector.

- **Specialization – Economics**

The degree program in Economics provides the student with an excellent overview of economic theory, development theory and international finance. Empowering students with graduate knowledge, skills, research methodologies and applied competence to pursue rewarding careers in the fields of commerce, industry, business and the public sector.

- **Specialization – Marketing**

The focus of this bachelors degree is to empower students with the necessary knowledge, relevant practical skills and applied competence to pursue rewarding careers covering the entire spectrum of Marketing to the end of the marketing chain which is Sales.

- **Specialization - Human Resource Management**

Management is in general optimizing the outputs of the different production factors – raw materials, people, money and infrastructure. None of the other three production factors can function without the factor of people or human resources. In a complex and competitive society Human Resource Management is vital for operational success. This specialization provides the necessary knowledge and practical skills for the professional workplace specialists.

- **Specialization – Tourism**

The tourism and hospitality industry is a rapid growing industry and an ever increasing earner of foreign exchange for Zambia. Specialists are equipped to develop this sector in the interest of the country, society and the supplier of the tourism and hospitality service and infrastructure.

- **Specialization – Entrepreneurship**

This program ultimately aims to develop student competencies so that they will be able to start and run their own business. Students are empowered to be successful in the marketplace and to play a positive role in the development of the African continent, whilst creating wealth.

- **M Com Development, Innovation & Entrepreneurship**

The ability to be innovative in a rapid changing, competitive and developing private and public environment in many instances become the key factor for growth and even for survival. This degree builds on any bachelors degree and is focussed on linking the notions of innovation and entrepreneurship.

- **Specialization - Logistics and Transport**

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.

- **Specialization - Business Administration**

The Bachelor of Business Administration is especially designed to be flexible, and to allow students to obtain a broad knowledge across almost any business area or from specially approved disciplines in the human resource, marketing, logistics, hotel & tourism, public management, management and finance. Students have the opportunity to focus on meeting specific career goals.

- **Masters in Business Administration ( MBA)**

This post graduate degree builds on basically any undergraduate degree. It allows the specialist in one professional field to acquaint him/her self with a broad spectrum of managerial and economic disciplines needed for persons who are excelling from specialist levels in business to executive managerial levels. Students are allowed to choose any managerial field as specialization if they wish.

- **Specialization - Public Administration**

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

- **Masters Degree in Public Administration (MPA)**

This offering is structured to equip and enhance the public administrator who is getting more responsibilities at more senior levels for their public responsibilities. Emphasis is placed on leadership, organizational culture, financial management, budgeting, quantitative methods, urban planning, redevelopment and personal management.

- **Specialization - Health Service Administration**

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

- **Banking Practice & Management**

The financial and banking sectors are the barometers of the economy. As 'merchants' in money in the short and long term, banking and financial sector practitioners get knowledge for career growth in the areas of economics, monetary systems, financial- business- and management accounting, risk assessment and management, credit management, investment analysis and decisions, financial planning, public governance and accountability.

## SCHOOL OF LAW AND HUMANITIES

- **Bachelor in Criminal Justice (BCJ)**

The Bachelor's Degree in Criminal Justice (BCrimJus) 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. The program blends contemporary theory on the nature, extent, and cause of crime with the study of national and international criminal justice practices. Students will apply criminal justice theories to current issues as they gain perspective in three vitally important areas:

- Civic engagement, social responsibility, and global awareness
- Collection and analysis of data across organizations
- Teamwork and communication

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

- **Masters in Criminal Justice (MCJ)**

This qualification will provide students with the competencies required to function at a supervisory and management level within the Criminal Justice (law enforcement) environment. The latter work environment is constantly in a state of flux and students will be equipped with skills to ensure quality service delivery to both internal and external clients in the constantly changing environment in which they work. Through achievement of this qualification, managers/administrators within the Criminal Justice environment will be able to ensure improved service, professionalism and quality of service delivery thereby contributing to the creation of public trust and providing a safe and secure community environment, which will enhance economic growth.

- **Bachelor in Social Work Practice & 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.

## SCHOOL OF TEACHER EDUCATION

University of Africa offers three bachelor degrees in Education, with the fundamental aim of equipping teachers with diplomas with a degree qualification – with all the benefits linked to higher levels of education and studies. The exit levels of the three degrees are organized in terms of five components:

- Fundamental Learning - to develop students' skills in areas such as literacy and numeracy to enhance competence in learning mediation, assessment and management/administration;
- Subject and Content of Teaching - focusing on equipping students with skills, values and attitudes needed for development as an educator;
- Teaching and Learning - to enable students to deal with general learning and teaching issues and processes to enhance the student's roles as mediator, administrator, leader, interpreter and designer of learning programs and materials, as well as for pastoral roles;
- School and the Profession - to equip students for their roles as managers/leaders, particularly when dealing with issues outside day to day classroom situations which, nonetheless, influence what happens in the classroom; and
- Subject focus - that is to equip students to provide quality teaching in a specific field and discipline. Apart from a module to understand the methodology of delivering the relevant field and discipline, these programs also offer intensive knowledge of the specific fields.

- **B Ed Science & Mathematics**

A teaching qualification with specialization in Natural Sciences and Mathematics.

- **B Ed Economic Sciences**

A teaching qualification with specialization in Commerce.

- **B Ed English (Teaching qualification with specialization in English)**

#### SCHOOL OF ENGINEERING AND BIO-SCIENCES

- **Occupational Safety & Health Environment**

The Bachelor in Occupational Safety, Health, and Environment (OSH&E) 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.

- **Sustainable Health & 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.

### 3. FEES & PAYMENT OPTIONS

Fees are structured as an all-inclusive fee and in such a manner that each individual student can decide what is best suitable for his or her own specific circumstances.

Payment options are determined by each individual student. The notions of 'Register as you go and Pay as you go' vest on the principle that UoA and the student have a mutual commitment in relation to one another.

- **All students** – Masters and Bachelors' degrees as well as diplomas and certificates - pay the following fees:

Application fee: ZMK 50 000

- **Fees – for Bachelor degrees and Diplomas and Certificates:**
  - o Registration fee: ZMK 150 000
  - o Number of subjects/modules to be studied during a specific semester to be decided by each individual student; which may differ from semester to semester as per the choice of the student; general rule a maximum of four subjects/modules per semester:

	1 Subject (ZMK)	2 Subjects (ZMK)	3 Subjects (ZMK)	4 Subjects (ZMK)
Cost per subject/module:	1 400 000	1 100 000	960 000	875 000
Total tuition fees	1 400 000	2 200 000	2 880 000	3 500 000
Examination fee	100 000	200 000	300 000	400 000
<b>Total cost per semester</b>	<b>1 500 000</b>	<b>2 400 000</b>	<b>3 180 000</b>	<b>3 900 000</b>

UoA offers two payment options namely a cash up-front option, and a 4-x-instalment option.

### Payment option 1: – Cash up-front:

	1 Subject (ZMK)	2 Subjects (ZMK)	3 Subjects (ZMK)	4 Subjects (ZMK)
Cash payment: Tuition fees	1 330 000	2 090 000	2 740 000	3 325 000
Examination fee	100 000	200 000	300 000	400 000
<b>Total cost per semester</b>	<b>1 430 000</b>	<b>2 290 000</b>	<b>3 040 000</b>	<b>3 725 000</b>

- Examination fees always to be paid separately
- Cancellation: 50% of fees are refundable if registration is cancelled within one month of official registration date.

### Payment option 2: – 4 x Instalments: (No cancellation refunds)

Installments	Description	%	Amount (ZMK)			
1	Acceptance fee	25	350 000	550 000	720 000	875 000
2	Study materials fee	25	350 000	550 000	720 000	875 000
3	Third installment (prior to examination)	25	350 000	550 000	720 000	875 000
	Examination registration		100 000	200 000	300 000	400 000
4	Fourth installment (prior to exam result release)	25	350 000	550 000	720 000	875 000
	<b>Total cost per semester:</b>		<b>1 500 000</b>	<b>2 400 000</b>	<b>3 180 000</b>	<b>3 900 000</b>

### Notes:

1. The 'acceptance fee' is 25% of the chosen tuition fees. Once this fee is received a student will have the benefit of receiving a student identity card and he or she will have free access to the facilities of the Resource Centre.
2. Once a total portion of 50% (that is 25% acceptance +25% materials fee) of the tuition fees are paid, the full component of study materials will be made available to a student. Students will subsequently be eligible to receive all academic services related to

the specific modules of study materials, which includes marking of assignments, attendance of residenceals, mentoring and academic assistance.

3. To qualify for registration for examinations a student will have to pay at least 75% of the full tuition fees, which means another instalment of 25%.
4. Examination registration fees are based on the number of chosen subjects. Students will be allowed to sit for examinations once this fee has been paid.
5. The final 25% of tuition fees should be paid in full as a prerequisite for the release of examination results and in order to register for a subsequent semester.

■ **Fees - for Masters programmes:**

- o Registration fee: ZMK 300 000
- o Masters programmes are structured with different numbers of subjects/modules.
- o The total all inclusive fee for a Masters' programme is K22 000 000.
- o Payment options:
  - Cash on acceptance – K20 000 000 as a once-off payment
  - Instalments:
    - Acceptance fee – 25% - K5 500 000
    - Materials fee – 25% - K5 500 000
    - Monthly instalments – 5% for 10 months – K550 000 per month.
    - The same mutual principles apply as in the case of undergraduate programmes.

■ **Fees – for Doctorate studies:**

- o As per individual agreement and arrangement.

Payments:

- Students can make any payments directly at the offices of UoA.  
Alternatively
  - Payments can be deposited directly into the official bank account:  
University of Africa  
Barclays Bank (Longacres)  
Account number – 017.136.2377
  - Proof of payment must then be send to UoA per any of the following options:
    - Postal address
    - Scanned copy via email.
  - Always indicate either a student number (once issued with a number) or reason for payment.

## 4. APPLICATIONS & REGISTRATIONS

### Admission requirements

- The full Bachelor's Degrees are 3-year full time programmes that can be taken over a longer period.
- The admission requirements for the programmes are:
  - A high/secondary school diploma, or equivalent qualification, or, in the absence of this, adequate work experience to warrant Recognition of Prior Learning (RPL).
  - Work experience in the Criminal Justice sector or related sector is an advantage.
  - An adequate level of English literacy and numeracy in order to cope well with the programme.

### Recognition of Prior Learning (RPL)

At the discretion the University of Africa (UoA), admission to a programme can be granted based on Recognition of Prior Learning (RPL).

- Applicants who do not fulfil the entry qualifications for the first year but have work or other relevant experience may apply for Recognition of Prior Learning, which might entail a placement test.
- Applicants or students who have successfully completed stand-alone modules/courses/programmes or modules/courses/programmes similar to the ones offered by the University of Africa may apply for Recognition of Prior Learning (RPL). Credits may be given towards a qualification on the basis of academic work completed at other academic institutions.
- In certain cases, applicants or students may receive credit towards a qualification on the basis of work that they have done even when this has not been through an academic institution. In such cases, students must show that they have satisfied the learning outcomes of modules for which they desire credit.
- In certain cases, applicants or students who have acquired practical experience that could be regarded as equivalent to the knowledge content of a particular module or course may apply for Recognition of Prior Learning.

### **Procedure for Recognition of Prior Learning (RPL)**

Applicants or students who desire their Prior Learning to be recognised should submit a request to the UoA and attach this to the application form. If this request is based on studies at another institution, it should be accompanied by a transcript of courses completed (with results) and an indication of the content of the courses completed at the other institution. If the request is based on non-formal study or work, it should be accompanied by a portfolio of evidence that shows that the applicant has satisfied the learning outcomes of the relevant modules or courses. Students may be required to demonstrate their knowledge, understanding and/or expertise in ways determined by the UoA. These may include entrance examinations, interviews and/or practical demonstrations of competence.

Students' whose RPL applications are successful will be exempted from and/or credited for the learning concerned. Exemption fees ZMK 100 000 per exempted module.

In all cases applicants or students must show that they have satisfied the learning outcomes of the modules for which they desire credit.

Prior Learning is recognised at the discretion of the University of Africa.

### **Learning, instruction and assessment**

In the UoA, we believe it is essential that practitioners and future practitioners develop an understanding of subjects that is practical and applicable. At the same time the programme will provide theory and conceptual knowledge where this is relevant and will lead to deeper understanding and the further construction of knowledge by students. We aim to contribute to a cadre of 'scholared practitioners', people who know what to do, how to do this and with a deep understanding why they do this. Both the content of the programme and the way the programme is delivered aim to accomplish this.

#### **■ Programme delivery – Blended mode**

The UoA uses a 'blended mode' of education. This approach is non-residential. This means that students are not required to attend lectures on a full time basis throughout the academic year.

## ■ Self-study

The basis of programme delivery will be study guides, where needed supplemented by textbooks and other learning materials (e.g. audio or video materials), where needed, which will be supplied as a package for each module.

The study guide will lead students through the curriculum by providing key readings, learning activities and tasks that will assist in mastering the learning outcomes for each module. Students are expected to engage actively with the learning materials provided.

### • Contact Opportunities

Students are offered various opportunities to have contact with lecturers and peers. These opportunities vary from situation to situation and from need to need. Contact can take the format of electronic means, one-on-one meetings, group discussions with lecturers and/or as peers amongst one another, class room sessions.

## ■ Support to students

In line with the educational model outlined above, and in addition to contact and tutorial classes, the following support is available for students:

- **Interaction with fellow students.** We encourage students to help one another through personal contact (where this is possible), correspondence, participation in internet discussion groups or by any other means. We encourage students to form study groups where possible.
- **Contact with lecturers.** Students are welcome to contact the academic staff of the UoA. This may be by a visit to the offices (by prior appointment), or by email, telephone, fax or letter.
- **Tutorial letters.** Lecturers will also keep in touch with students by means of tutorial letters. The purpose of tutorial letters is to discuss assignments, to advise you on changes or updates to the module, and to supply information on dates for contact classes, assignments, examinations etc.
- **Mentor support.** Mentors, trained by the University of Africa, will be appointed with a view to advising, guiding and/or supporting students in the learning process.

- **Modern technology.** The UoA will, wherever feasible, make use of modern technology, such as computers, internet, email and telecommunications to facilitate communication between lecturers and students, as well as amongst students.

- **Learning materials, credits and learning time**

- **Learning materials**

Students will receive learning materials prior to the start date of the modules for which they have registered. These are the module study guide, which will include core readings, and the tutorial letter(s).

Students are expected to study the material, engage with it, read the suggested reading, and perform the activities, tasks, assignments and examinations set. A detailed timetable will be provided once a student is registered.

Students will mostly study on their own and at their own pace. They, therefore, have to discipline themselves to work successfully and achieve their goal.

- **Credits and learning time**

The definition of a credit is that 1 credit = 10 assumed (notional) hours of learning. The number of credits assigned to a module reflects the average length of time the average student might take to complete the learning leading to the achievement of the required standard for the module.

The different study programmes of University of Africa are all structured in such a manner that a subject/module represents 15 credits. This means that a semester comprises 60 credits; a year 120 credits; a full programme 360 credits.

Thus, students can expect that a module of, for instance, 15 credits will require approximately 150 hours of active learning time by the student. Learning time includes contact sessions, workshops, preparation, reading, tasks, reflection, assignments, examination, etc.

The tutorial letter that accompanies each module will give further hints about effective learning.

- **Assessment**

The UoA programmes are assessed by means of module assignments and module examinations.

The pass mark for all modules is 50%

- **Engagement with learning material**

Students are expected to actively engage with the learning materials.

Students are expected to perform the activities and tasks for self-evaluation, formative evaluation and reflection

- **Assignments – formative assessment**

Assignments may take a variety of formats including written, oral and practical work, depending on the nature of the subject matter. All assignments are marked and the marks count towards a final module mark.

Assignments are seen as a form of formative assessment, which has student development as its primary motive. Thus, lecturers and/or mentors will provide students with detailed feedback on all formative assessment. The weighting of formative assessments in comparison to the weighting of the examination also reflects this developmental purpose. Since formative assessments contribute to the final mark, students are advised to strive for at least a 50% average mark for the assignments.

Assignments will mostly have the format of (i) a case study or (ii) review of the student's actual or simulated work assignment (real time – real issues), and recommendations on these, in relation to the offered theory. Students have the right to sit for a module examination, irrespective of the average mark for the 2 assignments. All assignments must have been submitted on or before the due date, however, in order to qualify for a module examination.

- **Examinations – summative assessment**

Modules are examined by means of a formal written examination, which typically has the format of a 2-3 hour invigilated paper. The actual duration is decided upon by the UoA. Examinations will be written at

one of the University's official centres. For some modules a practical assessment may take the place of the formal examination.

A student passes the module examination when he or she scores a minimum of 50%. A student must pass the examination in order to pass for the module.

- **Marks and weighting of marks**

A student passes the module when he or she passes the examination with a final minimum mark of 50% for the module.

- **Assessment of practical modules**

Some modules will have a strong practical content and format. These will be assessed differently. The tutorial letter that accompanies the modules will indicate how modules are assessed.

- **Credit accumulation, progression, qualification and graduation**

- **Credit accumulation**

The University of Africa will maintain records of each student's assignment submissions, assignment results and examination results. Students will be informed at the end of each academic year of their results for that year. Results for each year will accumulate towards the qualification for which the student has registered. Once the student has successfully completed all the modules required for his or her chosen qualification, he or she will be awarded this qualification.

- **Transfer of credits**

Credits obtained by University of Africa students for modules in a non-completed Bachelor's Degree may be transferred as credits for similar modules towards another qualification at another School of the University of Africa, provided that such credits will no longer serve as credits for the original Bachelor's Degree.

*Such a transfer of credits is at the discretion of the School concerned.*

- **Graduation**

Students who have successfully completed the programme will receive their qualification at a formal graduation ceremony to be held at an accessible centre.

## 5. COURSE/MODULES STRUCTURES

### BACHELOR DEGREES:

#### SCHOOL OF COMMERCE AND DEVELOPMENT STUDIES – B Com:

Students have the following specialization options:

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Economics  
Marketing  
Human Resources Management  
Tourism  
Entrepreneurship  
Logistics & Transport

#### **Year 1 - Semester 1**

Management 1a  
Economics  
Accounting  
Business Mathematics  
Business Communications

#### **Year 1 - Semester 2**

Management 1b  
Cost and Management Accounting 1a  
Computer & Information Technology (CIT)  
Specialization modules 1b:

Economics 1b: Macro Economics  
Marketing 1b: Principles of Marketing  
Human Resources 1b: The functions of Human Resource Management  
Tourism 1b: Introduction to Tourism and Hospitality Management  
Entrepreneurship 1b: Introduction to Entrepreneurship  
Logistics & Transport 1b: Fundamentals of Logistical Management

### **Year 2 - Semester 1**

Theory of Management

Strategic Management

Commercial/Business Law

Specialization modules 2a:

Economics 2a: Advanced Micro Economics

Marketing 2a: Marketing Communication

Human Resources 2a: Industrial Psychology 1a

Tourism 2a: Tourism Planning and Development

Entrepreneurship 2a: Innovation & Creativity

Logistics & Transport 2a: Quality systems

### **Year 2 - Semester 2**

Strategic Management 2 b

Change Management

Cost and Management Accounting 2b

Specialization modules 2b:

Economics 2b: Advanced Macro Economics

Marketing 2b: Marketing Research

Human Resources 2b: Industrial Psychology 1b

Tourism 2b: Tourism Marketing

Entrepreneurship 2b: Identifying and Developing of  
Business Opportunities (including Resources)

Logistics & Transport 2b: Inventory & Materials  
Management

### **Year 3 - Semester 1**

Strategic Management

Ethics & Leadership 1a

Research Methodology

Specialization modules 3a:

Economics 3a: Statistics

Marketing 3a: Sales & Customer Management

Human Resources 3a: Organisational Behaviour

Tourism 3a: Cultural & Eco Tourism  
 Entrepreneurship 3a: Business Resources and Funding  
 Logistics & Transport 3a: Purchasing & Supply Chain  
 Management

### **Year 3 - Semester 2**

Philosophy of Management

Specialization modules 3b:

Economics 3b: International Monetary Systems and  
 Finance

Marketing 3b: Strategic Marketing

Human Resources 3b: Employment Relations

Tourism 3b: Tourism & Hospitality Careers

Entrepreneurship 3b: Business planning

Logistics & Transport: Distribution Management

Course Research/Capstone Project

### **SCHOOL OF COMMERCE AND DEVELOPMENT STUDIES – Bachelors:**

- Business Administration &
- Public Administration

Electives: Students have the following options:

Option 1:

Concentration on 'Marketing Management' – 6 modules

plus

*Either* 'Public Management' – 4 modules

*Or* 'Project Management' – 4 modules.

**Option 2:**

Concentration on 'Human Resources Management' – 6 modules

plus*Either* 'Public Management' – 4 modules*Or* 'Project Management' – 4 modules.**Year 1**

Marketing Management 1a	or	Human Resources Management 1a
Marketing Management 1b	or	Human Resources Management 1b

Management Practice 1a  
 Management Practice 1b  
 Economics 1a  
 Economics 1b  
 Computer & Information Technology 1a  
 Business Communication 1a  
 Business Mathematics 1a  
 Financial Accounting 1a  
 Academic Literacy 1a

**Year 2**

Marketing Management 2a	or	Human Resources Management 2a
Marketing Management 2b	or	Human Resources Management 2b

Public Management 1a	or	Project Management 1a
Public Management 1b	or	Project Management 1b

Management Practice 2a  
 Management Practice 2b  
 Economics 2a  
 Economics 2b  
 Business Law 1a  
 Business Law 1b  
 Labour Law 1a

### Year 3

Marketing Management 3a or Human Resources Management 3a  
Marketing Management 3b or Human Resources Management 3b

Public Management 2a or Project Management 2a  
Public Management 2b or Project Management 2b

Management Practice 3a  
Management Practice 3b  
Financial Management 1a  
Financial Management 1b  
Research Methodology

Course Research Project

### ■ Health Service Administration

#### Year 1

Introduction to Epidemiology  
Organizational Behavior  
Health Promotion  
Economics

Health Finance  
Health Public Relations  
Communication Skills  
Health Planning

#### Year 2

Business Methods and Analysis  
Introduction to Health Administration  
Health Care Strategic Management  
Service Marketing

Health Care Organization Design  
Business Statistics  
Healthcare Finance  
Public Administration & Management

### Year 3

Health Care Ethics  
Conflict Management & negotiation  
Health Delivery Systems  
Health Law and Ethics

Health Care Quality and Safety  
Information Management System  
Public Policy in Healthcare  
Capstone Project

## ■ Banking Practice & Management

Standard or generic modules:

### Year 1

Principles of Economics  
Business communication skills  
Credit Management  
Banking and Business Accounting

Business Mathematics  
Financial and Banking Law  
Financial and Monetary  
Business Organisation

### Year 2

Money and Banking  
Investments management

Human Resource Management  
Financial and Management Accounting

Operations and Administration  
Strategic Marketing Management  
International Financial management  
Research methodologies in social sciences

### Year 3

Practice of Banking  
Marketing of Financial Services  
Financial Planning and Control  
Financial Management Risk

Monetary and Financial systems  
Organizational behavior  
Financial markets  
Capstone Project

## SCHOOL OF LAW AND HUMANITIES

### ■ Bachelor in Criminal Justice (BCJ)

### Year 1

Academic Literacy 1a  
Introduction to the principles of Criminal Justice  
Introduction to the Criminal Justice processes  
Symposial Relations in Criminal Justice  
Pro-active roles in policing, law and corrections  
Responsive roles in policing, law and corrections  
Introduction to Criminal Justice Research Methodology  
Communications and Information Technology (CIT) 1a

## Year 2

Pro-active Criminal Justice 2  
 Responsive Criminal Justice 2  
 Criminal Law  
 Criminal Procedural and Evidential Law  
 Evidential Law  
 Criminal Justice Technology  
 Quantitative methodological principles in CJ  
 Specialization modules:  
     Introduction to Criminology or  
     Introduction to Public Administration

## Year 3

Management of CJ systems and processes  
 Quantitative CJ principles  
 Constitutional Law and criminal Justice  
 Administrative Law principles  
 Relationship issues in the Criminal Justice  
 Qualitative Principles in the CJ  
 Specialization modules:  
     Principles of private security or  
     Safety and Social protection  
 Specialization modules: Capita Selecta  
     Violence in the Criminal Justice or  
     Patrolling and Crime prevention or  
     Investigation of Organised Crime or  
     Stress amongst officials in the Criminal Justice

### ■ Bachelor in Social Work Practice & Development Studies

## Year 1

Introduction to Social Psychology  
 Information and communication strategies  
 Introduction to Public Administration

Introduction to Social Work  
Introduction to Sociology and Development

Economics of Development  
Social Work Ethics  
Behavioural Social Work Methods  
Principles of Management.  
Human Rights

### **Year 2**

Social Policy and Development  
Principles and Practices of Youth Work  
Social Development  
Theories of Development  
Organizational Behavior

Politics and Local Governance  
Strategic Management  
Community Relations  
Gender and Development  
Research methodologies in social sciences

### **Year 3**

Governance  
Social Work Law Procedure & Evidence  
Community Health & Development  
Poverty Reduction Strategy  
Disaster Management

Counseling Skills  
Social Service Systems & Delivery  
Monitoring and Evaluation  
NGOs and Development  
Social Research Project

## SCHOOL OF TEACHER EDUCATION – Bachelors:

### ■ B Ed Science & Mathematics/Economic Sciences/English

#### Year 1

Language and learning: Life orientation  
 Education systems A  
 Teaching as a profession  
 Learning centred classrooms

Curriculum as concept  
 Teaching strategy and Method  
 Specialization modules:

Science & Mathematics	Economic Sciences	English
<i>Natural science I</i>	<i>Introduction to business</i>	<i>English I</i>
<i>Mathematics education</i>	<i>Introduction to entrepreneurship</i>	<i>Language, literacy and communication I</i>

#### Year 2

Computer and technology in schools and business  
 Education and change (History of education)  
 Teachers as change agents  
 Motivation and mediation

Media Development  
 Curriculum as context  
 Facilitating Learning  
 Specialization modules:

Science & Mathematics	Economic Sciences	English
<i>Natural science II</i>	<i>Business management</i>	<i>English II</i>
<i>Mathematics I</i>		<i>Language, literacy and communication II</i>

### Year 3

Applied academic research  
 Teachers and the law  
 Learner diversity  
 Media for diversity

Curriculum as process  
 Assessment and evaluation  
 Specialization modules:

Science & Mathematics	Economic Sciences	English
<i>Natural science III</i>	<i>Advanced business management</i>	<i>English Communications 1b</i>
<i>Mathematics II</i>	<i>Introduction to Micro and Macro economics</i>	<i>English Communication II</i>

### Year 4

Barriers of Learning  
 Managing an educational institution  
 Human and social sciences in education  
 Language, Literacy and Communication  
 Epilepsy and Physical Problems of learners  
 Visual Problems of learners

## SCHOOL OF ENGINEERING AND BIO-SCIENCES

### ■ Occupational Safety & Health Environment

### Year 1

Introduction to Occupation Health and Safety  
 Fundamental Principles of Occupational Health and Safety  
 Health Psychology  
 Disaster Preparedness and Response

Occupation Health  
 Safety Program Design

Introduction to Health Economics  
Functional Anatomy and the Work place

## **Year 2**

Fire Safety  
Environmental Control Practice  
Occupational Health and Safety  
Health Promotion

Ergonomics for Occupational Health and Safety (OHS)  
Industrial Psychology  
Organizational Behaviour  
Occupational Health and Safety (OSH) Practice

## **Year 3**

Environmental Impact Assessment  
Hygiene and Toxicology  
Risk Assessment and Management  
Occupational Health and Safety Law

Environmental Health Science  
Epidemiology and Public Health  
Environmental Management  
Research Methods in Occupational Health and Safety

## **■ Sustainable Health & Environmental Studies**

### **Year 1**

Epidemiology and Public Health  
Environmental Management  
Solid waste Management  
Environmental Management systems

Principles of Sustainable Development  
Sustainable Health Policy and Planning  
Built and Sustainable Communities  
Applied Strategic Environmental Assessment

### **Year 2**

International Environmental Governance  
Research Methods and Participatory Approaches  
Ecology and Sustainability  
Biotechnology and Environment

Atmospheric Pollution Impact  
Environmental Law  
Environmental Economics  
Energy Resources And Policy

### **Year 3**

Urban Water Resources  
Environmental Impact Assessment  
Pollution and Rehabilitation  
Microbes in The Environment

Research Skills Project  
Water Science  
Health Promotion  
Research Project

The following **MASTERS DEGREE PROGRAMMES** are offered:

**SCHOOL OF COMMERCE AND DEVELOPMENT STUDIES**

■ **M Com Development, Innovation & Entrepreneurship**

**Semester 1**

Management and organizational behaviour  
Business strategy  
Management of Technology and innovation  
Theories of Innovation

**Semester 2**

Financial Management  
New Venture Creation  
Applied Economics  
Marketing Strategy

**Semester 3**

Research Methodology  
Entrepreneurship  
New Product Development and Service Innovation (IE6019)  
Economic Globalization and Development

**Semester 4**

Dissertation \ Research Project

■ **Master's in Public Administration (MPA)**

**Semester 1**

Management Communication  
Organisational Behaviour  
Human Resources Management

**Semester 2**

Business Ethics  
Quantitative Principles/Management  
Foundations of Public Administration  
Public Financial Management

**Semester 3**

Government Budgeting  
Urban Planning  
Negotiation  
Public Policy Development

**Semester 4**

Research Methodology  
Dissertation

■ **Master's in Business Administration ( MBA)**

**Semester 1**

Managerial Economics  
International Business/Global Business  
Decisions in Operations Management  
Management of Human Resources  
Strategic Management  
Information Management  
Strategic Marketing Management  
Organizational Behavior and Leadership

**Research Project:**

Research Methods in Business Admin  
Master Thesis  
Students select three (3) elective courses:

<b>MBA Electives:</b>
<b>Financial Management Electives</b> Managerial Accounting Corporate Valuation & Business Strategy Risk Management International Finance Financial Environment
<b>Human Resource Management Electives</b> Personnel and Development Employee Resourcing Strategic Human Resource Management Employee Rewards
<b>Management Electives</b> Environmental & Quality Management Small Business Management Ethics and Social Responsibility Project Management
<b>Marketing Electives</b> International Marketing Product and Services Management Consumer Behavior Integrated Marketing Communications

## **SCHOOL OF LAW AND HUMANITIES**

### ■ **Masters in Criminal Justice (MCJ)**

#### **Semester 1**

Research Methodology  
Proactive Criminal Justice  
Responsive Criminal Justice

#### **Semester 2**

Criminal Justice Management  
Critical Issues in the Criminal Justice

#### **Semester 2 and beyond**

Research Proposal and Dissertation of limited scope

