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[2023.09.11]

FROM THE DESK OF THE CEO



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

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

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

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

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

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

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

Prof Dr J Malan
Chief Executive Officer

REGISTRATION

**Duly registered and accredited by the Higher Education Authority [Zambia] – HEA/0001.
All qualifications may be verified at the HEA.**



IDENTITY OF AFRICA RESEARCH UNIVERSITY

LOGO

The University logo has four components, namely:

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

The open book

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

Eagles' wings

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

Those are qualities needed by effective leaders.

The rising sun

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

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

The laureate leaves

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

THE NAME

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

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

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

MOTTO: GROW, PROSPER, EXCEL

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

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





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

WHY STUDY WITH ARU

- ARU was formed with a vision that education should be **accessible** to all people.
- Study with us, as we create educational **opportunities** for personal growth, prosperity, and excellence.
- Our mission is to provide our students with **flexible learning opportunities** through modern technology, world class materials and personal guidance.
- Through ARU, you get the **best of both worlds**: distance learning experts to support you and a highly Zambian qualification at the end of your studies.

WE ARE DIFFERENT, ALTHOUGH THE SAME

Different

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

The same

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

ZAMBIA INTERNATIONAL DIALING CODE: +260-

CHANCELLOR	Prof Dr Fashion Muya Phiri [ARU]		fphiri@keystoneuoa.com
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QUALIFICATIONS OVERVIEW

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

Doctor of Philosophy in Development Studies [PhD]	Research based -under Supervision and with Colloquiums
Master of Philosophy in Development Studies [MPhil]	Research based -under Supervision and with Colloquiums
Master of Education [MEd]	Research based -under Supervision and with Colloquiums
Master of Business Administration [MBA] - with specialization options:	Tutored
- Strategy and Leadership	
- Economics	
- Financial Management	
- Marketing Management	
- Human Resources Management	
- Project Management	
Master of Public Administration [MPA]	Tutored
Master of Education – Education Management and Administration [MEd]	Tutored
Masters in Literacy & Literacy Studies and Development [MEd]	Tutored
Master of Commerce in Development, Innovation and Entrepreneurship [MCom]	Tutored
Master of Social Work	Tutored
Master of Public Health	Tutored

All qualifications may be verified at the HEA.

OTHER QUALIFICATIONS OFFERED BY UNIVERSITY OF AFRICA

<p>BACHELOR'S DEGREES - All Tutored</p> <p>-Duration: 4 Years -Entry Requirements: Grade 12 with 5 'O-levels'</p>	
<p>FAST TRACK OPTIONS - All Tutored</p> <p>-Duration: 2 Years -Entry Requirements: Applicable Diploma</p>	
<p>School of Business and Development Studies</p> <p>Bachelor of Business Administration [BBA] - with Specialization options:</p> <ul style="list-style-type: none"> - <i>Business Management</i> - <i>Project Management</i> - <i>Financial Management</i> - <i>Marketing Management</i> - <i>Economics and Finances</i> - <i>Human Resources Management</i> - <i>Purchasing and Supply Chain Management</i> - <i>Security and Risk Management</i> - <i>Corporate Risk and Security Management</i> - <i>Education Management</i> <p>Bachelor of Arts in Public Administration Bachelor of Transport and Logistics Management Bachelor of Marketing Bachelor of Human Resources Management</p>	<p>School of Law and Humanities</p> <p>Bachelor of Laws [LLB] Bachelor of Social Work</p>
<p>School of Health Sciences</p> <ul style="list-style-type: none"> *Bachelor of Science in Occupational Health *Bachelor of Public Health *Bachelor of Science in Sustainable Health and Environmental Studies *Bachelor of Science in Health Services Administration 	<p>School of Education</p> <p>Bachelor of Early Childhood Education Bachelor of Primary Education Bachelor in Secondary Education - with Specialization options:</p> <ul style="list-style-type: none"> - <i>Business Studies [Major or Minor]</i> - <i>Civic Education [Major or Minor]</i> - <i>English Language [Major or Minor]</i> - <i>Geography [Major or Minor]</i> - <i>Mathematics [Major]</i> - <i>ICT [Minor]</i> - <i>History [Minor]</i> - <i>Religious Education [Minor]</i> <p>Postgraduate Diploma in Teaching Methodology</p>
<p>Diploma Qualifications are available for any of the above bachelor's degrees.</p>	

SCHOOL OF POST GRADUATE STUDIES

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

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

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

MASTER of BUSINESS ADMINISTRATION (MBA)

The MBA degree offers different specialisation options:

- Master of Business Administration – specialization: **Strategy and Leadership**
- Master of Business Administration – specialization: **Economics**
- Master of Business Administration – specialization: **Financial Management**
- Master of Business Administration – specialization: **Marketing Management**
- Master of Business Administration – specialization: **Human Resource Management**

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

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

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

SEMESTER/ STAGE	QUALIFICATION CODE	MASTER of BUSINESS ADMINISTRATION	SUBJECT CODE
1	MBA	Strategic Planning and Management	MSTRAP01
1	MBA	Managing Human Resources	MMGTHR01
1	MBA	Strategic Financial Management	MSTRFM01
1	MBA	Strategic Marketing	MSTRMK01
2	MBA	Strategic Leadership	MSLEAD02
2	MBA	Managerial Economics	MMECON02
2	MBA	Managerial Ethics	METHIC02
2	MBA	Budgeting and Planning	MBUFIN02
3	MBA	Specialization Options - Select Any Cluster of 4 Subjects	
4	MBA	Postgraduate Research Methodology	MPGRME03
4	MBA	Dissertation	MDISST04

CLUSTERS			
SEMESTER	MBASL	Strategy and Leadership	SUBJECT CODE
3	MBASL	Leadership and Development	MLEDEV03
3	MBASL	Strategic Implementation	MSTRIM03
3	MBASL	Transformational Leadership	MTRLED03
3	MBASL	Advanced Management	MADVMG003
	MBAEC	Economics	
3	MBAEC	International Trade	MINTEC03
3	MBAEC	Environmental and Natural Resource Economics	MECMET03
3	MBAEC	Economic Growth and Development	MMTMGT03
3	MBAEC	Labour economics	MADVMG03
	MBAFM	Financial Management	
3	MBAFM	Investment Management	MINVMG03
3	MBAFM	Financing	MFIN03
3	MBAFM	Management Accounting	MMTACC03
3	MBAFM	Advanced Management	MADVMG03
	MBAMRK	Marketing	
3	MBAMRK	Marketing Analysis	MMANAL03
3	MBAMRK	Customer Services and Support	MCUSEV03
3	MBAMRK	E-commerce & Online Marketing	MECOMM03
3	MBAMRK	Advertising	MADVRT03
	MBAHR	Human Resource Management	
3	MBAHR	Global Human Resource Management	MGLOHR03
3	MBAHR	Performance Team Building	MPERTB03
3	MBAHR	Staff Administration	MSADM03
3	MBAHR	Advanced Management	MADVMG03
	MBAPRJ	Project Management	
3	MBAPRJ	Project Planning, Scheduling and Control	MPPSC03
3	MBAPRJ	Project Risk Management	MPRISK03
3	MBAPRJ	Project Resourcing, Procurement and Cost Control	MPRPCC03
3	MBAPRJ	Project Information Management	MPINFM03

MASTER of EDUCATION – EDUCATION MANAGEMENT and ADMINISTRATION

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

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

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

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

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

The degree has three components:

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

Assessment

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

1. Assignments 50%
2. Examination 50%

SEMESTER/ STAGE	QUALIFICATION CODE	MASTER of EDUCATION: EDUCATION MANAGEMENT and ADMINISTRATION	SUBJECT CODE
1	MEDMNGT	Strategic Planning and Management	MSTRAP01
1	MEDMNGT	Managing Human Resources in Education	MHRMED01
1	MEDMNGT	Advanced Management	MADVMO01
1	MEDMNGT	Educational Leadership	MEDLED01
2	MEDMNGT	Educational Psychology	MPSYED02
2	MEDMNGT	Curriculum Design	MCUDES02
2	MEDMNGT	Educational Policy and Planning	MEPOPL02
2	MEDMNGT	Assessment and Evaluation	MASEVA02
3	MEDMNGT	Financial Management	MSTRFM03
3	MEDMNGT	Postgraduate Research Methodology	MPGRME03
3	MEDMNGT	Budgeting and Planning	MBUFIN03

3	MEDMNGT	Legal Issues in Education	MEDLIE04
4	MEDMNGT	Dissertation	MDISST04

MASTER of PUBLIC ADMINISTRATION (MPA)

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

SEMESTER/ STAGE	QUALIFICATION CODE	MASTER of PUBLIC ADMINISTRATION	SUBJECT CODE
1	MPA	Strategic Planning and Management for Public Organizations	MSPMPU01
1	MPA	Managing Human Resources in Public Organizations	MHRPU001
1	MPA	Advanced Public Management	MADVMO01
1	MPA	Leadership in Public Administration	MLEDPA01
2	MPA	Public Policy	MPPOLI02
2	MPA	Public Health Administration	MPHEAA02
2	MPA	Public Procurement Management	MPPROC02
2	MPA	Budgeting and Finance	MBUFIN02
3	MPA	Postgraduate Research Methodology	MPGRME03
3	MPA	Public Financial Management	MPUFM03
4	MPA	Dissertation	MDISST04

MASTERS in LITERACY and LITERACY STUDIES and DEVELOPMENT

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

SEMESTER/ STAGE	QUALIFICATION CODE	MASTERS in LITERACY and LITERACY STUDIES and DEVELOPMENT	SUBJECT CODE
1	MALLDS	Literacy Theory, Policy and Practice	MLITTP01
1	MALLDS	Literacy Development and Performance	MLIDPM01
1	MALLDS	The Psychology of Literacy Studies and Development	MPSYLT01
1	MALLDS	Emerging Concerns in Literacy Education	MEMLIT01
2	MALLDS	Classroom Management Strategies	MCLSRT02
2	MALLDS	Sociocultural Context of Reading Instruction	MSCRIN02
2	MALLDS	Education Policy and Strategy	MEPOLSO2
2	MALLDS	Literacy Instruction Practices	MLINPRC02
3	MALLDS	Pedagogy, Curricula and Program Development	MPCUPD03
3	MALLDS	Assessment of Literacy Proficiency and Practices	MASLPP03

3	MALLDS	Program Design and Appraisal in Literacy Education	MPDALE03
3	MALLDS	Literacy and Sustainable development	MLITSUD03
4	MALLDS	Postgraduate Research Methodology	MPGRME04
4	MALLDS	Internship	MINTSP04
4	MALLDS	Dissertation	MDISST04

MASTER of COMMERCE in Development, Innovation and Entrepreneurship

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

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

MASTER of SOCIAL WORK

This program was designed for students looking to expand their knowledge in Social Work after acquiring their Bachelors in the field. The field of master's in social work is particularly demanding and rewarding. This two-year programme will evaluate your abilities and suitability to make a good difference in people's lives. You will learn something crucial at this time that will benefit underprivileged families, children with mental health problems, underprivileged neighbourhoods with a high infant mortality rate. Those who aspire to pursue a career in social work will benefit greatly from the experience they will obtain during this two-year program. You can establish a prosperous career with the knowledge provided during the course. This is due to the fact that MSW programs are created to provide specific professional training in real-world settings.

SEMESTER / STAGE	QUALIFICATION CODE	MASTER of SOCIAL WORK	SUBJECT CODE
1	MSOCW	Social Work Practice I	MSWPRONE01
1	MSOCW	Group Theory & Practice	MGTPRAC01
1	MSOCW	Theories for Clinical Social Work Practice	MTCLINSWP01
1	MSOCW	Problems in Biopsychosocial Functioning	MBIPSYCF01
2	MSOCW	Professional Behaviour and Ethics	METHIC02
2	MSOCW	Sociocultural Concepts	MSOCONC02
2	MSOCW	Child Development from Infancy to Adolescence	MCDEVIA02
2	MSOCW	Social Welfare Policy	MSOWEPOL02
3	MSOCW	Social Work Practice II	MSWPRTW003
3	MSOCW	Comparative Psychodynamic Theories	MCOPSYDT03
3	MSOCW	Agency and Community Practice	MAGCOMP03
3	MSOCW	Research for Clinical Social Work Practice	MRCLINSWP03
3	MSOCW	Advanced Research Methods	MPGRME03
4	MSOCW	Dissertation	MDISST04

MASTER of PUBLIC HEALTH

This Master's program was designed for students who wish to learn how to tackle the challenging issues that affect communities, work with people across sectors, and educate the public about best health care practices. Students who earn a Master of Public Health (MPH) degree are prepared to safeguard and enhance the health of entire communities. Students gain knowledge on how to address complex community issues, collaborate with others from many fields, and inform the public about good healthcare practices.

The multidisciplinary public health master's program equips students with knowledge of the function of public health in society. Your master's in public health will prepare you to turn your enthusiasm for enhancing community and individual health into tangible results.

SEMESTER/ STAGE	QUALIFICATION CODE	MASTER of PUBLIC HEALTH	SUBJECT CODE
1	MPUBH	Epidemiology	MEPDBB01
1	MPUBH	Biostatistics	MBISTAT01
1	MPUBH	Public Health Practice	MPHPRAC01
1	MPUBH	Environmental Health	MENVHT01
2	MPUBH	Public Health Policy	MPHPOL02
2	MPUBH	Social and Behavioural Health	MSOCBEH02
2	MPUBH	Public Health Nutrition	MPHNUT02
2	MPUBH	Global Health and Disaster Management	MGLHDIS02
3	MPUBH	Introduction to Physiology and Pathology of Diseases	MPYPAD03
3	MPUBH	Introduction to Health Economics	MHECON03
3	MPUBH	Health Promotion, Health, and Illness Behaviour	MHPRILB03
3	MPUBH	Maternal and Child Health	MMACHE03
3	MPUBH	Advanced Research Methods	MPGRME03
4	MPUBH	Project Work/Internship/Practicum	MPHPRAC04
4	MPUBH	Dissertation	MDISST04



INSTITUTE FOR RESEARCH and DEVELOPMENT

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

MASTER of PHILOSOPHY in DEVELOPMENT STUDIES [MPhil]

Introduction

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

Background on the Master of Philosophy degree in Development Studies

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

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

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

Aims of the program

The aims of the program are:

- To equip individuals with the knowledge to conduct research in the fields of social, economic, legal, humanitarian, political, technological, and cultural aspects of societal change.
- To convert their mind set into a mind set of “solving problems”
- To contribute towards the body of scientific knowledge in Zambia, and outside our borders
- To develop confident citizens that can stand their ground in the development of science
- To become contributors towards the economy of Zambia

Fields in development studies

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

Structure of the degree

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

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

MASTER of EDUCATION [by RESEARCH]

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



DOCTOR of PHILOSOPHY in DEVELOPMENT STUDIES (PhD)

Introduction

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

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

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

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

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

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

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

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

Definition and goals of the PhD in development studies

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

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

In pursuit of these objectives, Development Studies is context sensitive. It examines societal change within a historical, comparative, and global perspective. It aims to consider the specificity of different societies

in terms of history, ecology, culture, technology, finance, business development, entrepreneurial development etc. and how these differences both can and often should translate into varied 'local' responses to regional or global processes, and varied strategies of development and methods.

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

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

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

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

Fields of research in the PhD degree in development studies include

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

Career path

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

- Civil service
- Think tanks and lobbying firms

- Conservation
- Teaching and education
- Government agencies
- Charities and not-for-profit organizations
- Refugee agencies
- Consulting
- NGO's
- Profit seeking ventures

Aims of the program

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

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

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

Objectives of the program

The objectives of the PHD program are:

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

More specifically, the PhD program has the following objectives

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

Research capability

- Evidence in the form of a written thesis and at least two individual presentations at PHD colloquia, through intellectual scrutiny and where feasible, expert international external assessment, will show that graduates:
- Independently identify and define original research problems that expand or redefine existing knowledge

- Autonomously apply appropriate and sophisticated knowledge for solving advanced research problems.
- Manipulate abstract systems models
- Identify, analyze, and solve concrete and abstract problems by drawing upon the theoretical knowledge and experiential base of functional disciplines, as well as own experience base.
- Identify and propose ways to serve the needs of business and society.
- Use their knowledge and experience to offer suggestions for solving problems at a community, national, international, and global level.

Leadership capabilities

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

Personal development

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

Scholarly discipline

- Demonstrate advanced research skills.
- Synthesize information autonomously
- Assess own and others' work accurately.
- Create responses to problems that expand existing knowledge
- Use library and other resources effectively to suit their individual needs.
- Use library and other resources effectively to suit the needs of the areas of research.

- Integrate information from a variety of sources.
- Act responsibly as a researcher and scholar (e.g., appropriate referencing, avoiding plagiarism, etc.)
- Follow the conventions of scholarship in the various disciplines under study.
- Follow relevant conventions and guidelines to their academic and career purposes.
- Critically analyze theories, examples, experiences, etc.?
- Argue appropriately within the relevant discourse community.
- Independently draw up a reference list relating to a chosen topic of research.

Communication skills

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

Research Methodology

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

Problem solving

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

SCHOOL OF BUSINESS AND DEVELOPMENT STUDIES

FAST TRACK: Bachelor of Business Administration [Options]

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

BACHELOR OF BUSINESS ADMINISTRATION

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

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

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

You will:

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

ARU offers the following specializations in the Bachelor of Business in the following disciplines:

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

SEMESTERS	QUALIFICATION CODE	BACHELOR of BUSINESS ADMINISTRATION [BBA]	SUBJECT CODES
1	BBA	Academic Literacy	ACLIT01
1	BBA	Business Communication	BUSCM01
1	BBA	Introduction to Economics	IECON01
1	BBA	Introduction to Business	INBUS01
2	BBA	Business Mathematics	BMATH02
2	BBA	Principles of Management	PRINM02
2	BBA	Entrepreneurship	ENTRP02
2	BBA	Microeconomics	MICEC02
3	BBA	Business and Law	BUSLAW03
3	BBA	Management Accounting	MNACC03
3	BBA	Principles of Marketing	PRMKT03
3	BBA	Human Resource Management	HRMGT03
4	BBA	Strategic Management	STRMGT04
4	BBA	Financial Management	FINMT04
4	BBA	Information Management	INFOM04
4	BBA	Marketing Research	MKRES04
5	BBA	Research Methods and Statistics	RMEST05
5	BBA	Strategic Marketing Management	STRMAM05
5	BBA	Leadership	LEADS05
5	BBA	Theory of Management	THYMT05
6	BBA	Change Management	CHGEM06
6	BBA	Macroeconomics	MACEC06
6	BBA	Project Management	PROM06
6	BBA	Managerial Ethics	METHC06
6	BBA	Advanced Research Techniques	ADREST06
7	BBA	3 X Subjects from SPECILIZATION OPTION - as indicated per semester	
8	BBA	Capstone Research Project	PROJ08
8	BBA	3 X Subjects from SPECILIZATION OPTION - as indicated per semester	

		ADVANCED BUSINESS MANAGEMENT	
7	BBABM	Advanced Finance	ADFIN07
7	BBABM	Advanced Marketing	AMARK07
7	BBABM	International Business Management	INTBM07
8	BBABM	Purchasing and Supply Management	PSUPM08
8	BBABM	Advanced Principles of Management	APRMT08
8	BBABM	Organizational Effectiveness	OREFF08
		CORPORATE RISK and SECURITY	
7	BBACRS	Principles of Corporate Security	COSEC07
7	BBACRS	Physical Security	PHSEC07
7	BBACRS	Fundamentals of Computer Forensics	FCFOR07
8	BBACRS	Integrated Risk Planning and Strategy	IRPSY08
8	BBACRS	Principles of Information Security	PRINSEC08
8	BBACRS	Internet Risk and Security	NETRS08

		ECONOMICS and FINANCES	
7	BBAECF	Advanced Finance	ADFIN07
7	BBAECF	Project Financial Management	PJFM07
7	BBAECF	Investment Management	INVMG07
8	BBAECF	Global Finance	GLFIN08
8	BBAECF	Community Economic Development	CECDV08
8	BBAECF	Economics of Development	DECON08
		EDUCATION MANAGEMENT	
7	BBAEDM	Classroom Management	CLASMG07
7	BBAEDM	Team Building and Motivation	TEAMB07
7	BBAEDM	Educational Administration	EDADM07
8	BBAEDM	Teaching Methodology	TEMET08
8	BBAEDM	Budgeting and Planning	BUDPL08
8	BBAEDM	Conflict Management	CONFM08
		FINANCIAL MANAGEMENT	
7	BBAFM	Advanced Finance	ADFIN07
7	BBAFM	Project Financial Management	PJFM07
7	BBAFM	Investment Management	INVMG07
8	BBAFM	Global Finance	GLFIN08
8	BBAFM	Working Capital Management	WCAPM08
8	BBAFM	Budgeting and Planning	BUDPL08
		HUMAN RESOURCE MANAGEMENT	
7	BBAHR	Training Management	TRAIM07
7	BBAHR	Team Building and Motivation	TEAMB07
7	BBAHR	Labour Law	LABOLAW07
8	BBAHR	Workplace Relations	WPREL08
8	BBAHR	Conflict Management	CONFM08
8	BBAHR	Organizational Effectiveness	OREFF08
		MARKETING MANAGEMENT	
7	BBAMKT	Electronic Marketing and E-Commerce	ECOMM07
7	BBAMKT	Advanced Marketing	AMARK07
7	BBAMKT	Consumer Behavior	CBEHA07
8	BBAMKT	Public Relations	PUREL08
8	BBAMKT	Customer Service	CUSEV08
8	BBAMKT	Advertising	ADVRT08
		PROJECT MANAGEMENT	
7	BBAPRM	Project Risk Management	PJRS07
7	BBAPRM	Project Financial Management	PJFM07
7	BBAPRM	Production Management	PRODMG07
8	BBAPRM	Project Administration	PJADM08
8	BBAPRM	Project Information Management	PJINF08
8	BBAPRM	Project Leadership	PJLED08

		PURCHASING and SUPPLY MANAGEMENT	
7	BBAPUSM	Principles of Procurement	PRPRC07
7	BBAPUSM	Principles of Warehousing	PRWAH07
7	BBAPUSM	Logistics Order and Processing	LOGOP07
8	BBAPUSM	Purchasing and Supply Management	PSUPM08
8	BBAPUSM	Quantitative Methods for Logistics	QMLOG08
8	BBAPUSM	Project Leadership	PJLED08
		SECURITY and RISK MANAGEMENT	
7	BBASRIM	Principles of Corporate Security	COSEC07
7	BBASRIM	Physical Security	PHSEC07
7	BBASRIM	Fundamentals of Forensic Investigation	FCFOR07
8	BBASRIM	Interview and Evidence	INTEV08
8	BBASRIM	Major Crime Investigation	MCRIM08
8	BBASRIM	Risk, Crisis and Disaster Management	CRDIS08

ACADEMIC CALENDER

Semesters and Exams Dates

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

- Semester 1: February to July – with exams in June: 19 to 23
- Semester 2: May to October – with exams in September: 18 to 22
- Semester 3: August to January - with exams in December: 11 to 15
- Semester 4: November to April - with exams in March: 20 to 24.

Timetables are published on Websites and Telegram – www.keystoneuoa.com

Exams Venues

Exams are conducted at venues spread across Zambia with the aim to have at least one per province, on condition that at least 30 students register per venue.

Exams Results

Exams results are released within four [4] weeks after the end of the sessions.
No results are released should a student is in arrears with payments.

Online lectures - Undergraduates

All subjects/modules are lectured four [4] times per year – once per each semester – over a period of seven [7] weeks per semester – where each subject/module is lectured during two sessions: Session 1 covers Study Units 1 – 4 and session 2 covers Study units 5 – 8.

Timetables are published on Websites and Telegram – www.keystoneuoa.com

Online lectures – Masters’ Students

Each subject is lectured over eight [8] sessions; twice [2] times per year – over a period of twenty [20] weeks – the first period from January to May; and the second period from July to November.

Timetables are published on Websites and Telegram – www.keystoneuoa.com

Information

Students are encouraged to contact [telephonic, e-mails, web portals] whenever they need information, advice, guidance – anything to assist with studies and service delivery.

Deadlines and Registrations

Deadlines are set to ease operations and service delivery to students. Not registering and/or late registering – will result in not being allowed to participate during exams/colloquiums/graduations. The same applies to late submission of assignments/capstone research projects/postgraduate research presentations.

Colloquiums

Postgraduate students doing research are obliged to attend the Colloquium sessions – of which two sessions are arranged:

- 23 to 27 January Deadline = 9 January
- 24 to 28 July Deadline = 7 July.

Arrangements are published on Websites and Telegram – www.keystoneuoa.com

Graduations

- 5 May Deadline = 31 March
- 10 November Deadline = 29 September.

Adhering to deadlines is critical to have regalia prepared.

General Student Orientation

These sessions are aimed at new students to acquaint them with the functioning of the institutions.

Exact times and contents are published on Websites and Telegram – www.keystoneuoa.com.

2023 January	3	Tuesday	Academic Activities Resume
	6	Friday	General Student Orientation
	9	Monday	DEADLINE: Registrations for Colloquiums
	16	Monday	UNDERGRADUATE ONLINE LECTURES - weekly until 4 March. <i>Timetables on Websites & Telegram</i>
	20	Friday	Release of December 2022 Exams' Results
	23	Monday	POSTGRADUATE COLLOQUIUMS - ending 27 January
	30	Monday	MASTERS' ONLINE LECTURES - weekly until mid-June. <i>Timetables on Websites & Telegram</i>
	31	Tuesday	End of Semester 3/2022
February	1	Wednesday	Start of Semester 1/2023
	24	Friday	General Student Orientation
March	3	Friday	DEADLINE: Registration March Exams & Submission of Assignments
	20	Monday	EXAMS - until 24 March - Timetables on Websites & Telegram
	31	Friday	DEADLINE: Registration for Graduation & Final Submission of Research Projects
	31	Friday	General Student Orientation
April	17	Monday	UNDERGRADUATE ONLINE LECTURES - weekly on - until 3 June. <i>Timetables on Websites & Telegram</i>
	21	Friday	Release of March Exams' Results
	28	Friday	General Student Orientation
	30	Sunday	End of Semester 4/2022
May	1	Monday	Start of Semester 2/2023
	2	Tuesday	Senates
	3	Wednesday	Councils
	5	Friday	GRADUATION
	26	Friday	General Student Orientation

June	2	Friday	DEADLINE: Registration June Exams & Submission of Assignments
	19	Monday	EXAMS - until 23 June - Timetables on Websites & Telegram
July	7	Friday	DEADLINE: Registrations for Colloquiums
	10	Monday	MASTERS' ONLINE LECTURES - weekly until end November. <i>Timetables on Websites & Telegram</i>
	17	Monday	UNDERGRADUATE ONLINE LECTURES - weekly - until 2 September. <i>Timetables on Websites & Telegram</i>
	21	Friday	Release of June Exams' Results
	24	Monday	POSTGRADUATE COLLOQUIUMS - ending 28 July
	28	Friday	General Student Orientation
August	25	Friday	General Student Orientation
September	1	Friday	DEADLINE: Registration September Exams & Submission of Assignments
	18	Monday	EXAMS - until 22 September - Timetables on Websites & Telegram
	29	Friday	DEADLINE: Registration for Graduation & Final Submission of Research Projects
	25	Wednesday	Senates
	26	Thursday	Councils
	27	Friday	General Student Orientation
	31	Tuesday	End of Semester 2/2023
November	1	Wednesday	Start of Semester 4/2023
	10	Friday	GRADUATION
	24	Friday	DEADLINE: Registration December Exams & Submission of Assignments
	24	Friday	General Student Orientation
December	11	Monday	EXAMS - until 15 December - Timetables on Websites & Telegram
	27	Wednesday	Recess - until 31 December
2024 January	2	Tuesday	Academic Activities Resume
	5	Friday	General Student Orientation
	19	Friday	Release of December Exams' Results
	31	Wednesday	End of Semester 3/2023

PROTOCOLS

[Rules & Regulations]

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

1. INTRODUCTION

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

2. GENERAL INFORMATION

- a. UA/ARU offers a system of 'continuous registration' which implies that a student can commence with studies any time of the year. An academic year comprises two [2] semesters. For administrative purposes UA/ARU is running four concurrent semesters per calendar year:
 - Semester 1: February to July – with exams in June: 19 to 23
 - Semester 2: May to October – with exams in September: 18 to 22
 - Semester 3: August to January - with exams in December: 11 to 15
 - Semester 4: November to April - with exams in March: 20 to 24.

Re-registration is necessary after completion of a semester and at the beginning of the next semester.

3. ACADEMIC ARRANGEMENTS

3.1 Online lectures - Undergraduates

All subjects/modules are lectured four [4] times per year – three sessions per each semester – over a period of seven [7] weeks per semester – where each subject/module is lectured during three sessions,
Timetables are published on Websites and Telegram – www.keystoneuoa.com

3.2 Online lectures – Masters' Students

Each subject is lectured over eight [8] sessions; twice [2] times per year – over a period of twenty [20] weeks – the first period from January to May; and the second period from July to November.
Timetables are published on Websites and Telegram – www.keystoneuoa.com

3.3 Study Materials:

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

3.4 Assignments:

- i. Each module requires the completion of two assignments.

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

3.5 Mode of Tuition:

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

3.6 Colloquiums:

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

3.7 Exams:

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

3.8 Combined Pass Marks:

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

3.9 Capstone Research Projects:

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

3.10 Re-marking:

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

3.11 Academic Fraud:

- i. Academic fraud is a serious offence that might lead to destroying the perpetrator's future – not only in the general academic sphere of life, but also affecting a career.
- ii. Academic fraud happens in various forms and instances. The most common and general forms are:
 - a. Plagiarism – where contents is copied directly from another source – be it publication, another student/person, illegal notes, external platforms – to name bit a few. Fundamentally it is when content is presented purporting to be one's own knowledge in order to be assessed towards the unjust benefit of the individual.
 - b. Copying some else's answers in assignments and/or during exam sessions, can lead to both parties [original writer as well as the copier] being sanctioned.
 - c. Stealing of exam question papers.
- iii. When issuing certificates, the institution certifies a specific level of knowledge and competency attached to the person who is certified. Should the knowledge and competency be based on irregular means it mocks the intrinsic value of the certificate. The fraud then spills over to each and every individual and/or institution/employer where it is presented. The certified person's life and future are subsequently a series of fraud and misleading – living a lie.
That is the reason why the university puts in place several measures to prevent academic fraud.
- iv. When a student is found to be committing academic fraud the university has various options of sanctions:
 - a. Discard the specific document as nil and void.
 - b. Discard and cancel all previous results.
 - c. Expel the student from the university – for a fixed period and even permanently.
 - d. Circulate the student's name to other institutions, which might lead to all academic avenues closed being barred from registering at any other university.
- v. Students are thus fore warned to avoid any form of academic fraud.

3.12 Exemptions:

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

3.13 Teaching Practice:

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

3.14 Practicums - Payments: [*Teaching Practice/Science Practicums/Law Practicums*]

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

3.15 Duration of studies:

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

3.16 Rules of Progression:

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

3.17 Documentation:

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

3.18 Graduations:

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

3.19 Special and specified subjects to be studied:

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

4 SCHOLARSHIPS

- i. Scholarships are available and linked to academic performance – as follows:
 - Based on the official required number of subjects per semester:
 - 75%+ = K 1 500,00
 - 70% - 74,9% = K 1 250,00
 - 65% - 69,9% = K 1 000,00
 - 60% - 64,9% = K 750,00
 - 55% - 59,9% = K 250,00

- ii. Scholarships are also subject to
 - a. Regular monthly instalments to be done before or on the last day of business of each month.
 - b. Scholarships will be credited at the end of each semester.

5 FINANCES

5.1 Documentation:

- i. Financial status is formalized by way of an 'Invoice/Statement' and is sent regularly to students.
- ii. The 'Invoice/Statement' shows all costs that are related to the specific qualification for the specific semester.
- iii. The monthly amounts payable [instalments] are spread as per the relevant payment requirements.
- iv. The following credits will be recorded as and when applicable:
 - a. Scholarships.
 - b. Upfront payment discounts.
- v. The following costs are not shown and will be debited separately once applicable:
 - a. Late payment of tuition fees to be levied @ K 25,00 per module per month.
 - b. Not registering for exams @ K 150,00 per paper.
 - c. After being put on 'Hold' [Suspension] due to not paying tuition fees, re-instating, to be levied @ K 150,00
 - d. Capstone Course Projects – differentiated between K 4 000.00 to K 8 000.00.
 - e. Teaching Practice – K 2 000.00 per each observation.
 - f. Law Practicums – K 1 000.00 per one-month period.
 - g. Science Practicums – K 1 000.00 per session.
 - h. Re-writing of failed exams – K 150,00 per paper.
 - i. Re-marking – K 500,00 per paper.
 - j. Graduations – to be announced annually when students are invited to graduate.

5.2 Costs Payable and Charged:

The following components are included in full when debiting:

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

5.3 Payment Requirements:

- i. All payments must be made in full and on time as per the payment requirements. All payments are to be made before or on the last day of business of each month.
- ii. Non-compliance to payment requirements will result in:
 - a. Suspension of all services and being put on 'Hold'.
 - b. Not sitting for Exams.
 - c. Non-release of exam results.
 - d. Non-marking of assignments and research projects.

- e. Late payment levies @ K 25,00 per module per month.
- f. Forfeiting of scholarships.
- g. Non-progressing to next semester.
- h. Liability to increased fees as per the fees structure at that time.

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

5.4 Increased Fees:

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

5.5 Refund Policy:

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

5.6 BANK ACCOUNTS

The following bank accounts are available to students:

Bank	Account Names	Account Numbers	Branches/Branch Codes
FIRST NATIONAL BANK [FNB]	ARU Research University	625 530 283 85	Makeni/260 016
ZANACO	ARU Research University	531 550 650 018 1	Cairo Road Business Centre 04001-00-41
ATLAS MARA	Africa Research University	032 002 058 4018	Downtown/110 032
DIRECT PAYMENT OPTIONS	Per Visa- or Mastercard	Any chosen currency	Log onto website and follow instructions: www.Keystoneuoa.com
MTN MOBILE MONEY		0962 542 357	
AIRTEL MOBILE MONEY		973 684 500	
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		*303#	Bill Muster through Mtn MOMO
MUKURU	Kakoma Chipoya	0962 542 357	NRC: 208439/18/1

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

6 GENERAL

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

6.2 Students can contact their lecturers initially via the following:

Dr Ndalama Patrick	<i>Head: School of Postgraduate Studies - ARU</i>	971 561 301	ndalamap@keystoneuoa.com
Frank Sakanya	<i>Head of School of Undergraduate Studies - ARU</i>	955 885 672	fsakanya@aru-online.com
Michael Tembo	<i>Head of School of Law and Humanities</i>	976 885 673	mtembo@keystoneuoa.com
Brooks Mutenge	<i>Head of Schools of Education & Health Sciences</i>	977 360 514	brooks@keystoneuoa.com
George Sikaonga	<i>Head of School of Business and Development Studies</i>	977 745 489	gsikaonga@keystoneuoa.com
Ms Himoonga Natasha	<i>Deputy Registrar- Student Services</i>	965 432 111	nhimoonga@keystoneuoa.com

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

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

RECRUITMENT TEAM LUSAKA

Dr Cleopas Moono	<i>Dean Student Affairs</i>	779 234 984	moonoo@keystoneuoa.com
Mrs Tisa M Bwalya	<i>Deputy Marketing Manager</i>	772 900 966	recruitment5@keystoneuoa.com
Mrs Mwiche N Konkola	<i>Recruitment Manager</i>	973 106 240	recruitment1@keystoneuoa.com;
Ms Melody Siame	<i>Recruiter</i>	964 638 666	recruitment8@keystoneuoa.com
Quentin Makusa	<i>Recruiter</i>	772 900 968	recruitment21@keystoneuoa.com
Mrs Stella Mwenya Mulenga	<i>Recruiter</i>	760 881 956	recruitment9@keystoneuoa.com
Oscar Masiye	<i>Recruiter</i>	971 248 101	recruitment10@ keystoneuoa.com
Kondwani Phiri	<i>Recruiter</i>	770 525 890	recruitment26@keystoneuoa.com
Kelvin Mwelwa	<i>Recruiter</i>	770 525 894	recruitment23@keystoneuoa.com
Miss Neta Mushiko	<i>Recruiter</i>	770 525 896	recruitment24@keystoneuoa.com

PROVINCIAL COORDINATORS

Copperbelt/Kitwe	Henry Tembo	974 499 843	henjacq2004@gmail.com
Southern/Choma			



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NOTIFICATION

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

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

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

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