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LUSAKA,

## **PROSPECTUS 2018/2019**

LEAVE TO SERVE

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*Director of Library Services*

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CHIENGE LUAPULA PROVINCE	
WESTERN PROVINCE MONGU	
SOUTHERN PROVINCE CHOMA	
NORTH WESTERN PROVINCE	

## **INTRODUCTION TO THE SUPERSHINE UNIVERSITY**

The University established by an Act of Parliament No. 04 of 2013 in 2017. The Act became operational on 1st June, 2017 by publication of Notice No. 057 in the Official Gazette. The First Chancellor was officially installed in a full ceremony on 19<sup>th</sup> June, 2017.

The is an open and distance learning institution offering certificates, diplomas, degrees and postgraduate courses. Educational delivery is attained through various means of communication such as broadcasting, telecasting, Information and Communication Technologies (ICT), correspondence, enhanced face to face, seminars, eLearning (blended) delivery modes or the combination of any two or more of such means.

At the moment the University consists of the following Faculties, institutes and directorates: The Faculty of Arts and Social Sciences; Faculty of Education; Faculty of Science, Technology and Environmental Studies; Faculty of Law, Faculty of Business Management, Institute of Continuing Education; Institute of Educational and Management Technologies, Consultancy Bureau (SCB); Directorate of Undergraduate Studies, Directorate of Quality Assurance and Control, Directorate of Postgraduate Studies, Directorate of Research and Publications, and the Directorate of Communications and Marketing and Directorate of Library Services. More Faculties and Institutes may be established according to procedures indicated in the new Charter that guide its operations.

This Prospectus combines the Undergraduate as well as the Postgraduate Programmes. It puts together general and specific regulations governing the programmes under the Faculties of Arts and Social Sciences, Business Management, Education, Law, Science Technology and Environmental Studies, as well as the Institutes of Continuing Education and the Institute of Educational and Management Technologies.

## **ACADEMIC PROGRAMMES OFFERED BY THE UNIVERSITY**

University Programmes for which Certificate, Diploma, Degree and Postgraduate Courses are offered:

### ***FACULTY OF ARTS AND SOCIAL SCIENCES***

Bachelor of Arts in Tourism Management (*B.A. Tourism*)  
Bachelor of Arts in Sociology (*BA SO*)  
Bachelor of Social Work (*BSW*)  
Bachelor of Arts in Social Work Practice & Development (*BSWP*)  
Bachelor of Arts in Development Studies (*DS*)  
Bachelor of Arts in Social Psychology (*BA PS*)  
Bachelor of Arts in Journalism (*BA Journalism*)  
Bachelor of Arts in Mass Communication (*BA MC*)  
Bachelor of Arts in Economics (*BA Econ*)  
Bachelor of Arts in English Language & Linguistics (*BA ELL*)  
Bachelor of Library & Information Management (*BLIM*)  
Bachelor of Arts in History and Cultural Heritage (*BA Hist*)  
Bachelor of Community Economic Development (*BCED*)  
Bachelor of Arts in Natural Resources Management (*BA NRM*)  
Bachelor of Arts in Population and Development (*BA PD*)  
Bachelor of Arts in Public Administration (*BA PA*)  
Bachelor of Arts in International Relations (*BA IR*)  
Bachelor of Library Information Management [*BLIM*]  
Postgraduate Diploma in Policy Studies (*PGDPS*)  
Post Graduate Diploma in Social Work(*PGDSW*)  
Masters of Social work (*MSW*)  
Masters of Arts in Gender Studies (*MA GS*)  
Masters of Science in Economics (*MSc. Economics*)  
Masters in Community Economic Development (*MCED*)  
Masters of Arts in Monitoring and Evaluation (*MA M&E*)  
Masters in Tourism Planning and Management (*MTPM*)  
Masters of Arts in History (*MA HIST*)  
Masters of Arts in Natural Resource Assessment and Management (*MANRAM*)  
Masters of Arts in International Cooperation and Development (*MA ICD*)  
Masters of Arts in Governance and Leadership (*MA GL*)  
Master of Humanitarian Action, Cooperation and Development (*MHACD*)  
Masters of Arts in Linguistics (*MA Ling*)  
Master of Arts in Geography (*M.A. (Geogr)*)  
Masters of Arts in Mass Communication (*MA MC*)  
Masters of Arts in Journalism (*MA Journalism*)



Masters of Library Information Management (*MLIM*)  
Doctor of Philosophy (*Ph.D.*)

### ***FACULTY OF BUSINESS MANAGEMENT***

Bachelor of Business Administration in Accounting (*BBA ACC*)  
Bachelor of Business Administration in Finance (*BBA FIN*)  
Bachelor of Business Administration in Human Resource Management (*BBA HRM*)  
Bachelor of Business Administration in International Business (*BBA IB*)  
Bachelor of Business Administration in Marketing (*BBA MKT*)  
Bachelor of Human Resource Management (*BHRM*)  
Postgraduate Diploma in Business Studies (*PGDBS*)  
Master of Business Administration (*MBA*)  
Master of Human Resource Management (*MHRM*)  
Master of Project Management (*MPM*)  
Doctor of Philosophy (*Ph. D*)

### ***FACULTY OF EDUCATION***

Bachelor of Education (*B.Ed.*)  
Bachelor of Education *Special Education*  
Bachelor of Education (*Teacher Education*)  
Bachelor of Education (*Adult and Distance Learning*)  
Bachelor of Education (*Policy and Management*)  
Bachelor of Arts with Education (*B.A. (Ed)*)  
Bachelor of Business Administration with Education (*BBA ED*)  
Master of *Education (M. Ed)*  
Master of Education in Administration, Planning and Policy Studies (*M.Ed. APPS*)  
Master of Education in Open and Distance Learning (*M.Ed. ODL*)  
Master of Education in Language Teaching (*M. Ed. in LT*)  
Doctor of Philosophy (*PhD*)

### ***FACULTY OF SCIENCE, TECHNOLOGY AND ENVIRONMENTAL STUDIES***

Bachelor of Science (*BSc. ICT*)  
Bachelor of Science in Data Management (*B.Sc. DM*)  
Bachelor of Science (*B.Sc.*)  
Bachelor of Science with Education (*B.Sc. Ed*) – *Conducted jointly with the Faculty of Education*  
Bachelor of Science in Environmental Studies (*BSc ES*)  
Bachelor of Science in Food, Nutrition and Dietetics (*BSc FND*)

Bachelor of Science in Energy Resources (*BSc ER*)  
Master of Science in Biology (*M.Sc. Bio*)  
Master of Science in Mathematics (*M.Sc. MAT*)  
Master of Science in Chemistry (*M.Sc. Chem*)  
Master of Science in Physics (*M.Sc. Phy*)  
Master of Science in ICT (*M.Sc. ICT*)  
Master of Science in Human Nutrition (*M.Sc. HN*)  
Master of Science in Food Science (*M.Sc. FS*)  
Master of Science in Applied Biotechnology (*M.Sc. AB*)  
Master of Science in Environmental Science (*M.Sc. ES*)  
Doctor of Philosophy (*Ph.D.*)

### ***FACULTY OF LAW***

Bachelor of Laws (*LL. B*)  
Bachelor of Laws (LL. B) Executive  
Postgraduate Diploma in Law (*PGDL*)  
Master of Laws (*LL.M*)  
Master of Law –*Information Communication Technology (eLL.M - ICT)*  
Master of Law in International Criminal Justice (*LLM ICJ*)  
Doctor of Philosophy (*Ph.D.*)

### ***INSTITUTE OF CONTINUING EDUCATION***

Diploma in Open and Distance Learning (*ODDEOL*)  
Diploma in Primary Teacher Education (*ODPTE*)

### ***INSTITUTE OF EDUCATIONAL AND MANAGEMENT TECHNOLOGIES***

Basic Certificate in Computing and IT - NTA Year4  
Technician Certificate Programme in Computing and IT

## ADMISSION REGULATIONS

1. The Supershine University (SU) is an open and distance learning higher education institution, which offers various certificates, diplomas, and degrees in a wide range of fields. Information on available programmes can be found on the university's web page <http://www.supershineuniversity.net> . For detailed information on admission please contact:

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2. An application for admission must be made using the online portal, available on the SU website. Information on how to use this system can be obtained from any regional or coordination centre of SU. Staff at regional centres can help you to upload your application. An application fee of K200 for local applicants of USD 50 for foreign applicants must be paid through the university bank account to enable one to upload their applications online. The academic year at the 2018/2019, commences in September, for all its programmes.
3. Registration can only be considered if the University receives convincing evidence that the candidate will be adequately financed during his or her study at the University. Applicants from other countries who are in need of financial assistance to meet fees and other expenses are advised to apply for bursaries from their respective Governments, employers or other sponsoring agencies.
4. Fees once paid will not be refunded for continuing students. Fees paid for one academic year cannot be deferred to another year unless the student has paid the complete programme fees. In extremely exceptional circumstances consideration of refund of the fees paid may only be made

to those who have withdrawn from studies, graduated and paid excess fees. Where this is applicable, the approval of refund shall be made subject to a charge of 15% of the amount refunded. The percentage deduction rate shall be set, announced and reviewed by University from time to time.

5. New undergraduate and postgraduate students for 2018/2019 academic year will be admitted in September except where indicated otherwise. Postgraduates doing Masters and Ph.D. by Thesis are admitted at any time of the year.
6. The deadline for change of academic programme and registration for all students will be four weeks from the first date of the orientation week conducted at the Regional centres, or as may be indicated in the Almanac. A fee of K1, 000/- will be charged for any request to change programme.
7. All students that are admitted are required to conform fully to all the University regulations.
8. Students may be allowed to change subject combinations after consultation with designated Deans and Directors of The Supershine University.
9. A candidate who has been discontinued on academic grounds at one of the accredited universities in may be allowed to apply in another discipline or to restart the same programme without consideration of any credit transfer.
10. If any candidate previously discontinued from University studies will be shown to have cheated to gain admission by credit transfer, he/she shall be discontinued from studies at this University.
11. Students gaining admission to this university as transfer cases from accredited universities can transfer their grades only after getting approval from the Senate. Such admissions will take into consideration the regulations of the sister universities. The transferred credits shall not exceed one third of all the credits in the programme. A fee of K 1,000/- for local credit transfer and US\$ 100 for international credit transfer will respectively be charged to any applicant before consideration is given to the request.

## **12. GENERAL GUIDELINES FOR CREDIT TRANSFER**

These are guidelines generally applying to all private and public universities in, as approved by the Committee of Vice-Chancellors and Principals of Universities (CVCPZ).

### **Basic Guiding Rules**

- (i) The rules primarily apply only for undergraduate programmes.
- (ii) No more than one third of credits required for graduation can be transferred, and should not include credits of the last four semesters.
- (iii) Credits for dissertation and final year project shall not be transferred.
- (iv) No credit may be transferred in practical based or field based subjects
- (v) Credit may be transferred only where at least 75% of the syllabus and course content is the same and the difference in contact hours (or its equivalent) not more than 10%.
- (vi) The actual grades of the credited courses shall be determined using equivalence comparison of the grading systems of the target universities.
- (vii) Credit earned more than 5 years shall not be transferred.
- (viii) Students who have been discontinued from studies due to cases of cheating or other forms of examination misconduct shall not be allowed to transfer any credit.
- (ix) Only credits from accredited universities can be transferred.
- (x) The Senate of the target University shall have the final say on credits to be transferred.

## **13. THE PROCEDURE FOR CREDIT TRANSFER**

- (i) Before being considered for transfer credit from one university to another, the student must meet the admission criteria of the target university by applying for admission into the first year of the desired programme.
- (ii) Once admission is secured, the student will be required to register for year 1 (Year one). At this stage, the student may then apply for credit transfer through the Department and Faculty. A fee of K1,000 must accompany the application for credit transfer for local students. International students pay a credit transfer fee of USD 100.
- (iii) The application for credit transfer will be submitted to the DVC responsible for academic affairs, and must be accompanied with officially endorsed documents (transcripts), photo attached personal

identification from previous institution, passport, ID, or birth certificate, and a letter of attestation from the previous university, confirming that the student has not been discontinued due to cheating or examination misconduct.

- (iv) Credits shall only be transferred where the courses are comparable in nature, scope, content, depth and Year between the two universities.
14. Change of names by students after registration is not allowed. The University reserves the right to refuse any changes of names that are drastic, even when properly booked up by relevant laws of the land. Students should register in the names that appear in their certificates. The official order of names during registration will be; Surname, First Name(s), Middle Name(s). Where a candidate has only two names in his or her certificates, then only those two names shall be used and accordingly the second name in the list will be taken as his/her surname.
  15. Students from this University or any other accredited University discontinued due to any examination irregularities may only be considered for admission after three years since being discontinued. No credit transfer is allowed for such students.
  16. Every student is required to carry with him/her, the student identity card issued by the University, whenever he/she visits the main campus, enter examination rooms, and attend face to face sessions. Any loss of the identity card must be reported to the Admissions Office, where a new card shall be issued after payment of a fee of k100.
  17. The minimum duration for completion of an undergraduate degree programme is THREE YEARS. Students who complete before that period must be cleared by Senate before they can be allowed to graduate. The maximum registration period for an undergraduate degree is SIX YEARS while for diploma and certificate programme is 3 and 2 years respectively. A non-refundable fee of K2, 000/- or USD 50 (for international students) will be charged for any request to extend registration period.

## **ANNUAL REGISTRATION**

1. All continuing and newly admitted SU students are mandated to re-register using the online portal. A student who fails to re-register shall not be recognized as a bonafide student of SU for that academic year, and

may not be able to access the Student Academic Records Information System (SARIS) for examination registration.

2. During annual re-registration, students must register the courses of study for that year as well as graded coursework assessment and Annual Examinations that they plan to attempt as well as any special or supplementary tests and/ or Exams.
3. At least One month before the beginning of attending any field practice or practical sessions and Exams, students are required to register online for all these sessions. Those who register will be able to obtain an Examination Hall Ticket (EHT) that allows them entry to the examination hall, once endorsed by the Director of the Regional Centre.

It is necessary to note that all services: Assignments, Tests, Practical's, Face to Face Sessions and even provision of any financial assistance shall be directed only to those students who are dully registered in that material academic year.

## **ENTRANCE REQUIREMENTS FOR FIRST DEGREE COURSES**

Applicants should fulfil the following conditions:

## OPTION I

### Minimum admission direct entry requirements

- (i) From the 2018/2019 academic year, the Minimum Admission Entry Qualifications for applicants with Grade 12 and RPL qualifications shall be as summarized in the below table:

Sn	Category of applicants	Minimum admission entry qualifications
1.	Completed O-Year studies before 2017	<b>Two principal passes with a total of 4.0 points from Two Subjects defining the admission into the respective programme</b> (where A = 5; B = 4; C= 3; D = 2; E = 1).
2.	Completed O-Year studies in 2016 and 2017	<b>Two principal passes (Two Cs) with a total of 4.0 points from Two Subjects defining the admission into the respective programme</b> (where A=5; B+ = 4; B = 3; C= 2; D= 1).
3.	Completed O –Year studies from 2016	<b>Two principal passes with a total of 4.0 points from Two Subjects defining the admission into the respective programme</b> (where A = 5; B = 4; C= 3; D = 2; E = 1).
4.	Recognition of Prior Learning qualification	<b>B+ Grade:</b> where A =75-100, B+ = 65-74, B=50-64, C =40-49, D = 35-39, F = 0-38.

## GENERAL UNIVERSITY EXAMINATION REGULATIONS FOR UNDERGRADUATE COURSES

### 1. Assessment

- 1.1 All courses shall be examined during the academic year in which they are studied. The assessment shall consist of an online coursework assessment and where needed a two-hour written test may be administered prior to sitting for a three-hour annual examination, at the end of the academic year. The coursework assessment will contribute 30% while the annual examination will contribute 70% to the final grade.
- 1.2 Science practical, teaching practice and other field related assignments will constitute independent units, not examinable, but assessed through reports submitted by students.



- 1.3 The pass mark for both coursework and examinations combined shall be 40% for all undergraduate programmes
- 1.4 A candidate who fails to attain the pass mark, after sitting for the annual will be allowed to write a supplementary examination after paying the required examination fee. The maximum grade attainable in a supplemented subject is C.
- 1.5 A candidate, who fails in a supplementary examination, will be required to repeat the subject. Repeating a subject means doing the continuous assessment (test) and annual examination. The maximum grade attainable in a repeated subject is C.
- 1.6 A candidate, who fails a repeated subject, shall be required to re-register the course as many times as possible until he/she attains a pass grade.
- 1.7 A candidate who fails to appear for examination, for any certified reason, must inform the DVC Academic prior to the commencement of the examinations period. Students requesting to appear for special examinations without prior authorization by the DVC Academic will be required to pay examination fees for the session.
- 1.8 A candidate who attempts the annual examination without having marks from coursework assessment in that year will be awarded the mark zero for the coursework.

## **2. Registration for Examinations**

Registration by a candidate for a course of study shall not be taken as guaranteed registration for examinations or for online coursework assessment for that subject. Each candidate shall be required to register for the examinations in specific subjects at least one month at latest, before the commencement of examinations period.

## **3. Eligibility for Examinations**

- 3.1 A candidate shall be admitted to examinations for subjects in which the candidate is registered for at the beginning of the academic year.

- 3.2 Each candidate will be required to fill in the Student Progress Portfolio (SPP) as part of the coursework assessment and it which will be assessed online through eLearning platform to determine his/her preparedness for final examinations
- 3.3 In the Student Progress Portfolio (SPP), the student is expected to summarize, in one page, for each subject, the description of what he/she considers to be the most important knowledge and skills gained from the subject. This part must only be filled when the student thinks he/she is ready to attempt the examination.
- 3.4 Some marks will be awarded for the SPP, and each student will be expected to keep the SPP entries made for each course into own programme SPP composing all course entries in safe storage devices till graduation. A student may be called to present the portfolio anytime, for the sake of verification of his/her studentship status.
- 3.6 A candidate shall be permitted to participate in practical/filed sessions or in online course assessment after having paid at least 50% of all the requisite tuition fees and examination fees.
- 3.7 A candidate shall be permitted to sit for the Annual Examination (AE) that are usually held in May/June after having paid 100% of all requisite tuition and examination fees.
- 3.8 A candidate whose work progress is considered unsatisfactory may be required by the Senate, on the recommendation of the appropriate Faculty/Institute Board, to repeat any part of the course before admission to an examination.

#### **4 The Examinations Syndicate**

The has established an examination syndicate responsible for overseeing compilation of exam papers, printing, distribution, invigilation, and issuing of transcripts and certificates. Departments in the Faculties/Institutes are responsible for setting exam questions, marking and recording of student marks in the Academic Records Management Information System (ARMIS).

#### **5 Dates of Examinations**

Annual, supplementary, and special examinations of the University shall be held at a time determined by the Senate, and will be announced at the beginning of the academic year.

## **6 Admission to Examinations**

- 6.1 Only candidate who have been cleared for having paid all university fees.
- 6.2 Candidates who have met all requirements for examination admission will be issued Examination Hall Tickets (EHT), by the Examination Syndicate. Usually, EHT application forms will be readily accessed from the web-based Student Academic Records Information System (SARIS) online.

## **7 Conduct of Examinations**

The University examinations shall be conducted through the Examinations Syndicate under the control of the Deputy Vice Chancellor (academic) or such officer of the University appointed by him/her.

## **8. Examination Malpractices and Irregularities Regulations**

### *8.1 Malpractices in Relation to Coursework*

It shall be an offence for a student/candidate to avail to another student/candidate his/her prepared assignment with a view of assisting the latter to do his/her assignment or to negligently expose his/her assignment to another candidate to use.

#### **Penalty**

Any student/candidate found guilty of the offence under Regulation 8.1 above shall be liable to:

Cancellation of his /her assignment or Suspension from his/her studies for a period of one academic year.

### *8.2 Fraud in Relation to Coursework*

It shall be an offence for a student/candidate to:

- (a) Submit assignment not prepared by him/her.
- (b) Substantially plagiarize the work of any other person.
- (c) Falsify/alter marks awarded on an assignment script or test script
- (d) And any other such cases related to or connected to or arising from the above specified.

## **Penalty**

Any student/candidate found guilty of involvement in fraudulent conduct related to coursework as set out in Regulation.

8.2 above shall be liable to:

- Cancellation of his/her coursework, or
- Suspension from his/her studies for a period of one academic year, or
- Discontinuation from the University.

## *8.3 Malpractices in the Conduct of Examinations*

It shall be an offence for a student/candidate involved in an examination/test to:

- (a) Sit or attempt to sit the examination without valid documentation(s).
- (b) Enter the examination hall/room later than half an hour after the examination/test has commenced.
- (c) Leave the examination hall/room earlier than half an hour after the examination has commenced.
- (d) Carry out a conversation or any other communication with another student/candidate once the examination has commenced without permission from the invigilator.
- (e) Indulge in any disruptive conduct including, but not limited to, shouting, assault of another student/candidate, using abusive and /or threatening language, destruction of university property or the property of another student/candidate.
- (f) Take out of the examination room/hall answer booklet(s), used or unused.
- (g) Neglect, omit or in any other way fail to follow lawful instructions or orders issued by the Invigilator.
- (h) Physically assault or insult an Invigilator or any University Official involved in the conduct of the examination.
- (i) And any other such cases related to or connected to or arising from the above specified.

## **Penalty**

Any student/candidate found guilty of contravening Regulation 8.3 Above shall be liable to:

- Cancellation of the relevant examination, or Suspension from the University for a Period not exceeding two years, or Discontinuation from the University.

A student/candidate who contravenes Rule 8.3 (e) apart from other penalties as specified above shall be liable to a fine to be determined by the Irregularities Committee.

Any student/candidate found guilty of contravening Rule 8.3 (h) above shall be discontinued from the University.

#### *8.4 Cheating in an Examination/ Timed Test*

It shall be an offence for any student/candidate involved in an examination to:

- a) Take into the examination room/hall, in person or by agent, unauthorized materials including, but not limited to, plain papers, condensed/summarized notes, books, and handkerchiefs on which information is written or information written on any part of the body, recording apparatus, mobile phones or any unauthorized electronic equipment or any other materials as may be specified from time to time by the DVC (Academic).
- b) Copy from any other candidate/student.
- c) Aid and/ or abet another candidate/student to copy from a script/ booklet of another person.
- d) Exchange answers with another candidate/student in or outside the examination room.
- e) Collaborate with another candidate/student in the examination room to use telephone discussions and share material including calculators and other electronic equipment.
- f) Communicate with other students verbally or through other means, during examination without permission from the invigilator.
- g) Begin the exam before being authorized by the invigilator
- h) And any other such cases related to or connected to or arising from the above specified.

#### **Penalty**

Any student/candidate found guilty of cheating in examinations as defined in Regulation 8.4 above shall be liable to:

- Cancellation of the relevant examination, or
- Suspension from the University for a period not exceeding two years, or
- Discontinuation from the University.

On conclusion of the malpractice case, the confiscated unauthorized material shall be destroyed within sixty (60) days from the date of the letter communicating the decision except where the candidate/ student has preferred an appeal within the prescribed time.

### *8.5 Fraud in Examinations/Timed Tests*

It shall be an offence for a student/candidate or any other person involved in an examination to:

- a) Import into the examination hall/room, in person or by agent, a preprepared answer script/booklet.
- b) Substitute an answer script/booklet prepared outside the examination room/hall for the one already submitted to the Invigilator/ Examiner.
- c) Falsify or alter marks awarded on an examination script/booklet.
- d) Impersonate another student/candidate.
- e) Procure or induce another person to sit for him/her.
- f) Present false document(s) in relation to eligibility to sit for University examinations.
- g) Sit or attempt to sit an examination without authority.
- h) Fraudulently receive examination papers/questions which have been illegally procured or made available.
- i) Fraudulently access or attempt to access examination questions before the examination is due.
- j) Pay or induce another person to illegally procure or make available examination questions/papers.
- k) View examinations questions prior to sitting for the exams
- l) Use wrong Registration Number or Examination Number with the intention of hiding the identity of the candidate.
- m) And any other such cases related to or connected to or arising from the above specified.

### **Penalty**

Any student/candidate or any other person found guilty of fraudulent conduct as defined in Regulation 8.5 above shall be liable to the following penalties:

Any student/candidate found guilty of contravening Rule 8.5(a), (b), (h), (i), (j), and (k) above shall be discontinued from the University.

Any student/candidate found guilty of contravening Rule 8.5(c), (d), (e), (f), (g), and (l) above shall be suspended from the University for a period not exceeding two academic years, or discontinuation from the University. If SU staff is proved to be involved, the staff shall be liable to disciplinary action in accordance with the prevailing University disciplinary procedures.

### ***8.6 Offences Relating to the Conduct of Irregularities Hearing***

It shall be an offence for any student/candidate whether or not he /she has been accused of an irregularity or any SU staff to:

- a) Interfere with the conduct of investigations into the matter or the hearing of an irregularity by the Irregularities Committee or any other body hearing the irregularities or appeal.
- b) Intimidate members of the Committee or other members of the University Staff or witnesses in the irregularity matter.
- c) Destroy evidence relating to an alleged irregularity.
- d) Forge or utter false documents in relation to an alleged irregularity.
- e) Bribe or attempt to bribe a University Official witness or any other person in relation to an alleged irregularity.
- f) Harass or procure others to harass on his /her behalf a University official, witnesses or any other person in relation to an irregularity by making constant telephone calls, visits, etc.
- g) Refuse to sign irregularity form after been asked to so by the invigilator.
- h) And any other such cases related to or connected to or arising from the above specified.

### **Penalty**

Any student/candidate or any SU staff found guilty of interference with the conduct of an irregularity hearing as defined in Regulation 8.6 above shall be liable to:

- Cancellation of the relevant examinations, or

Suspension from the University for a Period of one academic year, or Payment of fine which will be determined by the Irregularities Committee. Any student/candidate found guilty of contravening Rule 8.6(b) and (f) (above shall be discontinued from the University.

Any student/candidate found guilty of contravening Rule 8.6 (e) above shall be discontinued from the University and reported to The Prevention and Combating of Corruption Bureau.

If SU staff is found guilty he/she will be liable for payment of fine and to any other disciplinary action in accordance with the prevailing University disciplinary procedures.

### ***8.7 Guidelines on Apprehension of a Suspect***

When a student/candidate is suspected to be engaging in examination irregularities or malpractices, he/she should be apprehended immediately. In the apprehension of a suspect, the following should be taken into account:

- a) A suspect should be handled in the appropriate manner to ensure that the privacy and bodily integrity of a person is not violated.
- b) Body searches should be done in the presence of another person of the same sex.

- c) The materials should be taken away as soon as they are found and kept as exhibits.
- d) Identity of the suspect and possible witnesses should be recorded immediately.
- e) A suspect should be allowed to proceed with the examination since he/she is presumed to be innocent until proved guilty provided that his presence does not disrupt the tranquillity in the examination room.

### ***8.8 Procedure for Hearing of Malpractice Cases***

- 8.8.1 Hearing of examination malpractices and irregularities shall be done by the Irregularities Committee appointed by the Undergraduate Studies Committee with approval of Senate.
- 8.8.2 The Irregularities Committee shall forward its findings and recommendations to the Undergraduate Studies Committee which shall discuss the findings and recommendations and forward them to the Senate for approval.
- 8.8.3 In the handling of examination irregularities and malpractices, the Irregularities Committee or any other body hearing the case shall take into account the following principles of natural justice:
  - a) Fair and equal treatment of all students/candidates,
  - b) The opportunity to enter a plea of guilty or not guilty,
  - c) Fair hearing accorded to all students/candidates,
  - d) Right of students/candidates to appear and to defend themselves,
  - e) Staff not to sit in judgment of their own cause, and
  - f) Consistency in punishments.

### ***8.9 Appeals against Examination Irregularities***

- 8.9.1 The Senate shall form Senate Appeals Sub-Committee which shall be composed of members who in one way or another were not involved in hearing the case appealed against at the first instance. The Chairman of Senate Appeal Sub-Committee shall be a member of the University Council with experience in academic administration in Higher Institutions and not a staff of the University.
- 8.9.2 A student/candidate who pleaded guilty to an offence before the Irregularities Committee shall have a right of appeal only with respect to the gravity of the penalty.
- 8.9.3 A student/candidate who is dissatisfied with the decision of the Senate may appeal to the Senate Appeal Sub-Committee within 21 days from the date of receiving the letter communicating the decision. The appeal shall be accompanied by a non-refundable fee which shall be set by the senate and reviewed by it from time to time.



- 8.9.4 The appeal shall be in writing addressed to the DVC (Academic) and copied to the Faculty /Institute where the student/candidate belongs stating clearly the grounds of appeal. The DVC (Academic) shall acknowledge in writing to the student/candidate receipt of the appeal.
- 8.9.5 The student/candidate appealing shall be notified in writing of the date when the appeal shall be heard and shall be given an opportunity to appear before the Committee and be heard.
- 8.9.6. The Senate Appeals Sub-Committee shall have power, on cause being shown, to allow the student/candidate present additional evidence which was not in his possession at the time of appearance before the Irregularities Committee.
- 8.9.7 In hearing the appeal, the Senate Appeals Sub-committee shall take into account the principles set out under Regulation 8.8.
- 8.9.8 The Senate Appeals Sub-Committee shall hear the appeals and make findings and recommendations to the SENATE whose decision on appeal shall be final and conclusive.
- 8.9.9 All appeals lodge in accordance with Regulation 8.9.3 shall be finally determined within a period of one year.

**9 Progress from Year to Year**

- 9.1 Candidates are required to clear all units they registered for in the year of study.
- 9.2 Units which are passed shall be recorded.
- 9.3 Units that are not passed shall be cleared after sitting for supplementary Examination done during ODEX sessions.

**10 Classification of Degrees**

- 10.1 In the classification of degrees, a FIVE points system will be used in averaging the final grades:
- 10.2 The letter grades will be assigned the following points:

A	B+	B	C	D	E
5	4	3	2	1	0

- 10.3 Courses given for each degree have to be appropriately weighted by the units.
- 10.4 To get the score for each course, multiply the points, as in 10.2 by the appropriate weights, as obtained in 10.3. e.g. getting a B in a 2-unit course the score shall be  $3 \times 2 = 6$ .

- 10.5 The total score for the degree will be the total scores for all courses taken for the final, computed as in 10.4.
- 10.6 The average score for the degree will be computed by dividing the Total Score in 10.5 by the total weight obtained under 10.3.

Classification	Range	Letter Grade
1st Class	(5.0 - 4.4)	A
Upper 2 <sup>nd</sup>	(4.3 - 3.5)	B+
Lower 2 <sup>nd</sup>	(3.4 - 2.7)	B
	(2.6 - 2.0)	C

- 10.7 The Final Classification of a degree will be as follows:

- 10.8 Rounding Off of GPA:

GPA figures will be presented to the nearest single decimal point to be rounded up for  $\geq 0.05$  and to be ignored for  $< 0.05$ . As an example, 3.36 will be taken as 3.4 while 3.34 will be taken as 3.3.

- 10.9 The range of marks will be as follows: -

A	Excellent	(70% - 100%)
B+	Very Good	(60% - 69%)
B	Good	(50% - 59%)
C	Satisfactory	(40% - 49%)
D	Marginal Fail	(35% - 39%)
E	Absolute Fail	(0% - 34%)

## 11 Aegrotat Degree

Candidates who have completed their course of study but who have been absent, through illness from part of the final examination, may apply to the University for the award of an **Aegrotat Degree** in accordance with the following procedure as directed by TCU:

- 11.1 The head of the academic department must formally make the request to the Faculty/Institute Examination Board for the Award of an **Aegrotat Degree** to the student in question.
- 11.2 The following details should be provided to the Examination Board:
- i) medical certificate or other statement of the grounds on which it is made and must be submitted as soon as possible after the last date of the examination to which the application refers;
  - ii) the name of the candidate
  - iii) the year of registration of the student;
  - iv) the name of the degree programme in which the student was registered;
  - v) the stage of the programme of study reached by the student at the time of illness;
  - vi) any examination or assessment marks obtained by the student prior to his/her illness;
  - vii) the number of credits needed for a student to graduate on that programme and the number of credits obtained by the student prior to his/her illness; and
  - viii) details of any outstanding academic requirements according to the university's awards regulations.
- 11.3 The following guidelines shall apply to an examining body (Senate) in its consideration of the award of Aegrotat Award:
- i) The Senate should be satisfied that the candidate's prior performance shows on balance of probabilities that he/she would have passed, but the illness which occurred prevented him/her.
  - ii) The Senate should be satisfied that the candidate is unlikely to be able to return to complete his/her study at a later date within a reasonable period.
  - iii) The Faculty/Institute Board shall require the candidate to confirm in writing that he/she is willing to accept an aegrotat award.
  - iv) Where the candidate is unwilling to do so, the Faculty/Institute Board shall seek for appropriate extension of the student's registration and permit the candidate to complete the examinations/assessment in question accordingly.
  - v) An aegrotat degree, diploma, or certificate shall be unclassified and in all other respects, ungraded. An aegrotat award does not

necessarily entitle the holder to registration with the professional body, or exemption from the requirements of any professional qualification, or progression to another academic programme or another stage of a programme which might otherwise be associated with the programme of study or award concerned.

- vi) No candidate shall be exempted from submitting and defending research thesis or from presenting Masters Dissertation (or equivalent presentation) where the program requires such a thesis or dissertation to be presented before graduation. It follows therefore that the examining body may not recommend the award of aegrotat degree if the missing component relates to research that is core before graduation.

#### 11.4 *Status of an aegrotat degree*

An aegrotat award is a terminal award; however, it does not entitle the holder to practice a profession although it may be used for non-professional related employment.

## 12 **Loss of Certificates**

The May issue another copy in case of loss of the original certificate on condition described in section 12.1-12:

- 12.1 These guidelines shall be applied to all categories of certificates other than transcripts, provisional results or statement of results.
- 12.2 Duplicate certificate shall be issued only when it is lost or destroyed irreversibly.
  - (a) **LOSS** means and includes situations where a graduand has failed to find or trace a certificate after exercising a due diligent and reasonable search.
  - (b) **DAMAGE/DESTRUCTION** means and includes all situations in which a certificate has been rendered incapable of any use as a result of damage or destruction
- 12.3 The applicant shall provide the damaged or defaced certificate if available.
- 12.4 Application should be made only by the graduand in the prescribed format. Application received on behalf of the graduand shall not be accepted.

- 12.5 Application by a third party can be accepted if a special power of attorney is duly presented on behalf of the graduand together with the other documents specified in paragraph 12.6
- 12.6 The following documents shall be presented to the Directorate of Examinations Syndicate for consideration of issuing a duplicate certificate
- (a) A sworn affidavit detailing the circumstances under which the original certificate was lost or destroyed.
  - (b) A certified copy of loss police report.
  - (c) Copy of notification issued in a newspaper for loss of certificate.
  - (d) A receipt of prescribed application fee.
- 12.7 In case of DAMAGE/DESTRUCTION, the requirements of paragraph 12.6 (b) ,(c) are unnecessary
- 12.8 Duplicate certificate is to be surrendered to the immediately if the original certificate is recovered by chance.
- 12.9 The replacement for a lost certificate shall be issued after 12 months from the date of the loss.
- 12.10 In case of a damaged certificate and if the same has been surrendered to the University, the duplicate copy shall be issued immediately after the University is satisfied with the Year of damage.
- 12.11 The certificate issued shall be marked “DUPLICATE COPY” across it.
- 12.12 The loss or destruction of a certificate is a serious matter and a duplicate will only be issued at the judgment of the University. The University reserves the right not to issue a duplicate or to specify reasons for its decision.
- 13 **Appeal**
- 13.1 Students’ appeals on academic grounds other than examination irregularities and malpractices shall be directed to DVC ACAD.

13.2 Except where unfair marking or other like irregularity in the conduct of any University Examination is alleged, no appeal shall lie in respect of any such examination on any grounds.

13.3 Students appealing for remarking will be required to pay the for cost for searching the scripts, remarking, processing results, transportation of scripts to the examiners, and general administration costs. A fee of K2,000 is applicable until when further reviewed by Senate. Faculties will have to seek approval of the DVC academic for remarking, if they are satisfied with the presented appeal case, after the candidate has paid a fee as set and approved by Senate.

#### **14. TCU Guidelines on Posthumous Awards**

An institution may award a posthumous qualification to a student who has died when close to completion of a programme. The procedure for posthumous award shall be as follows:

14.1 *Request to the relevant examination Body (Faculty/Institute Board) for the award of a posthumous degree.*

The Head of department in which the deceased student was registered should formally make a request to the relevant examination body for the award of a posthumous degree to the student in question.

#### **14.2 *Examination Board***

The following details should be provided to the Faculty/Institute Examination Board:

- i) the name of the deceased student;
- ii) the year of registration of the student;
- iii) the name of the degree programme on which the student was registered;
- iv) the stage of the programme of study reached by the student at the time of death;
- v) the date of death;
- vi) any examination or assessment marks attained by the student prior to death;
- vii) the number of credits needed for a student to graduate on that programme and the number of credits obtained by the student prior to death;

- viii) details of any outstanding academic requirements according to the university's awards regulations.

#### 14.3 ***Examining Body (Senate)***

The following guidelines apply to an examining body (University Senate) in its request for a posthumous award:

- i) The Senate may award an unclassified degree in cases where there is strong evidence that the deceased student would have achieved a degree, as long as the amount of study the student carried out deserves the posthumous award to be given to the candidate, provided that:
  - a) for a UQF Year8-degree programme, the study completed by the candidate is greater than the amount normally associated with the UQF Year7 (Higher Diploma); and
  - b) for other UQF levels programmes, the candidate must have completed the minimum credits required for graduation in the respective programme.
- ii) The Senate may also consider the recommendation of a lower award than that for which the student was registered.
- iii) In cases where the deceased student owes fees to the institution, the institution may decide to disregard and write off the debt.

#### 14.4 ***Endorsement of documents***

The University shall ensure that the word "posthumous" is endorsed on all official documents associated with the award of a posthumous qualification. These may include transcripts, testimonial statements and other student records.

#### 14.5 ***Holder's name***

Posthumous degrees will be awarded in the name of the deceased student and may be announced at the necessary relevant graduation ceremony, if the next of kin so desires.

### 15 **Preservation of Scripts and Release of Examination Results**

- 15.1 The University shall preserve the student's scripts for the purpose of reference for a period of five years. After this period the scripts may be destroyed, and no appeal concerning such scripts shall be considered.

15.2 The provisional results of candidates in every examination, arranged in a manner as prescribed by Senate, shall be published by the Dean of the relevant Faculty soon after the Faculty Board meeting but the results shall not be regarded as final until they are confirmed by Senate.

**16 Conduct of Examinations: Notes to Students**

16.1 Candidates shall be required to appear for the examinations at the centres under which they are registered or any other centre holding such examination following granting of permission for the later.

16.2 An invigilator appointed by the University shall be responsible for the proper conduct of the examination. The Invigilator will submit signed declaration that the regulations have been duly observed throughout the examination.

16.3 All candidates will be required to sign the attendance register.

16.4 Candidates shall be required to observe any general instructions that may be given by an Invigilator and to note carefully any instructions that appear at the head of the examination paper, such as those indicating the number of questions to be attempted.

16.5 Examinations shall be held on the dates shown on the timetable and all papers shall be sat on the times specified. As regards the duration of the question papers, the time confirmed by the invigilator of the paper shall have to be followed where contradictions arise.

16.6 Candidates shall be required to be in their places at least thirty minutes prior to the time prescribed for the commencement of any examination. Candidates will have to satisfy themselves that they are in possession of the correct question papers.

16.8 No candidates shall be allowed to enter the examination room before being permitted by the Invigilator and more than half an hour after a paper has been distributed to candidates. No candidate shall be permitted to leave the room until half an hour has elapsed after a paper has been distributed to the candidates.



- 16.9 In case of an examination irregularity other than cheating the Invigilator may, at his/her discretion take any action which in his/her view is necessary and reasonable under the circumstances.
- 16.10 The Invigilator shall report in writing to the DES who shall communicate with the Dean of the relevant Faculty any exceptional circumstances considered likely to prejudice a candidate's performance.
- 16.11 It shall be the responsibility of every candidate to see to it that orderliness and tranquillity are maintained in an examination room.
- 16.12 Question papers for any given examination shall not be taken out of the examination room until the time for that examination paper expires.
- 16.13 No candidate shall leave the examination room during the last ten minutes of the time allocated, except in case of emergency.
- 16.14 No candidate shall be allowed to enter or leave an examination room with an empty or used answer book.
- 16.15 Cellular or mobile phones are strictly prohibited in the examination room.

## **17 Notes to Invigilators**

- 17.1 Procedure in the examination room before the examination:
- 17.1.1 Invigilators should be present in the Examination Room at least thirty minutes before the commencement of the examination.
- 17.1.2 Invigilators should check if the responsible Director of the Regional Centre or the Chief Invigilator has prepared a sitting plan for the examination room.
- 17.1.3 Invigilators will be provided with the following items by the University Examinations Officer or his/her Representative:
- (i) Sealed envelopes containing question papers must be personally collected by each Invigilator from the strong rooms at most thirty minutes before the examination session
  - (ii) Attendance registers showing a list candidate for each examination to be attempted in the examination room. This will

be distributed to Invigilators in advance in a form of a master timetable for the University examinations.

- 17.2 Invigilators must ensure that ONLY ONE answer-book is provided for each candidate unless the rubric on the question papers requires otherwise. The answer-book must be filled before any additional paper is provided.
- 17.3 The Invigilator must show the sealed envelope containing question papers to all candidates and attract their attention to the intactness of the seal before breaking it and opening the envelope. He/she can do this by raising up the envelope.
- 17.4 Question papers and any other material prescribed in the rubric (e.g. log tables, charts, etc.) should be set out by the Invigilator with the help of the Internal Examiner or the Director of Regional Centre.
- 17.5 Invigilators should admit candidates to the Examination Room ten minutes before the commencement of the examination and they should ensure that they take the right places. Handbags, books, papers and other similar articles must be deposited with the Invigilator before the candidates are permitted to go to their places. Where big numbers of candidates are involved, Invigilators may admit candidates to the examination room fifteen minutes in advance or more.
- 17.6 During these ten or fifteen minutes, the Invigilator should:
  - 17.6.1 Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.
  - 17.6.2 Call attention to any rubric at the head of the paper which seems to require attention.
  - 17.6.3 Announce to the candidates when they may begin writing. Candidates will normally be allowed five minutes to read the paper.
  - 17.6.4 Not admit candidates to the examination room after half an hour from the commencement of the examination and should not permit them to leave the room until thirty minutes have expired.

## **18 Practices during the Examination**

18.1 At the commencement of the examination, Invigilators should remind candidates to ensure that they are attempting the right examination paper.

18.2 At the end of the first half hour the total number present should be noted down and a sitting plan prepared. Invigilators should then collect all the blank answer-books from all vacant places. Spare question papers should be returned to the correct envelopes for returning to the Internal Examiner.

18.3 During the examination, Invigilators should ensure that candidates are provided with any additional requirements (e.g. scripts, blotting-paper, logtables etc.) Candidates may be permitted to do rough work on the left-hand margin of the scripts on the understanding that this is crossed out at the end of the examination. No candidate should be permitted to leave his place during the examination except to leave the examination room.

18.3.1 A candidate who contravenes these regulations and instructions governing the examinations, especially by unfair practices such as copying from or communicating with other candidates, shall be reported immediately to the examinations officer or regional centre director or any other person designated by the university for that purpose.

18.3.2 Invigilators shall enter the number of examination scripts collected from the candidates on the Attendance Sheet provided by the office of the Dean at the time of collecting the Examination paper. Invigilators shall sign the said Attendance Sheet before they hand over all the scripts to the Internal Examiners who must be present in the examination rooms. On receipt of the scripts Internal Examiners will check them and sign on the collection form. The attendance Sheets must be handed to the Examinations Officer at the end of each session.

## **18.4 General**

- 18.4.1 Invigilators are required to attend in the examination rooms at the commencement of each session to assist the Chief Invigilators and to collect the scripts. Instructions in the examination room shall be announced by the Chief Invigilators.
- 18.4.2 Cases of illness during the examination sessions should be reported to the Chief Invigilators or Directors of Regional Centres as soon as possible.
- 18.4.3 Invigilators shall have the authority to confiscate any unauthorized material, manuscript, or other aid brought into the examination room and to expel from the examination room any candidate that creates a disturbance.
- 18.4.5 Academic staff who are suspected of involvement in leakage of examination, or for assisting students to cheat in any way, shall be sent to the Staff Disciplinary Committee.

## **19 Regulations Governing the Position and Conduct of Internal Examiners**

The Director of the Examinations Syndicate (DES) shall co-ordinate all examination matters for the whole Institution and shall be directly answerable to the Deputy Vice-Chancellor (Academic).

- 19.1 The Annual University examinations shall be conducted under the control of the Deputy Vice-Chancellor (Academic) with the Director of the Examinations Syndicate.
- 19.2 The DES will liaise with the Deans of Faculties/Heads of Academic Departments and issue invigilation guidelines for the examination in the courses at the University.
- 19.3 No Tutorial Assistant will be approved to be an internal examiner, unless conditions are such that such a Tutorial Assistant has proven to have some exceptional capabilities to warrant him or her to be permitted to set and mark examinations as an internal examiner.
- 19.4 An internal examiner, examination officer or any other officer connected with the preparation of the examinations who conducts himself or

herself in such a manner as to cause leakage of examination question(s), shall be disqualified of the responsibilities entrusted to him or her and disciplinary action shall be taken against him or her.

## **20 External Examiners**

The Dean or Director shall propose names of recognized academicians and professionals of the course(s) taught at the University to be external examiners. The names of the external examiners shall be approved by the Senate together with those of the internal examiners. For each course there shall be at least one external examiner who shall be an academician or a practitioner.

20.1 On the first appointment of any external examiner such person so appointed shall provide the office of the Deputy Vice Chancellor (Academic) with his/her curriculum vitae and the same shall be communicated to the Senate for approval of the appointment.

20.2 The appointment of the external examiner shall be limited to three consecutive academic years though such person is liable for re appointment after another three consecutive academic years have elapsed.

20.3 The office of the Deputy Vice Chancellor (Academic) shall ensure that as soon as practicable, relevant draft examination questions are sent to the appointed external examiners for moderation and where required, comments of the external examiner are incorporated in the examination questions before delivery to the data base of examinations for permanent storage.

20.4 The internal and external examiners when marking the answer books will have to use red marking pens. Pencils are prohibited.

20.5 After the panel marking of examinations, the external examiners will be invited to make sampled marking and check the overall marking process. The External examiners shall prepare a report, which shall be presented to the Faculty Board. The report so prepared must take note of the extreme cases, that is, the highest and lowest cases, standards of examinations, consistency in marking and performance pattern.

## **21 Academic offences for which a student can be charged**

- 21.1 All cases of alleged examination irregularities shall be referred to the Undergraduate Studies Committee. The Committee shall have the power of summoning students and members of staff or any other person as it deems necessary to testify before it. The Chairman shall submit a report of the Committee's findings and recommendations to the Senate for further action.
- 21.2 The integrity of University life and the degrees that the University confers is dependent upon the honesty and soundness of the learning process as well as that of the evaluation process. Conduct that adversely affects this relationship or process is considered a serious academic offence.
- 21.3 Misrepresenting or aiding another person to misrepresent material facts for the purpose of gaining admission, enrolment or academic advantage.
- 21.4 Committing or aiding another person or persons to commit an act designed to misrepresentation applicant's academic status or eligibility for admission or enrolment or for receiving transfer credit.
- 21.5 Submitting the words, ideas, images or data of another person as one's own in any Academic writing, essay, thesis, research, project or assignment in a course programme of study. Any plagiarism that exceeds 30% of the total volume of the work will be rejected outright.
- 21.6 Obtaining or attempting to obtain information from another student or other unauthorized source or giving information to another student or knowingly possessing, using or attempting to use any unauthorized materials in the course of an examination.
- 21.7 Representing or attempting to represent oneself as another or having or attempting to have oneself represented by another in the taking of an examination, preparation of a paper or other similar activity.
- 21.8 Submitting in any course or programme of study without both the knowledge and approval of the person to whom it is submitted, all or a substantial portion of any academic writing, essay, thesis, research, report, project or assignment for which credit has been previously obtained or which has been or is being submitted in another course of study in the University elsewhere.

- 21.9 Submitting in any course or programme of study any academic writing, essay or thesis, research project or assignment containing a statement of fact known by the student to be false or a reference to a source which has been fabricated.
- 21.10 It shall be an offence knowingly to procure, distribute or receive any confidential academic materials such as pending examinations, tests, assignments or laboratory results from any source.
- 21.12 Any appeal pertaining to the conduct of any University examinations and marking of scripts must be lodged with the appropriate university authorities within three years from the date of publication of the results by or under the authority of the Senate.

## **22 Issue of Certificates and Transcripts**

- 22.1 Certificates, Diplomas, and Degrees for awards approved by Senate shall be issued after being conferred at the official graduation ceremonies, for candidates who complete the clearance process.
- 22.2 Transcripts for all university awards may be issued by the office of DVC Academic upon request, as soon as the results have been approved by Senate.
- 22.3 Fees for the printing and collection of transcripts shall be set by Senate and announced from time to time.
- 22.3 Replacement of certificate may be done subject to approval by the Chairman of Senate, after the relevant replacement fees have been paid.

## **23 Regulations for issuance of certificates**

- 23.1 The subsequent regulations shall be observed when issuing various certificates offered by the University.
- 23.2 The certificates declared in these regulations shall include the following:
- (i) Degree certificates
  - (ii) Academic transcripts
  - (iii) Postgraduate diploma certificates

- (iv) Diploma certificates
- (v) Foundation course certificates
- (vi) Provisional results/statements of results

The University may issue certificates other than those prescribed in Article 23.2 with the approval of the University Senate.

23.3 (a) The regulation for signature, seal and number of issue of copies for the above certificates mentioned in section 23.2 shall be as follows;

<b>S/N</b>	<b>Name of Certificate</b>	<b>Signature</b>	<b>No. of Copies</b>	<b>Seal</b>
1	Degree certificate	VC, DVC(AC)	1	SU Seal
2	Academic transcripts	DVC(AC), Dean/DICE/DIEMT	Unlimited	DVC(Ac) and Dean/DICE/DIE MT stamps
3	Postgraduate diploma certificates	VC, DVC (AC)	1	SU Seal
4	Diploma certificates	VC, DVC (AC)	1	SU Seal
5	Foundation course certificates	VC, DVC(AC)	1	SU Seal
6	Certificate in distance education	VC, DVC(AC)	1	SU Seal
7	Certificate in teacher's education	VC, DVC(AC)	1	SU Seal
8	Provisional results	DES	Unlimited	DES Stamp

(b) The DVC (Ac) may certify and/or authenticate copies of the above certificates as true copies of the original document only upon written request from the applicant.

23.4 Certificates that do not comply with the regulations for signature and seal as described in section 23.3 shall be deemed invalid.

23.5 Application for certificates shall be made either in person or by postal mail. Application by phones, email electronic, or alternatives means shall not be permissible.



- 23.6 Application made in person shall be by completion of the prescribed application form for issuance of various certificates
- (a) A dully filled application form must be accompanied by the following documents: -
- (i) A document which recognize the applicant e.g. Identity card (National ID, Health Insurance ID, Employment ID, Bank ID, Driving license, etc.)
  - (ii) Evidence of receipt of payment of the compulsory fee as revised time to time and indicated in the prescribed application form.
  - (iii) A clearance forms
- (b) Certificates will only be issued in the name the applicant used to gain admission to the University or changed during the duration of the programme and the same had been presented and accepted by the University. No certificate will be issued in a name that is not reflected in the University's records.
- 23.7 In case an application is made through a third party, a special power of attorney duly prepared by a registered advocated of the High Court of must be presented. The authorization must bear the name and signature of the giver of such power of attorney. In additional the applicant shall also comply with section 23.6 above.
- 23.8 Application by Post:
- (a) Application by postal mail shall be by completion of the prescribed application form for issuance of various certificates
  - (b) Present document which identify the applicant and provide proof of payment of application fee as described in section 23.6.
  - (c) The applicant shall meet the cost of delivery
- 23.9 Applicants who need to be issued certificates not mentioned in section 23.3 shall apply separately.
- 23.10 Certificates shall be issued to the applicant after the University has sternly verified the information offered in the application form by comparing with those existed in University's records.
- 23.11 The University shall re-issue a new correct certificate to the applicant in case of technical mistakes such as incorrect spelling or identification

information in the original one; for this to happen the original certificate must be returned to the University.

- 23.12 All application must be forwarded to the Directorate of Examinations Syndicate, Kulima Tower Building, Floor No. 5, Suites 5-7, LUSAKA.

## **DIRECTORATE OF POSTGRADUATE STUDIES**

Until 2017, the Directorate of Postgraduate Studies (DPS) also comprised a section dedicated to research and publications and it was called Directorate of Research, Publications and Postgraduate Studies (DRPS). However, the Directorate of Research and Publications is now operational. DPS is one of the directorates under the Deputy Vice Chancellor (Academic). The general function of DRPS is to administer and coordinate postgraduate studies at the (SU). The directorate is divided into two main departments namely, the Department of Postgraduate Admissions and supervisions and the Department of Examinations and Quality Assurance. Generally, the two departments deal with all matters related to marketing postgraduate programmes, processing student admissions, managing examination results and supervisory arrangements in collaboration with faculties. Faculties run postgraduate diploma programmes and taught master's programmes whereas DPS coordinates, in collaboration with Faculties, masters by thesis programmes and also PhD programmes. The details of each program are provided under different faculties. However, on the overall, the directorate provides administrative support for the university's postgraduate programmes. Detailed information on various programmes is available on the SU Website: [www.supershineuniversity.net](http://www.supershineuniversity.net), or in this prospectus under the respective academic units as well as in the Postgraduate hand book.

## **GENERAL REGULATIONS AND GUIDELINES FOR HIGHER DEGREES.**

### **1. How to Apply**

A postgraduate program you are applying for may have specific requirements which are not presented here. Kindly see the details regarding the programmes of your choice at the and related issues in our current University Prospectus which is available on our website [www.supershineuniversity.net](http://www.supershineuniversity.net) or at the SU Centre closest to you. All the same, the general admission procedures are hereunder.

- i. Collect two application forms at the Headquarters or at SU Centre which is closest to you. Alternatively, download the application form from our website at <http://www.supershineuniversity.net> / – You can also ask DPS or SU Regional Coordinator for guidance on how to apply ONLINE
- ii. Pay application fee of K200 (for n citizens)  
Commercial Bank, Branch: CRBC; A/C NO: 5279332500147.
- iii. Fill in the two application forms (mentioned in (i) above).
- iv. Photocopy your academic certificates and transcript and take the copies alongside their originals to a notary or a magistrate for certification.
- v. Attach the certified copies of your certificates/transcripts (as in item 4) to the first application form, and uncertified copies of your certificates/transcripts to the second application form. Attach a concept note or a proposal if you are applying for a master's degree by thesis or for a PhD.
- vi. Send your application to the Director of Research and Postgraduate Studies by snail mail or by email (If you are sending your application by email, all documents composing the package must be merged in one PDF file). The address is:  
  
Director of Postgraduate Studies,  
The Supershine University,  
Kulima Tower Building, Floor No. 5, Suites 6-7,  
LUSAKA.  
or Email to: [vc@supershineuniversity.net](mailto:vc@supershineuniversity.net)
- vii. Alternatively, send the package of your application to the Director of Research and Postgraduate Studies by handing it in at the SU Centre which is closest to you.
- ix. Check our website after a month time to see if you are selected to join the program of your choice.
- x. If selected and advertised on our website, collect your admission letter at Postgraduate Admission Office at SU headquarters) or at any centre which is closest to you.
- xi. Receive detailed program requirements, hand-outs and time table from your programme coordinators (their contacts are always provided in your admission letter)

- xii. Register for the courses of the programs into which you are admitted at the SU regional centre which is close to you and begin your studies with immediate effect.

## **2. Postgraduate Diplomas**

### **2.1 *Minimum Entry Qualifications***

A candidate aspiring for admission to a Postgraduate Diploma should hold at least a Bachelor's Degree or its equivalent or an Advanced Diploma or its equivalent.

### **2.2 *Mode of Study***

Candidates registered for a Postgraduate Diploma shall carry out studies by coursework, examinations and independent study.

### **2.3 *Duration of the Programme***

Completion of the study will depend on individual study efforts but the maximum period a candidate is allowed is three years; the minimum period required varies from programme to programme Any extension beyond the recommended maximum duration must be approved by Senate. A charge of K1,000/= will be paid by the student prior to approval by Senate

- (i) The number of units to be taken by a candidate will be determined by each Faculty/Institute and is shown in appropriate pages of this Prospectus.

### **2.4 *Course Evaluation***

Candidates will be evaluated by assessment procedures determined by each Faculty/Institute and as shown in appropriate pages of this Prospectus.

## **3 Admissions into Master's Degree**

### **3.1 *Minimum Qualifications for a Master's Degree***

- (a) For admission to the Master's Degree of a candidate shall either hold an honours degree of the or a qualification from an approved institution of higher learning, deemed to be equivalent to an honours degree of the Supershine University.
- (b) Candidates who hold unclassified degrees should have a credit or, a distinction in the subject of the intended Master's Degree.

Candidates with a Pass Degree will also be considered for admission if: -

- (i) Their undergraduate performance in the proposed subject of study was a B grade average or above; *and*
- (ii) They have satisfied the relevant Faculty/Institute that they have exhibited academic potential through extensive field work, subsequent research experience and/or additional training.
- (c) Candidates for Master's Degree by thesis should in addition to the above have extensive or rich experience in research in the area of study.

### **3.2 Coursework Delivery for Masters Programmes**

SU has been running its postgraduate courses through distance mode, evening mode and executive mode. Nonetheless, all SU programmes will be offered through a blended/hybrid mode (a blend of distance and executive modes of delivery) from 2017/2018 academic year. Blended mode of delivery gives more students access to education and reduces learning costs to both students and the university. Further, the mode eases communication among students and their lecturers irrespective of their locality and further gives students' opportunity to learn through multimedia. The mode also caters for the needs of students whose duties could not allow attending evening or executive classes. The mode allows for the possibility of learning offline and series of face to face seminars are expected to change students' attitudes on learning through the mode

### **3.3 How Blended Delivery Mode works**

In this blended mode, students learn through e-learning platform called MOODLE. Through this platform, students are registered into the system and a lecturer for each course uploads documents to be read in one week. In week 2, a lecturer posts a discussion question and appoints two students to propose a model answer. Other students do discuss online by posting their comments on the model answer. To complete one course there will be six parts (Knowledge Areas) equalling to 12 weeks of learning for each course. There will be three modules (trimesters) of about 12 weeks each required to complete the coursework. For example, if the programme has 6 taught courses in total, for each module, there could be two courses (ie two lecturers). For each course there is take home term paper (assignment) to be given to students in the second half of the respective trimester); and final

comprehensive examination at the end of trimester. The online discussions weigh 20%, term paper-30% and final exam 50%. The lecturers do monitor accuracy of contributions each student makes when discussing to constitute the 20%. The examination is done by students at any regional centre when they are ready. Students are highly recommended to participate in the discussions for all the 6 parts of the course in the MOODLE platform for them to be pass final examinations with ease. The final examination is done after short Face to Face sessions after consultations with students. There will be two face to face sessions. The first one is done once only-this is for orienting students before the programme starts. The objective is to officially launch the programme and orient students on how to use MOODLE and how to register and modify their profiles in MOODLE platform. This takes about 2-4 days, normally on/around weekend in LUSAKA or at any regional centre with required minimum number of participants in the respective programme. If students can't afford to come to LUSAKA, they are advised to visit any of SU's regional centres where we have ICT technical staff who can register them into MOODLE system and orient them on how to use the MOODLE platform. In the first face to face, all lecturers are encouraged to be around but most of the orientation is done by the programme coordinator and the HoD. The second F2F is done at the end of each trimester where the lecturers involved in the trimester do meet with students whereby each lecturer spends about 2 days hence 4 days for the two courses. The second Face to Face sessions are optional for students. During Face to Face sessions lecturers do respond to difficult areas encountered during reading the documents and also during the discussions. It is also the time lecturer may insist or clarify on some academic issues that are of interest to students. The Face to Face sessions (first or second) can be conducted in any regional centre with at least 10 students. This implies that one does not have to leave workstation to do this course (and other SU courses).

### **3.4 Registration for Master's Degree by Thesis**

3.4.1 Candidates who intend to do their Master's Degree by thesis will have to observe the following procedures: -

- (a) Registration as a student after satisfying the admission requirements for degree programme (Appendix I)
- (b) Submission of a substantive and comprehensive research proposal, within six months of registration to the relevant Faculty/Institute. The research topic and supervision arrangements must then be tabled in the RPPC for onward transmission to Senate for approval. Once

Senate approves, the student becomes a candidate for the award of the degree sought.

- (c) Guidelines on the writing of the detailed Research Proposal are detailed in Appendix II

3.2.2 Candidates registered for Master's degree programme by thesis may, on recommendation of the relevant Faculty/Institute Board, be required to do one or more formal courses appropriate to their fields of study including Research Methodology incorporating computer applications.

3.4.3 Upon admission, such a thesis candidate shall be assigned a supervisor(s) appointed by Senate on recommendation of the Research and Postgraduate Studies committee. The supervisor(s) will guide the candidate in his/her research and shall submit periodic reports once every six months on the candidate's progress. The format of the progress forms is shown in Appendix VII.

3.4.4 Candidates doing masters by thesis may from time to time be required to give seminar presentations, before their theses are submitted for examination by internal and external examiners.

3.4.5 Other regulations on duration of registration, submission of dissertation/thesis, examination of dissertations/thesis are the same as those which appear below in the section dealing with Master's Degree by coursework and dissertation.

### **3.5 Registration for Master's Degree by Coursework and Dissertation**

3.5.1 Candidates shall be registered for the Master's Degree by coursework followed by a research leading to a dissertation. No student shall be registered prior to payment of fees or without producing a written commitment of payment of the required fees.

3.5.2 Each candidate shall be assigned a supervisor(s) appointed by Senate on the recommendation of the postgraduate studies committee of Senate before the end of the coursework. The supervisor(s) will guide the candidate in his/her research and shall submit to the Dean/Director of the relevant Faculty/Institute periodic

reports (once every six months) on the candidate's progress.

- 3.5.3 Deadline for registration shall be the end of the fourth week of the new academic year.

### **3.6 Coursework Evaluation for Master's Degree**

- 3.6.1 Candidates registered for a coursework and dissertation programme shall do coursework and sit for final examinations following assessment procedures approved by the relevant Faculties/Institutes in collaboration with the Directorate of Examination Syndicate.
- 3.6.2 The coursework portion shall consist of a minimum of 12 units (120 credits) of postgraduate courses including all the core courses, specified by each Faculty. Candidates whose first degree is considered deficient may be required to take one or more undergraduate courses in addition to the minimum postgraduate requirements.
- 3.6.3 Candidates shall be allowed to proceed with the dissertation research phase of the Master's programme provided they have less than 3 courses remaining to complete the course work part. Before they can graduate the candidates must successfully complete the entire coursework part with a mean overall grade of 'B' in all courses designated for the respective degree programmes.
- 3.6.4 The pass mark for both core and elective courses shall be a 'B' grade average. Candidates whose average pass is below the indicated average grade above, in not more than two required courses, shall be required to do supplementary examinations in the subjects failed if the overall GPA is at least 3.0. The maximum grade for a course that has been supplemented shall be a B.



- 3.6.5 Candidates whose overall grade point average is below a 'B' (i.e. below GPA of 3.0) in the coursework part shall be discontinued from studies.
- 3.6.6 A candidate failing in not more than two papers and has a GPA of 3.0 or more, shall be required to do supplementary examination.
- 3.6.7 Candidates failing supplementary examinations shall be required to repeat the course
- 3.6.8 Grading system for examination in all Faculties and Institutes shall be:

<i>Grade</i>	<i>Marks</i>	<i>Grade Point</i>	<i>Quality</i>
A	70-100%	4.4 - 5.0	Excellent
B+	60-69%	4.0 - 4.3	Very Good
B	50-59%	3.0 - 3.9	Good/Pass
C	40-49%	2.0 - 2.9	Marginal Fail
D	35-39%	1.0 - 1.9	Fail
E	0-34%	0 - 0.9	Absolute Fail

In calculating the final GPA, the total grade points of all subjects is divided by the total units. GPA will be rounded to the nearest single decimal as explained in section 10.8 of the undergraduate examinations regulations.

- 3.6.9 Before commencing research for dissertation, a candidate shall submit for final approval by the Faculty Board a concise proposal of the research. The Faculty Board at its discretion may decline to approve the proposal or recommend revision if:
- (a) In its opinion it is unsuitable in contents; and
  - (b) The conditions under which the candidate proposes to work are unsatisfactory.

3.6.10 All cases of alleged examination irregularities shall be referred to the Research Publications and Postgraduate Studies Committee of Senate. The Committee shall have powers of summoning students and members

of staff as it deems necessary. The Committee shall submit a report of its findings and recommendations to Senate for approval, prior to any action. Any Candidate who shall be shown to have cheated in any part of the examination shall be discontinued from studies.

## **Plagiarism**

- 3.6.11 Submitting the words, ideas, images or data of another person's work in any academic writing, essay, thesis, research or project without due acknowledgement of sources will amount to plagiarism. The plagiarism Year will be determined by software (i.e. turnitin) and evidence from the examiners. Any plagiarism that exceeds 30% of the total volume of work, the matter will be reported to the Research, Publications and Postgraduate Committee which will deliberate the matter and report it to the Senate to deregister or take any other action.

### **3.7 Submission of Dissertation**

- 3.7.1 Candidates who qualify to continue with the research after the coursework part shall be required to submit, in partial fulfilment of the Master's Degree requirements a dissertation before the expiry of the registration period.

- 3.7.2 Three months before submitting a dissertation a candidate shall, through his Supervisor and Faculty/Institute, give notice in writing to the Chairman, Research Publications and Postgraduate Studies Committee of Senate, showing his/her intention to submit the dissertation. Examination arrangements proposed by the relevant Faculty/Institute should accompany the notice. (see Appendix VIII).

- 3.7.3 The dissertation shall contain a statement of copyright by the author as follows:

"No part of this dissertation may be reproduced, stored in any retrieval system, or transmitted in any form or by any means without prior written permission of the author or the in that behalf".

3.7.5 A dissertation submitted for the Master's Degree must be satisfactory as regards the format and literary presentation. **350 words.** The abstract shall indicate the problem investigated, the procedures followed, the general results obtained and the major conclusions reached. (See Appendix V).

**3.8 Examination of Dissertations for a Master's Degree Award**

- 3.8.1 Every dissertation submitted shall be examined by at least two specialists approved by relevant Faculty/Institute Board and by Senate. At least one of the examiners must be the supervisor(s) of the candidate or a competent member of the University.
- 3.8.2 The examiners shall be required to submit their reports about the dissertation within a maximum period of two months from the date of receipt. If the reports are not received within **TWO** months, a **REMINDER LETTER** shall be written giving the examiner another **ONE** month. If the month given in the reminder letter elapses without any report being submitted, the dissertation shall be withdrawn and given to another examiner.
- 3.8.3 Each examiner shall be required to summarize his report about the dissertation with definite recommendation for one of the following actions (see Appendix VI).
- i) The degree be awarded to the candidate unconditionally
  - ii) The degree be awarded subject to typographical correction/minor revisions.
  - iii) The degree be awarded subject to substantial corrections and reversion as indicated in the examination report.
  - iv) The degree not be awarded but the candidate be allowed to revise and resubmit his/her dissertation for re-examination.
  - v) The dissertation be rejected outright.
- 3.8.4 A dissertation or thesis passes unconditionally must be submitted for degree award within one month from the date of the examination.
- 3.8.5 A dissertation or thesis passed subject to typographical corrections/minor revisions must be submitted for

degree award within two months from the date of the examination.

- 3.8.6 A dissertation or thesis passed subject to substantial corrections and revisions as indicated in the examination reports must be submitted for degree award within three months from the date of examination. A Small committee should be formulated by the Chair of the panel to oversee and verify the corrections.
- 3.8.7 A dissertation or thesis not accepted as it is but the candidate be allowed to revise and resubmit it for re-examination must be re-submitted within nine months from the date of the examination.
- 3.8.8 Where the examiners are not in agreement in this overall recommendations, Senate's Research, Publications and Postgraduate Studies Committee shall examine the case and recommend one of the following actions:
- (i) The recommendation of the External Examiner(s) be adopted.
  - (ii) An additional independent examiner be appointed.
  - (iii) The relevant Faculty/Institute be requested to establish a panel from amongst the experts available to examine the candidate orally.
- 3.8.9 Submission of corrected dissertations shall be within 3 months after approval of results by Postgraduate Studies Committee.
- 3.8.10 Work rejected by examiners after re-submission shall not be accepted for re-examination.
- 3.8.11 Failure of a candidate to resubmit a corrected dissertation accompanied by an error-free certificate within three months after being allowed to incorporate corrections shall mean discontinuation from studies.
- 3.8.12 Candidates are free to appeal to Senate against any decisions regarding awards of higher degrees.

### 3.9 Oral Examination of Master's by Dissertation

3.9.1 Candidate perusing a Master's by coursework will be required to write a dissertation. The candidate will appear for the oral examination after having obtained an overall grade of "B" and above from the external examiners report.

3.8.2 Candidates allowed to sit for oral examination will be examined in the following aspect

- (i) The originality of the candidate's work,
- (ii) Full grasp of the candidates' broader subject area and,
- (iii) Weak areas of the dissertation (if any) which need further improvement

3.9.2 The oral examination shall comprise at least four examiners appointed by the Senate. The composition of the panel shall be as follows:

- (i) At least two specialist's lecturers with specialized knowledge in the areas of study,
- (ii) Two examiners from the Directorate of Research, Publications and Postgraduate Studies who also will be responsible for examining the candidates, to take notes of examination proceedings, and coordinating, monitoring and enabling environmental for quality examination process. All members should be PhD holders.

3.9.3 The oral examination panellists shall be provided with the examiners' reports, and copies of the candidate's thesis/dissertation, at least three days before the date of the oral examination.

3.9.4 At the end of the oral examination, the panel members shall sign oral examinations results form giving a specific recommendation on the candidate's performance with a definite recommendation for one of the following actions:

- i) The Candidate **PROVED** to own the work;
- ii) The Candidate **FAILED** to prove that he/she owns the work recommend accordingly according to nature of the failure, including discontinuation from studies altogether as stipulated in Appendix VI of this prospectus.

- 3.9.5 The Chairperson of the panel shall also submit to DRPS a report approved by the oral panellists, detailing all the questions addressed to the candidate and the answers he/she gave to those questions.
- 3.9.6 Where there is disagreement between the recommendations of the dissertation examiners and those of the orals examination panellists, paragraph of this prospectus will be applied.

### **3.10 Examination of Masters by Thesis**

- 3.10.1 The examination of Master's Thesis will be conducted in a similar manner to the examination of thesis described in section 3.6.
- 3.10.2 In addition, candidates submitting theses, following conclusion of their research, will be required to defend their work orally, through a viva voce examination.
- 3.10.3 The member of the viva voce examination will comprise the following
- (i) The chairperson appointed by the senate
  - (ii) External examiner
  - (iii) Internal examiner
  - (iv) Supervisor
  - (v) Head of the department or representative
  - (vi) Faculty Dean or representative
  - (vii) DPS or representative

### **All examiners (i-Vii) must be PhD holders**

## **4 Doctor of Philosophy Degree (Ph.D.)**

### **4.1 Entry Qualifications for Ph.D. Studies**

- 4.1.1 A candidate for admission to the Ph.D. degree programme of the shall hold a relevant Master's Degree of the or relevant Master's Degree of equivalent standing from another approved University.
- 4.1.2 Candidates with only the first degree but with First Class or Upper Second Honours or holders of a distinction or a credit in the relevant subject in the case of unclassified degree may also be considered for Ph.D. registration after initially registering for the Master's Degree and

doing at least one full year's postgraduate training, if they have been authorized by Senate on recommendation of the relevant Faculty/Institute Board to upgrade their registration to Ph.D. candidacy.

## **4.2 Registration for Ph.D. Studies**

- 4.2.1 The registration of Ph.D. candidates shall follow a similar process as prescribed for Master's Degree by thesis candidates.
- 4.2.2 Candidates shall be registered for Ph.D. degree programme on meeting the minimum entry qualifications mentioned under Section 1 above, and it will be with effect from the beginning of the session during which the registration procedure is completed and study commences. Every student must complete a registration form (Appendix I) and pay the necessary fees.
- 4.2.3 Failure to submit a comprehensive research proposal approved by the relevant Faculty/Institute Board and Senate within a maximum period of nine months shall mean discontinuation from studies.
- 4.2.4 The Registration status will also be reviewed in subsequent years as appropriate.
- 4.2.5 A candidate registered for the Ph.D. degree programme may, on recommendation of the relevant Faculty/Institute Board, be required to do one or more formal courses appropriate to his field of study, as prescribed by his supervisor(s).
- 4.2.6 Each registered Ph.D. candidate shall be assigned a supervisor(s) appointed by Senate on the recommendation of the relevant Faculty/Institute Board. The supervisor(s) will guide the candidate in his research and shall submit periodic reports (once every six months) to the Dean/Director or relevant Faculty/Institute on the candidate's progress.
- 4.2.7 The Duration of the registration period shall not exceed six years including the 6 months for attending and passing compulsory research skills enhancement courses preparing the research proposal. Failure of a candidate to complete the Ph.D. degree programme within this period shall mean his/her deregistration from programme unless extensions are granted by his/her relevant Faculty/Institute and Senate. The maximum duration of the registration period (including extensions) shall not exceed eight years.

- 4.2.8 All PhD candidates are expected to make Seminar presentations of their work prior to submission of Thesis for examination. Such candidates must also publish at least two papers in local journals or referred conference proceedings or one paper in an international journal or referred conference proceedings.

### **4.3 Submission of Thesis for Ph.D. Studies**

- 4.3.1 The Ph.D. degree examination requires submission of a thesis by the candidate, based on the results of his/her research (see Appendix V).
- 4.3.2 No candidate may be permitted to submit a thesis for the PhD degree in less than three academic years from the date of registration.
- 4.3.3 At least three months before the thesis is submitted, the candidate shall, through his/her Supervisor, give notice of his/her intention to submit the thesis by filling the form in Appendix VIII of this Prospectus.
- 4.3.4 Every thesis for the Ph.D. degree of the must be accompanied by a declaration by the candidate stating that it is the candidate's original work and that it has neither been submitted nor concurrently being submitted in any other institution. The thesis must be submitted in four hard copies with a CD ROM labelled correctly.
- 4.3.5 The thesis shall contain a statement of copyright by the author.
- 4.3.6 A thesis submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its formal and literary presentation (See Appendix V). The thesis must contain an abstract of not more than 350 words and this shall concisely indicate the problem investigated, the procedures and research methods employed, the general results and new contributions made, and the major conclusions reached.

### **4.4 Examination of Thesis for Ph.D. Degree Award**

- 4.4.1 The examination process will comprise two parts, namely,
- (i) Examination of thesis
  - (ii) Oral examination



4.4.2 For every Ph.D. candidate the Senate shall appoint, on the recommendation of the relevant Faculty/Institute Board and the Postgraduate Studies Committee, at least three qualified examiners, one of whom shall be external to the and one shall be the supervisor(s).

4.4.3 Each examiner shall summarize his/her report about the thesis with a definite recommendation for one of the following actions:

- (i) The thesis submitted is of an acceptable standard, and that the candidate be allowed to sit for a viva voce examination.
- (ii) The thesis be rejected but may be re-submitted after a further period of research and/or study ranging from 9-12 months.
- (iii) The thesis be re-written for re-submission for a Master's degree award.
- (iv) The thesis be rejected outright.

4.1.1 Where there is disagreement among the examiners, the guidelines stipulated under the Master's by thesis programme shall be used.

4.1.2 A thesis recommended by examiners for re-writing and re-examination after re-submission and re-examination will be rejected.

4.1.3 Candidates allowed to sit for viva voce will be examined to ascertain that-

- (i) The thesis presented is the original work of the candidate.
- (ii) The broader subject area in which the study is based is fully grasped by the candidate and
- (iii) The weaknesses in the thesis (if any) can be adequately clarified by the candidate.

4.1.4 **The *viva voce* examination panel:**

- (a) Shall comprise six members appointed by Senate through the relevant Faculty Board and the Senate's Postgraduate Studies Committee.
- (b) Shall have members so selected to ensure that the candidate is examined by sufficiently qualified and experienced scholars in his/her research (or related) areas. Members should be PhD holders.
- (c) Shall be composed of the following: -
  - (i) Chairman (with non-voting power)

- (ii) External Examiner who examined the thesis (or his/her representative)
- (iii) Internal Examiner who supervised the work and examined the thesis.
- (iv) Second Internal Examiner or External Examiner (where applicable) who may or may not have supervised the candidate but who also examined the thesis (or his/her representative)
- (v) Dean or Appointee of the Dean of Faculty where the candidate is registered.
- (vi) Head or Appointee of the head of Department where the candidate is registered.

4.1.5 The Chairman of the viva voce panel shall be appointed by Senate through the Research, Publications and Postgraduate Studies committee on recommendation of the relevant Faculty Board.

4.1.6 Panelists who are unable to be present at the viva voce examination shall submit their viva voce examination questions to the Dean of the Faculty who shall propose their representatives to the viva voce examination to be appointed.

4.1.7 The viva voce panelists shall be provided with full texts of the thesis, examiners' reports and copies of the candidate's thesis at least two weeks before the date of the oral examination.

4.1.8 The viva voce panelists shall, as far as possible work towards arriving at a unanimous decision of the candidate's results of the Ph.D. Where the panelists are unable to reach unanimous agreement as to whether the candidate passes or fails, the chairperson should vote to arrive at a decision. A majority vote in favour of passing the candidate shall be required for passing the Ph.D. examination.

4.1.9 At the end of the viva voce examination which shall normally not exceed three hours the panel members shall sign an examination results form, giving specific

recommendation for one of the following actions (See Appendix VI)

- (a) The Ph.D. degree be awarded to the candidate unconditionally (no additional corrections in the thesis are required).
- (b) The degree to be awarded to the candidate subject to topographical corrections and/minor corrections.
- (c) The degree to be awarded to the candidate subject to substantial corrections and reversion as indicated in the examination report.
- (d) The degree not awarded as it is; but the candidate be allowed to resubmit the corrected dissertation after one or more of the following: -
  - (i) Additional data collection
  - (ii) Additional analysis
  - (iii) Re-writing
  - (iv) Additional literature review
  - (v) Others (to be specify on separate sheet Candidate fails outright  
(reasons detailed in viva voce proceedings)Candidate fails outright (reasons detailed in viva voce proceedings).

4.1.10 If a dissertation or thesis is passed subject to substantial corrections and revisions, a Small committee should be formulated by the Chair of the panel to oversee and verify the corrections.

4.1.11 A dissertation or thesis passes unconditionally (no additional corrections in the thesis are required) must be submitted for degree award within one month from the date of the examination.

4.1.12 A dissertation or thesis passed subject to minor corrections and revisions as detailed in the external and internal examiners as well in the viva voce proceedings must be submitted for degree award within two months from the date of the examination.

4.1.13 A dissertation or thesis passed subject to substantial corrections and revisions as indicated in the examination reports must be submitted for degree award within six

months from the date of examination. The internal examiner shall verify the corrections.

4.1.14 A dissertation or thesis not accepted as it is but the candidate be allowed to revise and resubmit for re-examination must be re-submitted within twelve months from date of examination.

4.1.15 The Chairman of the viva voce panel shall submit to Senate's Research, Publications and Postgraduate Studies Committee the recommendation of the panel and a comprehensive report approved by the oral panelists.

4.4.18 Submission of an error-free certificate accompanying the corrected thesis shall be within three months after viva voce. Upon submission, an error-free certificate will be issued by the supervisor or Head of Department.

4.4.19 The final decision on the award of the PhD shall be made by Senate on recommendation of the Research, Publications and Postgraduate Studies Committee.

## **5.0 Guidelines on the Supervision of Higher Degree Candidates**

### **5.1 *General Duties and Responsibilities of Supervisors***

5.1.1 The supervisor is the University's agent in ensuring that: -

- (i) A particular higher degree candidate is maintaining satisfactory progress.
- (ii) The candidate receives adequate advice and encouragement on the thesis/dissertation research project;
- (iii) the work being done on the thesis/dissertation is reviewed critically and on a continuous basis.

5.1.2 From the University's point of view, a positive attitude and relationship between the supervisor and the candidate is essential in order to:-

- (i) ensure that the candidate completes the research work he/she has started.
- (ii) be able to identify difficult problems on inadequate work early enough to avoid unnecessary frustrations for the candidate.

5.1.3 Since the Supervisor is the agent of the University to ensure that the student's work attains a satisfactory standard, he/she has the duty to acquaint himself with all the University's Higher Degree Regulations.

He/she also has the responsibility to know his/her student and to be familiar with whatever special problems he/she may have, and in details.

5.1.4 The Supervisor should know the distinction between his/her expected role when supervising Master's research candidates as compared to Ph.D.

candidates. Thus he/she understands that: -

5.1.5 The Master's Research Programme is designed primarily as a training course by means of which the candidate will: - (i) Be exposed to the fundamentals of research

(iv) Acquire certain new skills and techniques

(v) Learn how to present the results of research in a scholarly manner.

(vi) Make some important contribution to knowledge even though it may not be very original.

Because he/she lacks previous research experience the Master's degree candidate requires close and careful supervision at all times, but more so during the early stages when learning the research techniques and also at the time of thesis writing or when undertaking to present the results of research in a scholarly manner for the first time.

5.1.6 The Ph.D. in contrast, is recognition of successful postgraduate research experience. Here the supervisor should recognize that the candidate had already acquired some training experience in research when he/she was a Master's candidate. What is expected of the Ph.D. candidate is thus far much more than what has been outlined above for the Master's candidate. Here the Supervisor expects the candidate to: -

(i) Make a distinct contribution to new knowledge of facts and/or theory.

(ii) Produce considerably more original work than required for the Master's programme.

(iii) Manifest greater depth and breadth in his/her review of the relevant literature than is the case for the Master's candidate.

(iv) Be more critical in his/her analysis of the data he/she has collected.

(v) Exercise more initiative in his/her research than for the Master's degree research candidate.

After the first or second year the Ph.D. candidate should be able to work independently and to be guided rather than directed by his/her

Supervisor. Still it is the responsibility of his/her Supervisor to guide the candidate in the right direction.

- 5.1.7 The Supervisor has the responsibility of assisting the higher degree candidate in the formulation of an appropriate higher degree research project. The proposed research topic must be approved by the relevant Boards (i.e. Faculties and Senate's Postgraduate Studies Committee) and Senate before the candidate commences the research.
- 5.1.8 The Supervisor has the responsibility to focus ahead and see the potential and limitations of the research problem before the candidate goes far with the research work. He should be capable of seeing, through his previous research experience, whether or not the candidate will get meaningful data within one to three years of research, whether or not the proposed research problem is a long term one not fit as a higher degree research topic, etc. Supervisors must have this kind of insight in order to significantly reduce the common problem of "students wasted efforts" to a minimum.
- 5.1.9 The Supervisor has the responsibility to monitor the candidate's progress throughout the research period. There are various methods through which he/she can be kept in close touch with the student's research progress:
  - 5.1.9.1 Requesting the candidate to submit periodic reports about his research findings. The reports may well constitute drafts of the final thesis. In reviewing them the Supervisor should take the opportunity to advise the candidate on matters of presentation and if necessary, to give suggestions where modifications are required.
  - 5.1.9.2 The Supervisor should use such reports as a basis for writing his own report to the Research, Publications and Postgraduate Studies Committee on the Candidate's research progress and the basis for recommending the upgrading of the candidate's registration from the Master's to Ph.D. programme, or if need be recommending him/her for discontinuation from studies
  - 5.1.9.3 Regular consultation between the candidate and the supervisor to discuss the research work is advised. Frequent consultations help to make the Supervisor aware of new problems in the student's research since the last report and to suggest remedial measures before it is too late.

- 5.1.9.4 Organizing seminar presentations by the candidates. A seminar presentation by the candidate to the relevant Department about his/her research work gives him/her an opportunity to think more critically about his/her work, and also a unique opportunity of being criticised by others while standing on his/her own. The supervisor should thus ensure that his/her higher degree candidate delivers at least one seminar during the first year of his/her research undertaking.
- 5.1.10 The Supervisor also has the responsibility to ensure the candidate has given an appropriate title to his/her thesis work at the end of the dissertation/thesis research and when submitting a notice to submit the thesis/dissertation for examination.
- 5.1.11 The Supervisor also has the important responsibility of guiding the candidate in his/her thesis/dissertation writing. Here it should be emphasized that although the writing of the thesis/dissertation is entirely the responsibility of the higher degree candidate, it is the Supervisor's responsibility to ensure that the student submits a thesis of a standard which is acceptable for the degree for which it is intended.
- 5.1.12 In order to avoid unnecessary embarrassments to the candidate, to the supervisor and to the University on rejected thesis the following remedial measures are suggested: -
- 5.1.12.1 The Supervisor should be accessible, should show interest and enthusiasm in the candidate's research work, and should have a positive and friendly relationship with the candidate.
- 5.1.12.2 The Supervisor should discuss the thesis drafts with the candidate all along.  
In order to save the student's time, the Supervisor should undertake to meet the candidate and to discuss his/her thesis draft within two weeks of receiving the thesis manuscript.
- 5.1.12.3 The Supervisor should read the candidate's drafts carefully and critically, giving constructive suggestions on how and where the thesis could be improved.

- 5.1.12.4 The Supervisor should advise the candidate on what details should be placed in the main body of the thesis; what should better be in appendices; what should better be expressed by illustrations; how to write the Bibliography, etc.
- 5.1.12.5 In the end, the Supervisor should read the entire final draft and satisfy himself and the Head of Department that the thesis is ready for examination.
- 5.1.13 The Supervisor also has the responsibility of recommending to the head of the Department Potential External Examiners for the Candidate's thesis.
- 5.1.14 Finally, he/she has also the responsibility of guiding the candidate in the revision of the thesis in the event that such revisions were recommended by the External or other Examiners.

## **5.2 Other Recommendations on Supervisor's Duties/ Candidate's Progress**

- 5.2.1 It is evident also from the preceding account that frequent consultation between the higher degree candidate and his/her Supervisor is necessary to ensure that the candidate does not go astray in his/her research. Where the main supervisor is away from the University for more than three consecutive months an acting supervisor will be appointed.
- 5.2.2 It is suggested also that in an attempt to have some kind of uniformity in the information brought in by Supervisors to the Research, Publications and Postgraduate Studies Committee on their postgraduate students' research progress, the use of a standard progress report form on higher Degree Research Candidates be used (Appendix VII)
- 5.2.2 In the course of the higher degree candidate's research a situation may crop up whereby one or more of the following relationships develops:
- (a) Breakdown in communication between the student and the Supervisor.
  - (b) Personal clashes and conflicts between the Supervisor and the Candidate.
  - (c) Hostile relationship between the Supervisor and the Candidate.
  - (d) Refusal of the candidate to follow the Supervisor's advice.



5.2.3 When such a situation occurs, it is recommended that both the Supervisor and the Candidate report the problem, in writing to the Head of the Department. The Head should study the nature of the problem and recommend to the Faculty's and subsequently to Senate's Research, Publications and Postgraduate Studies Committee one of the following actions: -

- (i) The candidate be warned in writing, about his weakness (if it is established that he/she is the cause of the problem).
- (ii) The candidate be transferred to another department (where possible and where necessary).
- (iii) The Supervisor be told of his/her weakness (if it is established that he/she is the cause of the problem), but continue to supervise the candidate.
- (iv) A small advisory panel be established by the Head of the Department to guide the candidate if there is no other single person in the Department who has the expertise to supervise the candidate.
- (v) Any other reasonable action, including discontinuation of the candidate.

5.2.4 Since, from what has been outlined above, it is evident that the Supervisor's responsibility for the candidate is a great one and since the job of supervision is time-consuming and laborious on the part of the supervisor, it is recommended that: -

5.2.4.1 In order to ensure that the candidates are adequately supervised, the Department should control the number of candidates a single staff member can supervise at a time.

5.2.4.2 The staff member's supervision responsibilities should be taken into consideration by the head of department when assigning his/her teaching load.

5.2.4.3 As a token of appreciation for the supervisor's guidance to the candidate, the fourth copy of the candidate's thesis/dissertation should be returned to the supervisor as his permanent record of the work he supervised.

5.2.5 In case of the Supervisor finishing contract with the and:

- 5.2.5.1 The student is in the final stages of his/her studies, arrangements should be made in such a way that the supervisor leads the student to completion of studies.
- 5.2.5.2 The student is just beginning his/her research; another supervisor should be appointed.

### **5.3 General Responsibilities of the Candidate**

- 5.3.1 It is the responsibility of the candidate to be conversant with all the Higher Degree Guidelines and Regulations and to follow them.
- 5.3.2 It is the candidate's responsibility to complete his research on schedule and to write up the thesis/dissertation as stipulated in the relevant general Faculty guidelines.
- 5.3.3 It is the candidate's responsibility to discuss problems stemming from his research with his supervisor and Head of Department.
- 5.3.4 It is the candidate's responsibility to ensure that progress reports are submitted on time as stipulated in these regulations.
- 5.3.5 It is the candidate's responsibility to ensure that subsequent publications from a thesis/dissertation submitted for a degree of the must contain a statement that the work is based on a thesis or a dissertation submitted to a degree of the University.

### *5.4 Regulations Pertaining to Freezing and Discontinuation of Higher Degree Studies*

- 5.4.1 Under normal circumstances, a candidate who has just embarked on data collection can be allowed to freeze studies for not more than 2 years in case of Masters Studies and not more than 3 years in case of Ph.D. studies.
- 5.4.2 No candidate will normally be allowed to freeze studies after he/she has completed data collection and has started data analysis or is in write up stage, except for medical reasons.
- 5.4.3 The year under freezing will not be counted as part of the registration period of the candidate.
- 5.4.4 A candidate will not be allowed to freeze studies more than once.

5.4.5 Candidates who shall abandon their studies or break communication with their supervisor or head of the relevant department shall be discontinued from studies.

## **5.5 Honorary Degrees**

### **5.5.1 Definition**

5.5.1.1 An honorary degree of the is the degree of Doctor *Honoris causa*.

5.5.1.2 The award is granted under Part V, clause 35(3) b of the University Act No.7 of 2016 as well as Section (5) c of the SU Charter and Rules (2017) which makes it legal for Senate following consultations with Council and with the approval of the Chancellor, to confer upon any person who in its opinion, has rendered distinguished service in the advancement of any branch of learning or has otherwise rendered himself worthy of such a degree.

## **5.6 Nomination of Candidates for the Award of Honorary Degree**

5.6.1 A proposal to award an honorary degree may be made by a member of the Council or a member of the Senate and shall be communicated in writing to the Vice Chancellor.

5.6.2 Every such proposal shall be accompanied by a statement setting forth the honorary degree recommended and the detailed grounds on which the recommendation is based. Serving members of the academic staff of the University shall not be proposed.

## **5.7 Procedure for the Evaluation of Candidates for the Award of an Honorary Degree**

5.7.1 Upon receiving a proposal for the award of an honorary degree the Vice Chancellor shall refer such a proposal to the Research, Publications, and Postgraduate Studies Committee (RPPC) for consideration.

5.7.2 The RPPC shall study all facts submitted to it and based on an affirmative two thirds secret ballot majority of all members of the Committee, recommend award of the degree.

- 5.7.3 In each specific case the Dean of the Faculty in which the degree is proposed to be conferred shall be co-opted to the RPPC considering the case.
- 5.7.4 Any recommendation made by the RPPC for the conferring of any honorary degree shall be dealt with in the following manner:
- 5.7.4.1 The recommendation shall be made separately to Council and to Senate. After consideration of all the facts, members of Council and Senate shall vote independently by secret ballot.
- 5.7.4.2 An affirmative two thirds majority of the members in both Council and Senate shall be required for a decision to recommend for award of an honorary degree.
- 5.7.4.3 The results of the ballot shall be announced immediately in the same meetings of Council and Senate.
- 5.7.4.4 The Deputy Vice Chancellor (Academic) shall serve as the Returning Officer of Council and Senate.
- 5.7.4.5 The Chancellor's approval shall be required before conferring an honorary degree.
- 5.7.5 The Vice Chancellor shall nominate a distinguished University academician to serve as the University Orator for every honorary degree graduate of the University.
- 5.7.6 Honorary degrees shall, as a rule, be conferred only in the presence of the recipient. Worthy cases of individuals who are no longer alive may also be considered for the award of an honorary degree post humously.

*5.8 Honorary Degrees Approved by the Council.*

- (i) Doctor of Laws (LLD)
- (ii) Doctor of Letters (D.Litt)
- (iii) Doctor of Education (D.Ed)
- (iv) Doctor of Science (D. Sc)

## 6.0 Soft Skills Enhancement Courses for Postgraduate Students

This is a new programme containing series of short soft skills which is mandatory for all postgraduate students doing Masters by thesis and Ph.D. The purpose of the course is to instil research and publication soft skills to postgraduate students undertaking research and writing their reports. The short courses shall be offered from 2018/19 academic year through a blended mode comprising both MOODLE and short face to face sessions. A candidate shall be required to attempt and pass at least 5 (five) such short courses before being allowed to present research proposal. Students registered at SU won't pay extra tuition fee if they learn the courses through eLearning platform. However, the courses will also be running in form of executive intensive workshops where one course will be covered in one weekend ie Saturday and Sunday. The executive workshops will be run at the Headquarters but also at regional centres and all participants will be contributing some token to cover for refreshments and materials. Registered students have options of attending either online or in a paid for workshops.

### The summary of the short courses

<b>Course Code and Name</b>	<b>Descriptions</b>
SSD 600: Proposal Writing Skills	Formulation of a research title, component of proposal, writing an introduction, problem statement, research objectives, research questions/hypotheses, significance of a study, Proposal presentation skills.
SSD 601: Academic writing skills	This course will instil students with ability on how to use the functionalities in Word effectively to structure the dissertation contents. The module will cover the techniques required to for the presentation software and basic presentation skill
SSD 602: Critical Literature review in academic writings	The course will provide students with the meaning of academic and peer reviewed articles and the methods for identifying relevant articles and conducting literature search Conceptual definitions. This will include, Theoretical Literature review, Empirical Literature review, Identification of knowledge gap, Theoretical Framework Overview of peer reviewed articles etc.

SSD 603: Development of personalised digital library for students based on their research topics	The course will provide student's skills to create personalised digital libraries to guide them throughout literature review and thesis writing. Students will also be able to systematically arrange the libraries (conference and journal articles, books, reports, etc.) topic-wise and according to their needs
SSD 604: Research Designs, Sampling Methods and tools	This course will describe research designs, sampling methods, sample selections, sample size, methods of data collections and how to design questionnaires.
SSD 605: Qualitative data analysis	This course will describe qualitative data analysis methods, particularly Computer Assisted Qualitative Data Analysis (CAQDA) methods such as QDA Miner Lite and Aquad (which are open source and freeware). Students will also be made aware of other available software for data analysis based on their needs.
SSD 606: Quantitative data analysis	This course will describe quantitative data analysis methods and techniques by which students could use to convert data to numerical forms and subject them to statistical analysis in order to generate meaningful results. This lecture will also cover quantitative data analysis methods: Excel, SPSS, STATA
SSD 607: Language skills for academics	Academic writers often make simple language mistakes such as capitalization or use of wrong tenses and coordinators in their work. This module highlights key linguistic areas in which academic writers often makes mistake to help focus in their productions.
SSD608: Dissemination of Research findings	This module is going to describe how research finding are disseminated. Dissemination of research findings is a critical part of the research process. Further the module will deal with how to publish a journal article, how to write a text book, Target relevant journal for your paper, how publish in Nonrefereed publications, how to upload research findings in web pages, how to publish in other

	media such as digital repositories, how to become a good discussant
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Students shall be required to pursue the first five courses before being allowed to do research proposal presentation. Likewise, no candidate will be allowed to do his or her final oral examination before completing the remaining four courses.

## **DIRECTORATE OF RESEARCH AND PUBLICATIONS**

### **1.0 Directorate overview**

Until end of 2017, Research and Publications matters were coordinated under the former Directorate of Research, Publications and Postgraduate Studies (DRPS). However, the Directorate of Research Publications (DRP) is now fully operational. DRP is one of the directorates under the Deputy Vice Chancellor (Academic). The general function of DRP is to administer and coordinate Research and Publication at the Supershine University (SU). The directorate is divided into two main parts namely, the Department of Research and the Department of Publications.

Research and publications are among the core functions of the University. In understanding the importance of research, publications and consultancy, the university has put in place the Directorates of Research and Publications and Consultancy Bureau. The directorate and the bureau are mandated to coordinate all research and consultancy activities at the University. Through these two organs, currently there are several research and consultancy projects at various stages. Besides students, staff of the university are also engaged in various research projects some of which are funded by the university through small research grant.

### **2.0 University Journals:**

Research output are published both in local and international journals including journals by the University namely

- (i) *HURIA* Journal,

- (ii) Journal on Issues and Practices in Education (JIPE),
- (iii) Law Journal,
- (iv) African Journal in Economic Review,
- (v) Pan African Journal of Business Management and
- (vi) The African Resource Development Journal.

In order to make research output emanating from SU visible, the journals are available in full text through the University website at [www.supershineuniversity.net](http://www.supershineuniversity.net) and from African Journal online (AJOL) (<http://www.ajol.info>). Research outputs from students are published as theses and dissertations, all these research outputs are available in full text through the university institutional repository. Users can access them online regardless of time and geographical location.

### **3.0 Research Bulletin**

SU issued a research bulletin which highlights bibliographical information of the intellectual contribution to the society; this bulletin is available at [www.supershineuniversity.net](http://www.supershineuniversity.net) on the external link.

### **4.0 Research agenda and research teams**

The SU has put in place the research agenda document. The aim of the document is to provide priority themes for research which also reflect the national needs. The document is also used to guide on the type of research themes to be researched. All faculties, institutes and directorates have research teams. The teams can be accessed online in the SU website.

### **5.0 Institutional repository**

In order to make research output generated by the University visible and accessible, SU has in place an Institutional repository. This is online archive for collecting, processing and disseminating digital copies of the intellectual output of SU. Currently there are documents which are available online. The most important thing to note here is that the system is powered by Google scholar. Through this repository scholarly work from SU are visible and cited worldwide.

### **6.0 Policies and guidelines**



For smooth running of research, publications and consultancy the university has put in place several policies. These include:

- i) Research policy,
- ii) Study material policy,
- iii) Research ethics policy,
- iv) Consultancy policy,
- v) Intellectual Property Rights (IPR) policy,
- vi) Research agenda
- vii) Collaborative research guidelines.
- viii) OER Policy

## **7.0 Research approval process**

Operational procedures of the research include among other things the process of development and implementation of the research and thus reflect efficiency, effectiveness and relevance of research output. These procedures have particular aim of standardization of operations and state the procedures of operations, approval and control of all research proposals of the follows:

### **i. Approval by the Directorate of Research Publication**

All draft proposals shall first be submitted to the Directorate of Research and Publication, for initial technical evaluation.

### **ii. Scrutinization by the Faculties/Departments/Institutes**

The research proposals will then be forwarded to the relevant faculties/department/institutes for Scrutinization/technical reviews in regard of its objectives, methodology, time schedule etc.

### **iii. Evaluation of Research Proposal by the RPC**

The research proposals shall be directed to the Research and Publication Committee (RPC) from the relevant Faculties/Departments/ Institutes for consideration after being satisfied of the relevance, needs soundness and financial budgets.

### **iv. Registration and Approval**

The Directorate of Research and Publications shall be responsible to receive and register all research projects of the graduating students.

**v. Research Contract and Funding at SU**

Research proposal that has been approved shall be eligible for funding once the researcher(s) has signed contract with appropriate officers; these actions may be done at Faculties/Institutes/ Directorates or at the University Year where funding is sourced.

**vi. Interim Reports**

At each end of the phase the researchers are obligated to produce tentative progress reports that show research findings. Such reports must be channelled through the respective departments to the RPC.

**vii. Internal Quality Control**

The RPPC shall be responsible to identify an independent reviewer to check on the quality and authenticity of the research report. This will ensure the researcher observes ethics, maintain integrity and honesty and sustain academic standards in both research process and report writing.

**vii. Final Research Report**

The Final Research Report will be submitted in the format approved by the RPC Such format must include date, results and findings collected during the implementation of research project.

**8.0 Research Ethics and Integrity in Research**

Ethics in researches need to be seriously observed to maintain the integrity of the profession. Ethics also need to be closely observed to maintain intellectual honesty, confidentiality, acceptability of research results, conflict of interest, observation and avoiding offending respondents. The operational procedures of the research gave the policy statement and the operational procedure. This has been strengthened by the research ethics guidelines which became operational in September, 2017.

**8.1 How to cope with sponsored projects and sponsored research services; conflicts of interest, conflict of commitment, and research misconduct**

These are stipulated in the research ethics guidelines which came in operation in **September, 2017**. The guidelines were developed to promote research integrity and in so doing inform evidence based decision making to transform socioeconomic development.

The recognizes that its image, reputation, and competitiveness, depend on the range and quality of its research performance. It is for this reason the university recognize that fostering greater research integrity is a global concern and it is reflected within the scientific community and research funders, and for the general public the concern centres on the social value of scientific research.

## **8.2 Conflict of Interest and Commitment**

A conflict of interest may arise when activities or situations place an individual or institution in a real, potential or perceived conflict between the duties or responsibilities related to research, and personal, institutional or other interests.

### **8.3 Institutional and Researcher Conflict of Interest**

*Institutional conflict of interest:* Institutions involved in research hold trust relationships with participants, research sponsors, researchers and society. These institutions may have financial or reputational interests including, but not limited to, the provision of education and the promotion of research that conflict with the institution's obligations to protect and respect human dignity as characterized by the core principles of the Policy. Researchers and research students hold trust relationships, either directly or indirectly, with participants, research sponsors, institutions, their professional bodies and society. These trust relationships can be put at risk by conflicts of interest that may compromise independence, objectivity or ethical duties of loyalty.

The through its Research Ethics Policy and Guidelines for Collaborative Research stipulate clearly how they will handle and resolve these conflicts.

## **9.0 Policy on undergraduate and graduate research**

The regards undergraduate research as a core subject in most of its programmes. Undergraduate research projects allow undergraduate students to conduct an independent research project under the supervision of Senior Academic staff in the faculty. The research projects contain a significant research component that requires substantial independent work by students. The key is that the project produces some original work. There are many benefits to undergraduate research including; research and professional experience, and better relationships with faculty and peers. Students learn to work and think independently, to take responsibility for their own learning, and to take initiative to solve problems on their own rather than relying on experts for the answers.

In addition, SU finds value in promoting undergraduate research to recruit and retain students and to prepare them for graduate studies. The SU prospectus provides clear guidelines for both undergraduate and graduate research.

Graduate research is conducted in post graduate programmes this could be in form of dissertation research or thesis research. Hard and soft copies of undergraduate research projects, dissertations report and theses are available as evidence.

### **9.1 Policy on Supervision and research risk compliance**

SU has no policy on supervision in place for the time being but the DRPS has been organizing workshops<sup>3</sup> for supervisors where issues concerning supervision are discussed. Research risk compliance is well articulated in Research ethics guidelines and Collaborative Research Guidelines.

### **9.2 Policy on Environmental Health and Safety**

SU has a policy on Risk management and Operational procedures. The general objective of the Risk Management policy and procedures of the SU is to ensure that the University has a formal process of involvement of staff and other stakeholders in the continuous identification, assessment, management and control of potential risks and hazards that can impact or threaten safety of people and properties. In addition, SU has a Health Policy which was formulated in 2008. The university is in the process of revising it.

### **9.3 Research development Fund Policy**

The SU staff has reputable expertise in doing research and consultancy services in both the national and international arena. SU has a Small Grant Research Fund for small projects. The funds are provided to staff who writes researchable proposals. The proposal must be approved by the DRP and the funds are provided by the respective faculties/institutes and directorate of the staff. The funds do not exceed K250,000. In addition, SU Research Policy clearly states that for every successful external research grant proposal 10% must be remitted to Research Development Fund

### **9.4 Policy on the protection of human subjects in research**

The University is responsible for implementing the regulations for the Protection of Human Subjects and for providing guidance on the requirements for complying with the regulations. The regulations define **research involving human** as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalisable knowledge."

It includes activities which meet this definition, whether or not conducted under a program considered "research" for other purposes. This is not clearly shown in the research ethics guidelines which became operational in **September, 2017** instead they consider the animals, non-human, hazardous material.

### **9.5 Research quality and research assessment**

Quality assurance and assessment play many important roles in the research community. They inform crucial decisions on the funding of projects, teams and whole institutions, on how research is conducted, on recruitment and promotion, on what is published or disseminated, and on what researchers and others choose to read. They underpin trust in the work of the research community.

### **9.6 The research and publication policy and operational procedures**

There is a clear policy statement and the operational procedure, which provides an overview of some of the key issues surrounding quality assurance and assessment of scholarly research. It is intended for academic administrators, researchers and librarians who deal with elements of quality assurance and quality assessment as part of their daily work, but who wish to understand more about the broader context of that work.

### **10.0 Expected targets for 2017/2018:**

1. SU Research and Publications Policy fully reviewed by March, 2018
2. SU Study Materials Production and Printing Policy written by December 2017
3. SU Publications and Printing Unit operational by June 2018
4. SU Research Agenda reviewed and implemented by June 2018.
5. At least TEN research proposals developed for internal or external funding by June 2017
6. Guidelines and training for the support of academic staff in collaborative research and consultancy jobs enhanced by January 2018
7. At least SIXTY journal articles/papers published by academic staff in local or international media by June 2018.
8. ONE hundred study materials published by June 2018
9. Research and Publications Sub committees established at Faculty/Institute Year by March, 2018
10. TEN quality textbooks written by SU staff by June 2018
11. At least TWO development research programmes/projects by June 2018.
12. Ensure timely (biannual) release of all Journals issues by June 2018

## **BURSARIES AND FEES**

### **1. The Application, Tuition and Other Fees**

- 1.1 The SU has the right to change tuition fees in line with the average annual inflation rate announced by the Bank of Zambia. Any change of annual fees will be announced by the Council of the University (SU), before the commencement of the academic year.
- 1.2 At the beginning of every academic year, all students of the SU will be required to meet their financial obligations, before they can be registered.
- 1.3 In addition to tuition and examination fees, students will be required to buy essential reference books and stationeries, pay for residential face to face sessions, and related costs for attending practical sessions, projects and field trips.
- 1.4 A non-refundable application fee of K200 must be paid by all n applicants, while Non-have to pay USD 50.
- 1.5 All student fees must be paid in the respective bank account. The university does not accept cash payments.

### **2. Fees Structure for Undergraduate Studies 2018/19 Academic Year**

- 2.1 All continuing students, will pay tuition fees according to the same levels used during the 2016/17 academic year. :
  - a) Any student having a 'Repeat' subject must pay in full the subject's fees according to the Rates approved by Council.
  - b) The amount of k100 is to be paid as examination fee for every paper registered for exams. Students who were admitted before 2016/17 academic year, should evaluate the cumulative amount of fees that they have paid since beginning studies at SU, then subtract this from the PROGRAMME FEE, to know how much they still need to pay at the Year that they have reached. Students are allowed to pay 50% of the fees due by the end of the registration period Announced by DES. A penalty of K500 (\$50 for international students) will be

levied to those who fail to pay by the deadline, as approved by Council as announced by the Directorate of Examinations Syndicate

- c) The final instalment of fees for this academic year, must be paid by March, 2017 and November 2017. Students paying fees after that date will also have to pay the penalty for late payment, of k1, 000 and \$50 for international students.
- d) Fees once paid, cannot be refunded until after the expiry of the registration period. The refund will be made after deduction of 5% administration costs, on the excess amount to be refunded.

2.1 All New students will pay all their fees according to the new rates approved by Council. The students must note the following:

- a) Having registered for some courses, you are expected to pay the respective 50% of the total fees required by the deadlines as announced by DES. Paying after that deadline means you will also pay in addition, the penalty for late payment of fees, i.e. k1,000.
- b) The tuition fees for practical/field courses for this academic year, must be paid before end of March 2018 or else such students won't be supervised nor be allowed to participate in the field. Students paying fees after that will also have to pay the penalty for late payment, of k1,000.

2.2 Below are additional guidelines for continuing students who wish to pay fees in annual instalments:

2.3.1 The various fees for students who registered before 2016/17 academic year are shown in the Table 4 under this section. What is shown is the annual and total programme fee. Students or the sponsor may negotiate to pay this amount by instalments annually.

2.3.2 Students who are sponsored through the Higher Education Student Loan's Board (HESLB) or any other sponsor, will not be considered for registration until when their fees have been remitted to the University by the sponsor. In order for them not to miss the registration deadline, students will be required to pay half of the requisite fees for that level, which will be refunded upon the university receiving full payment of their fees from the HESLB or any other sponsor. HESLB demands that students signs the fee remittance notices; hence it is upon the sponsored students to ensure that the relevant notices have been signed. Failure to sign the remittance forms may lead to HESLB cancelling the sponsorship/loan.

2.3.3 All students must pay an examination fee as stipulated, to be eligible for main examinations. Students who for one reason or another, have been

- allowed to attend special examinations, will not need to pay again for the special examinations. Students who wish to appear for special examinations without prior authorization, will be required to pay the fees for that examination session.
- 2.3.4 Students or their sponsors are allowed to pay the whole amount of programme tuition fees at the beginning of studies. In case of any subsequent rise in fees from the time of the initial payment and completion of the programmes, the student will be required to settle the calculated difference, in order to be allowed graduation.
- 2.3.5 Payments of fees by Cheque or by Telegraphic Money Orders is not acceptable
- 2.3.6 Students who deposit their fees through the banks must present their deposit slips to the Directors of Regional Centre, who will issue them with a receipt. We discourage submission of deposit slips to the Finance office at the HQ. This receipt must be kept in a safe and secure place for future reference.
- 2.3.7 Apart from Tuition fees, students and sponsors must also meet personal costs for books stationery, practical and field visits, field research work, teaching practice, and attendance of tests and examinations.
- 2.3.8 Students who decide to change their programme of study after a period of two weeks from the date of the orientation will be required to pay a penalty of K1,000 (USD 100) before the change can be implemented.
- 2.3.9 Students who lose their identity cards may be given another one after paying a processing cost of K1,000 (USD 100)
- 2.3.10 The University Council has power to revise the various fees charged for all SU activities. Prior notification will be given to students, before commencement of the academic year.
- 2.3.11 Every candidate, who successfully completes his/her course, shall be allowed to graduate, only after having paid all fees due to the university. The university further deserves the right to withdraw its certificate from any candidate, who fails to honour his/her financial obligations to the university.



## 2.4 Student Union Fees

All students must pay the stipulated student organization fees to the Student Organization.

## 2.5 SADC and EAC Students

According to the SADC and EAC Protocols, students from member countries are to pay the equivalent of local fees. These fees shown in Table 2 and Table 3 do not include additional costs such as transportation of study materials, invigilation and freight of examinations, hire of examination halls, etc. Additional costs will be negotiated through coordination centres and individual students.

**Table 1: Bank Accounts for Various Student Fees**

<b>Type of Payment</b>	<b>Bank</b>	<b>Account No.</b>
Tuition fees (local )	ZANACO	5279332500147
Registration, ID and Examination fees	As above	As above
Tuition fees (foreign)	As Above	As Above
Tuition, Postgraduate students (Local)*	ZANACO	5279332500147
Tuition, FASS Postgraduate students**	MA Social Work ZANACO	5279332500147
Tuition, FASS Postgraduate students***	ZANACO	5279332500147
Tuition, FBM Postgraduate Students	ZANACO	5279332500147
Tuition, FED Postgraduate students	ZANACO	5279332500147

Tuition, FSTES PG students, B.Sc. ICT & B.Sc. Data Management (F2F Programs)	ZANACO	5279332500147
Tuition, Faculty of Law, Executive Bank Account	ZANACO	5279332500147
Tuition, Registration, ID and Examination fees, Foreign Students (foreign)	ZANACO	5279332500147
RWANDA based students	ZANACO	5279332500147
Student Union fees	ZANACO	5279332500147

\* for PhDs and Masters degrees by thesis

\*\*for MSW, MA GS, PGD SW, MA, MA NRAM, MA HIST, MA JOUR, MA MC

\*\*\*for MA Tour, MCED, MSc Econ, MA M&E, MA LG, MAGL, MSc HACD, MA ICD; PGDPS

**Table 2: General Fees for Undergraduate and Non Degree Students**

NO	Item	Local KW	EAC/SADC (USD)	Non-SADC/EAC (USD)
1	Application fees	200	50	50
2	Examination fees paid per paper (Test & Exam)	500	50	80
3	Student Organization fees (annually)	1000	40	40
4	Student Identity card	100	40	40

5	Quality Assurance Fee (annually)	200	40	40
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**Table 3: Tuition Fees per Unit (or per 10 credits)**

S/N	Item	Local (KW)	EAC/SADC (USD)	Non SADC (USD)
1	Theoretical course by distance mode	2,000	100	1,600
2	Theoretical Course by Face to face	2,000	12	120
3	Field Practice	1000	70	140
4	Teaching practice	1000	70	140
5	Science Laboratory	1000	100	240
6	Project/dissertation	1000	70	140

Students should make sure that they obtain receipts for all payments made from our Regional Centre Offices. A part from total Fees paid to the University, students or their sponsors have to incur the following additional expenses (indicative only):

**Table 4: Other Student Direct Costs**

Purchase of books & Stationery	500 (US \$ 250)
Science and Geography Practical's	1, 600 (US \$ 260)
Research paper	750 (US \$ 750)
Teaching Practice	1,000 (US \$ 150)
Attending Tests & Examinations	450 (US \$ 450)
Total	K4, 300

### 3. Fee Structure for Postgraduate Programmes

**Table 5: Fees for Postgraduate Diploma and Masters Programmes by Coursework and Dissertation (Unless Otherwise Stated)**

#### A: Non Tuition Fees

DESCRIPTION	LOCALS (K)	EAC/SADC (USD )	NON SADC/EAC (USD)
Application fee	200	30	30
Registration fee	4,500	100	100

ID processing	150	20	20
Student Organization fee (paid annually)	1,000	20	20
Quality assurance fee (paid annually)	1,000	20	40
Coursework Examination fee per paper	1,000	40	60
Plagiarism fee	1,000	20	20

**B: Mode of Study and Tuition Fee per Unit (1 Unit = 10 Credits)**

**Table 6 Unit Tuition Fee for Taught Masters Programmes**

S/N	Mode Of Delivery	LOCALS (K)	EAC/SADC (USD)	NON EAC/SADC (USD)
1	Blended mode	1,000	100	200
2	Facilitation fee		50	50
3	Dissertation fee	1,000	100	200

Note: Facilitation is meant to cater for taxes, levies, postage cost, courier services, and phone call charges. **This fee is also paid by Zambians residing outside .**

**Table 7: Units of the offered programs by course work**

<b>FACULTY OF EDUCATION (FED)</b>	
<b>Programme</b>	<b>Units</b>
Postgraduate Diploma in Education (PGDE) (Stream A)	20
Postgraduate Diploma in Education (PGDE) (Stream B)	26
Postgraduate Diploma in Education (PGDE) (Stream C)	32
Masters of Education in Open Distance Learning (M.Ed. ODL)	18
Masters of Education in Administration, Planning and Policy & Studies M. Ed (APPS)	18
Postgraduate Diploma in Curriculum Design and Development (PGDCDD)	12
Masters in Curriculum Design and Development (MEDCDD)	18
<b>FACULTY OF LAW (FLAW)</b>	
<b>Programme</b>	<b>Units</b>
Postgraduate Diploma in Law(PGDL)	18

Master of Law by Course Work & Dissertation (LLM)	18
Master of Law by Thesis (LLM)	18
Master of Laws in Information and Communication Technology Laws (eLLM in ICT)	18
Master of Law in International Criminal & Justice (LLM ICJ)	18
<b>FACULTY OF SCIENCE, TECHNOLOGY &amp; ENVIRONMENTAL STUDIES (FSTES)</b>	
<b>Programme</b>	<b>Units</b>
Master of Science in Environmental Studies – Management (MES)	18
<b>FACULTY OF BUSINESS MANGAGEMENT (FBM)</b>	
<b>Programme</b>	<b>Units</b>
Postgraduate Diploma in Business Studies (PGDBS)	16
Masters of Business Administration (MBA)	24
Master of Business Management Transport and Logistics Management (MBA T & LM)	24
Masters of Human Resource Management (MHRM)	18
Masters in Project Management (MPM)	22
<b>FACULTY OF ARTS AND SOCIAL SCIENCES (FASS)</b>	
<b>Programme</b>	<b>Units</b>
Master of Social Work (MSW)	18
Master of Science in Economics (MSc. Economics)	18
Masters in Community Economic Development (MCED)	18
Master of Arts in Tourism Studies (MATS)	18
Masters of Arts in History (MA History)	18
Master of Arts in Natural Resource Assessment and Management (MANRAM)	18
Master of Arts in International Development and Cooperation (MA ICD)	18
Masters of Science in Humanitarian Action, Cooperation & Development (MSc HACD)	18
Master of Arts in Governance and Leadership (MA GL)	18
Post Graduate Diploma in Social Work- (PGDSW)	12
Master of Arts in Monitoring and Evaluation (MA M&E)	18
Master of Arts in Gender Studies (MA GS)	18
Master of Arts in Mass Communication (MA Mass-Com)	18
Master of Library and Information Technology (MLIM)	18

**Table 8a: Other Recommended Direct Student Cost for Postgraduate Diploma Students**

<b>ITEM</b>	<b>LOCALS (K)</b>	<b>FOREIGN STUDENTS (USD)</b>
Books	1,000 .00	300
Stationery Independent Study, Report	1,000.00	100
Production	1,000.00	150
Travel for consultation etc.	2,000.00	100
<b>SUB-TOTAL</b>	<b>5,000</b>	<b>650</b>

**Table 8b: Other Recommended Direct Student Cost for Masters by Coursework/Dissertation Students**

<b>ITEM</b>	<b>LOCALS (K)</b>	<b>FOREIGN STUDENTS (USD)</b>
Research/Field Costs & Consultations	1,000	1,000
Books	4,000	300
Stationery	1,000	100
Dissertation production	1,000	300
<b>TOTAL</b>	<b>7,000</b>	<b>1,700</b>

**Table 8c: Other Recommended Direct Student Cost For Masters by Research/Thesis Students**

<b>ITEM</b>	<b>LOCALS ((K)</b>	<b>FOREIGN STUDENTS (USD)</b>
Books	4,000.00	450.00
Stationery	1,000.00	100.00
Independent study/ research	1,000.00	2,450.00
Thesis production	2,000.00	400.00
<b>Total direct student cost</b>	<b>8, 000</b>	<b>3,400.00</b>

**Table 9a: Fees for Doctorate Candidates from EAC/SADC**

DESCRIPTION	FEES		
	LOCAL S (K)	EAC/SADC (USD)	NON EAC/SADC (USD)
Application fee	1,000	30	30
Registration fee	2,000	100	100
ID processing	200	20	20
Antiplagiarism annual licence fee (Turnitin)	1,000	20	20
Student organization fee	1,000	40	40
Quality Assurance fee	2,000	40	40
Tuition fee	8,000	940	3,500
Examination fee	1,000	1,050	1,500
Supervision fee	2,900	920	1,800
<b>TOTAL (A)</b>	<b>14,900</b>	<b>3,160</b>	<b>7,050</b>

Note: Student organization fee and quality assurance fee can be paid annually, \$20 each year for international students and K 1,000 each year for local students

**Table 9b: Other Recommended Direct Student Cost For Doctorate Students**

DESCRIPTION	LOCALS (K)		FOREIGN STUDENTS (USD)	
	Life/Physical Sciences	Social Sciences	Life/Physical Sciences	Social Sciences
Books	1,000	1,000	700	700
Stationeries	1,000	1,000	700	700
Research/Field costs/Consultations	7,000	5,000	5,000	3,500
Thesis production	1,000	1,000	700	700
<b>TOTAL (B)</b>	<b>10,000</b>	<b>8,000</b>	<b>7,100</b>	<b>5600</b>
<b>TOTAL PROGRAMME COST (A + B)</b>	<b>16,690</b>	<b>14,690</b>	<b>EAC/SADC 10,260</b> <b>NON EAC/SADC 11,400</b>	<b>EAC/SADC 8,760</b> <b>NON EAC/SADC 9,900</b>

Note: For all programmes, Faculties/Institutes may have special additional requirements.

**Table 10: Fees for Masters by Research /Thesis**

Description	LOCALS (K)	EAC/SADC (USD)	NON EAC/SADC (USD)
*Application fee	200	30	30
*Registration fee	500	100	100
*ID processing fee	100	20	20
Antiplagiarism annual licence fee (Turnitin)	200	20	20
Student organization fee	100	40	80
Quality assurance fee	300	40	40
Examination fee	1000	1,120	1,500
Thesis supervision fee	1,400	340	1,000
Tuition fee	4000	800	3,500
<b>TOTAL</b>	<b>7, 800</b>	<b>2,510</b>	<b>6,250</b>

## **DIRECTORATE OF FINANCE AND ACCOUNTS**

The Directorate of Finance and Accounts is the custodian of all monetary transactions of The Supershine University. He/she is responsible for maintaining proper accounting for the University Headquarters and Regional Centres.

### *Budget and Revenue Section*

This section deals with the preparation of University annual estimates and follow-up of government quarterly allocation of funds to the University. It also receives and banks all the money paid to the University; including grants. All cheques to the University should be payable to the Supershine University. This section also keeps financial records of the University, prepares Bank Reconciliation statements and carries several other related functions.

### *Expenditure Section*

This section deals with all University expenditure payments except salary payments. This section maintains records of all creditors, advances, imprests, petty cash transactions etc. Writing of cheques is also carried out in this section.

### *Salaries Section*

It handles all salary payments for the University employees.



### *Students Section*

This deals with all students' financial matters such as payment for tuition, study materials, examination fees, registration etc.

### *Supplies, Clearing and Forwarding Section*

This section is responsible with purchasing of stationery, clearing materials, storage and distribution of the same to the Headquarters, Regional Centres and Study Centres. Also clearing of the and staff goods from overseas; liaison with Commercial Banks and the Central Bank for imports. Foreign purchasing (Open letter of credit), deals with all exemptions with shipping firms and releases bills of lading etc.

## **REGIONAL CENTRES**

Knowing that the various programmes offered have students scattered all over Zambia and outside the country, the has decentralized its organizational structure by setting up Regional Centres where students can get support services close by.

Each Regional Centre will be equipped with appropriate facilities to enhance efficiency of services to students.

The functions of the Regional Centres will include the following:

- Tutoring and counseling the Open University students,
- Provide teaching and learning facilities,
  - Organizing public lectures, discussion groups, workshops and seminars,
- Disseminating information about the Open University Programmes,
- Coordinating Open University activities with resource centres and study centres, and
- Organizing training for part-time tutors

## **Current Regional/Coordination Centres (2018/2019)**

1.	CHIPATA (EASTERN PROVINCE)  MR. G. MOYO 0977 127 996	2.	CHIENGI (PROVINCE PROVINCE)  MR.
3.	MONGU (WESTERN PROVINCE)  MR. KAWANGA	4.	SOLWENZI- (NORTH WESTERN PROVINCE)  MR. COSMAS NAMAKANDO 0969 662 374
5.		6.	
7.		8.	

9		10	
11		12.	


**The following Centres serve students resident outside**

**STUDY CENTRES**

At each Regional Centre there are study centres to service distance study students. Several institutions with adequate facilities within each region have been identified to serve as study centres. For example, these will be in Secondary Schools, Colleges and Institutes. However, the final choice of the study centre will depend on the concentration of the degree students and their accessibility. Study centres serve as general points for project work, interaction with other students, attending seminars and tutorials, practical work and demonstrations and for using reference materials.

They also provide counselling and tutoring services for the students as well as physical facilities such as classrooms, libraries and laboratories.

## **STUDENT WELFARE**

The organizational structure of SU provides for a department of Student Administration headed by the Dean of Students to cater for non-academic aspects of students' life in matters relating to their welfare and conduct. The office of the Dean of Students maintains regular counselling services to students individually or in groups. The aim is to provide them with the opportunity in being realistic about themselves, their potentiality and their career interests.

It is envisaged that meetings will be organised for representatives from different public and private institutions, governments and firms at the regional and study centres to address students on career opportunities. This is expected to be the best opportunity for students intending to change careers after graduation.

### *Provision for Accommodation*

The will depend on Private and Public Institutions to provide accommodation to its students when attending residential sessions, examinations or any other activity organised by the University. Students are expected to make their own payment arrangements to the Financial Officers of the Institutions providing the accommodation *Students Organization*

## **FACULTY OF ARTS AND SOCIAL SCIENCES**

### **Undergraduate Degree Programmes**

At undergraduate level, FASS currently offers 17 programmes through Open and Distance Learning (ODL) mode of delivery. These include:

- Bachelor of Arts in Tourism Management (BATM) – Host Dep't: T&H
- Bachelor of Arts in Sociology (BASO) – Host Dep't: SOSW
- Bachelor of Social Work (BSW) – Host Dep't: SOSW
- Bachelor of Arts in Social Work Practice and Development Studies (BSWP)
- Bachelor of Arts in Development Studies (BA DS)
- Bachelor of Arts in Social Psychology (BASP) – Host Dep't: SOSW
- Bachelor of Arts in Journalism (BAJ) – Host Dep't: JMS
- Bachelor of Arts in Mass communication (BAMC) – Host Dep't: JMS
- Bachelor of Community Economic Development [BCED] – Host Dep't: CECED
- Bachelor of Arts in Economics [BA ECON] – Host Dep't: CECED
- Bachelor of Arts in Natural Resource Management [BA NRM] – Host Dep't: GEOG
- Bachelor of Arts in Population and Development [BA PD] – Host Dep't: GEOG
- Bachelor of Arts in Literature [BA LIT] – Host Dep't: LLS

- Bachelor of Arts in English Language and Linguistics [BA ELL] – Host Dep’t: LLS
- Bachelor of Library Information Management [BLIM] – Host Dep’t: HPRS
- Bachelor of Arts in History and Cultural Heritage [BA HIST] – Host Dep’t: HPRS
- Bachelor of Arts in Public Administration (BAPA) – Host Dep’t: PSPA
- Bachelor of Arts in International Relations (BAIR) – Host Dep’t: PSPA

### **BA (General) and BA Education programmes**

The BA General programme which used to be offered by FASS has already been phased out. It will no longer be offered by FASS. BA Gen students who were willing to graduate with a BA General Degree were given up to 2 years from the academic year 2018/19 to wind-up. Other continuing students pursuing BA General may wish to relocate/migrate to the newly established specific programme such as BA in Economics, BA in English Language and Linguistics, BA in History etc. In order to increase efficiency in delivery and educational quality of the SU’s graduate teachers, the Bachelor of Arts with Education (BA ED) programme is now offered by the Faculty of Education (FED) with effect from academic year (2017-2018). Thus, all BA ED students are now hosted by FED, but FASS continues participating in the preparation of relevant study materials for BA ED programme as may be needed by FED. Thus, FASS will concentrate in offering the above 17 programmes in Arts and Social Sciences.

### **NON-DEGREE PROGRAMMES**

FASS offers the following five certificate programmes:

- Certificates in Project Monitoring and Evaluation
- Certificate Course in Journalism- evening and executive mode of delivery
- Certificate in Tour Guiding – evening and executive mode of delivery
- English Proficiency course – Online
- Certificates in French - online Kiswahili for foreigners – evening

#### **1. Regulations for the Bachelor Degrees,**

##### **1.1 Examination Regulations**

1.1.1 The regulations shall apply from the first year to the last years of the B.A., Examinations in the Faculty.

1.1.2 The Course shall have three parts, divided into 6 subparts. Each subpart shall comprise work equivalent to one half of an academic year for a full-time student in a conventional university.

- 1.1.3 All candidates are required to take a minimum of thirty-six units. Each unit covers content materials equivalent to thirty-five one-hour lecture materials. Students are expected to spend a minimum of seventy hours studying each unit spread over ten weeks in order to successfully complete the requirements of the unit.
- 1.1.4 The overall performance in a degree programme shall be given the following grades: A, B+, B, C, D, and E. For averaging purposes those grades shall have the values of 5, 4, 3, 2, 1, 0 points respectively. The Pass mark in each of the courses shall be "C". The mark for "absolute" fail shall be "E".
- 1.1.5 Courses shall be weighted by multiplying the final grade of a given course by the number of its course units and a candidate's overall performance will be found by dividing the total course units into weighted total for all courses taken.
- 1.1.6 All marks for course units and written examinations shall be adjusted before amalgamation, such adjustment being made by the departments concerned.
- 1.1.7 A candidate failing in not more than half of full course shall be required to supplement, provided the overall average is not less than 1.6.
- 1.1.7.1 A candidate shall be discontinued from studies at the University if she/he fails in more than half of full course at D or E grades or if she/he attains an overall average below 1.6.
- 1.1.8 Continuing students may be required to repeat a year if they fail supplementary examinations.
- 1.1.9 Students can proceed to the next part in the subjects they have passed while they are clearing the subjects they have not passed.
- 1.1.10 The final degrees shall be graded as first class, upper/lower second class and pass (third class). These categories shall be awarded as follows:
- 1.1.10.1 First Class to a candidate who obtains an overall average of 4.4 or higher.

1.1.10.2 Upper second class to a candidate who obtains an overall average in the range of 3.5 - 4.3.

1.1.10.3 Lower second class to a candidate who obtains an overall average in the range of 2.7 - 3.4.

1.1.10.4 Pass degree to a candidate who obtains an overall average in the range of 2.0 - 2.6.

1.1.10.5 In each case the average point shall be calculated on the basis of rounding off to one decimal place, e.g. 3.39 shall be taken as 3.4.

## 2.0 **CODING OF THE COURSES**

2.1 Each subject starts with an "S" which stands for Supershine. It is followed by the subject alphabet and code numbers. The code numbers used will be in the series of 100 for Part One, 200 for Part Two and 300 for Part Three.

### **The Following are the subject codes:**

CED	-	Community Economic Development
SDS	-	Development Studies
SEC	-	Economics
SGE	-	Geography
SPD	-	Human Population and Development
SHA	-	Humanitarian Action
SIR	-	International Relations
SLL	-	English Language and linguistics
SRM	-	Natural Resource Assessment and Management
SHI	-	History
SLL	-	English Language and Linguistics
SLT	-	Literature
SLM	-	Library and Information Management
SPR	-	Philosophy and Religious studies
SPA	-	Public Administration
SPS	-	Political Science and Public Administration



STS	-	Tourism Studies
STM	-	Tourism Management
SSP	-	Social Work Studies
SSS	-	Sociology and Social Work Studies
SPS	-	Social Psychology
SJO	-	Journalism
SMC	-	Mass Communication
FRA	-	French

### **3.0 CENTRES FOR ECONOMICS AND COMMUNITY ECONOMIC DEVELOPMENT (CECED)**

CECED is comprised of two departments namely Economics and Community Economic Development. CECED offers two new undergraduate programs namely BA Economics (BA ECON) and Bachelor of Community Economic Development (BCED). The details of the programme are as given below:

#### **3.1 DEPARTMENT OF ECONOMICS**

##### **3.1.3 BACHELOR OF ARTS IN ECONOMICS (BA ECON)**

The main objective of the BA ECON programme is to enable students demonstrate develop the ability to critically evaluate and apply theories and techniques of economics.

#### **Educational Objectives**

By the end of the programme, a student will be able to:

- i. To provide an in-depth knowledge of economics and to enable students to apply the knowledge and understanding gained in this subject area.
- ii. To enable students to study and apply the principles of economics to different types of practical situation that will be useful for future employment.
- iii. To encourage on-going critical, evaluative and strategic ways of thinking in all areas.
- iv. To recognize the importance of the industry–education relationship and to offer opportunities for learning in other environments.

- v. To enable students to undertake relevant postgraduate study.
- vi. To provide successful graduates of the programme with an educational and training profile that will equip them for employment in a range of sectors.

## **Admission Requirements**

### *Minimum Entrance Requirements*

Candidates for BA ECON will only be admitted on the basis of the rules and regulations which govern the admission process.

## **Programme Structure**

A student is required to complete **36 units** in order to qualify for a BA in Economics.

### *Year I*

<b>Code</b>	<b>Course Title</b>	<b>SU Units</b>	<b>TCU credits</b>	<b>Core/Elective/Compulsory</b>
SEC 130	History of economic thought	2	20	Core
SEC 131	Introduction to Microeconomics	2	20	Core
SEC 132	Introduction to Macroeconomics	2	20	Core
SEC 133	Basic mathematics and statistics for Economists	2	20	Core
SEC 134	Social science Research methods	2	20	Core
SFC 017	Communication Skills	1	10	Compulsory
SCP 100	Introduction to Computers	1	10	Compulsory
<b>TOTAL UNITS</b>		<b>12</b>	<b>120</b>	

### *YearII*

<b>Code</b>	<b>Course Title</b>	<b>SU Units</b>	<b>TCU credits</b>	<b>Core/Elective/Compulsory</b>
SEC 230	Intermediate Microeconomics	2	20	Core

SEC 231	Intermediate Macroeconomics	2	20	Core
SEC 232	Development Economics	2	20	Core
SEC 233	Quantitative methods for Economists	2	20	Core
SEC 234	Econometrics	2	20	Core
SEC 235	Corporate Finance and Investments	2	20	Core
<b>TOTAL UNITS</b>		<b>12</b>	<b>120</b>	

*Year III*

<b>Code</b>	<b>Course Title</b>	<b>SU Units</b>	<b>TCU credits</b>	<b>Core/Elective/</b>
SEC 330	Monetary Economics	2	20	Core
SEC 331	International Economics	2	20	Core
SEC 332	Public Economics	2	20	Core
SEC 333	Industrial Economics	2	20	Core
SEC 334	Labour Economics	2	20	Core
SEC 335	Agricultural Economics	2	20	Core
<b>TOTAL UNITS</b>		<b>12</b>	<b>120</b>	

**NOTES:**

Please select at least ONE (1) elective course in Year III so as to complete total units required to graduate.

### 3.2 DEPARTMENT OF COMMUNITY ECONOMIC DEVELOPMENT

#### *DEVELOPMENT STUDIES (DS)*

Development Studies courses are taken by all University students as optional courses. Students can either take SDS 202A Society, Technology and Environment (for Humanities Bias Group) or SDS 202B Environment, Technology and Development (for Science bias Group). Students in the Faculty of Arts and Social Sciences; Faculty of Education and Faculty of Law comprise the Humanities Bias group while those in the Faculty of Science, Technology and Environmental Studies constitute the Science bias group. The course structure is as indicated below are as follows:

<b>Year1</b>		<b>SU Units</b>	<b>TCU Credits</b>	<b>Status</b>
SDS 101 A:	Concepts/Theories of Social Development	1	10	(elective)
SDS 101 B:	Political Economy	1	10	(elective)
SDS 101 C:	Political and Social Development in Africa	1	10	(elective)
SDS 102 A:* SDS 102 B:*	Issues in Development Social Services and Development	1 1	10 10	(elective) (elective)
SFC 017:	Communication Skills	1	10	(core)
SCP 100:	Introduction to Computer	1	10	(core)

#### *Year2*

SDS 201 A:*	's Development Experience	1	10	(elective)
SDS 201 B:*	Alternative Development strategies	1	10	(elective)
SDS 202 A:*	Society, Technology and Environment (For Humanities only)	1	10	(elective)
SDS 202 B:	Environment, Technology and Development (For Natural Sciences and Technology)	1	10	(elective)

\* Courses not offered in this academic year.

### **3.2.1 BACHELOR OF COMMUNITY ECONOMIC DEVELOPMENT (BCED)**

Community Economic Development (CED) is a participatory process by which communities initiate and generate their own solutions to economic problems leading to positive concrete changes in communities through: creating employment; stabilizing local economies; reducing poverty; contributing to the health of the natural environment; building local resources and capacities; and increasing community control. CED is understood in its widest sense as an emerging, diverse field of practice accompanied by analysis of the social-economic context. The BCED programme seeks to provide a unique opportunity to students who wish to develop their career in CED.

#### **Objectives of the Programme**

The main objectives of the Bachelor of Community Economic Development are to:

- train Community Economic Development practitioners to work in the government, private sector and with communities;
- generate knowledge and information that will permit leaders in government, private sector and in communities to make informed decisions;
- encourage a high degree of local participation in making well informed economic choices;
- assist in building sustainable institutions that will assure equitable sharing of the benefits of those choices;
- build capacity among practitioners working with communities.
- equip students with sufficient knowledge, skills and attitude that will enable them to work competently as economists in the government, international organizations, financial sector, business sector, etc.

#### **Entry Qualifications**

Candidates for BCED will be admitted on the basis of the of Supershine University's rules and regulations which govern the admission process.

#### **Duration**

The course shall be completed in three years in all modes. However, a student can extend to a maximum of six years for a distance mode.

#### **Programme Structure**

The programme structure has three levels. Each Year is equivalent to two academic years, assuming an average learner. Details of the courses in each Year are provided in the table below:

<b>Year One</b>				
<b>Code</b>	<b>Title of the course</b>	<b>SU Units</b>	<b>TCU Credits</b>	<b>Core/Elective</b>
CED 101	Principles of CED	2	20	Core
CED 102	Economics for CED	2	20	Core
SAF 111	Principles of Accounting	2	20	Core
SEC 133	Basic Mathematics and Statistics for Economists	2	20	Core
CED 103	SMEs and Development	2	20	Core
SCP 100	Introduction to Computers	1	10	Core
SFC 107	Communication Skills	1	10	Core
<b>Total</b>		<b>12</b>	<b>120</b>	
<i>Year two</i>				
		<b>SU units</b>	<b>TCU Credits</b>	<b>Core/Elective</b>
CED 201	Microfinance Management	2	20	Core
CED 202	Resource Mobilization and Management for CED Projects	2	20	Core
CED 203	Poverty Analysis and Intervention	2	20	Core
CED 204	CED Project Management	2	20	Core
CED 205	Organizational Management for CED	2	20	Core
SME 312	Entrepreneurship and Business Planning	2	20	Core
<b>Total</b>		<b>12</b>	<b>120</b>	
<i>Year Three</i>				
		<b>SU units</b>	<b>TCU Credits</b>	<b>Core/Elective</b>
CED 301	Project Monitoring and Evaluation	3	30	Core

CED 302	Community Needs Assessment	3	30	Core
CED 303	Sustainable Responses to Environmental problems	2	20	Core
CED 304	Development as a tool for Conflict Resolution *	2	20	Elective
SEC 305	Development Economics*	2	20	Elective
CED 305	Rural Livelihoods and Sustainable Development*	2	20	Elective
CED 306	Gender Issues in CED*	2	20	Elective
<b>Total</b>		<b>12</b>	<b>160</b>	
<b>Grand total</b>		<b>36</b>	<b>340</b>	

\*Candidate to select at least TWO of these courses

### **Award**

Upon completion and passing of all the courses, Community Needs Assessment (CNA) and field practical, a student will be awarded a Bachelor of Community Economic Development degree of Supershine University

### **Programme Delivery**

The programme is delivered through hybrid delivery mode Academic year starts in October by an orientation week. During orientation, among other things, students will be oriented on how hybrid delivery mode works and they will get time to practice the use of moodle platform.

### **3.3 DEPARTMENT OF LINGUISTICS AND LITERARY STUDIES**

The department of Linguistics and Literary Studies deals exclusively with language oriented courses. To accomplish this purpose, the department has introduced three new bachelor programs, ie; Bachelor of English Language and Linguistics (**BA ELL**) and Bachelor of Arts in Literature (**BALIT**).

### **UNDERGRADUATE PROGRAMMES**

#### ***i. BACHELOR OF ARTS IN ENGLISH LANGUAGE AND LINGUISTICS (BA ELL)***

This programme aims to introduce students to the nature, structure, and uses of language and; develop an understanding of descriptive and applied linguistic knowledge.

Candidates are required to take at least 36 units

### Programme organization

The following are subjects offered for Bachelor of Arts in English Language and Linguistics

#### YEAR I

The candidate shall take all core courses and one elective, making a total of 12 units

	Course Name	TCU Credits	SU Units	Status
SLL 131	Introduction to Language and Linguistics	20	2	Core
SLL 132	English Structure	20	2	Core
SLL 133	Introduction to Functional Grammar	20	2	Elective
SLL 134	Language in Contact	20	2	Elective
SLL 135	Language Acquisition Theories	20	2	Core
SLL 136	History and Development of English Language	20	2	Core
SFC 017	Communication Skills	10	1	Core
SCP 100	Introduction to Computer	10	1	Core

**YEAR II** The candidate shall take all core courses (SLT 234 inclusive) and one elective, making a total of 12 units

Course code	Course name	TCU Credits	SU Units	Status
SLL 231	Discourse Analysis	20	2	Elective
SLL 232	Morphology	20	2	Core
SLL 233	Introduction to Syntax	20	2	Core
SLL 234	Historical and Comparative Linguistics	20	2	Elective
SLL 235	Phonetics and Phonology	20	2	Core
SLL 236	Applied Linguistics	20	2	Core
SLL 237	Translation Theory and Practice	20	2	Elective
SLL 238	Lexicography	20	2	Elective

**Note \* OLT 234 is a core course borrowed from Literature**



**YEAR III** The candidate shall take all core courses and three electives, making a total of 12 units

<b>Course code</b>	<b>Course name</b>	<b>TCU Credits</b>	<b>SU Units</b>	<b>Status</b>
SLL 331	Contemporary Linguistic Theories	20	2	Core
SLL 332	Language and Gender	20	2	Elective
SLL 333	Sociolinguistics	20	2	Elective
SLL 335	Semantics and Pragmatics	20	2	Core
SLL 336	Advanced English Syntax	20	2	Core
SLL 337	Research Project in Linguistics	20	2	Elective

**ii. BACHELOR OF ARTS IN LITERATURE (BALIT).**

The Bachelor of Literature Programme aims at providing a basic literature knowledge foundation as well as training in academic research and creative writing, and also prepares students for careers in academia, the general private sector or publishing enterprises (or to even establish their own). It will enable students to contribute to the advancement of research and literary output.

**Course structure**

The following are subjects offered for Bachelor of Literature (BA LIT)

**YEAR I**

The candidate shall study all core courses and two YearI electives, making a total of 12 units.

<b>Course code</b>	<b>Course name</b>	<b>TCU Credits</b>	<b>SU Units</b>	<b>Status</b>
SLT 131	Literary Theory and Criticism	20	2	Core
SLT 132	Studies in African Literatures	20	2	Core
SLT 133	Language and Literature	20	2	Core
SCP 100	Communication Skills	10	1	Core
SFC 017	Introduction to the Computer	10	1	Core
SLT 134	Creative Writing for Fiction, Drama and Poetry	20	2	Elective
SLT 135	Introduction to Drama	20	2	Elective
SLT 136	African Women Writers	20	2	Elective

## YEAR II

The candidate shall study all core courses and one elective, making a total of 12 units

<b>Code</b>	<b>Course name</b>	<b>TCU Credits</b>	<b>SU Units</b>	<b>Status</b>
SLT 231	Literary Stylistics	20	2	Core
SLT232	Poetry	20	2	Core
SLT 233	Folklore and Oral Literature	20	2	Core
SLT234	Research Methodology	20	2	Core
SLT 235	Rise of the Novel	20	2	Core
SLT 236	Contemporary Trends in African Literature	20	2	Elective
SLT 237	Introduction to Film Studies	20	2	Elective

## YEAR III

The candidate study all core courses and two electives, making a total of 12 units

	<b>Course name</b>	<b>TCU Credits</b>	<b>SU Units</b>	<b>Status</b>
SLT 331	Comparative Literature	20	2	Core
SLT 332	African American Literature	20	2	Core
SLT 333	Studies in European Literature	20	2	Core
SLT 334	Gender and Literature	20	2	Core
SLT 335	The Short Story	20	2	Elective
SLT 336	Research Project	20	2	Elective
SLT 337	Creative Writing Project	20	2	Elective

## 3.0 DEPARTMENT OF GEOGRAPHY

The Department has new undergraduate programmes called Bachelor of Arts in Natural Resource Management BA (NRAM); and Bachelor of Arts in Population and Development BA (PD). They are paralleled by old programmes which are offered by the Department in collaboration with education programs.

### **3.1 BACHELOR OF ARTS IN NATURAL RESOURCES MANAGEMENT (BA NRM)**

The Bachelor of Arts in Natural Resources Management aims at equipping graduate students seeking qualifications for planning sustainable development, with practical approaches, knowledge and skills necessary for meeting challenges of sustainable use of natural resources. At the end of the programme, learners will be expected to have acquired competences in natural resource assessment, monitoring and management, coupled with poverty analysis and social development planning. Ultimately, the programme will produce competent professionals who can plan for sustainable use of natural resources.

#### **Programme structure:**

It consists of 14 core courses and 4 electives. Each course (core and elective) is 2 units 2 compulsory cross cutting courses on offer (computer and communication skills) @ 1 unit.

A student is required to complete 36 units in order to qualify for a BA in Natural Resources Management. This shall be made of all core courses in each Year whereby at each Year a student shall be required to accomplish a minimum of 12 units. For example in Year1 a student will be required to undertake 8 units from the core courses as indicated in this prospectus and select any 2 elective courses listed here. In Year 2 students shall be required to accomplish all 5 core courses which make up 10 units and select a minimum of one course from the elective courses. In Year 3 students shall be required to accomplish all the 4 core courses which make 8 units and select a minimum of 2 elective courses.

#### **YEAR 1: ONE HUNDRED SERIES (FIVE CORE AND ONE ELECTIVE)**

<b>Code</b>	<b>Course title</b>	<b>SU Units</b>	<b>TCU Credits</b>	<b>Status</b>
SRM 101	Background to Natural Resources	2	20	Core
SRM 102	Introduction to Population, Resources and Environment	2	20	Core
SRM 103	Introduction to Geographic Techniques	2	20	Core
SRM 104	Climatology	2	20	Core
SRM 105	Introduction to Human Geography	2	20	Elective

SRM 106	Gender and Natural Resource Management	2	20	Elective
SFC 017	Communication Skills*	1	10	Core
SCP 100	Introduction to Computer*	1	10	Core
	<b>Total</b>	<b>12</b>	<b>120</b>	

\* 2 compulsory courses @ 1 unit = 2 units included

### **YEAR 2: Two Hundred Series (Five Core and One Elective)**

<b>Code</b>	<b>Course title</b>	<b>SU units</b>	<b>TCU Credits</b>	<b>Status</b>
SRM 201	Minerals and Energy Resources	2	20	Core
SRM 202:	Remote Sensing and Geographic Information System	2	20	Core
SRM 203	Social Research Methods in Geography	2	20	Core
SRM 204	Field Practical	2	20	Core
SRM 205	Environmental hazards and natural disaster management	2	20	Core
SRM 206	Population and Poverty Studies	2	20	Elective
SRM 207	Urban Planning and Management	2	20	Elective
SRM 208	Principles of Ecology	2	20	Core

### **YEAR 3: Three Hundred Series (Five Core Courses and One Elective)**

<b>Code</b>	<b>Course title</b>	<b>SU Units</b>	<b>TCU Credits</b>	<b>Status</b>
SRM 301	Environmental Economics	2	20	Core
SRM 302	Policy Issues in Natural Resources	2	20	Core
SRM 303	Environmental Impact Assessment	2	20	Core
SRM 304	Climate Variability and	2	20	Core

	Environmental Resources Management			
SRM 305	Biodiversity Monitoring Conservation and Management	2	20	Core
SRM 306	Land Evaluation and Land Use Planning	2	20	Elective
	<b>Total</b>	<b>12</b>	<b>120</b>	

### ***3.2 BACHELOR OF ARTS IN POPULATION AND DEVELOPMENT (BA PD)***

The Bachelor of Arts in Population and Development aims at equipping graduate students seeking qualifications for planning social development, with practical approaches, knowledge and skills necessary for meeting challenges of sustainable use of environmental resources. At the end of the programme, learners will be expected to have acquired competences in poverty analysis and social development planning. Ultimately, the programme will produce competent professionals who can plan for sustainable use of environmental resources for the benefit of human beings

#### **Programme Structure:**

BA (PD) consists of 15 core courses and 8 electives. Each course (core and elective) is 2 units 2 compulsory cross cutting courses on offer (computer and communication skills) @ 1 unit.

This shall be made of all core courses in each Year whereby at each Year a student shall be required to accomplish a minimum of 12 units. For example in Year1 a student will be required to undertake 10 units from the core courses as indicated in this prospectus and select any 2 elective courses listed here. In Year2 students shall be required to accomplish all 5 core courses which make up 10 units and select a minimum of one course from the elective courses. In Year3 students shall be required to accomplish all the 4 core courses which make 8 units and select a minimum of 2 elective courses.

## COURSE STRUCTURE AND LEVELS

### YEAR 1 (Six Core Courses and One Elective)

Course Code	Course Title	SU Unit	TCU Credits	Status
SPD 101	Introduction to Population Studies	2	20	Core
SPD 102	Introduction to Family Life Education	2	20	Core
SPD 103	Introduction to Reproductive Health and Sexual Health	2	20	Core
SPD 104	Medical Geography	2	20	Core
SCP 100	Introduction to Computer	1	10	Core
SFC 017	Communication Skills	1	10	Core
	One elective course	2	20	Elective
		12	120	

### YEAR 2 (Five Core Courses and One Elective)

Course Code	Course Title	SU Units	TCU Credits	Status
SPD 201	Dynamics of Population Structure	2	20	Core
SPD 202	Gender and Development	2	20	Core
SPD 203	Basic Demographic Methods	2	20	Core
SEC 124	Social Science Research Method	2	20	Core
SRM 209	Field Practical	2	20	Core
	An elective course	2	20	Elective
		12		

### YEAR 3 (Five Core Courses and One Elective)

Course Code	Course Title	SU Units	TCU Credits	Status
SPD 302	GIS and Population Studies	2	20	Core
SPD 303	Population, Policy and Development	2	20	Core
SPD 304	Population, Migration and Development	2	20	Core
SPD 305	Family Resources Management	2	20	Core

	An Elective course	2	20	Elective
		12	120	
	<b>ELECTIVES</b>			
SPD 306	Urban Systems, Planning and Management	2	20	Elective
SPD 307	Population, Environment and Development	2	20	Elective
SPD 308	Nutrition for Health	2	20	Elective
SPD 309	African Environment and Development	2	20	Elective
SPD 310	Rural Settlement and Development	2	20	Elective
SPD 300	Cultural Geography	2	20	Elective
SDS 101A	Concepts and Theories of Social Development	1	10	Elective
		12	120	

#### **4.0 DEPARTMENT OF HISTORY, PHILOSOPHY AND RELIGIOUS STUDIES**

##### **4.1 BACHELOR OF ARTS IN HISTORY (BA HISTORY)**

This programme is designed to prepare students for careers in academics, administration and management, cultural heritage management in museums, archaeological sites and historical towns, tourism industry, law and other disciplines that require knowledge of how the past affects the present and future. It also gives a wide variety of fields that utilize creativity, critical thinking, profession at reading and writing skills and the ability to adapt and continue learning in a rapidly changing world.

A history degree teaches students to read intelligently, think analytically, write clearly, accurately assess past trends, rationally predict future developments and understand the real world

#### **Requirements**

B.A History student must complete a total of 36 units of which 20 units must be history courses to be awarded the B.A. in History. BA History students must take SHI 121,122,123,124,125,221 and SPR 121. While following courses SHI 222,223,225,226,332,333 and Dissertation will be elective. In addition, history majors may opt courses from departments of eg political science, Linguistics, Development Studies, Philosophy and Religious studies.

B.A with education and BED students are required to take SHI 131,132,133,134,135 and 231 as compulsory courses

**YEAR 1**

<b>Code</b>	<b>Titles</b>	<b>Status</b>	<b>Units</b>	<b>Credits</b>
SHI 131	Introduction to African History	Core	2	20
SHI 132	History of	Core	2	20
SHI 133	Theory and Practice in Africa History	Core	2	20
SHI 134	The Political History of	Core	2	20
SHI 135	Themes in African Prehistory	Core	2	20
SHI 136	Development of Political Philosophy	Elective	2	20
SPR 121	Introduction to Critical Thinking and Argumentation	Core	2	20
SFC 017:	Communication Skills	Core	1	10
SCP 100:	Introduction to Computer	Core	1	10

**YEAR 2**

<b>Codes</b>	<b>Titles</b>	<b>Status</b>	<b>Units</b>	<b>Credits</b>
SHI 231	History of East Africa	core	2	20
SHI 232	History West Africa	Elective	2	20
SHI 233	Europe since the 19 <sup>th</sup> Century	Elective	2	20
SHI 234*:	Globalization and African History	Core	2	20
SHI 235	History of South Africa to Recent Past	Elective	2	20
SHI 236	History of USA	Elective	2	20
SHI 237	Development of Political Philosophy	Elective	2	20
SPR 222	History and Development of African Philosophy	Elective	2	20

*\*Not on offer in this academic year.*



### YEAR 3

Codes	Titles	Status	Units	Credits
SHI 331B	The Black Diaspora in the Indian Ocean	Core	2	20
SHI 332	History of Central Africa	Core	2	20
SHI 333	History of North Africa	Elective	2	20
SHI 335*:	The History of Africa and World Religions	Core	2	20
SHI 336*:	Dissertation	Elective	2	20

*\*Not on offer in this academic year.*

## **4.2 BACHELOR OF LIBRARY AND INFORMATION MANAGEMENT (BLIM)**

### **Rationale**

Bachelor of Library and Information Management has been developed in response to the demand for a large number of trained personnel in libraries, documentation and information centres. Another reason is due to repeated requests by practitioners in the Library Science profession who need further training opportunities through a distance-learning mode of delivery that is both flexible and affordable.

### **Programme Overview**

The Bachelor of Library and Information Management Programme is offered through distance learning mode. The main medium of instruction will be through print materials and ICT supported e-materials. To qualify for the award of a degree, a candidate must clear all the three levels of the degree course. The maximum duration of study is eight years but the teaching and learning process is flexible enough to allow fast learners to complete the programme earlier. A fast learning student may cover more units in a year; hence be able to complete the courses in less than the specified average period for obtaining a degree which currently is three years.

### **Philosophy**

The Bachelor of Library and Information Management Programme is designed to provide student with a combination of theoretical and practical knowledge and with abilities to apply the same in various functional areas of library and information science. Graduates from the programme are expected to develop attitudes associated with progressive information services and to develop an understanding of the value, role and application of modern technology as it relates to library operations and the transfer of knowledge.

## Programme Duration

The duration of the programme is three (3) years and maximum of 8 years.

### ii. Programme Requirement

- (a) The programme requires a student to complete a minimum of 38 SU units, including Practicum to graduate.
- (b) A student will have to study at least 12 units for each academic year. Core courses are compulsory for all students. Beyond the required core courses, students have the option of crafting a program of study specific to their interests and career goals in order to fill the gap so as to have 12 units as a minimum; there is no restriction in studying electives.
- (c) A student wishing to temporarily suspend his/her studies must apply for a leave. The leave becomes effective only after endorsement by the University Senate.
- (d) English shall be used as the medium of instruction.

## Programme Structure

### YEAR I

Code	Course Name	SU Units	TCU Credit
SCP 100	Introduction to Microcomputer Studies and Information Technology	1	10
SFC 017	Communication Skills	1	10
SLM 101	Introduction to Library and Information Sciences	2	20
SLM 102	Information sources and references services	2	20
SLM 103	Information Society	2	20
SLM 104	Organization of Knowledge	2	20

### YEAR II

Code	Course Name	Units	Credit
SLM 201	Information Technology and its Applications in LIS	2	20

SLM 202	Records Management and Archives Administration	2	20
SLM 203	Collection Developments and Management	2	20
SLM 204	Research Methods in Library and Information Sciences	2	20
SLM 205	Publishing and Book Trade Industry	2	20
SLM 206	Practicum	2	20
SLM 207	Information Systems Design Analysis and Analysis	2	20
SLM 208	Multimedia Studies	2	20

### YEAR III

Code	Course Name	Units	Credit
SLM 301	Information and Knowledge Management	2	20
SLM 302	Management of Libraries and Information Centres	2	20
SLM 303	Legal Issues and Professional Ethics	2	20
SLM 304	Entrepreneurship and Information Marketing	2	20
SLM 305	Digital Libraries	2	20
SLM 306	Research Project	2	20

### ELECTIVES

Students should select at least one optional course at this Year

Code	Course Name	Units	Credit
SLM 307	Sectoral Information Systems and Services for Users with Special Needs	2	20
SLM 308	Database Management and Information Retrieval	2	20

### Notes:

- (i) Total credits for the programme is 380 (TCU credits) which is equivalent to 38 SU Units
- (ii) SCP 100 and SFC 017 are compulsory university-wide courses.

## **Department of Political Science and Public Administration**

The Department of Political Science and Public Administration offers undergraduate degree programmes to cater for the demand in the labour market. These programmes are Bachelor of Arts in Public Administration (BAPA) and Bachelor of Arts in International Relations (BAIR). Candidates who are currently pursuing BA (General) are allowed to migrate to new programmes if they so wish.

### **BACHELOR OF ARTS IN PUBLIC ADMINISTRATION (BAPA)**

#### **Rationale**

The programme caters for the badly needed competencies and skills to manage both government and private affairs at government and personal levels. The cadre that undertakes the programme is expected to occupy various positions of administrative nature as supervisory and middle Year managers, either as administrators, personnel officers, human resources officers and several others. This cadre is needed to strengthen the capacity of the government at local and central levels to deliver services to its clients for effective and efficient operations of those offices. The fact that the government structure and systems are undergoing remarkable changes requires employees who have been well nurtured and groomed to acquire those attributes of dynamism, innovativeness, creativity and commitment towards the services in their country and in the region as a whole. The fact that Public Administration, which forms part of Political Science has not been well streamlined in the Political Science and Public Administration stream, not only in our University but also in other old universities where Public administration is taught as part of political science programme. As such under this programme Public Administration as a discipline and a profession is more focused and thus enables the trainees to be well-versed with the methods and approaches in the management of governmental affairs

#### **The specific objectives of this programme are to:**

- i. Train students to acquire professional qualifications so that they can serve in different administrative and managerial positions in public and private sector organizations
- ii. Produce graduates who can fit well in the career of public administrators and able to make contribution to the dynamics of administration of public and private organizations;
- iii. Equip students with knowledge and skills to enable them to address the complex problems and pressures that surround public organizations and explore viable solutions within those organizations

- iv. Equip students with the requisite qualifications for enrolling into Masters programme in this University and others within the country and outside the country
- v. Equip students with competences and skills that will make them compete well in the labour market, within the country and in the world as a whole.

### **Assessment Strategy**

All courses are examined during the academic year in which they are studied. The examinations consist of written Tests, demonstrations, Practical projects and written Annual examination at the end of each part based on percentage guides. Tests account for 30% while the written Final examination account for 70% of total marks. The pass mark for both continuous assessment and annual examination is 40%. A candidate who fails to attain the pass mark is allowed to write a supplementary examination. A candidate who fails in a supplementary examination will be required to repeat the course. Repeating a course means doing the Test and Annual examination.

### **Programme structure**

It should be born in mind that the Bachelor of Arts in Public Administration covers both theoretical and practical knowledge that enable students become better performers of the public service. The programme is detailed here under:

<b>Course Codes</b>	<b>Course Title</b>	<b>Status</b>	<b>Units</b>	<b>Credits</b>
<b>YEAR ONE</b>				
SFC 017	Communication and Study Skills	Core	1	10
SCP 100	Introduction to Microcomputer studies and information Technology	Core	1	10
SPS 122	Government and Politics in Africa	Core	2	20
SEC 134	Social Science Research Methods	Core	2	20
SPA 101	Introduction to Public Administration	Core	2	20
SPA 102	Organization Theory and Public Bureaucracies	Core	2	20
SPA 103	Local Government Administration in	Core	2	20
SIR 101	Introduction to the Study of Politics	Core	2	20
SIR 102	Political Thought	Elective	2	20

<b>YEAR TWO</b>				
SPA 201	Administrative Law	Core	3	30
SPA 202	Decision Making and Public Policy Analysis	Core	2	20
SPA 203	Management of Human Resources	Core	3	30
SPA 204	Organization Behaviour	Core	2	20
SIA 200	Field Work/Industrial Attachment	Core	2	20
SIR 201	Theories and Issues in International Relations	Elective	3	30
<b>YEAR THREE</b>				
SPA 301	Budgeting and Financial Control in the Public Sector	Core	3	30
SPA 302	Leadership and Governance	Core	3	30
SPA 303	Industrial Relations	Core	3	30
SPA 304	Strategic Management	Elective	3	30
SPA 305	Comparative Public Administration	Elective	3	30
SPS 320	Democracy and Human Rights	Elective	2	20
SIR 302	Contemporary Issues in Global Politics	Elective	3	30

Registration for Year three courses is subject to successful completion of Industrial Attachment and submission of a written report and a logbook duly signed by the officer in charge of the institution to which the student undertook his/her industrial attachment. The logbook is posted on the university website, and students are required to print their personal copies for submission to the institution they will be attached to.

Candidates are required to take all core units in Year I, II and III plus any elective units to attain at least the required minimum total units/credits. The following table gives a summary of unit's candidates are required to take to qualify for graduation in BAPA degree:

<b>Years</b>	<b>Units/Credits to be Taken &amp; Status</b>				<b>Grand Total</b>	<b>Equivalent TCU Credits</b>
	<b>Core Units</b>	<b>Equivalent TCU Credits</b>	<b>Elective Units</b>	<b>Equivalent TCU Credits</b>		
Year I	14	140	02	20		

Year II	12	120	03	30		
Year III	09	60	11	110		
<b>Minimum Requirement</b>	<b>35</b>	<b>350</b>	<b>03</b>	<b>30</b>	<b>38</b>	<b>380</b>

### **Field Practice:**

The students have to undertake a compulsory field attachment for six to eight weeks, during which students shall be exposed to the real world of work. During this period student shall be able to merge theory with practice.

## **BACHELOR OF ARTS IN INTERNATIONAL RELATIONS (BAIR)**

### **Rationale**

A complex pattern of interactions and cross-border transactions in the contemporary international system point to a need to develop training curricula that will cater for current and future needs of University students to build their capacities to cope with and address the challenges associated with a broadly extended international issues. For example, the dramatic change in the modus operandi of the transnational corporations brings about a problem of manoeuvring the harmonized rules and principles of equity shares of the gains and losses between partner-states. The Bachelor of Arts in International Relations degree programme is designed to equip students with modern skills and competencies, and to prepare them to become responsible international citizens who can act firmly and aggressively in the international arena. The programme is designed to produce qualified and practically competent practitioners in the area of International Relations and Diplomacy who can match theory and practice and demonstrate an impact in the management of foreign affairs. The Bachelor of Arts in International Relations programme is designed to provide students with a combination of theoretical and practical knowledge and with ability to apply the same in the various capacities and levels. Graduates from the programme are expected to have:

- Analytical capacity on international affairs
- A high Year of communication skills
- The ability to identify and analyse problems and opportunities and collect pertinent data
- A sensitivity to controversies of cross-border nature
- An ability to act as change agents and manipulator of various foreign affairs

These characteristics will enable graduates of the programme accomplish the goals by working with and through people in political settings of both, national and international levels.

### **Student Profile**

The programme targets local and international individuals who meet the SU's minimum admission criteria, irrespective of age, gender, race, physical abilities and other individual situations. Offered through the Open and Distance Learning mode, student enrolment in the programme is unlimited.

### **Programme Structure**

The programme is designed and implemented in 3 sequential levels: 100 Year (Year One) which is an introductory to key concepts and theories; 200 Year (Year Two) which imparts detailed knowledge, understanding and develops appropriate intellectual skills; and 300 Year (Year Three) which further enhances professional, practical and transferable key skills through research, field visits and internship and synthesis. The three levels can be completed in three years, but average learners can cover the same in not more than six years.

<b>Course Codes</b>	<b>Course Title</b>	<b>Status</b>	<b>Units</b>	<b>Credits</b>
<b>YEAR ONE</b>				
OCP100	Introduction to Computer	Core	1	10
OFC 017	Communication Skills	Core	1	10
OIR 101	Introduction to the Study of Politics	Core	2	20
OIR 102	Political Thought	Core	2	20
OEC 134	Social Science Research Methods	Core	2	20
OIR 103	Africa in the Global Context	Core	2	20
OIR 104	International Organizations	Core	2	20
OPS 122	Government and Politics in Africa	Core	2	20
OPA 101	Introduction to Public Administration	Elective	2	20
<b>YEAR TWO</b>				
OIR 201	Theories and Issues in International Relations	Core	3	30
OIR 202	International Political Economy	Core	3	30



OIR 203	Public International Law	Core	2	20
OIA 200	Field Work/Industrial Attachment	Core	2	20
OPA 202	Decision Making and Public Policy Analysis	Elective	2	20
FRA1 or FRA 2	French for Beginners OR Intermediate French	Elective	2	20
<b>YEAR THREE</b>				
OIR 301	Global Governance	Core	3	30
OIR 302	Contemporary Issues in Global Politics	Core	3	30
OIR 303	Regional Integration	Core	3	30
OIR 304	The Political Economy of Conflict Resolution	Elective	3	30
OPS 320	Democracy and Human Rights	Elective	2	20
OPA 302	Leadership and Governance	Elective	3	30

Candidates are required to take all core units in YEAR I, II and III plus any elective units to attain at least the required minimum total units/credits. The following table gives a summary of unit's candidates are required to take to qualify for graduation in BAIR degree:

Levels	Units/Credits to be Taken/Status				Grand Total	Equivalent TCU credits
	Core Units	Equivalent TCU Credits	Elective Units	Equivalent TCU Credits		
Year I	14	140	02	20		
Year II	10	100	04	40		
Year III	09	90	08	80		
<b>Minimum Requirement</b>	<b>33</b>	<b>330</b>	<b>05</b>	<b>50</b>	<b>38</b>	<b>380</b>

### **Criteria for Admission**

The criteria for admission are in line with the admission requirements of the SU as clearly covered earlier in under general admission criteria in the SU Prospectus.

## **6. DEPARTMENT OF TOURISM AND HOSPITALITY**

### **6.1 BACHELOR OF ARTS IN TOURISM MANAGEMENT (BATM)**

The Bachelor of Arts in Tourism Management (BATM) is a revised programme of the old BA Tourism studies. It prepares competent graduates for career in the tourism and travel industries. It has been designed to give students a solid foundation to both disciplines in order to prepare them for leadership in tourism sector. Increasingly, employers prefer university graduates with analytical as well as practical skills for management positions. This programme is aimed at producing informed and knowledgeable graduates with a critical awareness of tourism as one of the most powerful forces in the globalized world of today. They should be in a position to demonstrate a theoretically based and practically sound Year of competence for employment as tourism officers, tourism marketers, analysts, tourism planners, travel agents, managers, researchers, educators, policy-makers, and tourism entrepreneurs.

### **Objectives of the Programme**

- i. To equip students with basic skills in Tourism Management,
- ii. To expose students to the geographical, ecological and cultural diversity of the world especially that of Zambia,
- iii. To foster an understanding and appreciation of the role and contribution of tourism to socio-economic development and job creation in the country
- iv. To enable students become active participants in the promotion of alternatives form of tourism
- v. To produce and promote a more competent work force in tourism industry within and outside east Africa region

The Bachelor of Tourism Management programme is divided into THREE levels: 100 series, 200 series and 300 series. Each Year of the Bachelor of Tourism Management degree includes a skills component which forms part of the degree programme and which provides students generic practical skills such as problem solving, analysis, research and communication skills. All candidates are required to take 36 units.

### **Programme Organization**

The following are subjects offered for Bachelor of Arts Tourism Management (BTM):

**YEAR ONE**

<b>Corse Code</b>	<b>Course Description</b>	<b>Status</b>	<b>Units</b>	<b>Credits</b>
SRM 101	Introduction to Tourism	Core	2	20
STM 102	Introduction to Wildlife Ecology	Core	2	20
STM 103	Integrated Hospitality Operations	Core	2	20
STM 104	Special Interest Tourism	Elective	1	10
STM 105	Leisure and Recreation Tourism	Core	2	20
SMK 300	Customer Care	Core	1	10
SFC 017	Communication Skills	Core	1	10
SRM	Background to Natural Resources	Elective	2	20
<b>SUB-TOTAL</b>			<b>13</b>	<b>130</b>

**YEAR TWO**

<b>Corse Code</b>	<b>Course Description</b>	<b>Status</b>	<b>Units</b>	<b>Credits</b>
STM 201	Cultural and Heritage Tourism	Core	2	20
STM 202	Tourism Economics	Core	2	20
STM 203	Tourism Policy & Planning	Core	2	20
STM 204	Tourism Marketing and Promotion	Core	2	20
STM 205	Sustainable Tourism Development	Core	2	20
SCP 100	Introduction to Computer	Core	1	10
SEC 124	Social Sciences Research Methods	Core	2	20
SPR 121	Critical Thinking and Argumentation	Elective	1	10
SME 311	Organization Behavior	Elective	1	10
<b>SUB-TOTAL</b>			<b>15</b>	<b>150</b>

**YEAR THREE**

<b>Course Code</b>	<b>Course Description</b>	<b>Status</b>	<b>Units</b>	<b>Credits</b>
STM 301	Events Planning and Management	Core	2	20
STM 302	Travel and Tour Operations Management	Core	2	20
STM 303	Tourism Entrepreneurship	Core	2	20
STM 305A	Tourism field Study	Core	1	10
STM 305 B	Tourism Internship	Core	1	10
STM 305 C	Special Project ( Dissertation)	Core	2	20
<b>S JB-TOTAL</b>			10	100

**1.2 BACHELOR OF TOURISM STUDIES (OLD- CURRICULUM)****I. YEAR ONE**

<b>Course Code</b>	<b>Course Title</b>	<b>Status</b>	<b>Units</b>	<b>Credits</b>
STS 101	Introduction to Tourism: Concepts, Theories and Systems	Core	2	20
STS 102	Tourism, Environment and Development	Core	2	20
STS 103	Tourism Economics	Core	2	20
STS 111	Tourism Marketing and Promotion	Core	2	20
STS 112	Principles of Wildlife Ecology and Management	Core	2	20
SGE 121	Background to Physical Resources	Core	2	20
SDS 101 A	Concepts/Theories of Social Development	Elective	1	10
SMK 300	Customer Care and Services	Elective	1	10
<b>SUB-TOTAL</b>			14	140

**II. YEAR TWO**

<b>Course Code</b>	<b>Course Title</b>	<b>Status</b>	<b>Units</b>	<b>Credits</b>
STS 202	Cross Cultural Communication	Core	2	20
STS 204	Museum Monuments and Heritage	Core	2	20

STS 210	Culture, Leisure and Recreation	Core	2	20
SEC 124 (former OTS 211)	Social Sciences Research Methods	Core	2	20
SCP 100	Communication Skills	Core	1	10
SFC 017	Introduction to Computer	Core	1	10
SFN 200	Introduction to Financial Management	Elective	1	10
SMI 100	IT and Computer application	Elective	1	10
<b>SUB-TOTAL</b>			12	120

### III. YEAR THREE

STS 301	Hospitality Management	CORE	2	20
STS 302	Tourism Travel Literature	CORE	2	20
STS 304	Community Based Tourism	CORE	2	20
STS 305A	Tourism Research Project 1: Field Study/trip	CORE	1	10
STS 305B	Tourism Research Project 1: Internship (8Weeks)	CORE	1	10
STS 305C	Dissertation	CORE	2	20
<b>SUB-TOTAL</b>			12	120

#### **STM 305 A- TOURISM FIELD STUDY**

- i) Tourism field study will be done by all second years' students (after completion of 200 series course). This is a compulsory field study to all BATM students.
- ii) The aim of tourism field study is expose tourism students with practical knowledge and skills from various destinations. The field study carries one (1) unit.
- iii) The destination to be visited each year will be selected by the department of tourism and hospitality in collaboration with deans and DVC academic offices.
- iv) The duration of the field study ranges from seven (7) days to 1(12) days

- v) At the end of the trip students are required to write a comprehensive field study and submit it after a month following decommission of the trip.
- vi) Tourism field study is cost sharing; students are required to contribute costs related to meals, accommodation, transport to and from the meeting destination and other associated costs upon the arrangements. The University will cover organization costs and any other charges as stipulated in cost sharing policy of University

### ***OTM 305 B- TOURISM INTERNSHIP***

- i) Tourism students are advised to attach themselves in one of the tourist service providers such as national parks, hotels, travel and tour companies, Museum etc.
- ii) The duration of the internship is eight (8) weeks
- iii) The main aim of the tourism internship are:-
  - a) To enable our students to integrate theory with practice
  - b) To introduce students to work culture and industrial practices
  - c) To provide opportunity for students to work with industrial practitioners
  - d) To expose students to potential employers
- iv) It is strictly prohibited for a student to attach themselves in their area of employment.
- v) Students can obtain introductory letter for internship from DRC's offices.
- vi) After student has been attached, a letter of confirmation must be sent to the SU- FASS-Tourism Department.

### ***OTM 305 C-TOURISM RESEARCH PROJECT (DISSERTATION)***

- i) Students are advised to propose three titles of their interest and email them to the Tourism Department there after the department will review the titles and give you feedback as either accepted/ accepted with few amendments/rejected and required to re-send.
- ii) Supervisors will be allocated to you immediately after your title have been accepted

## **1.3 CERTIFICATE COURSE IN TOUR GUIDING**

The Certificate in Tour Guiding course is professionally self-sustainable, that is, a graduate of the programme can satisfactorily perform professional duties bound by the Year acquired. At the same time, it is academically chained up with the advanced programmes such as Diploma and degree such that good performance at certificate Year qualifies one for a diploma course which in turn

leads one to a degree programme as BA-Tourism as well as other relevant degrees to be identified in the future.

### Entry Qualifications

Minimum entry qualification for the certificate course

is:- a) O-Year Certificate with at least 5 passes.

b) O-Year Certificate with at least two years of working experience in tourism and hospitality sector

### Course Duration

This course lasts for nine months divided into three trimesters as follows: three months (trimester one) of classroom instructions and examinations; three months (trimester two) of classroom instructions and examinations, and last three months (third trimester) of classroom instructions and practical training. The course is offered once a year, starting in October and ending in June, and graduating in November of each year as per SU academic calendar.

### Students' Workload (Unit Weight)

For the student to successfully complete the Certificate in Tour Guiding, she/he will be required to have a total of 14 units in the end of the course. Specifically, the student will be required to take a minimum of 17 units. The students are required to take three core courses in the first trimester, with each course having 2 units. In Trimester two, they must take four core courses, and have 1 elective course if they wish. Out of the four courses, one has 1 unit; three has 2 units and one elective with 1 unit. The last trimester (Trimester Three) will require the student to take 3 core courses, one core and elective with both 1 units and practical training with 3 units.

### Course Contents

Course Code	Course Name	Status	Unit	Trimester		
				1	2	3
SCT 001	Basic Concepts in Tourism	core	2			
SCT 002	Principles of Animal Ecology	core	1			
SCT 003	Introduction to Plant and Animal Taxonomy	core	1			

SCT 004	Tour Guide Skills and Technique	core	2			
SCT 005	Basic Concept in Travel and Tour Operations	core	2			
SCT 006	Customer Relations and Visitor Handling	core	2			
SCT 007	Verbal and non verbal communication	core	1			
SCT 008	Cultural Awareness and Heritage	core	1			
SCT 009	Introduction to French language	elective	1			
SCT 010	English for beginners	elective	1			
SCT 011	Field Practical	core	3			

## 7. DEPARTMENT OF SOCIOLOGY AND SOCIAL WORK

### Introduction

Until 2011/2012 The Department offered two sister programmes: Bachelor of Arts in Sociology and Bachelor of Arts in Social Work which were considered two in one-degree programme whereby students graduated either as social workers or as sociologists. The degree programmes were designed in such a way that, in the first two years, all students took the same subjects. From third year, students selected either to opt for Social work studies or for Sociology studies, hence the difference in the output. From the academic year 2017/2018, following a review of the Social work component of the two in one degree, Bachelor of social work became a standalone degree. The Bachelor of Arts in Social Work Degree (BASW) is being phased out. This will take two years' time to allow those students who joined Social Work prior to 2012 academic year to finish up their degree. No new social work students shall study under the SSS codes ie BASW as from 2018/19 onwards. Students wishing to study A Bachelor of Social Work degree must sign up for BSW with SSP codes.

The Department of Sociology and Social Work has recently reviewed the Bachelor of Sociology programme for TCU approval. The programme has been designed focusing on specializations including Medical, Social Welfare Administration and Rural Sociology to suit the current social demand. This



motivated the need to establish Master of Sociology which is highly in demand by the stakeholders. The ground work for the Master of Sociology was established and the Master of Arts in Sociology degree program document has also been sent to TCU for approval.

The department has also recently established two new programmes namely Bachelor of Arts in Social Psychology which has been approved by TCU and will be commencing this academic year. The second programme to commence this academic year is M.A Gender Studies (MAGS) which is in its final stages of approval by TCU.

## **1.2 Entry Qualification for the Bachelor Degrees**

Candidates for Social studies will be admitted on the basis of the University regulations, which govern admission process.

## **1.3 Subject Combination and Units Coverage for the Bachelor Degree**

There are 18 core courses for each field of study. Each of these courses has two units. The core courses thus accounts for 36 units. An addition of 4 units can be obtained from elective courses opted from various course including their respective departments. A total of 40 units will have to be covered by a student in order to qualify to graduate.

Besides opting for elective courses from their respective departments, students can also take courses from the following recommended courses: SDS (101A Concepts of Social Development), Faculty of Business Administration labour Law and Business Law) and within FASS department of Political Science (Public Administration and SDS (Concepts of Social development).

## **1.4 Assessment Procedure for undergraduate programmes**

1.4.1 Course work accounts for 30% which includes one main timed test (MTT).

The Annual Examination accounts for 70%, thus making a total of 100% score.

### **1.4.2 Students Field Practice**

After successful completion of the first Year courses, students will participate in field practice in second and third levels respectively. Part I and Part II field practice will be counted as one course each carrying 50%, thus making a 100% score for the two.

### **7.1 BACHELOR OF ARTS IN SOCIOLOGY (BASO – PHASING SU)**

The phasing out Courses structure for Bachelor of Arts in Sociology and Bachelor of Arts in Social Work Programmes are as shown in the table below:

#### **YEAR 1**

<b>Course Code</b>	<b>Course Title</b>	<b>Status</b>	<b>SU Units</b>	<b>TCU Credits</b>
SSS 101	Introduction to social work	Core	2	20
SSS 102	Introduction to sociology and anthropology	Core	2	20
SSS 103	Introduction to field instruction and practice	Core	2	20
SSS 104	Social aspects of population and gender	Core	2	20
SSS 105	Social Psychology	Core	2	20
SSS 106	Social welfare services	Core	2	20
SSS 107	Guidance and Counseling	Core	2	20
SSS 108	Social Research Methods and Computer Application	Core	2	20
SFC 017	Communication Skills	Core	1	10
SCP 100	Introduction to Computer	Core	1	10

#### **SOCIAL WORK OPTION**

#### **YEAR 2**

<b>Course Code</b>	<b>Course Title</b>	<b>Status</b>	<b>SU Units</b>	<b>TCU Credits</b>
SSS 201	Social Work theories and Methods	Core	2	20
SSS 202	Youth, Development and Entrepreneurship	Elective	2	20
SSS 203	Social Work Professional Ethics, Morals and Field Work Practice	Core	2	20
SSS 204 I	Block field Practice 1	Core	1	10
SSS 205a	Youth, Crime and Deviance	Core	2	20
SSS 206a	Population Health and Development	Core	2	20
SSS 207	Social Aspect of Criminology	core	2	20

**YEAR 3**

<b>Course Code</b>	<b>Course Title</b>	<b>Status</b>	<b>SU</b>	<b>TCU Credits</b>
SSS 204 II	Block field Practice II	Core	1	10
SSS 301 a	Gender Power and Development	Core	2	20
SSS 302	Family Law	Elective	2	20
SSS 303	Social Change Welfare and Aging	Core	2	20
SSS 304	Social Policy Planning and Evaluation	Core	2	20
SSS 305 a	Social Research Project Paper	Elective	2	20

***SOCIOLOGY OPTION*****YEAR 2**

<b>Course Code</b>	<b>Course Title</b>	<b>Status</b>	<b>SU Units</b>	<b>TCU Credits</b>
SSS 205b	Youth, Crime and Deviance	Core	2	20
SSS 206b	Population, Health and Development	Core	2	20
SSS 208	Rural and Urban Sociology	Core	2	20
SSS 209	Cultural Anthropology	Core	2	20
SSS 210	Field Practice I	Core	1	10
SSS 211	Industrial Sociology	Core	2	10
SSS 212	Community and Cooperative theory and Development	Elective	2	20

**YEAR 3**

<b>Course Code</b>	<b>Course Title</b>	<b>Status</b>	<b>SU Units</b>	<b>TCU Credits</b>
SSS 210 II	Field Practice II	Core	1	10
OSS 301b	Gender Power Development	Elective	2	20
OSS 306	Medical Sociology and Anthropology	Core	2	20
OSS 307	Anthropological analysis of East African Population	Elective	1	20
OSS 308	Globalization and Current Social Problem	Core	2	10
OSS 305b	Social Research Project Paper	Core	2	20

OFC 017	Communication Skills	Core	1	20
OCP 100	Introduction to Computer	Core	1	10

Bachelor of Arts in Sociology and Bachelor of Arts in Social work degree under OSS code above are in the process of being **phased out**. These two are no longer the two in one degree courses they used to be; they have been separated right from Year one. Students who are already registered to study under this mode will continue with their program until completion. Students pursuing this program will require 40 units to graduate. From academic year 2018/19 the department will offer the newly revised Bachelor of Arts in Sociology degree as a standalone programme subject to TCU approval.

## 7.2 BACHELOR OF ARTS IN SOCIOLOGY (NEW)

### YEAR I

Course Code	Course Title	Core/Elective	Units
OSS 121	Introduction to Sociology	Core	2
OSS 122	Introduction to Social Science Research Methods	Core	2
OSS 123	Classical Sociological Theory	Core	2
OSS 124	Introduction to social Psychology	Core	2
OSS 125	Critical thinking and argumentation	Core	2
OCP 100	Introduction to computer	Core	1
OFC 017	Communication skills	Core	1
<b>TOTAL</b>			<b>12</b>

**NOTE:** After successful completion of all core courses in Year I above, a student will be allowed to choose a specialization from options A, B or C. However, while doing a specialization course of one's choice, in Year II and III, students **MUST** also do compulsory courses in YEARS 2 and III respectively. Settable below on guide to units for BASO students.

### YEAR II

Course Code	Course Title	Core/Elective	Units
OSS 221	Contemporary Sociological Theory	Core	2

OSS 222	Social Science Research Methods	Core	2
OSS 223 a	Field Practice I	Core	1
<b>TOTAL</b>			<b>5</b>

**YEAR III**

<b>Course Code</b>	<b>Course Title</b>	<b>Core/Elective</b>	<b>Units</b>
OSS 321	Sociology of knowledge	Core	2
OSS 322	Poverty, wealth and inequality	Core	2
OSS 323	Globalization and social problems	Core	2
OSS 223 b	Field practice II	Core	1
<b>TOTAL</b>			<b>7</b>

**NOTE:** The three specialization courses A, B and C from which to choose from are as follows;

**(A) MEDICAL SOCIOLOGY SPECIALIZATION COURSES**

**YEAR II**

<b>Course Code</b>	<b>Course Title</b>	<b>Core/Elective</b>	<b>Units</b>
OSS 224	Cultural Anthropology	Core	2
OSS 225	Medical Sociology	Core	2
OSS 226	Population and Development	Core	2
<b>TOTAL</b>			<b>6</b>

**YEAR III**

<b>Course Code</b>	<b>Course Title</b>	<b>Core/Elective</b>	<b>Units</b>
OSS 325	Health systems in	Core	2
OSS 326	Reproductive health	Core	2
OSS 327	Stratification, Class and Health	Core	2
<b>TOTAL</b>			<b>6</b>

**(B) SOCIAL WELFARE AND ADMINISTRATION SPECIALIZATION COURSES**

**YEAR II**

<b>Course Code</b>	<b>Course Title</b>	<b>Core/Elective</b>	<b>Units</b>
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OSS 227	Introduction to Social Policies	Core	2
OSS 228	Community Development	Core	2
OSS 229	Social Welfare services	Core	2
<b>TOTAL</b>			<b>6</b>

**YEAR III**

<b>Course Code</b>	<b>Course Title</b>	<b>Core/Elective</b>	<b>Units</b>
OSS 328	Social policy analysis	Core	2
OSS 329	Gender and development	Core	2
OSS 330	Social planning and Evaluation	Core	2
<b>TOTAL</b>			<b>6</b>

*(C) RURAL SOCIOLOGY SPECIALIZATION COURSES*

**YEAR II**

<b>Course Code</b>	<b>Course Title</b>	<b>Core/Elective</b>	<b>Units</b>
OSS 231	Introduction to rural sociology	Core	2
OSS 232	Sociology and rural development	Core	2
OSS 233	Peasant economy	Core	2
<b>TOTAL</b>			<b>6</b>

**YEAR III**

<b>Course Code</b>	<b>Course Title</b>	<b>Core/Elective</b>	<b>Units</b>
OSS 331	Rural cooperatives	Core	2
OSS 332	Agrarian social structure and social change	Core	2
OSS 333	Rural Urban contrast	Core	2
<b>TOTAL</b>			<b>6</b>

**Guide to units for BASO students**

<b>Year</b>	<b>OPTION A</b>	<b>OPTION B</b>	<b>OPTION C</b>
<b>I</b>	ALL (12)	ALL (12)	ALL (12)
<b>II</b>	Year II (5) + Option A II (6)	Year II (5) + Option B II (6)	Year II (5) + Option C II (6)
<b>III</b>	Year III (7) + Option A III (6)	Year III (7) + Option B III (6)	Year III (7) + Option C III (6)
<b>TOTAL</b>	<b>36</b>	<b>36</b>	<b>36</b>

### **7.3 BACHELOR OF SOCIAL WORK (BSW)**

The Bachelor of Social Work (BSW) is a new social work professional degree. This degree began in the academic year 2012/2013. This option is only for Bachelor of Social Work entrants from the 2012/2013 academic year. Students taking Bachelor of Social Work degree program require 36 units to graduate as indicated below.

#### **YEAR ONE**

<b>Course Code</b>	<b>Course Title</b>	<b>SU Units</b>	<b>TCU Credits</b>	<b>Status</b>
OFC 017	Communication Skills	1	10	Core
OCP 100	Introduction to Computer	1	10	Core
OSS 102	Introduction to Sociology and Anthropology	2	20	Core
OSP 101	Introduction to Social Work	2	20	Core
OSP 102	Social Work Professional Ethics	2	20	Core
OSP 103	Social Work Research Methods I	2	20	Core
OSP 104	Introduction to Psychology for Social Workers	2	20	Core
		<b>12</b>	<b>120</b>	

#### **YEAR TWO**

<b>Course Code</b>	<b>Course Title</b>	<b>SU Units</b>	<b>TCU Credits</b>	<b>Status</b>
OSP 201	Human Behaviour and the Social Environment	2	20	Core
OSP 202	Empowering Marginalized Populations	2	20	Core
OSP 203	Introduction to Social Welfare Policies	2	20	Core
OSP 204	Social Work Practice with Individuals, and Families	2	20	Core
OSP 205	Social Work Practice with Groups	2	20	Core
OSP 206	Social Work Practice with Organizations	2	20	Core
OSP 207	Social Work Practice with Communities	2	20	Core
OSP 208	Introduction to Field Practice	2	20	Core

OSP 304	Field Practice I (Block)	1	20	Core
		<b>17</b>	170	

### YEAR THREE

Course Code	Course Title	SU Units	TCU Credits	Status
OSP 301	Social Welfare Policy Analysis and Evaluation	2	20	Core
OSP 302	Social Work Research Methods II	2	20	Core
OSP 303	Social Work Research Project	2	20	Core
OSP 304 II	Field Practice II (Block)	1	10	Core
		<b>7</b>	70	

### 7.4 BACHELOR OF SOCIAL PSYCHOLOGY (BA PS)

The Courses for Bachelor of Arts in Social Psychology Programmes are as shown in the table below:

#### YEAR I

Code	Course	TCU Units	SU Units	Status
SPS 101	Introduction to Psychology	20	2	Core
SPS 102	Biopsychology	20	2	Core
SPS 103	Theoretical Approaches on behaviour	20	2	Core
PSC 104	Psychology Specializations	20	2	Core
SPS 105	Fundamentals of Psychological Research	20	2	Core
OFC 017	Communication Skills	10	1	Core
OCP 100	Introduction to Computer Studies	10	1	Core

#### YEAR II

Code	Course	TCU Units	SU Units	Status
SPS 201	Introduction to Social Psychology	20	2	Core



SPS 202	Social Perception	20	2	Core
SPS 203	Social Cognition	20	2	Core
SPS 204	The Self Concept in the Social Context	20	2	Core
SPS 205	Field Practice I	20	2	Core
SPS 206	Introduction to Statistics for Psychologists	20	2	Core

### **YEAR III**

<b>Code</b>	<b>Course</b>	<b>TCU Units</b>	<b>SU Units</b>	<b>Status</b>
SPS 301	Attitude and Persuasion	20	2	Core
SPS 302	Social Influence on Behaviour	20	2	Core
SPS 303	Social Relations	20	2	Core
SPS 304	Social Interaction	20	2	Core
SPS 305	Applied Social Psychology	20	2	Core
SPS 306	Field Practice II	20	2	Core

## **8. DEPARTMENT OF JOURNALISM AND MEDIA STUDIES**

### **Introduction**

The Department of Journalism and Media Studies offer both undergraduate and postgraduate degree programmes. Details for postgraduate programmes are provided under item 9.1 and 9.2 below. The undergraduate programmes include BA Journalism and BA Mass communication. These degree programmes are designed in such a manner that during the first year of the studies, all students i.e. those taking

B.A Journalism and those pursuing BA Mass Communication follow the same subjects though with different code numbers. At the second and third level, however, the students taking Journalism undertake some courses which Mass Communication students do not take and vice versa, hence the difference in their output. Thus at the end students will graduate as Journalists or as Public Relations Officers/Corporate Secretaries.

### **Entry Qualification**

Candidates for Journalism and Media Studies will only be admitted on the basis of the 's rules and regulations which govern the admission process.

### **Subject Combination**

There are 23 core and 2 elective subjects for BA Journalism and 25 core and 2 elective subjects for BA Mass Communication. A total number of 39 units have to be covered by all students of Journalism and Mass Communication respectively in order to graduate.

### **Assessment Procedure**

Timed Tests account for 30% and Annual Examination 70% to the BA Journalism and BA Mass Communication course work, thus making total of 100% score.

### **Students Field Work/Practicum**

All students will be required to undertake practicum every year. The practicum includes publication of features and news stories and field attachment. At each Year the student must publish four news stories and four feature stories on local or international mass media (Radio or Tv or Newspaper or Newsletter or a combination of two or more media). At the end of Year three the student will have published and submitted to the Department for assessment 12 news stories and 12 feature stories. In his/her second and third Year the student will also be required to attend for a field attachment (internship) in any media house or advertising agency or any organization with public relations or communication unit or department. The practicum will enable students to fetch two units at each Year (3levels x 2units =6units).

## **8.1 BACHELOR OF ARTS IN JOURNALISM (BA JOURNALISM)**

### **Year ONE**

<b>Course Code</b>	<b>Course Name</b>	<b>Status</b>	<b>SU Units</b>	<b>TCU Credit</b>
SJO 121	Introduction to Journalism and Mass Communication	Core	2	20
SJO 122	News Reporting – I	Core	2	10
SJO 123	Introduction to Media Law and Ethics	Core	2	20
SJO 124	Practicum	Core	1	10
SJO 125	English for the Media	Elective	1	10

SJO 126	n Language	Elective	1	10
SCP 100	Introduction to Computer	Core	1	10
SFC 017	Communication Skills	Core	1	10
SPR 121	Critical Thinking and Argumentation	Core	1	10
SDS 101 A	Concepts and Theories of Social Development	Core	1	10
<b>TOTAL UNITS FOR THIS SEMESTER</b>			<b>11</b>	<b>110</b>

### Year TWO

Course Code	Course Name	Status	SU Units	TCU Credit
SJO 220	Practicum	Core	1	10
SJO 221	News Reporting – II	Core	2	20
SJO 222	Features and Opinion Writing	Core	2	20
SJO 223	Photo Journalism	Core	1	10
SJO 224	Media Law and Ethics	Core	2	20
SJO 225	Editing, Layout and Graphics	Core	1	10
SJO 226	Media Research	Core	2	20
SJO 227	Broadcasting: Radio, Television	Core	2	20
SJO 228N*	Specialized Reporting: HIV & AIDS, Environment.	Core	1	10
<b>TOTAL UNITS FOR THIS YEAR</b>			<b>14</b>	<b>140</b>

### Year THREE

Course Code	Course Name	Status	SU Unit	TCU Credit
SJO 320	Practicum	Core	1	10
SJO 321N*	Specialized Reporting: Edutainment, Court Reporting, Political Reporting and Business Reporting	Core	2	20
SJO 322	New Media Technologies	Core	2	20
SJO 323	Media Management	Core	2	20
SJO 324N	Investigative Journalism	Core	2	20

SJO 325N	Dissertation	Core	5	50
<b>TOTAL UNITS FOR THIS YEAR</b>			<b>14</b>	<b>140</b>

\*N=new course

NOTE: From academic year (2018/2018) course codes for the BA Mass communication Programme have changed from “SJO” to “SMC” for all series as indicated in the table below to reflect the name of the programme.

### **8.2 BACHELOR OF ARTS IN MASS COMMUNICATION (B.A. MASS COM) YEAR ONE**

<b>Course Code</b>	<b>Course Name</b>	<b>Status</b>	<b>SU Unit</b>	<b>TCU Credit</b>
SMC 121	Introduction to Journalism and Mass Communication	Core	2	20
SMC 122	News Reporting – I	Core	2	20
SMC 123	Introduction to Media Law and Ethics	Core	2	20
SMC 124	Practicum	Core	2	20
SMC 125	English for the Media	Elective	1	10
SCP 100	Introduction to Computer	Core	1	10
SFC 017	Communication Skills	Core	1	10
SPR 121	Critical Thinking and Argumentation	Core	1	10
SDS 101 A	Concepts and Theories of Social Development	Core	1	10
<b>TOTAL UNITS FOR THIS YEAR</b>			<b>12</b>	<b>120</b>

### **YEAR TWO**

<b>Course Code</b>	<b>Course Name</b>	<b>Status</b>	<b>SU Unit</b>	<b>TCU Credit</b>
SMC 220	Practicum	Core	2	20
SMC 221	News Reporting – II	Core	2	20
SMC 222	International Issues in Mass Communication	Core	1	10
SMC 223	Advertising I	Core	1	10
SMC 224	Media Law and Ethics	Core	2	20
SMC 225	Editing, Layout and Graphics	Core	1	10

SMC 226	Media Research	Core	2	20
SMC 227	Broadcasting: Television and Radio	Core	2	20
SMC 228	Specialized Reporting: HIV & AIDS, Environment or Local Government.	Core	2	20
SMC 229	Public Relations I	Core	1	10
<b>TOTAL UNITS FOR THIS YEAR</b>			<b>16</b>	<b>160</b>

### YEAR THREE

Course Code	Course Name	Status	SU Units	TCU Credit
SMC 320	Practicum	Core	2	20
SMC 321	Specialized Reporting: Edutainment, Court Reporting Political Reporting and Business Reporting	Core	2	20
SMC 322	New Media Technologies	Core	2	20
SMC 323	Media Management	Core	2	20
SMC 324	Public Relations II	Core	2	20
SMC 325	Dissertation	Core	5	50
SMC 326	Advertisement II	Core	1	10
<b>TOTAL UNITS FOR THIS YEAR</b>			<b>16</b>	<b>160</b>

### OLD CODES EQUIVALENT TO NEW CODES FOR BA JOURNALISM

Old Code	New Code	Course Name
SJO 230	SJO 220	Practicum
SJO 231	SJO 228N	Specialized Reporting: HIV & AIDS, Environment.
SJO 321	SJO 324N	Investigative Journalism
SJO 326	SJO 325N	Dissertation
SJO 328	SJO 321N	Specialized Reporting: Edutainment, Court Reporting Political Reporting and Business Reporting
SJO 327	SJO 320	Practicum

**OLD CODES EQUIVALENT TO NEW CODES FOR BA MASS COMMUNICATION**

<b>Old Code</b>	<b>New Code</b>	<b>Course Name</b>
SJO 121	SMC 121	Introduction to Journalism and Mass Communication
SJO 122	SMC 122	News Reporting – I
SJO 123	SMC 123	Introduction to Media Law and Ethics
SJO 124	SMC 124	Practicum
SJO 125	SMC 125	English for the Media
SJO 126	SMC 126	N LANGUAGES
SJO 230	SMC 220	Practicum
SJO 221	SMC 221	News Reporting – II
SJO 232	SMC 222	International Issues in Mass Communication
SJO 229	SMC 223	Advertising I
SJO 224	SMC 224	Media Law and Ethics
SJO 225	SMC 225	Editing, Layout and Graphics
SJO 226	SMC 226	Media Research
	SMC 227	Broadcasting: Television and Radio
SJO 231	SMC 228	Specialized Reporting: HIV & AIDS, Environment or Local Government.
SJO 228	SMC 229	Public Relations I
SJO 327	SMC 320	Practicum
SJO 328	SMC 321	Specialized Reporting: Edutainment, Court Reporting Political Reporting and Business Reporting
SJO 322	SMC 322	New Media Technologies
SJO 323	SMC 323	Media Management
SJO 324	SMC 324	Public Relations – II
SJO 326	SMC 325	Dissertation
SJO 325	SMC 326	Advertisement – II

## **FACULTY OF ARTS AND SOCIAL SCIENCES HIGHER DEGREE PROGRAMMES**

The Faculty offers the following postgraduate studies programmes:

### **1.0 MASTERS DEGREES AND POSTGRADUATE DIPLOMAS**

1.1 There are two broad categories of Master of Arts Degrees:

1.1.1 Master of Arts Degree by Thesis

1.1.2 Master of Arts Degree by Coursework (Evening and Hybrid Executive Modes).

Masters degrees and postgraduate diplomas to be offered by FASS during the 2015/16 academic year

- i) Masters of Social work (*MSW*) –*Hybrid Executive* ii) Masters of Arts in Gender Studies (*MA GS*)-*Thesis, Evening & Hybrid Executive*
- iii) Masters of Science in Economics (*MSc. Economics*) –*Evening and Hybrid Executive* iv) Masters in Community Economic Development (*MCED*)-*Hybrid Executive, evening*
- vi) Masters of Arts in Monitoring and Evaluation (*MA M&E*)-*Evening & Hybrid Executive*
- vii) vi) Masters in Tourism Planning and Management (*MTPM*)-*Thesis, Evening & Hybrid Executive*
- vii) Masters of Arts in History (*MA HIST*)-*Thesis, Evening and Hybrid Executive*
- viii) Masters of Arts in Natural Resource Assessment and Management (*MANRAM*)- *Evening and Hybrid Executive*
- ix) Masters of Arts in International Cooperation and Development (*MA ICD*)- *Evening and Hybrid Executive*
- x) Masters of Arts in Governance and Leadership (*MA GL*)- *Evening and Hybrid Executive*
- xi) Master of Humanitarian Action, Cooperation and Development (*MHACD*)-*Evening and Hybrid Executive*
- xii) Masters of Arts in Linguistics (*MA Ling*)-*Thesis*
- xiii) xiv) Master of Arts in Geography (*M.A. Geogr*)-*Thesis*
- xv) Masters of Arts in Mass Communication (*MA MC*)- *Evening and Hybrid Executive*

xvi) Masters of Arts in Journalism (*MA Journalism*)- *Evening and Hybrid Executive*

xvii) *Masters in Library Information Management (MLIM)-Hybrid Executive*

xviii) Post Graduate Diploma in Social Work- (*PGDSW*)- *Hybrid and distance*

**Note:** Any of the listed executive programmes can be run at any regional centre with at least 10 students

1.3 Owing to some expected problems of staffing and other course management difficulties, there is a likelihood that some of the courses shown above will be offered in alternate years.

1.4 **Minimum Entry Qualifications**  
These will be as specified in the General Regulations Governing Masters Degrees.

1.5 **Registration**

1.5.1 Candidates will be registered to the distance Master's Degree by either coursework study followed by research leading to a dissertation: or by

1.5.2 Research leading to a thesis without a prescribed coursework component.

1.5.3 A candidate intending to do his/her Masters by thesis will have to abide by the following procedures:

- Register as a provisional student after satisfying the admission requirements for the programme;
- Submit an acceptable statement of a research topic to the faculty to obtain stage I registration;
- Acquire full registration (stage II) after submitting within a period of nine months a proposal approved by the Faculty Board, Postgraduate Studies Committee and Senate;

1.5.4 Candidates registered for the Master's degree programme *by thesis* research, may on recommendation of the faculty be required to undertake some formal courses relevant to their subjects of study.



- 1.5.5 A *thesis* candidate shall upon admission be assigned a supervisor(s) appointed by the Senate on recommendation of the faculty. The supervisor(s) will be responsible for guiding the candidate in his or her research and shall periodically submit reports on the candidate's progress.
- 1.5.6 Candidates registered for the coursework and dissertation programme shall proceed to the dissertation phase after they have successfully completed at least two thirds of their coursework.
- 1.5.8 Candidates who qualify to continue with dissertation research after the coursework part shall be required to submit, in partial fulfilment of the Master's Degree requirements, a dissertation.

## **2.0 Department of Political Science and Public Administration**

The Department of Political Science and Public Administration offers three postgraduate degree programmes. These programmes are Master of Arts in Governance and Leadership (MAGL), Master of Arts in International Cooperation and Development (MICD), and Master of Humanitarian Action, Cooperation and Development (MHACD).

## **MASTER OF ARTS IN GOVERNANCE AND LEADERSHIP (MAGL)**

### **Rationale**

The rationale behind establishing the Master of Arts Programme in Governance and Leadership is based on the envioning political and economic crises in Zambia in particular and Africa in general, which are indicative of the lack governance and leadership skills herein. The recurrence of intra- and inter-ethnic clashes, clashes within the communities and political organizations, cases of graft and corruption, and mismanagement of public resources have been very rampant. The Department therefore finds it imperative to intervene and contribute to alleviating those socio political and economic anomalies in terms

of research and training by offering a Master of Arts program in Governance and Leadership (MAGL).

### **Educational Aims of the Programme**

The objectives of the programme are to:

Train (potential) leaders and managers on the best and participatory way to work in the government and communities

Generate knowledge and information that will permit local leaders to make informed decisions

Encourage a high degree of local participation in making well informed economic choices

Assist in building sustainable institutions that will assure equitable sharing of the benefits of those choices

Build capacity among practitioners working in communities

### **Admission Requirements**

Candidates holding the following qualifications are eligible for admission into the MA-GL Programme:

- (i) An Honors degree in any field of study.
- (ii) An advanced diploma from any recognized institution with second class or above with working experience of at least two years in community economic development related fields.

### **Programme Design**

Master of Arts is an 18 –month, 18 units (180 TCU credits) programme. Each student is required to undertake four (4) core courses and at least two (2) elective courses. The program is offered through a cycle of three trimesters. Each trimester is composed of two courses with six parts each to be covered in twelve weeks. The course undertaking in a trimester depends on the teaching timetable, but students are advised to start doing their research works in the second trimester during which the Advanced Research Methodology course is taught, and have another four months to work on a dissertation.

### **Programme Structure**

<b>Code</b>	<b>Course Title</b>	<b>Units</b>	<b>Status</b>
SPS 601	Advanced Political Theory	2	Core
SPS 602	Leadership, Governance and Development	2	Core
SPS 603	Advanced Research Methodology	2	Core

SPS 604	Leadership Ethics and Public Accountability	2	Core
SPS 605	Political Parties, Democracy and Elections	2	Elective
SPS 606	Organization Behaviour	2	Elective
SPS 607	Advanced Public Policy Analysis	2	Elective
SPS 608	Strategic and Human Resource Management	2	Elective
SPS 609	Advanced Public Administrative Law	2	Elective
SPS 699	Masters Dissertation	6	Core
<b>Total Units</b>		<b>18</b>	

SEMESTERS	Units to be taken/Status				Grand total	Equivalent TCU credits
	Core	Equivalent TCU credits	Elective	Equivalent TCU credits		
Trimester I	04	40	-		04	40
Trimester II	02	20	02	20	04	40
Trimester III	02	20	02	20	04	40
Dissertation	06	60	-	-	06	60
<b>Total</b>	<b>14</b>	<b>140</b>	<b>04</b>	<b>40</b>	<b>18</b>	<b>180</b>

### Mode of Delivery

The programme is offered through blended/hybrid mode based on the analysis of theoretical texts, cases, and interactive face-to-face and e-learning platform known as Modular Object Oriented Dynamic Learning Environment (**MOODLE**).

### Assessment Strategy

Students are assessed through a term paper, participation in MOODLE discussion fora, and Final Examination. Assessment explores candidate's ability to analyze issues and make arguments on the subject matter.

### Assessment Regulations

The following regulations apply for the assessment of the programme: a) Each course will be evaluated as follows: Term Paper (Individual Assignment) 30% Participation 20% Final Examination 50%  
**Total 100%**

(b) The pass mark for this programme is 50% (B)

### **Dissertation**

The dissertation is an independent study done by the student under supervision. Each candidate is allocated a supervisor with whom he/she shall have regular contacts during the period of research. A candidate has to undertake an applied research in any area related to Governance and Leadership under the themes to be proposed by the Department, and submit a dissertation of approximately 15,000- 20,000 words as partial fulfilment of the award of Master of Arts degree in Governance and Leadership. In evaluating the dissertation, the approved regulations of the University regarding dissertation apply. The mode of evaluation for the dissertation comprises 100% and is evaluated independently.

Before the candidate is allowed to proceed with the thesis research phase of the Masters programme, the candidate must successfully complete the coursework part with a mean overall grade of “B” or above (i.e. GPA of at least 3.0) in all chosen /pursued core courses listed.

### **Grading system**

<b>GRADE</b>	<b>MARKS</b>	<b>GRADE POINT</b>	<b>QUALITY</b>
A	70%-100%	4.4-5.0	Excellent
B+	60-69%	4.0- 4.3	Very Good
B	50-59%	3.0-3.9	Good Pass
C	40-49%	2.0-2.9	Marginal Fail
D	35-39%	1.0-1.9	Fail
E	0-34%	0.-0.9	Absolute Fail

**NOTE:**

A Candidate who fails in only one of the courses undertaken in a trimester is allowed to sit for supplementary examination.

A candidate who fails in a repeated subject will be deregistered from the MA-GL.

A candidate whose overall grade point is below a “B” (i.e. below GPA OF

3.0) in the coursework part shall be discontinued from studies.

**Final Award/Graduation Requirements**

The minimum pass mark for any course is “B” or 50%. Candidates, who successfully complete the required units and dissertation, qualify upon approval by Senate of the for the award of Masters of Arts in Governance and Leadership (MAGL) degree. The MAGL degree is not classified.

**Fee Structure**

The fee for all university programmes is published in the relevant section in this prospectus.

**MASTERS OF ARTS IN INTERNATIONAL COOPERATION AND DEVELOPMENT (MICD)**

The Masters programme in International Cooperation and Development (MICD) is a three trimester’s programme that benefits from the experience of a high qualified team of lecturers who are specialized in various areas of international cooperation and Development such as Development Aid, International and Development Economics, Political Science, International Security and International Law. The programme is highly motivating for those who intend to work either in NGOs or enterprises with international activities or in the framework of multilateral institutions.

**Educational Aims of the Programme**

The objectives of the programme are:

To instill current and future international practitioners with the best working tools in this sovereignty-sensitive international community;

To generate knowledge, information and analytical capacity on international affairs that will permit international practitioner to make informed decisions both at home and abroad;

To implant actors with an ability to act as change agents and manipulator of various foreign affairs, and encourage a high degree of international participation in making well informed political, social and economic choices;

To assist in reaching out sustainable international agreements that will ensure equitable sharing of the benefits of global resources; and

To build capacity among candidates on how to deal with controversies of cross-border nature, and minimize the possibilities of conflicts and war; hence stabilized international peace and security.

### **Admission Requirements**

Candidates holding the following qualifications are eligible for admission into the MICD Programme:

- (iii) An Honors degree in any field of study.
- (iv) An advanced diploma from any recognized institution with second class or above with working experience of at least two years in community economic development related fields.

### **Programme Design**

Master of Arts is an 18 –month, 18 units (180 TCU credits) programme. Each student is required to undertake five (5) core courses and at least one (1) elective course. The programme is offered through a cycle of three trimesters. Each trimester is composed of two courses with six parts each to be covered in twelve weeks. The course undertaking in a trimester depends on the teaching timetable, but students are advised to start doing their research works in the second trimester during which the Advanced Research Methodology course is taught, and have another four months to work on a dissertation.

### **Programme Structure**

<b>Code</b>	<b>Course Title</b>	<b>Units</b>	<b>Status</b>
SIR 601	International Cooperation and Development Policies	2	Core
SIR 602	International Politics and Security	2	Elective
SPS 603	Advanced Research Methodology	2	Core
SIR 604	African International Relations and Diplomacy	2	Core
SIR 603	International Political Economy	2	Core

SIR 605	Public International Law	2	Core
SPS 601	Advanced Political Theory	2	Elective
SPS 699	Methodology and Masters Dissertation	6	Core
<b>Total Units</b>		<b>18</b>	

Levels	Units to be Taken/Status				Grand total	Equivalent TCU credits
	Core	Equivalent TCU credits	Elective Units	Equivalent TCU credits		
Trimester I	02	20	02	20	04	40
Trimester II	04	40	-	-	04	40
Trimester III	04	40	-	-	04	40
Dissertation	06	60	-	-	06	60
<b>Total</b>	<b>16</b>	<b>160</b>	<b>-</b>	<b>20</b>	<b>18</b>	<b>180</b>

### Mode of Delivery

The programme is offered through blended/hybrid mode based on the analysis of theoretical texts, cases, and interactive face-to-face and e-learning platform known as Modular Object Oriented Dynamic Learning Environment (**MOODLE**).

### Assessment Strategy

Students are assessed through a term paper, participation in MOODLE discussion fora, and Final Examination. Assessment explores candidate's ability to analyze issues and make arguments on the subject matter.

### Assessment Regulations

The following regulations apply for the assessment of the programme:

- a) Each course will be evaluated as follows: Term Paper (Individual Assignment) 30%  
 Participation 20% Final Examination 50%  
**Total 100%**

(b) The pass mark for this programme is 50% (B)

## **Dissertation**

The dissertation is an independent study done by the student under supervision. Each candidate is allocated a supervisor with whom he/she shall have regular contacts during the period of research. A candidate has to undertake an applied research in any area related to International Cooperation and Development under the themes to be proposed by the Department, and submit a dissertation of approximately 15,000- 20,000 words as partial fulfilment of the award of Master of Arts degree in International Cooperation and Development. In evaluating the dissertation, the approved regulations of the regarding dissertation apply. The mode of evaluation for the dissertation comprises 100% and is evaluated independently.

Before the candidate is allowed to proceed with the thesis research phase of the Masters programme, the candidate must successfully complete the coursework part with a mean overall grade of “B” or above (i.e. GPA of at least 3.0) in all chosen /pursued core courses listed.

## **Grading system**

<b>GRADE</b>	<b>MARKS</b>	<b>GRADE POINT</b>	<b>QUALITY</b>
A	70%-100%	4.4-5.0	Excellent
B+	60-69%	4.0- 4.3	Very Good
B	50-59%	3.0-3.9	Good Pass
C	40-49%	2.0-2.9	Marginal Fail
D	35-39%	1.0-1.9	Fail
E	0-34%	0.-0.9	Absolute Fail

## **NOTE:**

A Candidate who fails in only one of the courses undertaken in a trimester is allowed to sit for supplementary examination.

A candidate who fails in a repeated subject will be deregistered from the MICD.

A candidate whose overall grade point is below a “B” (i.e. below GPA OF

3.0) in the coursework part shall be discontinued from studies.



### **Final Award/Graduation Requirements**

The minimum pass mark for any course is “B” or 50%. Candidates, who successfully complete the required units and dissertation, qualify upon approval by Senate for the award of Masters of Arts in Governance and Leadership (MICD) degree. The MICD degree is not classified.

### **Fee Structure**

The fee for all university programmes is published in the relevant section in this prospectus.

### **MASTER OF HUMANITARIAN ACTION, COOPERATION AND DEVELOPMENT (MHACD)**

The Master of Humanitarian Action, Cooperation and Development (MHACD) programme offers a wide approach to issues concerning humanitarian actions well as to methodological research procedures. The programme benefits from the experience of a highly qualified team of lecturers who are specialized in various areas of Humanitarian and Development Aid, such as Management of NGOs, Design and Implementation of Projects on Humanitarian Action, international and Development Economics, Political Science, International Security, and International Humanitarian Law.

### **Educational Aims of the Programme**

The programme objective is to enhance knowledge of and develop practical competences in:

- Providing humanitarian and development professionals with the awareness and understanding of policy and practice environments essential for effective action in development and emergency contexts;
- Understanding of specific contexts of humanitarian actions, particularly violent, turbulent or conflict environments as well as the urban and built environments, and their impacts on the nature of humanitarian responses;
- Understanding a range of theories, concepts and analysis in order to investigate specific issues related to the different dimensions and challenges of humanitarian actions;
- Encouraging cooperation and dialogue between governmental, nongovernmental, national and international agencies involved in humanitarian action;
- Creating effective synergy between emergency humanitarian interventions and sustainable development

## Admission Requirements

Candidates holding the following qualifications are eligible for admission into the MHACD Programme:

- (i) An Honors degree in any field of study.
- (ii) An advanced diploma from any recognized institution with second class or above with working experience of at least two years in community economic development related fields.

## Programme Design

Master of Arts is an 18 –month, 18 units (180 TCU credits) programme. Each student is required to undertake four (4) core courses and at least two (2) elective courses. The program is offered through a cycle of three trimesters. Each trimester is composed of two courses with six parts each to be covered in twelve weeks. The course undertaking in a trimester depends on the teaching timetable, but students are advised to start doing their research works in the second trimester during which the Advanced Research Methodology course is taught, and have another four months to work on a dissertation.

## Programme Structure

Code	Course title	Units	Status
SHA 601	Crisis, Reconstruction and Development	2	Core
SHA 602	Strategic Management of NGOs and Humanitarian Missions	2	Core
SIR 601	International Cooperation and Development Policies	2	Elective
SHA 603	Public Health and Humanitarian Issues	2	Core
SIR 602	International Politics and Security	2	Elective
SPS 602	Leadership, Governance and Development	2	Elective
SPS 603	Advanced Research Methodology	2	Core
SIR 605	Public International Law	2	Elective
SIR 699	Masters Research Projects (Dissertation)	6	Core

<b>Total Units</b>	<b>18</b>	
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<b>Levels</b>	<b>Units to be taken/Status</b>				<b>Grand total</b>	<b>Equivalent TCU credits</b>
	<b>Core</b>	<b>Equivalent TCU credits</b>	<b>Elective</b>	<b>Equivalent TCU credits</b>		
Trimester I	04	40	-		04	40
Trimester II	02	20	02	20	04	40
Trimester III	02	20	02	20	04	40
Dissertation	06	60	-	-	06	60
<b>Total</b>	<b>14</b>	<b>140</b>	<b>04</b>	<b>40</b>	<b>18</b>	<b>180</b>

### **Mode of Delivery**

The programme is offered through blended/hybrid mode based on the analysis of theoretical texts, cases, and interactive face-to-face and e-learning platform known as Modular Object Oriented Dynamic Learning Environment (MOODLE)

### **Assessment Strategy**

Students are assessed through a term paper, participation in MOODLE discussion fora, and Final Examination. Assessment explores candidate's ability to analyze issues and make arguments on the subject matter.

### **Assessment Regulations**

The following regulations apply for the assessment of the programme: a) Each course will be evaluated as follows: Term Paper (Individual Assignment) 30%  
Participation 20% Final Examination 50%  
**Total 100%**

(b) The pass mark for this programme is 50% (B)

### **Dissertation**

The dissertation is an independent study done by the student under supervision. Each candidate is allocated a supervisor with whom he/she shall have regular contacts during the period of research. A candidate has to undertake an applied research in any area related to Humanitarian Action, Cooperation and Development under the themes to be proposed by the Department, and submit a dissertation of approximately 15,000- 20,000 words as partial fulfilment of the award of the degree of Master of Humanitarian Action, Cooperation and Development. In evaluating the dissertation, the approved regulations of the regarding dissertation apply. The mode of evaluation for the dissertation comprises 100% and is evaluated independently.

Before the candidate is allowed to proceed with the thesis research phase of the Masters programme, the candidate must successfully complete the coursework part with a mean overall grade of “B” or above (i.e. GPA of at least 3.0) in all chosen /pursued core courses listed.

### **Grading system**

<b>GRADE</b>	<b>MARKS</b>	<b>GRADE POINT</b>	<b>QUALITY</b>
A	70%-100%	4.4-5.0	Excellent
B+	60-69%	4.0- 4.3	Very Good
B	50-59%	3.0-3.9	Good Pass
C	40-49%	2.0-2.9	Marginal Fail
D	35-39%	1.0-1.9	Fail
E	0-34%	0.-0.9	Absolute Fail

### **NOTE:**

A Candidate who fails in only one of the courses undertaken in a trimester is allowed to sit for supplementary examination.

A candidate who fails in a repeated subject will be deregistered from the MHACD.

A candidate whose overall grade point is below a “B” (i.e. below GPA OF 3.0) in the coursework part shall be discontinued from studies.

### **Final Award/Graduation Requirements**

The minimum pass mark for any course is “B” or 50%. Candidates, who successfully complete the required units and dissertation, qualify upon approval by Senate for the award of Master of Humanitarian Action, Cooperation and Development (MHACD) degree. The MHACD degree is not classified.

### **Fee Structure**

The fee for all university programmes is published in the relevant section in this prospectus.

## **3.0 DEPARTMENT OF GEOGRAPHY**

### ***MASTER OF ARTS IN NATURAL RESOURCE ASSESSMENT AND MANAGEMENT (M.A. NRAM)***

The Department of Geography offers a Master of Arts in Natural Resource Assessment and Management MA (NRAM) degree conducted through blended mode. The programme covers resource and environmental assessment, planning and management to a wide range of students with different backgrounds in social or natural sciences related to Geography. The goal is to meet the acute need for high Yearmanpower in developing countries like in resource and environmental assessment, planning and management for sustainable development.

### **Objectives of the programme**

The main objective of the MA (NRAM) Programme is to equip professionals with innovative knowledge, skills and values in integrated natural resource assessment and management in order to enhance understanding of current natural resource management and environmental issues. It is intended to mainstream environmental and natural resource issues in development planning and poverty reduction. It provides training on how to link global, national and local concerns, poverty issues, and natural resource management.

### **Eligibility for Admission**

The applicant with Bachelor’s degree in Social Sciences or Education with Geography as one of the courses covered with at least a lower second class honours or its equivalent.

Candidates who hold unclassified degrees should have a credit or, a distinction in the subject of the intended Master's Degree. Candidates with a Pass Degree will also be considered for admission, if their undergraduate performance in the proposed subject of study was a B grade average or above.

### **Duration**

MA (NRAM) by coursework shall be completed in a minimum period of 18 months

### **Programme Structure**

Students registered for MA (NRAM) by coursework and dissertation must complete the coursework part with an average grade of 'B' (GPA of at least 3.0) before they are allowed to proceed with dissertation research phase. Students shall take a total of 18 units (14 units of coursework and 4 units of dissertation). Students pursuing MA (NRAM) Programme by coursework and dissertation are required to take 6 core courses and 1 elective.

### **Core Courses**

<b>Code</b>	<b>Title</b>	<b>Units</b>
SRM 601	Contemporary Issues in Natural Resource Assessment and Management	2
SRM 602	Economics of Environmental and Natural Resources	2
SRM 603	Climate Change and Environmental Impact Assessment	2
SRM 604	Population Dynamics and Natural Resource Management	2
SRM 605	Applied GIS and Remote Sensing for Natural Resources Assessment	2
SRM 606	Research Methodology and Techniques in Natural Resource Assessment and Dissertation	6
<b>Total Units From Core Courses</b>		<b>16</b>

### **Any One of the Electives**

<b>Code</b>	<b>Title</b>	<b>Units</b>
SRM 607	Land Degradation and Rural Livelihoods	2
SRM 608	Sustainable Energy and Gas Resources for Developing Countries	2
SRM 609	Biodiversity Conservation and Ecosystem Management	2

SRM 610	Ecology of Tropical Natural Resources	2
SRM 611	Changes in Urban Landscape and Future of Natural Resources	2
SRM 612	Climate Change and Variability	2
<b>Total Units From Elective Course</b>		<b>2</b>

The minimum number of units required for completion of this programme is 18 (ie 12 from core courses, 2 from elective course and 4 from dissertation). However, if the delivery mode provides room for more electives, a student may opt for more than one elective course although additional ones won't be a condition for completion but the courses will appear in the academic transcript.

### **Programme mode of delivery**

The programme will be delivered through blended mode as explained in under Directorate of Postgraduate section in this Prospectus

### **Evaluation of Coursework**

Evaluation of the programmes will be through course work and dissertation. Except for the dissertation, each course will be evaluated as follows:

Forum discussions and assignment .....	20%
Term Paper .....	30%
Examination .....	<u>50%</u>
Total .....	100%

The pass mark for each examinable course shall be 50%.

### **Dissertation**

Dissertation writing is an independent study done by the student under supervision. Student will acquire research skills through research methodology course (SRM 606) which is a core course. Afterward students are expected to come up with their dissertation proposal in an acceptable format and make presentation before being cleared for data collection. Then each candidate shall be allocated a supervisor with whom he/she shall have regular contacts during the period of research. After a proposal duly signed, candidate shall undertake an applied research and submit a dissertation of approximately 15000-20000

words in partial fulfilment of the Master's Degree requirements. In evaluating the dissertation, the approved regulations regarding dissertation shall apply.

### **Fees Structure**

The fee for all university programmes is published in the relevant section in this prospectus.

### ***MASTER OF ARTS IN GEOGRAPHY MA (GEOGRAPHY) By Thesis***

M.A. (Geography) has been on offer since 2016. It is intended to those who aspire to specialize in Geography as professionals and intellectuals in various capacities. The maximum duration of the programme is 3 years. It is open to applicants who meet the above entry qualifications with a certified background in research methodology/work covered in undergraduate programme. In addition, they will undergo a University Research Methodology course compulsory to all postgraduate students offered by the Directorate of the Postgraduate Studies. Upon admission students are assigned supervisors and given 6 months to prepare research proposal in the topic of study according to OUT approved format. Then students present research proposals before a seminar of teaching staff. They have to incorporate comments given before they are allowed to collect data in the field, analyse and produce theses for final examination. Thesis carries 100%. Fees structure for MA (Geography) is charged the same as other Master of Arts by thesis in Supershine University

## **4.0 DEPARTMENT OF HISTORY, PHILOSOPHY AND RELIGIOUS STUDIES**

### ***MASTERS OF ARTS IN HISTORY (MA HISTORY)***

- (i) MA (History) By thesis
- (ii) MA (History) By Coursework (Evening or Hybrid Executive)

MA programme in History open opportunities for continuous interaction between academicians within the confines of universities and those involved in day to day activities related to the teaching and supervision of History teaching. In the long run this will not only arrest the declining performance trends evident in school examinations but observe to promote interest in research and writing of local histories.

### **Programme Structure**

The MA History will be a two years' programme divided into

#### **I. First Year**



Students are supposed to take all core courses and at least one elective course to complete coursework. Teaching book reviews and Term paper based on a selected list of topics and a final examination. The term papers are intended to lead the student into his/her potential area of research interest so that upon completion the student will already have acquired the necessary skills and knowledge base to develop and present an MA Research proposal.

## II. Second Year

Research and Dissertation

### Delivery Mode

The spatial distribution of our potential students necessitates that delivery will be by Open and Distance Mode. However, the evening/Executive arrangements will also be undertaken in Lusaka and other areas with adequate student numbers.

### Potential Career Opportunities

Other university subjects' foster skills but history puts them together in a flexible package based on facts and real life rather than abstract theory. This gives the history graduate the advantage of having skills with many practical applications in the job market.

### Careers

Graduates of this degree programme have gone on to PhD programmes or into careers in the heritage sector, journalism, teaching, media research (media, commercial, academic), and publishing.

### Course Structure

Code	Course Name	Status	Units
SHI 601	Philosophy and Theory of History	Core	2
SHI 602	Contemporary Issues in African Historiography	Core	2
SHI 603	History Research Methodology	Core	2

SHI 604	Colloquium on the Economic History of Zambia	Core	3
SHI 605	Graduate Seminar on Globalization	Core	3
SHI 612	Dissertation	Core	6
<b>Choose one elective course</b>			
SHI 606	African Encounter with World Religions	Elective	2
SHI 607	Spirit, Mediums, Disease and Healing	Elective	2
SHI 608	African Indigenous Knowledge Systems	Elective	2
SHI 609	Peasantry and Labour Studies in Zambia	Elective	2
<b>Total Units required</b>			<b>18</b>

## ***MASTER OF LIBRARY AND INFORMATION MANAGEMENT (MLIM)***

### **Rationale**

Faculty of Arts and Social Sciences and the Directorate of the Library Services are jointly managing a Master of Library and Information Management (MLIM) programme. The syllabus for the programme is designed and developed to build professional skills across the information industry and creates opportunities for specializations in a variety of disciplines. Scholars have argued that information is power and catalyst for development (Aina, 2004). Therefore, those with access to information have power over those who do not have. In essence, Master of Library and Information Management (MLIM) programme is an appropriate professional training aiming at bridging this gap by producing highly qualified information professionals who will act as key players in the information industry locally and internationally.

On completing the MLIM, students should have acquired a set of knowledge and concepts, and have developed a range of technical, personal, interpersonal, organizational and generic skills, that can be applied in various contexts, both within and beyond the industry.

### **Educational Aims of the Programme**

The main objectives of this course are:

- a) To introduce students to fundamental concepts, principles and techniques needed for effective library and information management;

- b) To develop an understanding of the methodological factors that can be used for selecting, defining, planning, controlling, and library and information resources;
- c) To impart knowledge of the basic concepts and analytical tools that underpins library and information management, records management and archival administration;
- d) To develop an understanding of the issues and approaches to designing library and information system
- e) To equip students with in-depth skills on research and statistical methods for library and information science discipline.

### **Admission Requirements**

Prospective applicants must possess a first degree with first class or upper second class in various disciplines from accredited universities. In addition, prospective students are envisaged to be competent in the areas of elementary library and information science.

### **Programme Design**

Master of Library and Information Management (MLIM) degree is a 18 months course, 18 units program where each student shall be required to undertake six modules. This program is offered through a cycle of three semesters and six months for dissertation.

<b>Course Code</b>	<b>Course Title</b>	<b>Status</b>	<b>SU Units</b>	<b>TCU Credits</b>
<b>Semester One</b>				
SLM 600	Fundamentals of Library and Information Management	Core	2	20
SLM 601	Organization of Knowledge	Core	2	20
SLM 602	Information and Communication Technology Applications	Core	2	20
<b>Semester Two</b>				
SLM 603	Records Management and Archival Administration	Core	2	20
SLM 604	Management of Library and Information Centers	Core	2	20

SLM 605	Research Methodology	Core	2	20
<b>Semester Three</b>				
SLM 606	Dissertation	Core	6	60
<b>TOTAL</b>			<b>18</b>	<b>180</b>

### **Programme duration**

The Course duration will be for a minimum period of eighteen (18) months. Completion of the study will depend on individual efforts. However, the period for studying shall be extended by Senate if after 4 years (48 months) it is satisfied that there are reasonable grounds for increasing the time.

### **Programme mode delivery**

Lectures shall be delivered through the blended learning mode that combines on-line learning through Moodle; the learning management information system and face-to face sessions, tests, research assignments and a research project.

### **Assessment Regulations**

Assessment of examinations and coursework is as follows;  
Each module carries 100% marks. The final examination counts for 75% of the total marks. Coursework carries 25% of the total marks. A candidate shall not pass the course unless he/she attains a minimum of 50% (B) in each module

### **Dissertation**

The dissertation is an independent study done by the student under supervision. Each candidate is allocated a supervisor with whom he/she shall have regular contacts during the period of research. A candidate has to undertake an applied research in any area related to Library and Information Science under the themes to be proposed by the Department, and submit a dissertation of approximately 15,000- 20,000 words as partial fulfilment of the award of Master of Library and Information Management. In evaluating the dissertation, the approved regulations of the regarding dissertation apply. The mode of evaluation for the dissertation comprises 100% and is evaluated independently.

Before the candidate is allowed to proceed with the thesis research phase of the Masters programme, the candidate must successfully complete the coursework part with a mean overall grade of “B” or above (i.e. GPA of at least 3.0) in all chosen /pursued core courses listed.

### **Grading system**

<b>GRADE</b>	<b>MARKS</b>	<b>GRADE POINT</b>	<b>QUALITY</b>
A	70%-100%	4.4-5.0	Excellent
B+	60-69%	4.0- 4.3	Very Good
B	50-59%	3.0-3.9	Good Pass
C	40-49%	2.0-2.9	Marginal Fail
D	35-39%	1.0-1.9	Fail
E	0-34%	0.-0.9	Absolute Fail

A Candidate who fails in only one of the FOUR courses undertaken in a semester is allowed to do supplementary examination.

A candidate who fails in a repeated subject will be deregistered from the MA-GL. A candidate whose overall grade point is below a “B” (i.e. below GPA OF 3.0) in the coursework part shall be discontinued from studies.

### **Final Award/Graduation Requirements**

The pass mark for any course shall be the attainment of grade “B” or 50%. Any candidate, who successfully completes the required modules, shall qualify upon approval by Senate, for the award of Masters of Library and Information Management of Supershine University if a student completes course work with the pass mark as indicated in the university prospectus and fails to complete dissertation in a stipulated time frame as specified in the university assessment regulations, this student will be categorized under an Exit Award with Postgraduate Diploma in Library and Information Management.

### **Fee Structure**

The fee for all university programmes is published in the relevant section in this prospectus.

## **6.0 CENTRE FOR ECONOMICS AND COMMUNITY ECONOMIC DEVELOPMENT**

### **6.1 MASTER OF COMMUNITY ECONOMIC DEVELOPMENT (MCED)**

## Objectives

The objectives of the programme are to:

1. Train Community Economic Development practitioners to work in the government and communities
2. Generate knowledge and information that will permit local leaders to make informed decisions
3. To encourage a high degree of local participation in making well informed economic choices
4. To assist in building sustainable institutions that will assure equitable sharing of the benefits of those choices
5. To build capacity among practitioners working in communities

## Intended learning outcomes

Students will have the ability to:

- i. Carry out basic accounting system and practices
- ii. Manage small and medium sized organizations
- iii. Conduct field based research
- iv. Design and implement projects
- v. Provide technical assistance to community based organizations and institutions
- vi. Prepare strategic plans
- vii. Have a critical understanding of development finance
- viii. Build and manage social and economic development programs
- ix. Develop micro enterprise support initiatives
- x. Use computer based information systems and statistical packages.

## Admission Requirements

Candidates holding the following qualifications will be eligible for admission into the MCED Programme: An Honours degree in any social science and sciences field with working experience of at least two years in community economic development related fields OR holder of an advanced diploma from any recognized institution with second class or above.

## Programme Content

### Core Courses

Code	Course Title	Credits
CED 631	Principles and Practice of CED	20
CED 634	Advanced Research Methodology for Social Scientists	20

CED 632	Economics for Community Economic Development	20
CED 635	Project Design and Management for CED	20
CED 633	Organizational Management for Community Organizations	20
CED 636	Microenterprise Development for CED	20
CED 699	Dissertation	60
<b>Total</b>		<b>180</b>

### Programme Mode of Delivery and Programme Duration

The programme is offered through hybrid executive mode where students learn through e-learning platform called MOODLE. Through this platform student are registered into the system and a lecturer for each course uploads documents to be read in one week. In week 2 a lecturer posts a discussion question and appoints two students to propose a model answer. Other students do discuss online by posting their emails commenting on the model answer.

#### ***Programme structure and assessment***

So to complete one course there are six parts equalling to 12 weeks of learning for each course. There are three modules (trimesters) of about 12 weeks each required to complete the coursework. The programme has 6 taught courses in total, hence for each module there are two courses (ie two lecturers). For each course in a trimester there is a different assessment because they are taught by different lecturers. For each course there is take home term paper (assignment) to be given to students in the second half of the respective trimester); and final comprehensive examination at the end of trimester. The online discussions weigh 20%, term paper-30% and final exam 50%. The lecturers do monitor accuracy of contributions each student makes when discussing to constitute the 20%. The examination is done by students at any regional centre when they are ready. Students must have participated in the discussions for all the 6 parts of the course in the MOODLE platform for them to be allowed to do final examinations. The final exam is done after second F2F sessions after consultations with students.

#### ***Face to Face Sessions***

There are two face to face sessions. The first one is done once only-this is for orienting students before the programme starts. The objective is to officially launch the programme and orient students on how to use MOODLE and how to register and modify their profiles in MOODLE platform. This takes about 2Weeks. Lecturers do respond to difficult areas encountered during reading the documents and also during the discussions. It is also the time lecturers may insist or clarify on some academic issues that are of interest to students. The Face to Face sessions (first or second) can be conducted in any regional centre with at least 10 students. This implies that one does not have to leave workstation to do this course (and other FASS courses).

### ***Duration of Programmes and Tuition Fees***

The duration of the programmes is about 18 months (about 9 months' coursework and 6 months of dissertation) for fast learners. The fee is k15, 000 for each course including units dissertation, which weighs 6 units. The fee is paid in instalments. Any additional elective course undertaken by the student will be charged separately at a rate of k2,000 per unit.

### **Assessment Regulations**

The following regulations shall apply:

- (i) Assessment of examinations and coursework.
  - Each module carries 100% marks. The final examination counts for 50% of the total marks, participation in discussions in the moodle carries 20% and Term paper carries 30%. A candidate shall not pass the course unless he/she attains a minimum of 50% (B) in each module
- (ii) Before the candidate is allowed to start writing a project report, he/she must successfully complete the coursework part with a mean overall grade of "B" or above (i.e. GPA of at least 3.0) in all chosen /pursued core modules listed.
- (iii) The mode of evaluation for the project report comprises 100% and shall be evaluated internally and by external examiners.
- (iv) Candidate who fails in only ONE of the TWO courses undertaken in a semester shall be allowed to do supplementary examination.
- (v) Candidate who fails in TWO courses undertaken in a semester shall be discontinued from studies.
- (vi) A candidate who fails in a repeated subject shall be discontinued from the MA programme



- (vii) A candidate whose overall grade point is below a “B” in the coursework part shall be discontinued from studies.

**The following Grading system shall be applied:**

Grade	Marks	Grade Point	Quality
A	70%-100%	4.4-5.0	Excellent
B+	60-69%	4.0- 4.3	Very Good
B	50-59%	3.0-3.9	Good Pass
C	40-49%	2.0-2.9	Marginal Fail
D	35-39%	1.0-1.9	Fail
E	0-34%	0.-0.9	Absolute Fail

- a) A Candidate who fails in only one of the FOUR courses undertaken in a semester shall be allowed to do supplementary examination.
- b) A candidate whose overall grade point is below a “B” in the coursework part shall be discontinued from studies.

***MASTER OF SCIENCE IN ECONOMICS (MSc ECONOMICS)***

The Masters of Science in Economics (MSc Econ) is offered by the through its newly established Centre of Economics and Community Economic Development. The postgraduate study in economics is extremely imperative for individuals who make top strategic economic decisions and those involved in economic policy design, analysis, appraisal and implementation. The right dose of postgraduate study in economics is, therefore, essential in order to elevate and strengthen the analytical competencies and best practices that are increasingly required to solve complex issues in this modern era of globalization.

The objectives of Master of Science in Economics (MSc Econ) are to:

1. Equip students with sufficient knowledge, skills and attitude that will enable them to work competently as professional economists in the government, international organizations, financial sector, business sector, etc.
2. To provide a rigorous training in advanced economics; imparting students with a deeper understanding, awareness and advanced techniques involved in applied economics.
3. To build a solid foundation for a career in economic research
4. To prepare students for advanced studies in economics at doctoral level.
5. Provide training in advanced research methods required for solving economic problems

### **Programme Design**

- 1) The proposed degree is 15 months, 200 credit units' program
- 2) Each student of Master of Science in Economics shall be required to undertake five (5) core courses and two (2) elective courses.
- 3) The program will be offered through a cycle of two semesters. Each semester will be composed of four months.
- 4) There is a four weeks break before the beginning of the next semester 5) Students will spend six months to write a dissertation.

### **Programme Organization and Course Structure**

The MSc degree involves intensive coursework, written examination and a dissertation. Each student takes seven taught modules, three core modules in the first semester, and two core course and one electives in the second semester. The proposed course structure is as follows:

<b>Core Courses</b>		<b>Credits</b>
SEC 600	Advanced Microeconomics	20
SEC 601	Advanced Macroeconomics	20
SEC 602	Advanced Mathematics for Economists	20
SEC 603	Advanced Econometric	20
SEC 604	Macroeconomic Policy for Developing Countries	20
SEC 613	Advanced Research Methodology	20
SEC 699	Dissertation	60
<b>Elective Courses( Choose at least one elective)</b>		
SEC 610	Economics of Money, Banking and Financial Markets	20
SEC 605	International Economics	20
SEC 607	Public Economics	20
SEC 611	Environmental Economics	20
<b>Total</b>		<b>180</b>

The dissertation of minimum 15,000 and maximum length 20,000 words will typically be a piece of supervised research of an acceptable standard, including a brief critical review of the literature in the relevant area. It should also include an empirical analysis which employs some techniques acquired from econometric theory and/or mathematics for economists.

### **Assessment Regulations**

The following regulations shall apply:

- 1) Assessment is by examinations and coursework.
- 2) Each module carries 100% marks. The final examination counts for 50% of the total marks. Coursework carries 50% of the total marks
- 3) A candidate shall not pass the course unless he/she attains a minimum of 50% (B) in each module
- 4) Before the candidate is allowed to start writing a dissertation, he/she must successfully complete the coursework part with a mean overall grade of “B” or above in all chosen /pursued core modules listed.
- 5) The mode of evaluation for the thesis comprises 100% and shall be evaluated internally and by external examiners.
- 6) Candidate who fails in ONE or TWO of the THREE courses undertaken in a semester shall be allowed to do supplementary examination.
- 7) Candidate who fails in all THREE courses undertaken in a semester shall be discontinued from studies.
- 8) A candidate who fails in a repeated subject shall be discontinued from the programme
- 9) A candidate whose overall grade point is below a “B” in the coursework part shall be discontinued from studies.

### **Programme Mode of Delivery and Programme Duration**

The programme is delivered through blended mode just like other taught master’s programmes in the Faculty of Arts and Social sciences

### **Minimum Entry Requirements**

A first or second class honours degree in economics or statistics/mathematics from the or the equivalent qualification from other approved higher learning institutions.

Candidates with a pass degree may be considered if:

- (a) They have evidence of cumulative of at least post-graduation training lasting at least 6 months.

## ***MASTER OF ARTS IN MONITORING AND EVALUATION (MA M&E)***

The Master of Arts in Monitoring and Evaluation (MA, M&E) is an academic programme which seeks to develop sound and in-depth understanding on theoretical and practical aspects of monitoring and evaluation. This programme adopts standard methods, techniques and best practices that are increasingly employed by international organizations such as the United Nations Development Programmes (UNDP) and the World Bank in conducting monitoring and evaluation of development programmes in developing countries. Such methods, techniques and practices not only expose but also equip students with sufficient knowledge, skills and attitude that are analytically and logically informed by results based outcomes and impacts in development programmes. The underlying philosophy under this programme is underpinned by the overarching objective of producing competent experts who are proficient in carrying out monitoring and evaluation assignments in large scale development programmes. The programme is designed for students who possess a first degree in any discipline seeking to develop a career in a result based monitoring and evaluation programs. It is also designed to enhance applied research skills for those aspiring to pursue advanced studies in monitoring and evaluation

### **Aim of the Programme**

- (a) To introduce students to fundamental concepts, principles and techniques needed for effective project monitoring and evaluation;
- (b) To develop an understanding of the methodological factors that can be used for selecting, defining, planning, controlling, monitoring and delivering projects;
- (c) To impart knowledge of the basic concepts and analytical tools that underpin planning for monitoring and evaluation;
- (d) To develop an understanding of the issues and approaches to designing monitoring and evaluation system
- (e) To equip students with in-depth skills on research and statistical methods for impact evaluation.
- (f) To give students knowledge and skills on cost benefit analysis, risk management in monitoring and evaluation as well as environmental impact assessment.

### **Programme Design, Organization and Mode of Delivery**

#### **Programme Design**

- a) The proposed degree is 15 months, 180 credits program

- b) Each student of Master of Arts in M&E shall be required to undertake six modules.
- c) The program will be offered through a cycle of two semesters.
- d) Students will spend six months to write a dissertation project.

### **Programme Organization**

The MA (M&E) degree involves coursework, written examination and a dissertation. Each student takes six taught modules before writing a dissertation. The proposed course structure is as follows:

<b>Code</b>	<b>Compulsory Course (core)</b>	<b>Credits</b>
SEC 620	Fundamentals of Project Planning and Management	20
SEC 621	Principles and Practices of Monitoring and Evaluation	20
SEC 622	Research Methods and Statistics for Impact Evaluation	20
SEC 623	Planning for Monitoring and Evaluation System	20
SEC 624	Designing for Monitoring and Evaluation System	20
SEC 699	Dissertation	60
<b>Electives (Choose one course)</b>		
SEC 625	Cost Benefit Analysis: Theory and Application	20
SEC 626	Risk Management in Monitoring and Evaluation	20
SEC 627	Environmental Impact Assessment	20
<b>Total</b>		<b>180</b>

### **Programme Mode of Delivery and Programme Duration**

The programme is delivered through blended mode just like other taught master's programmes in the Faculty of Arts and Social sciences

### **Assessment Regulations**

The following regulations shall apply:

- (viii) Assessment of examinations and coursework.
  - Each module carries 100% marks. The final examination counts for 50% of the total marks. Coursework carries 50 % of the total marks

- A candidate shall not pass the course unless he/she attains a minimum of 50% (B) in each module
- (ix) Before the candidate is allowed to start writing a project report, he/she must successfully complete the coursework part with a mean overall grade of “B” or above (i.e. GPA of at least 3.0) in all chosen /pursued core modules listed.
  - (x) The mode of evaluation for the project comprises 100% and shall be evaluated internally and by external examiners.
  - (xi) Candidate who fails in only ONE of the TWO courses undertaken in a semester shall be allowed to do supplementary examination.
  - (xii) Candidate who fails in TWO courses undertaken in a semester shall be discontinued from studies.
  - (xiii) A candidate who fails in a repeated subject shall be discontinued from the MA programme
  - (xiv) A candidate whose overall grade point is below a “B” in the coursework part shall be discontinued from studies.

**The following Grading system shall apply:**

<b>GRADE</b>	<b>MARKS</b>	<b>GRADE POINT</b>	<b>QUALITY</b>
A	70%-100%	4.4-5.0	Excellent
B+	60-69%	4.0- 4.3	Very Good
B	50-59%	3.0-3.9	Good Pass
C	40-49%	2.0-2.9	Marginal Fail
D	35-39%	1.0-1.9	Fail
E	0-34%	0.-0.9	Absolute Fail

**Final Award Classification /Graduation Requirements**

The pass mark for any course shall be the attainment of grade “B” or 50%. Any candidate, who successfully completes the required modules, shall qualify upon approval by Senate, for the award of Masters of Arts in Monitoring and Evaluation of Supershine University

**Admission Requirements**

The prospective applicants must possess a first degree with first class or upper second class in any field from accredited universities. In addition, prospective

students are envisaged to be competent in the field of elementary mathematics and statistics.

## **7.0 DEPARTMENT OF TOURISM AND HOSPITALITY**

### **7.1 *MASTER IN TOURISM PLANNING AND MANAGEMENT (MTPM)***

The Masters in Tourism Planning and Management (MTPM)'s main objectives are threefold; firstly is to prepare future professionals to strategically manage and make sustainable and effective decisions in placements of high responsibility in tourism institutions; secondly is to provide future professionals with an integrated knowledge of the dynamics of tourism development, the principles of sustainable management, environmental issues, the role of cultural diversity and creativity for innovation and the governance of tourism networks the quality management of customer services; and thirdly is to train future researchers in the field of tourism management. More importantly, the course aims to train students to view tourist activity from a global perspective, to meet the demands of an international environment and its effect on public organizations, private companies and research activity, within the parameter of sustainability. After successfully concluding the programme, students will:

- i) Demonstrate knowledge and understanding within the main field, including both an overview of the area and advanced knowledge in central terms and relationships within tourism, also including a deeper insight into current research and development fields,
- ii) Demonstrate deeper methodological and scientific knowledge of Tourism Studies,
- iii) Have the ability through their own work to develop the integration of knowledge to deal with complex problems and to formulate judgments based on scientific approaches,
- iv) Communicate findings and the underlying knowledge to tourism specialists and professionals as well as less technical audiences - nationally and internationally.
- v) Have developed the ability to study independently to participate in advanced scientific research and development activities,
- vi) Be able to apply scientific methods and approaches in response to needs for new knowledge in tourism as well as needs for development of further expertise within the field.

#### **Programme Structure**

Students registered for MTPM coursework and dissertation must complete the coursework part with an average grade of 'B' (GPA of at least 3.0) before they are allowed to proceed with dissertation research phase. Students shall take a total of 18 units (12 units of coursework and 6 units of dissertation). The MTPM focuses on the existing management staff in the Tourism Industry. It combines

both vocational orientation and provision of relevant studies in the Tourism Industry to meet the pressing need of high Yearmanpower. The programme is offered by course work and dissertation through evening classes executive and blended- distance mode.

### **Entry qualifications:**

The entry qualifications are as prescribed in the university regulations

### **Duration of the Programme**

The Masters in Tourism Planning and Management programme will last within three modules that will consist of in depth studies in chosen fields of tourism, organized and taught in the evenings and executive mode. After the completion of course work students will start working on their research. At least students will spend 18 months to finish the programme. Note the programme will follow the university regulation and code of conduct.

The programme is delivered through blended mode just like other taught master's programmes in the Faculty of Arts and Social sciences

<b>Course Content</b>		<b>Status</b>	<b>Units</b>
STM 601	Theories and Practice of Tourism	Core	2
STM 602	Tourism Policy and Planning	Core	2
STM 603	Approaches to Hospitality Management	Core	2
STM 604	Tourism and Hospitality Entrepreneurship	Core	2
STM 605	Tourism Marketing and Promotion	Core	2
STM 606	Sustainable Tourism Development	Core	2
STM 698	Advanced Social Science Research Methods and Dissertation	Core	6
<b>Total Units</b>			<b>18</b>

### **Fees Structure**



The fee for all university programmes is published in the relevant section in this prospectus.

## **8.0 DEPARTMENT OF SOCIOLOGY AND SOCIAL WORK**

### **8.1 MASTER OF SOCIAL WORK PROGRAMME (MSW)**

#### **Objectives**

The aim of the programme is to produce social workers who are well knowledgeable, organized and professional as well as practical. They should be able to provide social work services that are necessary competent to the vulnerable sectors of the society such as children, youth, the old and most vulnerable population effectively in the community and various social settings. The Faculty Objectives are to produce grandaunts at undergraduate and post graduate levels of MSW and PhD.

#### **Specific Objectives**

- (i) Train students in Masters of Social Work
- (ii) Produce adequate graduates in social work so as to contribute to the national demand for highly trained social workers

#### **Organization of the MSW Programme**

The programme is delivered through blended mode just like other taught master's programmes in the Faculty of Arts and Social sciences

#### **Qualifications**

Applicants will be required to have a first degree in Social Work with a second class score. Applicants with advanced diploma in social work are welcome to apply. Admission can also be considered for graduates in Public administration, public health, community development, psychology, medicine, gender and other relevant fields of study.

#### **Grading**

Grading will be 75% for the course work and 25% research. The 75% for course work will include participation in class discussion for the face to face sessions of the hybrid mode of delivery, demonstrating social work practice skills during field work, writing papers, taking tests and final examination. The dissertation research activities will involve preparing a research proposal, presenting it, collecting both primary field data and secondary data, processing and analyzing

data and writing report for submission with intent on dissemination for advancing evidence-based social work practice.

### **The Fees**

The fee for all university programmes is published in the relevant section in this prospectus.

### **Course Structure**

Courses offered for MSW include 4 core courses, field practicum and dissertation, including one elective to choose from the 4 available elective options as shown below. Elective courses will begin followed by the core courses identified on the table below. Every candidate will be required to select one elective course (it is very important that one choose an elective course which will facilitate his/her choice of fieldwork agency as well as a research topic) for effectiveness.

<b>Course code</b>	<b>Course Title</b>	<b>SU Units</b>	<b>TCU Credits</b>
SSP 602	Advanced Clinical Social Work	2	20
SSP 603	Advanced Administrative and Community Social Work	2	20
SSP 604	Advanced Social Welfare Policy	2	20
SSP 605	Advanced Social Work Research Methodology	2	20
SSP 606	Post-Graduate Field Practicum (600 hours)	2	20
SSP 607	Dissertation	6	60
<b>Elective Courses (Select one course for your specialization)</b>			
SSP 610	Leadership with Children and Families Services	2	20
SSP 611	Leadership in Health Services	2	20
SSP 612	Leadership in Development & Emergency Response	2	20
SSP 613	Leadership in Social Work Education	2	20
<b>Total</b>		<b>18</b>	<b>180</b>

*Note: 6 courses (SSP 602 to SSP 607) are **Core** and the rest 4 courses are **Electives**. A student must accumulate a total of **180 credits** to graduate out of which **80** are for **Practicum** and **Dissertation**. The remaining **100** are from taught courses.*

## **8.2 MASTER OF ARTS IN GENDER STUDIES (MA GS)**

### **Program overview**

The purpose of the Master of Arts in Gender Studies programme is to produce scholars who are conversant to address the complex issues related to gender disparities in Zambia, specifically, and in Africa at large. The SU Gender Studies programme thus intends to provide professionals who can engage with the familiar yet challenging subject of how gender structures influence our world. It is hoped that a scholarly understanding of gender disparities and gender inequalities among officials in the private and governmental sectors as well as in academia would help eradicate gender imbalances through employing well researched and articulated gender mainstreaming initiatives. The programme will offer students the opportunity to work with scholars and peers who share a focus on gender as a category of analysis. The main purpose of the Master of Arts in Gender programme is to produce scholars with quality graduate qualifications to address issues of gender disparity, gender discrimination, and gender violence. In addition, MA in Gender Studies programme will have the academic ability and the competence to apply the acquired theories, research skills, and knowledge to critically evaluate and determine the quality and the validity of any women/gender mainstreaming materials, research, and or project. The graduands will also have acquired the qualifications for admission into a PhD programme in Women and/or Gender Studies. Finally, the Gender Studies programme will prepare students for virtually every career, such as journalism, education, international development, community service, social work, activism, and health, in which consciousness and analysis of gender are useful and often essential.

### **Student profile**

The programme is open to anyone with qualifications acceptable as per 2.1 above, which stipulates the acceptable standards for graduate studies in the Social Sciences.

### **Programme objectives**

By the end of the programme, a graduate student of the programme will be able to:

- (i) Demonstrate a deeper knowledge of both conceptual and empirical approaches to women and gender issues.

- (ii) Exhibit an awareness of the context and extent in which and to which gender disparities operate.
- (iii) Exhibit an enhanced capacity in applying critical and analytical skills in conceptualizing the issues of women and gender;
- (iv) Demonstrate advanced ability to undertake tasks and carry out women and gender research under minimal guidance
- (v) Demonstrate highly developed skills in communication, presentation, report writing and argumentation.

### Programme Design

Code	Course title	Status	Credit
SGS 600	Feminist/gender theories	Core	20
SGS 601	Principles of gender construction, deconstruction & gender mainstreaming	Core	20
SGS 602	Gender & economics	Core	20
SGS 603	Gender and Development	Core	20
SGS 604	Gender research methodology and dissertation	Core	60
<b>Elective Courses (Select at least 2 courses)</b>			
SGS 605	Gender, technology & education	Elective	20
SGS606	Gender language, & culture	Elective	20
SGS607	Gender, health, & social issues	Elective	20
SGS608	Legal issues in gender	Elective	20
SGS609	Gender and Environment	Elective	20
SGS610	Gender, literature, & representations	Elective	20
<b>Total Credits</b>			<b>180</b>

### Programme duration

The Course duration will be for a minimum period of eighteen (18) months. Completion of the study will depend on individual efforts. However, the period for studying shall be extended by Senate if after 4 years (48 months) it is satisfied that there are reasonable grounds for increasing the time.

### Programme mode delivery

Lectures shall be delivered through the blended learning mode that combines on-line learning and face-to-face sessions, tests, research assignments and a research project.

### **Evaluation of the programme**

The evaluation of the programmes will be through course work, examinations, and written assignments. Except for the research project, courses will be evaluated as follows:

Term paper and assignments .....	30%
Main Timed Test .....	20%
Written end of course examinations .....	50%
<b>Total .....</b>	<b>100%</b>

The pass mark for course work shall be 50%. A candidate who has not completed at least half of the course work shall not be allowed to proceed to research work. However, students will be encouraged to start developing research proposal from the time they start course work.

### **8.3. POSTGRADUATE DIPLOMA IN SOCIAL WORK (PGDSW)**

The Department of Social Work and Sociology has designed a one-year Postgraduate Diploma in Social Work (PGDSW) which started in 2016. This programme is offered through (hybrid mode and ODL mode). The programme provides basic knowledge to students intending to pursue a Master of Social Work (MSW) but do not have the basic knowledge. The Master of Social Work Programme (MSW)-(hybrid mode) commenced in December 2016. This replaces the previous curriculum of MA Social Work which was offered through evening and ODL modes. The MA SW programme will no longer be offered from the new academic year, 2017/2018.

#### **Entry qualification for the Postgraduate diploma in Social Work**

The programme is open to anyone with a bachelor's degree, an advanced diploma or postgraduate diploma from any field of study other than social work having a B Grade Pass (from a recognized institution).

#### **Assessment for Postgraduate Diploma in Social Work**

All courses shall be examined during the academic year in which they are studied. The assessment for the programme will include timed test which carries

30% of the total marks that shall consist of a two-hour written test in the middle of the academic year. At the end of the programme, a three-hour examination is administered to students as a final assessment; this carries 70% of the total marks; this makes 100% total marks. A candidate must also pass field practicum which carries (100%) to be awarded Postgraduate Diploma in Social Work.

The Courses for Postgraduate Diploma in Social Work Programme are as shown in the table below:

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>STATUS</b>	<b>SU Units</b>	<b>TCU Credits</b>
SSP 501	Social Work Professional Ethics	Core	2	20
SSP 503	Human Behaviour and the Social Environment	Core	2	20
SSP 504	Social Work Practice with Individuals, Families and Groups	Core	2	20
SSP 506	Social Work Practice with Communities and Organizations	Core	2	20
SSP 508	Introduction to Field Practice	Core	2	20
SSP 509	Social Welfare Policy Analysis and Evaluation	Core	2	20
SSP 510	Field Practice (Block)	Core	2	20
<b>Total</b>			<b>14</b>	<b>140</b>

**Notes:**

*Total units for the programme will be **140 (TCU Units)** which is equivalent to **14 SU Units** being the requirement for PGDSW students to graduate.*

**The Fees**

The fee for all university programmes is published in the relevant section in this Prospectus.

The department will begin a Master of Arts in Sociology degree course expected to be run through executive and hybrid modes soon after obtaining accreditation from HEA.

## **9.0. DEPARTMENT OF JOURNALISM AND MEDIA STUDIES**

### **9.1. MASTER OF ARTS IN MASS COMMUNICATION (MA MC)**

#### **Programme Overview**

The Master of Arts in Mass communication is designed to meet the needs of labour market and educational needs of recent graduates and professionals. The program's curriculum emphasizes the integrated nature of the communication discipline. For example, the program offers education in Communication research, theories of mass communication, public opinion and media, communication regulations, communication ethics and communication planning. Therefore, the programme aims to provides the opportunity for career enhancement and/or further graduate studies.

#### **Programme Design**

The MA Mass communication programme content is divided into three parts. One of these parts comprises of 5 core subjects while the second part comprise of a dissertation which is also core and carries 6 units. The third part entails 2 electives. The core courses run from 600 series that include **SMC 600**, **SMC601**, **SMC 602**, **SMC 603**, **SMC 604**, **SMC 606** and **SMC 607** each carries 2 units. In order to graduate a student must complete 18 units (equivalent to 180 TCU credits) i.e. 5 core taught courses, one elective course which shall determine the student's area of specialization and a dissertation.

#### **Course Structure**

<b>Course code</b>	<b>Course title</b>	<b>Status</b>	<b>TCU Credits</b>	<b>SU Units</b>
SMC 600	Mass Communication Theories and Models	Core	20	2
SMC 601	Mass Communication Regulations	Core	20	2
SMC 602	Mass Communication Ethics	Core	20	2
SMC 603	Public Opinion and Mass Media	Core	20	2
SMC 604	Advanced Mass Communication Research Methodology	Core	20	2
SMC 605	Master's Dissertation	Core	60	6
SMC 606	Mass Communication Planning and Management	Elective	20	2

SMC 607	Strategic Corporate Communication	Elective	20	2
<b>Total</b>			<b>180</b>	<b>18</b>

### **Elective Subjects**

A candidate is obliged to take only one subject from the elective subjects. The elected subject will determine his or her area of specialization i.e. SMC 606 Mass Communication Planning and Management or SMC 607 Strategic Corporate Communication.

### **Programme Mode of Delivery**

Candidate registered for a Master of Arts in Mass Communication (MA MC) shall carry out studies by using Blended Mode. The programme is delivered through blended mode just like other taught master's programmes in the Faculty of Arts and Social sciences

### **Programme Duration**

A maximum period for undertaking the MA MC will be four years. However, there will be nothing to prevent a candidate from completing their courses of study within three trimestars after registration. Time for studying shall be extended by Senate if it is satisfied that there are reasonable grounds to do so.

### **Assessment Regulations**

All courses shall be examined during the academic year in which they are studied. The assessment shall consist of participation on MOODLE discussion which will contribute 20%, term paper which will contribute 30% and a three-hour annual examination at the end of the third trimester which will contribute 50% to the final grade.

## **9.2. MASTER OF ARTS IN JOURNALISM (MA JOURNALISM)**

### **Programme Overview**

The main objective of the MA Journalism Programme is to equip middle and senior professional media personnel with innovative knowledge, skills and values in news analysis, editorial writing and management. The need for the expertise in these areas arises from various factors including lack of news



analysis and poorly written editorials in local media and presence of media managers who have not received training in media management.

### **Student Profile**

The programme is open to applicants with a background of journalism and mass communication or social science subjects but preferably with a minimum of three years' experience in active journalism or media related field. Applicants with a science background will also be considered admission if they meet the minimum entry qualifications. The programme will be open to relevant institutions both government and non-governmental and individual self-sponsored candidates upon proving that they are financial capable of meeting all the financial obligations demanded by the programme.

### **Programme Design**

The MA Journalism programme content is divided into two parts. One of these parts comprises of 6 core subjects while the second part comprise of a dissertation which is also core and carries 6 units. The core courses run from 600 series that include **SJO 600, SJO 601, SJO 602, SJO 603, SJO 604, OJO 605** each of these carries 2 units and OJO 606 which carries 6 units.

### **Course Structure**

<b>Course code</b>	<b>Course title</b>	<b>Status</b>	<b>TCU credits</b>	<b>SU Units</b>
SJO 600	Editorial Writing and News Analysis	Core	20	2
SJO 601	Applied News Analysis	Core	20	2
SJO 602	Mass Media Regulations	Core	20	2
SJO 603	Mass Media Ethics	Core	20	2
SJO 604	Strategic Media Management	Core	20	2
SJO 605	Advanced Mass Media Research Methodology	Core	20	2
SJO 606	Master's Dissertation	Core	60	6
<b>Total</b>			<b>180</b>	<b>18</b>

### **Programme Mode of Delivery**

Candidate registered for a Master of Arts in Journalism shall carry out studies by using Blended Distance Mode

### **Programme Duration**

A maximum period for undertaking the Masters of Arts in Journalism will be four years. However, there will be nothing to prevent a candidate from completing their courses of study within three trimesters after registration.

### **Assessment Regulations**

All courses shall be examined during the academic year in which they are studied. The assessment shall consist of consist participation on MOODLE discussion which will contribute 20%, term paper which will contribute 30% and a three-hour annual examination at the end third trimester which will contribute 50% to the final grade.

### **Fees Structure**

The fee for all university programmes is published in the relevant section in this Prospectus.

### **Fee Payment**

You must have paid the application fee of K200.00 when applying for the program. Registration fees are paid to the university before commencement of the program. The tuition fee is payable to the Faculty of Arts and Social Science. The following is the payment modality showing the fee item, where to pay it, account number and to whom you should present your original bank pay in slip in order to obtain university official receipt.

<b>BANK Details</b>		<b>Responsible Office At SU</b>
Account NO: 5279332500147 COMMERCIAL BANK		Directorate of research and postgraduate studies
-Tuition Fees	Account NO: 5279332500147 COMMERCIAL	Faculty of Arts and Social Science (FASS)

## **10.0 DOCTOR OF PHILOSOPHY DEGREE**

### **10.1 Entry Qualifications**

10.1.1 To obtain admission to the Ph.D. degree programme of the University a candidate should hold a relevant Master's degree of the SU; or

10.1.2 The candidate should hold a relevant Master's Degree of equivalent standing from another approved University.

## **10.2 Registration**

10.2.1 The registration of Ph.D. candidates shall follow a two stage (stage I & II) process as prescribed for Master's thesis candidates.

10.2.2 Candidates registered for the Ph.D. shall be required to register at the beginning of the first year of their studies and to renew their registration at the beginning of the subsequent years. Failure to renew registration shall mean automatic discontinuation from the studies.

10.2.3 A registered Ph.D. candidate shall be assigned a supervisor(s) appointed by the Senate on recommendation of the faculty. The supervisor(s) will be responsible for guiding the candidate in his/her research and shall, once every three months submit reports on the candidate's progress.

10.2.4 The duration of registration period shall not exceed *five years*. Failure by the candidate to complete the Ph.D. degree programme within the prescribed period shall lead to her or his discontinuation from study, unless an extension is granted by the Senate. The maximum duration of the registration period shall not exceed *six years*.

## **10.3 Submission of Thesis**

10.3.1 To qualify for a Ph.D. degree, the candidate must submit a thesis embodying the results of his/her research.

10.3.2 Each thesis submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its format and literary presentation.

10.3.3 In addition to writing a thesis, the Ph.D. candidate shall also appear for a *viva voce examination*.

10.3.4 The *viva voce examination* shall take place only after the Postgraduate Studies Committee and Senate have been satisfied that the thesis submitted by the candidate is considered by the examiners to be of an acceptable standard.

## **FACULTY OF BUSINESS MANAGEMENT (FBM)**

### **Introduction and Objectives**

The Faculty of Business Management (FBM) came into existence following the Establishment which established Supershine University. The Establishment Order provides for an independent and autonomous existence of the Faculty of Business Management, separate from the Faculty of Arts and Social Sciences.

The Faculty of Business Management evolved from a natural growth and expansion of the SU programmes and faculties. The Business Studies Section which formed part of the Faculty of Arts and Social Sciences (FASS), co-existed with FASS since 2016 when the first batch of students pursuing Business Studies registered with SU. Since then, the students pursued B. Com and B. Com (Ed) programmes in the Faculty of Arts and Social Sciences and graduated in Bachelor of Commerce and Bachelor of Commerce with Education. The programmes were reviewed in 2016 leading to the awards of BBA and BBA with education and also later in 2018 leading to award of BBA degrees based on the area in which the student specialized including education. The B. Com and B. Com with education awards were allowed to coexist with the BBA programmes in a phasing out fashion. In the same year Bachelor of Human Resource Management (BHRM) was added to the undergraduate programmes portfolio. The Faculty also offers successful postgraduate programmes ranging from postgraduate diploma to Doctorate degree. From 2013/14 academic year, the BBA with education programme moved to Faculty of Education, although FBM still responsible for the teaching subjects.

### **Broad Objective**

To enable students to acquire general business and management knowledge of both Zambia and the World and provide them with the tools to assume middle and top Year management positions for those who enter the labour market, pursue an academic career as PhD or DBA or become successful entrepreneurs in the case of those who seek self-employment.

### **Specific Objectives**

- i. To develop and run programmes that will expose students to modern business knowledge that will enable them to comprehend both theoretical and practical issues underpinning the operations of a business.
- ii. To develop and run programmes that will enable students acquire a wide range of transferable skills in such critical areas as business communication, research, critical thinking and creative problem solving.
- iii. To develop and run programmes that will enable students develop entrepreneurial awareness and encourage them to practice entrepreneurship.

- iv. To develop and run programmes that will enable students become competent management practitioners in the public, private and not for profit organizations - including NGOs.
- v. To become a centre of creating new knowledge and solutions to business problems by conducting research, publishing and disseminating such research finding which also contribute to high quality of teaching.
- vi. To organize training programmes of varied duration, including tailored programmes to fit the interests and needs of particular groups, institutions and individuals.

### *Undergraduate Degree Programmes*

#### **Bachelors of Business Administration (BBA)**

- (a) Until 2016, the Faculty of Business Management has been offering B. Com, B. Com (with Education), BBA, and BBA (with education). In 2017, the Faculty decided to streamline its undergraduate degree programmes and also to review the content of its business studies curriculum. The review also involved a change in the coding system.
- (b) As an outcome of these processes the Faculty decided, with effect from 2017/2018 academic year, to offer only BBA in Accounting, Finance, Human Resource Management, International Business, and in Marketing. The number of courses were reduced and each course had been beefed up with more content, in many cases through merging, resulting into two units each. All students are required to do 36 units only to graduate irrespective of the BBA programme one is studying. The BBA with education programme which used to be offered jointly with Faculty of Education is now housed in the Faculty of Education. Faculty of Business Management still contributes the teaching subjects (business courses) in the programme. From the 2018/19 academic year, students in BBA with education programme must have two teaching subjects. Therefore, students registered in the BBA with Education programme from the 2018/19 onwards are advised to follow carefully details of the programme in this prospectus under the Faculty of Education and establish how these changes will affect their learning paths.
- (c) The course codes are based on departments. SAF serves for the Accounting and Finance Department courses; SME for the Marketing

and Entrepreneurship Department courses; and SLG for the Leadership and Governance Department courses. Furthermore, the numeric codes have specific meaning. The first digit stands for the Year of study (Levels 1, 2, and 3) while the last two digits stand for the serial number of the course in the department.

- (d) You must apply for the BBA programme in the area of your interest right from the outset; namely: BBA in Accounting, BBA in Finance, BBA in Human Resource Management, BBA in International Business, and BBA in Marketing. In addition to the business courses specified in a given programme of study, students must also do four university-wide courses, namely, SDS 101A, SDS 101C, SCP 100 and SFC 017. The first two are offered in the Faculty of Arts and Social Sciences (FASS), the third from The Faculty of Science, Technology and Environmental Studies (FSTES), and the fourth in the Institute of Continuing Education (ICE). Students gaining admission into the BBA programmes through the Foundation Course option are allowed to carry credits earned in SCP 100 and SFC 017 provided they passed each individually. Consequently, each BBA programme will have four university wide units, twenty faculty-wide units and twelve from their chosen degree programme. Successful candidates will graduate in either BBA in Accounting, BBA in Finance, BBA in Human Resource Management, BBA in International Business, or BBA in Marketing. The programme structure for each degree programme is presented hereunder.

**2.1.1 BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTING (BBA ACCOUNTING)**

*(Department of Accounting & Finance)*

**YEAR 1**

<b>C/Code</b>	<b>Course Name/ Title</b>	<b>Units</b>	<b>Credits</b>
SCP 100	Introduction to Microcomputer studies and information Technology I	1	10
SDS 101 A	Concepts and Theories of Social Development	1	10
SDS 101 C	Political and Social Development in Africa	1	10
SFC 017	Communication Skills	1	10

SLG 111	Principles of Human Resource Management and Administration	2	20
SAF 111	Principles of Accounting	2	20
SAF 112	Business Mathematics and Statistics	2	20
SAF 121	Finance I	2	20
	<b>Total no. of units</b>	<b>12</b>	<b>120</b>

### YEAR 2

C/Code	Course Name/ Title	Units	Credits
SAF 211	Intermediate Accounting	2	20
SME 212	Business Environment and Strategies	2	20
SME 213	Principles of Economics	2	20
SLG 221	Business Research Methods and Philosophy	2	20
SLG 222	Business Law and Ethics	2	20
SME 312	Entrepreneurship and Business Planning	2	20
	<b>Total no. of units</b>	<b>12</b>	<b>120</b>

### YEAR 3

C/Code	Course Name/ Title	Units	Credits
SAF 221	Management and Cost Accounting	2	20
SAF 311	Advanced Accounting	2	20
SAF 312	Auditing	2	20
SAF 321	Taxation and Public Finance	2	20
SAF 322	International Finance	2	20
SBM 399	Field Practical	2	20
	<b>Total Units</b>	<b>12</b>	<b>120</b>

*Total Number of Units for BBA (Accounting) = 36*

## 2.1.2 BACHELOR OF BUSINESS ADMINISTRATION IN FINANCE (BBA FINANCE)

### YEAR 1

C/Code	Course Name/ Title	Units	Credits
SCP 100	Introduction to Microcomputer studies and information Technology I	1	10

SDS 101 A	Concepts and Theories of Social Development	1	10
SDS 101 C	Political and Social Development in Africa	1	10
SFC 017	Communication Skills	1	10
SLG 111	Principles of Human Resource Management and Administration	2	20
SAF 111	Principles of Accounting	2	20
SAF 112	Business Mathematics and Statistics	2	20
SAF 121	Finance I	2	20
	<b>Total no. of units</b>	<b>12</b>	<b>120</b>

### YEAR 2

C/Code	Course Name/ Title	Units	Credits
SAF 212	Finance II	2	20
SME 212	Business Environment and Strategies	2	20
SME 213	Principles of Economics	2	20
SLG 221	Business Research Methods and Philosophy	2	20
SLG 222	Business Law and Ethics	2	20
SME 312	Entrepreneurship and Business Planning	2	20
	<b>Total no. of units</b>	<b>12</b>	<b>120</b>

### YEAR 3

C/Code	Course Name/ Title	Units	credits
SAF 221	Management and Cost Accounting	2	20
SAF 313	Micro Finance Management	2	20
SAF 314	Finance III	2	20
SAF 322	International Finance	2	20
SAF 323	Financial Markets and Institutions	2	20
SBM 399	Field Practical	2	20
	<b>Total no. of units</b>	<b>12</b>	<b>120</b>

***Total Number of Units for BBA (Finance) = 36***



**2.1.3 BACHELOR OF BUSINESS ADMINISTRATION IN HUMAN RESOURCE MANAGEMENT (BBA HRM)**

**(Department of Leadership & Governance)**

**YEAR 1**

<b>C/Code</b>	<b>Course Name/ Title</b>	<b>Units</b>	<b>Credits</b>
SCP 100	Introduction to Microcomputer studies and information Technology I	1	10
SDS 101 A	Concepts and Theories of Social Development	1	10
SDS 101 C	Political and Social Development in Africa	1	10
SFC 017	Communication Skills	1	10
SLG 111	Principles of Human Resource Management and Administration	2	20
SAF 111	Principles of Accounting	2	20
SAF 112	Business Mathematics and Statistics	2	20
SAF 121	Finance I	2	20
	<b>Total no. of units</b>	<b>12</b>	<b>120</b>

**YEAR 2:**

<b>C/Code</b>	<b>Course Name/ Title</b>	<b>Units</b>	<b>Credits</b>
SME 211	Principles of Marketing	2	20
SME 212	Business Environment and Strategies	2	20
SME 213	Principles of Economics	2	20
SLG 221	Business Research Methods and Philosophy	2	20
SLG 222	Business Law and Ethics	2	20
SME 312	Entrepreneurship and Business Planning	2	20
	<b>Total no. of units</b>	<b>12</b>	<b>120</b>

**YEAR 3:**

<b>C/Code</b>	<b>Course Name/ Title</b>	<b>Units</b>	<b>Credits</b>
SLG 223	Workforce Planning	2	29
SME 311	Organizational Behaviour	2	20
SLG 311	Training and Development	2	20
SLG 321	Labour Law	2	20

SLG 322	Labour Relations	2	20
SBM 399	Field Practical	2	20
	<b>Total no. of units</b>	<b>12</b>	<b>120</b>

*Total Number of Units for BBA HRM = 36*

**2.1.4 BACHELOR OF BUSINESS ADMINISTRATION IN  
INTERNATIONAL BUSINESS (BBA IB)  
(Department of Leadership and Governance)**

**Year One:**

<b>C/Code</b>	<b>Course Name/ Title</b>	<b>Units</b>	<b>Credits</b>
SCP 100	Introduction to Microcomputer studies and information Technology I	1	10
SDS 101 A	Concepts and Theories of Social Development	1	10
SDS 101 C	Political and Social Development in Africa	1	10
SFC 017	Communication Skills	1	10
SLG 111	Principles of Human Resource Management and Administration	2	20
SAF 111	Principles of Accounting	2	20
SAF 112	Business Mathematics and Statistics	2	20
SAF 121	Finance I	2	20
	<b>Total no. of units</b>	<b>12</b>	<b>120</b>

**Year Two:**

<b>C/Code</b>	<b>Course Name/ Title</b>	<b>Units</b>	<b>Credits</b>
SME 211	Principles of Marketing	2	20
SME 212	Business Environment and Strategies	2	20
SME 213	Principles of Economics	2	20

SLG 221	Business Research Methods and Philosophy	2	20
SLG 222	Business Law and Ethics	2	20
SME 312	Entrepreneurship and Business Planning	2	20
	<b>Total no. of units</b>	<b>12</b>	<b>120</b>

### Year Three:

C/Code	Course Name/ Title	Units	Credits
SLG 224	Regional Economic Integrations	2	20
SME 311	Organizational Behaviour	2	20
SLG 312	Legal Aspects of International Trade	2	20
SME 322	International Marketing	2	20
SLG 323	International Business Management and ecommerce	2	20
SBM 399	Field Practical	2	20
	<b>Total Units</b>	<b>12</b>	<b>120</b>

*Total Number of Units for BBA (IB) = 36*

## 2.1.5 BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING (BBA MARKETING) (Department of Marketing & Entrepreneurship)

### Year One

C/Code	Course Name/ Title	Units	Credits
SCP 100	Introduction to Microcomputer studies and information Technology I	1	10
SDS 101 A	Concepts and Theories of Social Development	1	10
SDS 101 C	Political and Social Development in Africa	1	10
SFC 017	Communication Skills	1	10
SLG 111	Principles of Human Resource Management and Administration	2	20

SAF 111	Principles of Accounting	2	20
SAF 112	Business Mathematics and Statistics	2	20
SAF 121	Finance I	2	20
	<b>Total no. of units</b>	<b>12</b>	<b>120</b>

### Year Two:

C/Code	Course Name/ Title	Units	Credits
SME 211	Principles of Marketing	2	20
SME 212	Business Environment and Strategies	2	20
SME 213	Principles of Economics	2	20
SLG 221	Business Research Methods and Philosophy	2	20
SLG 222	Business Law and Ethics	2	20
SME 312	Entrepreneurship and Business Planning	2	20
	<b>Total no. of units</b>	<b>12</b>	<b>120</b>

### Year Three:

C/Code	Course Name/ Title	Units	Credits
SME 221	Marketing Strategy, Planning and Control	2	20
SME 311	Organisational Behaviour	2	20
SME 313	Services Marketing and Customer Care	2	20
SME 321	Sales Management	2	20
SME 322	International Marketing	2	20
SBM 399	Field Practical	2	20
	<b>Total no. of Units</b>	<b>12</b>	<b>120</b>

**Total Number of Units for BBA (Marketing) = 36**

### Entry Qualifications

Applicants should fulfil the following conditions (*to be ready together with the General University Regulations*)

#### Option I

- Certificate of Secondary Education Examination (C.S.E.E.) or East African Certificate of Education (Ordinary Level) or equivalent, with passes in FIVE approved subjects, obtained prior to the sitting of the Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) or equivalent.
  - o *and*
  - o *Either*

- Two principal Year passes in Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) or equivalent; in one of the following combinations:  
ECA, EGM, PCB, PCM, PGM, CBG, and  
HGE *or*
- An appropriate equivalent Diploma/Certificate approved by the Senate of The Supershine University.

### **Optional II**

Written evidence of a satisfactory pass will be essential.

### **Option III**

Candidates who do not qualify under options I and II may register for Foundation Courses (SFC) offered by The Supershine University. Those who pass examinations set at the end of the course will be eligible for registration for any of the degree programmes in Business Administration listed above, provided that they took relevant subject combination in the SFC.

### **Option IV**

Candidates with awards from other Institutions of Higher Learning will be considered on their own merit. These include a degree or an advanced Diploma in a relevant field.

## **2.2. Bachelor of Human Resource Management (BHRM)**

Bachelor of Human Resource Management is an independent programme from the newly streamlined BBA programme. In contrast to the BBA programmes detailed in Section 2.1, the Bachelor of Human Resource Management (BHRM) prepares students to become professional human resource managers. The programme aims to enable the students acquire knowledge and skills in human resource management and apply them in various organizational performance processes in all sectors of the economy.

### **Objective of the Programme**

The main objectives of the BHRM include providing opportunities to acquire knowledge and skills in the area of human resource management.

### **Entry Qualifications**

As specified in the BBA programme with the exception of the requirement of a PASS in Mathematics at Level.

## **STRUCTURE OF THE BACHELOR OF HUMAN RESOURCE MANAGEMENT**

### **Year One**

<b>Code</b>	<b>Course Title</b>	<b>Units</b>	<b>Credits</b>
SCP 100	Introduction to Microcomputer studies and information Technology I	1	10
SFC 017	Communication Skills	1	10
SAF 111	Principles of Accounting	2	20
SLG 117	Performance Management	2	20
SLG 116	Labour Economics	2	20
SLG 111	Principles of Human Resource Management and Administration	2	20
****	Elective	2	20
	<b>Total no. of units</b>	<b>12</b>	<b>120</b>

### **Year Two**

<b>Code</b>	<b>Course Title</b>	<b>Units</b>	<b>Credits</b>
SLG 221	Business Research methods and philosophy	2	20
SLG 213	Strategic Human Resource Management	2	20
SLG 222	Business Law and Ethics	2	20
SLG 223	Workforce Planning	2	20
****	Elective	2	20
****	Elective	2	20
	<b>Total no. of units</b>	<b>12</b>	<b>120</b>

### **Year Three**

<b>Code</b>	<b>Course Title</b>	<b>Units</b>	<b>Credits</b>
SME 311	Organizational Behaviour	2	20
SLG 311	Training and Development	2	20
SLG 321	Labour Law	2	20

SLG 322	Labour Relations	2	20
****	Elective	2	20
SBM 399	Field Practical	2	20
	<b>Total no. of units</b>	<b>12</b>	<b>120</b>

**\*\*\*\*Electives courses**

Select any four electives to cover the indicated slots in Year I, II and III

<b>Code</b>	<b>Course Title</b>	<b>Units</b>	<b>Credits</b>
SLG 115	Operations Management	2	20
SAF 121	Finance I	2	20
SLG 122	International Human Resource Management	2	20
SME 211	Principles of Marketing	2	20
SLG 216	Diversity at Workplace	2	20
SLG 217	Work Place Health and Safety	2	20
SME 312	Entrepreneurship and Business Planning	2	20
SLG 314	Strategic Leadership Governance and Conflict Management	2	20
SLG 315	Group Dynamics and Team Building	2	20

*Assessment*

*Same as in the BBA programme*

### **3.0 HIGHER DEGREE PROGRAMMES IN BUSINESS MANAGEMENT**

#### **3.1 POSTGRADUATE DIPLOMA IN BUSINESS STUDIES (PGDBS)**

##### **3.1.1 INTRODUCTION**

The Postgraduate Diploma in Business Studies is a general business management higher diploma, which prepares graduates for a range of executive and business management careers. It is equally valuable for the person who aspires to such a role, by helping them to gain the knowledge and understanding necessary to carry it out. Above all the course is a bridge to those aspiring for masters' degree but they do not have enough qualifications.

##### **3.1.2 GENERAL OBJECTIVES OF THE PGDBS PROGRAMME**

The educational aims of the programme are:

- (i) To develop knowledge, skills and competence to the Year where students can make a professional contribution to the management and administration of businesses;
- (ii) To enable students to develop an understanding and knowledge of the management of businesses;
- (iii) To prepare students to undertake higher and professional roles in management;
- (iv) To enable students to acquire necessary skills and competence in pursuing higher degrees in business and management; and
- (v) To enable students to develop skills of investigation, analysis and presentation.

### **3.1.3 ENTRY QUALIFICATIONS**

The programme is open to candidates with a variety of backgrounds. However, prospective candidates must satisfy the following minimum requirements:

- (i) Must have a degree of any classification of the or have an equivalent degree from other universities or recognized/accredited higher learning institutions.
- (ii) Applicants holding unclassified degrees with grades which do not qualify them for a direct entry into Master's Degree.
- (iii) Applicants with an advanced diploma from any recognized institution may also be considered provided that they have passed all courses.
- (iv) Applicants enrolled for professional examination e.g. CPA(T) of the NBAA and CPSP of the PSPTB will be considered provided that at the time they lodge their application they have already attained Module D of the CPA or Professional stage III of the CPSP, through sitting formal examinations, and they have in addition a pass in sixth form education

### **3.1.4 PGDBS PROGRAMME STRUCTURE**

The programme is structured under the assumption that learners will spend one academic year to complete the programme. The programme has a total of 16 units comprising six modules, each of which has a weight of two units and a project which carries four units. Each student shall be required to undertake all units offered in the programme. However, learners shall study and pass the prescribed courses in the first place before being allowed to do their project.

<b>MODULE I</b>			
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Module Code	Module Title	Units	Credits
SME 531	Entrepreneurship Development	2	20
SME 532	Marketing Management	2	20
SAF 531	Business Mathematics and Statistics	2	20
<b>MODULE II</b>			
Module Code	Module Title	Units	Credits
SLG 631	Strategic Human Resource Management	2	20
SLG 632	ICT in Business Management	2	20
SAF 632	Managerial and Financial Accounting	2	20
<b>PROJECT:</b>			
SBM 599	Comprehensive Business Plan	4	40

### 3.1.5 PROGRAMME DELIVERY

The programme is offered under Distance, Evening and Executive modes

#### a) *The Executive Mode:*

The mode is conducted in an enhanced face to face sessions, each addressing a different learning constraint. The programme shall run as per academic calendar and intake size is based on class capacity in six centres namely Chipata, Lusaka and Mongu. Students should note that for resource optimization reasons and also depending on student numbers, (i) Module two classes are taken with MBA classes, and (ii) Module one classes may be organized at a centre other than your own chosen centre. From (i), it follows that students in this mode of study may begin learning the courses in module two first and thereafter module one courses.

There will be a two months break between modules. Each course will be covered in five days at the end of which a Timed Test carrying 30% will be administered. The final examinations (70%) on modules completed will be done on the first two days of the subsequent module. Orientation related to the preparation of Business plan will be conducted immediately after doing the final examinations for Module II which will be conducted at the centres, unless otherwise communicated and students are expected to end up with a draft of a Business

Plan. Students will be assigned a supervisor to guide in finalizing the plan and produce the Comprehensive Business Plan for examination.

*b) The Evening Mode*

The evening mode of delivery may appeal mainly to residents of Lusaka. This is a full time face to face delivery and students will attend lectures from 17.00 to 20.00 hours, three days per week, covering three courses of module I for 15 weeks. Respective instructors will give them the main timed tests during lectures and the final examinations will be scheduled within the 15<sup>th</sup> week. After a brief break, the second module courses will be taken up in the second semester. Also students in this mode should note that for resource optimization reasons and due to student numbers, they may be required to take module two courses first with the MBAs and thereafter module one courses. After completion of all courses the students will be oriented on the preparation of Business plan in a face to face session where they will come up with a draft of a Business Plan. Students will be assigned a supervisor to guide them in finalizing the plan and produce the Comprehensive Business Plan for examination.

*c) Distance Mode:*

Candidates in the regions as well as those in Lusaka who for one reason or the other could not opt for the evening or executive modes are advised to pursue the PGDBS distance programme. This mode follows the Open and Distance Learning (ODL) mode, the mainstay of SU. Students will start the academic year (usually in October) by an orientation week whereby they will also register themselves online. They will be provided with course outlines and proceed to study the registered courses. They will also be required to register for examinations in the courses registered as directed by the Directorate of Examinations Syndicate (DES) as per the University's examination calendar.

### **Assessment**

Assessment in this programme shall follow the structure in the other postgraduate programmes in business management.

## **3.2. MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE PROGRAMME**

### **3.2.1 INTRODUCTION**

The Master of Business Administration (MBA) degree programme is designed to cater for the contemporary business world and student needs. It is a highly professional four-year management development programme, which is largely

delivered on a distance-learning mode. It offers a special learning opportunity and a unique self-development programme to the graduates who want to follow a management career in business and public sectors, or acquire higher qualifications such as PhD or DBA.

### **3.2.2 GENERAL OBJECTIVES OF THE MBA PROGRAMME**

The main objective of the MBA programme is to prepare and equip graduates with general training in cross-organizational perspectives of business and specialised training in career-oriented management areas such as Finance, Human Resources Management, Marketing, Project Management, Leadership and Governance, and Transport and Logistics.

For this reason, the programme will specifically enable participants to:

- (i) acquire the requisite general and specialised knowledge and understanding of the business processes and their environment;
- (ii) develop both theoretical and practical skills for effective management;
- (iii) acquire analytical skills and competencies in assessing business opportunities and challenges;
- (iv) acquire the spirit of entrepreneurship for business development and job creation; and
- (v) acquire tools for analysis and skills for research.

### **3.2.3 ENTRY QUALIFICATIONS**

The programme is open to candidates with a variety of background and interests in either general or specific management functional area. However, prospective candidates must satisfy the following minimum requirements:

- (a) Must have a first or second class honours degree of the or
- (b) Must have an equivalent honours degree from other universities or recognized /accredited higher learning institutions.
- (c) Applicants holding unclassified degrees (e.g. M.D.) must have at least a B grade average
- (d) Applicants holding a pass degree may be considered for admission, if: The GPA is not below 2.5; have worked for at least 2 years in an organisation, after graduation and have satisfied the Faculty of their academic potentials through GMAT, its equivalent or additional training at a Diploma Year and approved by the Faculty Board.
- (e) Applicants with recognized professional qualifications, e.g. CPA, CPSP, ACCA, etc., obtained through sitting formal examinations, may be considered for admission, if they have, in addition:

- (i) A pass in sixth form education;
  - (ii) Have worked for at least 2 years in an organisation, after graduation; and
  - (iii) Have satisfied the Faculty of their academic potentials through GMAT, its equivalent or additional training at a Diploma Year and approved by the Faculty Board.
- (f) Applicants with an advanced diploma in a relevant field of at least upper second class may also be considered. Lower classes will be considered provided the applicant also holds a postgraduate diploma in a relevant field. In both cases, the applicant, in addition, must have worked in a relevant organisation for at least two years.

### **3.2.4 MODES OF DELIVERY**

The Faculty of Business Management offers the MBA programme by thesis and by coursework.

MBA by Thesis is offered to candidates with business education and strong verifiable research background. MBA by Coursework is offered to candidates, who have no business education background. Candidates will have the opportunity to specialize in, Finance, Marketing, Human Resource Management, Leadership and Governance and Transport and Logistics. Other areas of specialization will be added later on depending on the Year of demand. The MBA by coursework and dissertation is offered in three different delivery modes, namely; distance, evening and executive modes. The MBA (evening) programme may appeal mainly to residents of LUSAKA. The MBA executive mode is offered in 5 centres in the country, namely; Lusaka, Kitwe, Mongu, Chipata, and Kalomo. Later on, and depending on the cluster of successful applicants and Faculty's resources, this mode may be extended to include other regions in , and beyond. Candidates in the regions as well as those in Lusaka who for one reason or the other could not opt for the evening or executive modes are advised to pursue the MBA distance programme. This mode is available anywhere in and abroad. Current centres are in Cameroon, Russia (National Research University) and Botswana (Botswana University).

### **3.2.5 MBA PROGRAMME STRUCTURES**

#### **3.2.5.1 MBA by Thesis**

The MBA by thesis shall be offered through a combination of distance and part-time learning modes to candidates with a business or management education, strong verifiable research background and at least two years working experience. The programme consists of two parts; capacity strengthening and thesis writing.

(a) Strengthening Capacity

This particular activity is rationalised on the different learning environment associated with distance mode of learning. Even though the candidate will be studying under supervision, distance creates its own limitations that can frustrate students. Students in the programme are advised to attend the research methodology classes for postgraduate students organized by the Directorate of Research, Publications and Postgraduate Studies (DRPS) in zones twice a year (April May and November-December). Students must contact their nearest Regional Centre offices for details, timing and venues. The purpose of the part-time residential classes is to minimise the potentially negative impact of distance. Here students will be guided on the research methodologies and, where necessary, on the other appropriate courses to undertake based on one's needs. Students must register with Director of Regional Centres so that they are not missed out in any communication.

(b) Thesis Writing

This aspect will follow the normal MBA dissertation writing process, namely writing of a feasible and approved research proposal, researching, writing and submit for examination a thesis, participating and presenting papers at MBA Seminars, and filing, through supervisor, progressive report form every six months. The appropriate form is found in the appropriate Appendix of the SU prospectus.

(c) Evaluation of Thesis

The regulations of SU Postgraduate Studies shall apply. Coursework marks shall not be used to evaluate the thesis. Successful candidates shall be awarded a Master of Business Administration (MBA) of Supershine University

### ***3.2.5.2 MBA by Coursework and Dissertation***

The MBA programme has also undergone a major review. The number of courses has been reduced and the codes have been reviewed to follow the departmental codes. The dissertation part has been merged with the research methodology course and its weight reduced to a total of six units. All students will have an opportunity to specialize in one of the five areas; namely, Finance, Project Management, Marketing, Leadership and Governance, Human Resource Management and Transport and Logistics. As a result of this review, the Faculty expects that students will spend lesser time on coursework and more on the dissertation. The delivery schedules will also vary as detailed hereunder.

**(a) Programme Structure**

The programme consists of six (6) core courses, three (3) courses from one's area of specialization which carry a weight of two (2) units each and Research methodology course with an academic dissertation which carries six (6) units to make a total of twenty-four (24) units to complete the programme. Core units provide a foundation of knowledge and understanding. Electives units allow in-depth study and reflection and provide a student with an opportunity to enhance and deepen knowledge and skills in areas of particular interest, and that are relevant to future career. The electives we offer vary depending on current faculty research agenda and relevance to business which includes Finance, Marketing, Leadership and Governance, Transport and Logistics and Human Resource options.

<i>The Core Units</i> <i>Code Title</i>	Units	Credits
Module I:		
SLG 631 Strategic Human Resource Management	2	20
SLG 632 ICT in Business Management	2	20
SAF 632 Managerial and Financial Accounting	2	20
Module II:		
SME 631 Strategic Marketing	2	20
SAF 631 Financial Management	2	20
SLG 635 Management Decision Making Processes	2	20
The Electives (Module III)		
Specializations (students have to take all three)		
<i>Finance</i>		
SAF 641 Financial Markets and Institutions	2	20

SAF 642 International Business Finance	2	20
SAF 643 Advanced Corporate Finance	2	20
<i>Marketing</i>		
SME 641 Sales Management	2	20
SME 642 International Marketing	2	20
SME 643 Services Marketing	2	20
<i>Human resource</i>		
SLG 636 Employment Law and Employee Relations	2	20
SLG 639 International Human Resource Management	2	20
SLG 641 Human Resource Planning and Development	2	20
<i>Leadership and Governance</i>		
SLG 645 Public Administration	2	20
SLG 646 Corporate Governance	2	20
SLG 647 Leadership and Human Rights	2	20
<i>Transport and Logistics</i>		
SME 646 Transport Systems Management	2	20
SME 647 Public Transport & Transportation	2	20
SME 648 Global Logistics Management	6	60
Dissertation:		
SBM 699 Business Research Methodology/Dissertation		

**(b) Programme delivery**

The programme will be delivered in three modes, namely Distance, Evening and Executive.

**(i) Distance Mode:**

This is the Open and Distance Learning (ODL) mode, the mainstay of SU. Students will start the academic year (usually in October) by an orientation week whereby they will also register themselves. They will be provided with course outlines and proceed to study the registered courses. They will be

expected to register for a minimum of 10 units from module I and II for the first year. After the registration period, they will also be required to register their readiness to sit for the January/February main tests (MTTs) the following year for the courses in which they had registered. Around April, during a face to face session they will have their Students' Progress Portfolio (SPP) signed for the subject they registered for after assuring the lecturers that they have gained the knowledge and understanding as expected from the course learning outcomes. They will then register for the final examinations for the subjects signed in the SPP. The final examinations will be held in May/June. Special TTs will be held in May/June before the final examinations for those who missed them in January/February session and special and supplementary final examinations will be held in the following January/February session. The process will repeat in the second year for the remaining units in Module II and III. During the time on the programme, students are advised to attend research methodology course in a face to face session where they will come up with the research proposal. This course is run twice a year (April – May and November/December) at selected zones. It is organized by the Directorate of Research, Publications and Postgraduate Studies (DRPS). After completing the coursework, students will be assigned a supervisor who will guide him/her in the process of finalizing the research and producing the final dissertation for examination.

**(ii) *The Evening Mode:***

At the moment this mode will be held at LUSAKA. This is a full time face to face delivery and students will attend lectures from 17.00 to 20.00 hours, three days per week, covering three courses of module I for 15 weeks. Respective lecturers will give them the timed tests during lectures and the final examinations will be scheduled within the 15<sup>th</sup> week. After a brief break, the second module course will be taken up and finally the specialization electives in the third trimester. After completion of all courses the students will be taken through a research methodology course in a face to face session where they will come up with research proposals. They will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination.

**(iii) *The Executive Mode:***

Module I and II will be conducted in the MBA Executive centres while module III (specialization) will be done in Lusaka. There will be a two months break between modules. Each course will be covered in five days at the end of which a Timed Test carrying 30% will be done. The final examinations (70%) for modules completed will be done on the first two days of the subsequent module. Research Methodology course will be taught immediately after doing the final



examinations for Module III which will be conducted at their respective study centres, and students are expected to end up with research proposals. Students will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination.

### *Evaluation*

The general SU Postgraduate Regulations shall apply.

## **3.3 MASTER OF HUMAN RESOURCE MANAGEMENT (MHRM)**

### **3.3.1 PROGRAMME CONTENT**

The programme consists of four (4) core courses, two (2) electives which carry a weight of two units each and Research methodology course with an academic dissertation which carries six (6) units to make a total of eighteen (18) units to complete the programme.

The Core Units			
<i>Code</i>	<i>Title</i>	Units	Credits
SLG 631	Strategic Human Resource Management	2	20
SLG 632	ICT in Business Management	2	20
SLG 633	Performance and Reward Management	2	20
SLG 636	Employment Law and Employee Relations	2	20
Any Two of the Electives below:			
SLG 637	Counselling and Coaching at Workplace	2	20
SLG 638	Human Resource Management Consultancy	2	20
SLG 639	International Human Resource Management	2	20
SLG 640	Management of Safety and Health	2	20
SLG 641	Human resource Planning and Development	2	20
Dissertation:			
SBM 699	Business Research Methodology/Dissertation	6	60

### **3.3.2 PROGRAMME DELIVERY**

MHRM by coursework and dissertation is offered in three different delivery modes, namely; distance, evening and executive modes.

#### *(a) Distance Mode:*

This is the Open and Distance Learning (ODL) mode, the mainstay of SU. Students will start the academic year (usually in October) by an orientation

week whereby they will also register themselves. They will be provided with course outlines and proceed to study the registered courses. They will be expected to register for a minimum of 8 units from the core units. After the registration they will also be required to register their readiness to sit for the January/February main tests (MTTS) the following year for the courses in which they had registered.

Around April, during a face to face session they will have their Students' Progress Portfolio (SPP) signed for the subject they registered for after assuring the lecturers that they have gained the knowledge and understanding as expected from the course learning outcomes. They will then register for the final examinations for the subjects signed in the SPP. The final examinations will be held in May/June. Special TTs will be held in May/June before the final examinations for those who missed them in January/February session and special and supplementary final examinations will be held in January/February session the following year. The process will repeat in the second year for the remaining units. During the time on the programme, students are advised to attend research methodology course in a face to face session where they will come up with research proposals. This course is run twice a year (April – May and November-December) at selected zones. It is organized by the Directorate of Research, Publications and Postgraduate Studies (DRPS). After completing the coursework, each student will be assigned a supervisor who will guide them in the process of finalizing the research and producing the final dissertation for examination.

*The Evening Mode:*

This is a full time face to face mode of delivery and classes are held at LUSAK/A. Students will attend lectures from 17.00 to 20.00 hours, two days per week, covering two of the core courses for 15 weeks. Respective instructors will give them timed tests during lectures and the final examinations will be scheduled after the 15 weeks. After a brief break, the remaining two core courses will be taken up and finally the electives in the third trimester. After completion of all courses the students will be taken through a research methodology course in a face to face session where they will come up with research proposals. They will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination

(b) *The Executive Mode:*

The core unit courses will be conducted in the MBA Executive centres or as it may directed otherwise by the office of the Dean. There will be a two months

break between sessions. Each course will be covered in five days at the end of which a Timed Test carrying 30% will be done. The final examinations (70%) for courses completed will be done on the first two days of the subsequent session.

Research Methodology course will be taught immediately after doing the final examinations for the elective courses which will be conducted at their respective study centres, and students are expected to end up with research proposals. Students will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination.

### **3.4 MASTER OF PROJECT MANAGEMENT (MPM)**

#### **3.4.1 INTRODUCTION**

The Master of Project Management is a professional qualification that will provide a student with a sound educational platform for a career in project management. The programme aims to create reflective project management professionals, with enhanced knowledge competence and multiple skills. This cutting edge interdisciplinary and cross-sectoral programme, designed with inputs from the relevant industries, will significantly strengthen and develop existing project management professionals' expertise besides meeting the needs of new entrants or aspiring professionals.

#### **3.4.2 GENERAL OBJECTIVES OF THE MPM PROGRAMME**

The education aims of the programme are:

- (i) To prepare and equip students with knowledge, skills and competence to the Year where they can make a professional contribution to the project management in an organization.
- (ii) To assist students, develop practical skills in the analysis of concepts and practices related to project management
- (iii) To prepare students to undertake higher and professional roles in managing projects, thus enhancing their career opportunities and achieving self-development.

#### **3.4.3 ENTRY QUALIFICATIONS**

The programme is open to candidates with a variety of backgrounds. However, prospective candidates must satisfy the following minimum requirements:

- (i) Must hold of a first or second class honours degree or, have an equivalent honours degree from other universities or recognized/accredited higher learning institutions.
- (ii) Applicants holding an advanced diploma in project management or in related field of at least upper second level.

- (iii) Applicants holding lower classes of advanced diploma or pass degrees may be considered for admission if they have satisfied the faculty of their academic potentials through GMAT, its equivalent or additional training at a diploma Year and approved by the faculty board.
- (iv) Applicants holding recognized professional qualifications of CPA (T), ACCA, CPSP etc, obtained through sitting formal examinations, may be considered provided they pass additional criteria as specified in OUT prospectus.

### 3.4.4 MPM PROGRAMME STRUCTURE

The programme is structured to be completed within a maximum of five (5) years under the Open and Distance learning mode, and 18 months for the Evening or Executive modes. Student of Master of Project Management shall be required to undertake six (6) core, and two (2) elective courses carrying a weight of two units each. Upon successively completion of taught courses a candidate will be required to take a research methodology course with an academic dissertation which carries six (6) units to make a total of twenty-two (22) units to complete the programme.

The Core Units			
<i>Code</i>	<i>Title</i>	<i>Units</i>	<i>Credits</i>
SLG 642	Project Process, Planning and Control	2	20
SLG 643	Project Human Resource Management	2	20
SAF 644	Finance for Project Management	2	20
SME 644	Project Procurement and Contracting	2	20
SAF 645	Quantitative Methods for Project Management	2	20
SLG 644	Project Sustainability, Monitoring and Evaluation	2	20
<i>Any Two of the Electives below</i>			
SME 645	Project Total Quality Management	2	20
SLG 648	Managing Successful Information Technology (IT) Projects	2	20
SAF 646	Project Portfolio and Risk Management	2	20
SLG 649	Management of Strategic Operations	2	20
<i>Dissertation</i>			
SBM 699	Research Methodology/Dissertation	6	60

### **3.4.5 PROGRAMME DELIVERY**

MPM by coursework and dissertation is offered in three different delivery modes, namely; distance, evening and executive modes. Candidates in the regions as well as those in LUSAKA who for one reason or the other could not opt for the evening or executive modes are advised to pursue the MPM distance programme.

*(d) Distance Mode:*

This is the Open and Distance Learning (ODL) mode, the mainstay of SU. Students will start the academic year (usually in October) by an orientation week whereby they will also register themselves. They will be provided with course outlines and proceed to study the registered courses. They will be expected to register for a minimum of 8 units from the core units. After the registration they will also be required to register their readiness to sit for the January/February main tests (MTTS) the following year for the courses in which they had registered.

Around April, during a face to face session they will have their Students' Progress Portfolio (SPP) signed for the subject they registered for after assuring the lecturers that they have gained the knowledge and understanding as expected from the course learning outcomes. They will then register for the final examinations for the subjects signed in the SPP. The final examinations will be held in May/June. Special TTs will be held in May/June before the final examinations for those who missed them in January/February session and special and supplementary final examinations will be held in January/February session the following year. The process will repeat in the second year for the remaining units. During the time on the programme, students are advised to attend research methodology course in a face to face session where they will come up with research proposals. This course is run twice a year (April – May and November-December) at selected zones. It is organized by the Directorate of Research, Publications and Postgraduate Studies (DRPS). After completing the coursework, each student will be assigned a supervisor who will guide them in the process of finalizing the research and producing the final dissertation for examination.

*(e) The Evening Mode:*

This is a full time face to face mode of delivery and classes are held at Lusaka Headquarter Campus. Students will attend lectures from 17.00 to 20.00 hours, two days per week, covering three of the core courses for 15 weeks. Respective instructors will give them timed tests during lectures and the final examinations will be scheduled after the 15 weeks. After a brief break, the remaining two core

courses will be taken up and finally the electives in the third trimester. After completion of all courses the students will be taken through a research methodology course in a face to face session where they will come up with research proposals. They will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination.

***The Executive Mode:***

The core unit courses will be conducted in the MBA Executive centres or as it may be directed otherwise by the office of the Dean. There will be a two months break between sessions. Each course will be covered in five days at the end of which a Timed Test carrying 30% will be done. The final examinations (70%) for courses completed will be done on the first two days of the subsequent session.

Research Methodology course will be taught immediately after doing the final examinations for the elective courses which will be conducted in the various centres, and students are expected to end up with research proposals. Students will be assigned supervisors for the dissertation and finalize the research and produce the final dissertation for examination.

**3.4.6 DISSERTATION**

The dissertation is an independent study done by the student under supervision. This is now combined with the Research Methodology course whereby face to face lectures will be conducted to the students after they have completed the rest of the courses. During this time the students are expected to come up with their dissertation proposal in an acceptable and complete form, and this will be assessed and contribute 30% with the remaining 70% coming from the final dissertation. Then each candidate shall be allocated a Supervisor with whom he/she shall have regular contacts during the period of research. The proposals, duly signed by both the candidates and their supervisor shall be submitted to the coordinator of Postgraduate Studies. A candidate shall undertake an applied research and submit a dissertation of approximately 15000-20000 words in partial fulfilment of the Master's Degree requirements. In evaluating the dissertation, the approved regulations regarding dissertations shall apply.

**3.4.7 ASSESSMENT REGULATIONS**

The following regulations shall apply

- (a) Assessment of examinations and coursework.
  - (i) Each course carries 100% marks. The final examinations count for 70% of the total marks. The remaining 30% comes from continuous assessment.

- (ii) A candidate shall not pass the course unless he/she attains a minimum of 50% (B) in each course.
- (b) Before the candidate is allowed to start writing a dissertation, he/she must successfully complete the coursework part with a mean overall grade of “B” or above in all chosen/pursued core modules listed, or as the University regulations may provide.
- (c) The mode of evaluation for the dissertation comprises 30% for proposal development and 70% for final report and shall be evaluated internally and by external examiners.
- (d) A Candidate who fails in ONE or TWO of the THREE courses undertaken in a year shall be allowed to do supplementary examination.
- (e) A candidate who fails in a repeated subject shall be requested to pay an appropriate fee and repeat the subject.
- (f) A candidate whose overall grade point is below “B” in the coursework part shall be requested to pay an appropriate fee and repeat the course.

### **3.4.8 DURATION OF THE COURSE**

MPM students are given a maximum registration period of five years. However, there is nothing to prevent a candidate from completing their courses of study within the minimum of 18 months after registration. In fact, students are encouraged to complete their studies earlier to reduce costs and ensure quality and usefulness of the acquired knowledge.

### **3.4.9 Evaluation of Coursework**

The evaluation of the programmes will be through course work and examinations. Except for the dissertation, each course will be evaluated as follows:

Continuous assessment	30%
Examination	<u>70%</u>
Total	100%

The pass mark for each examinable course shall be 50%. No candidate will be allowed to proceed with the dissertation stage formally if he or she has more than three course work courses uncompleted

### **3.5 AWARD OF DEGREES**

Regardless of the mode of learning or area of specialization a candidate chooses, Master of Business Administration, Master of Human Resource Management

and Master of Project Management shall be awarded and conferred on candidates who satisfactorily completed all the requirements for the award of the respective degree registered for. Neither of the degrees is classified.

### **3.6 Exit Award**

If a student in any of the Master's degree programme completes all courses but for one reason or the other cannot proceed to the dissertation stage, he or she can apply for an exit award to the Deputy Vice Chancellor (Academic) through the Faculty of Business Management and Directorate of Research, Publications and Postgraduate Studies. Upon approval by University Senate, such student will be awarded a Postgraduate Diploma in the respective degree programme. This is a different from the taught PGDBS detailed in Section 3.1

### **3.7 DOCTOR OF PHILOSOPHY DEGREE (Ph.D)**

#### **3.7.1 Objectives**

The objectives of the programme are to enable the student to:

- Develop methodological, analytical and professional skills in research;
- Acquire a wide scope of understanding of the business world;
- Acquire entrepreneurship skills.

#### **3.7.2 Entry requirements**

A relevant Master of Business Administration Degree of SU or equivalent qualifications

#### **3.7.3 Duration**

The candidate must submit his/her thesis within six years from the date of registration for the degree, although candidates are encouraged to complete their studies within 3 to 4 years to avoid data obsolescence. However, no candidate shall be permitted to submit a thesis in less than two academic years from the date of registration.

#### **3.7.4 Programme Structure**

Since prospective candidates might have been out of touch with the academia for some time it is necessary to upgrade their foundation knowledge and research skills and to enhance their understanding of their responsibilities in pursuing this degree. It is therefore worthwhile for candidates to take foundation courses together with preparing a viable research proposal in the first year of the programme. The programme is structured as follows:



Year 1 *Candidates must take the following courses:*

SBM: 700 Philosophies of Science/ Knowledge Independent Paper  
SBM: 702 Business Research Methods and Computer Applications  
SBM: 703 One Elective Course in Area of research interest.

Year 2

Field Research and Data Collection  
Data Analysis and Reporting  
SBM 701: Doctorate Seminar Presentations

Year 3

Compilation of dissertation  
SBM 701: Doctorate Seminar Presentations  
Presentation of Dissertation to Supervisor.  
Production of Dissertation for External Evaluation.  
Viva Voce Examinations  
SBM: 799 Dissertations.

Year 4 – Year 6

SBM: 701 Seminar presentations  
SBM: 799 Dissertation writing.

Administration of PhD Programme  
The regulations of SU

### **3.7.4 Postgraduate research methodology course**

This particular activity is rationalised on the different learning environment associated with distance mode of learning. Even though the candidate will be studying under supervision, distance creates its own limitations that can frustrate students. Students in the programme are advised to attend the research methodology classes for postgraduate students organized by the Directorate of Research and Publications (DRP) in zones twice a year (April-May and November/December). Students must contact their nearest Regional Centre offices for details, timing and venues. The purpose of the part-time residential classes is to minimise the potentially negative impacts of distance. Here students will be guided on the research methodologies and, where necessary, on the other appropriate courses to undertake based on the needs of the student. Students must register with Director of Regional Centres so that they are not missed out in any communication.

The process will entail writing of a feasible and approved research proposal, researching, writing and submit for examination a thesis, participating and presenting papers at PhD Seminars and conferences, and filing, through supervisor, progressive report forms every six months. The appropriate form is found as an appendix to this prospectus.

(d) Evaluation of Thesis

The regulations of SU Postgraduate Studies shall apply.

## **FACULTY OF EDUCATION**

Faculty of Education is one of the largest at the that offers a range of courses at all levels – certificate, diploma, bachelor, master and doctoral degrees. The Faculty has a structure with five departments, namely Adult and Distance Education, Curriculum and Instruction, Educational Foundations, Educational Policy and Management, and Psychology and Special Education. In addition, there are units that deal with various functions including the Postgraduate Studies Unit, Undergraduate Studies Unit, Teaching Practice Unit, and Examinations Unit.

### **NON-DEGREE PROGRAMMES**

#### **Certificate in Early Childhood Care and Education (CECCE)**

The Certificate in Early Childhood Care and Education (CECCE) course is designed to meet the need to formally focus our quality development on the period of early childhood in order to bridge the gap between ECCE and post ECCE aiming at building a stronger foundation for formal education in the country. To achieve this objective, well-supported and realistically planned programmes must be in place. In light of all this SU established a course in Early Childhood Care and Education (ECCE). It is a one-year course.

Early Childhood has been recognised as a crucial stage in human development as it forms the foundation of subsequent development. The purpose of this certificate programme is to equip teachers-cum-care givers with knowledge and skills with which to render standard services in areas of ECCE.

#### **Entry qualifications**

The entry requirement for the Certificate in Early Childhood Care and Education is EITHER an Ordinary Year School Certificate (or equivalent) with

at least five (5) pass OR an Ordinary Year School Certificate with at least two years of working experience in the early childhood care and education centres.

#### Programme structure

<b>CODE</b>	<b>COURSE TITLE</b>	<b>UNITS</b>
SCE 001	Introduction to Early Childhood Education	1
SCE 002	Introduction to Child Development	1
SCE 003	Teaching Methods and Material Development for Young Children	1
SCE 004	Children with Special needs in Early Childhood Education	1
SCE 005	Health, Safety and Nutrition	1
SCE 006	Play and Learning in Early years	1
SCE 007	Organising and Managing an Early childhood Care & Education Centre	1
SCE 008	Teaching Mathematics & Science in early childhood education	1
SCE 009	Teaching Handicraft, Art and Sports in early childhood Education	1
SCE 010	Teaching Language & Literacy in Early Childhood Education	1
SCE 011	Field Practicum	1
<b>Total Units</b>		<b>12</b>

#### **Diploma in Early Childhood Care and Education**

Diploma in Early Childhood and Education (DECE) is a two years' programme. It is designed for teachers and persons who are dealing with children at day care or kindergarten are not trained specifically for work in this area. Also there has been an increase in the number of schools and day care centres that accept children under 8 years of age.

#### Entry qualifications

Entry requirement will be 5 passes at O-Year or its equivalent plus at least 2 years of relevant professional experience, **Or** A Certificate in Early Childhood care and Education or At least 1 principal pass and 1 subsidiary at A-level, **Or** A Two-year Diploma or a Degree in any relevant field including Education and social work.

## Course Structure

<b>YEAR 1</b>		
<b>CODE</b>	<b>Course Title</b>	<b>UNITS</b>
SDE 010	Child Growth and Development	<b>1</b>
SCE 003	Teaching Methods and Material Development for Young Children	<b>1</b>
SDE 012	Curriculum Development in Early Childhood Education	<b>1</b>
SDE 013	Family, Child Care and Nutrition	<b>1</b>
SDE 014	Historical and Philosophical Foundations of Early Childhood Development	<b>1</b>
SDE 015	Language and Literacy in Early Childhood	<b>1</b>
SDE 016	Science and Mathematics in Early Childhood Development	<b>1</b>
SDE 017	Music, Movement and Drama	<b>1</b>
	<b>Total</b>	<b>8</b>
<b>YEAR 2</b>		
<b>CODE</b>	<b>Course Title</b>	<b>UNITS</b>
SDE 018	Psychology of Human Development and Learning	<b>1</b>
SDE 019	Contemporary issues in Early Childhood Development	1
SDE 020	Health and Physical Education in Early Childhood Development	1
SDE 021	Administration and Management of ECD	1
SDE 022	Research, Monitoring and Evaluation in Early Childhood Development	1
SDE 023	Children with Special Needs in Early Childhood	1
SDE 024	Practicum (cumulative)	1
	<b>Total</b>	<b>8</b>
<b>Grand total for diploma course is 16 units</b>		

## UNDERGRADUATE DEGREE PROGRAMMES

Since the 2018/19 academic year the programme below has been applicable for students joining for the first time, the education degree programmes.

*Curricula coverage for all the education programmes*

<b>COURSE/CATEGORY OF COURSES</b>	<b>BSc ED, BA ED &amp; BBA ED (Number of UNITS)</b>	<b>BED (Number of UNITS)</b>
Communication Skills	1	1
Introduction to Computer	1	1
Teaching Practice	2	2
Basic Education Courses	12	18
Teaching Subject I	12	12
Teaching Subject II	12	6
<b>TOTAL</b>	<b>40</b>	<b>40</b>

### CURRICULA

#### 1. BACHELOR OF EDUCATION-POLICY AND MANAGEMENT (B.Ed-PM)

<b>CODE</b>	<b>COURSE TITLE</b>	<b>UNITS</b>	<b>TCU CREDITS</b>
<b>YEAR 1</b>			
SCP 100	Introduction to Computer	1	10
SFC 017	Communication Skills	1	10
SEP 101	Educational Psychology	2	20
SEF 101	Philosophy of Education and Teaching	2	20
SEF 102	History and Sociological Aspects in Education	2	20
	Courses from Teaching Subjects	6	60
<b>YEAR 2</b>			
SEI 101	Curriculum Development and Evaluation	2	20
SEM 201	Educational Management and Leadership	2	20
SEI 208A	Teaching Practice 1	1	10
	Teaching Methods Course	2	20
	Courses from 2 Teaching Subjects	6	60

<b>YEAR 3</b>			
SEM 301	Educational Policy and Planning	2	20
SEM 302	Human resource Management and Development in Education	2	20
SEM 303	Introduction to Project management and Entrepreneurship in Education (Elective)	2	20
SEI 208B	Teaching Practice 2	1	10
SEM 304	Human Rights and cross-cutting issues in Education (Elective)	2	20
	Courses from 2 Teaching Subjects	6	60
<b>TOTAL</b>		<b>40</b>	

**2. BACHELOR OF EDUCATION-ADULT AND DISTANCE LEARNING  
(B. Ed-ADL)**

<b>CODE</b>	<b>COURSE TITLE</b>	<b>UNITS</b>	<b>TCU CREDITS</b>
<b>Year I</b>			
SCP 100	Introduction to Computer	1	10
SFC 017	Communication Skills	1	10
SEA 302	Introduction to Open and Distance Learning	2	20
SEF 101	Philosophy of Education and Teaching	2	20
SEA 101	Psychology of Adult Learning	2	20
	Courses from 2 Teaching Subjects	6	60
<b>Year II</b>			
SEI 101	Curriculum Development and Evaluation	2	20
SEI 208A	Teaching Practice 1	1	10
SEI 210	Teaching Methods for Adult Learners	2	20
	Courses from 2 Teaching Subjects	6	60
<b>Year III</b>			
SEA 301	Foundations Adult and Community Education	2	20
SEA 303	Lifelong Learning in Global Economy	2	20

SEA 305	Planning and management of adult and community education	2	20
SEI 208B	Teaching Practice 2	1	10
	Elective	2	20
	Courses from 2 Teaching Subjects	6	60
<b>TOTAL</b>		<b>40</b>	<b>400</b>
<b>Plus ONE of these Electives</b>			
SEA 304	Course Design and Development in ODL	2	20
SEA 306	Community Education and Development	2	20
SEA 307	Community Capacity Building	2	20

### 3. BACHELOR OF EDUCATION-TEACHER EDUCATOR (B .Ed-TE)

CODE	COURSE TITLE	UNITS	TCU CREDITS
<b>YEAR 1</b>			
SCP 100	Introduction to Computer	1	10
SFC 017	Communication Skills	1	10
SEP 101	Educational Psychology	2	20
SEF 101	Philosophy of Education and Teaching	2	20
SEF 102	History and Sociological Aspects in Education	2	20
	Courses from 2 Teaching Subjects	6	60
<b>YEAR 2</b>			
SEI 101	Curriculum Development and Evaluation	2	20
SET 200	Teacher professionalism and classroom practice	2	20
SEI 208A	Teaching Practice 1	1	10
	Courses from 2 Teaching Subjects	6	60
<b>YEAR 3</b>			
SEP 309	Introduction to Educational Research	2	20
SEM201	Education Management and Leadership	2	20
SET 303	Field Study	2	20

SEI 208B	Teaching Practice 2	1	10
	<b>Electives</b>	2	20
	Course from 2 Teaching Subjects	6	60
<b>TOTAL</b>		<b>40</b>	<b>400</b>
<b>Electives for B. Ed-TE</b>			
SET 301	Curriculum Development and Teaching models	2	20
SET 302	HIV and sexuality education: Curriculum based approach	2	20

#### 4. BACHELOR OF EDUCATION-SPECIAL EDUCATION (B. Ed-SE)

CODE	COURSE TITLE	UNITS	TCU CREDITS
<b>YEAR 1</b>			
SFC 017	Communication Skills	1	10
SCP 100	Introduction to Computer	1	10
SEP 101	Educational Psychology	2	20
SEF 101	Philosophy of Education and Teaching	2	20
SEI 101	Curriculum Development and Evaluation	2	20
	Courses from 2 Teaching Subjects	6	60
<b>YEAR 2</b>			
SEP 301	History and Issues in Special Education	2	20
SEI201-210	Teaching Subjects Methodology	2	20
SEI 208A	Teaching Practice 1	1	10
	Courses from 2 Teaching Subjects	6	60
<b>YEAR 3</b>			
SEP 302	Special Education Provisions and Services in Zambia	2	20
SEP 303	Inclusive Education	2	20
SEP 304	Management of Special Education	2	20
SEP 306	Transition Strategies in Special Education	2	20
SEI 208A	Teaching Practice 2	1	10



	Courses from 2 Teaching Subjects	6	60
<b>TOTAL</b>		<b>40</b>	<b>40</b>

**5. BACHELOR OF ARTS WITH EDUCATION (BA –ED)  
BASIC EDUCATION COURSES FOR B.A.(Ed) DEGREE  
PROGRAMME**

SEP 101	Educational Psychology	2	20
SEF 101	Philosophy of Education and Teaching	2	20
SEF 102	History and Sociological Aspects in Education	2	20
SEI 101	Curriculum Development and Evaluation	2	20
SEM 201	Educational Management and Leadership	2	20
SEI 208A	Teaching Practice 1	1	10
SEI 208B	Teaching Practice 2	1	10
	Teaching Methods Course	2	20
<b>SUB-TOTAL</b>		<b>14</b>	<b>140</b>

**COURSES FROM TEACHING  
SUBJECTS 1.**

**Geography**

<b>YEAR 1</b>				<b>TCU CREDITS</b>
SGE 121	Background to Physical Resources	MJ*	2	20
SGE 122	Introduction to Human Geography	MJ	2	20
SGE 123	Introduction to Geographic Techniques	MJ*	2	20
<b>YEAR 2</b>				
SGE 225	Population and Development	MJ	2	20
SGE 229	Geography Field Practical	MJ*	2	20

<b>YEAR 3</b>				
SGE 326	The African Environment and Development	MJ	2	20

## 2. History

<b>YEAR 1</b>				<b>TCU CREDITS</b>
SHI 131:	Introduction to African History	MJ*	2	20
SHI 132:	History of Zambia to the Recent Past	MJ*	2	20
SHI 133:	Theory and Practice in Africa History	MJ	2	20
SHI 134:	The Political History of Zanzibar	MJ	2	20
SHI 135	Themes in African Pre-History	MJ*	2	20
<b>YEAR 2</b>				
SHI 231:	History of East Africa to the Recent Past	MJ	2	20

## 3. English Language

<b>YEAR 1</b>				
SLL 131	Introduction to Language and Linguistics	MJ*	2	20
SLL 132	English Structure	MJ*	2	20
<b>YEAR 2</b>				
SLL 235	Phonetics and Phonology	MJ	2	20
SLL 232	Morphology	MJ*	2	20
SLL 236	Applied Linguistics	MJ	2	20
<b>YEAR 3</b>				
SLL233	Syntax	MJ	2	20

## 4. Literature in English

<b>YEAR 1</b>				
SLT 131	Literary Theory And Criticism	MJ*	2	20
SLT 132	Studies In African Literatures	MJ*	2	20
<b>YEAR 2</b>				

SLT233	Oral Literature I	MJ	2	20
SLT 231	Literary Stylistics	MJ*	2	20
<b>YEAR 3</b>				
SLT332	African American Literature	MJ	2	20
SLT337	Creative Writing	MJ	2	20

## 5. Economics

<b>YEAR 1</b>				
SEC 131	Introduction to Microeconomics	MJ	2	20
SEC132	Introduction to Macroeconomics	MJ	2	20
<b>YEAR 2</b>				
SEC230	Intermédiaire Microeconomics	MJ	2	20
SEC 231	Intermédiaire Macroeconomics	MJ	2	20
SEC 133	Mathematics for Economics	MJ	2	20
SEC234	Econometrics	MJ	2	20

## 6. Civics

<b>YEAR 1</b>				
SPA 103	Local Government Administration in	MJ	2	20
SIR 101**	Introduction to the study of politics	MJ	2	20
SIR 102**	Political Thought	MJ	2	20
<b>Year 2</b>				
SPS320	Democracy and Human Rights	MJ	3	30
	Elective	MJ	1	10
<b>Electives for Civics</b>				
SDS 101A	Concepts/Theories of Social Development	MJ	1	10
SDS 101C	Political and Social Development in Africa	MJ	1	10
<b>Year 3</b>				
SIR 302	Contemporary Issues in Global Politics	MJ	2	10

**\*\* Courses that will be developed – currently not on offer**

## 8. Religious Studies

<b>Year 1</b>				
SPR 121	Introduction to Critical Thinking and Argumentation	MJ*	2	20
SPR 124	Religious Phenomena	MJ	2	20
<b>Year 2</b>				
SPR 125	Religion in Public Life	MJ	2	20
SPR 126	Religion and Development	MJ	2	20
<b>Year 3</b>				
SPR 221	Philosophy of Religion	MJ*	2	20
SPR 224	Interreligious Peace and Reconciliation	MJ*	2	20

### Please Note:

- i) Social science education students are required to register in all courses indicated for respective subject specializations.
- ii) MJ\* indicate courses for B.Ed. students where the respective subject is a second teaching subject.

## **BACHELOR OF BUSINESS ADMINISTRATION WITH EDUCATION (B.BA-Ed) 1. BASIC EDUCATION COURSES FOR B.BA. (Ed) DEGREE PROGRAMME**

SEP 101	Educational Psychology	2	20
SEF 101	Philosophy of Education and Teaching	2	20
SEF 102	History and Sociological Aspects in Education	2	20
SEI 101	Curriculum Development and Evaluation	2	20
SEM 201	Educational Management and Leadership	2	20
SEI 208A	Teaching Practice 1	1	10
SEI 208B	Teaching Practice 2	1	10
	Teaching Methods Course	2	20
<b>SUB-TOTAL</b>		<b>14</b>	

## COURSES FROM TEACHING SUBJECTS

### 1. BOOK KEEPING/ACCOUNTANCY

C/Code	Course Title		Units	TCU CREDITS
SAF 112	Business Mathematics and Statistics	MJ	2	20
SAF 111	Principles of Accounting	MJ*	2	20
SAF 211	Intermediate Accounting	MJ*	2	20
SAF 221	Management and Cost Accounting	MJ*	2	20
SAF 311	Advanced Accounting	MJ	2	20
SAF 312	Auditing	MJ	2	20
	<b>Total number of units</b>		<b>12</b>	<b>120</b>

### 2. COMMERCE

C/Code	Course Title		Units	TCU CREDITS
SAF 112	Business Mathematics and Statistics	MJ	2	20
SAF 121	Finance I	MJ	2	20
SME 212	Business Environment and Strategies	MJ*	2	20
SME 213	Principles of Economics	MJ*	2	20
SLG 222	Business Law and Ethics	MJ	2	20
SME 312	Entrepreneurship and Business Planning	MJ*	2	20
	<b>Total number of units</b>		<b>12</b>	<b>120</b>

#### Please Note:

1. Business education students are required to register in all courses indicated for respective subject specializations.
2. MJ\* indicates courses for B.Ed. students where the respective subject is a second teaching subject

### 3. BACHELOR OF SCIENCE WITH EDUCATION (B.Sc. –ED) Combinations

The Faculty of Science, Technology and Environmental Studies, admits students into its undergraduate programmes under the prescribed admission

regulations of Supershine University Students admitted into B. Sc. (Ed) programme at SU shall select two major science subjects from the following combinations:

- Biology and Chemistry with Education
- Biology and physics with education
- Biology and Geography with Education
- Chemistry and geography with Education
- Mathematics and Economics with Education
- Mathematics and geography with Education
- Physics and geography with Education
- Information & Computer Studies and Mathematics with Education
- Mathematics and Chemistry with Education
- Physics and Chemistry with Education
- Physics and Mathematics with Education
- Biology and Home Economics & Human Nutrition
- Information & Computer Studies and Physics with Education
- Information & Computer Studies and Chemistry with Education
- Information & Computer Studies and Biology with Education

***From here, please state the courses and modules needed for each teaching subjects, starting with Education.***

#### **EDUCATION COURSES FOR B.Sc. (ED.) STUDENTS**

Code	Course title	Core/Elective	Units
SEP 101	Educational Psychology	Core	2
SEF 101	Philosophy of Educational and Teaching	Core	2
SEF 102	History and Sociological Aspects in Education	Core/NB: Elective for B.Sc. (Ed)	2
SEI 101	Curriculum Development and Evaluation	Core	2
SEM 201	Educational Management and Leadership	Core	2
SEI 208A	Teaching Practice	Core	1
SEI 208 B	Teaching Practice	Core	1
SEI 201	Teaching Methods for Physics Sciences	Core	2

SEI 207	Teaching Methods for Mathematics	Core	2
SEI 206	Teaching method for Applied Sciences	Core	2
SEI 202	Teaching Methods for Life Sciences	Core	2

Code	Course title	Core/Elective	Units
SEP 101	Educational Psychology	Core	2
SEF 101	Philosophy of Educational and Teaching	Core	2
SEF 102	History and Sociological Aspects in Education	Core/NB: Elective for B.Sc. (Ed)	2
SEI 101	Curriculum Development and Evaluation	Core	2
SEI 208	Teaching Practice	Core	2
SEI 201	Teaching Methods for Physics Sciences	Core	2
SEI 207	Teaching Methods for Mathematics	Core	2
SEI 206	Teaching method for Applied Sciences	Core	2
SEI 202	Teaching Methods for Life Sciences	Core	2

## **A: CHEMISTRY COURSES COURSE STRUCTURES**

### **Year 1**

#### **Core Courses**

<b>Code</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Practical Hours</b>	<b>Total Credits</b>
SCH 111	Physical Chemistry	35		10
SCH 112	Inorganic Chemistry	35		10
SCH 113	Organic Chemistry	70		20
SCH 114*	Introductory Chemistry for Biology Students	35		10

<b>SCH 320**</b>	Chemistry Practicals		70	10
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*\*Not for chemistry major*

**\*\*This chemistry practicals course continues through to YEAR2 AND YEAR3**

**ELECTIVE courses**

<b>Code</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Practical Hours</b>	<b>TOTAL CREDITS</b>
<b>SCH 115</b>	<b>AROMATICITY</b>	<b>35</b>		<b>10</b>

Year 2

Core courses

<b>Code</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Practical Hours</b>	<b>Total Credits</b>
<b>SCH 211</b>	Basic Analytical Chemistry	<b>35</b>		<b>10</b>
<b>SCH 213</b>	Advanced Inorganic Chemistry	<b>70</b>		<b>20</b>

**ELECTIVE courses**

<b>Code</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Practical Hours</b>	<b>Total Credits</b>
<b>SCH 212</b>	Basic Organic Spectroscopy	<b>35</b>		<b>10</b>
<b>SCH 214</b>	Organic Reaction Mechanism	<b>35</b>		<b>10</b>
<b>SCH 215</b>	Chemical Thermodynamics	<b>35</b>		<b>10</b>
<b>SCH 216</b>	Organic Stereochemistry	<b>35</b>		<b>10</b>
<b>SCH 217</b>	Chemistry of Natural Products	<b>35</b>		<b>10</b>
<b>SCH 218</b>	Forensic Chemistry	<b>35</b>		<b>10</b>
<b>SCH 219</b>	Medicinal Chemistry	<b>35</b>		<b>10</b>



**Year 3  
Core Courses**

<b>Code</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Practical Hours</b>	<b>Total Credits</b>
<b>SCH 311</b>	Chemical Kinetics & Electrochemistry	<b>70</b>		<b>20</b>
<b>SCH 312</b>	Instrumental Methods in Analytical Chemistry	<b>35</b>		<b>10</b>
<b>SCH 320</b>	Chemistry Practicals		<b>70</b>	<b>10</b>

**ELECTIVE courses**

<b>Code</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Practical Hours</b>	<b>Total Credits</b>
<b>SCH 313</b>	Nuclear Chemistry	<b>35</b>		<b>10</b>
<b>SCH 314</b>	Industrial Organic Chemistry	<b>35</b>		<b>10</b>
<b>SCH 315</b>	Theoretical Chemistry	<b>35</b>		<b>10</b>
<b>SCH 316</b>	Industrial Inorganic Chemistry	<b>35</b>		<b>10</b>
<b>SBL 215**</b>	Biochemistry	<b>35</b>		<b>10</b>
<b>SCH 317</b>	Chemistry Research Project		<b>70</b>	<b>10</b>

*\*\*this is will be taken from life science department*

NB: bed students should take all courses identified for BSC (ED) with any one option course All science students must take one of the special project from one teaching subject to complete the Programme

**B: PHYSICS COURSES  
COURSE STRUCTURE**

**YEAR1**

**Core Courses**

<b>Code</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Practical Hours</b>	<b>Total Credits</b>
SFC 017	Communication skills	35		10
SCP 100	Computer Studies	35		10
SPH 111	Fundamental Physics	105		30
SPH 113	Mathematical Methods of Physics	70		20
SPH 320	Physics Practical*		70	10
<b>Total</b>		<b>145</b>	<b>70</b>	<b>80</b>

\* This Physics Practicals course continues through to Year2 and Year3

**YEAR2**

**Core Courses**

<b>Code</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Practical Hours</b>	<b>Total Credits</b>
SPH 112	Electromagnetism I & II	70		20
SPH 216	Basic Electronics	35		10
<b>Total</b>		<b>105</b>		<b>30</b>

**ELECTIVE Courses**

<b>Code</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Practical Hours</b>	<b>Total Credits</b>
SPH 211	Statistical Thermodynamics	70		20
SPH 213	Optics	70		20
SPH 214	Earth Physics	70		20
SPH 215	Analog Electronics	70		20
<b>Totals</b>		<b>280</b>		<b>80</b>

**YEAR 3****Core Courses**

<b>Code</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Practical Hours</b>	<b>Total Credits</b>
SPH 312	Physics of the atom	70		20
SPH 321	Physics Research Project		70	10
<b>Total</b>		<b>70</b>	<b>70</b>	<b>30</b>

**ELECTIVE Courses**

<b>Code</b>	<b>course Title</b>	<b>Lecture Hours</b>	<b>Practical Hours</b>	<b>Total Credits</b>
SPH 311	Fundamentals of Material Science	35		10
SPH 313	Quantum Theory of Solids	70		20
SPH 314	Digital Electronics	70		20
SPH 315	Microelectronics	70		20
SPH 323	Environmental Physics	70		20
<b>Total</b>		<b>315</b>		<b>90</b>

**NB:** If a student does not do Research Project in Physics; he/she should do SPH 214 (Earth Physics) to meet the required 12 units.

**C: MATHEMATICS COURSES****COURSE STRUCTURE****YEAR 1****Core Courses**

<b>Code</b>	<b>course Title</b>	<b>Lecture Hours</b>	<b>Practical Hours</b>	<b>Total Credits</b>
SMT 111	Mathematical Analysis	70		20
SMT 112	Linear Algebra I	35		10
SMT 114	Probability and Statistics	70		20
SMT 115	Introduction to Mathematical Logic and Set Theory	35		10
<b>Total</b>		<b>210</b>		<b>60</b>

**ELECTIVE courses**

<b>Code</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Practical Hours</b>	<b>Total Credits</b>
SMT 113	Linear Algebra II	35		10
SMT 116	History of Mathematics	35		10
<b>Total</b>		<b>70</b>		<b>20</b>

**YEAR 2****Core Courses**

<b>Code</b>	<b>course Title</b>	<b>Lecture Hours</b>	<b>Practical Hours</b>	<b>Total Credits</b>
SMT 221	Numerical Methods	35		10
SMT 224	Ordinary Differential Equation	35		10
SMT 225	Applied vector Theory	35		10
SMT 228	Linear Programming	35		10
SMT 230	Mathematical Programming with MATLAB	28	14	10
<b>Total</b>		<b>140</b>		<b>50</b>

**ELECTIVE Courses**

<b>Code</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Practical Hours</b>	<b>Total Credits</b>
SMT 222	Numerical Analysis	35		10
SMT 223	Computer Programming	28	14	10
SMT 227	Real Analysis	70		20
SMT 229	Number Theory	35		10
SMT 231	Mathematical Methods	35		10
SMT 232	Advanced Calculus	35		10

SMT 233	Sample Survey and Quality Control	70		20
SMT 234	Advanced Statistics, Design and Analysis of Experiments	70		20
SMT 235	Discrete Mathematics	35		10
SMT 236	Fluid Mechanics	35		10
<b>Total</b>		<b>476</b>	<b>28</b>	<b>140</b>

**YEAR 3  
CORE COURSES**

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
SMT 333	Complex Analysis	35		10
<b>Total</b>		<b>35</b>		<b>10</b>

**ELECTIVE Courses**

Code	course Title	Lecture Hours	Practical Hours	Total Credits
SMT 331	Topology	35		10
SMT 332	Partial Differential Equations	35		10
SMT 334	Abstract Algebra	70		20
SMT 335	Mathematics Project		70	10
SMT 336	Measure Theory	35		10
SMT 337	Differential Geometry	35		10
SMT 338	Functional Analysis	35		10
SMT 339	Integer and Non-Linear Programming	35		10
SMT 340	Theory of Estimation and Tests of Hypothesis	70		20

SMT 341	Networks and Transportation Problems	35		10
<b>Total</b>		<b>420</b>	<b>70</b>	<b>130</b>

## **D: BIOLOGY COURSES COURSE STRUCTURES**

### **YEAR I**

#### **Core Courses**

<b>Course code</b>	<b>Course title</b>	<b>Unit</b>	<b>Practical hours</b>	<b>Hours</b>
SBL 111	Biological Laboratory Techniques	1		35
SBL 112	Cell and Molecular Biology	1		70
SZL 111	Animal Diversity	2		35
SZL 112	Animal Anatomy and Physiology	1		35
SBT 111	Diversity of Plants and Fungi	2		70
SBL 314	Biology Practical's	1	70	10

\*This Biology Practical's course continues through to YearII and YearIII

### **YEAR I**

#### **Elective Courses**

<b>Course code</b>	<b>Course title</b>	<b>Unit</b>	<b>Practical hours</b>	<b>Hours</b>
SZL 113	Developmental Biology	1		35
WBT 113	Plant Taxonomy	1		35
SBL 113	Biochemistry and metabolism	2		70
SCH 114	Introductory Chemistry for Biology students	1		35

### **YEAR II**

#### **Core Courses**

<b>Course code</b>	<b>Course title</b>	<b>Unit</b>	<b>Practical hours</b>	<b>Hours</b>
SBT 112	Plant structure and Development	1		35
SBL 211	Fundamentals of Ecology	1		35

SBL 212	Fundamental Genetics and Population Genetics	1		35
SBL 213	Cell Microbiology and Immunology	1		35

## YEAR II

### Elective Courses

Course code	Course title	Unit	Practical hours	Hours
SBL 214	Biometry	1		35
SBL 216	Research methodology	1		35
SBL 217	Introduction to soil science	1		35
SBT 211	Plant Physiology	1		35
SZL 211	Animal Parasites and Vector Biology	1		35

## YEAR III

### Core Courses

Course code	Course title	Unit	Practical hours	Hours
-	-	-		-

## YEAR III

### Elective Courses

Course code	Course title	Unit	Practical hours	Hours
SBL 211	Fundamentals of Ecology	1		35
SBL 311	Evolutionary Biology and Plant Evolution	1		35
SBL 312	Aquatic and Fish Biology	1		35

**E: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)  
COURSE STRUCTURE**

*YEAR I*

Course Code	Course Name	Mode of Delivery		Credits
		Lecture hours	Practical hours	
SIT 111	Fundamentals of Information Systems	18	35	10
SIT 116	Programming in C	35	70	20
SIT 117	Data Communications and Networking I	18	35	10
SIT 119	Web Design and Development	35	70	20
SIT 121	Application of Multimedia Technology in Learning	35		10
SIT 122	Introduction to Computer Ethics and Community Impacts	35		10
	<b>Total</b>	<b>176</b>	<b>210</b>	<b>90</b>

*YEAR II*

Course Code	Course Name	Mode of Delivery		Credits
		Lecture hours	Practical hours	
SIT 211	Operating Systems	35	70	20
SIT 212	Systems Analysis and Design	35	70	20
SIT 217	Database Concepts and Design	18	35	10
SIT 220	Introduction to e-Business	35		10
	<b>Total</b>	<b>123</b>	<b>175</b>	<b>60</b>



*YEAR III*

Course Code	Course Name	Mode of Delivery		Credits
		Lecture hours	Practical hours	
SIT 314	Computer Ethics and Social Cultural Implication	35	-	10
	<b>Total</b>	<b>124</b>	<b>355</b>	<b>120</b>

**F: HOME ECONOMICS AND HUMAN NUTRITION  
COURSE STRUCTURE**

Course Code	Course Name	Mode of Delivery		Credits
		Lecture hours	Practical hours	
SHE 154	Textiles I & II	70		20
SHE 155	Food & Nutrition	70		20
	<b>Total</b>	<b>140</b>	<b>240</b>	<b>40</b>

Course Code	Course Name	Mode of Delivery		Credits
		Lecture hours	Practical hours	
SHE 156	Home Management	70		20
SHE 155	Food Science I n the Home	70		20
		140		40

Course Code	Course Name	Mode of Delivery		Credits
		Lecture hours	Practical hours	
SHE 254	Therapeutic Diet &Community Nutrition	70		20
SHE 350	H/Economics &H/Nutrition Practicals	70		20
SHE 307	Special {Project	35		10

### **SEI 208A & B: Teaching Practice**

All BA (Ed); BBA (Ed); B. Com (Ed) and B. Sc. (Ed) students should do Teaching Practice in Second, Third, Fourth or Fifth Year etc: The students in the aforementioned years should have Teaching Practice conducted by University's full or part time academic staff members appointed by the Faculty of Education. In each of the two Teaching Practice blocks, the student should have a minimum of six (6) assessments, three in each teaching subject. For example, if a student's teaching subjects are Geography and Biology, she/he must have a minimum of three assessments in each subject. Students taking Double Mathematics, Double Economics and those on B. Ed Programme shall have all six assessments in their one teaching subject.

**NOTE:** It is compulsory that each student who undertakes Teaching Practice should be involved in all school/college activities during the whole duration of Teaching Practice exercise. Such activities include, but are not limited to extra curriculum activities, taking responsibilities of a teacher on duty, and participation in sports and games. To that effect, a TP logbook system shall be used whereby the head of the TP institution will make his/her assessment of the student performance that will contribute to the total TP score.

### ***HIGHER DEGREE PROGRAMMES***

1. The Faculty of Education offers the following Postgraduate Programmes:
  - i. Postgraduate Diploma in Education (PGDE)
  - ii. Postgraduate Diploma in Curriculum Design and Development (PGCDD)
  - iii. Master of Education (M.Ed.) by thesis
  - iv. Master of Education in Open and Distance Learning MED (ODL)
  - v. Master of Education in Administration, Planning and Policy Studies (M.Ed. APPS)
  - vi. Master of Education in Curriculum Design and Development (MED CDD)
  - vii. Doctor of Philosophy (Ph.D)
2. General Aims and Objectives  
The Aims and Objectives of the Postgraduate Studies Programmes are to:
  - 2.1 provide professional qualifications of education to students who did not have the chance to study teaching or advanced methods of distance education in their previous studies;

- 2.2 provide opportunity for professional development to experienced teachers through theoretical and practical studies;
- 2.3 assist long term career development in language teaching, materials design, course evaluation, distance education, study skills and any other aspect of education;
- 2.4 develop skills and practice in research;
- 2.5 contribute to theory and knowledge through research and evaluation; 2.6 stimulate and inculcate engagement and practice in research and evaluation.

### 3. The Programmes

#### 3.1 **POSTGRADUATE DIPLOMA IN EDUCATION (PGDE)**

##### 3.1.1 The Objectives of this programme are to:

- i. enable non-education graduates to develop professional skills in education;
- ii. inculcate classroom investigation and administration skills in noneducation students;
- iii. provide non-education graduates academic qualifications in education and teaching; and develop research skills to students.

##### 3.1.2 Minimum Entry Qualifications

A candidate aspiring for admission to the Postgraduate Diploma in Education Programme should hold at least a Bachelor's Degree or an Advanced Diploma from a recognized institution.

##### 3.1.3 Mode of Study

Candidates registered for PGDE shall carry out studies by coursework, examinations, and independent study.

##### 3.1.4 Duration of the Programme

Completion of the study will depend on individual study efforts but the minimum period is ONE (1) year and the maximum period a candidate is allowed is three (3) years.

##### 3.1.5 Course Evaluation

Candidates will be evaluated by using the following criteria.

*Timed Test* carrying 30%

*Final Examination* carrying 70%

*Teaching Practice* carrying 100%

*Independent study and report carrying 100%*

A candidate doing Postgraduate Diploma in Education shall take a total of minimum 20 units and a maximum of 34 units.

### **Teaching Practice**

Since molding of the candidate into the teaching profession and developing in him/her skills of teaching is the primary concern of this course, each candidate is expected to carry out a 60 days practice of effective teaching in which he/she will have to have a minimum of 6 assessments. Students with two (2) teaching subjects should have three (3) assessments in each teaching subject.

#### **3.1.6 Course of Study**

Candidates registered to study PGDE will take the following courses:

<b>Course title</b>	<b>Course codes</b>	<b>Equivalent Code</b>	<b>Units</b>
Introduction to Open and Distance Learning	SEA 501	SEA 302	2
Introduction to Research in Education	SEP 502	SEP 309	2
Philosophy of Education and Teaching	SEF 503	SEF 101	2
History and Sociological Aspects in Education	SEF 504	SEF 102	2
Curriculum Development and Evaluation	SEI 505	SEI 101	2
Educational Management and Leadership	SEM 506	SEM 201	2
Introduction to Educational Psychology	SEP 509	SEP 101	2
Independent study	SEP 508		2
Teaching Practice 1	SEI 512 A	SEI 208A	1
Teaching Practice 2	SEI 512 B	SEI 208B	1
<b>PLUS ONE or TWO of the following teaching methods courses</b>			
ICT Teaching Methods	SEI 212		2
Teaching Methods for Mathematics	SEI 510	SEI 207	2
Social Sciences Teaching Methods	SEI 511	SEI 203	2
Languages Teaching Methods	SEI 512	SEI 204	2
Economics and Business Studies Methods	SEI 513	SEI 205	2
Teaching Methods for Physical Sciences	SEI 514	SEI 201	2
Teaching Methods for Life Sciences	SEI 515	SEI 202	2

Teaching Methods for Applied Sciences	SEI 516	SEI 206	2
Education Teaching Methods	SEI 517	SEI 209	2
Teaching Methods for Adult Learners	SEI 518	SEA 210	2
TOTAL for Stream A (Applicants with two teaching subjects)			20/22
TOTAL for Stream B (Applicants with only one teaching subject)	20/22 PLUS 6 Units from ONE additional teaching subject		26/28
TOTAL for Stream C (Applicants without any teaching subject)	20/22 PLUS 12 Units from TWO teaching subjects		32/34

### **3.2. POSTGRADUATE DIPLOMA IN CURRICULUM DESIGN AND DEVELOPMENT (PGDCDD)**

#### **3.2.2. Programme Objective**

The Programme is aimed at strengthening capacities among curriculum developers, teacher educators, graduate serving teachers, school inspectors, examination officers as well as educational planners and policy makers at local and regional level; for the purpose of enhancing their competencies in planning, designing, implementing, monitoring and evaluating the curriculum.

#### **3.2.3 Admission Requirements**

To be admitted, a candidate should have at least a first degree in education (B.Ed, B.A.Ed, B.Sc.Ed, B.BA. Ed) or Postgraduate Diploma in Education (PGDE) and a teaching experience of at least 3 years. The minimum pass Year should be lower second class with GPA of not less than 3.0. Fresh graduates will only be considered if they have at least 3 years in previous teaching experience. Candidates should have access to internet to participate in the online sessions and be available to attend the face-to-face intensive sessions.

### 3.2.4 Programme Structure

Year	Semester	Code	Title	Units	Remarks
1	I	SEI 511	Curriculum development process	2	Core Course
		SEI 512	Curriculum design approaches and models:trends in the national and international contexts	2	Core Course
		SEI 513	Policy dialogue and formulation for curriculum development	2	Core Course
		SEI 515	Curriculum implementation process: management and governance	2	Core Course
	II	SEI 516	Development and use of teaching and learning materials	2	Elective Course
		SEI 517	Curriculum implementation process	2	Elective Course
		SEI 518	Curriculum quality control and assurance	2	Elective Course
		SEI 519	Assessment of teaching and learning	2	Elective Course
		SEI 520	research project	2	Core Course
				Total Units	12

### 3.2.5 Mode of Delivery

The course is offered on a blended mode, including a 2-week face to face intensive session (10 days of 8 hours each) which will take place 2 weeks before the beginning of the first semester where participants' attendance is compulsory. During this session participant are oriented to the general program and how to use moodle platform. After face to face session, courses are delivered through distance learning mode within a timeframe of 30 weeks of the two semesters. The programme is more of hands on activities where students are required to take a lead in the learning process to enable them acquire the intended competencies. Course materials are made available online in terms of modules as well as during face to face sessions. Specific course assessment and

evaluation arrangements are provided in respective courses. All activities are supported and supervised by tutors.

### **3.2.6 Programme Duration**

The course is offered through a 2-week face to face intensive session (10 days of 8 hours each) before the beginning of the first semester followed by a distance learning mode within a timeframe of 30 weeks of the two semesters. The total course duration is nine (9) months.

### **3.2.7 Examination Regulations**

#### *3.2.7.1 Assessment*

The assessment is done in a way as to assess mastery of competencies as well as ability to integrate and communicate them, both practically and in written form. In this regard, the assessment techniques used in this programme include written report, project work, student portfolios, quizzes, tests and assignments. There is no final written examination. This is because the students spend a lot of time on practical assignments and presentations.

#### *3.2.7.2 Final Award*

Successful candidates are awarded the UNESCO-TIE-SU Postgraduate Diploma in Curriculum Design and Development. The following regulations shall apply to all students:

- i) All students registered for PGD in Curriculum Design and Development shall complete minimum of 33 units within 2 semesters.
- ii) All candidates shall take and pass all registered courses offered by TIE in collaboration with the Department of Curriculum and Instructions in the Faculty of Education of the (OUT).
- iii) The minimum pass grade shall be “B”.
- iv) A candidate who fails some courses but attains a GPA of 2.7 or above shall be allowed do supplementary assignments in the failed courses.
- v) The supplementary examination shall be based on the component(s) of a course that a student has failed.
- vi) A candidate who fails some supplementary examinations but has a GPA of 3.0 or above shall be allowed to repeat the failed courses.
- vii) A candidate who fails to attain a GPA of 2.7 shall be discontinued.

#### *3.2.7.3 Exit Award*

*Exit award which is equivalent to the Certificate in Curriculum Design and Development shall be offered to individuals who obtain at least 60 credits.*

### **3.3 MASTERS DEGREE PROGRAMMES**

#### **3.3.1 Minimum Entry Qualifications**

The candidate of a Master's degree programme shall hold either;-

- a. A degree which is in the Year of second class or above, or
- b. Unclassified degree which has a B grade or above, or
- c. A pass degree in which the candidate's performance in education was a B grade or above;

and/or

The candidate should satisfy the Faculty of Education that he/she has exhibited academic potential through extensive fieldwork, subsequent research experience and/or additional training.

#### **3.3.2 Registration**

- (i) Candidates shall be registered to study a Master's degree through distance - self instructional methods either by thesis or by coursework followed by research leading to a dissertation.
- (ii) All candidates shall be allocated supervisor(s) appointed by Senate on the recommendation of the Faculty of Education before the end of the coursework.
- (iii) A candidate intending to do a Masters programme by thesis should have a long term experience in research and data analysis and will have to abide by the following procedures:
  - a. Register as a provisional student after satisfying the admission requirements for the programme.
  - b. Submit an acceptable statement of a research topic to the Faculty to obtain provisional registration, and
  - c. Submit within a period of six months a proposal to be approved by the Faculty Postgraduate Studies Committee and Senate to acquire full registration.
  - d. Acquire full registration within three months after the proposal is approved by Senate.
- (iv) For those intending to do Masters programme by coursework and Dissertation deadline for registration shall be the end of the fourth week of the academic year.
- (v) All candidates shall be required to have positive recommendations from two or three referees before they are registered.



### 3.3.3 Duration of Study

Candidates are normally expected to complete their Master's degrees within five years of registration. Failure by the candidate to complete the programme within the specified time shall mean their discontinuation from study unless the Senate approves application for extension.

### 3.3.4 Evaluation of Master's Degree Programmes

- (i) Candidates registered for a Master's Programme study by Thesis shall be required to take a compulsory coursework in Research Methodology before commencement of Thesis write-up unless a candidate proves that a Research course at Postgraduate standard was done in which case credits will be transferred.
- (ii) Candidates registered for the coursework and dissertation shall do continuous assessment and examinations. Before they can be allowed to proceed with dissertation research phase, candidates must successfully complete the coursework part with an average grade of 'B' (i.e. GPA of at least 3.0).
- (iii) Candidates studying by Thesis shall take a total of 10 units (i.e.) 2 units of Research Methodology before doing 8 of thesis.
- (iv) Candidates, studying by coursework shall take a total of 18 units. (i.e. 12 units of coursework and 6 units of dissertation).
- (v) Coursework and Dissertation Masters programmes shall have the following mode of evaluation:
  - There shall be a timed test worth 30%
  - There shall be supervised examinations worth 70% each.
  - A dissertation shall be evaluated independently and shall be worth 100%.
- (vi) Thesis programmes shall have the following mode of evaluation:
  - The Research Methodology course shall bear the same evaluation procedures found in coursework programmes.
  - The Thesis shall also be evaluated independently and shall have the value of 100%.

- (i) Candidates shall be subjected to an oral examination (viva voce) once the thesis has been deemed acceptable by the examiners.
- (ii) *Exit award which is equivalent to Postgraduate Diploma in Education (EX PGDE) shall be offered to candidates who successfully complete the coursework part of the programme*

3.4 *MASTER OF EDUCATION (M.Ed.) – By THESIS*

Students taking M.Ed. by thesis will be those who have scored an average of B+ and above in Education courses during their undergraduate studies. In addition to this they must possess a good experience in research work. Such students will not be required to do any coursework. However, they may be required to do a quick brush up course in research methodology.

3.5 *THE MASTER OF EDUCATION (M. ED) BY COURSEWORK AND DISSERTATION (Not on offer this academic year)*

3.5.1 *Objectives of the programme*

- (i) To produce professional educators who will work in the field of teacher education, adult education and special education.
- (ii) To apply analytical skills in the field of education as a profession.

3.5.2 *Courses of Study*

Candidates registered in Master of Education (M.Ed.) by coursework and dissertation shall take the following courses:

*Core Courses:*

	<i>Units</i>
(i) OED 601: Distance Education and Study Skills - 2	
(ii) OED 602: Research Methodology and Computer Application in Education	2
(iii) OED 603: Curriculum Studies 2	
(iv) OED 604: Policy, Planning and Administration - 2	
(v) OED 605: Theories of Teaching and Learning -	2

## Elective

Students shall take *any one* of these courses.

- (i) OED 606: Special Education 2
- (ii) OED 607: Social Psychology 2
- (iii) (iii) OED 608: Comparative Education 2
- (iv) OED 609: Test Construction and Measurement 2
- (v) OED 610: Adult Learning 2
- (vi) OED 611: Management of Educational Institutions and Projects  
2
- (vii) OED 612: Education Planning and Financing 2
- (viii)
- (ix) OED 613: Sociometrics and Microanalysis 2
- (ix) OED 614: Management and Financing of Adult  
Education 2 Programmes
- (x) OED 615: Curriculum Development 2
- (xi) OED 616: Production of Adult Education Materials 2
- (xii) OED 617: Gender Development and Education 2
- (xiii) OED 618: Analysis of Educational Ideas 2

### 3.6 **MASTER OF EDUCATION IN OPEN AND DISTANCE LEARNING (M.Ed. (ODL))**

#### 3.6.1 *Objectives*

- (1) To delve into the specific features of open and distance education.
- (2) To turn out scholars and professionals in open and distance education.

#### 3.6.2 *Courses of Study*

Candidates registered in M.Ed (ODL) by coursework and dissertation shall take the following courses:

### **CORE COURSES**

<b>CODE</b>	<b>COURSE</b>	<b>UNITS</b>	<b>CREDITS</b>
SDL 601	Principles of Open and Distance Learning	2	20
SDL 602	Instructional Designing and Development of ODL Materials	2	20
SDL 603	Media and Technology in Distance Learning	2	20

SDL 604	Research and Evaluation in Open and Distance Education	2	20
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### **ELECTIVE COURSES**

The students should select *any two* of these courses:

SDL 605	Open and Distance Learning Policy and management	2	20
SDL 606	Regional and Global Perspectives in ODL	2	20
SDL 607	Teaching and Learning in Open and Distance Learning	2	20
Dissertation		6	60

### **3.6 MASTER OF EDUCATION IN ADMINISTRATION, PLANNING AND POLICY STUDIES (M.Ed. APPS)**

3.7 *The Objectives of the programme are to:*

- (i) Provide opportunity for in-depth study of a defined area in administration and planning;
- (ii) Enhance candidates' capacity to critically analyze relevant issues in educational policy, planning and administration.

#### **3.7.2 Courses of Study**

Students registered in M.Ed. APPS by coursework and dissertation shall take the following courses:

#### **Core Courses**

<b>CODE</b>	<b>COURSE UNITS</b>	<b>UNITS</b>	<b>CREDITS</b>
SED 624	Development of Organization	2	20
SED 625	Educational Planning	2	20
SED 626	Research Methodology, Computer Application and Statistics	2	20
SED 627	Policy Analysis, Implementation and Evaluation	2	20

SED 633	Human Resources Management and Development	2	20
SED 699	Dissertation	6	60

### *Electives*

Candidates should select any 1 of the following courses which carry 2 units each.

CODE	COURSE UNITS	UNITS	CREDITS
SED 617	Gender Development and Education	2	20
SED 628	Organization and Administration of Primary and Secondary Education	2	20
SED 632	Economics of Education	2	20
SED 634	Educational Leadership	2	20

## **MASTER OF EDUCATION IN CURRICULUM DESIGN AND DEVELOPMENT (MED CDD)**

### **1. Rationale**

The Master of Education in Curriculum Design and Development is a new programme offered by Supershine University. The programme is aimed at strengthening capacities among the stakeholders in education and training provision, management, research, monitoring and evaluation. Specifically, the programme, at the different exit levels, targets curriculum developers, teacher educators, graduate serving teachers, school inspectors, examination officers as well as educational planners and policy makers at local and regional level; for the purpose of enhancing their competencies in understanding, leading, researching, planning, designing, implementing, monitoring and evaluating the curriculum and decision making about curriculum and education in general.

### **Programme structures, requirements, levels, modules, credits and awards**

Code	Title	Credits	Remarks
SEI 621	Curriculum development process	20	Core
SEI 622	Curriculum design approaches and models: trends in the national and international contexts	20	Core
SEI623	Curriculum implementation process, management and governance	20	Core
SED 626	Research Methodology	20	Core

SEI625	Development and use of teaching and learning materials	20	Core
SED 699	Dissertation	60	Core
SEI624	Issues in Curriculum Research	20	Elective
SEI626	Curriculum quality control and assurance	20	Elective
SEI627	Assessment of teaching and learning	20	Elective
SEI628	Policy dialogue and formulation for curriculum development	20	Elective
SED 634	Educational Leadership	20	Elective
	TOTAL CREDITS	180	

Candidates will be required to take all core courses, and select any ONE course from amongst the four elective courses. A minimum of 180 credits is required for the award of Master of Education in Curriculum Design and Development.

Candidates who successfully complete at least 60 credits, and for any reason other than cheating, are forced to leave the programme may be awarded a Postgraduate Certificate in Curriculum Design and Development.

### **Criteria for admission**

A candidate should have at least a first degree or its equivalent, or Postgraduate Diploma and a teaching experience at least 3 years of relevant experience. The minimum class for the degree/PGD qualification should not less than 3.0 (Using the OUT degree classification system). Candidates should have access to internet to participate in the online sessions and be available to attend the face-to-face intensive sessions.

### **Mode of Delivery**

The course will be offered through a blended mode - 2-week face to face intensive session (10 days of 8 hours each) before the beginning of the academic year, followed by a distance learning mode within a timeframe of the academic year, which runs in flexible timeframe. The total course duration will be 18 months, as minimum.

### 3.8 MASTER OF EDUCATION IN LANGUAGE TEACHING (M.Ed. in LT)

#### 3.8.1 Objectives

The M.Ed. in LT shall be a programme for language teachers in English. The programme is intended to:

- (i) enhance the professional development of language teachers;
- (ii) Encourage the development of language classroom research skills.
- (iii) Assist long term career development in language teaching, materials design, teacher teaching and course evaluation;
- (iv) Acquaint learners with language development theories and practices;
- (v) Inculcate skills and strategies of language teaching.

#### 3.8.2 Courses of Study

Students registered in M.Ed. in LT by coursework and dissertation shall take the following courses:

##### Core courses

##### Units Credits

SED 636:	Assessment in Language Teaching	1	10
SED 637:	English for Specific Purposes	1	10
SED 638:	Course Design and Evaluation	1	10
SED 639:	Intercultural Communication for Language Teachers	1	10
SED 640:	The Education of Language Teachers	1	10
SED 641:	Management in English Language Teaching	2	20
SED 602:	Research Methodology and Computer Application in Education	2	20

##### Electives

Students in these programmes shall also take *any two* of the following courses:

SED 642:	Language Learning and Materials	1	10
SED 643:	Teaching Pronunciation	1	10
SED 644:	Psychology of Language Learning	1	10
SED 645:	Classroom Inquiry in Language Teaching	1	10
SED 646:	Language and Context	1	10

### **3.9 Ph.D. PROGRAMMES**

#### *3.9.1 The objectives of Ph.D. programmes are*

*to:*

- (i) Develop professional skills in research;
- (ii) Give students the highest academic qualifications in education;
- (iii) Enable students to understand with wider reasoning their areas of specialization; and
- (iv) Inculcate mastery and confidence among students in their areas of specialization.

#### *3.9.2 Entry Qualifications*

To obtain admission to the Ph.D. degree programme a candidate shall have to hold:

- (i) A relevant Master's Degree of the SU or
- (ii) A relevant Master's Degree of equivalent standing from another approved University.

## **FACULTY OF LAW INTRODUCTION**

The SU- began to offer law degree. Faculty of Law runs six Programmes which include two Undergraduate Programme i.e. Bachelor of Laws (LLB) & Executive Bachelor of Laws (LLB) and five postgraduate programmes: Postgraduate Diploma in Law (PGDL); Master of Laws (LLM by Thesis and LLM by Course Work) which are offered through Distance ; two specialized executive Master of Laws Programmes which include Master of Laws in Information Communications (eLLM ICT) and Master of Laws in International Criminal Justice (LLM ICJ) and finally Faculty is also offering PhD Programme.

It is the mission of the Faculty to be among leading world class Faculty in delivery of affordable quality legal education through open and distance learning, dynamic knowledge generation and application.

### **BROAD OBJECTIVE**

The broader objective of this Faculty is to provide both excellent training as well as practical legal education enabling law graduate to practice or / and to provide legal opinion to the community or society when this service is needed.



## ***Bachelor of Laws (LLB) Programme***

### **1. INFORMATION ABOUT THE PROGRAMME**

This programme is designed to enable non-law graduates to train for a career as legal advisers. It satisfies the Academic Stage of training for these professions and provides excellent preparation for the training of legal practitioners. The courses shall be divided into four parts organized into eight subparts. Each subpart is equivalent to one half of an academic year in a conventional University. The main materials for each of the subjects shall be called units. Each unit shall cover content materials equivalent to thirty-five one-hour lecture materials.

The Bachelor of Laws Programme (LLB) is offered through blended mode, i.e Moodle, distance and partially taught programme (LL. B Executive). Thus the Faculty is offering two streams under its Bachelor of Laws programme, namely LL.B by distance and LL. B Executive. The maximum period of study for each stream is eight years. The main medium of instruction will be through correspondence materials and face to face sessions. However, use of ICT will be mainstreamed as complementary and additional delivery technique. To qualify for the award of a degree, a candidate must clear all the four parts of the degree course. A fast student may cover more units and thus be able to finish the course in less than the specified average period for obtaining a degree

Our LLB programme recognizes the need to provide an academically challenging degree which will provide the student with a sound knowledge of legal concepts and an understanding of the operation of law in society. A wide range of legal and business law electives are available to enable the student to study areas relating to his or her personal, vocational and academic interests

## **2.0 EDUCATIONAL AIMS OF THE PROGRAMME**

### **2.1.1 Educational Aims & objectives of the Programme**

**2.1.2** To provide a fundamental knowledge and understanding of the principal features of the legal system and law of which meets the requirements set by the Legal System for the academic stage of legal training.

**2.1.3** To enable students to identify, locate and critically appraise legal materials.

**2.1.4** To enable students to apply the principles of law and legal rules to solve and analyse practical problems, and to advise what to do in practical situations.

2.1.5 To teach students how to reason logically, supporting the process with authority.

2.1.6 To provide students with the necessary personal and key skills to enable them to develop as independent, autonomous and reflective individuals and generally as developing professionals

2.1.7 impact student's skills to undertake tasks and carry out independent legal research; and

2.1.8 developed communication skills

### 3.0 REGULATIONS FOR THE DEGREE OF BACHELOR OF LAWS (LL. B)

3.1 Undergraduate students are prepared for the degree of LLB

3.2 The course has four parts, divided into 8 subparts. Each subpart comprises work equivalent to one half of an academic year for a conventional university.

3.3 All candidates are required to take at least 460 credits (115 Units), each unit covering content materials equivalent to fourty one-hour lecture materials or equivalent to four credits, provided that no student shall be allowed to attempt more than 120 credits (30 units) in one academic year and hence graduate in less than four academic years.

3.4 The overall performance in a degree programme is given the following grades A, B+, B, C, D and E. For averaging purposes these grades have the values of 5; 4; 3; 2, 1 and 0 points respectively. The pass mark in each of the courses will be C. The mark for absolute fail shall be E.

3.5 All marks for course Units and written examinations shall be adjusted before amalgamation, such adjustment being made by the Departments concerned.

3.6 A Candidate failing in not more than half of full courses shall be required to supplement, provided the overall average mark is not less than 1.6.

3.7 Students can proceed to the next part in the subjects they have passed while they are clearing the subjects they have not passed.

3.8 The final LLB degree shall be graded as First Class, Upper/Lower Second Class and Pass.

3.8.1 The pass categories shall be awarded as follows:

3.8.1.1 First Class with overall average of 4.4 - 5.0

3.8.1.2 Upper Second Class with overall average of 3.5 -

4.3 3.8.1.3 Lower Second Class with overall average of 2.7-3.4

3.8.1.4 Pass with overall average of 2.0 - 2.6.

3.8.1.5 In each case the average point shall be calculated on the basis of rounding to one decimal place e.g. 3.39 shall be taken as 3.4.

3.8.2 For a candidate to complete the degree programme has to take the courses in the following manner:

### **3.8.2.1 SYLLABUS FOR THE LL.B. DEGREE OF THE**

#### **PART ONE SERIES SEVEN CORE (FOUR LAW CORE COURSES & THREE NON-LAW COURSES)**

<b>SLW 100:</b>	<b>Series (Core)</b>		<b>Units</b>	<b>Credits</b>
SLW 101	Constitutions and Legal Systems of East Africa	(core)	6	24
SLW 102	Criminal Law and Procedure	(core)	6	24
SLW 103	Law of Contract	(core)	6	24
SLW 104	Legal Method	(core)	6	24
SCP 100:	Computer skills for lawyers	(Core)	2	8
SFC 017	Communication Skills for lawyers	(Core)	4	16
	Development Perspectives	(Core)	4	16

#### **PART TWO SERIES SEVEN CORE COURSES**

Five Core Subjects Plus two elective drawn from 300 series

<b>SLW 200</b>	<b>Series (Core)</b>		<b>Units</b>	<b>Credits</b>
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SLW 201	Administrative Law	(core)	6	24
SLW 202	Law of Evidence	(core)	6	24
SLW 203	Land Law	(core)	6	24
SLW 204	Law of Tort	(core)	3	12
SLW 205	Arbitration and Alternative Dispute Resolution	(Core)	3	12

### **PART THREE SERIES SIX CORE COURSES**

Six Core Subjects Plus two elective drawn from 300 series

<b>SLW 300: Series (Core)</b>			Units	Credits
SLW 301:	Jurisprudence	(core)	6	24
SLW 302:	Civil Procedure	(core)	6	24
SLW 311:	Labour Law	(core)	3	12
SLW 309:	Public International Law	(core)	3	12
SLW 313:	Law of Business Associations, Cooperatives and Public Enterprises	(Core)	3	12
SLW 303	Legal Research Methodology	(Core)	2	8

### **PART FOUR SERIES SIX CORE COURSES**

Six Core Subjects Plus two elective drawn from 300 series

<b>SLW 400 Series (Core)</b>			Units	Credits
SLW 308	Family Law	(core)	3	12
SLW 305	Private International Law	(core)	3	12
SLW 314	Succession and Trusts	(core)	3	12
SLW 304	Legal Ethics	(core)	3	12
SLW 315:	Tax Law	(core)	3	12
SLW 333	LL.B Dissertation	(core)	4	16

### **ELECTIVE SUBJECTS FOR LL.B STUDENTS DOING PART TWO, THREE**

#### **AND PART FOUR SERIES**

			Units	Credits
SLW : 317	Banking Law	(elective)	2	8
SLW : 318	Negotiable Instruments	(elective)	2	8
SLW : 319	International Criminal Law	(elective)	2	8

SLW : 320	Information, Communication and Technology Law	(elective)	2	8
SLW : 306	Constitutional Law	(elective)	2	8
SLW : 307	Criminology and Penology	(elective)	2	8
SLW : 321	Media Law	(elective)	2	8
SLW : 310:	Islamic Law	(elective)	2	8
SLW : 322	Sports and Entertainment Law	(elective)	2	8
SLW : 312:	Legal Aspects of International Trade and Investments	(elective)	2	8
SLW : 323	Maritime Law	(elective)	2	8
SLW : 324	Refugees Law	(elective)	2	8
SLW : 325	Human Rights	(elective)	2	8
SLW : 316	Intellectual Property Law	(elective)	2	8
SLW : 326	The Law of Regional Economic Integration	(elective)	2	8
SLW : 327	Competition Law	(elective)	2	8
SLW : 328	International Humanitarian Law	(elective)	2	8
SLW : 329	Law of the Child	(elective)	2	8
SLW : 330	Regulatory Authorities, Competition and Consumer Protection Law	(elective)	2	8
SLW: 331	Environmental Law	(elective)	2	8
SLW: 332	Social Security Law	(elective)	2	8
SLW: 334:	Insurance Law	(elective)	2	8

### **3.9 GENERAL REGULATIONS AND GUIDELINES FOR LL.B DISSERTATION [OLW 333]**

#### **3.9.1. Eligibility and Procedure for Research Supervision**

3.9.1.1 A student shall only be legible for allocation of supervisor upon successful completion of all 100, 200and 300 series subjects and has no any outstanding incomplete or supplementary subjects in those series.

3.9.1.2 A eligible student shall make an application for allocation of research supervisor by a formal letter or prescribed form issued by the Research Coordinator. All applications for allocation of supervisors must be addressed to the REGISTRAR by using one of the following contacts:-

EGISTRAR

LUSAKA

E-mail [registrar@supershineuniversity.net](mailto:registrar@supershineuniversity.net)

3.9.1.3 Every application for allocation of supervisor must contain the following information:-

- (i) Full names of the student;
- (ii) Date;
- (iii) Registration Number;
- (iv) Contact details, i.e. Postal office and e-mail addresses, mobile phone numbers.;
- (v) Student's Regional centre;
- (vi) Title of the proposed research topic;
- (vii) Copy of SARIS, and
- (viii) Student's signature.

3.9.1.4 Call for application of research supervision shall be made by the Registrar addressed to all eligible students immediately after the May/June preliminary results are announced by the Directorate of the Examination Syndicate (DES). Subject to the timing of release of the University examination results by DES, the Registrar shall commence the official business of receiving and processing formal applications from 1<sup>st</sup> August of each academic year and the exercise shall proceed up to 15<sup>th</sup> September of the same academic year and this date shall be the deadline.

3.9.1.5 For avoidance of doubt, the Registrar shall not receive and/or process any application submitted before the announcement for call of application for supervision or after the deadline of such call has passed.

3.9.1.6 The Registrar shall allocate students for supervision after taking into account the nature of the student's research title.

3.9.1.7 Strictly no change of the research supervisor shall be permitted except where the supervisor has resigned, terminated employment, or has gone for study leave making it impossible to continue with the supervision or long illness of a supervisor, and such other reasons which may be considered by the Registrar as strong and compelling.

### **3.9.2 Supervisor's/Candidate's Duties and Obligations**

3.9.2.1 Every student and/or supervisor shall be required to acquaint himself/herself with the Regulations and Guidelines for LL.B Dissertation.

3.9.2.2 A student shall be required to formulate an appropriate research proposal which must be approved by his/her research supervisor before he/she proceeds to undertake LL.B Dissertation. A supervisor shall ensure that this stage is utilized in order to impart basic skills/techniques of doing legal research.

3.9.2.3 Every student shall maintain regular contact/communication with the supervisor in accordance with the agreed work plan and shall be expected to exercise the acceptable Year of maturity, honesty and integrity during the whole period of research supervision.

3.9.2.4 Every student shall be required to complete his/her LL.B Dissertation in a period of two (2) years from the date of allocation of supervisor. In case of failure to complete the LL.B Dissertation within the required period a student shall be required to make a fresh application of supervisor on a different topic.

3.9.2.5 Every supervisor shall ensure that the standard of research including content, style and format of research at the Faculty of Law is followed by students.

3.9.2.6 A supervisor shall always act and ensure that:-

- (i) The work being done on the LL.B Dissertation is reviewed critically and on continuous basis;
- (ii) The candidate receives adequate advice and encouragement on the LL.B Dissertation;
- (iii) A student maintains satisfactory progress.

### **3.9.3 Manuscript Preparation and Submission of Final LL.B Dissertation**

#### **3.9.3.1 Manuscript Preparation**

##### **3.9.3.1.1 Typing**

- (a) The LL.B Dissertation must be printed on good quality A4 paper. Typing must be double spaced and on one side of the paper only.
- (b) Except on the title page fonts should be 12 points (Times New Roman or Book Antiqua).

##### **3.9.3.1.2 Pagination**

- (a) Paginate the preliminary pages which refer to portions preceding the introduction in lower case Roman Numerals (“i”, “ii”, “iii”, “iv”, “v”, etc.) by beginning with the title page, then certification, declaration and copyright, acknowledgement, dedication (if any or necessary), abstract, table of contents, list of tables or illustrations or statutes or list of abbreviations etc.
- (b) Number the pages of the body of the LL.B Dissertation in Arabic numerals (“1”, “2”, “3”, “4”, etc) consecutively throughout to the end.

##### **3.9.3.1.3 Margins**

- (a) The left hand margin must be 4.0 cm from the left edge of the paper,
- (b) The right-hand margin 2.5 cm from the right edge,
- (c) The top 4.0 cm from the top of the page,
- (d) The bottom margin 2.5 cm from the bottom edge of the paper.



#### **3.9.3.1.4 Front and Title Pages**

The following information is important in preparation of the front title pages:-

- (a) Write the main Title of the LL. B Dissertation in capital letters (well indented, centred) in 14 points bold fonts. A sub-title should be in capital and small letters.
- (b) Insert your name at the centre of the title page. The name should be in capital and small letters, font being 12 points bold (e.g. **Bupe Mweene**).
- (c) Below your full name, insert the following words: “*A LL. B Dissertation Submitted in Partial Fulfilment of the Requirements for the Degree of Bachelor of Laws of the ;* give the date (Month and Year) of Completion of the LL. B Dissertation (e.g. June, 2018).

#### **3.9.3.1.5 Certification**

A supervisor should certify that he/she has read the LL. B Dissertation and found it to be acceptable for examination.

#### **3.9.3.1.6 Declaration by the Candidate**

Every LL. B Dissertation submitted for examination by student must be accompanied by a declaration by the candidate to the satisfaction of the Faculty, stating that it is the candidates own work and it has not been submitted for a similar degree in any other university.

#### **3.9.3.1.7 Statement of Copyright**

A LL. B Dissertation shall contain the following statement of copyright by the student:

“This LL. B Dissertation is a copyright material protected under the Berne Convention, the Copyright and Neighbouring Rights Act of and national enactments, in that behalf, on intellectual property. It may not be reproduced by any means, in full or in part, except for short extracts in fair dealings; for research or private study, critical scholarly review

or discourse with an acknowledgement, without the written permission of the Directorate of Undergraduate Studies, on behalf of the author/student and the ”.

### **3.9.3.1.8 Acknowledgement**

In this portion, a student should acknowledge the people or institutions that gave support or other assistance, which made the writing of the research work possible.

### **3.9.3.1.9 Dedication** (if any) may be included.

### **3.9.3.1.10 Abstract**

An abstract should be on one page only. It should be concise but comprehensive summarizing the essential points of the LL. B Dissertation, the important results achieved and the conclusions reached.

### **3.9.3.1.11 Table of Contents**

The Table of contents should be referring to specific pages of all major chapter titles, sub-titles or subheadings which have been numbered in Roman numerals in preliminary pages and in Arabic numbers in the body of the LL. B Dissertation. If there is to be list of Tables, list of statutes or list of illustrations or abbreviations, it should be on a separate page arranged in the same format as the Table of Contents.

### **3.9.3.1.12 Body of the LL. B Dissertation**

- (a) Tables and or diagrams/charts should be numbered in separate sequence with each table or illustration having a full caption/explanation as to what it refers to.
- (b) The text should contain a comprehensive introduction and literature review, a statement of the research problem; objectives and hypotheses (or research questions); details of the methods used in the research, description and statistical analyses of the research data (if applicable); discussion of the

research findings/results; conclusion and recommendations/suggestions for further research or otherwise.

### **3.9.3.1.13 Literature Cited or References/Bibliography**

All literature cited in the body of the text must be arranged in alphabetical order at the end of the LL. B Dissertation, beginning with the author's surname followed by details on the year of publication of the work cited, the title of the work, the edition (if any), and the city of publication, the publisher and the pages referred to must be given.

### **3.9.3.2 Submission of Final LL. B Dissertation**

3.9.3.2.1 The length of every LL. B Dissertation shall be between 40 and 50 pages. Longer papers may be submitted subject to authorization by a supervisor.

3.9.3.2.2 After satisfactorily completing all corrections recommended by the research supervisor, a student shall submit 4 copies of fully hard bound LL.B Dissertation in the cover of black colour.

3.9.3.2.3 The deadline for submission of final LL.B Dissertation shall be the 31<sup>st</sup> July each academic year.

### **3.9.4 Examination of LL.B Dissertation**

3.9.4.1 LL.B Dissertation shall be examined in two parts namely written work and Viva voce presentation before a panel of examiners composed of academic staff of faculty of law.

3.9.4.2 As a general rule Viva voce may be arranged for any student at any time. However for practical convenience Viva voce shall be conducted during face to face sessions and/or after May/June examinations but not later than 1<sup>st</sup> September in each academic year.

3.9.4.3 A written work shall be assessed by a supervisor out of 60% while the viva voce of the LL.B Dissertation shall be graded by a panel of examiners out of 40.

3.9.4.4 In each viva voce exercise there shall be constituted a panel of three (3) examiners from among academic staff of the Faculty of

Law of Supersshine University. The constituted panel of three (3) examiners shall elect one person among them to act as a chairperson of the viva voce panel.

3.9.4.5 That LL.B viva voce shall be conducted in Regional Centers and that all Directors of the Regional Centers shall facilitate the conduct of Viva voce in their respective centres.

3.9.4.6 Prior to any Viva voce, each member of panel must certify that he/she had read the LL.B Dissertation under examination.

3.9.4.7 During Viva voce each candidate shall be assessed on the following components:-

- (a) research title, whether it has been correctly and clearly stated by the student and it does address acceptable legal issue;
- (b) ability to explain the statement of the problem, research hypotheses/research questions;
- (c) ability to explain the research objective(s);
- (d) ability to explain the methodology used in his/her work;
- (e) ability to outline in summary form her/his research findings;
- (f) an understanding of the student's recommendations.

3.9.4.8 Besides grading the Viva voce in paragraph 4.3 above, the panel of examiners shall have the mandate to make any recommendation on the quality of the research of a student being examined, including an order that a student should make corrections after marks have been awarded, or re-do his/her work in accordance with the Faculty regulations/requirements.

3.9.4.9 In case the panel discovers that a student's LL.B Dissertation lacks originality it shall nullify the whole work and direct the student to make fresh application for allocation of supervisor on a research title different from the one that has been nullified.

3.9.4.10 Students shall not be subjected to power point presentation during Viva voce. Each student shall be given ten (10) minutes to outline briefly what the LL.B Dissertation contains. The panel of examiners shall spend not more than fifteen (15) minutes in questioning the student.

3.9.4.11 In case of lack of consensus among the panel of examiners the majority rule shall apply, provided that the majority shall not vote to override the laid down Faculty regulations or guidelines on the stipulated research standard and writing style.

### **3.9.5 Procedure of submission of LL. B Dissertations to the Co-coordinator**

3.9.5.1 There shall be maintained at the Faculty of Law a permanent register for recording all particulars of every student who submits his/her research. The register shall capture the student's full name, registration number, title of the research, regional centre, contact details (mobile phone numbers, e-mails, and postal address), date of submission, name of supervisor, total number of pages of the LL. B Dissertation, student's signature, and the signature of the Registrar or authorized officer to receive the LL. B Dissertations on behalf of the Coordinator.

3.9.5.2 No any research supervisor shall be responsible for receiving, carrying and submitting the student's LL. B Dissertations to the Registrar or the Faculty as this shall remain the sole responsibility of the student.

3.9.5.3 Out of the four (4) copies of the submitted LL. B Dissertations, one copy shall bear the student's marks (grade) awarded by his/her supervisor, and this shall be kept separate for purposes of official use and this copy shall neither be permitted to be seen by the examined student nor to be returned to him/her as student's own personal copy.

3.9.6.1 Guidelines for LL. B Dissertation (*See Appendix LL. B I*)

#### **3.9.6.1 Miscellaneous**

3.9.6.1.1 Nothing in these rules and guidelines shall prevent the Faculty of Law from amending, modifying or departing from these rules and guidelines where circumstances so require. However, any change of these

rules and guidelines shall be immediately brought to the notice of students at the earliest possible time

### ***Higher Degree Programmes in Law***

The Faculty offers Postgraduate Diploma in Law (PGDL), the Degree of Master of Laws (LLM), Master of Laws in Information Communications Technology (eLL.M ICT), Master of Laws in International Criminal Justice (LLM ICJ) and that of Doctor of Philosophy (Ph.D.).

## **1.0 REGULATIONS FOR THE POSTGRADUATE DIPLOMA IN LAW (PGDL)**

### **INTRODUCTION**

The Postgraduate Diploma in Law (PGDL) is a law programme designed for both candidates who studied law in their undergraduate degree and those candidates who wish to develop their career in law no matter what subject they gained in their original degrees.

### **1.2 EDUCATIONAL AIMS OF THE PROGRAMME**

#### **1.2.1 General Aims & Objectives of the Programme**

The PGDL aims to give students a firm grounding in the principles of law – not just knowledge of the law itself but also (and just as importantly) developing the essential skills of legal analysis, research and presentation. Once completed successfully, the Postgraduate Diploma in Law programme allows graduates to proceed to a master degree ( for those who had no qualification for direct entry into master programme) or become legal officers, arbitrators, mediators, corporation secretaries, etc as the case may be.

#### **1.2.2 Specific objectives and aims of this programme are:**

- i) To provide an academically rigorous programme of legal education designed to prepare the non law graduate for entry onto the Vocational Stage of training;
- ii) To provide a sound foundation upon which the non law graduate can develop the legal knowledge and competencies necessary for a career in legal practice;

- iii) To enable the acquisition of a sound knowledge of those areas of law which are generally considered to be fundamental to any study of law and of at least two additional area;
- iv) To ensure the acquisition of knowledge and understanding of the n Legal System;
- v) To ensure an appreciation of the relationship between national and community law;
- vi) To enable the non law graduate to analyse legal problems and provide a range of solutions to them using primary materials;
- vii) To enable the non law graduate to be able to conduct legal research (using both hardcopy and electronic resources) with particular emphasis upon primary materials;
- viii) To enable the non law graduate to transfer and apply both knowledge and skills learned in one legal context to another;
- ix) To develop in the non law graduate a capacity for critical assessment of the law; and
- x) develop in the non law graduate the ability to use and recognise the potential of IT in the context of law and legal study
- xi) To impart a releavnt specialized legal knowledge to non-law graduate for the better understanding of legal issues in their respective areas.

### **1.3 Eligibility for Admission**

To be considered for admission to the programme for the Postgraduate Diploma in Law a candidate must have satisfied the requirements for the award of the degree of LLB (S.U) or B.A. (S.U.); or any other degree qualification from a recognised university.

### **1.4 Duration**

The course shall be completed within three years but not less than 18 months since registration.

### **1.5 Course Programme**

**1.5.1** A candidate shall select his/her courses from those offered for the degree of Bachelor of Laws provided that:

(i) he/she may not pursue an undergraduate course in a subject he/she has already taken for the LLB degree though he/she may take an advanced course in that subject, and;

(ii) he/she must choose Jurisprudence as one of his subjects if he/she has not taken it in his/her LL.B. programme.

(iii) he/she must do a compulsory non-credit course in Research Methodology and Legal Method, if not taken at undergraduate level.

1.5.2 The course shall consist of coursework (for law degree candidates) or examinations (for non law degree candidate) in approved subjects.

1.5.3 A candidate shall choose his/her courses in order to satisfy the scheme of examination set out below in consultation with and with the approval of the Dean of the Faculty/Postgraduate Studies Coordinator.

1.5.4 A candidate shall pursue his/her studies under the guidance of his/her supervisor appointed by the Faculty Board and approved by both the Postgraduate Studies Committee and Senate.

1.5.5 The course carries a minimum of 24 credits (**6Units**).

## **1.6. Scheme of Examination**

Candidates must satisfy the examiners in:

1.6.1 Three approved courses (the examination may be by coursework and/or examination papers) and a Viva voce (if done by course work), where the examiners so require.

## **1.7. Rules Governing Examination:**

1.7.1 All examinations and coursework papers shall be sat for or completed at the end of the course.



1.7.2 A candidate shall not have passed unless he/she attains a minimum of 50% (B) in his/her course.

1.7.3 Where a candidate fails to satisfy the examiners in one coursework or examination paper, it shall be competent for the examiners to refer the coursework back to the candidate for revision or for the candidate to re-sit the examination.

## 1.8 Subjects offered for the Postgraduate Diploma in Law(PGDL)

### Compulsory Undergraduate (Courses)

	Units	Credits
SLW 104: Legal Method [Non Credit] if not taken at undergraduate Year	1	4
SLW 301: Jurisprudence if not taken at undergraduate Year	1	4

A candidate shall take at least THREE optional courses, to make the required **6 units** from the following:

SLW 507: Civil Procedure.	3	12
SLW 508: Jurisprudence	3	12
SLW 509: Law of Contract.	3	12
SLW 510: Conflict of Laws.	2	8
SLW 511: Succession and Trusts	3	12
SLW 512: Tax Law.	3	12
SLW 513: Criminal Law and Procedure.	6	24
SLW 514: Family Law	3	12
SLW 515: Sales of Goods/ Negotiable Instruments	2	8
SLW 516: International Law.	3	12
SLW 517: Constitutions and Legal Systems of East Africa.	3	12
SLW 518: Administrative Law.	6	24
SLW 519: Law of Evidence.	3	12
SLW 520: Land Law.	3	12
SLW 521: Law of Tort.	3	12
SLW 522: Sports and Entertainment Law	2	8
SLW 523: Constitutional Law.	2	8
SLW 524: Criminology and Penology.	2	8

SLW 525: Islamic Law.	2	8
SLW 526: Labour Law.	3	12
SLW 527: Legal Aspects of International Trade and Investments.	2	8
SLW 528: Law of Business Associations .....	3	12
SLW 529: Intellectual Property Law	2	8
SLW 530 Alternative Disputes Resolutions	2	8
SLW 531 Maritime Law	2	8

- 1.8.1. Advanced courses for a compulsory undergraduate course shall also have 12 credits or 24 (3 or 6 units respectively) while advanced course for an optional undergraduate course shall have 8 credits (2 units).
- 1.8.2. All undergraduate subjects offered for PGDL shall have the same units as those given to the subjects at undergraduate level.
- 1.8.3 Law graduate candidates shall take three (3) subjects on condition that all the subjects should not be drawn from the list of undergraduate courses.
- 1.8.4 Non-Law candidates shall take a minimum of four (4) undergraduate courses, which shall comprise SLW 301 Jurisprudence and SLW 104 Legal Methods as compulsory subjects and two optional undergraduate subjects.
- 1.8.5 A candidate pursuing advanced courses shall be required to write at least two coursework papers for each subject taken as an advanced course.
- 1.8.6 A candidate shall be required to obtain a prior approval of not only his/her supervisor but also the Dean of the Faculty on the topic/area he/she chooses for his/her coursework paper.
- 1.8.7 The PGDL course shall be completed within three years but not less than 18 months. Provided that a candidate may complete his/her studies before the 18 months' period if she/he fulfils all the requirements for the award of PGDL and obtains the approval of the Faculty Board, PGSC and the Senate.
- 1.8.8 There shall be a specialized PGDL to be issued by the Faculty of law. The said specialized PGDL shall be a hybrid of Moodle and Executive.

1.8.9 The specialized PGDL applicants shall have the same qualification as other normal PGDL applicants.

1.8.10 The specialized PGDL shall consist of a minimum of four subjects and a maximum of Seven Subjects of which the candidates shall sit for exams at the end of the course.

1.8.11 Other regulations and matters applicable to the PGDL shall apply to the specialized PGDL *mutatis Mutandis*.

## **2.0 REGULATIONS FOR THE MASTER OF LAWS *DEGREE (LLM)***

### **2.1 Introduction**

This course intends to provide a unique opportunity to students who want to provide their ability in their areas of specialization taking into account that this programme is purely self-studies where students do concentrate in their areas of specialization.

### **2.2 Aims and Objectives of the Programme**

The Master of Laws Programme aims at producing legal experts equipped with good analytical skills to tackle current legal problems arising from the changing nature of Zambian society and elsewhere in the third world and other countries in the world in social, economic and political sectors.

It is a result oriented programme that enables a candidate to be fully equipped to tackle specified specialized legal problems and issues in various areas and specialties offered by the Faculty of law. The candidate may also with the permission of the Dean of the Faculty opt to do his/her course on traditional subjects under offer.

### **2.3 Eligibility for Admission**

The course for Master of Laws degree of the will be open for Law graduates of the and any other recognized university, especially from countries of common law jurisdiction. A holder of Postgraduate Diploma in Law of or other equivalent qualification\* who is also a holder of a first degree in law (pass) may be eligible for admission to the Master of Laws Degree of the .

### **2.4 Programme Mode Delivery**

#### **2.4.1 Programme Mode Delivery**

The LLM Programme will be delivered through blended mode; Moodle and distance (Coursework papers and dissertation) for LLM by Coursework while for (LLM by Thesis) through writing, submitting, and presenting of proposal &

Thesis to the respective organs (supervisor, external examiner, Department, Faculty, Postgraduate and Senate) for approval.

## 2.4.2 Courses of Study

2.4.2.1 A candidate will be required to choose his/her subject provided under No. 2.9 subjects offered

2.4.2.2 A candidate will have to choose **one core subject** in which he/she will have to **write at least 2 coursework papers** and **a dissertation** and

2.4.3.3 He/she will also have to choose **one elective course** in which he/she will have to write the **two remaining coursework papers**.

2.4.4.4 Units for each subject shall be as follows:

- (i) Core courses                      32 credits (8 units)
- (ii) Elective Courses                16 credits (4 units)
- (iii) Dissertation                    24 Credits (6 units)

## 2.5 Duration of the Course

The course duration will be for the maximum of **FIVE** years provided that a candidate may complete his/her course **before five years** but not less than **THREE** years of studying. The time for study may be extended by the Senate if it is satisfied that there are reasonable grounds to do so.

\* Such a candidate should be a holder of LL.B. degree as a basic qualification.

## 2.6 Scheme of Examination

2.6.1 A candidate will have to write the total of **FOUR coursework papers** on the subject(s) approved by the Dean Faculty of Law Postgraduate Studies Coordinator and areas approved by the supervisor. Provided that, no candidate will be allowed to specialize on more than two subjects. The length of Coursework papers shall be between 4,000 to 6,000 words. The course work shall be undertaken through Moodle platform as per the SU regulations and directives.

2.6.2 The following Grading system shall be applied:

<b>GRADE</b>	<b>MARKS</b>	<b>GRADE POINT</b>	<b>QUALITY</b>
A	100-70%	4.4-5.0	Excellent

B+	69-60%	4.0- 4.3	Very Good
B	50-59%	3.0-3.9	Good Pass
C	40-49%	2.0-2.9	Marginal Fail
D	35-39%	1.0-1.9	Fail
E	0-34%	0.-0.9	Absolute Fail

2.6.3 The pass mark for both core and elective courses shall be “B” grade average. Candidate whose average pass is below the indicated average grade above in not more than two required courses, shall be required to do supplementary examinations in the subjects failed if the overall GPA is at least 3.0. The maximum grade for the course that has been supplemented shall be a B.

2.6.4 Candidate must successfully complete the coursework part with minimum overall grade of “B” in all courses designated for the respective degree programmes.

2.6.5 A candidate whose overall grade average is below a “B” (i.e. below GPA OF 3.0) in the coursework part shall be discontinued from studies.

2.6.6 A candidate failing supplementary examinations shall be discontinued from studies

## **2.7 Submission of Dissertation**

2.7.1 Candidates will have to notify the Chairman of the Postgraduate Studies Committee of Senate his/her intention to submit his/her dissertation, three months prior to submission.

2.7.2 In his/her dissertation, the candidate will have to declare, to the satisfaction of the University that the work he/she has submitted is his/her own work and has never been submitted to any other University.

2.7.3 A candidate will be required to submit his/her dissertation in quadruplet.

2.7.4 A candidate, upon recommendation of the examiners to the Senate may be required to re-submit the dissertation after reviewing the same.

## **2.8 Award of the Degree of Master of Laws**

The degree of Masters of Laws shall not be classified but may be awarded with distinction.

## 2.9 Subjects offered for the Master of Laws Degree of Supershine University

### *Core Courses*

		Units	Credits
OLW 601: Environmental Law, Regulation and Policy	(core)	2	8
OLW 602: Industrial and Labour Relations Law	(core)	2	8
OLW 603: Corporate Law, Securities and Banking	(core)	2	8
OLW 604: Domestic and International Regulation and Protection of Foreign Investments.	(core)	2	8
OLW 605: Property Relations (Advanced Land Law)	(core)	2	8
OLW 606: Constitutionalism, Good Governance and Human Rights;	(core)	2	8
OLW 612: Tax Law	(core)	2	8
OLW 617: Alternative Disputes Resolutions	(core)	2	8
OLW 618 Intellectual Property Law	(core)	2	8
OLW 619 Sports and Entertainment Law	(core)	2	8

Candidates may also opt for the following traditional legal subjects with the permission of the Dean of the Faculty/Postgraduate Studies Co-coordinator

		Units	Credits
SLW 607: Civil Procedure	elective)	1	4
SLW 608: Jurisprudence	elective)	1	4
SLW 609: Law of Contract	elective)	1	4
SLW 610: Private International Law	elective)	1	4
SLW 611: Succession and Trusts	(elective)	1	4
	elective)	1	4
SLW 613: Criminal Law and Procedure	elective)	1	4
SLW 614: Family Law	elective)	1	4
SLW 615: Sale of Goods/Negotiable Instruments	elective)	1	4
SLW 616: Public International Law	elective)	1	4

SLW 620: Maritime Law	(elective)	1	4
SLW 621 Administrative Law	(elective)	1	4
SOLW 622 Law of Evidence	(elective)	1	4
SLW 623 Law of Tort	(elective)	1	4
SLW 624 Constitutional Law	(elective)	1	4
SLW625 Criminology and Penology	(elective)	1	4
SLW626 Islamic Law	(elective)	1	4
SLW627 Labour Law	(elective)	1	4
SLW628 Legal Aspects of International Trade and Investments	(elective)	1	4
SLW629 Law of Business Associations	(elective)	1	4

(i) All candidates for a Master's programme will have to undergo a Legal Research Methodology Course and Research Guidelines to be conducted by the Faculty of Law in during the first week of April and October. A separate fee of US\$ 100 shall be paid for this training.

(ii) The candidates will be assigned supervisors to supervise them throughout the course of study. A candidate must pursue his studies under the guidance of his/her supervisor.

2.10 A candidate who opts for SLW 601: *Environmental Law, Regulation and Policy*, SLW 604: *Domestic and International Regulation and Protection of Foreign Investments*, should have studied *International Law* in his/her undergraduate study. Otherwise he/she will have to study *International Law* as non-credit course during his/her Master's Programme. Similarly a candidate, who opts for SLW 602: *Industrial and Labour Law*, will be supposed to have studied *Labour Law* during his/her LL. B Programme. It will be within the discretion of the Dean to direct a particular student to undertake an undergraduate course if it appears in the opinion of the Dean, it is necessary for successful completion of the Masters Programme.

### **3.0 REGULATIONS FOR MASTER OF LAWS IN INFORMATION COMMUNICATION TECHNOLOGY (LLM - ICT)**

#### **3.1 Background**

The LLM in Information Communication Technology is a re-branded form of the LLM in Information Technology and Telecommunications (LLM IT&T) that had been on offer.

The course is open to law and other professions graduates with interest in taking on a specialization in Information Technology and Telecommunications law. The course is conducted in modular form.

### **3.2 Programme Overview**

Candidates selecting this programme undertake a unique opportunity - to study the legal implications surrounding Information Communication Technology on the world's longest established postgraduate masters (LLM) course in Information Technology and Telecommunications Law. As the international nature of the student body demonstrates, Information Communication Technology law is of wide interest and significant importance. The master's degree in Information Technology Law encourages students to consider legal initiatives both at European and International levels as well as within their own jurisdictions.

Students examine a diverse range of key themes including information security, privacy, intellectual property, telecommunications, e-commerce, internet governance and access to public information. These may be now being undertaken by attendance at .

Whether for academic, personal or professional development, the LLM/PGDL in Information Technology and Telecommunications Law is an ideal choice for law graduates, lawyers and IT specialists seeking to equip themselves with the skills and knowledge to formulate and apply law in the information society.

There are 3 potential exit points from the course, certificate, diploma and masters. Assuming satisfactory performance, it is possible to change between these so that, for example, a student who initially registers for the certificate may opt to continue studying to the diploma or master's qualification. Likewise, a student originally registered for the masters may be transferred to the certificate or diploma stream.

Full-time LLM and PGDL students are required to complete four courses from those listed – two courses per semester. For those candidates seeking the award of LLM in Information Communication Technology Law, a 20 000-word dissertation on a topic of your own choice is required. A flexible two-course Postgraduate Certificate (PgCert) is also available.



### **3.3 Aims and Objectives**

#### ***3.3.1 Aims of the Programme***

The Certificate / Postgraduate Diploma/ LLM programme aims to produce highly skilled, independent and adaptable graduates with a solid knowledge of the basic principles of law, who are equipped for employment both in the legal profession and other fields of endeavour. The programme reflects the emphasis on "useful learning" which is at the heart of the mission of the University. The modular programme guarantees that all students achieve the requisite benchmark standards but also offers considerable flexibility which allows students to select a curriculum which meets their own needs. The programme also ensures that knowledge and skills are developed progressively through the course of the degree.

#### ***3.3.2 Objectives***

- To develop a fundamental knowledge and understanding of the principles, nature and development of legal aspects of information technology and Telecommunications from jurisdictions. ·
- To develop in student's intellectual rigour, independence of mind, and the ability to think critically and constructively.
- To develop in students a range of generic transferrable skills which they can use in a wide range of settings. ·
- To produce graduates who are confident, responsible and reflective and who are equipped to develop their potential throughout their careers.

### **3.4 Eligibility for Admission**

Candidates holding the following qualifications will be eligible for admission into the LLM ICT Programme:

3.4.1 A holder of hounors Degree in Law or a Pass Degree with PGDL

OR

3.4.2 Holder of hounors Non-Law Degree from recognized university/institution with a t least working experience relevant to the course

### **3.5 Programme Design, Organization and Mode of Delivery**

#### ***3.5.1 Programme Design***

Each student of Master of Laws in Information Communication Technology (eLL.M - ICT) will be required to study the Minimum of 72 credits (18 Units) which (6Courses plus a Dissertation). Each Unit is equivalent to 40 one hour lectures or 4 credits. Delivery will be through blended mode; Moodle and Face to Face Executive classes. Students will be given an assignment, and shall be required to work on it and to submit the given Assignment (in a 6,000 words essay) back for assessment within three weeks after the end of each course,

Students pursuing the LLM (ICT) Programme shall have another six months to work on a dissertation project.

After the end each Course students will be given another three weeks to work on an assignment.

### 3.5.2 *Programme Organization*

#### *Course Structure*

Course Code	Course Name	Units	Credits
SLW 651	Legal Aspects of Information Security	2	8
SLW 652	Legal Management of Contracts for IT	2	8
SLW 653	Telecommunications Policy & Regulation	2	8
SLW 654	Intellectual Property law for IT	2	8
SLW 655	Legal Implications of eCommerce	2	8
SLW 656	Telecommunications Law	2	8
SLW 600	Legal Research Methodology	0	0
SLW 659	Dissertation	6	24

*Faculty of Law of the defines ONE credit unit as equivalent to thirty-five (40) one-hour lectures.*

### **3.6 Programme Mode of Delivery & Programme Duration**

#### *3.6.1 Programme Mode of Delivery*

The Programme will be delivered through lectures, on each Course and shall be conducted in Lusaka or any other selected venue in . The 40 Hr Lectures will be completed within a one working week.

#### *3.6.2 Learner support strategies*

Use of ICT, Lectures notes, with online links to relevant reading, Database of the Information Technology Law URLs with search Engines, discussion lists, Students home pages, a link to the Butterworth site (This site contains links to the cases and statutes discussed during the course), the SU Library and Cases decided by the High Court Commercial Division and Fair Competition Commission.

### 3.6.3 *Programme Duration*

The entire Programme shall be completed within two years for the award of the LLM ICT.

## 3.7 Assessment Regulations

The following regulations will apply for the assessment of the programme:

### 3.7.1 Assessment of written Assignment (Coursework)

- (a) The following assessment shall consist of continuous assessment (written assignments in a form of an essay of at least 6,000 words) for each course pursued by candidate of LLM ICT which amount to the maximum of 100%.
- (b) With written required/chosen modular students shall also write one Dissertation Project of about 20,000 words on the topic of his/her own choice.
- (c) All coursework papers/ written assignments shall be done at the end of each course/Course
- (d) A candidate shall not have passed unless he/she attains a minimum of 50% (B) in his/her course/Course

3.7.2 Before the candidate is allowed to proceed with the dissertation research phase of the Masters programme, the Candidates must successfully complete the coursework part with a mean overall grade of “B” or above (i.e. GPA of at least 3.0) in all chosen /pursued core courses listed.

3.7.3 The mode of evaluation for the dissertation comprises 100% and shall be evaluated independently.

3.7.4 The following Grading system shall be applied:

<b>GRADE</b>	<b>MARKS</b>	<b>GRADE POINT</b>	<b>QUALITY</b>
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A	100-70%	4.4-5.0	Excellent
B+	69-60%	4.0- 4.3	Very Good
B	50-59%	3.0-3.9	Good Pass
C	40-49%	2.0-2.9	Marginal Fail
D	35-39%	1.0-1.9	Fail
E	0-34%	0.-0.9	Absolute Fail

3.7.4.1 A Candidate fails in only one of the **FOUR** Courses shall be allowed to do supplementary examination.

3.7.4.2 A candidate who fails in a repeated subject will be deregistered from the eLLM ICT

3.7.4.2 A candidate whose overall grade points below a “B” (i.e. below GPA OF 3.0) in the coursework part shall be discontinued from studies.

3.7.4.3 The duration of the LLM ICT Programme is within two (2) years, student who will not complete registered programme within given time will be deregistered.

**3.7.4.4 Students who will be caught involving in plagiarism activities will be deregistered from the course with immediate effect.**

### **3.8 Final Award/Graduation Requirements**

The minimum pass mark for any course shall be the grade “B” or 50%

3.8.1 Candidates, who successfully complete the required units/courses including the Dissertation, shall qualify upon approval by Senate, for the award of the LLM in Information Communication Technology Law.

3.8.2 Candidates who complete at least four courses, but are unable to submit a dissertation, or fail in the dissertation, shall be awarded a Postgraduate Diploma in Information Communication Technology Law.

3.8.3 Candidates who complete at least two courses but wish to leave the programme shall be awarded a Postgraduate Certificate in Information Communication Technology Law.

## **4.0 MASTER OF INTERNATIONAL CRIMINAL JUSTICE (LLM ICJ)**

### **4.1 Background**

International criminal Justice (ICJ) is an area of public international law that has for many years been the preserve of scholars and experts in international law. As an aspect of public international law, ICJ focuses on acts prohibited under international law for which individuals are held responsible. Individual criminal responsibility is the primary goal of ICJ, thus ICJ has two aspects; prohibition of acts and accountability mechanisms.

ICJ has developed rapidly in the past decade especially with regard to the accountability aspect. Norms prohibiting international crimes have existed for decades, for example the Genocide Convention was concluded in 1948. Activity around ICJ, in terms of its expanding jurisprudence through the various mechanisms mentioned above, has seen an exponential increase in interest in ICL and the issue of international criminal justice. Nowhere more so than in Africa.

Recent events have propelled ICJ from an obscure international law subject to a topic discussed and debated by the general public across the continent, primarily as a result of the ICC and the cases it has initiated that are from the continent. As of 2004 the ICC has investigated and initiated proceedings against individuals from 4 African countries; Central African Republic (CAR), Democratic Republic of Congo (DRC), the Sudan and Uganda. Thus Africans have had to learn quickly about ICJ.

Worryingly, however, much of the debate around ICJ has been in the media. It would appear that there has not been much input on the subject from African scholars. This is not surprising given that African universities still do not provide ICJ as a standalone course in their law programmes, thus it is contended that African input into the development of the norms of ICJ has been stifled. There is an urgent need to develop capacity for African universities to provide ICJ as a stand-alone course at both the undergraduate and postgraduate level.

What is required is a robust introduction to ICJ for Africans with the desire to learn. Legal practitioners, students, researchers, civil servants and human rights activists in Africa must have a home-grown curriculum that introduces them to the subject that is relevant to them, their communities and values. African perspectives of ICJ must engender a generation of Africans well-versed in ICJ for the continued enhancement of human rights on the continent.

## **4.2 Programme Overview**

Students examine a diverse range of key themes from general principles of international law, the interplay between international relations, politics and law, international crimes, international courts and tribunals, immunity of high-ranking state officials, issues of peace versus justice to gender issues in international justice.

Whether for academic, personal or professional development, the LLM in International Criminal Justice is an ideal choice for law graduates, lawyers, judges and magistrates, and international law specialists seeking to equip themselves with specialist knowledge on international criminal law and justice, the creation of such laws and their application in the real world.

Students can acquire a certificate, diploma or masters with the possible to change between the categories, upon satisfactory performance, for example, a student who initially registers for the certificate may opt to continue studying to the diploma or master's qualification. Likewise, a student originally registered for the masters may be transferred to the certificate or diploma stream.

Full-time LLM students are required to complete six courses from those listed – two courses per semester. For those candidates seeking the award of LLM in International Criminal Justice, a 20,000-word dissertation on a topic of your own choice is required. Distance learning students are also required to complete four courses, taking one course per semester. A flexible two-course Postgraduate Certificate (PgCert) is also available.

### **Justification**

The scale of recent developments in international criminal law is great, however, there is a dearth of knowledge amongst many and, given the importance of the issue, it is imperative that programmes that will educate and sensitise the key individuals must be established. In the west, several institutions of higher learning have acknowledged the importance of international criminal law and provide international criminal law/justice programme, but that is not the case for Africa. Unfortunately, Africa has been international criminal law's continental focal point in the last 10 years and seems set to retain the limelight well into the next decade. With violent conflicts raging in, inter alia, Darfur, Sudan, the Democratic Republic of Congo (DRC), Chad, Somalia, where gross violations of human rights occur, and recently the post election violence that spiralled out of control in Kenya it is obvious that international criminal law must be given importance on the continent. There is a need to educate and

sensitise the public about international criminal law and provide the continent with home-grown experts that will work towards ensuring individual accountability where war crimes, genocide, crimes against humanity occur.

### **4.3 Aim and Objectives**

#### **4.3.1 Aim of the Programme**

The Certificate/Diploma/LLM in ICJ programme aims to produce highly skilled, independent and adaptable graduates with a solid knowledge of the basic principles of law, who are equipped for employment both in the legal profession and other fields of endeavour. The programme reflects the emphasis on "useful learning" which is at the heart of the mission of the University. The modular programme guarantees that all students achieve the requisite benchmark standards but also offers considerable flexibility which allows students to select a curriculum which meets their own needs. The programme also ensures that knowledge and skills are developed progressively through the course of the degree.

#### **4.3.2 Objectives of the Programme**

To develop fundamental knowledge and understanding of the principles, nature and development of international criminal law and the justice. This will be achieved through strategies set up to:-

- i. To develop in students intellectual rigour, independence of mind, and the ability to think critically and constructively.
- ii. To develop in students a range of generic transferable skills which they can use in a wide range of settings.
- iii. To produce graduates who are confident, responsible, and reflective, and, who are equipped to develop their potential throughout their careers.
- iv. To produce graduates who will assess critically issues put forward in the programme in relation to their professional endeavours.

### **4.7 Eligibility for Admission**

Candidates with the following qualifications will be eligible for admission into the LLM ICJ Programme:

Honours degree in law or a pass degree in postgraduate diploma in law (PGDL)  
OR

Holder of Non Law Degree graduate, with at least two years work experience relevant to the subject content of the course.

### **3.8 Programme Design, Organization and Mode of Delivery**

#### **3.8.1 Programme Design**

Each Students of Master of Laws in International Criminal Justice will be required to study a minimum of 72 credits (18 Units) which (6Courses plus a Dissertation). Each Unit is equivalent to 40 one hour lectures or 4 credits. Delivery will be through blended mode; Moodle and Face to Face Executive classes.

Students will be given an assignment of 6,000 words to be submitted within three weeks after the end of each course.

Students pursuing the masters rather than advanced diploma will have another six months to work on a dissertation project.

#### **4.8.2 Programme Organization**

##### **Course Structure**

<b>Course CODE</b>	<b>Course Name</b>	<b>Unit</b>	<b>Credit</b>
SLW 671	Principles of International Law	2	8
SLW 672	International Politics & Relations	2	8
SLW 673	Substantive International Criminal Law	2	8
SLW 674	Law & History of Accountability Mechanisms	2	8
SLW 675	Contemporary Issues in International Criminal Law	2	8
SLW 676	International Criminal Courts & Tribunals; Processes & Procedures	2	8
SLW 600	Legal Research Methodology	0	0
SLW 677	Dissertation	6	24

*The Faculty of Law, defines ONE unit as equivalent to thirty-five (40) one-hour lectures*



## **4.9 Programme Mode of Delivery & Programme Duration**

### **4.9.1 Programme Mode Delivery**

The programme will be delivered through one lectures spread over a week for a maximum of 40 hours. The lectures will be conducted for each course in LUSAKA, or any other selected venue.

### **4.9.2 Learner support strategies**

Use of ICT, lectures notes, with online links to relevant reading, use of libraries in home towns, database on International Criminal Law, URLS with search Engines, discussion lists, students home pages, and possibly Lexis, the SU Library, UN website, ICTR, ICTY and ICC websites. The entire Programme must be completed within two years for the award of the LLM ICJ.

### **4.9.3 Programme Duration**

The entire programme shall be completed within two years for the award of the LLM in International Criminal Justice (ICJ).

## **4.10 Assessment Regulations**

The following regulations will apply for the assessment of the programme:

### **4.10.1 Assessment of Written Assignment (Course Work)**

- a) Students will complete a written assignment in the form of an essay of at least 6,000 words for each course, marked out of 100%. Written assignments must be completed and submitted within three (3) after attending a seminar.
- b) A candidate shall not have passed unless he/she attains a minimum of 50% (B) in his/her course/Course.
- c) Students will complete a dissertation of approximately 20,000 words on a topic of the student's choice. Research and drafting can start after a student successfully completes Courses 1-5.

4.10.2 Before a candidate is allowed to proceed with the research and dissertation phase of the programme, he/she must successfully complete the coursework part with a mean overall grade of "B" or above (i.e. GPA of at least 3.0) in all core courses listed.

4.10.3 The mode of evaluation for the dissertation comprises 100% and shall be evaluated independently.

4.10.4 The following grading system shall be applied:

<b>GRADE</b>	<b>MARKS</b>	<b>GRADE POINT</b>	<b>QUALITY</b>
A	100-70%	4.4-5.0	Excellent
B+	69-60%	4.0- 4.3	Very Good
B	50-59%	3.0-3.9	Good Pass
C	40-49%	2.0-2.9	Marginal Fail
D	35-39%	1.0-1.9	Fail
E	0-34%	0.-0.9	Absolute Fail

4.10.5 Where a candidate fails in one of the **FOUR** Courses he/she shall be allowed to do supplementary examination.

4.10.6 A candidate whose overall grade point is below a “B” (i.e. below GPA of 3.0) for the coursework shall be discontinued from studies.

4.10.7 The duration of the LLM ICJ is two (2) years. Students who fail to complete the registered programme within the given time will be de-registered.

#### **4.11 FINAL AWARD/GRADUATION REQUIREMENTS**

4.11.1 The minimum pass mark for the course is grade “B” or 50%.

4.11.2 Candidates who successfully complete the required units/course shall qualify, upon approval by Senate, for the award of LLM in International Criminal Justice.

4.11.3 The degree of Masters of Laws s in International Criminal Justice shall not be classified but may be awarded with distinction.

### **5.0 REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)**

#### **5.1 OBJECTIVES OF PhD PROGRAMME**

The primary objective of the Program of Doctor of Philosophy is to enable a student to gain professional skills in the design of a research project, the conduct of the search to obtain relevant data, the analytical skills to perform an

evaluation of the data and have the ability to write up a coherent and generally acceptable thesis of high academic standard based on his/her chosen area of study. Such work must be original and a contribution to knowledge.

The course is also intend to impact candidate knowledge to acquire transferrable skills in research and writing skills, such that they gain confidence to conduct future research , do analysis and writing on their own without closer supervision. It is also inculcate in a candidate a mastery to understanding and confidence to analyze and explain his/her area of specialization.

## **5.2 ELIGIBILITY FOR ADMISSION**

A holder of the Bachelor of Laws (LL.B) and Master of Law Degree (LL.M) of the or its equivalent shall be eligible for registration for the degree of Doctor of Philosophy.

## **5.3 DURATION**

A candidate must submit his/her thesis within six years from the date of registration for the degree provided that no candidate may be permitted to submit a thesis in less than two academic years from the date of registration.

## **5.4 COURSE PROGRAMME**

5.4.1 A prospective candidate for the Ph.D. Degree is required to submit an outline of the subject of study and/or research which he/she proposes to pursue.

5.4.2 One or two supervisors will be appointed to advise the candidate in his/her field of study or research.

5.1.1 A candidate for the degree shall be required to submit a thesis embodying the results of his studies.

5.4.2 A candidate may choose any subject from those offered at Master of Law Yearor any other topic of research to be approved by the Dean Faculty of Law.

## **5.5. Rules Governing Submission and Examination of Thesis**

5.5.1 At least six months before the thesis is to be presented, a candidate shall give notice, in writing, to the Deputy Vice Chancellor (Academic) of the University submitting a general scope of the work.

- 5.5.2 The Senate shall appoint for each thesis at least two examiners, one of whom shall be an examiner external to the University.
- 5.5.3 Three copies of every thesis for the degree shall be submitted and if the degree is awarded, two copies of a thesis so submitted shall remain in the keeping of the University to be deposited in the Library. A thesis submitted for the Degree shall normally have a minimum of 500 pages worthy of publication; it must also include a full list of references to materials whether published or otherwise used in its preparation.
- 5.5.5 Every thesis submitted for the degree must be accompanied by a declaration to the satisfaction of Senate stating that it has not been submitted before for a degree in this or any other University.
- 5.5.6 No thesis shall be accepted which does not make a distinct contribution to the knowledge or understanding of the subject and does not show evidence of originality.
- 5.5.7 The candidate shall be required to forward to the University with his/her thesis an abstract thereof comprising not more than 300 words.
- 5.5.8 The candidate may submit as subsidiary matter in support of his/her candidate any printed contribution or contributions to the advancement of knowledge relative to his/her field of research which he/she may have published independently or conjointly. In the event of a candidate submitting such subsidiary matter he/she will be required to state fully his/her own share in any conjoint work.
- 5.5.9 The candidate may submit with his/her thesis a list of his/her publications.
- 5.5.10 The examiners may require a candidate for the degree to present himself/herself for a *viva voce* examination on the general field in which the thesis falls as well as on the subject of the thesis itself.
- 5.5.11 If the thesis is adequate but the candidate fails to satisfy the examiners at the *Viva voce*, examiners may recommend to the Senate to permit the candidate to re-present the same thesis, and submit himself/herself to a further *Viva voce* within a period not exceeding 18 months.
- 5.5.12 A thesis may be re-submitted in revised or extended form if the examiners so recommend. No rejected thesis may be re-submitted in a

revised form unless it was so recommended by the examiners. A thesis recommended for resubmission must be submitted within 18 months.

- 5.5.13 The candidate may be required by the examiners to make minor alterations to thesis without requirement to re-submission. Such alterations must be effected within a period of 6 months. If the candidate fails to make the alterations to the satisfaction of the examiners within the specified time, and he/she is not granted an extension of time by the Senate, he/she will be deemed to have failed the examination.
- 5.5.14 when a thesis has been accepted by the University, and material from it is published, in whatever form, acknowledgment shall be made of the fact that this material has been submitted in a thesis approved for the degree of Doctor of Philosophy of the .

## **FACULTY OF SCIENCE, TECHNOLOGY AND ENVIRONMENTAL STUDIES (FSTES)**

The Faculty of Science, Technology and Environmental Studies comprises of Biology, Botany, Zoology, Chemistry, Physics, Mathematics, Food & Nutrition, Information & Communication Technology and Environmental Studies at undergraduate Year and Poultry Production & Health at certificate and diploma levels.

*Certificate and Diploma Programmes\*\*\**

**\*\*\*These two courses will not be on offer in the 2016/17 academic year**

### ***Certificate Course in Poultry Health and Production***

#### **PART I**

##### ***Preamble***

Poultry production in Southern Africa currently makes a significant economic contribution at both household and national levels. Its importance is however not captured in the government economic data. Skilled manpower specialised in poultry production is limited. Specialised Courses in Poultry production and health that are important in improving poultry production are not offered by Training Institutions in Southern Africa. Nevertheless, the potential of poultry production as an economic enterprise is very high. In the rural areas where close to 80% of the people live and where per capita income is the lowest, poultry has a high potential for poverty reduction and wealth creation. Commercial poultry production enterprises that are concentrated mainly in urban and peri-urban areas are not doing very well as business enterprises. Both in rural and urban areas, poultry production is constrained by high prevalence of killer diseases and poor husbandry methods. This is in spite of the great market potential for poultry meat and products.

There is thus urgent need of training specialised manpower in order to promote poultry production. A Certificate Course in poultry production would equip graduates with knowledge and skills for all levels of poultry production enterprises. The Certificate graduate will be especially equipped with practical skills. There shall be a strong bias in practical skills.

##### ***Purpose***

To train students in poultry production and health so that they are equipped with theoretical knowledge as well as practical skills in poultry production and

poultry health. Poultry shall include all domestic poultry, namely Chickens, Ducks, Guinea Fowl, Turkey, Pigeons, Geese and Ostriches. Commercial, traditional and improved rural/village poultry husbandry and health management systems shall be taught.

It is envisaged that after completing the two-year Certificate, the student will be fully competent and qualified to undertake all duties and responsibilities in all types of poultry production enterprises varying from large scale commercial units to smallholder and rural poultry units. The graduate will be equipped with skills to be able to start own poultry enterprises of whatever scale. Upon successful completion of the course Graduates of the Certificate Course shall be expected to:

- i. Assist to plan and set up poultry production enterprises including large scale, small-scale commercial poultry production, smallholder, backyard and rural poultry production enterprises.
- ii. Assist to manage and run all levels and types of poultry production enterprises ranging from simple rural, backyard, small holder, and small sale up to large scale poultry enterprises.
- iii. Plan, set up and run poultry products market systems
- iv. Offer extension and marketing services to all levels of commercial and rural poultry farmers and village/community based poultry workers.
- v. Assist to plan, set up and run poultry feed mills and ensure feed quality.
- vi. Assist to plan, set up and run poultry meat and egg processing plants.
- vii. Set up and maintain commercially and consumer acceptable quality standards of poultry products for local and export market.

### ***Minimum Entrance Requirements***

Five passes at 'O' Year or its equivalent, the passes must include biology/agriculture and chemistry.

### ***Mode of Study***

The Course will be offered mainly by distance mode of delivery. Study materials will be supplied to paid-up students. The study materials will be written in a house-style which is suited for distance learners such that they will be stimulating and thought provoking for adult as well as young students. Students will be required to attend practicals at designated established institutions. The practicals shall also be in form of field attachments to designated poultry farms and enterprises. Students will be required to attend Face to Face sessions in order to assist them understand the course. Students shall Write Reports at the end of their practicals.

### ***Duration of the Course***

The course will last a minimum of 2 years and a maximum of 4 years.

### ***Programme Fee***

The fee is paid according to the number of units in the programme as follows:

<b>Sn.</b>	<b>Item</b>	<b>Fees per module</b>		
		<b>n K</b>	<b>EAC &amp; SADC (US\$)</b>	<b>Non-EAC/SADC US\$</b>
01	Theoretical courses	K10, 000	20.00	40.00
02	Practical modules	200	40.00	80.00

#### **NB:**

- i. Practical fee per module is the same for both diploma and certificate programmes due to cost considerations.
- ii. Since all modules for both theoretical training and practical/fieldwork are compulsory, the total programme fees are as follows:

<b>Sn.</b>	<b>Item</b>	<b>Total programme fees</b>		
		<b>n K</b>	<b>EAC &amp; SADC US\$</b>	<b>Non-EAC &amp; SADC US\$</b>
01	Theoretical courses	10, 000	240.00	480.00
02	Practical modules	500	240.00	480.00
<b>03</b>	<b>TOTAL</b>	<b>10, 500</b>	<b>480.00</b>	<b>960.00</b>

### ***Admission and Registration***

A candidate will be admitted to the Certificate Course if he/she meets the minimum entry requirements. Registered students will only be those who will have fully paid the required yearly fees. Only registered students will be supplied with study materials and allowed to sit for the required examinations.



### *Number of admitted students*

In order to run the course viably, a minimum of 20 students will have to be admitted. One cohort of students must complete the course before taking in new students. Therefore, new students will be admitted after every two years.

### *Assessment*

Students' understanding and knowledge in each topic shall be assessed by a student Portfolio and sitting for one timed tests and one examination and in addition, a practical report shall be assessed.

## **SYLLABUS FOR CERTIFICATE COURSE IN POULTRY PRODUCTION AND HEALTH MANAGEMENT**

<b>Course code</b>	<b>Course name</b>	<b>Units</b>	<b>credits</b>
<b>YEAR I</b>			
SPC 001	Overview of domestic poultry production	1	10
SPC 002	Avian Anatomy & Physiology	2	20
SPC 003	Principles and Practice of Poultry Breeding	1	10
SPC 004	Poultry Nutrition & Feeding	1	10
SPC 005	Principles and Practice of Poultry Husbandry	1	10
SPC 006	Poultry Health I: Microbiology, Parasitology & disease diagnosis	1	10
<b>YEAR II</b>			
SPC 007	Poultry Health II: Common Poultry diseases and their management	1	10
SPC 008	Hatchery Establishment & Management	1	10
SPC 009	Poultry Products Processing & Marketing	1	10
SPC 010	Gender, Socio-cultural and economic issues in the poultry industry	1	10
SPC 011	Extension methodologies in poultry farming	1	10
SPC 012	Poultry farm accounting, record keeping & Entrepreneurship	2	20
<b>TOTAL</b>		<b>14</b>	<b>140</b>

***Practicals:***

Students shall be required to go for Practical/Field attachment for 3 months (12 weeks) per year at approved stations. One day's practicals/field attachment shall be equivalent to 6 hours of laboratory practicals as shown under practicals column.

**CERTIFICATE IN POULTRY PRODUCTION AND HEALTH MANAGEMENT: PRACTICAL SCHEDULE (4 WEEKS EACH ACADEMIC YEAR)**

<b>Sn.</b>	<b>Module</b>	<b>Title</b>	<b>Practical details</b>	<b>Practical hrs / credit – hrs</b>
<b>YEAR I</b>				
1.	Practical 1 SPC 001, SPC 005 & SPC 010	Practical situation of poultry keeping systems; and significance of poultry keeping across cultures, gender and social stratification	<ul style="list-style-type: none"><li>• Visits and face-to-face discussions with poultry keepers of different categories</li><li>• Own observations of poultry ecotypes, breeds and lines kept, activities of different stakeholders in the poultry industry, and roles fulfilled by poultry in social and economic life of communities.</li></ul>	60 (2) = 1 week

2.	Practical II: SPC 002, SPC 004 & SPC 006	Anatomy and physiology of birds. This is laboratory work to identify the form, function and processes of different poultry cells, organs and organ systems. <ul style="list-style-type: none"> <li>• Feed analysis &amp; evaluation</li> <li>• Poultry diseases diagnosis &amp; pathology.</li> </ul>	<ul style="list-style-type: none"> <li>• Work in laboratories of livestock research and development institutes in identification and diagnosis of poultry diseases.</li> <li>• Feed analysis laboratory work.</li> <li>• Learning how to calculate energy and nutrient concentrations of feed from laboratory data.</li> <li>• Learning feed formulation techniques with special emphasis on least- cost feed formulation methods.</li> <li>• -Learning how to take,</li> </ul>	120 ( 4) = 2 weeks
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			prepare, store and transport specimens for pathological investigations and feed analysis.	
3.	<b>Practical 3</b> SPC 003	Theory and practice of poultry breeding	<ul style="list-style-type: none"> <li>• Visit poultry breeding farms e.g parent/ grandparent stock farms and learn practical production of commercial poultry stock.</li> <li>• Learn poultry breeding methods from technicians in research and academic institutions.</li> <li>• Identification of common poultry breeds, ecotypes and lines kept in .</li> </ul>	60 ( 2) = 1 week
<b>YEAR II</b>				

4.	Practical 4 SPC 007 & SPC 008	<ul style="list-style-type: none"> <li>• Poultry diseases diagnostic and treatment</li> <li>• Health management practices including routine vaccinations, endo- and ectoparasite control, debarking etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Visit and participation in poultry health management practices performed by veterinary clinics, academic institutions and private veterinary services providers and extension officers in villages, at ward and district levels.</li> <li>• Visits in selected poultry farms to identify common poultry diseases and disorders.</li> </ul>	120 (4) = 2 weeks
5.	Practical 5. SPC 008 & SPC 009	<ul style="list-style-type: none"> <li>• Management and operation of a hatchery unit</li> <li>• Processing and marketing of poultry products.</li> </ul>	<ul style="list-style-type: none"> <li>• Visit and work in a hatchery unit to learn hatchery operations and distribution of DOC.</li> <li>• Visit and work in a poultry slaughterhouse and/or supermarket dealing with processing and selling different poultry products</li> </ul>	60 ( 2) = 1 week
6.	Practical 6 SPC 011	Extension work in poultry production	<ul style="list-style-type: none"> <li>• Work with livestock extension workers at village, ward, division and district levels to acquaint oneself with daily routine</li> </ul>	60 (2) = 1 week
			of a livestock extension officer and problems encountered by livestock keepers with special attention to poultry production.	
	<b>TOTAL</b>			<b>480(16)</b> <b>= 8 weeks</b>

## ***Diploma Course in Poultry Production and Health***

### ***Purpose***

To train students so that they are equipped with balanced theoretical knowledge as well as practical skills in poultry production and poultry health. Poultry course shall include all domestic poultry, namely chickens, ducks, guinea fowl, turkey, pigeons, geese and ostriches. Commercial, traditional and improved rural/village poultry husbandry and health management systems shall be taught. It is envisaged that after completing a two-year diploma course, the student will be fully competent and qualified to undertake all duties and responsibilities in all types poultry production enterprises varying from smallholder, rural poultry unit to large-scale commercial units.

Upon successful completion of the course graduates of the diploma course shall be expected to:

- i. Plan and set up poultry production enterprises including large scale and small scale commercial poultry production, as well as, backyard and rural poultry production enterprises.
- ii. Manage and run all levels and types of poultry production enterprises ranging from simple rural, backyard, smallholder, and small scale up to large-scale poultry enterprises.
- iii. Plan and set up own poultry production enterprise/farm. iv. Identify, prevent and treat poultry diseases.
- v. Plan, set up and run poultry products market systems
- vi. Offer extension and marketing services to all levels of commercial and rural poultry farmers and village/community based poultry workers.
- vii. Plan, set up and run poultry feed mills and ensure feed quality. viii. Plan, set up and run poultry meat and egg plants.
- ix. Set up and maintain commercially and consumer acceptable quality standards of poultry products for local and export market.
- x. Offer assistance on training and research on poultry health and production.

### ***Minimum Entrance Requirements:***

#### ***Diploma Course***

One or more passes at principal 'A' Year in science subjects and such candidate must have passed biology and chemistry at 'O' level.

Or

Certificate in Animal Health or Animal Production from a recognised institution.

### ***Mode of Study***

The Course will be offered mainly by distance mode of delivery. Study materials will be supplied to paid-up students. The study materials will be written in a house- style which is suited for distance learners such that they will be stimulating and thought provoking for adult as well as young students. Students will be required to attend practical training at designated established institutions and in form of field attachment to designated poultry farms and enterprises. Students will be required to attend Face to Face sessions in order to assist them understand the course. Students will be required to write a special research project of a selected topic to be submitted as a partial fulfilment of the course at the end of second year.

### ***Practicals***

Student will be required to attend supervised practicals for twelve weeks in a year. Students shall do the practicals in approved institutions and farms that practice the activities related to the course taught that year. Students will be required to write a practical report at the end of the field practical, indicating duration, activities performed and comments. The report shall be signed by the local supervisors where student was doing his/her practicals.

### ***Duration of the Course***

The course will last a minimum of 3 years and a maximum of 5 years.

### ***Programme Fees***

The fee is paid according to the number of units a student has registered for and per practical module as follows:

<b>Sn.</b>	<b>Item</b>	<b>Fees per module</b>		
		<b>N K</b>	<b>EAC &amp; SADC (US\$)</b>	<b>Non- EAC/SADC (US\$)</b>
01	Theoretical course	10,000.00	30.00	60.00
02	Practical module	500.00	40.00	80.00

**NB:** Since all modules for both theoretical training and practical/fieldwork are compulsory, the total programme fees are as follows:

S/No.	Item	Total programme fees		
		N K	EAC & SADC US\$	Non-EAC& SADC US\$
01	Theoretical courses	10, 000	720.00	1,40.00
02	Practical modules	500	280.00	560.00
<b>03</b>	<b>TOTAL</b>	<b>10, 500</b>	<b>1,000.00</b>	<b>2,000.00</b>

### ***Admissions and Registration***

A candidate will be considered for admission to the Diploma Course if he/she meets the minimum entry requirements. Registered students will only be those who will have fully paid the required yearly fees. Only registered students will be supplied with study materials and allowed to sit for the required examinations.

### ***Number of admitted students***

In order to run the course viably, a minimum of 20 students will have to be admitted. One cohort of students must complete the course before taking in new students. Therefore, new students will be admitted every two years.

### ***Assessment***

Students' understanding and knowledge in each topic shall be assessed by a student Portfolio and sitting for one timed tests and one examination and in addition, a practical report shall be assessed.

## **SYLLABUS FOR DIPLOMA COURSE IN POULTRY PRODUCTION AND HEALTH MANAGEMENT**

Course Code	Course Name	Units	Credits
<b>YEAR I</b>			
SDP 001	An overview of domestic Poultry Species	<b>1</b>	<b>10</b>
SDP 002	Avian Anatomy	<b>2</b>	<b>20</b>
SDP 003	Avian Physiology & Biochemistry	<b>2</b>	<b>20</b>
SDP 004	Poultry Health I : Microbiology	<b>1</b>	<b>10</b>
SDP 005	Poultry Health II : Diseases & Biochemistry	<b>1</b>	<b>10</b>

SDP 006	Poultry Pathology & Disease diagnosis	1	10
	<b>YEAR II</b>		
SDP 007	Common Poultry diseases and Their Management	1	10
SDP 008	Genetics & Introduction to Poultry Breeding	2	20
SDP 009	Applied Poultry breeding	1	10
SDP 010	Poultry Nutrition & Feeding	2	20
SDP 011	Poultry Husbandry	2	20
SDP 012	Indigenous & Organic poultry production	1	10
	<b>YEAR III</b>		
SDP 013	Hatchery establishment & Management	1	10
SDP 014	Poultry and Poultry products processing, storage and marketing	2	20
SDP 015	Extension Methodologies in Poultry Production	1	10
SDP 016	Gender and Socio- economics in poultry production	1	10
SDP 017	Accounting, record keeping and entrepreneurship in the Poultry industry	2	20
	<b>TOTAL</b>	<b>24</b>	<b>240</b>

***Practicals:***

Students shall be required to go for Practical for 3 months' (12 weeks) per year at approved stations. One full day's practical's/field attachment shall be equivalent to 6 hours of laboratory practical's as shown under practical column.



**DIPLOMA IN ANIMAL PRODUCTION AND HEALTH MANAGEMENT  
PRACTICALS SCHEDULE (5 weeks each academic year)**

Sn	Modules	Title	Practical details	Practical hours/ Credit hours & duration
<b>YEAR I</b>				
1	Practical I: SDP 001, SDP 011 & SDP 016	Different poultry ecotypes and keeping systems; extension services provision; Gender mainstreaming and socio - economics of poultry production as well as farm man of men practices	Field visits in different small, medium and large scale poultry production farms applying different poultry ecotypes and keeping systems. Visits in villages/ households keeping local free range poultry. Visits and face - to face interviews with small - scale and medium scale poultry and poultry products buyers and sellers. Visits and face - to -face interviews with supermarkets hotels, livestock extension officers at ward, division and district levels. Visits and face - to face interviews with veterinary inputs supplies.	120 (4) = 2 week

2	Practical 2: SDP 002 SDP 003	Avian anatomy, physiology and Biochemistry.	Animal research and training institutes, Veterinary investigation Centers (VIC) and / or Central Veterinary laboratory. This is laboratory work to identify the form, function and processes of different poultry cells, organs and organ systems.	120 (4) = 2weeks
3	Practical 3: SDP 004 SDP 005 SDP 006	Basics in Poultry health, Pathology and Disease diagnostics	Veterinary laboratories, animal production research and development institutions for microbiological and pathological investigations.	90 (3) = 1 week

			Visit of veterinary practioneers and their veterinary clinics routines.	
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**YEAR II**

4	Practical 4	Basics of poultry breeding and routine poultry disease management	Visits in poultry breeding farms (parent stock farms) -Visits and face-to face interviews with practicing veterinarians, extension officers, tutors and fellow students.	90 (3) = 1 week
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5	Practical 5. SDP 010 & SDP 012	Poultry feeding, poultry feeds manufacturing, marketing and storage. Poultry organic farming methods.	Visits and face-to-face interviews with poultry feed manufacturers, traders and farmers on feed manufacturing process, quality assessment of raw materials and finished products, as well as handling and storage of feeds. Laboratory feed analysis in relevant laboratories, estimation and calculation of feed value and feed allowances for different classes of poultry e.g chicks, grower's layers, broilers etc. Visits on farmers practising organic poultry farming methods.	120 (4) = 2 weeks
<b>YEAR III</b>				
6	Practical 6.  SDP 013, SDP 014 7 & DP 017	Hatchery establishment and operation, management of a hatchery unit, handling and distribution of Day Old chicks, processing of table eggs and poultry meat, operations and management of a poultry	Visit of a small, -medium- and large scale hatchery units and studying their operation. -Face-to face dialogue with managers and hatchery workers on their daily activities in the hatchery unit. -Visit of DOC distribution centres and learn how to handle DOC at distribution end.	150 (5) = 2 weeks

		slaughterhouse, storage of different poultry products, record keeping, accounting and entrepreneurship in the poultry industry.	-Visit of large scale scale egg producers and distributors on how to select, sort, store and distribute table eggs - Visit a poultry meat processing plant (slaughterhouse) and learn how to select, slaughter, store and distribute poultry meat products - Study poultry producers and hatchery operators books of accounts and study types of records kept.	
7	Practical 7.	Special project	A small research report( not more than 60 pages) on subject of choice related to poultry business according to programme modules studied	

### ***Undergraduate Programmes***

The Faculty offers undergraduate programmes leading to the following first degrees:

- Bachelor of Science (B.Sc.),
- Bachelor of Science with Education (B.Sc.Ed.),
- Bachelor of Science in Information and Communication Technology (B.Sc.ICT) and
- Bachelor of Science in Data Management (B.Sc. DM)
- Bachelor of Science in Food, Nutrition and Dietetics (B.Sc. FND)
- Bachelor of Science in Environmental Studies (B.Sc. ES)
- Bachelor of Science in Energy Resources (B.Sc. ER)

The award of the B.Sc. General degree will require students to pass and complete all the prescribed core courses and electives adding up to at least 32 units as shown in the table below. In addition, students will take one or two units of elective courses, one or two units of practical's depending on subject

combination. Thus, in total B.Sc.(Gen) students will have covered at least 36 units.

B.Sc. (Gen) students taking double mathematics will have a minimum of 36 units of mathematics.

### ***REGULATIONS GOVERNING THE AWARD OF FIRST DEGREES***

The Faculty of Science, Technology and Environmental Studies operates a course unit system of studies. Each of its disciplines offers a variety of courses, including some core courses which are compulsory to students majoring in the subject as well as elective courses. Each course is given a unit weighting according to the time devoted to it on the schedule.

The main study materials for each of the subjects are called units. Each unit covers content materials equivalent to thirty-five one-hour lecture materials.

Students are expected to spend a minimum of seventy hours studying each unit, spread over Ten (10) weeks. There will be support services for the students in the form of face-to-face teaching. The face-to-face teaching shall include residential sessions for orientation and continuous teaching and counseling. Laboratory exercises are organized at the David Kenneth Kaunda Technical School, UNZA and SU and they are compulsory comprising one or two units depending on subject combinations.

#### **General Regulations**

- Majoring in a science subject shall involve passing all the prescribed core courses in that subject;
- All B.Sc. (Ed) students must pass all the prescribed core courses in Education.

### **B.Sc. INFORMATION AND COMMUNICATION TECHNOLOGY**

#### ***Overall Objective of the Programme***

The emergence of Information and Communication Technologies (ICT) sector as one of the main supports of the n economy has created the need for more of ICT professionals with a strong computing background. These professionals should not only fit into mainstream ICT fields but also have the ability to exploit opportunities that new technologies offer. Furthermore, companies/organisations require professionals who are not only technically competent but who also have the ability to exploit the opportunities offered by new management approaches.

In order to address the above situation, the B.Sc. Information and Communication Technology programme is aimed at producing graduates with a thorough understanding of computer-based systems. It covers a range of areas including software design and development, multimedia, web-based technologies, computer networks, information security and Information and Communication Technology planning and management. Its main aim is to give students a broader knowledge of the areas that they are likely to come into contact with in the working environment. Graduates of this Programme are expected to find a range of attractive career opportunities ranging from software development, multimedia and web-based software development to network design, implementation and management.

#### *Expected Output of the Programme*

At the end of the programme, graduates will have acquired adequate skills to plan, design, implement and manage information systems.

#### *Programme Duration*

The programme is to be completed in a minimum of 3 years and maximum of 5 years. The fact that ICT industry is changing very fast, keeping a student in the programme for more than 5 years is not desirable.

#### **Programme Structure**

Taught courses will run from September to August (8 Months) with the following arrangements:

- **Enhanced face to face sessions:** First session of two weeks in the beginning of the academic year in September; Second session of one week in December; Third session of one week in February; and Fourth session of one week in April. This is an intensive programme where theoretical and practical demonstrations shall be conducted.
- **Practical (Lab work):** The laboratory shall be equipped with computers with all required software and hardware for the programme. There will be lab technician(s) who will oversee the operation of the lab and assist students during the practical sessions. There will be scheduled sessions when the lab technician will be fully available to assist the practical sessions. Students will also be allowed to access the lab outside the scheduled time with minimum assistance.
- **Mode of Assessment:** All courses shall be examined during the academic year in which they are studied as per the General University (SU) Examinations regulations for undergraduate courses. The assessment shall consist of continuous assessment (demonstrations and main timed tests) and a written final examination. The weighting is as follows:

- o For courses with no practical demonstrations, the continuous assessment composition shall be main timed test **30%** and final examination **70%**.
- o For courses with practical demonstrations, the continuous assessment composition shall be practical demonstrations **20%**, main timed test **30%** and final examination **50%**.
- **Timed tests:** There shall be one main timed test to be conducted in February.
- **Practical demonstrations:** The practical demonstrations shall be conducted during the second and fourth face to face sessions. 2 practical demonstration assessments shall be conducted.
- **Final Examinations:** Final examinations for each academic year of study will be in June.
- **Marking and Provisional Results:** The marking and provisional results for each academic year of study shall take place in March for main timed tests and July for final examinations. All supplementary examinations and postponed examinations shall be done in January/February.
- **Industrial Training:** Industrial training will have a duration of 8 weeks and will be conducted in July and August. Students should have a minimum allowed GPA of 2.0 in order to proceed for Industrial training. Industrial training reports shall be submitted latest mid-October of the same year. The results of the Industrial training shall be included in the examination results of the succeeding year i.e. results of Industrial Training I will be included in the second-year examination results, and for Industrial Training II, the results will be included in the third-year examination results.
- **Final year Project:** The final year project shall start at the end of September. The final project reports, presentations, and demonstrations shall be done by end of May to allow assessment to be concluded in June together with the other examinations.

The B.Sc. Information Communication Technology (ICT) degree programme has a total of 40 Units of core courses as shown in Tables 1 through 3 and a total of 6 units of elective courses as shown in Table 4. The courses are organised in three years as given Tables 1.2 and 3. **The units are defined as follows: 35 lecture hours are equivalent to 1 unit, and 70 hours of practical are equivalent to 1 unit.**

The award of the degree will require students to pass and complete all the prescribed core courses adding up to 40 units as show in tables 1 up to 3. A student can opt any of the elective courses shown in Table 4.

## Programme Content

**Table 1: YEAR I**

Course Code	Course Name	Mode of Delivery		Units	Credits
		Equiv. Lecture hours	Equiv. Practical hours		
SIT 111	Fundamentals of Information Systems	18	35	1	10
SIT 112	Computer Mathematics I	35	-	1	10
SIT 113	Probability and Statistics	35	-	1	10
SIT 114	Communication Skills for IT	35	-	1	10
SIT 115	Introduction to Computer Architecture	35	70	2	20
SIT 116	Programming in C	35	70	2	20
SIT 117	Data Communications and Networking, I	18	35	1	10
SIT 118	Industrial Training, I			2	20
SIT 119	Web Design and Development	35	70	2	20
	<b>Total</b>	<b>246</b>	<b>280</b>	<b>13</b>	<b>130</b>

**Table 2: YEAR II**

Course Code	Course Name	Mode of Delivery		Units	Credits
		Equiv. Lecture hours	Equiv. Practical hours		
SIT 211	Operating Systems	35	70	2	20
SIT 212	Systems Analysis and Design	35	70	2	20
SIT 213	Computer mathematics II	35	-	1	10
SIT 214	Object Oriented Programming with Java	35	70	2	20
SIT 215	Data Communication and Networking II	35	70	2	20



SIT 216	Introduction to Computer Security	18	35	1	10
SIT 217	Database Concepts and Design	18	35	1	10
SIT 218	Web Programming	35	70	2	20
SIT 219	Industrial Training II		120	2	20
	<b>Total</b>	<b>246</b>	<b>540</b>	<b>15</b>	<b>150</b>

**Table 3: YEAR III**

Course Code	Course Name	Mode of Delivery		Units	Credits
		Equiv. Lecture hours	Equiv. Practical hours		
SIT 311	Information Systems Security Management	18	35	1	10
SIT 312	Information Systems Planning and Management	18	35	1	10
SIT 313	Network Design and Administration	18	35	2	20
SIT 314	Computer Ethics and Social Cultural Implication	35	-	1	10
SIT 315	Wireless Networks	35	70	2	20
SIT 316	Final Year Project		180	3	30
SIT 317	Database Implementation and Administration	18	35	2	20
	<b>Total</b>	<b>124</b>	<b>355</b>	<b>12</b>	<b>120</b>

**Table 4: Elective courses**

Course	Course Name	Mode of Delivery	Units	Credits
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Code		Equiv. Lecture hours	Equiv. Practical hours		
SIT 220	Introduction to eBusiness	30	30	1	10
SIT 221	Multimedia Technologies and Applications	30	30	1	10
SIT 318	Introduction to Computer Graphics	30	60	2	20
SIT 319	Programming in C++	30	60	2	20
	<b>Total</b>	<b>120</b>	<b>180</b>	<b>7</b>	<b>70</b>

### Other Elective Courses

Students are strongly recommended to take in the Second year the course SBS 207: Organisational Behaviour from the Faculty of Business Management.

Students may take, as elective, any other relevant courses on offer from any Faculty.

### Teaching and Learning

The BSC ICT degree programme is offered through a distance mode and face to face model. Several supports for students in teaching and learning are available as summarised below.

- i). BSC ICT students experience a wide variety of learning and teaching methods including
  - Face to face sessions
  - Laboratory work
  - Production of reports and other written work
  - Industrial training
- ii). Tutors are also accessible to students for Guidance (Personal) to support them throughout the programme.
- iii). Induction programme at the beginning of each academic year
- iv). Student guidelines and self-instructional module handbook
- v). Access to all members of staff responsible for the programme through emails or cellular contacts
- vi). Student email
- vii). The SULEMS E-learning portal, customized from MOODLE

## **CRITERIA FOR ADMISSION**

*Candidates must be able to satisfy the general admissions requirements.*

### ***Programme Admission Requirements:***

The following program admission **MINIMUM REQUIREMENTS** shall be eligible for registration for the Bachelor of Science programmes in ICT Studies:

A. O-Year with 5 passes, 3 of which are at credit levels and with a pass in Mathematics

#### **AND**

B. One of the following:

B.1. Two principal passes with one being advanced Mathematics

#### **OR**

B.2. Any two science subjects at a principal Year with Mathematics as a subsidiary.

#### **OR**

B.3. Interested first degree holders from other disciplines, with Mathematics as a

## **B.Sc. DATA MANAGEMENT**

### ***Overall Objective of the Programme***

The demand for data management services is growing each year within both public and private sectors as a result of ongoing digitization processes of enterprise data. The amount of data generated is increasing exponentially and its management is becoming weighty. In , the sectors that realize the need of data management services include research and development, data processing firms, teaching/training, advisory services/consulting, maintenance & repair of production facilities, counselling/advocating, development and experiment, production, finance, standardization and licensing, planning and organizations, project management, accountancy, tax affairs, system analysis, project execution, environmental management, processing development, sales management, agriculture, health management and library management.

The apparent data problems include the mismatch in reports retrieval and production, time consumption in data processing, inaccurate data, ineffective data protection, lack of data management practice and haphazard data management and preservation strategies. Many of the data warehousing projects are less than successful although this is a scholarly debate. It is estimated that about 50% of the projects involving data management fail. Data needs to be treated as a strategic asset of the enterprise and should come from the trusted

source and be managed effectively throughout its entire lifecycle. This requires a comprehensive academic programme to ensure that data management experts who possess high skills and the desired integrity are produced.

To address the above situation, the BSc in Data Management programme will enable its professionals to choose the right data management tools through their understanding of the types and scope of specific data quality problems. And due to the diversity of its knowledge in data management the programme beneficiaries will be able to work across different fields. Furthermore, the expanding IT investments in terms of Management Information Systems (MIS) in the country and the region at large, create special market demand for specialists in Data Management ranging from Health sector, Land and Agricultural sector, Law Enforcement sector, Security and Defence, Financial (Banking), Water and Energy, Transportation, Academia, etc.

In order to address the need of data professionals, the BSc in Data Management is designed to produce graduates with all the necessary knowledge in data cycle starting from data creation, data processing, data storage, data security and data management in general. All the above mentioned economic/social sectors require data professionals who are technically competent.

#### *Expected Output of the Programme*

At the end of the programme, graduates will have acquired adequate skills required in all stages in data cycle i.e. to create, process, analyse, store, retrieve, interpret, transmit, secure and manage enterprise data

#### *Programme Duration*

The programme is to be completed in a minimum of 3 years and maximum of 5 years. The fact that ICT industry is changing very fast, keeping a student in the programme for more than 5 years is not desirable.

#### **Programme Structure**

Taught courses will run from September to August (8 Months) with the following arrangements:

- **Enhanced face to face sessions:** First session of two weeks in the beginning of the academic year in September; Second session of one week in December; Third session of one week in February; and Fourth session of one week in April. This is an intensive programme where theoretical and practical demonstrations shall be conducted.
- **Practical (Lab work):** The laboratory shall be equipped with computers with all required software and hardware for the programme. There will

be lab technician(s) who will oversee the operation of the lab and assist students during the practical sessions. There will be scheduled sessions when the lab technician will be fully available to assist the practical sessions. Students will also be allowed to access the lab outside the scheduled time with minimum assistance.

- **Mode of Assessment:** All courses shall be examined during the academic year in which they are studied as per the General University Examinations regulations for undergraduate courses. The assessment shall consist of continuous assessment (demonstrations and main timed tests) and a written final examination. The weighting is as follows:
  - o For courses with no practical demonstrations, the continuous assessment composition shall be main timed test **30%** and final examination **70%**.
  - o For courses with practical demonstrations, the continuous assessment composition shall be practical demonstrations **20%**, main timed test **30%** and final examination **50%**.
- **Timed tests:** There shall be one main timed test to be conducted in February.
- **Practical demonstrations:** The practical demonstrations shall be conducted during the second and fourth face to face sessions. 2 practical demonstration assessments shall be conducted.
- **Final Examinations:** Final examinations for each academic year of study will be in June.
- **Marking and Provisional Results:** The marking and provisional results for each academic year of study shall take place in March for main timed tests and July for final examinations. All supplementary examinations and postponed examinations shall be done in January/February.
- **Industrial Training:** Industrial training will have a duration of 8 weeks and will be conducted in July and August. Students should have a minimum allowed GPA of 2.0 in order to proceed for Industrial training. Industrial training reports shall be submitted latest mid-October of the same year. The results of the Industrial training shall be included in the examination results of the succeeding year i.e. results of Industrial Training I will be included in the second-year examination results, and for Industrial Training II, the results will be included in the third year examination results.
- **Final year Project:** The final year project shall start at the end of September. The final project reports, presentations, and demonstrations

shall be done by end of May to allow assessment to be concluded in June together with the other examinations.

The B.Sc. Information Communication Technology (ICT) degree programme has a total of 40 Units of core courses as shown in Tables 1 through 3 and a total of 6 units of elective courses as shown in Table 4. The courses are organised in three years as given Tables 1.2 and 3. **The units are defined as follows: 35 lecture hours are equivalent to 1 unit, and 70 hours of practical are equivalent to 1 unit.**

The award of the degree will require students to pass and complete all the prescribed core courses adding up to 32 units as show in tables 1 up to 3. A student can opt any of the elective courses shown in Table 4.

### Programme Content

**Table 5: YEAR 1**

Course Code	Course Name	Mode of Delivery		Units	Credits
		Equiv. Lecture hours	Equiv. Practical hours		
SDM 101	Introductory Statistics and Economic Statistics	35	-	1	10
SDM 102	Introductory Science	18	35	1	10
SIT 111	Fundamentals of Information Systems	35	70	2	20
SDM 103	Introduction to Computer Programming Languages	18	35	1	10
SDM 104	Introduction to Operating Systems	18	35	1	10
SDM 105	Data Governance in Organizations	70	-	2	20
SDM 106	Database Concepts	18	35	1	10
SDM 107	Applied Mathematics I	18	35	1	10
SDM 110	Industrial Training	-	320	2	20

<b>Total</b>	<b>230</b>	<b>565</b>	<b>12</b>	<b>120</b>
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**Table 6: YEAR 2**

Course Code	Course Name	Mode of Delivery		Units	Credits
		Equiv. Lecture hours	Equiv. Practical hours		
SDM 202	e-Commerce: Business, Technology and Society	70	-	2	20
SDM 203	Communication Technology, Corporate Portals & Internet Architecture	35	70	2	20
SDM 205	Applied Mathematics II	18	35	1	10
SDM 206	Research Methods & Data Analysis	35	70	2	20
SDM 207	Fundamentals of GIS	18	35	1	10
SME 312	Entrepreneurships & Business Planning	70	-	2	20
SDM 208	Database Implementation	18	35	1	10
SDM 210	Field Practical Training (FPT)	-	320	2	20
	<b>Total</b>	<b>264</b>	<b>565</b>	<b>13</b>	<b>130</b>

**Table 7: YEAR 3**

Course Code	Course Name	Mode of Delivery		Units	Credits
		Equiv. Lecture hours	Equiv. Practical hours		
SDM 301	Multimedia Technologies	35	-	1	10
SDM 302	Data Mining and Data Warehousing	18	35	1	10
SDM 303	Cyber Ethics & Data Security	70	-	2	20
SDM 310	Special Project	-	480	3	30
	<b>Total</b>	<b>123</b>	<b>515</b>	<b>7</b>	<b>70</b>

**Table 8: Elective courses**

Course Code	Course Name	Mode of Delivery		Units	Credits
		Equiv. Lecture hours	Equiv. Practical hours		
SDM 201	Graphics Processing & Human Computer Interaction	18	35	1	10
SDM 204	Enterprise Resource Planning (ERP) Systems	35	70	2	20
SDM 209	Cross Cutting Issues in Community	18	35	1	10
SDM 304	Education Data Management and Digital Libraries	35	70	2	20
SDM 305	Health Data Management	35	70	2	20
SDM 306	Data in Agriculture Systems	35	70	2	20
SDM 307	Financial Data Management	35	70	2	20
	<b>Total</b>	<b>120</b>	<b>180</b>	<b>7</b>	<b>70</b>

### **Other Elective Courses**

Students are strongly recommended to take in the Second year the course SBS 207: Organisational Behaviour from the Faculty of Business Management.

Students may take, as elective, any other relevant courses on offer from any Faculty of the Sciences .

### **Teaching and Learning**



The BSC Data Management degree programme is offered through a distance mode and face to face model. Several supports for students in teaching and learning are available as summarised below.

- i) BSC Data Management students experience a wide variety of learning and teaching methods including
  - Face to face sessions
  - Laboratory work
  - Production of reports and other written work
  - Industrial training
- ii). Tutors are also accessible to students for Guidance (Personal) to support them throughout the programme.
- iii). Induction programme at the beginning of each academic year
- iv). Student guidelines and self-instructional module handbook
- v). Access to all members of staff responsible for the programme through emails or cellular contacts
- vi). Student email
- vii). The SULEMS E-learning portal, customized from MOODLE

## **CRITERIA FOR ADMISSION**

*Candidates must be able to satisfy the general admissions requirements of Supershine University*

### ***Programme Admission Requirements:***

The following program admission **MINIMUM REQUIREMENTS** shall be eligible for registration for the Bachelor of Science programmes in Data Management:

- (i.) Five O'Year principal Year passes in English, Mathematics and any other three Science or Social Science subjects. AND
- (ii.) Must possess two (2) principal Year passes of science subjects or other relevant subjects which are Geography, Economics, Commerce and Accountancy in A 'Year certificate OR
- (iii.) OFC Certificate of the (or equivalent) OR

## **B.Sc. EDUCATION**

### **A: PHYSICS COURSES**

#### **COURSE STRUCTURE**

**YEAR 1**

## Core courses

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
SFC 017	Communication skills	35		10
SCP 100	Computer Studies	35		10
SPH 111	Fundamental Physics	105		30
SPH 113	Mathematical Methods of Physics	70		20
SPH 320A	Physics Practical		70	*
<b>Total</b>		<b>145</b>	<b>70</b>	<b>80</b>

**YEAR 2****CORE COURSES**

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
SPH 112	Electromagnetism I & II	70		20
SPH 216	Basic Electronics	35		10
SPH 320B	Physics Practical			*
<b>Total</b>		<b>105</b>		<b>30</b>

**ELECTIVE Courses**

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
SPH 211	Statistical Thermodynamics	70		20
SPH 213	Optics	70		20
SPH 214	Earth Physics	70		20
SPH 215	Analog Electronics	70		20
<b>Totals</b>		<b>280</b>		<b>80</b>

**YEAR 3****CORE COURSES**

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
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SPH 312	Physics of the atom	35		20
SPH 321	Physics Research Project		70	20
SPH 320C	Physics Practical			*
<b>Total</b>		<b>35</b>	<b>70</b>	<b>30</b>

\*OPH 320A, B, C accumulated to 10 credits after completion **ELECTIVE Courses**

<b>Code</b>	<b>course Title</b>	<b>Lecture Hours</b>	<b>Practical Hours</b>	<b>Total Credits</b>
SPH 311	Fundamentals of Material Science	35		10
SPH 313	Quantum Theory of Solids	70		20
SPH 314	Digital Electronics	70		20
SPH 315	Microelectronics	70		20
SPH 323	Environmental Physics	70		20
<b>Total</b>		<b>315</b>		<b>90</b>

**NB:** If a student does not do Research Project in Physics; he/she should do SPH 214 (Earth Physics) to meet the required 12 units.

## **B: MATHEMATICS COURSES**

### **COURSE STRUCTURE**

#### **YEAR 1**

##### **Core courses**

<b>Code</b>	<b>course Title</b>	<b>Lecture Hours</b>	<b>Practical Hours</b>	<b>Total Credits</b>
SMT 111	Mathematical Analysis	70		20
SMT 112	Linear Algebra I	35		10
SMT 114	Probability and Statistics	70		20
SMT 115	Introduction to Mathematical Logic and Set Theory	35		10
<b>Total</b>		<b>210</b>		<b>60</b>

##### **ELECTIVE courses**

<b>Code</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Practical Hours</b>	<b>Total Credits</b>
SMT 113	Linear Algebra II	35		10
SMT 116	History of Mathematics	35		10
<b>Total</b>		<b>70</b>		<b>20</b>

**YEAR 2  
CORE COURSES**

<b>Code</b>	<b>course Title</b>	<b>Lecture Hours</b>	<b>Practical Hours</b>	<b>Total Credits</b>
SMT 221	Numerical Methods	<b>35</b>		<b>10</b>
SMT 224	Ordinary Differential Equation	<b>35</b>		<b>10</b>
SMT 228	Linear Programming	<b>35</b>		<b>10</b>
SMT 230	Mathematical Programming with MATLAB	<b>28</b>	<b>14</b>	<b>10</b>
<b>Total</b>		<b>140</b>		<b>40</b>

**ELECTIVE Courses**

<b>Code</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Practical Hours</b>	<b>Total Credits</b>
SMT 222	Numerical Analysis	35		10
SMT 223	Computer Programming	28	14	10
SMT 227	Real Analysis	70		20
SMT 229	Number Theory	35		10
SMT 231	Mathematical Methods	35		10
SMT 232	Advanced Calculus	35		10
SMT 233	Sample Survey and Quality Control	70		20

SMT 234	Advanced Statistics, Design and Analysis of Experiments	70		20
SMT 235	Discrete Mathematics	35		10
SMT 236	Fluid Mechanics	35		10
SMT 237	Applied Vector theory	35		10
<b>Total</b>		<b>476</b>	<b>28</b>	<b>140</b>

**YEAR 3  
CORE COURSES**

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
SMT 333	Complex Analysis	35		10
<b>Total</b>		<b>35</b>		<b>10</b>

**ELECTIVE Courses**

Code	course Title	Lecture Hours	Practical Hours	Total Credits
SMT 331	Topology	35		10
SMT 332	Partial Differential Equations	35		10
SMT 334	Abstract Algebra	70		20
SMT 335	Mathematics Project		140	20
SMT 336	Measure Theory	35		10
SMT 337	Differential Geometry	35		10
SMT 338	Functional Analysis	35		10
SMT 339	Integer and Non-Linear Programming	35		10
SMT 340	Theory of Estimation and Tests of Hypothesis	70		20
SMT 341	Networks and Transportation Problems	35		10
<b>Total</b>		<b>420</b>	<b>140</b>	<b>130</b>

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**C: CHEMISTRY COURSES**  
**COURSE STRUCTURES**  
**YEAR 1**

**Core courses**

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
SCH 111	Physical Chemistry	35		10
SCH 112	Inorganic Chemistry	35		10
SCH 113	Organic Chemistry	70		20
SCH 114*	Introductory Chemistry for Biology Students	35		10
SCH 320	Chemistry Practical			*

**ELECTIVE courses**

Code	Course Title	Lecture Hours	Practical Hours	TOTAL CREDITS
<b>OCH 115</b>	<b>AROMATICITY</b>	<b>35</b>		<b>10</b>

*\*NOT FOR CHEMISTRY MAJOR*

**YEAR 2 CORE COURSES**

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
<b>SCH 211</b>	Basic Analytical Chemistry	<b>35</b>		<b>10</b>
<b>SCH 213</b>	Advanced Inorganic Chemistry	<b>105</b>		<b>30</b>
<b>SCH 320</b>	Chemistry Practical			*

**ELECTIVE courses**

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
<b>SCH 212</b>	Basic Organic Spectroscopy	<b>35</b>		<b>10</b>
<b>SCH 214</b>	Organic Reaction Mechanism	<b>35</b>		<b>10</b>
<b>SCH 215</b>	Chemical Thermodynamics	<b>35</b>		<b>10</b>

<b>SCH 216</b>	Organic Stereochemistry	<b>35</b>		<b>10</b>
<b>SCH 217</b>	Chemistry of Natural Products	<b>35</b>		<b>10</b>
<b>SCH 218</b>	Forensic Chemistry	<b>35</b>		<b>10</b>
<b>SCH 219</b>	Medicinal Chemistry	<b>35</b>		<b>10</b>

### YEAR 3 CORE COURSES

<b>Code</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Practical Hours</b>	<b>Total Credits</b>
<b>SCH 311</b>	Chemical Kinetics & Electrochemistry	<b>35</b>		<b>20</b>
<b>SCH 312</b>	Instrumental Methods in Analytical Chemistry	<b>35</b>		<b>10</b>
<b>SCH 320</b>	Chemistry Practicals		<b>70</b>	<b>*</b>

\*SCH 320A, B, C accumulated to 10 credits after completion **ELECTIVE** courses

<b>Code</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Practical Hours</b>	<b>Total Credits</b>
<b>SCH 313</b>	Nuclear Chemistry	<b>35</b>		<b>10</b>
<b>SCH 314</b>	Industrial Organic Chemistry	<b>35</b>		<b>10</b>
<b>SCH 315</b>	Theoretical Chemistry	<b>35</b>		<b>10</b>
<b>SCH 316</b>	Industrial Inorganic Chemistry	<b>35</b>		<b>10</b>
<b>SBL 215**</b>	Biochemistry	<b>35</b>		<b>10</b>
<b>SCH 317</b>	Chemistry Research Project		<b>70</b>	<b>10</b>

**\*\*This Is Will Be Taken from Life Science Department**

**Note: All Science Students Must Take One of the Special Project from One Teaching Subject to Complete the Programme**

### D: BIOLOGY COURSES

#### COURSE STRUCTURES

#### YEAR I

#### CORE COURSES

<b>Course code</b>	<b>Course title</b>	<b>Credits</b>	<b>Practical hours</b>	<b>Hours</b>

SBL 111	Biological Laboratory Techniques	10		35
SBL 112	Cell and Molecular Biology	10		70
SZL 111	Animal Diversity	20		35
SZL 112	Animal Anatomy and Physiology	10		35
SBT 111	Diversity of Plants and Fungi	20		70
SBL 314A	Biology Practicals	*		*

**YEAR I  
ELECTIVE COURSES**

Course code	Course title	Credits	Practical hours	Hours
SZL 113	Developmental Biology	10		35
SBT 113	Plant Taxonomy	10		35
SBL 113	Biochemistry and metabolism	20		70
SBL 113/SCH 114	Introductory Chemistry for Biology students	10		35

**YEAR II  
CORE COURSES**

Course code	Course title	Credits	Practical hours	Hours
SBT 112	Plant structure and Development	10		35
SBL 211	Fundamentals of Ecology	10		35
SBL 212	Fundamental Genetics and Population Genetics	10		35
SBL 213	Cell Microbiology and Immunology	10		35
SBL 314B	Biology Practicals	*		*



**YEAR II  
ELECTIVE COURSES**

Course code	Course title	Credits	Practical hours	Hours
SBL 214	Biometry	10		35
SBL 216	Research methodology	10		35
SBL 217	Introduction to soil science	10		35
SBT 211	Plant Physiology	10		35
SZL 211	Animal Parasites and Vector Biology	10		35

**YEAR III  
CORE COURSES**

Course code	Course title	Unit	Practical hours	Hours
SBL 314C	Biology Practicals	*		*

**YEAR III  
ELECTIVE COURSES**

Course code	Course title	Credits	Unit	Practical hours	Hours
SBL 211	Fundamentals of Ecology	10	1		35
SBL 311	Evolutionary Biology and Plant Evolution	10	1		35
SBL 312	Aquatic and Fish Biology	10	1		35

\*SBL 314A, B, C accumulated to 1 unit (10 credits) after completion

**BACHELOR OF SCIENCE (B.Sc.) GENERAL PROGRAMMES  
IN MATHEMATICS**

1. There are two Programmes offered in Mathematics namely, *Single Mathematics Programme* and *Double Mathematics Programme*. These programmes are studied in four levels within four to six years.

- 1.1 *Single Mathematics Programme*

Mathematics in this Programme is studied as a single subject along with other subjects in other subject Programmes such as Chemistry, Physics, etc. Students in this programme fall into two categories: MINOR AND MAJOR.

1.2 *Double Mathematics Programme*

Mathematics in this programme is treated as a double subject so the students do not take another subject, except Education for those taking education.

2.0 *Number of Mathematics units to be taken*

2.1 Students studying Mathematics as a MINOR subject will enroll in at least six Mathematics units in the first level, four Mathematics units in the second Year and two Mathematics units in the third level.

2.2 Students taking Mathematics as a MAJOR subject will enroll in at least six Mathematics units in the first level, eight Mathematics units in the second Year and six Mathematics units in the third level; except those taking B.A. and B.Sc. general Programme, who have to enroll in six Mathematics units in the first and second levels, and eight Mathematics units in the third level.

2.3 In case the units for the core courses in any part do not add up to the required number of units in that part, one has to fill up the remaining units by choosing courses from the electives to add up his/her remaining mathematics units

3.0 *Entrance Qualifications*

3.1 General Entrance qualifications of the Supershine University.

- (i) A principal Year pass in Advanced Year Mathematics or a
- (ii) Pass at Year B in Mathematics in a recognised Diploma.

The following are the courses for the Mathematics programmes offered.

**CLUSTERS FOR MAJOR IN MATHEMATICS**

Code & Name	Credits	Units	Status
<b>YEAR I CLUSTERS</b>			
SFC 017: Communication Skills	10	1	<b>Core</b>
SCP 100: Introduction to Microcomputer Studies	10	1	<b>Core</b>

SMT 151: Mathematical Analysis I & II	20	2	Core
SMT 152: Linear Algebra I & II	20	2	Core
SMT 153: Probability and Statistics I & II	20	2	Core
SMT 154: Informatics & Programming Languages	20	2	Core
<b>YEAR II CLUSTERS</b>			
SMT 203: Advanced Calculus	10	1	Core
SMT 205: Differential Equations	10	1	Core
SMT 251; Methods & Partial Differential Equations	20	2	Elective
SMT 252: Numerical Analysis I & II	20	2	Elective
SMT 225: Applied Vector Theory	10	1	Elective
SMT 255: Real Analysis I & II	20	2	Core
<b>YEAR III CLUSTERS</b>			
SMT 324: Complex Analysis	10	1	Core
SMT 351: Abstract Algebra I & II	30	3	Elective

### CLUSTERS FOR MINOR IN MATHEMATICS

Code & Name	Credits	Units	Status
<b>YEAR I CLUSTERS</b>			
SMT 151: Mathematical Analysis I & II	20	2	Core
SMT 152: Linear Algebra I & II	20	2	Core
SMT 153: Probability and Statistics I & II	10	1	Core
SMT 154: Informatics & Programming Languages	20	2	Core
<b>YEAR II CLUSTERS</b>			
SMT 205: Differential Equations	10	1	Core
SMT 252: Numerical Analysis I & II	20	2	Elective
SMT 225: Applied Vector Theory	10	1	Elective
<b>YEAR III CLUSTERS</b>			
OMT 324: Complex Analysis	10	1	Core

### CLUSTERS FOR DOUBLE MAJOR IN MATHEMATICS

Code & Name	Credits	Units	Status
<b>YEAR I CLUSTERS</b>			
SFC 017: Communication Skills	10	1	Core
SCP 100: Introduction to Microcomputer Studies	10	1	Core
SMT 151: Mathematical Analysis I & II	20	2	Core
SMT 152: Linear Algebra I & II	20	2	Core
SMT 153: Probability and Statistics I & II	20	2	Core
SMT 154: Informatics & Programming Languages	20	2	Core
<b>YEAR II CLUSTERS</b>			
SMT 203: Advanced Calculus	10	1	Core
SMT 205: Differential Equations	10	1	Core
SMT 251; Methods & Partial Differential Equations	20	2	Elective
SMT 252: Numerical Analysis I & II	20	2	Elective
SMT 253: Survey and Quality Control	20	2	Elective
SMT 209 Fluid Mechanics I	10	1	Core
SMT 216: Operational Research I	10	1	Elective
SMT 217: Number Theory I	10	1	Core
SMT 225: Applied Vector Theory	10	1	Elective
SMT 255: Real Analysis I & II	20	2	Core
SMT 254: Advanced Statistics, Design and Analysis of Experiment	20	2	Elective
<b>YEAR III CLUSTERS</b>			
SMT 303: Measure Theory	10	1	Core
SMT 304: Differential Geometry	10	1	Elective
SMT 305: Topology I	10	1	Core
SMT 352: Test of Hypothesis & Theory of Estimation	20	2	Elective
SMT 324: Complex Analysis	10	1	Core
SMT 351: Abstract Algebra I & II	30	3	Elective

## **B.Sc. (GENERAL) IN PHYSICS**

### **1. Objectives**

- 1.1 The Physics programme for BSc. (Gen.) aims at training physicists, for the country's growing industrial, scientific and research needs.

1.2 The Physics programme for B.Sc. (Ed) aims at producing a teacher who is equipped to teach all aspects of the subject at the secondary school Year (and teacher's colleges) and provide concepts necessary for further studies in the subject.

2. Course Structure

Physics will be offered as one of the science subjects for the B.Sc. (General) and B.Sc. (Ed) degrees either as a minor subject or a major subject.

The course has been outlined in three levels to fit a minimum duration of four years and to ensure that the course develops in a progressive and systematic way. Thus later units whether core or elective, will be studied only after the completion of necessary foundation work. The structure provides for development both in depth and breadth and also gives an important element of choice for majors. While new study materials are being developed, the programme offers a minimum of choice for Physics majors. In the long run, the programme will be expanded in the following streams of specializations:

- i) Environmental and Energy Physics
- ii) Material Science
- iii) Nuclear Physics
- iv) Electronics
- iv) Educational Physics

**CLUSTERS OF PHYSICS MAJOR COURSES**

Code & Name	Credits	Units	Status
<b>YEAR I CLUSTERS</b>			
SFC 017: Communication Skills	10	1	Core
SCP 100: Introduction To Microcomputer Studies	10	1	Core
SPH 151: Introductory University Physics	30	3	Core
SPH 152: Electromagnetism I & II	20	2	Core
SPH 350A: Physics Practicals	*	*	Core
<b>YEAR II CLUSTERS</b>			
SPH 251: Mathematical Physics	20	2	Core

SPH 252: Optics	20	2	Core
SPH 208: Thermal Physics II	10	1	Core
SPH 350B: Physics Practicals	*	*	Core
<b>YEAR III CLUSTERS</b>			
SPH 351: Physics of the Atom	20	2	Core
SPH 352: Quantum Theory of Solids	20	2	Core
SPH 411: Applied Earth Physics	30	3	Elective
SPH 441: Analog Electronics	20	2	Core
SPH 442: Digital Electronics	20	2	Elective
SPH 443: Microelectronics	20	2	Elective
SPH 350C: Physics Practicals	*	*	Core
SPH 305: Physics Special Project	10	1	Core

\*SPH 350A, B, C accumulated to 10 credits (1 unit) after completion

### CLUSTERS OF PHYSICS MINOR COURSES

Code & Name	Credits	Units	Status
<b>YEAR I CLUSTERS</b>			
SPH 151: Introductory University Physics	<b>30</b>	<b>3</b>	<b>Core</b>
SPH 152: Electromagnetism I & II	<b>20</b>	<b>2</b>	<b>Core</b>
SPH 251: Mathematical Physics	<b>20</b>	<b>2</b>	<b>Elective</b>
SPH 350A: Physics Practicals	*	*	Core
<b>YEAR II CLUSTERS</b>			
SPH 252: Optics	<b>20</b>	<b>2</b>	<b>Core</b>
SPH 208: Thermal Physics II	<b>10</b>	<b>1</b>	<b>Elective</b>
SPH 351: Physics of the Atom	<b>20</b>	<b>2</b>	<b>Core</b>
SPH 350B: Physics Practicals	*	*	Core
<b>YEAR III CLUSTERS</b>			
SPH 352: Quantum Theory of Solids	<b>20</b>	<b>2</b>	<b>Elective</b>
SPH 411: Applied Earth Physics	<b>30</b>	<b>3</b>	<b>Elective</b>
SPH 441: Analog Electronics	<b>20</b>	<b>2</b>	<b>Core</b>
SPH 442: Digital Electronics	<b>20</b>	<b>2</b>	<b>Elective</b>
SPH 443: Microelectronics	<b>20</b>	<b>2</b>	<b>Elective</b>
SPH 350C: Physics Practicals	*	*	<b>Core</b>

\*SPH 350A, B, C accumulated to 10 credits (1 unit) after completion

### **B.Sc. (General) IN CHEMISTRY**

The field of Chemistry is concerned with the structure of matter, its transformations, and the energy changes related to these transformations. Departmental aims at contributing to the students understanding of Chemistry's place within the Sciences and in today's industrial and business world, and to provide students concentrating in this field with a thorough and practical education that will be useful in teaching or in industrial, technical or graduate work.

The course will be offered as a major or minor subject in the B.Sc. (Ed) and B.Sc. General Degrees. Students majoring in Chemistry will have to take at least twenty units including all the prescribed core courses. Students taking Chemistry as a minor subject will have to take the twelve indicated core units, but may as well opt for any other elective courses.

#### **CLUSTERS FOR CHEMISTRY MAJOR**

<b>Code &amp; Name</b>	<b>Credits</b>	<b>Units</b>	<b>Status</b>
<b>YEAR I CLUSTERS</b>			
SFC 017: Communication Skills	10	1	Core
SCP 100: Introduction To Microcomputer Studies	10	1	Core
SCH 151: General and Physical Chemistry	20	2	Core
SCH 152: Organic Chemistry	20	2	Core
SCH 104: Systematic Inorganic Chemistry	10	1	Core
SCH 105: Chemical Thermodynamics	10	1	Core
SCH 350A: Chemistry Practicals	*	*	Core
<b>YEAR II CLUSTERS</b>			
SCH 251: Organic Spectroscopy	20	2	Elective
SCH 252: Organic Reaction Mechanism	20	2	Core
SCH 253: Advanced Inorganic Chemistry	30	3	Core
SCH 206: Chemical Bonding	10	1	Core
SCH 254: Analytical Chemistry	20	2	Core
SCH 255: Natural Products & Carbohydrates Chemistry	20	2	Elective
SCH 350B: Chemistry Practicals	*	*	Core

<b>YEAR III CLUSTERS</b>			
SCH 351: Chemical Kinetics & Electrochemistry	20	2	Core
SCH 303: Industrial Organic Chemistry	10	1	Elective
SCH 309: Theoretical Chemistry	10	1	Elective
SCH 350C: Chemistry Practicals	*	*	Core
SCH 307: CHEMISTRY SPECIAL PROJECT	10	1	Core

\*SCH 350A, B, C accumulated to 10 credits (1 unit) after completion

### **CLUSTERS FOR CHEMISTRY MINOR**

<b>Code &amp; Name</b>	<b>Credits</b>	<b>Units</b>	<b>Status</b>
<b>YEAR I CLUSTERS</b>			
SCH 151: General and Physical Chemistry	20	2	Core
SCH 152: Organic Chemistry	20	2	Core
SCH 104: Systematic Inorganic Chemistry	10	1	Core
SCH 105: Chemical Thermodynamics	10	1	Core
SCH 350A: Chemistry Practicals	*	*	Core
<b>YEAR II CLUSTERS</b>			
SCH 251: Organic Spectroscopy	20	2	Elective
SCH 252: Organic Reaction Mechanism	20	2	Elective
SCH 253: Advanced Inorganic Chemistry	30	3	Elective
SCH 206: Chemical Bonding	10	1	Core
SCH 254: Analytical Chemistry	20	2	Core
SOCH 255: Natural Products & Carbohydrates chemistry	20	2	Elective
SCH 350B: Chemistry Practicals	*	*	Core
<b>YEAR III CLUSTERS</b>			
SCH 351: Chemical Kinetics & Electrochemistry	20	2	Core
SCH 303: Industrial Organic Chemistry	10	1	Elective
SCH 309: Theoretical Chemistry	10	1	Elective
SCH 350C: Chemistry Practicals	*	*	Core

\*SCH 350A, B, C accumulated to 10 credits (1 unit) after completion



## **B.Sc. (General) in BIOLOGICAL SCIENCES**

The impact of biological sciences cannot be overestimated. Rapid developments in the disciplines of Molecular Biology (particularly Genomics and Proteomics) and organism Biology (especially related to invasive species and eco-system Yearchanges) make compelling cases for the need to understand Biology and its potential societal impacts. At the SU, the Life Science Department aims to educated informed citizens, future teachers, and the next generation of biomedical researchers and practitioners.

Biology major students will take at least twenty units, including all the prescribed core courses. The electives are provided and distributed in a way that they enable the students who major in Biology to further their studies in the subject.

Students taking Biology as a minor subject will have to take at least twelve units including all the prescribed core units

### **CLUSTERS FOR BIOLOGY MAJOR**

<b>Code &amp; Name</b>	<b>Credits</b>	<b>Units</b>	<b>Status</b>
<b>YEAR I CLUSTERS</b>			
SFC 017: Communication Skills	10	1	Core
SCP 100: Introduction to Microcomputer studies and information Technology I	10	1	Core
SBL 101: Biological Techniques	10	1	Core
SBT 151: Diversity of Plants and Fungi	30	3	Core
SZL 151: Diversity of Animals	30	3	Core
SBL 151: Cell Biology	20	2	Core
SZL 152: Fundamentals of Physiology	30	3	Elective
SBL 251: Microbes & Microbial Genetics	20	2	Core
SBL 350A: Biology Practicals	*	*	Core
<b>YEAR II CLUSTERS</b>			
SBT 251: Plant Structure and Development	30	3	Elective
SBL 204: Soil Science	10	1	Core
SZL 205: Developmental Biology	10	1	Core
SZL 208: Immunology	10	1	Elective
SBT 252: Plant Biochemistry & Metabolism	20	2	Elective
SBL 202: Genetics	10	1	Elective

SZL 251: Aquatic & Estuarine Biology	30	3	Elective
SBL 301: Taxonomy	10	1	Core
SBL 350B: Biology Practicals	*	*	Core
<b>YEAR III CLUSTERS</b>			
SBL 302: Biostatistics	10	1	Core
SBT 351: Plant and Crop Physiology	20	2	Elective
SZL 351: Principles of Ecology	20	2	Core
SBL 306: Evolutionary Biology	10	1	Core
SBL 350C: Biology Practicals	*	*	Core

\*OBL 350A, B, C accumulated to 10 credits (1 unit) after completion

### CLUSTERS FOR BIOLOGY MINOR

Code & Name	Credits	Units	Status
<b>YEAR I CLUSTERS</b>			
SBL 101: Biological Techniques	10	1	Core
SBL 151: Cell Biology	20	2	Core
SZL 151: Diversity of Animals	30	3	Core
SZL 152: Fundamentals of Physiology	30	3	Elective
SBL 251: Microbes & Microbial Genetics	20	2	Elective
SBL 350A: Biology Practicals	*	*	Core
<b>YEAR II CLUSTERS</b>			
SBT 251: Plant Structure and Development	30	3	Elective
SBT 151: Diversity of Plants and Fungi	30	3	Core
SBL 204: Soil Science	10	1	Elective
SZL 205: Developmental Biology	10	1	Elective
SZL 208: Immunology	10	1	Elective
SBT 252: Plant Biochemistry & Metabolism	20	2	Elective
SBL 202: Genetics	10	1	Core
SZL 251: Aquatic & Estuarine Biology	30	3	Elective
SBL 301: Taxonomy	10	1	Elective
SBL 350B: Biology Practicals	*	*	Core
<b>YEAR III CLUSTERS</b>			
SBL 302: Biostatistics	10	1	Core

SBT 351: Plant and Crop Physiology	20	2	Elective
SZL 351: Principles of Ecology	20	2	Elective
SBL 306: Evolutionary Biology	10	1	Elective
SBL 350C: Biology Practicals	*	*	Core

\*SBL 350A, B, C accumulated to 10 credits (1 unit) after completion **BOTANY**  
 Botany will be offered as a major Science subject for B.Sc. General Degree. It may also be taken as a minor subject. Students majoring in Botany must take and pass all core courses in Botany. They may also take a number of elective courses as they wish.

Students registered in Botany as a minor subject must pass at least twelve units including all the prescribed core courses in this category.

### CLUSTERS FOR BOTANY MAJOR

Code & Name	Credits	Units	Status
<b>YEAR I CLUSTERS</b>			
SFC 017: Communication Skills	10	1	Core
SCP 100: Introduction to Microcomputer studies and information Technology I	10	1	Core
SBL 101: Biological Techniques	10	1	Elective
SBT 151: Diversity of Plants and Fungi	30	3	Core
SBL 151: Cell Biology	20	2	Core
SBL 251: Microbes & Microbial Genetics	20	2	Elective
SBT 350A: Botany Practicals	*	*	Core
<b>YEAR II CLUSTERS</b>			
SBT 251: Plant Structure and Development	30	3	Core
SBT 252: Plant Biochemistry & Metabolism	20	2	Core
SBL 202: Genetics	10	1	Elective
SBL 204: Soil Science	10	1	Elective
SBL 301: Taxonomy	10	1	Core
SBT 350B: Botany Practicals	*	*	Core
<b>YEAR III CLUSTERS</b>			
SBT 351: Plant and Crop Physiology	20	2	Core
SZL 351: Principles of Ecology	20	2	Core
SBL 302: Biostatistics	10	1	Core

SBT 309: Plant Breeding	10	1	Elective
SBL 306: Evolutionary Biology	10	1	Elective
SBT 350C: Botany Practicals	*	*	Core
SBT 306: BOTANY SPECIAL PROJECT	10	1	<b>Core</b>

\*SBT 350A, B, C accumulated to 10 credits (1 unit) after completion

### CLUSTERS FOR BOTANY MINOR

Code & Name	Credits	Units	Status
<b>YEAR I CLUSTERS</b>			
SBL 101: Biological Techniques	10	1	Elective
SBT 151: Diversity of Plants and Fungi	30	3	Core
SBL 151: Cell Biology	20	2	Elective
SBL 251: Microbes & Microbial Genetics	20	2	Elective
SBT 350A: Botany Practicals	*	*	Core
<b>YEAR II CLUSTERS</b>			
SBT 251: Plant Structure and Development	30	3	Core
SBT 252: Plant Biochemistry & Metabolism	20	2	Elective
SBL 202: Genetics	10	1	Elective
SBL 204: Soil Science	10	1	Elective
SBL 301: Taxonomy	10	1	Core
SBT 350B: Botany Practicals	*	*	Core
<b>YEAR III CLUSTERS</b>			
SBT 351: Plant and Crop Physiology	20	2	Core
SZL 351: Principles of Ecology	20	2	Elective
SBL 302: Biostatistics	10	1	Core
SBT 309: Plant Breeding	10	1	Elective
SBL 306: Evolutionary Biology	10	1	Elective
SBT 350C: Botany Practicals	*	*	Core

\*SBT 350A, B, C accumulated to 10 credits (1 unit) after completion

### ZOOLOGY

Zoology will be offered as a major science subject. It may also be taken as a minor subject for students who have opted for two other major subjects such as Chemistry and Botany. Students majoring in Zoology must pass at least 20

units including all of the prescribed core courses in Zoology. Students taking Zoology as a minor subject shall take and pass at least 12 units including all the prescribed core courses.

### CLUSTERS FOR ZOOLOGY MAJOR

Code & Name	Credits	Units	Status
<b>YEAR I CLUSTERS</b>			
SFC 017: Communication Skills	10	1	Core
SCP 100: Introduction to Microcomputer studies and information Technology I	10	1	Core
SZL 151: Diversity of Animals	30	3	Core
SBL 101: Biological Techniques	10	1	Elective
SBL 151: Cell Biology	20	2	Core
SZL 152: Fundamentals of Physiology	30	3	Core
SBL 251: Microbes & Microbial Genetics	20	2	Core
SZL 350A: Zoology Practicals	*	*	Core
<b>YEAR II CLUSTERS</b>			
SBL 202: Genetics	10	1	Elective
SZL 205: Developmental Biology	10	1	Core
SZL 208: Immunology	10	1	Elective
SBL 301: Taxonomy	10	1	Core
SZL 251: Aquatic & Estuarine Biology	30	3	Elective
SZL 350B: Zoology Practicals	*	*	Core
<b>YEAR III CLUSTERS</b>			
SBL 302: Biostatistics	10	1	Core
SBL 306: Evolutionary Biology	10	1	Core
SZL 351: Principles of Ecology	20	2	Core
SZL 352: Entomology & Parasitology	20	2	Elective
SZL 310: Animal Behaviour	10	1	Elective
SZL 350C: Zoology Practicals	*	*	Core
SZL 314: ZOOLOGY SPECIAL PROJECT	10	1	<b>Core</b>

\*SZL 350A, B, C accumulated to 10 credits (1 unit) after completion

## CLUSTERS FOR ZOOLOGY MINOR

Code & Name	Credits	Units	Status
<b>YEAR I CLUSTERS</b>			
SZL 151: Diversity of Animals	10	3	Core
SBL 101: Biological Techniques	10	1	Elective
SBL 151: Cell Biology	30	3	Core
SZL 152: Fundamentals of Physiology	10	3	Elective
SBL 251: Microbes & Microbial Genetics	20	2	Elective
SZL 350A: Zoology Practicals	30	*	Core
	20		
<b>YEAR II CLUSTERS</b>			
SBL 202: Genetics	*	1	Core
SZL 205: Developmental Biology		1	Core
SZL 208: Immunology	10	1	Core
SBL 301: Taxonomy	10	1	Elective
SZL 251: Aquatic & Estuarine Biology	10	3	Elective
SZL 350B: Zoology Practicals	10	*	Core
	30		
<b>YEAR III CLUSTERS</b>			
SBL 302: Biostatistics	*	1	Core
SBL 306: Evolutionary Biology		1	Core
SZL 351: Principles of Ecology	10	2	Elective
SZL 352: Entomology & Parasitology	10	2	Elective
SZL 310: Animal Behaviour	20	1	Elective
SZL 350C: Zoology Practicals	20	*	Core

\*SZL 350A, B, C accumulated to 10 credits (1 unit) after completion

## B. ED (SCIENCE) BIOLOGY

Code & Name	Credits	Units	Status
<b>YEAR I CLUSTERS</b>			
SBL 101: Biological Techniques	10	1	Elective
SBT 151: Diversity of Plants and Fungi	20	2	Core
SZL 151: Diversity of Animals	20	2	Core
SZL 205: Developmental Biology	10	1	Core

SBL 350A: Biology Practicals	*	*	Core
<b>YEAR II CLUSTERS</b>			
SBL 151: Cell Biology	20	2	Core
SBL 251: Microbes & Microbial Genetics	20	2	Core
SBT 251: Plant Structure and Development	30	3	Core
SBL 350B: Biology Practicals	*	*	Core
<b>YEAR III CLUSTERS</b>			
SZL 208: Immunology	10	1	Core
SBL 301: Taxonomy	10	1	Core
SZL 351: Principles of Ecology	20	2	Core
SBL 350C: Biology Practicals	*	*	Core

\*SBL 350A, B, C accumulated to 10 credits (1 unit) after completion

## **B.Sc. FOOD, NUTRITION AND DIETETICS**

### **1.0: Programme Features, Structure and Curriculum**

#### **1.1: Description of the programme**

Health has become a major and topical issue in the society and therefore a scientific study of the health, chemical aspects of the food that we eat and the use of diet in the treatment of nutrition related diseases has been very crucial. Nutritionists play an increasingly important role in ensuring that consumers can access convenient food of high quality that is also nutritionally beneficial. Food affects the health of the individual and hence the nation, at the same time diet can be used in the treatment of nutrition related diseases. The dietetic component adds to the skills, knowledge, understanding and attitude necessary to be effective practitioners in the current situation. This program provides a strong academic training in the science of nutrition and the related disciplines of food science. Nutritionists with training in food and dietetics are at the forefront of new product development, food preservation, quality and safety, the identification of relationships between dietary intake and health and relaying health messages to the consumer. This program will therefore provide students with an in-depth knowledge and understanding of the scientific basis of nutrient requirements and healthy eating. Dieticians will also learn how food intake and dietary requirements can be altered by illness, and about the use of therapeutic diets to treat disease.

#### **1.2: Overview of programme Structure**

The programme is to be offered in *three* progressive levels, each Year covering approximately 12 units whereby 10 are core units. A student will be eligible for graduation on covering 30 core units and a total number of 38 units. An exit award may be offered to a student who has completed two-thirds of core courses and two thirds of the units required for graduation.

**YEAR 1:** Provides knowledge of basic science, food, nutrition and dietetics, which form the basis for subsequent study in food, nutrition and dietetics. To achieve this, students should study Human Nutrition & Dietetics, Human Anatomy & Physiology, Principles of Nutritional Biochemistry, Introduction to Molecular Biology, Foundation Chemistry, Essentials of Food science, Food Microbiology & safety, Nutritional anthropology, Food, Nutrition and Dietetics Practicals-1 with additional supporting core courses in Communication skills and Introduction to Microcomputer studies and Information Technology

**YEAR 2:** Builds on the subjects taught in YEAR 1 with students undertaking study of Community health and health promotion, Nutritional Diseases and applied dietetics, Nutritional epidemiology, assessment and surveillance, Food Chemistry & Analysis, Statistics & Research methods, Nutrition through life cycle & anthropology, Consumer behaviour and education, Food, Nutrition and Dietetics Practicals-2; Field placement-1 and with the following optional courses Consumer Behaviour and Education, Food Processing and preservation, Rural and Urban Sociology

**YEAR 3:** Integrates and extends knowledge and skills gained in the earlier levels of the course. All students undertake study in Food security & Global nutrition issues, Food hygiene & Legislation, Meal planning and Institutional catering, Planning and Management of Nutritional interventions, Food, Nutrition and Dietetics Practicals 3, Field placement-2, and carry out an Individual Research Project. In addition, students can choose to study additional courses from the following optional courses: Guidance and counseling, Extension Education and Entrepreneurship and Business Development.

**Food and Nutritional Practicals Year 1 to 3:** These are conducted for all the modules with a practical component at all levels of the degree program. The practical sessions will be carried out at a designated institution.

**Field placement Year2 & 3:** This is a one-month placement that provides students with the opportunity to gain experience whilst working. The first placement is done in Year2 and the second placement in Year3



### Career opportunities

Graduates of this program have multiple career prospects / options. They can work in nutrition, education and promotion, and within government departments concerned with public health issues and in the food industry. They can also work with hospitals, government's health department, school, collages, factories and cafeterias for planning nutritional regiment. They also can opt for research career mainly in universities, public or private sector research institutes, food product manufacturing companies and hospitals. Teaching the science of nutrition of dietetics in colleges and universities is also a good option available to Nutritionists and dietitians. Besides all these they can also work as private consultant or private practitioner.

They can also pursue MSc or PhD degrees in the area of food, nutrition and health.

Program modules

The *full list of modules* and status within the course (Core or Option) is shown in **Table 1** below.

**Table 1: B.Sc. Food, Nutrition and Dietetics modules**

Code	Modules Taught	Status	Units	Credits
<b>YERAR 1</b>				
SFC 017	Communication skills	Core	1	10
SCP 100	Introduction to microcomputer studies and Information Technology	Core	1	10
SFD 100	Human Nutrition & Dietetics	Core	2	20
SFD 101	Principles of Nutritional Biochemistry	Core	1	10
SFD 102	Foundation Chemistry	Core	2	20
SFD 103	Human Anatomy & Physiology	Core	1	10
SFD 104	Food Microbiology & Safety	Core	2	20
SFD 106	Introduction to Molecular Biology	Elective	1	10
SFD 107	Child development and family Education	Elective	2	20
SFD 307A	Food, Nutrition and Dietetics Practicals	Core	*	*
<b>YEAR II</b>				

SFD 200	Community health and health promotion	Core	1	10
SFD 201	Nutritional Diseases and Applied Dietetics	Core	2	20
SFD 202	Nutritional epidemiology, assessment and surveillance	Core	2	20
SFD 203	Food Chemistry & Analysis	Core	2	20
SFD 204	Statistics & Research methods	Core	2	20
SFD 205	Nutrition through life cycle & Anthropology	Elective	2	20
SFD 206	Food Processing and preservation	Elective	2	20
SFD 207	Consumer Behaviour and Education	Elective	1	10
SFD 208	Essentials of Food Science	Core	1	10
SSS 208	Rural and Urban Sociology	Elective	2	20
SFD 307B	Food, Nutrition and Dietetics Practicals	Core	*	*
<b>YEAR III</b>				
SFD 300	Food Security & Global nutrition issues	Core	2	20
SFD 301	Food hygiene & Legislation	Core	1	10
SFD 302	Planning and Management of Nutritional Interventions	Core	1	10
SFD 303	Extension education	Elective	1	10
SFD 304	Field placements	Core	1	10
SFD 305	Individual Research Project	Core	1	10
SFD 307C	Food, Nutrition and Dietetics Practicals	Core	*	*
SFD 306	Meal planning and Institutional catering	Core	2	20
SSS 107	Guidance and counseling	Elective	2	20
SME 312	Entrepreneurship & Business Development	Elective	2	20

\*SFD 307A, B, C accumulated to 20 credits (2 unit) after completion

### **Program Duration**

The minimum duration of the degree programme is 3 years and the maximum duration is 8 years. Students will be required to take all the core courses (10 units of core courses per level) and two additional units (20 credits) from the provided list of elective course(s) for the programme at each Level. All core

courses including SCP 100 and SFC 017 are obligatory. The minimum number of credits for graduation is 380 credits (38 units).

### **Admission Requirements**

The minimum admission requirements for the B.Sc. Food, nutrition and dietetics degree programme under direct entry qualifications are: -

Possession of two principal passes at advanced Year in appropriate subjects such as Chemistry and Biology or Home Economics or Agriculture or Food and Nutrition, or Physics or its equivalent.

Holders of a Diploma with credits in Human Nutrition or Home Economics or Food Science or Nursing or community development or Clinical Medicine and other related fields from a recognised institution may be considered

Also candidates who gain admission into the Foundation course (science stream) upon award of the *Foundation course* certificate qualifies for admission into the BSc Food, nutrition and dietetics degree programme. This category of applicants should have 5 passes or 3 credits in relevant science subjects at “O” level.

### **B.Sc. (General) or B.Sc. (Ed) HOME ECONOMICS & HUMAN NUTRITION**

The main purpose of the programme is to provide students with knowledge and skills for personal development, family living and professional specialization. The programme will consist of three core areas:

- (i) Food and Nutrition
- (ii) Home Management
- (iii) Clothing and Textile

To support these core areas, the following disciplines are included in the programme.

- Human Anatomy and Physiology
- Physics, Chemistry and Microbiology in the Home
- Introductory Computer Science
- Family Life Education
- Gender Issues and Development
- Statistics
- Research Methods and Research Project
- Teaching Methods

- Extension Education
- Community Health

### **Admission requirements**

In addition to satisfying the minimum requirements of the degree programme candidates must have passed:

- (i) Biology or Biological Science at A-Year
- (ii) Chemistry at A-Year
- (iii) Physics or Physical Sciences at A-Year
- (iv) Have taken and passed Home Economics at "O" Year
- (v) In special cases candidates who are holders of a Diploma in Home Economics or its equivalent, with a credit pass from a recognised college will be admitted.

Research project and Research report writing will be taken by each student in the final year of his/her studies. Optional courses will be offered in the last Yearso as to prepare students for the postgraduate studies in specialised areas.

The Home Economics course outline will be almost the same for the B.Sc. (Home Economics) and the B.Sc. (Home Economics with education). The only difference will be that the B.Sc. (Home Economics with Education), will have to take Education lectures and do teaching practice.

### **CLUSTERS OF HOME ECONOMICS & HUMAN NUTRITION COURSES**

<b>Code &amp; Name</b>	<b>Credits</b>	<b>Units</b>	<b>Status</b>
<b>YEAR I CLUSTERS</b>			
SFC 017: Communications skills	10	1	<b>Core</b>
SCP 100: Introduction to Microcomputer Studies and Information Technology	10	1	Core
SHE 151: Biological Sciences for Home Economics	20	2	Core
SHE 152: Physical Science for Home Economics	20	2	Core
SHE 153: Clothing Construction	20	2	Core
SHE 154: Textile I & II	20	2	Elective
SHE 155: Foods & Nutrition	20	2	Core
SHE 156: Home Management	20	2	Core
SHE 350A: Home Economics Praticals	*	*	Core
<b>YEAR II CLUSTERS</b>			

SHE 115: Human Anatomy & Physiology	10	1	Core
SHE 251: Meal Planning & Institutional Catering	20	2	Core
SHE 252: Principles of Economics & Consumer Education	20	2	Elective
SHE 253: Household Equipment & Home Furnishing	30	3	Core
SHE 112: Food Science in the Home	10	1	Core
SHE 204: Community Health	10	1	Elective
SHE 254: Therapeutic Diet & Community Nutrition	20	2	Core
SHE 255: Child Development & Family Education	20	2	Elective
SHE 350B: Home Economics Praticals	*	*	Core
<b>YEAR III CLUSTERS</b>			
SHE 351: Rural Sociology & Gender Issues	20	2	Elective
SHE 352: Statistics & Research Methods for Home Economics	20	2	Core
SHE 353: Extension Education Methods.	20	2	Core
SHE 350C: Home Economics Praticals	*	*	Core
SHE 307: Home Economics Special Project	10	1	Core

\*SHE 350A, B, C accumulated to 20 credits (2 unit) after completion

### **B. ED (SCIENCE) HOME ECONOMICS& HUMAN NUTRITION**

<b>Code &amp; Name</b>	<b>Credits</b>	<b>Units</b>	<b>Status</b>
<b>YEAR I CLUSTERS</b>			
SHE 151: Biological Sciences for Home Economics	2	2	Core
SHE 154: Textile I & II	2	2	Elective
SHE 155: Foods & Nutrition	2	2	Core
SHE 156: Home Management	2	2	Core
SHE 350A Home Economics & H/Nutrition Practical's for Bed	*	*	Core
<b>YEAR II CLUSTERS</b>			
SHE 112: Food Science in the Home	1	1	Core
SHE 251: Meal Planning & Institutional Catering	2	2	Core
SHE 254: Therapeutic Diet & Community Nutrition	2	2	Core
SHE 255: Child Development & Family Education	2	2	Core

SHE 352B Home Economics & H/Nutrition Practicals for Bed	*	*	Core
<b>Year III CLUSTERS</b>			
SHE 352: Statistics & Research Methods for Home Economics	2	2	Core
SHE 350C Home Economics & H/Nutrition Practicals for Bed	*	*	Core

\*SHE 350A, B, C accumulated to 10 credits (1 unit) after completion

Students may take some more courses of the programme as they wish, but they are going to be considered as electives.

## **BACHELOR OF SCIENCE IN ENERGY RESOURCES (B.Sc. ER)**

### **General Information**

**Programme Title:** Bachelor of Science (Energy Resources)

**Final Award:** B.Sc. (Energy resources)

### **Rationale**

Bachelor of Science (Energy Resources) is designed to prepare students for their professional work in Physics in industry, energy sector and physical environment. The Programme contributes to the Faculty's aim of training Scientists in Energy resources. It also contributes to the University's aim to produce Scientists and Technologists in the energy sector.

### **Philosophy**

The programme will provide knowledge and understanding of the physical aspects of nature in relation to dynamics and energy relationships and its dynamics with Mathematics to model the processes as well as practical experience in Energy Resources. The programme will also train students in problem solving and entrepreneurship in the related field.

After completing this programme, the student should be able to work as a technologist in industry, do research in Energy Resources and related disciplines.

This programme is Scientific and has a practical component.

### **Educational Aims of the Programme**

The Educational aim of the programme is to enable graduates to understand the application of Physics at the higher level.

The Programme is intended to achieve the following objectives:

- Build a positive community attitude towards the study of Physics
- Enable individuals to think critically and analytically
- Enable graduates to use Physics in their professions such energy, environment, engineering, meteorology, agriculture and industry
- Help individuals to develop problem solving skills and creativity
- Promote the spirit of entrepreneurship

### **Programme Structures and Requirements, Years, Modules, Credits and Awards**

The course codes, course titles, lecture hours, practical hours and units for the programme are shown below.

#### **Year 1 Core Courses**

<b>Course Code</b>	<b>Course Title</b>	<b>Total Credits</b>
SFC 017	Communication skills	10
SCP 100	Computer Studies	10
SPH 111	Fundamental Physics	30
SPH 112	Electromagnetism I and II	20
SPH 211	Statistical Thermodynamics	20
SPH 212	Mathematical Physics	20
SPH 320A	Physics Practical	*

\*SPH320A, B, C will accumulate to 10 credits after completion

#### **Year 1 Elective Courses**

<b>Course Code</b>	<b>Course Title</b>	<b>Total Credits</b>
SMT 111	Mathematical Analysis	20
SMT 114	Probability and Statistics	20

#### **Year2 Core Courses**

<b>Course Code</b>	<b>Course Title</b>	<b>Total Credits</b>
SMT 223	Computer Programming	10
SPH 213	Optics	20
SPH 214	Earth Physics	20
SPH 311	Fundamentals of Material Science	10
SPH 312	Physics of the Atom	20
SPH 313	Quantum Theory of Solids	20
SPH 314	Digital Electronics	20
SPH 320B	Physics Practical	*

\*SPH320 A, B,C will accumulate to 10 credits after completion

### **Year 2 Elective Courses**

<b>Course Code</b>	<b>Course Title</b>	<b>Total Credits</b>
SMT 221	Numerical Methods	10
SPH 215	Analog Electronics	20

### **Year 3 Core Courses**

<b>Course Code</b>	<b>Course Title</b>	<b>Total Credits</b>
SPH 322	Solar Energy	20
SPH 323	Environmental Physics	20
SPH 324	Wind Energy	20
SPH 325	Nuclear Energy	20
SPH 326	Non-conversional Energies	20
SPH 330	Energy Resources Practical	10
SPH 331	Energy Resources Final Project	10
SPH 320C	Physics Practical	*

\*SPH320A, B, C will accumulate to 10 credits after completion

### **Year3 Elective Courses**

<b>Course Code</b>	<b>Course Title</b>	<b>Total Credits</b>
SME 312	Entrepreneurship course	20

### **Programme Duration**



The BSc. (Energy Resources) programme is to be completed in a minimum of 4 years and a maximum of 8 years depending on the pace of the individual student. Students studying this programme shall pay annual tuition fee approved by the as applied to open distance learning mode. However, it should be noted that this is the Applied Physics Science programme with theory and experimental components and therefore, its tuition fee shall be different from the normal open distance programme.

### **Mode of Study**

This programme is taught by Distance Study Methods. The main medium of instruction will be through correspondence materials. However, use of ICT will be mainstreamed as complementary and additional delivery technique.

The main materials for each of the module shall be measured by units. Each unit shall cover content materials equivalent to thirty-five one-hour lecture materials in a conventional university.

Laboratory experiments will be organised at designated institutions/locations.

Support services for the students will be in the form of face-to-face teaching, ICT based electronic platforms, audio cassettes, compact discs (CDs), Internet (where available), library services and other teaching/learning media. The face-to-face teaching includes residential sessions for orientation and continuous tutoring and counselling. All students must pass the Computer skills course offered by the Faculty at Year I of the programme.

Assessment will be conducted through supervised Tests and Annual Examinations. Experimental work will be tested through practical reports. Before the end of the programme each candidate will do a final project in any energy related field and submit a report.

***Criteria for Admission Candidates must be able to satisfy the general admissions requirements of The Supershine University.***

### ***Programme Admission***

#### **Requirements for First Degree Courses**

### **Option I**

(a) Certificate of Secondary Education Examination

**or**

(b) One of the following combinations of passes in Advanced Certificate of Secondary Education Examination or equivalent;

*Either*

(i) Two principal Year passes (in appropriate subjects)

**Or**

(ii) An appropriate equivalent Diploma/Certificate approved by the Senate of the Supershine University.

(c) A degree in an area related to Physics

### **Option II**

Candidates who do not qualify under options I may register for Foundation Courses (SFC) offered by Thesis. Those who pass examinations set at the end of the course will be eligible for registration for this degree programme, if they have passed Physics and Mathematics.

### **Option III**

Candidates with awards from other Institutions of Higher Learning will be considered on their own merit. These include a degree or an advanced Diploma in a relevant field.

### **Option IV**

Candidates with a Diploma in Physics of SU are eligible to join the Energy Resource programme at the third level.

### **Methods for Evaluating and Improving the Quality and Standards of Teaching and Learning**

The curriculum will be reviewed every five years.

Student feedback will be obtained through questionnaires after final examinations.

Staff development priorities include training of staff to MSc and PhD levels.

### Assessment Regulations

The assessment procedures and the assessment criteria will follow SU examination regulations for undergraduate courses.

To qualify for the award of a degree, a candidate must clear all the courses in the three levels of the degree course. A fast student may cover more units and thus be able to finish the course in less than the specified average period for obtaining a degree.

The following regulations will apply for the assessment of the programme:  
The coursework assessment shall consist of continuous assessment; timed tests (30%), and an examination 70%.

The following grading will apply:

Marks	Grade	Points
70-100 %	A	5
60-69 %	B+	4
50-59%	B	3
40-49%	C	2
35-39%	D	1

The minimum pass mark for any course shall be the grade C or 40%

A student who fails a supplementary examination shall be allowed to repeat the course. In such an event, the grades obtained shall replace the failed grade in the calculation of the cumulative GPA and each grade shall be recorded on the transcript.

A student is expected to complete this programme in a period of four years. A student who fails to complete the programme in the prescribed maximum period (8 years of open distance learning) shall be deregistered.

In awarding the degree classification, the following criteria based on GPA are normally used.

4.4 - 5.0	<b>First Class</b>
2.7 - 3.4	<b>Lower Second Class</b>
2.0 - 2.6	<b>Pass</b>

## **B.Sc. ENVIRONMENTAL STUDIES**

### **General Information**

**Programme Title:** Environmental Studies

**Final Award:** Bachelor of Science in Environmental Studies (Science)

Bachelor of Science in Environmental Studies (Management)

### **Rationale**

The Environmental Studies degree programme is being proposed in order to train cadres skilled in environmental studies of importance to Zambia's development. The justification for this degree programme arises from the growing need for the expertise in the field of environmental studies. Graduates will be able to identify, assess and rectify environmental problems. The programme is designed to provide the scientific and managerial skills needed to tackle the environmental challenges of the 21<sup>st</sup> Century.

The increasing impact of human beings upon the natural world has resulted in a broad range of problems involving our natural resources and environmental quality. The problems include: Global warming, Acid rain, depletion of the ozone layer, endangered species and loss of biodiversity, air and water pollution, toxic waste and resource depletion threaten irreversible damage. The solutions to these problems often require interdisciplinary understanding and problem-solving abilities.

In order to address these issues, the Environmental Studies degree program at SU offers an interdisciplinary program that focuses on the serious environmental problems that we face in this century. The degree program in Environmental Studies is a multidisciplinary forum for the study of scientific, political, social and humanistic aspects of environmental problems. Presently, only a few expertise is available in this sensitive and relatively new field in Zambia.

The programme will cover various areas of the environmental components including topics such as ecosystem management, resource conservation, and land use planning, natural hazards, various types of pollution to the environment, analytical methods towards assessment of pollution, and the policy dimensions of environmental issues. The programme will put special emphasis on areas in environmental issues which are related to the specific situation in Zambia as identified in the National Environmental Policy, these are; Land Degradation, Pollution Management and Urbanization, Agricultural

and Land Resources destruction, Deforestation, Destruction of Wildlife and Problems associated with mining activities.

Graduates of this programme are ideally suited to careers in government ministries and departments, industry, research and development, non-governmental organizations, and consulting firms. In addition, graduates are well placed to pursue postgraduate studies as well as exploiting opportunities in the wider graduate employment market

## **2. Expected Output of the Programme**

The overall purpose of the Environmental Studies degree programme is to provide students from diverse backgrounds with a broad based contemporary program of study, which will produce graduates who are academically skilled, professionally competent and innovative to work as environmental professionals. The proposed programme in Environmental Studies will provide the needed knowledge and skills to accelerate attainments of the Zambia Poverty Reduction Strategy goals. In addition, graduates should be able to demonstrate transferable key skills: intellectual; practical and fieldwork; communication; numeric and C & IT; interpersonal/teamwork; self-management and professional development.

## **Programme Structures and Requirements, Levels, Courses and Units**

### **3.1 Course Structure**

The BSc. Environmental Studies degree programme will eventually have three streams (pathways).

These are:

- The Science streams
- The Management streams
- The Technology streams

Students may choose from one of three-degree pathways; the Environmental Studies

(Science), Environmental Studies (Management) and Environmental Studies (Technology). The Science stream aims at development of a rigorous science background from which to pursue a career as an environmental science professional. The Management stream examines the social-political, humanities, economic and cultural aspects of managing environmental problems. It is designed to produce quality graduates with sound management knowledge of environmental processes, and an ability to apply that knowledge to policy issues. The Technology stream emphasizes engineering and applied science aspects of resource management, environmental impact and pollution

prevention and abatement. In the current submission only the first two streams Science and Management have been articulated. The Technology stream will be submitted for approval in the future.

The BSc. Environmental Studies programme will be offered as a combination of core and optional courses. The core courses focus on regional and global environmental problems and the human activities that contribute to those problems, from scientific, political, social, and economic perspectives. The programme also offers several elective courses that complement the core courses and allow students to pursue a broad range of topics related to the environment.

The Environmental Studies programme will consist of a minimum of 36 units (a unit is equivalent to 35 lecture hours or 70 hours of practicals) which will include all core courses and the selected electives units at levels two and three. The programme consists of three levels. Each Year normally occupies an academic year. Normally the programme takes 3 years but longer period up to 5 years is permitted. The Year of a course (designated by the first number in the course code) indicates its position in the progressive development of academic abilities/or practical skills.

The Environmental Studies (Science) pathway is designed to include laboratory work which is an integral part of the programme and essential to the development of the knowledge and skills needed. Fieldwork is undertaken in the second year of the programme and is based on directed investigations and outside visits to examine waste management and other environmental management schemes. The placement is an integral part of the learning and teaching processes of the degree. It enables students apply academic knowledge to real-world applications of environmental issues. Research project form part of the final year of the programme.

**TABLE 3.1: B.Sc. ENVIRONMENTAL STUDIES (MANAGEMENT)**

SN	Code	Course Title	Units	Credits	Status
<b>YEARI</b>					
1	SCP 100	Computer Application In Environmental Studies	1	10	Core

2	SFC 017	Communication Skills	1	10	Core
3	SEV 101	Principles of Ecology	2	10	Core
4	SEV 112	Environmental Management, Ethics and Philosophy	3	30	Core
5	SEV 114	Land Use and Urban System Management	3	30	Core
6	SEV 116	Environmental Education and Communication	2	20	Core
<b>Total Units</b>			<b>12</b>	<b>120</b>	
<b>YEAR</b>					
7	SEV 201	Applied Statistics and Research Methods	2	20	Core
8	SEV 219	Natural Resources Management	3	30	Core
9	SEV 218	Environmental Pollution and Waste Management	3	30	Core
10	SEV 210	Environmental Economics	2	20	Core
11	SEV 209	Introduction to Remote Sensing and GIS	2	20	Core
<b>Total Units</b>			<b>12</b>	<b>120</b>	
<b>YEARIII</b>					
12	SEV 301	Environmental Impact Assessment	2	20	Core
13	SEV 316	Environmental Policy and Law	2	20	Core
14	SEV 318	Environmental Resources & Development	2	20	Core
15	SEV 321	Environmental Field Project	2	20	Core
<b>Total Units</b>			<b>8</b>	<b>80</b>	

**TABLE 3.2: B.Sc. ENVIRONMENTAL STUDIES (SCIENCE)**

S/No	CODE	COURSE TITLE	UNIT S	CREDITS	STATUS
<b>YEAR I</b>					

1	SCP 100	Computer Application In Environmental Studies	1	10	Core
2	SFC 017	Communication Skills	1	10	Core
3	SEV 101	Ecology	2	20	Core
4	SEV 113	Environmental Science	3	30	Core
5	SEV 107	General Biology	2	20	Core
6	SEV 115A	Environmental Science Practicals	1	10	Core
<b>Total Units</b>			<b>11</b>	<b>110</b>	
<b>YEARII</b>					
7	SEV 217	Environmental Analytical Methods	2	20	Core
8	SEV 201	Applied Statistics and Research Methods	2	20	Core
9	SEV 219	Natural Resources Management	3	30	Core
10	SEV 218	Environmental Pollution and Waste Management	3	30	Core
11	SEV 209	Introduction to Remote Sensing and GIS	2	20	Core
12	SEV 115B	Environmental Science Practicals	1	10	Core
<b>Total Units</b>			<b>12</b>	<b>120</b>	
<b>YEARIII</b>					
12	SEV 301	Environmental Impact Assessment	2	20	Core
13	SEV 316	Environmental Policy and Law	2	20	Core
14	SEV 317	Water Resources Management	2	20	Core
15	SEV 321	Environmental Field Project	2	20	Core
<b>Total Units</b>			<b>8</b>	<b>80</b>	

**TABLE 3.3: OPTION COURSES**



S/N	Code	Course Title	Units	Credits	Status
<b>YEARI</b>					
1	SEV 220	Environmental Geology, Hazards & Risk assessment	3	30	Elective
2	SEV 221	Aquatic Science and Limnology	3	30	Elective
<b>YEARII</b>					
3	SEV 319	Environmental Sociology and Gender Issues	2	20	Elective
4	SEV 320*	Environmental Modeling	3	20	Electives

\* Not in Offer

#### 4. Programme Duration

The BSc. Environmental studies Programme is to be completed in a minimum of 3 years and maximum of 8 years depending on the mode of learning as follows:

- (i) Intensive face to face learning (3 to 5 years); only for N students. Students in this category shall be required to pay the annual tuition fee of K5,000.
- (ii) Open distance learning (3 to 8 years). Students in this category shall pay annual tuition fee approved by the as applied to Open distance learning mode.

#### 5. Admission Criteria

The programme shall be open to local and international students interested in pursuing a career in environmental studies. It is anticipated that students of both genders will be admitted with the aim to have gender parity. Candidates must satisfy the general entrance requirements of the for degree award. Besides the general requirements, the candidate must satisfy the special requirement.

The following shall be eligible for registration for the Bachelor of Science programmes in Environmental Studies:

##### 5.1 Science stream – BSc. Environmental Studies

(Science) (i) Direct entrants.

The candidate should have a principal Year pass at “A” Year in two of the following subjects; Biology, Chemistry, Geography, Physics, or Mathematics.

(ii) Equivalent qualifications.

Appropriate Diploma with passes at “O” Year in two of the following subjects; Biology, Chemistry, Mathematics, Physics or Geography.

## 5.2 Management stream – BSc. Environmental Studies (Management)

(i) Direct entrants

Candidates should have a principal Year pass at “A” Year in two of the following subjects; Geography, Economics, History. Physics, Chemistry, Mathematics or Biology.

(ii) Equivalent Qualifications.

Appropriate Diploma with passes at “O” Year in two of the following subjects Geography, History, Biology, Chemistry or Physics, Economics, Mathematics.

### **Delivery Mode**

Basic knowledge and understanding in open and distance learning are developed through Correspondence systems, Multimedia systems and Internet-based systems.

The Correspondence systems are based on a study guide printed text and interaction method is by letters and other written or printed documents sent through postal systems. Multimedia systems encompass text, audio and computer-based materials and usually some face-to-face learner support for two weeks at the beginning of academic year delivered to students. Internet-based systems are the one in which multimedia (text, audio and computer-based) materials in electronic format are delivered to students through computers.

### **Assessment Regulations**

The assessment procedures and the assessment criteria will follow SU examination regulations for undergraduate courses. The following regulations will apply for the assessment of the programme: 7.1 Assessment of Coursework

7.1.1 Students’ understanding and knowledge in each topic shall be assessed by a student Portfolio and sitting for one timed tests (30%) and one examination (70%) and in addition, a practical and special project report shall be assessed.

### **7.1.2 The following grading will apply:**

Marks	Grade	Points
-------	-------	--------

70-100 %	A	5
60-69 %	B+	4
50-59%	B	3
40-49	C	2
35-39%	D	1

7.1.3 The minimum pass mark for any course shall be the grade C or 40%

7.1.4 A student who fails a supplementary examination shall be allowed to repeat the course. In such an event, the grades obtained shall replace the failed grade in the calculation of the cumulative GPA and each grade shall be recorded on the transcript.

7.1.5 A student who fails to complete the programme in prescribed maximum period (5 years for intensive face to face learning and or 8 years for open distance learning) shall be deregistered.

## 7.2 Final Award

7.2.1 Students who successfully complete their programme will qualify, upon approval by Senate, for the award of the degree of:

- BSc. Environmental Studies (Science) or
- BSc. Environmental Studies (Management)

7.2.1 In awarding the degree classification, the following criteria based on GPA are normally used.

- 4.4 -5.0 First Class
- 3.5- 4.3 Upper Second Class
- 2.7-3 4 Lower Second Class
- 2.0-2.6 Pass

## RESEARCH / SPECIAL PROJECTS

### Eligibility for doing special project

The research/special project is mandatory for all students except those who major in Mathematics or Biology, for the time being. A final year student does **one project** only in the Major Subject. The recommended duration of the project is ten weeks and the opportunity to conduct research/special project shall be availed only to those students who are genuinely about to complete their respective degree programmes. The number of years in registration shall not be used as a criterion to do the research project. Hence only those students who have completed at least 16 units in the major subject and 9 units in the minor subject, thus making up a **total of 25 science units completed**, will be allowed to do the project.

Students wishing to do the research/special project will have to indicate their intention to do so to the respective Head of Department, and also register online as it is the case with other courses. Then upon being **granted permission and allocated supervisor**, the student may proceed with proposal development prior to embarking to the actual research

### **Higher Degree Programmes under the Faculty of Science, Technology and Environmental Studies**

The Faculty offers most of its Postgraduate Programmes (PG) by thesis with the exception of M.Sc. Environmental Studies.

#### **1. OBJECTIVES**

The Objectives of these Programmes are to:

- i. Train scientists to higher Year of scientific leadership in research, management and administration;
- ii. Stimulate and encourage research to generate new knowledge in all areas;
- iii. Train graduate scientists to more advanced levels in some of the courses covered in their undergraduate studies;
- iv. Advance secondary school teacher's/laboratory technologists and also to provide better grounding for prospective research workers preparing for independent research;

#### **2. MODE OF CONDUCT**

There are two categories of M.Sc. Degrees.

- 2.1 M.Sc. by thesis in which the candidates undertake independent research under supervision.
- 2.2 M.Sc. by coursework and dissertation in which the candidates are required to undertake coursework for a period of at least one year followed by research work leading to the dissertation.

#### **3. MASTER OF SCIENCE DEGREES**

The Faculty offers M.Sc. Degree by thesis in the following disciplines:

- (i) M.Sc. in Biology
- (ii) M.Sc. in Mathematics
- (iii) M.Sc. in Chemistry

- (iv) M.Sc. in Physics
- (v) M.Sc. in Human Nutrition (vi) M.Sc. in Environmental Science.
- (vii) M.Sc. in Zoology
- (viii) M.Sc. in Botany
- (ix) M.Sc Food Science
- (x) M.Sc. ICT
- (xi) M.Sc. Applied Biotechnology

### 3.1 ***Entry Qualifications***

3.1.1 Each Candidate for the Degree of M.Sc. by coursework must satisfy all requirements specified under the University Regulations for Higher Degrees.

3.1.2 In addition, the following special regulations will also apply.

- i. To be eligible for admission into the programme the applicant should normally have an overall grade B, or higher in B.Sc. degree subjects he/she wishes to study under the programme.
- ii. Admission may be based on qualifications approved by the Senate as equivalent to requirements set out.
- iii. Admission to the M.Sc. by thesis degree should be as under General Regulations.
- iv. Each M.Sc. degree programme shall start at the beginning of the academic year and conclude 60 months later. Beyond this limit Senate's approval is necessary.

### 3.2 ***Registration***

- (i) Candidates shall be registered to study for the M.Sc. degrees through distance education either by thesis or coursework followed by research leading to the dissertation.
- (ii) All candidates shall be allocated supervisors appointed by Senate on the recommendation of the Faculty of Science, Technology and Environmental Studies.
- (iii) Deadline for registration shall be the end of the fourth week of the academic year.

Registration for the M.Sc. degree by thesis shall follow the following procedure:

- a. Register as a provisional student after satisfying the admission requirements for the programme after submitting an acceptable statement of research topic to the Faculty to provisional registration.

- b. Acquire full registration after submitting within a period of six months a research proposal approved by the Faculty, the Postgraduate Studies Committee and Senate.
- c. Seek registration within three months after the application for full registration is approved by Senate.

### **M.Sc. ENVIRONMENTAL STUDIES (By Course Work and Dissertation)**

This Master's program is a multidisciplinary program designed to enhance the skills and technical expertise of graduates working in all facets of the environmental arena. The program aims to produce managers able to address the many issues in the highly complex and changing area of environmental studies. At Masters Year the degree may be taken with specialization in a range of fields.

Students may choose from one of three-degree pathways of environmental studies; Science, Management, or Health. The Science stream programme aims is to provide professionals with the knowledge and skills necessary to contribute, directly or indirectly, to the conservation and careful use of natural resources for the benefit of society. Successful participants will develop the capacity to carry out independent scientific and technical research and assessments on environmental issues. The Management stream will be developing a sound understanding of the key approaches in environmental management and decision-making, students will expand their critical appreciation of sustainability, ethics, governance and cultural difference in relation to environmental practice and management. The health stream will offer participants an opportunity to reflect on their professional practice and gain a theoretical and critical perspective of issues associated with environmental, health and safety management.

### **Objective of the Programme**

Produce graduates with the capability to constructively engage with the complex environmental concerns that confront contemporary societies. It emphasizes the integration of theory and practice and provides an interdisciplinary grounding in sustainability, environmental management, impact assessment and policy.

### **Admission Requirements**

The programme is open to candidates with variety of background and interests in either general or specific function area. However, prospective candidates must be graduates from environmental studies, science, engineering, social

science or any medical from recognized institution with minimum of B grade. Also, admission may be based on equivalent qualifications as stipulated in the University admission regulations.

### **Duration**

The programme duration is 18 months

### **Assessment**

Students will be assessed by combination of course work, final examination and dissertation. The course work component comprises of timed test worth 30%, while the final examination worth 70%. The formal examinations and timed test allow sufficient assessment and feedback to maintain intellectual rigor and provide opportunity for individual improvement. Dissertation is assessed independently with the research methodology and carries 100%. The minimum pass mark for any course shall be the grade “B” or 50%. Candidates, who successfully complete the required units and dissertation, shall qualify upon approval by Senate of the award of Masters in Environmental Studies

(Management/Health/Science) degree. There will be an exit award of a Postgraduate Diploma in Environmental Studies after completion of all the prescribed core courses and they don't want/they fail to finish the Dissertation.

### **Programme Content**

#### **1. Science Stream**

<b>SN</b>	<b>Course Code</b>	<b>Code title</b>	<b>Credits</b>	<b>Units</b>
1	SEV 618	Environmental Pollution and Waste Management	20	2
2	SEV 616	Environmental Science & Contemporary Issues	20	2
3	SEV 601	Environmental Analytical Methods	20	2
4	SEV 611	Environmental Management and Impact assessment	20	2
5	SEV 613	Environmental Law and Policy	20	2
6	SEV 621	Research Methods	20	2

7	SEV 615	Dissertation	60	6
<b>Total units</b>			<b>180</b>	<b>180</b>

## 2. Management Stream

SN	Course Code	Course Title	Credits	Units
1	SEV 611	Environmental Management and Impact assessment	20	2
2	SEV 613	Environmental Law and Policy	20	2
3	SEV 614	Advanced Environmental Economics	20	2
4	SEV 619	Ecology and Natural Resources Management	20	2
5	SEV 616	Environmental Science & Contemporary Issues	20	2
6	SEV 621	Research Methods	20	2
7	SEV 615	Dissertation	60	6
<b>Total Units</b>			<b>180</b>	<b>180</b>

## 3. Health Stream

SN	Course Code	Code title	Credits	Units
1	SEV 617	Environmental Health and Epidemiology	20	2
2	SEV 620	Food science and safety	20	2
3	SEV 618	Environmental Pollution and Waste Management	20	2
4	SEV 611	Environmental Management and Impact assessment	20	2
5	SEV 613	Environmental Law and Policy	20	2
6	SEV 621	Research Methods	20	2
7	SEV 615	Dissertation	60	6
<b>Total Units</b>			<b>180</b>	<b>180</b>

### Programme Delivery

The programme will be offered through intensive face to face. The mode teaching methodology is participatory in nature giving room to students to utilize knowledge and experience gained overtime. Basic methods will include lecturing, group discussion, presentation, reflection and case studies. For those undertaking the program, class attendance for a whole four weeks (two weeks



in round one, then two weeks in round two). There will be two-month break between rounds. Each course will be covered in five days at the end of which Timed test will be done.

### **Award**

Candidates, who successfully complete the required units and dissertation, shall qualify upon approval by Senate of the, for the award of Masters in Environmental Studies (Management/Science) degree.

## **4. Ph.D. DEGREE PROGRAMME**

### **4.1 The Objectives**

- To impart professional skills in research.
  
- To enable students to achieve the highest qualification in science.
- To empower students with a wide scope of understanding in their areas of specialization.

### **4.2 Duration**

The duration of the Ph. D programme shall be six years maximum

### **4.3 Registration**

- i. Candidates registered for the Ph.D. shall be required to register at the beginning of the first year of their studies and renew their registration at the beginning of subsequent years. Failure to renew registration shall mean automatic discontinuation from the studies.
- ii. Registration for a Ph.D. degree shall follow the same procedures as in the case of M.Sc. by thesis

## **INSTITUTE OF CONTINUING EDUCATION (ICE)**

The Institute of Continuing Education offers Foundation Course (SFC), Certificate Course in Distance Education (SCC), Commonwealth Youth Programme Diploma (CYP Diploma), Diploma in Distance Education and Open Learning (ODDEOL),

Diploma in Primary Teacher Education (DPTE) and Demand Driven Short - Courses

### **1.0 CERTIFICATE IN FOUNDATION COURSE**

#### **1.1 Introduction**

The background information provided in the previous section on past experiences of the in offering the SFC programme, as well as experiences from other universities in and outside the country, establishes that there is a need for a pre-degree programme that would serve as a platform to equip prospective students for university admission, while giving give them a good head start for superior studentship at the university. Due to the quality and uniqueness of the SU's Foundation Course, as well as the University's investment, dedication and experience in offering the SFC programme, the is bringing forth a proposal to be permitted to offer Foundation Course that will be recognized by the Higher Education Authority (HEA) for Universities as a bridging programme for Universities in the country.

#### **1.2 Goals, Objectives and Learning Outcomes**

It is widely acknowledged that education promotes achievement of sustainable development, thus access to education has been stated as one of the fundamental human rights. This is also in line with the sustainable development goal number four, which is: “*ensure inclusive and quality education for all and promote lifelong learning.*” The main objective of the proposed Foundation Course is therefore to provide knowledge and skills that will prepare students lacking direct entry qualifications to undergraduate programmes, to reach requirements of various university faculties for admission. Through the programme, SU will train candidates to levels where they qualify, and therefore open chances for many of those who would otherwise miss the opportunity to participate in higher education.

Specifically, the programme will:

- (i) Provide basic information to the procedures, methods and language of the subjects for degree level.
- (ii) Introduce students to intelligent reading, assimilation, critical judgment, analysis and synthesis of information, useful for higher Year of learning.
- (iii) Identify students' aptitudes and interests for slotting them into specific degree courses.

- (iv) Promote individual self-development and remedy deficiencies carried over from lower levels of education in the ability to speak, read, write and receive instruction in order to successfully undertake university studies.

### 1.3 Programme Specification

The following are the specifications of the programme:

1	Programme Title	Foundation Course
2	Programme Code	SFC
3	Number of credits	120
4	Period of Study	Nine calendar months
5	Final Award	Certificate of Foundation Course of the
6	Awarding body	The SU SENATE
7	Faculty/Institute	Institute of Continuing Education, SU
8	Host Department	Department of Foundation Studies
9	Language of Instruction	English
10	Mode of Study	The programme will use the blended mode of learning that will include the following: - Distance learning - Face-to-face teaching and learning at SU Regional Centres - E-learning using SU Moodle platform

### 1.4 Admission Criteria

Proposed admission criteria to into the Foundation Course are as follows:

Applicants should be 18 years old and above, with the following qualifications:

- i. Certificate of Advanced Secondary Education Examination with 1 Principal and 1 Subsidiary Passes.

**OR**

- ii. Ordinary Diploma from a recognized institution with a GPA of less than 3.0. **OR** iii. Certificate of Secondary Education Examination with 4 Passes or 3 Credits plus a professional training certificate in a course of duration of not less than 9 months in a NACTE registered institution approved by SENATE.

**OR** iv. \*SFC Entrance Examination Certificate offered by the SU.

\*Applicants whose post ‘O’–Year qualifications do not exceed 8 months of training in a NACTE registered institution or those who fail at ‘A’–Year or those with rich working experience of not less than 5 years in relevant fields will be eligible to sit for the SFC Entrance Examination.

### 1.5 Programme Structure

The programme will include thirteen (13) courses as shown in Table 1.1. Students will be required to take six (6) courses. Each course has ten credits, making a total of 120 credits. The three courses of Communication Skills, Development Studies and English Proficiency will be compulsory to all students. In addition to the three compulsory ones, students will be required to choose three other courses according to the field of study they wish to pursue at the bachelor degree level, as indicated in Table 1.2

English proficiency is included in this programme as a compulsory course so as to enable students to attain a Year of English that is needed to competitively study at higher education environment, but also for their future academic and professional environments.

**Table 1.1: Subjects for Foundation Course**

No.	Course Name	Course Code
1.	English Language	SFC 007
3.	Mathematics	SFC 009
4.	Physics	SFC 010
5.	History	SFC 011
6.	Geography	SFC 012
7.	Biology	SFC 013
8.	Business Mathematics	SFC 014
9.	Business Studies and Economics	SFC 015
10.	Chemistry	SFC 016
11.	Communications Skills	SFC 017
12.	Development Studies	SFC 018
13.	English Proficiency	SFC 019

**Table 1.2: Subjects Combinations for Foundation Course for admission into various degree programmes**

<b>Programme</b>	<b>Specialized Subjects</b>	<b>Compulsory Subjects</b>
Arts	Geography, English Language History	Communication Skills Development Studies English Proficiency
Business Studies	Business Studies and Economics English Language Business Mathematics	Communication Skills Development Studies English Proficiency
Science	Chemistry, Biology or Mathematics Physics	Communication Skills Development Studies English Proficiency
Laws	History Development Studies English Proficiency	Communication Skills English Language Kiswahili or Geography
Education	To take combinations of Arts or Business Studies or Science	Communication Skills Development Studies English Proficiency

### **1.6 Programme Organization**

The academic year of the University starts in January and ends in mid-June. An orientation programme will be conducted at the beginning of new academic year, where admitted students will be given important information, register for their studies and supplied with study materials of their respective courses. Students will also be registered into the SU e-learning platform, where they will access materials and interact with their course tutors and with each other. Some of the continuous assessment will be conducted through the e-learning platform. Face-to-face teaching will be conducted in organized sessions in the SU Regional Centres. Students will sit for the final examinations at the end of the programme (June of the following year).

**Table 1.3: Proposed programme almanac**

<b>Month</b>	<b>Activity</b>
August - October	Receiving applications and processing admissions
November	Orientation and Start of the programme
January	Two weeks of face-to-face teaching
February	Continuous Assessment
June	Final Examination
July	Marking of Examinations & Releasing of Results

The proposed almanac will be scheduled in such a way that it will accommodate applicants who sat for their 'A'-Year examination in the same year. It is also proposed that the Open Admission Policy of SU be considered such that applicants can send their applications throughout the year and be admitted accordingly.

### **1.7 Assessment Methods**

Students for the Foundation Course will be assessed using the existing assessment methods currently in use at the University as approved by the SU Senate. Assessment will be organized around Continuous Assessment (CA) and a Final Examination. Distribution of marks for the two will be:

Continuous Assessment	= 30%
Final Examination	= 70%
<b>Total</b>	<b>= 100%</b>

#### **Administration of Assignments**

Assignments will be organized as part of the continuous assessment to allow students to apply knowledge gained through lecture presentations. As the students' progress through the programme they will be expected to carry out assignment with multi-discipline elements. The skills of communication, presentation, problem solving, working with others, self-development, and decision-making will be developed in assignments. The specifications and submission dates of the assignments shall be specified by course tutors in the learning platforms.

#### **Administration of the Final Examination**

The final examinations for the course will be administered as per the SU Examination Rules and Regulations set by the SU Senate. Students will have to appear physically in designated SU Examination Centres that are spread in all regions of Zambia and in some Districts, to sit for their examinations, under strict supervision of SU invigilators.

The current practice for setting examination questions at the University is that course tutor's only supply sets of examination questions prepared according to topics and knowledge levels of the subjects. The questions are then stored in the examination data bank at the Directorate of Examination Syndicate (DES) of the University. During examination sessions DES prints examination papers from the data bank. This way the confidentiality of examination is strictly observed. The dates and timetables of examination will be provided as per the SU Almanac. There will also be special and supplementary examinations for

students who score below the pass-marks (40%). All instructions and guidelines will be stipulated in the SU Prospectus and Students Handbooks.

### 1.8 Grading System

The grading system for the proposed Foundation Course will follow the NECTA format as follows:

**Table 1.4: Grading System for the Proposed Foundation Course**

Score	Grade	Point	Remarks
80 – 100%	A	5	Excellent
70 – 79%	B	4	Very Good
60 – 69%	C	3	Good
50 – 59%	D	2	Average
40 – 49%	E	1	Satisfactory
35 – 39%	S		Subsidiary
0 – 34%	F		Fail

### 1.9 Qualification Criteria

To qualify for admission into bachelor degree programme, a candidate must obtain at least TWO Ds AND a minimum of 4 POINTS among the three specialized subjects that one intends to pursue in the bachelor degree programme (i.e. apart from English Proficiency, Development Studies and Communication Skills).

A student who fails to get a subsidiary score in the three compulsory subjects will be required to sit for supplementary examination, even if has attained the minimum qualification criteria for admission into bachelor degree.

### 1.10 Fee Structure

The fees for the Foundation Course will follow the standard fees structure for nondegree students approved by the SU Council. Students will be required to pay application fee, tuition and examination fee, students' union fee, quality assurance fee and the cost of student identity card. The current SU tuition fee structure is TZS 60,000 per course unit.

**Table 1.5 Fees for Foundation Course**

No.	Item	Amount (K)
1.	Application Fees (through TCU)	3,000
2.	Tuition Fees (10,000 x 12 Units)	720

3.	Examination Fees (10,000 x 6 subjects)	100
4.	Students Organization Fees	200
5.	Student Identity Card	100
6.	Quality Assurance Fee (remitted to TCU)	2,000

Students will be required to deposit their fees through the allocated SU bank accounts. Students and their sponsors will be allowed to pay the fees in instalments as per established modalities of the University.

## **2.0 CERTIFICATE COURSE IN DISTANCE EDUCATION OFFERED JOINTLY BY OUT AND SOUTHERN AFRICA EXTENSION UNIT (SAEU)**

2.1 The Certificate Course in Distance Education (OCC) is a two-year Professional Course. It is geared towards professional and academic development of serving as well as prospective distance education personnel.

2.2 The Course is offered by using the following four modules/units:

- OCC 001: Introduction to Distance Education
- OCC 002: Distance Education Media
- OCC 003: Support Services in Distance Education
- OCC 004: Distance Education Management

There are also audio programmes which accompany each of the above modules/units.

- OAC 001: Introduction to Distance Education
- OAC 002: Distance Education Media
- OAC 003: Support Services in Distance Education
- OAC 004: Distance Education Management

### **2.3 Admission requirements**

Candidates holding the following qualifications will be eligible for admission into the OCC programme:

3 credits or 5 passes at O' Yearsecondary education PLUS a Grade A certificate in teaching or its equivalent. OR

Advanced Yearcertificate with at least one principal pass or three subsidiaries.

OR



A two-year Diploma or a Degree in any relevant field e.g. Education, Humanities, Social Sciences, Sciences, etc.

2.4 All candidates are required to take four units (Modules) accompanied by any audio cassette programme. The grading system for each module of the OCC will be as follows:

Marks	Grade	Remarks
70 - 100%	A	Excellent
60 - 69%	B+	Very Good
50 - 59%	B	Good
40 - 49%	C	Satisfactory
35 - 39%	D	Marginal Fail
0 - 34%	E	Absolute Fail

- i. Students who fail in the Certificate Course in Distance Education are allowed to do supplementary examinations for the modules/units in which they have failed during the following year without paying any University fees.
- ii. Students who sit and fail in supplementary examinations in the Certificate Course in Distance Education are allowed to register for the same course during the third year and pay full University fees.
- iii. A candidate who gets an E grade in three units will be advised not to do the supplementary examinations and instead will be advised to register for the Certificate Course in Distance Education Course and pay full University fees.
- iv. The average mark shall be calculated on the basis of rounding to one decimal place. For example, 35.29 shall be taken as 35.3.
- v. Students studying Certificate Course in Distance Education will only be allowed to change to another course before the deadline of the registration period which is eight weeks from the first date of the orientation conducted at the Regional Centres.
- vi. The pass mark for the Certificate Course in Distance Education is 40% which is a C Grade. Other grades given include B, B+ and A.
- vii. The mark for absolute fail shall be an E grade (0-34%).

viii. All marks for course units and written examinations shall be adjusted by departments concerned before amalgamation.

### **3.0 COMMONWEALTH YOUTH PROGRAMME DIPLOMA IN YOUTH IN DEVELOPMENT WORK (CYP Diploma)**

#### 3.1 Entry requirements

The entry requirements for CYP Diploma are:

5 passes at O-Year or its equivalent plus at least 2 years of experience in youth work.

OR

Professional Certificate in Commonwealth Youth Programme plus three credits at Year and at least 2 years' experience in youth work OR

Principal pass and one subsidiary at A-Year plus one-year experience in youth work OR

A 2-year Diploma or degree from any field related to youth work plus at least one year experience in youth work.

3.2 The Commonwealth Youth Programme Diploma in Youth in Development Work is part of Staff Development Programme. This is a two Year Academic Professional Programme aimed at Developing both prospective candidates and those specifically engaged in Youth in Development Work.

3.3 The students are required to study thirteen core units (modules) as follows:

SDC 001:	Commonwealth values
SDC 002:	Young People and Society
SDC 003:	Principles and Practice of Youth Development
SDC 004:	Working with people in their Communities
SDC 005:	Gender and Development
SDC 006:	The Learning Process
SDC 007:	Management Skills
SDC 008:	Project Planning, Monitoring and Evaluation
SDC 009:	Policy Planning and Implementation
SDC 010:	Conflict resolution, strategies and skills
SDC 011:	Promoting Enterprise and Economic Development
SDC 012:	Youth and Health
SDC 013:	Sustainable Development and Environmental issues.

SDC 014:	Field Report.
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3.4 The grading system for each module of the CYP Diploma will be as follows:

<b>Marks</b>	<b>Grade</b>	<b>Remarks</b>
70-100%	A	Excellent
60 - 69%	B+	Very Good
50 - 59%	B	Good
40 - 49%	C	Satisfactory
35 - 39%	D	Marginal Fail
0 – 34%	E	Absolute Fail

- i. Students who fail in six units (modules) of the Commonwealth Youth Programme Diploma in Youth in Development Work are allowed to do supplementary examinations for the modules they have failed. They can do it during the following year - without paying any university fees.
- ii. Students who fail in the Commonwealth Youth Programme Diploma in Youth in Development Work in more than 7 units (modules) are required to repeat the course for a year and pay full university fees.
- iii. The pass mark for the Commonwealth Youth Programme Diploma in Youth in Development Work is 40% which is a C Grade. Other grades given include B, B+ and A.
- iv. The mark for complete fail shall be an E grade. (0-34%)
- v. All marks for course units and written examinations shall be adjusted by departments concerned before amalgamation.

The average mark shall be calculated on the basis of rounding to one decimal place. For example, 49.39 shall be taken as 49.4.

Students studying the Commonwealth Youth Programme Diploma in Youth in Development Work will only be allowed to change from this course to another within the deadline which is eight weeks from the first date of the orientation week conducted at the Regional Centre.

#### 4.0 DIPLOMA COURSE IN DISTANCE EDUCATION AND OPEN LEARNING (ODDEOL)

4.1 The entry requirements for the Course are:

(i) A class “B” and above Certificate in Distance Education of the or an equivalent qualification.

OR

(ii) 5 Passes at O-Year or its equivalent plus at least 2 years of relevant professional experience.

OR

(iii) At least 1 Principal Pass and I Subsidiary at A-Year plus one year of relevant professional experience.

OR

(iv) A two-year Diploma or a Degree in any relevant field e.g. Education, Humanities, Social Sciences, Sciences, etc.

4.2 The Diploma course in Distance Education and Open Learning is a two-year course. It is designed to expose the learners to the current body of knowledge and skills in distance education and open learning in order to build and strengthen their capacity in catering to the needs of distance learners and institutions.

The students are required to study sixteen core units as follows:

			Units
SDC 020:	Foundations, Achievements and Limitations of Education	(core)	1
SDC 021:	Rise and Development of Distance Education and Open Learning	(core)	1
SDC 022:	Philosophy and Scope of Distance Education and Open Learning	(core)	1
SDC 023:	Case Studies in Distance Education and Open Learning	(core)	1
SDC 024:	Communication in Distance Education and Open Learning	(core)	1
SDC 025:	Development of Printed Instructional Materials	(core)	1
SDC 026:	Broadcast and Recorded Instructional Materials	(core)	1
SDC 027:	Information and Communication Technologies (ICT) Instructional Materials	(core)	1

SDC 028:	The Nature and Essence of Student Support Services in Distance Education and Open Learning	(core)	1
SDC 029:	Tutorial Support, Marking and Commenting in Distance Education and Open Learning	(core)	1
SDC 030:	Counselling and Guidance Services in Distance Education and Open Learning	(core)	1
SDC 031:	Administrative Support, Library Services and Record Keeping	(core)	1
SDC 032:	Organisation and Management of Distance Education and Open Learning	(core)	1
SDC 033:	Research and Evaluation in Distance Education and Open Learning	(core)	1
SDC 034:	Sustainability of Distance Education and Open Learning	(core)	1
SDC 035:	Independent Study	(core)	1
		Total	16

4.4 The grading system for each unit of the course is as follows:

Marks	Grade	Remarks
70-100%	A	Excellent
60 - 69%	B+	Very Good
50 - 59%	B	Good
40 - 49%	C	Satisfactory
35 - 39%	D	Marginal Fail
0 - 34%	E	Absolute Fail

- i. Students who fail in any unit of the Course will be allowed to do supplementary examinations in units they have failed. They can do so during the following year – without paying any university fees.
- ii. Students who fail in more than 8 units of the Course will be required to repeat the Course and pay full university fees.
- iii. All marks for Course units shall be adjusted by departments concerned before amalgamation.
- iv. The average mark shall be calculated on the basis of rounding to one decimal place. For example, 49.39 shall be taken as 49.4

- v. Students studying the Diploma in Distance Education and Open Learning will only be allowed to change to another Course before the deadline of the registration period which is eight weeks from the first date of the orientation week conducted at the Regional Centres.

## 5.0 THE DIPLOMA IN PRIMARY TEACHER EDUCATION (DPTE)

The Diploma in Primary Teacher Education (DPTE) is a two year programme that is offered by SU in response to the ardent need for quality primary school teachers in Zambia. The programme integrates theory with practice, with the aim of professionally developing teachers with enhanced capability to provide quality primary education. The focus of the programme is to promote knowledge and skills in various techniques of interactive learning and teaching that are child friendly and gender sensitive. In addition, students are to update their knowledge in their teaching subjects and enhance their professional competences. The programme is open to local and international students interested in pursuing a career in teaching and educational administration in the primary education sector.

### 5.1 Course Organization

The courses are organized at two levels. Each student of the Primary Teacher Education Diploma Programme will be required to study **24 Units**. Each unit is equivalent to 40 hours (or 10 credits). The curriculum is organized around 3 major streams which are: Language Stream, Science Stream and Social Science Stream.

Learners are expected to complete the course in 2 – 3 years of study.

The following Units are offered in this programme:

#### YEAR1

<b>Core Courses for all Streams</b>			
<b>STRAND</b>	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>UNITS</b>
Professional competences	SDC 040	Communication and Study Skills	1
	SDC 041	Introduction to ICT	1
	SDC 042	Introduction to Educational Foundations	1
	SDC 043	Introduction to Educational Psychology	1

Academic Advancement/Competences	SDC 053	Classroom Management - Life in the classroom	1
	SDC 055	Mathematics	2
Pedagogical Skills and Competences	SDC 044	General Teaching Methods & Strategies	1
	SDC 045	Numeracy Teaching Methods and Strategies	2
	SDC 065	Micro-teaching (Face to Face)	1
<b>Science Stream Courses</b>			
Pedagogical Skills and Competences	SDC 047	Science Teaching Methods and Strategies	2
Academic Advancement/Competences (select one course)	SDC 060	Biology	2
	SDC 059	Chemistry	2
<b>Language Stream Courses</b>			
Pedagogical Skills and Competences	SDC 046	Literacy Teaching Methods and Strategies	2
Academic Advancement/Competences	SDC 056	English Language	2
<b>Social Sciences Stream Courses</b>			
Pedagogical Skills and Competences	SDC 048	Social Studies Teaching Methods and Strategies	2
Academic Advancement/Competences	SDC 061	Geography	2

## YEAR2

<b>Core Courses for all Streams</b>			
<b>STRAND</b>	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>UNITS</b>
Professional Competences	SDC 050	Introduction to Special Needs Education	1

	SDC 051	School Administration and Management	1
	SDC 052	Introduction to Research in Education	1
	SDC 054	Primary Education Curriculum Dev. & Innovations	1
Academic Advancement/Competences	SDC 063	General Studies	1
Pedagogical Skills and Competences	SDC 064	Vocational Skills Teaching Methods and Strategies	1
	SDC 049	Teaching Practice	2
	SDC 065	Micro-Teaching (Face to Face)	1
<b>Science Stream courses</b>			
Academic Advancement/Competences (select one course)	SDC 058	Physics	2
	SDC 059	Biology	2
<b>Language Stream Courses</b>			
Academic ODC 057 n Advancement/Competences	language 2		
<b>Social Sciences Stream</b>			
Academic Advancement/Competences	SDC 062	History	2

## 5.2 ENTRY QUALIFICATIONS

Applicants holding the following qualifications will be eligible for admission into the programme:

3 credits or 5 passes at O'Yearsecondary education PLUS:

- (i) A Grade A Certificate in teaching with an average pass of B and above or its equivalent

OR

- (ii) Advanced YearCertificate with at least one principal pass or three subsidiaries



## 6.0 Classification of Certificate and Diploma Programmes

(i). In the classification of certificate and diploma programmes, a FIVE point system will be used in averaging the final grades.

(ii) The letter grades will be assigned the following points:

A	B+	B	C	D	E
5	4	3	2	1	0

(iii) Courses given for each programme have to be appropriately weighted by the units.

(iv) To get the score for each course, multiply the points by the appropriate weights. For example, getting a B in a 2 unit course the score shall be  $3 \times 2 = 6$ .

(v) The total score for the programme will be the total scores for all courses taken for the final, computed as in (iv) above.

(vi) The average score for the programme will be computed by dividing the Total Score in (v) by the total weight obtained under (iii) above.

(vii) The final classification of a Certificate/Diploma Programme will be as follows:

Classification	Range	Letter Grade
Distinction	(5.0 - 4.4)	A
Credit	(4.3 - 3.5)	B+
Credit	(3.4 - 2.7)	B
Pass	(2.6 - 2.0)	C

(viii) Rounding Off of GPA:

GPA figures will be presented to the nearest single decimal point to be rounded up for  $\geq 0.05$  and to be ignored for  $< 0.05$ . As an example 3.36 will be taken as 3.4 while 3.34 will be taken as 3.3.

(ix) The range of marks will be as follows:-

A	Excellent	(70%-100%)
B+	Very Good	(60%-69%)
B	Good	(50%-59%)
C	Satisfactory	(40%-49%)
D	Marginal Fail	(35%-39%)
E	Absolute Fail	(0%-34%)

## 7.0 DEMAND DRIVEN COURSES

The Institute of Continuing Education offers the following Demand Driven Courses from the academic year 2016. The duration of each course ranges from one week to three months.

### 7.1 The Courses

#### 7.1.1 *Applied French for beginners*

The general aim of this course is to introduce communicative “French Sounds” to students for whom the French sounds are totally foreign in the hope that, at the end of the day, students will be able to communicate with their French speaking entourage in matters related to everyday life.

#### 7.1.2 *Comprehensive Applied English Language*

The general aim of the Comprehensive Applied English Course is to improve the competence and thereafter the performance in not only spoken, but also in written English language for communication in today’s world of business. Improving the above means that this course must focus at improving the grammatical structure of English, the spoken and written forms, and finally thereafter, improving the communicative role of English for business purposes.

#### 7.1.3 *Project Planning*

The aim of this course is to expose and familiarize the course participants to the modern knowledge and skills that are increasingly required in project planning, management and evaluation. At the end of this course, the participants should be able to apply the tools of analysis gained, in the formulation and the execution of projects both at micro and macro levels.

#### 7.1.4 Other Demand Driven Short – Courses are as listed below

- Staff Orientation in Distance Education and Open Learning
- ICT Skills for School Leavers
- Democracy and Good Governance
- Customer Care
- Effective Leadership and Management Skills
- Gas and Oil Laws
- Human Resource Management for Non – Human Resource Managers
- Leadership Ethics and Integrity
- Leadership Problem Solving and Decision Making
- Local Governance

## **7.2 Mode of Delivery and Course Assessment**

7.2.1 The above –mentioned demand driven courses are taught by a dedicated team of qualified and experienced lecturers. The lectures are delivered through a face-to face mode using carefully selected reading materials drawn from up to-date literature coupled with class exercises.

7.2.3 In terms of assessment, students are examined both on individual basis and group work presentation based on meticulously selected case studies. In addition, students are given adequate opportunity to present and share their own practical experiences on topical issues taught in classes. As such, the courses are highly interactive and participatory.

## **7.3 Entry Requirement**

Demand Driven Courses are open to the general public. They do not involve serious academic rigour. That being the case, there is no specific entry requirement. It is important to underscore that the SU will not offer academic transcripts. It is only a certificate of attendance.

## **7.4 Award**

Upon successful completion of the course, students will be awarded a “CERTIFICATE OF ATTENDANCE” offered by Supershine University

## **INSTITUTE OF EDUCATIONAL AND MANAGEMENT TECHNOLOGIES**

The Institute of Educational and Management Technologies offers three programmes in Information Communication Technology under Competence Based Educational Training (CBET) approach of National Accreditation Council for Technical Education (NACTE). These programmes are Basic Technician Certificate in Computing and IT (NTA Year4), and Ordinary Diploma in Computer Science (NTA Year5 and 6).

### **1. Programmes offered**

#### ***1.1 Basic Certificate in Computing and IT - NTA Year4***

The purpose of this programme is to enable students to apply basic office application operations, help-desk support, repair and maintenance of computers, installation of computer hardware and software, setting up computer networks and provide web services. Specific Objectives of the program include:

- i). Ability to use basic computer skills to perform computer operations and office application packages;

- ii). Ability to apply different computer software skills and knowledge to install, configure & service computer software and provide web sites services;
- iii). Ability to apply basic electronics theories and electrical circuit diagrams to install, service, maintain and repair computer hardware and its peripherals;
- iv). Ability to apply elementary mathematical principles and networking theories to assist in setting up of computer network;
- v). Ability to provide help-desk support and quality customer care using communication and problem solving skills.

This programme comprises a total of eleven (11) Modules that spread over one academic year with two semesters. Students in this course will be involved in class sessions as well as industrial training. To reach the course objectives, the whole course is designed in a more practical oriented. Students are encouraged to put into practice all what they learn in order to develop their interest and competencies in problem solving skills, self-reflection and critical thinking. Students who successfully complete the course programme are eligible for the award of NTA Year4 provided they meet a Minimum Cumulative Grade Point Average (GPA) of 2.0 which is equivalent to pass. Upon Successful completion of NTA Year4, a student may continue to NTA Year5.

### ***Course Structure***

#### **Semester I**

<b>Code</b>	<b>Module Title</b>	<b>Scheme of study Hrs/Wk</b>				
		<b>L</b>	<b>T</b>	<b>P</b>	<b>AS</b>	<b>Credits</b>
IET 04101	Computer Fundamentals	4	2	2	2	15
IET 04108	Computing Mathematics	3	2		3	12
IET 04102	Office Automation Fundamentals	2	1	2	1	9
IET 04107	Communication Skills	2	2		2	9
IET 04110	Introduction to Entrepreneurship Skills	4	3		3	15
<b>Sub-total Hours/Week</b>		<b>15</b>	<b>10</b>	<b>4</b>	<b>11</b>	<b>60</b>
<b>Total Hours/week</b>		<b>40</b>				

## Semester II

Code	Module Title	Scheme of study Hrs/Wk				
		L	T	P	AS	Credit
IET 04203	Principles of Computer Support and Maintenance	4	1	2	1	12
IET 04204	Introduction to Web Technologies	2	1	2	1	9
IET 04205	Helpdesk Operations	1		2	1	6
IET 04206	Network Essentials	2		2	2	9
IET 04211	Practical Training					18
IET 04209	Introduction to cross-cutting issues	2	1		1	6
<b>Sub-total Hours/Week</b>		<b>11</b>	<b>3</b>	<b>8</b>	<b>6</b>	<b>60</b>
<b>Total Hours/week</b>		<b>28</b>				

### *1.3 Technician Certificate in Computing and IT - NTA Year5*

This programme is intended to a person who will be able to perform management roles in ICT programmes. The programme gives the student the ability to perform operations related to computer information systems, network and hardware configurations, design static websites, support end user applications and demonstrate entrepreneurship skills. Specific Objectives of the program include:

- Ability to apply mathematical principles and software knowledge to install service and maintain computer software and develop simple information systems.
- Ability to use electrical and electronics theories, principles and standards to install, service, maintain and repair of computer hardware.
- Ability to use business principles, ergonomics and mathematical principles to plan, create simple budget and identify business opportunities.
- Ability to apply basic management principles and basic supervisory skills to form a team, assign duties and monitor progress.
- Ability to apply mathematical logic theories and networking principles to design and configure simple LAN.

This programme comprises a total of twelve (12) Modules that spread over one academic year with two semesters. Students in this programme will be involved in class sessions as well as industrial training. To reach the programme objectives, the whole programme is designed in a more practical oriented. Students are encouraged to put into practice all what they learn in order to develop their interest and competencies in problem solving skills, self-reflection and critical thinking. Students who successfully complete this programme are eligible for the award of NTA Year5 provided they meet a Minimum Cumulative Grade Point Average (GPA) of 2.0 which is equivalent to pass.

Upon Successful completion of NTA Year5, a student may continue to NTA Year6 (Ordinary Diploma in Computer Science).

### *Course Structure*

#### **Semester I**

Code	Module Title	Scheme of study Hrs/Wk				
		L	T	P	AS	Credit
IET 05101	Computer Architecture and Systems	2	2	2	2	12
IET 05103	Computing Mathematics	2	2		2	9
IET 05104	Introduction to Programming	4	1	2	1	12
IET 05105	Database Design and Implementation	2	1	2	1	9
IET 05108	Business and Entrepreneurship Skills	2	2		2	9
IET 05110	Cross-cutting issues: Environment, gender, HIV/AIDS, Poverty and Morals	3	1		2	9
<b>Sub-total Hours/Week</b>		<b>15</b>	<b>9</b>	<b>6</b>	<b>8</b>	
<b>Total Hours/week</b>		<b>40</b>			<b>60</b>	

## Semester II

Code	Module Title	Scheme of study Hrs/Wk				
		L	T	P	AS	Credit
IET 05202	Managing Computer Systems	3	1	2	2	12
IET 05206	Website Design	2	1	2	1	9
IET 05207	Network Design and Implementation	2	1	2	1	9
IET 05209	Leadership and Management	3	1	0	2	9
IET 05211	ICT in business process	2	1	0	1	6
IET 05212	Industrial Training					15
<b>Sub-total Hours/Week</b>		<b>12</b>	<b>5</b>	<b>6</b>	<b>7</b>	
<b>Total Hours/week</b>		<b>30</b>			<b>60</b>	

### *1.4 Ordinary Diploma in Computer Science - NTA Year6 -*

The purpose of this programme is to enable students to have ability to design, develop, test and implement software applications; manage, maintain, and service computer systems; assist in planning and supervision of computer projects and communicate effectively. Specific Objectives of the programme include:

- a) Ability to apply principles and practices of software design and development to develop computer programs.
- b) Ability to design, develop, test, implement, install, manage, maintain, and tune Databases
- c) Ability to design develops, implement, install, manage, and maintain websites.
- d) Ability to design, develop, implement, install, manage, maintain, service and repair networks
- e) Ability to apply communication and supervisory skills to manage computer projects.
- f) Ability to apply mathematical skills in modeling and designing computer based systems.

This programme comprises a total of fourteen (14) Modules that spread over one academic year with three semesters. Students in this programme will be involved in class sessions as well as industrial training. To reach the objectives, the whole programme is designed in a more practical oriented. Students are encouraged to put into practice all what they learn in order to develop their interest and competencies in problem solving skills, self-reflection and critical thinking. Students who successfully complete the programme are eligible for the award of NTA 6 Year provided they meet a Minimum Cumulative GPA of 2.0 which is equivalent to pass.

### **Course Structure**

#### **Semester I**

Code	Module Title	Scheme of Study Hrs/Wk				
		L	T	P	AS	Credit
IET 06101	Advanced Website Design	3		3	2	12
IET 06102	System Analysis and Design	3	3		2	12
IET 06104	Object Oriented Programming	3		3	2	12
IET 06105	Database System Design and Administration	3		3	2	12
IET 06106	System Administration	3		3	2	12
<b>Su -Total hours/week</b>		<b>15</b>	<b>3</b>	<b>12</b>	<b>10</b>	
<b>Total hours/week</b>		<b>40</b>			<b>60</b>	

#### **Semester II**

Code	Module Title	Scheme of Study Hrs/Wk				
		L	T	P	AS	Credit
IET 06207	System Modelling	3	3		2	12
IET 06203	Network Management	3		3	2	12
IET 06209	Research Methodology	3	3		2	12
IET 06212	Multimedia Applications	2	3	2	3	15



IET 06213	Cross-cutting issues in ICT	3	1		2	9
<b>Sub-Total hours/week</b>		<b>14</b>	<b>10</b>	<b>5</b>	<b>11</b>	
<b>Total hours/week</b>		<b>40</b>				<b>60</b>

### Semester III

Code	Module Title	Scheme of Study Hrs/Wk				
		L	T	P	AS	Credit
IET 06311	Corporate Responsibility Techniques	2	2		2	9
IET 06308	Project Management	2	1		1	6
IET 06310	ICT Security	3	1		2	9
IET 06314	Industrial Training					16
<b>Sub-Total hours/week</b>		<b>7</b>	<b>4</b>	<b>0</b>	<b>5</b>	
<b>Total hours/week</b>		<b>16</b>				<b>40</b>

## 2. General Admission Information

The Institute of Educational and Management Technologies (IEMT) does not discriminate anybody in admitting those who apply to its various programmes provided that they possess the required qualifications.

### *2.1 Application and admission procedures*

Application forms for all the programmes are obtained from the Institute of Educational and Management Technologies at SU HQ as well as from the SU Regional centers located in all Regions in n. The filled forms are sent to respective Regional center then all applications are sent to SU HQ in LUSAKA for selection.

## Grading System for Certificate and Diploma Courses

NTA Year6					
Score Range	Score Range	Definition	GRADE		Definition
A	80-100	Excellent	A	75-100	Excellent
			B+	65-74	Very Good
B	65-79	Good	B	55-64	Good
C	50-64	Average	C	45-54	Average
D	0-49	Failure	D	0-44	Failure
Q	-		Q	-	
I	-		I	-	

### Final Classification of Award

Table 11

Certificate		Ordinary Diploma	
Classes Award	Cumulative GPA	Classes	Cumulative GPA
First Class	3.5-4.0	First Class	4.4 – 5.0
Second Class	3.0 – 3.4	Upper second class	3.5 – 4.3
Pass	2.0 – 2.9	Lower second class	2.7 – 3.4
		Pass	2.0 – 2.6

Cumulative Grade Point Average (GPA) shall be computed by considering the summation of grade points of all credit modules divided by the total number of credits stipulated within the modules taken by a student.

Where P represents a grade point assigned to a letter grade scored by the student in a module and N represents the number of credits associated with module. SU may withhold or cancel the results of a candidate if it considers that such candidate has been involved in irregularities before, during or after examinations.

SU shall reserve the right to withhold or cancel an award of any candidate, in proved cases of substantial and significant copying, plagiarism or other fraud or to revoke any certificate it has awarded.

## **Enquiries**

All enquiries should be sent to;  
Deputy Vice Chancellor (Academic)  
The ,  
Kulima Tower Building, Suites 5-7, LUSAKA.  
Email:  
<http://www.supershineuniversity.net>

## **Library Collections**

The Library at the Head Office maintains six major Sections: Social Sciences Collection, Law Collection, Science Collection, East Africana collection, Special reserve collection, and E-Library Section. These collections consist of Books, Journals, Study Manuals, Reference Books, Audio and Video Cassettes, and CD-ROMS. The library also provides access to a comprehensive collection of The Learning, Teaching Study materials.

## **Services and Facilities**

The following are services which are offered by the SU Library at the Head Office and some of its Regional Centres:

### *Reading and studying facilities*

Lending books within the University Compound  
Inter-library loan  
Reference services  
Newspapers  
Photocopying  
Internet and CD-ROM services  
Information Literacy Training  
Audio-visual cassettes/tapes services

### *User training*

The library conducts Information Literacy sessions to enable users effectively exploit the resources available. Users are trained in searching skills, accessing and evaluating information sources.

### *Behaviour in the library*

Silence is required in the reading rooms. Persons causing unnecessary disturbances may be requested to leave.

- (i) Smoking is strictly forbidden
- (ii) Food or drinks are not allowed in the reading rooms
- (iii) Use of cellular phones in the reading rooms is not allowed
- (iv) Defacing, marking or furnishing of books and other information materials is strictly forbidden.

### ***LIBRARY SERVICES NETWORK***

The , under special agreement with the University of Library Service, has stocked recommended textbooks and other reading materials in the latter's library network in the regions and at the headquarters. These books are kept on special shelves and are available to students under special arrangement for reference and borrowing.

**For further information, please contact the Director of Library Services:**

[registrar@supershineuniversity.net](mailto:registrar@supershineuniversity.net)

## **GENERAL INFORMATION**

### ***ACADEMIC PRIZES***

Student Academic Prizes are awarded during the Annual Convocation meeting. The Academic Prizes to be offered by the are as follows:

1. **THE CHANCELLOR'S PRIZE** - One prize given to the student with the highest GPA from amongst all the graduands. This year it will be a certificate plus a cash award of k10, 000/=
2. **THE VICE CHANCELLOR'S PRIZE** – This prize will be awarded to the best performing student from each faculty, where the graduate scored a minimum GPA of 3.5. This year it will be a certificate plus a cash award of k8, 000/=
3. **THE DEAN'S PRIZE** – The prize is awarded to the candidate with the second best GPA per faculty provided the GPA is not below 3.5. This year the award is certificate plus a cash award of K5, 000/=

4. **THE MINISTER’S PRIZE** – This prize is given to the best female performing graduate in each undergraduate degree programme. This year, the award is a certificate and a cash prize of K5, 000/= each.
5. **HON. JUSTICE. JUDGE IREEN MAMBILIMA’S PRIZE** – The prize is awarded to the candidate with the highest score in the course of Law. The award is a certificate plus a cash prize of K5, 000
6. **Dr. OMEDY MWEENE’S PRIZE** – Three prizes are awarded to top students in ICT as follows
  - (i) K 5,000/= plus a certificate to the best student in BSC(ICT)
  - (ii) K2,500/= plus a certificate to the best student in Diploma in Computer Science
  - (iii) K200/= plus a certificate to the best student in certificate in Computing & ICT

### **Student Assistance Fund**

The has established a Students Assistance Fund. This assistance is given to needy students who have commendable progress in their studies and should have fully paid fees for the First Year. Interested Students are required to apply to the Deputy Vice-Chancellor (Academic) of Supershine University However, applications must be routed through the respective Regional Director and the Dean of Students.

### ***2.0 THE DAAT PROJECT***

The David Anderson Africa Trust (DAAT) is a charity organization based in the United Kingdom. It was established in 1990 to promote education and training of the disadvantaged groups in Africa and also to fund research into new ideas and techniques in various fields. The David Anderson Africa Trust was awarded a grant of over Sterling Pounds 36,000 by the United Kingdom National Lottery to assist the Open University to set up an Audio Recording Studio which will be used to record into cassette degree courses and teaching instructions to be offered to the visually impaired and print disabled students. The DAAT Project is a project of the University which caters for the visually impaired and those who have difficulties to use their hands to write. The DAAT Project provides recorded study materials for students admitted for degrees and Foundation Courses through Distance Education.

The main DAAT Project objectives are:

- a. To create unique higher educational opportunities for students with disabilities.
- b. To increase higher education opportunities for disabled persons in Zambia.
- c. Record study materials for use by normal students
- d. To improve educational standards of the disabled people, thus creating opportunities for promotion and job placements.
- e. Students should check regularly with their Directors of Regional Centres, office of the Dean of Students and their lecturers on other possibilities.

### **3.0 ROBERT MUGABE AFRICAN COUNCIL FOR DISTANCE EDUCATION LEGACY SCHOLARSHIP**

#### **3.1 Introduction**

The is the first university in the whole of the East Africa region to offer educational programmes through Open and Distance Learning mode. It admits students of various backgrounds for studying different courses. Starting this year 2018/19 the University is offering an ACDE scholarship to support one student to pursue a Bachelor's degree at Supershine University. The scholarship aims to assist **best achieving** but financially needy students.

The scholarship was initiated in the African Council for Distance Education Executive Board at its 27th meeting held at North West University, Potchefstroom, South Africa on 27th June, 2015. The board discussed and directed that members should be take action to realize the Robert Mugabe's' African Council for Distance Education Legacy Scholarship. Further, requested to study the **guidelines as indicated below** and then send names of two students that have nominated for sponsorship. The two names will be sent to the Scholarship Committee members who will select one of the names. After selection, the successful name with the letter of award shall be sent back to our institution.

### 3.2 Guidelines

- (i) The applicants should be students in ACDE member institution
- (ii) ACDE member institutions should commit full scholarship per student per year
- (iii) All member institutions of ACDE will offer one (1) scholarship per institution per year.
- (iv) The scholarship should start with first degree programmes
- (v) Applicants with special needs will be accorded priority with more consideration for female candidates
- (vi) How much will be spent depends on the prevailing fees ordinance at the hosting institution
- (vii) Annual scholarships may be a one-time gift or they may be replenished each year through an endowment, i.e., renewable from year to year to a maximum number of years.
- (viii) Successful candidates are selected on the basis of academic achievement, personal strengths, leadership, and commitment to giving back to the community. All completed applications are evaluated by the ACDE Executive Board following recommendations from the Committee.
- (ix) The selection process consists of Documents Received, and Disbursed.
- (x) Endowments are large funds that are invested in support of the scholarship.

### 3.3 Announcement and Applicant

The office of the Deputy Vice Chancellor (Academic) announces to all students and staff annually. The basic criteria for selection are

- (i) Filling an application form
  - (ii) Students must perform well in the previous academic year
  - (iii) Students must be admitted at SU for a bachelor's degree programme
  - iv) Students with disabilities are given priority;
  - v) Female students in science programmes have added advantage.
- All these are indicated in the scholarship announcement.

**SENIOR STAFF LIST**  
**OFFICE OF THE VICE-CHANCELLOR**

*Vice-Chancellor*

Prof. Dr. Omedy Mweene PhD. PM, Soc, Associate Prof. Research and Publications

*Manager, Vice-Chancellor's Office*

Karen Mwenya Mponda

*Senior Protocol Officer:*

Godfrey Nkemba

*Personal Secretary*

Faith Kanchoka

*Office Attendant*

**OFFICE OF THE SECRETARY TO COUNCIL**

*Secretary to Council:*

Mr. Joseph Mponda

*Senior Legal Counsel*

Makulira Joe

*Legal Counsel*

*Assistant to Secretary to Council*

*Personal Secretary*

*Records Management Assistant*

**DIRECTORATE OF PLANNING AND DEVELOPMENT**

*Director of Planning and Development*

*Principal Planning and Development Officer*

*Vacant*



*Principal Planning Officer*  
*Vacant*

*Senior Planning Officer*

*Environment and Sanitation Officer-OUT Campus Manager*

*Statistician*

Dr. Fred Mukonda

*Estate Manager*

Vacant

*Senior Civil Technician*

Mr. Pious Mulako

*Estates Officer Grade I*

*Senior Eletrical Technician*

*Electrical Technician*

*Civil Technician*

*The Plumber*

**INTERNAL AUDIT**

*Chief Internal Auditor*

Edward Sikweya

*Senior Internal Auditor*

*Anshel Mwengwe*

**PROCUREMENT MANAGEMENT UNIT**

*Procurement Manager*

*Stores Manager*

*Procurement Management Officer I*

**DIRECTORATE OF COMMUNICATIONS AND MARKETING**

*Director Communications and Marketing*

Mr. Chileshe Mulenga – Acting

*Head Department of Marketing*

Vacant

*Head Department of Communications and Public Relations*

Vacant

*Coordinator of Alumni, Links and International Corporation*

Vacant

*Allumni Records Officer*

Nancy Saulo

*Assistant Communication and Marketing Officer-Photography and Video*

**DIRECTORATE OF QUALITY ASSURANCE**

*Director*

Mr. Joseph Kabeya – Acting

*Head Department of Records and Statistics*

*Head Monitoring and Evaluation Department*

*M&E Officer*

*Head Risk Management and Certification Department*

**OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC)**

*Deputy Vice-Chancellor (Academic)*

Prof Robert Mweemba

*Assistant to Deputy Vice Chancellor (Academic)*

*Associate Director of Human resource Management and*

**REGISTRAR**

*Mr. Mathan Thangaraj*

**DEPUTY REGISTRAR- ACADEMIC**

*Mr. Peter Mumbi*

**DEPUTY REGISTRAR- ADMINISTRATIONS**

*Mr. Griffin Mweene*

*Office Management Secretary*

*Personal Secretary*

*Office Attendant*

**OPEN CONSULTANCY BUREAU**

*Director for the Bureau*

Prof. Dr. Mweene Omedy

*Personal Secretary*

**DIRECTORATE OF UNDERGRADUATE STUDIES**

*Director of Undergraduate Studies:*

*Head of Admissions:*

*Head of Student Records:*

*Coordinator, International Students Office (ISO)*

*Assistant Coordinator (ISO)*

*Principal Admission Officer*

*Admission Officer I*

*Senior Human Resource Management Officers II*

Vacant

*Accountant II*

*Records Management Assistants*

**DIRECTORATE OF POSTGRADUATE STUDIES**

*Director of Postgraduate Studies*

*Associate Director for Postgraduate Studies*

**Department of Admission and Registration**

*Head Department of Admission and  
Registration*

**Department of Supervision**

*Head Department of  
Supervision*

**Department of Examination and Records**

*Head Department of Examination and  
Records*

*Examination officer*

*Record Management Assistance*

**DIRECTORATE OF RESEARCH AND PUBLICATIONS**

*Director of Research and Publications*

Vacant

*Associate Director for Research and Publications*

*Associate Director for Research  
Vacant*

*Head Department of Research and Publications*

*Associate Director for Publications  
Vacant*

**DIRECTORATE OF EXAMINATIONS SYNDICATE**

*Director*

**Department of Records and Qualifications**

*Acting Head of Department and Computer System Analyst*

*Assistant Lecturers and records officers*

*Records Management Assistant*

**Department of Examinations Data Bank**

*Head of Department and Computer Programmer/System Analyst*

**Department of Logistics and Awards**

*Acting Head of Department*

*Office attendant*

**OFFICE OF THE DEPUTY VICE CHANCELLOR (RESOURCES  
MANAGEMENT)**

*Deputy Vice Chancellor (Resources Management)*

*Assistant to Deputy Vice Chancellor (Resources Management)*

*Legal Officer*

**DIRECTORATE OF HUMAN RESOURCE MANAGEMENT AND  
ADMINISTRATION**

*Director of Human Resource Management and Administration*

*Associate Director of Human Resource Management and Administration:*

*Head of Recruitment Deployment and Discipline*

*Senior Human Resource Management Officers*

*Head of Planning Development and Appraisal*

*Human Resource Management Officers*

*Head of Staff Welfare Emoluments and Motivation*

*Human Resource Management Officers*

*Vacant*

*Personal Secretaries*

## **TRANSPORT AND LOGISTIC UNIT**

### **Drivers**

Mr. Peter Chanda: Driver to VC,s Office

## **DIRECTORATE OF FINANCE AND ACCOUNTING**

*Director of Finance and Accounting*

*Associate Director Expenditure and Cost Cutting Measures*

*Vacant*

*Associate Director Revenue and Income Generation*

*Principal Accountant*

*Vacant*

*Senior Accountants*

*Accountants*

*Assistant Accountants*

*Assistant Accounts*

OFFICE OF THE DEAN OF STUDENTS

*Dean of Students*

*Assistant Dean of Students*

**OFFICE OF THE DEPUTY VICE CHANCELLOR LEARNING  
TECHNOLOGIES AND REGIONAL SERVICES (DVC-LT&RS)**

*Deputy Vice Chancellor Learning Technologies and Regional Services (DVC-  
LT&RS)*

*Assistant to Deputy Vice Chancellor (Regional Services)*

*Senior Human Resources Management Officer:*

Vacant

*Personal Secretary I*

*Records Management Assistant III*

*Office Attendant*

**FACULTIES**

**FACULTY OF ARTS AND SOCIAL SCIENCES**

*Dean and Senior Lecturer*

*Associate Dean*

*Coordinator, Postgraduate Studies (PGS)*

***Coordinator, Research, Publications and Consultancies (RPC)***

*Vacant*

***Faculty Examination Officers***

Alexander Ndibalema Kaija: Certificate in Teaching Grade IIIA (Morogoro);  
Certificate in Fine Arts & Education (Butimba); BSW (Institute of Social Work)

***Faculty Planners***

Mr. Miraji M Kitigwa BA, MA (UDSM)

**ADMINISTRATIVE STAFF**

***Senior Human Resources Management Officer and Faculty Administrator***

**CENTRE FOR ECONOMICS AND COMMUNITY ECONOMIC  
DEVELOPEMNT**

***Coordinator of the Centre and Lecturer***

***Head, Department of Community Economic Development***

***Associate Professor***

***Senior Lecturers***

***Lecturers***

***Assistant Lecturers***

***Tutorial Assistant***

**DEPARTMENT OF LINGUISTICS AND LITERARY STUDIES**

***Head of Department and Senior Lecturer***

***Associate Professors***

***Senior Lecturers***

***Assistant Lecturers***



*Tutorial Assistants*

**DEPARTMENT OF TOURISM AND HOSPITALITY**

*Head of Department and Senior Lecturer*

*Assistant Lecturers*

**DEPARTMENT OF GEOGRAPHY**

*Head of Department*

*Senior Lecturers*

*Lecturers*

*Assistant Lecturers*

**DEPARTMENT OF HISTORY, PHILOSOPHY AND RELIGIOUS  
STUDIES STAFF**

*Head of Department and Lecturer*

*Associate Professor*

*Lecturers*

*Assistant Lecturers*

**DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC  
ADMINISTRATION**

*Head of Department and Assistant Lecturer*

*Lecturers*

*Assistant Lecturers*

**DEPARTMENT OF SOCIOLOGY AND SOCIAL WORK**

*Head of Department and Lecturer*

*Associate Professor*

*Lecturers*

*Assistant Lecturers*

**DEPARTMENT OF JOURNALISM AND MEDIA STUDIES STAFF**

*Head of Department and Assistant Lecturer*

*Assistant Lecturer*

**FACULTY OF BUSINESS MANAGEMENT**

**OFFICE OF THE DEAN**

*Dean and Lecturer*

*Human Resource Management and Faculty Administrative Officer*

**DEPARTMENT OF ACCOUNTING AND FINANCE**

*Head of Department and Assistant Lecturer*

*Senior Lecturer*

*Lecturers*

**DEPARTMENT OF LEADERSHIP AND GOVERNANCE**

*Lecturer and Head*

*Professor*

*Senior Lecturer*

*Lecturers*

**DEPARTMENT OF MARKETING AND ENTREPRENEURSHIP**

*Head of Department and Lecturer*

*Associate Professor*

*Lecturers*

*Assistant Lecturers*

**FACULTY OF EDUCATION**

*Dean and Senior Lecturer*

*Associate Dean and Senior Lecturer*

**DEPARTMENT OF ADULT AND DISTANCE EDUCATION**

*Head of Department*

*Associate Professor*

*Senior Lecturer*

*Lecturers*

*Assistant Lecturers*

**DEPARTMENT OF CURRICULUM AND INSTRUCTIONS**

*Head of Department*

*Senior Lecturer*

*Lecturers*

*Assistant Lecturers*

**DEPARTMENT OF EDUCATIONAL FOUNDATIONS**

*Head of Department and Assistant Lecturer*

*Associate Professor*

*Lecturers*

*Assistant Lecturers*

*Tutorial Assistants*

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*Head of Department*

*Associate Professor*

*Lecturers*

*Assistant Lecturers*

**DEPARTMENT OF PSYCHOLOGY AND SPECIAL EDUCATION**

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*Administrative Officer*

*Secretary*

*Records Management Assistants*

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*Associate Dean and Lecturer*

**DEPARTMENT OF CIVIL AND CRIMINAL LAW**

*Head and Assistant Lecturer*

*Lecturer*

*Assistant Lecturer*

*Tutorial Assistants*

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LAW**

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*Senior Lecturer*

Lecturers

*Assistant Lecturers*

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*Head of Department and Assistant Lecturer*

*Senior Lecturer*

*Lecturer*

*Assistant Lecturers*

**ADMINISTRATIVE STAFF**

*Supporting Staff*

**FACULTY OF SCIENCE, TECHNOLOGY AND ENVIRONMENTAL  
STUDIES**

*Senior Lecturer and Dean of the Faculty:*

*Lecturer and Associate Dean:*

**Faculty Administrator**

**DEPARTMENT OF PHYSICAL SCIENCES**

*Lecturer and Head of Department*

*Professors:*

*Senior Lecturers:*

*Lecturers:*

*Assistant Lecturers:*

**DEPARTMENT OF LIFE SCIENCES**  
*Senior Lecturer and Head of Department*  
*Associate Professors*

*Senior Lecturer*

*Lecturers*

*Assistant Lecturers*

**DEPARTMENT OF FOOD AND NUTRITION**  
*Head of Department*

*Senior Lecturer*

*Lecturers*

*Assistant Lecturers*

**DEPARTMENT OF INFORMATION AND COMMUNICATION  
TECHNOLOGY**

**Lecturer and Head of Department**

Mr. John Maindro

*Lecturers:*

*Assistant Lecturer*

Griffin Mweene

**DEPARTMENT OF ENVIRONMENTAL STUDIES**

*Head of Department and Assistant Lecturer*

*Professor*

*Associate Professor*

*Senior Lecturers*

*Lecturers*

*Assistant Lecturers*

**INSTITUTE OF CONTINUING EDUCATION**

*Director of the Institute and Senior Lecturer*

**DEPARTMENT OF PROFESSIONAL STUDIES AND CONTINUING  
EDUCATION**

*Head of Department and Lecturer*

*Senior Lecturers*

*Lecturer*

*Assistant Lecturers*

**DEPARTMENT OF FOUNDATION STUDIES**

*Head of Department and Lecturer*

*Lecturers*

*Assistant Lecturers*

**INSTITUTE OF EDUCATIONAL AND MANAGEMENT  
TECHNOLOGIES**

*Director of Institute of Educational and Management Technologies*

*Senior Human Resources Management Officer*

*Accountant*

*Smart Card Section*

*Personal Secretaries*

*Educational Technology Department*

*E-Learning Development and Multimedia Section*

*Editorial Services Section*

*Editor*

*Research Development Section*

*Head of Section*

*Training and Consultancy Services Department*

*Head of Department*

*ICT Training Section*

*Head Training Section*

*ICT Consultancy Section*

*Head Consultancy Section*

*Information Resource Management (IRM) Department*

*Mr. Joe Makulira*

*Information Systems Development and Administration Section*

*Network Infrastructure Section*

*Hardware Maintenance Section*



*Service Control and Planning Department*

*Quality Control and Standardization Section*

*ICT Help Desk Section*

*Regional Centers Technicians:*

**THE DIRECTORATE OF LIBRARY SERVICES**

**ACADEMIC STAFF**

*Director of Library Services*

*Head, Department of Readers and Technical Services*

*Head, Department of Documentation*

*Head, Department of Regional and Outreach Services*

*Librarians*

*Assistant Librarians*

**ADMINISTRATIVE STAFF**

**HRMO**

**ADMINISTRATIVE LIBRARIAN**

*Library officers*

*Library Assistants*

*Office Management Secretary*

**MEMBERS OF THE COUNCIL (2014-2017)**

S/N	Name and Address	Telephone Number	Appointing Authority
-----	------------------	------------------	----------------------

		Office	Home	
1.				Presidential Appointment as Chairman from
2.				Ex- Officio as Vice Chancellor
3.				Ex- Officio as Deputy Vice Chancellor (Academic)
4.				
5.				
6.	.			
7.	.			
8.				
9.				

10.				
11.				
12.				
13.				

## **APPENDICES**

### **APPENDIX I: REGISTRATION FORM FOR POSTGRADUATE STUDENTS**

1. Name \_\_\_\_\_ of \_\_\_\_\_ Student: \_\_\_\_\_
  2. Registration Number: \_\_\_\_\_ Regional Centre \_\_\_\_\_
  3. Organization: \_\_\_\_\_
  4. Position: \_\_\_\_\_
  5. Postal Address: \_\_\_\_\_
  6. Country: \_\_\_\_\_ Nationality: \_\_\_\_\_
  7. Passport \_\_\_\_\_ Number: \_\_\_\_\_
  8. Telephone Number: \_\_\_\_\_
  9. E-Mail \_\_\_\_\_ Address: \_\_\_\_\_
  10. Year of Admission: \_\_\_\_\_ Programme: \_\_\_\_\_
- Name of Supervisor \_\_\_\_\_
11. Subject (If applicable): \_\_\_\_\_
  12. Sponsorship (Private/Govt.): \_\_\_\_\_
  13. Receipt No. for Payment of Registration fees: \_\_\_\_\_
  14. Student's signature: \_\_\_\_\_
  15. Date submitted: \_\_\_\_\_
  16. Place where submitted: \_\_\_\_\_
  17. Name & Signature of Receiving Officer: \_\_\_\_\_
  18. Date received at DRPS: \_\_\_\_\_

19. Name & Signature of Receiving DRPS' officer: \_\_\_\_\_

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**NOTE:**

Please submit two passport size colored photographs (with name and registration number written on the back side) for your student Identity Card and Personal File.

## **APPENDIX II: GUIDELINES FOR PREPARING A DETAILED RESEARCH PROPOSAL**

### **COVER PAGE**

The cover page represents, of course, the cover of the proposal, as in this case. The cover may be in any colour of your choice. It has the following identification information:

**Name of the Faculty**

**Code of the course:**

**Title of the research**

**Name of student and registration number, and contacts (phone Nos and email address)**

**Name of supervisor(s) and contact (Phone Nos and email addresses)**

**Date: month and year**

### **TITLE PAGE**

This page is the one which follows the cover page. It has the same information that appears on the cover page.

### **TABLE OF CONTENT (on a fresh page)**

This section lists the titles and subtitles of sections and the pages, in a sequential order.

## **LIST OF TABLES (on a fresh page)**

If there are tables, the titles and the pages where they occur in the text should be listed here

## **LIST OF FIGURES (on a fresh page)**

If you have figures, graphs, maps or diagrams, they need to be indicated here, with the pages on which they occur.

## **ABBREVIATIONS AND ACRONYMS (on a fresh page)**

# **1.0 CHAPTER ONE (on a fresh page)**

## **INTRODUCTION**

### **1.1 BACKGROUND TO THE STUDY**

Explain, by way of introduction, what you want to write about in this chapter.

Describe the background to the study here focusing on (i) how has the problem developed? (ii) Who are involved? (iii) Why is it a problem and to whom? etc.

### **1.2 STATEMENT OF THE RESEARCH PROBLEM**

Give a brief summary of the background here to lead you into formulating and defining what you perceive to be the problem that requires this research. State the problem clearly for any reader to understand. This must clearly link to the study title. Then from this problem definition state (i) the general research objectives and (ii) the specific research objectives.

### **1.3 RESEARCH OBJECTIVES**

#### **1.3.1 General research Objective**

State a general research objective, which should not differ from the defined research problem

#### **1.3.2 Specific research objectives**

Here state the specific research objectives, (about three) all of which should link to, and build up, to the general research objective. All the specific objectives should be SMART compliant

## **1.4 RESEARCH QUESTIONS**

From the general research objective state (i) the general research question and (ii) the specific research questions. Again both must be linked to the defined research problem

### **1.4.1 General research question**

This should be linked to, and capable of generating information sufficient to fulfil, the general research objective

### **1.4.2 Specific research questions**

For each specific research objective formulated you should specify a corresponding research question.

## **1.5 RELEVANCE OF THE RESEARCH**

Relevance can be seen from many sides, contribution to knowledge of the problem, benefits to the interviewees, implications for policy, practice, processes, etc.

## **1.6 ORGANIZATION OF THE PROPOSAL**

Provide here a road map of how the remaining part of the proposal is organised; saying what chapter two, three, ..., etc will contain or contribute to the proposal

## **2.0 CHAPTER TWO LITERATURE REVIEW**

### **2.1. OVERVIEW**

Briefly let you reader know what you write about in this chapter

### **2.2 CONCEPTUAL DEFINITIONS**

Define all the concept you will use in this proposal, so that the reader will understand anytime the word or a term is used in the text. In your definitions let the reader know the other meanings prevailing in the literature. Note that this is not a glossary of terms. It is a description (with authority given) of the key

concepts of the research. E.g. from a proposed title *“The relationship between firm size, market-to book value ratio and the degree of financial leverage”*; we would expect this part to provide definitions of **“Firm size”**, **“Market-to-book-value ratio”**, and **“financial leverage”**

## **2.3 CRITICAL REVIEW OF SUPPORTING THEORIES OR THEORETICAL ANALYSIS**

It is possible that the same or similar problem has been studied from different perspectives and approaches. Different methods were used. Some theories explaining the behaviour or the phenomenon has been developed. What are these theories and what do they mean. How relevant are they in terms of your study? Do you agree or disagree with the theory? Comment on them, identify the relevant variables which are critical to your studies, identify the gaps and digest the scientific knowledge so as to help you formulate hypotheses, either now or later in your conceptual framework.

## **2.4 EMPIRICAL ANALYSIS OF RELEVANT STUDIES**

Some practical studies of this nature have been done either in Zambia or elsewhere. How relevant are these studies to what you intend to examine? What are the shortcomings of such studies? Follow this pattern: 2.4.1 General studies. 2.4.2 Studies in African countries, 2.4.3 empirical studies in Zambia. Note that the studies you use must strictly have relevance to the study. These will help you link your findings to them later in the discussion chapter. **Do not make this a shopping catalogue**

## **2.5 RESEARCH GAP IDENTIFIED**

Show here clearly the gap you have identified from the analysis of theoretical and empirical literature

## **2.6. ANALYTICAL/CONCEPTUAL FRAMEOWRK (FOR STUDYING THE PROBLEM AND ANALYSING.**

The framework or model explains how you have conceptualised the problem, showing what variables and relationships are involved and the probable strategies for solving it. This is normally a pictorial presentation with minimum description. This should explain either your own perception or philosophy behind the framework. If not, you may use appropriate theories from the literature as the foundation.



## **2.7 THEORETICAL FRAMEWORK**

Identify and describe the characteristics of the variables considered in the Conceptual framework or model. These are also the variables that will be measured. Define them and give the supporting theory or literature. Establish and describe the nature of relationship existing among the variables used in the framework or model. Note: the variables should be supported by theory as reviewed earlier.

## **2.8 STATEMENT OF HYPOTHESES**

You are required to formulate about three hypotheses for testing. Remember each of the variables in the model can be used to formulate a hypothesis. Each hypothesis could relate to a research objective or just to the third objective, depending on how the concepts of the proposed study were structured.

## **2.9 SUMMARY**

Provide a brief account of the analysis of the literature as a prelude to the next chapter.

## **3.0 CHAPTER THREE RESEARCH DESIGN AND METHODS [or simply RESEARCH METHODOLOGY]**

### **3.1 OVERVIEW**

Let the reader know, briefly what is contained in the chapter.

### **3.2. RESEARCH STRATEGIES**

Discuss the type of (exploratory, descriptive or causal) study you would like to undertake and why you chose it. Remember that within each of the research design there are several research techniques that can be applied. Make a choice and explain it, by supporting your choice with literature information on its merits and limitations. Explain why you chose this technique. Most of the studies done by students employ the case study strategy/. Case study strategy can also be found in exploratory, where it traditionally belongs, in descriptive design and in experimental designs.

#### **3.2.1 SURVEY POPULATION**

People or objects involved in the study. Who will be interviewed and why? Where will you find them? How will they be identified? What are the characteristics of this population?

### **3.2.2. AREA OF THE RESEARCH or SURVEY**

This signifies the location or the place where the actual research or survey would take place. Will it be in an urban setting or in a rural area? Do you prefer organizations and where are they to be found? Whatever is your choice, there is the need to describe it properly and justify why you chose the area for the field study.

### **3.3. SAMPLING DESIGN AND PROCEDURES**

Of the interviewees, how many will be interviewed? How will you identify them? Describe them by gender, age, social status, marital status, profession, etc. How will you choose the sample? Why will you work with a sample and not the whole population in the survey area?

### **3.4. VARIABLES AND MEASUREMENT PROCEDURES**

What kind of data or information will you need? Where will you obtain them (data sources)? What variables will be used to collect the data and information? Consult your model or conceptual and theoretical frameworks. How will you measure the variables and obtain data? Questionnaires, structured and unstructured, and interviewing, with or without questionnaires, may be used as procedures. Which procedures will you employ and why?

### **3.5. METHODS OF DATA COLLECTION**

Explain how the required data and information will be collected and from where. The sources and type of data may be primary or secondary, explain how this will influence the data to be collected and how you will deal with them.

### **3.6. DATA PROCESSING AND ANALYSIS**

Explain how you will analyse the collected data. Which methods or analytical techniques will you use and why? For what data will you use a given analytical technique? How will you test the hypotheses? How will you interpret the result of the analysis, with respect to known theories, gaps in the literature reviewed, etc? In terms of value adding to knowledge and understanding what are your expectations? Remember that computer/statistical software are just tools. Avoid the temptation of saying for example, *“data will be analysed by using SPSS”*.

### **3.7. EXPECTED RESULTS OF THE STUDY**

At this point of the proposal writing you will have some ideas of what you expect to find or achieve or obtain. What are your expectations? What are you likely to find?

#### **4.0 RESEARCH ACTIVITIES OR SCHEDULE**

Indicate the specific research activities you will carry out daily, show the duration, and total time budget. Indicate the nature and type of activities you should undertake and the duration. You will need this to be able to estimate how much it will cost you to carry out the research

#### **5.0 WORKPLAN**

Use GHANTT chart to plan the flow of your research activities. It will show the block of time devoted to each activity, the time sequence in days, weeks, months or person days, person-weeks, person-months. It also has the advantage of indicating when the study would begin and when it will end.

#### **6.0 ESTIMATED RESEARCH BUDGET**

How much will the research cost? Prepare a budget for it. Be realistic. You will need to apply current and approved rates. Some expenses are not acceptable to some funders. You need to find this out and eliminate them from you budget

#### **7.0 Expected time of Commencing the Study**

#### **8.0 Expected time of completing the Study**

#### **9.0 Signatures:**

Student..... Date.....

#### **10.0 Comments of the supervisor**

Supervisor.....Date.....

#### **11.0 REFERENCES**

Enter alphabetically, by surname of authors of books and articles read and cited in the running text, all official documents should be cited under another section in the reference. The OUT requires especially the APA system of citation and referencing (except for the Law Faculty). Here are a few examples of references in the **American Psychological Association (APA) style (6<sup>th</sup> edition)**:

Books

Format:

Author(s) (year). *Title*. (Edition). Place of publication: Publisher

Examples

Kothari, C. K. & Garg, G. (2012). *Research methodology: Methods and techniques* (3<sup>rd</sup> edition). New Delhi: New Age International Limited Publishers.

Saunders, M. N. K., Lewis, P. & Thornhill, A., (2016). *Business research for business students* (7<sup>th</sup> edition). Harlow: Pearson Education Ltd

Chapters in an edited book

Format:

Author(s) (Year). Title of the chapter. In: Editor(s) (ed(s)). *Book Title* (Edition). Pages. (use p. or pp.). Place of publication: Publisher, Example:  
Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford Press.

Journal article

Format:

Author(s) (year). Article's Title. *Title of Journal*. Vol. No. (Part No./Issue No./Issue month), Pages. (use p or pp) Example:

Lee, I. Lochhead, S., Ritter, J. & Zhao, Q. (1996). The cost of raising capital. *Journal of Financial Research*, 19(1), 59-74

Footnotes to the text pages, tables or figures should be avoided (except for the Faculty of Law). The references should be arranged alphabetically by authors. All authors' surnames and initials should be included (i.e. never use *et al.*). for a book, there is no need of indicating the edition number if it is the first edition. They should be presented first line hanging. There are guidelines for how to present literarily every source of materials.

## 12.0. APPENDICES

Place all the big tables, maps, schedules, questionnaires, interview guides, observation check lists, and declaration of confidentiality (Appendix II), here and number each item, serially.

## 13.0 Length of your proposal

The total number of pages for a PhD research proposal should not exceed 35 pages excluding appendices and for a Masters 25 pages also excluding appendices. The preparation of a comprehensive research proposal should take not more than 9 months for PhD students and not more than 6 months for Masters Students, including defence seminar. Type setting should be in Times New Roman, font size 12 and double line spacing.

**NOTA BENE:** If there is anything you do not understand, don't hesitate to ask us or any other instructors, who may be available to you, at that moment, otherwise your supervisor will be the best person to learn from. Research is very rewarding if you keep an open mind, without insisting on what your instructor said as de facto. Remember also that there are several textbooks on research methods in different disciplines. Similar things may be said in similar way or in different styles, but they may not necessarily contradict each other, rather they all add value to the learning process,

Remember to fill and attached the declaration of confidentiality form (See Appendix III) and have it countersigned by your supervisor.

**APPENDIX III: DECLARATION OF CONFIDENTIALITY**

**THE  
DIRECTORATE OF RESEARCH, PUBLICATIONS AND POSTGRADUATE  
STUDIES**

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**DECLARATION OF CONFIDENTIALITY**

To:           The           Chief           Executive           Officer           of  
..... (give the  
title of the Chief Executive Officer of the institution/firm/organization etc  
visiting)

I, ..... (Name and  
Reg. no.), of the Department of.....,  
Faculty of....., declare  
that, I will maintain secrecy and confidentiality, and will not use any data and  
information obtained from your organization in the course of my research for  
any purpose other than for my academic endeavours.

Signature..... (student) Date .....

Countersigned by:

Name ..... (Supervisor)

Signature ..... (Supervisor) Date .....

**APPENDIX IV: GUIDELINES FOR MASTERS AND PhD RESEARCH PROPOSAL  
PRESENTATION**

**1.0 Introduction**

The general regulations and guidelines for higher degrees at the SU require students pursuing masters' degree by thesis (clause 3.2.1 (b) and PhD degree submit a comprehensive research proposal, approved by the relevant Faculty/Institute Board and Senate, within a maximum of 6 months and 9 months of their registration respectively. The substantive and comprehensive

proposals must first be defended at an academic seminar. The following are the general guidelines on the conduct of the seminar.

### **1.1 General Requirements and Arrangements**

There shall be a number of issues that shall be observed before a student make any seminar presentation for his/her research proposal for his/her registered degree; these are outlined in this section.

- (i) The supervisor shall sign the proposal in question certifying that the student has done substantial work and that the proposal is worth presenting; where the student has two or more supervisors the main supervisor shall sign on that behalf.
- (ii) The candidate shall notify the Faculty of his/her intention to make a seminar presentation for his/her research proposal; the notification shall be accompanied by the research proposal in five copies.
- (iii) The Faculty shall distribute the copies of the research proposal as follows: - one copy to DRPS, one copy to Faculty dean, one copy to Postgraduate Faculty coordinator and two copies to discussants.
- (iv) The Faculty shall arrange the date for the presentation and formally inform DRPS of the proposal presentation arrangements.
- (v) DRPS shall note and approve the date where appropriate or advise accordingly.
- (vi) Upon approval of the date by DRPS the Faculty shall notify the student of the date of presentation.
- (vii) Upon confirmation by the student of his/her availability for the seminar presentation the faculty shall make a public announcement inviting all interested personnel, especially academicians to attend the seminar.
- (viii) The announcement shall be made at least 5 days before the date of presentation bearing the name of the candidate, the research topic, venue, dates and time for the presentation.
- (ix) The Faculty shall appoint a minimum of two discussants, notify them of the presentation, and furnish them with the proposal at least **TWO WEEKS** before the date of presentation. These shall be academic staff familiar/specialist in the researched topic.

### **1.2 Panel Composition**

The panel shall be composed of the following:-

- (i) The Faculty Dean – Chair person
- (ii) Faculty Research, Publications and Postgraduate Coordinator – Secretary

- (iii) Associate Coordinator Postgraduate Studies Supervision – Seminar Coordinator
- (iv) Head of Department - Member
- (v) Supervisor(s) – Member(s)
- (vi) A minimum of two specialists in the researched area - discussants

### **1.3 Mode of Presentation and Discussion**

The following shall be followed during the conduct of the seminar presentation:

-

- (i) The postgraduate associate coordinator supervision shall take the panelists through the regulations and procedures of the proposal seminar presentation prior to the presentation to ensure that all the requirements have been met.
- (ii) The chairperson shall invite and introduce the candidate to the panelists and vice versa.
- (iii) The chairperson shall invite the student to make an oral presentation not exceeding 15-20 minutes (preferably power point).
- (iv) The oral presentation shall be followed by a question and answer session where the chair person shall invite first the discussants to ask the student questions covering all key areas of the proposal. The chairperson shall dictate the mode of conduct of the question and answers session where the candidate may be asked to respond to question after question or after all questions have been asked.
- (v) After the candidate has responded to the questions from the discussants other academic staff members shall be invited to ask questions and the student shall respond accordingly.

### **1.4 Verdict**

After the question and answers session the chair person shall ask the student and other none academic staff members out of the presentation room. The panelists shall discuss and come to the conclusion choosing one of the three options as follows: - (i) Proposal accepted and student allowed proceeding to data collection.

*Panelists shall go for option number one only where panelists are satisfied that the contents of the proposal bear a clear statement of the problem, attainable objectives, clear research questions/hypotheses, a critically reviewed literature, and an appropriate research methodology. The panelists have to be satisfied that the proposal bear correct language and is an error free document.*

- (ii) Proposal accepted subject to incorporation of comments from the panelists; and, upon satisfaction of the supervisor(s), student be allowed to proceed to data collection.



*Where panelists opt for option two they must state areas that requires revision; these may include typos, grammatical errors, restating the problem more clearly, restate the objectives for clarity, justify the selected methodology etc.*

(iii) Proposal to be resubmitted for another presentation.

*Where panelists go for option three, they should indicate the extent to which the proposal is not focused in terms of the problem, the objectives, questions, literature review and the proposed methodology.*

### **1.5 Submission of the Final Proposal**

Where panelists opt for option one or two, the student shall be required to submit two copies of his/her proposal (for option one) and revised proposal (for option two) to the respective faculty within one month of the date of presentation. The document shall bear the signature of the respective supervisor. The Faculty shall submit one copy of the proposal to DRPS; (this shall form a basis for provision of research clearance letter to the respective student).

### **1.6 Report**

The faculty shall report the outcome of the presentation to next RPPC meeting for discussing and recommending to senate such outcomes.

## **APPENDIX V: GENERAL REGULATIONS AND GUIDELINES FOR PRESENTING THESES/DISSERTATIONS**

The following are general regulations and guidelines for preparation and presentation of higher degree theses/dissertations.

### **1. MANUSCRIPT PREPARATION**

#### **1.1 Typescripts and layout**

The theses/dissertations shall be made up of two parts i.e. preliminary pages and main body. Sequence of chapters/sections should be in the following order:

#### **1.2 Preliminary pages**

Title page, Supervisors(s) certification, Statement of copyright, Declaration by the candidate, Dedication (if any), Acknowledgement, Abstract, Table of contents, List of tables, List of figures, List of appendices, List of abbreviations/acronyms/symbols etc (choose the appropriate title).

#### **1.3 Main body**

Introduction, Literature review, Materials and Methods (OR Research Methodology OR Research Design and Methods), Results and Discussion (Results may be presented separately from discussion), Conclusion and Recommendations, References, and Appendices.

##### **1.3.1 *Typing***

- (a) The thesis/dissertation must be typewritten or word-processed and printed on good quality A4 paper. Typing must be double spaced and on one side of the paper only. Typing should be done using Times New Roman font size 12.
- (b) Dissertations/theses must be written in English language. Spelling should follow that of the United Kingdom (U. K.) English Dictionary. Use “Spell checker” facility in word processing soft wares to assist in checking spellings.

##### **1.3.2 *Pagination***

Paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals ("i", "ii", "iii", etc. beginning with the title page. Don't show the page number “i” on the title page. Number pages of the body of the thesis in Arabic numerals ("1", "2", "3", etc.) consecutively

throughout. All page numbers should appear just below the centre of the upper margin.

### 1.3.3 *Margins*

The left-hand margin must be 4.0 cm from the left edge of the paper, the right hand margin 2.5 cm from the right edge, the top margin 4.0 cm from the top of the page, and the bottom margin 2.5 cm from the bottom edge of the paper.

## 2.0 **DESCRIPTION/DETAILS OF SELECTED SECTIONS OF DISSERTATIONS/THESES**

### 2.1 **Preliminary pages:**

#### 2.1.1 *Title page*

The front (title) page must be written in CAPITALS, symmetrically centred and arranged in the following order:

- (i) Write the *title* of the thesis/dissertation. The title of the dissertation/thesis must not exceed 20 words.
- (ii) Write your full name
- (iii) Write the following:

**"A THESIS/DISSERTATION (whichever is applicable)  
SUBMITTED IN PARTIAL  
FULFILLMENT/FULFILLMENT OF THE  
REQUIREMENTS FOR THE DEGREE OF (insert name of  
degree) OF THE "**

- (iv) Indicate the year of completion of the thesis/dissertation (the year when the final corrections to the thesis/dissertation is made).

#### 2.1.2 *Supervisor(s) Certification*

This should be done before initial submission and also before final submission of the thesis/dissertation. Before initial submission the supervisor should sign after stating that he/she has read the thesis/dissertation, and found it to be in a form acceptable for examination. Before final submission the supervisor should sign again as appropriate at that stage.

#### 2.1.3 *Statement of Copyright*

The dissertation/thesis shall contain a statement of copyright by the author, reading as follows:

**"No part of this thesis/dissertation may be reproduced, stored in any retrieval system, or transmitted in any form by any means, electronic, mechanical, photocopying, recording or otherwise without prior written permission of the author or the in that behalf".**

#### **2.1.4 *Declaration by the candidate***

Every dissertation/thesis submitted for a higher degree of the must be accompanied by a declaration by the candidate to the satisfaction of Senate, stating that it is the candidate's own original work, and that it has not been submitted for a similar degree in any other University as follows:

“I, \_\_\_\_\_ (Candidate’s official name), certify that this dissertation/thesis is my own original work, and that it has not been submitted for a similar degree in any other University”

#### **2.1.5 *Dedication (if any)***

#### **2.1.6 *Acknowledgement***

In this section, the candidate should acknowledge the people or institutions that rendered support or other help which made the execution of the thesis/dissertation work possible.

#### **2.1.7 *Abstract***

This should be concise but comprehensive. It should be not more than 300 words for dissertations and not more than 350 words for theses. The essential points of the dissertation/thesis, the important results found and conclusions reached are summarized here.

#### **2.1.8 *Table of Contents***

The table of contents is used instead of an index, and should be sufficiently informative with specific page numbers of all chapters, sections and subsections indicated. If there is to be a list of Tables, Figures, Plates, Abbreviations/Acronyms/Symbols etc it should be on a page by itself, and arranged in the general format as the Table of Contents. Any table legends should be listed in the appropriate pages. The list of

Abbreviations/Acronyms/Symbols (arranged in alphabetical order) should appear on the page just before the start of the main body i.e. Chapter 1 of the dissertation/thesis. Use the word processing computer function to create the table of contents which can be updated automatically.

## **2.2 *Main Body of Thesis:***

The text should contain the following chapters although the content included in each chapter may vary depending on the nature of research undertaken:

### **2.2.1 CHAPTER 1: INTRODUCTION**

A comprehensive Introduction, a Statement of Research Problem, Objectives and Hypotheses/Research questions.

### **2.2.2 CHAPTER 2: LITERATURE REVIEW**

Focusing attention on the relevant literature on the problem, including findings by other researchers and identification of gaps in knowledge.

### **2.2.3 CHAPTER 3: RESEARCH METHODOLOGY**

Give details of the methods used in the research, and a description of data analysis, etc.

### **2.2.4 CHAPTER 4: FINDINGS**

Present findings of the study in this chapter. In some discipline the term findings can be represented by the term results.

### **2.2.5 CHAPTER 5: DISCUSSION OF THE FINDINGS**

Discussion of findings should be presented in this chapter.

### **2.2.6 CHAPTER 6: CONCLUSIONS AND RECOMMENDATIONS**

Conclusions, recommendations and possibly also suggestions for further research should be presented in this chapter.

### **2.2.7 REFERENCES**

Present bibliographical details of each item cited in the text. Use the APA referencing style. Various tips on how to do it are presented in Section 11 of Appendix II.

## **2.3 APPENDICES**

**NOTE:** Presentation of findings/results can be combined with discussion i.e. chapter four's title becomes FINDINGS/RESULTS AND DISCUSSION. Also note that organization of chapters after the chapter on research methodology may change to suit needs of the research. In some cases, findings and discussion of every single specific objective may form a standalone chapter especially at PhD level; supervisors should guide students accordingly.

### **3.0 SPECIFIC THINGS TO NOTE**

#### **3.1 Presentation of tables**

- (i) Present each table on a separate page in case it covers half a page or more. Use upper case "T" for the word "Table" when citing tables in text.
- (ii) Number them consecutively according to chapters using Arabic numbers (e.g 4.1, 4.2 etc) in the same order as they are referred in the text. (Note: 4.1 means first Table in Chapter 4).
- (iii) Type adequate and self-explanatory captions above tables in bold letters. For tables that are represented in a landscape format (horizontal), the caption should be typed length-wise at the left hand margin of a page.
- (iv) Capitalize only the first letter of the first word of captions and of column headings in table except where otherwise necessary.
- (v) Place acknowledgements of source below tables cited/adapted from other sources, using the format; Source: Magoha and Maseta (2012).
- (vi) Give references for tables in full only in the references' list at the end of the dissertation/thesis and not as footnotes to the text.
- (vii) The word Table, Figure, Appendix or Map which refers to a specific table, figure, appendix or map in the text should start with an upper case letter.
- (viii) Authors should take notes of limitations set by the size and layout of the document. Large tables should be avoided in the main text and if necessary they should be placed as Appendices at the end of the manuscript. A table in the text should not exceed the printed area of the page. Fold-outs are not accepted in the main text. If many data are to be presented together, an attempt should be made to divide these over two or more tables or reduce the size using smaller fonts (not smaller than size 9) and/or photocopying machines but should remain readable.

#### **3.2 Presentation of Illustrations (figures, pictures, graphs, charts etc):**

- (i) Present these on separate pages in case they cover half a page or more.

- (ii) Number illustrations sequentially in Arabic numbers according to chapters (e.g. Figure 1.2, 3.5, etc) and refer to them in the text in order of appearance.
- (iii) Type captions below figures.
- (iv) Capitalize only the first letter of captions, except where otherwise necessary.
- (v) As much as possible symbols and lines should be standard, large and thick enough. Free hand drawn lines should be avoided.
- (vi) Photographs are only accepted if they have good contrast and intensity. Only sharp and glossy copies should be used.

### 3.3 References (Literature Cited)

- (i) List ALL references cited in full at the end of the text, and NOT as footnotes to the text pages, tables or figures. (*Faculty of Law may have a different way of presentation of the literature cited, but there should be consistency in each case, and students should consult the Dean or Coordinator of postgraduate studies in the Faculty of law on this*).
- (ii) The reference should be arranged alphabetically by authors. All authors, surnames and initials should be included (i.e. never use *et al.*) followed by the year of publication in parentheses, a full stop, the title of the paper; report; book; etc. (as used in the original document and should not be abbreviated), the journal volume number; the issue number (only if the pagination starts afresh in each issue concerned). If the reference is to a book, the town of publication, the publisher, the edition number (if not the first) should be added. Journal and book titles should be italicised.

### 3.4 Citation in the text

- (a) Cite references by author's SURNAME followed by year of publication. With a separating comma, e.g. (Mbwette, 2000).
- (b) For multiple authorship references cite up to two. For more than two cite the first mentioned, followed by *et al.*, (meaning 'and others'), but cite them in full in lists of references.
- (c) Citations in the text should take the following forms;
  - (i) .....have been reported by Bisanda *et al.* (2001).
  - (ii) .....Mbogo and Gimbi (2006) found that.....
  - (iii) .....other results (Bisanda and Witkowski, 2004; Bushesha, 2005) have indicated that....[Consistency in chronological order of year of publication should be maintained throughout the document]
  - (iv) .....Msindai and Machumi (2000, 2001) found that.....[papers published by the same author(s) in two different years].

- (v) ...Fungameza (2001a, b)...[two papers published by the same author in the same year].
- (d) To refer to personal communications relating to unpublished material, personal communication etc, use the form (Varisanga, M. D. personal communication, 2001). Do not place such citations in lists of references.
- (e) Secondary citations should take the form....Victor (1996), cited by Fweja et al. (2002).
- (f) Secondary citations should be kept to minimum or where possible avoided all together.
- (g) In order for a thesis /dissertation to be recommended for examination at least 10% of all references cited must be Journal articles. The Journal articles cited should not be older than 10 years. Journal articles may include ones accessed through electronic data bases.

### **3.5 Citations in list of references**

- (a) Cite references in alphabetical order of author(s) and in order of year of publication.
- (b) For references with same author(s) and year of publication, start with papers by the same author being arranged in the order of (1) single author, (2) two authors alphabetically according to the name of the second author, and (3) several authors chronologically with 2010a, 2010b, etc. for papers published in the same year.
- (c) References by one author take precedence over references by the same plus additional authors irrespective of the year of publication.
- (d) void using Anon or Anonymous where possible. Where no name of an author is given, use the name of sponsoring or issuing organization, ministry, department etc. if it can be identified.
- (e) Separate authors by commas.

### **3.6 Order and style of citation details**

The following guidelines and examples are designed to show the main elements that should be cited and the order in which they should appear in references for the three main classes of publications most likely to be included in list of references.

#### *3.6.1 Journals*

- (i) Author's surname and initials for forenames.
- (ii) Year of publication in brackets; followed by a period (full stop) (iii)  
Title of the published paper.



- (iv) Name of Journal or publication; spelt in full, omitting any definite articles (i. e. The) at the beginning, and in italics throughout.
- (v) Volume and /or issue number.
- (vi) First and last page numbers (in full) for journal papers; total number of pages for publications referred to as a whole in the form: 67pp.

### 3.6.2 *Books*

- (i) Authors/editor's surname(s) and initials or name of sponsoring or issuing organization or corporate body in the absence of a named individual author or editor.
- (ii) Year of publication in bracket, followed by a period (full stop).
- (iii) Title of book to be in italics
- (iv) Name of publisher and town, in that order.
- (v) Total number of pages in the form: 250pp.

### 3.6.3 *Individual chapters in multi-authored books*

- (i) Author's surname(s) and initials.
- (ii) Year of publication in bracket, followed by a period (full stop).
- (iii) Title of chapter or article, followed by the word 'In'.
- (iv) Title of book in italics.
- (v) The words 'Edited by', followed by surname(s) and initials of the editor(s) of the publication, underlined and enclosed in brackets.
- (vi) Name of publisher and town, in that order.
- (vii) First and last page numbers of chapter, article, part, or section; pp. 18-24.

### 3.6.4 *One page paper in multi-authored books*

- (i) Author's surname(s) and initials.
- (ii) Year of publication in bracket, followed by period (full stop).
- (iii) Title of chapter or article, followed by the word 'In'.
- (iv) Title of book in italics.
- (v) The words 'Edited by', followed by surname(s) and initials of the editor(s) of the publication, underlined and enclosed in brackets.
- (vi) Name of publisher and town, in that order
- (vii) Page number of the article; p. 250.

3.6.5 *Proceedings of conferences/workshops/monographs*

- (i) Author's surname(s) and initials.
- (ii) Year in bracket, followed by a period (full stop).
- (iii) Title of article followed by the work 'In'.
- (iv) Title of proceeding or workshop underlined.
- (v) Name of Editor(s) in brackets.
- (vi) Date of the conferences, town, Country, Volume (if any), page numbers.
- (vii) First and last pages of the article; pp. 180-194.

3.6.4 *Dissertation and Theses*

- (i) Author(s) surname(s) and initials,
- (ii) Year in bracket, followed by a period (full stop).
- (iii) Title of the dissertation.
- (iv) Name and country of the host institution.
- (v) Total number of pages in the form: 230pp.

3.6.5 *Citing from electronic sources*

- (i) Author's surname and initials. Where no name of an author is given, use the name of sponsoring or issuing organization, ministry, department etc. if it can be identified. Beginning with title of the article should be the last resort!
- (ii) Publication year (in brackets), followed by a period (full stop).
- (iii) Title of the article.
- (iv) Internet web address [in square brackets]
- (v) Date of visit to the website.

3.6.6 *Citation of articles in Newsletters/Periodicals*

Should be cited as articles in Journals

3.6.7 *Examples of citation layouts*

The following examples show how to set out the details needed for the main types of literature listed above. Note the punctuation, words to be printed in italic script or to be underlined.

- (a) *Journal paper in English*

Kihwelo, P. F. (2007). Criminal justice in disrepute: An overview of treatment of accused persons and convicts in Zambia. *Open University Law Journal*. 1(1): 47 - 54.

Mushi, H. M. K. (2010); Critical discourse analysis (CDA) of academic texts: A potential strategy in addressing challenges of cross-border provision of higher education in sub-Saharan Africa. *Huria Journal of Supershine University*8: 73 - 91.

(b) *Journal paper not in English*

Nunes, E. (1985). Investigacao recente sobra as principal's factor queimitam a producao do milho em Mozambique. (A recent investigation of the main factors limiting sorghum production in Mozambique). *Agricultura Boletin Tecnica*. 8: 4 - 10.

(c) *Journal paper accepted for publication but still in press*

Majamba, H. I. (In press). Legal training for diverse roles in Zanzibar: *Open University Law Journal*.

(d) *Books*

Socker, L. (2000). *Practical Wildlife Care for Veterinary Nurses, Animal Care Students and Rehabilitator s*. Blackwell Science Ltd ., Oxford. 288pp.

(e) *Edited Books*

Hulme, D. and Murphree, M. (Eds.) (2001). *African Wildlife and Livelihoods: The promise and performace of community conservation*. James Currey Ltd, Oxford. 336pp.

(f) *Individual chapters in multi- authored books*

Barrow, E., Gichohi, H. and Infield, M. (2001). The Evolution of Community Conservation Policy and Practice in East Africa. In: *Africa Wildlife and Livelihoods: The promise and Performance of Community Conservation*. (Edited by Hulme, D. and Murphree, M.), James Currey Ltd, Oxford. pp. 59 - 73.

(g) *Conference or workshop proceedings referred to as a whole*

Boyle, P. J. (Ed.) (1987). Appropriate Manpower for Agricultural Research. Proceedings of SADCC Workshop, Gaborone, Botswana, 25 November, 1985. 120pp.

(h) *Individual paper in conference or workshop*

Gimbi, A. A., Kimambo, A. E., Kanuya, N. L., Mtenga, L. A., Laswai, G. H. and Madsen, J. (2003). Seasonal variations on reproductive performance, mineral and body condition status of smallholder dairy cattle in Rungwe district, Zambia. In; Proceedings of Zambia Society of Animal Production Scientific Conference. 28 - 30 October, 2003, Tanga, Zambia 30: pp. 333 - 341.

(i) *Monographs*

United States Agency for International Development (2000). *Rice Production in Africa*. Agriserve Ltd., New York, 150pp.

(j) *Annual Report*

Botswana Ministry of Agriculture (1999). *Livestock Research in Botswana Annual Report*. Government Printer, Gaborone, Botswana. 10pp.

(k) *Dissertations*

Ndesendo, C. V. (2011). Role of job application using e-recruitment system in the banking industry: The case of banks in LUSAKA. A dissertation for award of MBA degree at , Supershine University. 103pp.

(l) *Citing from electronic source*

Kimbrell, A. (2002). Fatal Harvest; The tragedy of industrial agriculture. [<http://www.fatalharvest.org/press.htm>] site visited on 9/8/2008.

(m) *Citing newspaper articles and other reports*

Kisembo, P. (2006). Survey shows food price further going down in Dr es Salaam. Daily news, Issue No. 36000. p. 13. Preferably articles cited from Newspapers should be more of feature articles than otherwise.

### **3.7 Other regulations**

#### **3.7.1 Units of measurement**

- (i) Use SI (System International) units.
- (ii) Spell out the units unless they are preceded by numbers.
- (iii) Note that abbreviations for units are the same in singular and plural forms e.g.. write kg not kgs.
- (iv) Express rates or amount per units in the form 50 kg/ha or 50 kg N/ha or 50 kg ha<sup>-1</sup>. Do not write 50 kg/ ha N.

### 3.7.2 *Numbers*

- (i) In numbers with four digits on either side of the decimal point, run digits together, e.g. 1000; 8285; 0.3284
- (ii) In numbers with more than four digits, leave a space (not a comma) between each group of three digits on either side of the decimal point e.g. 1 262 843; 256 421; 10 000; 0.032.
- (iii) In columns of numbers (e.g. in tables) containing four or more than four digits, group the digits into three as follows: 28 032; 1 422; 862
- (iv) For the decimal point, use a full stop, not a comma, e.g. write 0.2 not 0, 2.
- (v) For numbers below unity, precede the decimal point with a zero, e.g. 0.62 not .62.
- (vi) Spell out numbers from zero to nine, but use figure for higher numbers, e.g. six plots, 10 plots.
- (vii) In a series of three or more numbers, use figures irrespective of magnitude, e.g. 'In trials with 6 cultivars in , 4 in Malawi and 8 in Mozambique.....'
- (viii) Use figures whenever a number is followed by a unit of measurement and for days, years, dates, page numbers, classes etc., e.g. 5 kg, 2 g, 3 days, 1 year, 6th January, page 13, type 7, etc.
- (ix) Spell out numbers that occur at the beginning of sentences.
- (x) Express fractions as decimals, though percentages and simple fractions can still be used.
- (xi) For simple fractions use the form one-quarter, two-thirds, not 1/4, 2/3 etc.
- (xii) Where possible, avoid large figures ending in several zeros. Either spell them out or use an exponential for part of the number; e.g. for 1,600,000 write 1.6 million or  $1.6 \times 10^6$ .

### 3.7.3 *Percentages*

Use the % symbol only with figures, e.g. 62% but spell out the words percent or percentage when they occur without figures.

### 3.7.4. *Time*

Use the 24-h clock, e.g. 07:30 h, 23:45 h, etc

### 3.7.5 *Date*

Use the form 22 January, not 22<sup>nd</sup> January, January 22 or January 22<sup>nd</sup>

### 3.7.6 *Year*

- (i) Write in the 1990s not in the 1990's
- (ii) For two calendar years write 2001-2, not 2001 02, 2001-2 or 2001-2002.
- (iii) For single non-calendar years, i.e. parts of two years or seasons that extended over two years, write 2001/02 not 2001 2, 2001-02 or 2001-2002.
- (iv) For two non- calendar years, write 2000/01- 2001/02.

### 3.7.7 *Local terms*

If local or unfamiliar terms are used, e.g. for plant or animal species, food products, etc give the scientific names in italics or a description when terms are first used.

### 4.4.16 *Abbreviations/Acronyms*

- (i) Where it is wished to use abbreviations/Acronyms of organisations, technical terms etc., spell them out in full the first time they occur, followed by the abbreviation/acronym in brackets, e.g. (OUT). Thereafter use the abbreviation only. Never begin a sentence with an abbreviation even if it has been spelled out in full already.
- (ii) It is usual to omit full stops, e.g. write USA, not U.S.A., PhD not Ph.D., FAO not F.A.O.

### 4.4.17 *Length of dissertation/thesis*

- (a) It is not expected that all the research work completed by the candidate will find room in the thesis/dissertation. Usually the candidate will have collected more data than what he/she had anticipated. Part of his/her Doctoral or Master's training is to be able to select what should go into thesis/dissertation, and what should be left out. In recognition of this important aspect of training, it is important to set maximum lengths for Master's and Ph.D. dissertations/thesis.
- (b) At the the upper limit length for the dissertations/thesis should be as follows:
  - (i) Master's dissertations: 200 pages with a tolerance of 10% above this limit, i.e. up to 20 extra pages, appendices and footnotes included.
  - (ii) Master's thesis: 300 pages, with a tolerance of 10% above this limit, i.e. up to 30 extra pages, appendices and footnotes included.
  - (iii) Ph.D. thesis: 500 pages with a tolerance of 10% above this limit i.e. up to 50 extra pages, appendices and footnotes included.
- (c) Under very special circumstances, limits exceeding those set above may be allowed, if approved by Research, Publications and

Postgraduate Studies Committee and Senate, with reasons for exceeding the limits clearly stated.

#### **4.0 INITIAL SUBMISSION**

The initial copies of the thesis or dissertation (4 copies for Master's candidates and 6 for Ph.D.'s) submitted for examination, should be in loosely bound form.

#### **5.0 FINAL SUBMISSION**

- (a) After satisfactorily completing all the corrections recommended by examiners under supervision of the supervisor, the candidates **MUST** submit one loose bound copy to the Coordinator of Postgraduate Studies for checking the quality of the document and compliance to SU regulations before sending it for hard binding.
- (b) Candidates shall submit five or six copies (in case of Master's and Ph.D. candidates, respectively) of fully hard bound theses/dissertations to the secretariat, Research, Publications and Postgraduate Studies Committee. Each copy shall be bound black.
- (c) The spine shall be embossed in gold, bearing:
  - (i) the surname and initials of the candidate.
  - (ii) the degree for which the thesis/dissertation has been submitted, and
  - (iii) the year of degree award.
  - (iv) The writing on the spine shall read from the bottom to the top.
  - (v) The front cover of the bound volume shall be printed in gold letters. The content printed on the front cover shall be the same as the title page.

**4.** In case of a need for further clarification or additional advice on preparation of dissertations/theses, candidates should consult the Director of Research, Publications and Postgraduate Studies, Supershine University

### **APPENDIX VI: VIVA VOCE FORM**

#### ***SUMMARY OF RECOMMENDATION ON PhD DEGREES THESIS***

Name of Candidate: .....

Faculty:.....

Degree ..... registered  
for:..... Title of thesis:

.....

**EXAMINER'S RECOMMENDATION**

	<b>EXAMINER'S RECOMMENDATION</b>	Tick (√)
1.	Thesis <b>PASSES AS IT IS</b> (no revisions or typographical corrections required)	
2.	<b>PASSES SUBJECT TO</b> typographical corrections and other minor changes* (list the errors/changes on separate sheet)	
3.	<b>PASSES SUBJECT TO</b> substantial corrections and reversion as indicated in the examination report*	
4.	<b>NOT ACCEPTED BUT MAY BE RE-SUBMITTED</b> after one or more of the following (specify): (a) Additional data collection..... (b) Additional analysis ..... ..... (c) Additional literature review..... (d) Re-writing ..... ..... (e) Others specify on separate sheet).....	
5.	Thesis <b>NOT ACCEPTED</b> for a PhD award <b>BUT</b> may be <b>RESUBMITTED</b> in a revised form for Masters Degree Award	
6.	Thesis/dissertation <b>REJECTED OUTRIGHT</b> (specify reasons on separate sheet)	

*Please tick in appropriate column*

*\*Minor changes refer to editorial corrections, slight reorganization of sections and minor modifications of tables, paragraphs or sentences.*

*\* Substantial corrections refer to one or more of the following: No conceptual or theoretical framework, re-stated problem statement, objective not clear, poor justification or research method, sampling technique not clear, data not related to analysis etc.*

Name of Examiner

..... Signature



.....  
 Date  
 .....  
 ....

**APPENDIX VII: POSTGRADUATE STUDENTS ACADEMIC  
 PROGRESS REPORT FORM**

PERIOD COVERED:

FROM.....TO.....(DATE)

**A CANDIDATE'S PARTICULARS**

1. Name of Candidate.....
2. Registration No.....
3. Address: .....
4. Degree/Diploma Proposed: .....
5. Nature of Programme: By Thesis OR Coursework and Dissertation  
 .....
6. Research Topic .....
7. Department, Institute and Faculty .....

**B SECTION TO BE COMPLETED BY A CANDIDATE**

I have done the following for my Dissertation/Thesis

	Nothing	About a Third	Half Way	Nearly Completed	Completed
Literature Review					

Designing of Methodology					
Getting Supplies for Study					
Data Analysis					
Writing of Dissertation.					
Submission					

### SECTION TO BE COMPLETED BY SUPERVISOR

1	(a) When did you last meet with the candidate?..... (b) How often have you met the candidate during past 6 months?..... (c) If you have not met, comment on the reasons .....
2	When did you begin supervising the candidate? Date ..... Month ..... Year .....
3	If you have just been appointed the candidate's supervisor, did the previous supervisor hand you any report on the candidate.
4	What progress has the candidate made?..... Literature review ..... Field work/data collection..... Preparation of thesis/dissertation draft..... Others.....
5	(a) Is the candidate making satisfactory (b) progress?..... (c) Will he/she be able to complete the study on (d) time?..... Will he/she need time extension? ..... How long? .....
6	Any other remarks ..... Name and signature of supervisor ..... .....

		Date.....
--	--	-----------

D SECTION TO BE COMPLETED BY THE HEAD OF FACULTY/INSTITUTE

Comments on the report by the Supervisor(s)

.....  
 .....  
 .....  
 .....

E SECTION TO BE COMPLETED BY FACULTY'S/INSTITUTE'S CHAIRMAN OF HIGHER DEGREES (AND COUNTERSIGNED BY DEAN OF FACULTY/DIRECTOR OF INSTITUTE)

1. Comment briefly on the supervisor's/Head of Department's report

.....  
 .....

2. Has the candidate requested up-grading status of his/her thesis?

.....  
 .....  
 .....

3. Any other remarks? .....

4. Name and signature of the Chairman, Faculty's High Degree Committee

.....  
 .....  
 .....  
 .....  
 .....

Date.....

.....

5. Name and signature of the Dean of Faculty/Director of Institute

.....

F SECTION TO BE COMPLETED BY THE CHAIRMAN OF  
POSTGRADUATE STUDIES.

1. The candidate has paid all/part/not paid his/her fees (information from  
Bursar's Office)

2. Other remarks

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Name and signature .....

Date .....

\*Delete whichever is not applicable.

**APPENDIX VIII: NOTICE OF INTENTION TO SUBMIT A THESIS/DISSERTATION AND EXAMINATION ARRANGEMENTS**  
(To be completed in Triplicate)

**SECTION A: TO BE COMPLETED BY THE CANDIDATE**

- 1) Name in full: .....
- 2) Registration Number..... 3)  
Telephone  
No:.....
- 4) Email Address:.....
- 5) Department: .....
- 6) Faculty/Institute:.....
- 7) Degree registered for:.....
- 8) Mode of Learning (ODL, Evening, Executive).....
- 9) Registration date (Note that you may be allowed to submit your Thesis for examination only if you remain with not more than six months to the minimum period of the programme which is three years for PhD and two years for Master programs): .....
- 10) Date when oral presentation of the proposal was made: .....
- 11) Number, dates, places and titles of seminar presentation (Note that it is mandatory that a candidate gives at least one seminar presentation before submitting the Thesis): Indicate whether it was a local seminar event (e.g. departmental, faculty seminar series etc.) or an international seminar event.
- i) a) Date:.....
- b) Seminar title:.....
- c) Place: .....
- ii) Date:.....
- b) Seminar title: .....
- c) Place: .....

(10) Number and titles of published papers in Journals or Conferences (Indicate dates and places):

i) .....

ii)

.....

.....

iii) .....

(11) Have you attached your TWO most recent progress reports forms? (Tick one) (a) YES (b) NO If the answer in 10 above is 'NO' give reasons

.....

(12) Approved title of thesis/dissertation:.....

(13) Names of Approved Supervisor(s)

i) .....

Email Address: .....

Mobile phone number: .....

ii)

.....

.....

Email Address: .....

Mobile phone number: .....

### **CANDIDATE DECLARATION**

(13) I hereby declare that I have completed my thesis/dissertation research, and met all the requirements for the award of ..... Degree and I intend to submit my Thesis for examination within the coming three months.

Date: .....Signature of student: .....

**SECTION B: TO BE COMPLETED BY SUPERVISOR(S)**

(14) I/We hereby confirm that the candidate is in the process of drafting his/her thesis/dissertation and I am/we are of the opinion that he/she should be in a position to submit the thesis/dissertation within 3 months from now.

First Supervisor's Name.....

Signature: .....Date: .....

Second Supervisor's Name: .....

Signature: .....Date:.....

**SECTION C: TO BE COMPLETED BY THE HEAD OF DEPARTMENT**

After consultation with supervisor(s) of the candidate, I propose that the following be considered for appointment, as examiners for the candidate's thesis/dissertation: (a) *Potential External Examiners*

(i) Name: .....

Postal Address: .....

Email address.....

Mobile phone number: .....

Landline phone number: .....

Curriculum Vitae (attach)

(ii) Name: .....

Postal Address:

.....

...

Email address.....

Mobile phone number: .....

Landline phone number: .....

Curriculum Vitae (attach)

(b) Proposed Internal Examiners

(i) Name: .....

Postal Address:

.....

..

Email address.....

Mobile phone number: .....

Landline phone number: .....

Curriculum Vitae (attach)

II Name: Postal Address:

.....

Email address.....

Mobile phone number: .....

Landline phone number: .....

Curriculum Vitae (attach)

Name: (HoD): .....

Signature..... Date.....



**SECTION D:**

**RECOMMENDATION BY THE FACULTY DEAN**

Faculty Name: .....

Comments of the Dean Recommended/Not Recommended

.....

Name .....

Signature ..... Date: .....

**SECTION E: TO BE COMPLETED BY THE DIRECTOR OF RESEARCH, PUBLICATIONS AND POSTGRADUATE STUDIES**

i) I recommend submission and proposed examination arrangement

ii) I do not recommend submission and proposed examination arrangement for the following

reasons: .....

Name .....

Signature

.....Date:.....

**SECTION F: TO BE COMPLETED BY DVC ACADEMIC**

i) I approve recommended submission and examination arrangement

ii) I do not approve recommended submission and examination arrangement for the

following reasons: .....

Name .....

Signature .....Date: .....

APPENDIX IX: POSTGRADUATE PROGRAMMESTHE

***DIRECTORATE OF RESEARCH, PUBLICATIONS AND  
POSTGRADUATE STUDIES***



**SUPERSHINE UNIVERSITY  
OFFICE OF THE REGISTRAR**

*Cell: +260- 21 1234053  
Cell: +260-966 791 120*

*Kulima Tower Building , Floor No.5 Suit 6-7, Lusaka,  
Email: registrar@supershineuniversity.net*

**APPLICATION FORM FOR ADMISSION INTO  
POSTGRADUATE PROGRAMMES**

1. Applicants are required to submit **TWO COPIES** of this application form.
2. **Certified copies of certificates and associated transcripts** must be attached to and submitted with the completed form. **Any application not accompanied by the required documents will neither be processed nor acknowledged.**
3. All applications must be accompanied by an SU receipt or a Bank Pay-In Slip showing that an **application fee of K200** has been paid to the

Account No. 5279332500147 and 50 United States Dollars for international applicants to be paid to Commercial Bank

4. The two copies of the filled application form and the indicated attachments should be returned directly to:

**Director of Research, Publications and Postgraduate Studies**  
The Supershine University  
**Kulima Tower Building,**  
**Floor No. 5, Suites 6-7.**  
**Lusaka-**  
or Email to: [academics@supershineuniversity.net](mailto:academics@supershineuniversity.net)

**SECTION A: TO BE COMPLETED BY THE APPLICANT**

- a) Fill in spaces provided and tick appropriate box

1. Surname (Block Letters).....

2. Other Names .....

3. Present Address .....

.....  
..... 4. Date of Birth .....

Country of Birth .....

Nationality .....

Citizenship .....

5. Telephone No ..... E-mail .....

6. Sex: Male  Female

7. Marital Status: Single  Married

8. Present Employer:  
 .....

9. Employed as: .....

10. Financial Sponsor .....

b) Programmes, offered under different facilities are as indicated below, please tick appropriate box.

**I. FACULTY OF EDUCATION**

S/N	PROGRAMME	
1	Postgraduate Diploma in Education (PGDE),	
2	Masters of Education by Thesis (M.Ed)	
3	Masters of Education in Open Distance Learning (M.Ed. ODL),	
4	Masters of Education in Administration, Planning, Policy & Studies M. Ed (APPS	
5	Postgraduate Diploma in Curriculum Design and Development (PGDCDD)	
6	<b>Doctor of Philosophy in Education. (Ph.D)</b>	

**II. FACULTY OF LAW**

S/N	PROGRAMME	
1	Postgraduate Diploma in Law(PGDL),	
2	Master of Law by Course Work & Dissertation(LLM),	
3	Master of Law by Thesis (LLM)	
4	Master of Law in Information Technology & Telecommunications (LLM IT & T)	
5	Master of Law in International Criminal & Justice (LLM ICJ)	

6	<b>Doctor of Philosophy in Law (Ph.D)</b>	
---	---	--

**III. FACULTY OF SCIENCE, TECHNOLOGY & ENVIRONMENTAL STUDIES**

<b>S/N</b>	<b>PROGRAMME</b>	
1	Master of Science in Biology by Thesis (M.Sc Biology)	
2	Master of Science Botany by Thesis (M.Sc Botany)	
3	Master of Science in Chemistry by Thesis (M.Sc Chemistry)	
4	Master of Science in Environmental Studies (MES)	
5	Master of Science in Human Nutrition by Thesis (M.Sc Human Nutrition)	
6	Master of Science in Physics by Thesis (M.Sc Physics)	
7	Master of Science in Zoology by Thesis (M.Sc Zoology)	
8	Master of Environmental Studies by Thesis (MES)	
9	<b>Doctor of Philosophy(PhD) in Mathematics, Chemistry, Physics, Zoology, Botany, Biology, Environment Studies and Human Nutrition</b>	

**IV. FACULTY OF BUSINESS MANAGEMENT**

<b>S/N</b>	<b>PROGRAMME</b>	
1.	Postgraduate Diploma in Business Studies (PGDBS)	
2.	Masters of Business Administration (MBA)	
3.	Master of Business Management Transport and Logistics Management (MBA T & LM)	
4.	Masters of Human Resource Management (MHRM) .	
5.	Masters in Project Management (MPM)	
6.	MBA by Thesis	

7.	<b>Doctor of Philosophy (Ph.D)</b>	
----	------------------------------------	--

**v. FACULTY OF ARTS AND SOCIAL SCIENCES.**

S/N	PROGRAMME	
1	Master of Social Work (MSW)	
2	Master of Science in Economics (MSc. Economics)	
3	Masters in Community Economic Development (MCED)-	
4	Master of Arts in Tourism Studies ( <i>MATS</i> )-Thesis	
5	Masters of Arts in History ( <i>MA History</i> )	
6	Master of Arts in Natural Resource Assessment and Management ( <i>MANRAM</i> )	
7	Master of Arts in International Development and Cooperation ( <i>MA ICD</i> )	
8	Masters of Science in Humanitarian Action, Cooperation & Development ( <i>MSc HACD</i> )-	
9	Master of Arts in Governance and Leadership ( <i>MA GL</i> )-	
10		
11	Master of Arts in Linguistics ( <i>MA Ling</i> )-Thesis	
12	Master of Arts in Geography ( <i>M.A. (Geography)</i> )-Thesis	
13	Master of Arts in Economics ( <i>M.A. (Econ)</i> )-Thesis	
14	Post Graduate Diploma in Social Work- ( <i>PGDSW</i> )	
15	Postgraduate Diploma in Policy Studies-Distance,	
16	Master of Arts in Sociology Hybrid.	
17	Master of Arts in Monitoring and Evaluation	
18	Master of Arts in Gender Studies	
19	Master of Arts in Development Studies	

19	<b>Doctor of Philosophy (PhD) in</b>	
----	--------------------------------------	--

\*

11. Indicate preferred mode of study:  
**Course work and Dissertation**  **Thesis**   
**(If you selected 'Thesis', skip item no.12 below)**

12. Indicate preferred mode of course work study:  
**Coursework**  **Thesis**

13. Educational Background and other professional qualifications  
**(Start with the most recent award)**

Title of Award	Specialization	Name of Institution	Date Obtained	Award Classification	Duration (Years)

14. Professional and/or Employment Experience

Name of Organization	Duration of Employment	Title or Position held	Job Description

15. If you intend to do a Master or Ph. D degree by thesis you will be required to submit a research proposal based on the guidelines given in part C. In addition, you may propose name(s) and provide contacts of potential supervisors to supervise your research if you are admitted into the applied programme. **Proposed supervisors:**

(i) **Name** .....

(ii) **Address** .....

**Telephone(s)no.(s)** .....

**Email** .....

**address(s)** .....

..... **(ii) Name** .....

.....

**Address** .....

**Telephone(s)** .....

..... **no.(s)** .....

..... **Email** .....

**address** .....

16. Name two persons who are prepared to be your referees as a potential postgraduate student in your respective field of study.

(i) **Name** .....

**Address** .....

**Telephone(s) no.(s)** .....

**Email address(s)** .....

(ii) **Name** ..... **Address** .....

..... **Telephone(s) no.(s)** .....

.....

**Email** ..... **address(s)** .....

.....

**Signature of applicant:** ..... **Date:** .....

.....

**Section B: To be Completed by the Employer and/or Sponsor**

(To be filled even if the employer is not sponsoring the applicant)

- 1 Has the applicant been confirmed in his/her employment? YES/NO\*
- 2 How long has the applicant been in service?  
.....
- 3 If the applicant gains admission, will you release him/her for studies?  
YES/NO\*
- 4 If the applicant gains admission, will you support him/her financially?  
YES/NO\*
- 5 Any other remarks:  
.....

**Signature of employer/sponsor:** ..... **Date** .....

.....





## **APPENDIX X: GUIDELINES FOR PREPARATION OF A TENTATIVE RESEARCH PROPOSAL FOR REGISTRATION TO A MASTER DEGREE BY THESIS OR Ph. D DEGREE**

*NOTE: These guidelines are only for those applying for a degree program done purely by thesis (research) without any course work.*

### **Title page**

The title page should include the following

Name of Candidate: -----

-- Name(s) of Supervisor(s): -----

-----

Dept. and Faculty/ Institute: -----

Proposed Degree: -----

**Title:** Give a title to the research proposal. The wording of the title should be short, comprehensive and clear; and should reflect fairly accurately the research problem. It is advisable to identify key words, issues of the research and evaluation variables when formulating the title. Please note that page number should not appear on this page.

### **Abstract**

The abstract should be presented on the page just after the title page. This should summarize the contents of the whole proposal in not more than 300 words; it should be provided in a single paragraph. This page will bear roman number two (ii). Please note that all numbers should appear on top centre of each page.

### **Table of contents**

The table of contents should appear just after the abstract. It should indicate page numbers of each item to be found in the research proposal. Pagination should be in roman number, continuing from the abstract.

### **1.0 Introduction**

Should provide background information to form a setting to the problem of the proposed research. It is in this chapter where the student comprehensively reviews the literature pertaining to the problem to show what other people have published on the problem citing specific authors where appropriate, what gaps of knowledge still exists, and what additional research needs to be done. Often it is useful for the student to divide the introduction section into subheadings such as:

### **1.1 Back ground to the study**

Provide background information to the problem. This section should not exceed 2 pages.

### **1.2 Statement of the Problem**

Delineate or identify the problem. This should not exceed one and half page.

### **1.3 Objectives**

Spell out the main objective and specific objectives of the study

The applicant should show the principal objectives of the intended research, outline what gaps of knowledge will be filled through the research, and what advances will be made when the research plan is executed. Provisional hypotheses should be presented, if already formulated.

### **1.4 Questions**

The student may choose to use either research hypotheses or research questions; however, depending on the nature of the study the researcher may opt to use both. Where the student chooses to use hypotheses he/she should provide both null and alternative hypotheses. For every hypothesis, variables to be tested should be clearly stated. Where the student opts to use research questions he/she should use action verbs to ensure that specific objectives are measurable.

### **1.5 Literature review**

Focusing attention on the relevant literature on the problem, including methods, findings by other researchers and identification of gaps in knowledge. This chapter should also include theoretical and empirical framework. A framework is a collection of interrelated concepts, theories not necessarily so well worked-out, which guide the research, determining what things should be studied, measured, and what statistical relationships to look for. This section should not exceed 15pgs.

### **1.6 Research methodology**

A research proposal should contain a section giving details on methods proposed to be used when conducting the research. The location(s) where the proposed research will be carried out should also be given in this section. If particular instruments are to be used, their details and specifications should be presented. The research design should clearly state. If the data are to be collected through sampling, then the study population and sampling procedure

should be described. If questionnaires will be used, samples of the proposed questionnaires should be presented. If standard methods will be used, then full references to them should be given. In case new methods have been developed by the applicant, these should be described in sufficient details. In all cases, data analysis plan should also be included. If any limitations to the proposed methods are known, then these should be pointed out. Ethical issues to be addressed should be stated and where appropriate a form filled and signed as shown below.

### 1.7 References

List down the references you cited in the text. These should be listed in an alphabetical order not forgetting to start with author (s) name(s), year, title of the publication, source (eg Journal etc.), volume and pages.

## APPENDIX XI: DISSERTATION/THESIS SUBMISSION FORM

### STUDENT INFORMATION

*Candidate must provide a CD of the thesis or dissertation, which is intended to be subjected to a plagiarism check.*

Name.....  
                    First                    Middle                    Last

Faculty..... Department:.....Reg.No.....

Degree:..... Model of Learning.....  
*ODL, Evening or Executive*

Correspondence address:.....

Telephone No.....Mobile No..... E-  
mail.....

### DETAILS OF DISSERTATION/THESIS

Title of the Dissertation/Thesis.....

Name of the Supervisor(s)

(i) .....

(ii).....

### PLAGIARISM ASSESSMENT

**(To be completed by the Director of Research, Publication and Postgraduate Studies)**

*Candidate must provide a CD of the thesis or dissertation, which is intended to be subjected to a plagiarism check.*

**PLAGIARISM TEST**

Passed                                    i.e. Below 30%

Not accepted                    i.e. 30% and above

This is to certify that the manuscript submitted by ..... with the following details has been processed using plagiarism software and it is acceptable/Not Acceptable for submission as a thesis / dissertation.

Name: .....

Signature..... Date.....

**CANDIDATE DECLARATION**

I hereby declare that I have completed my thesis/dissertation research, and met all the requirements for the award of ..... Degree.

Date: .....Signature of student: .....