UNIVERSITY
of
LUSAKA

UNILUS

PASSION FOR QUALITY EDUCATION! OUR DRIVING FORCE!

Handbook

Putting Theory into Practice

DISCLAIMER

The University Handbook provides only basic information about the University of Lusaka and should neither be viewed as a complete guide to academics, research, or other components of the University experience nor as any kind of a contract or legally binding document. Persons accessing this Handbook who require confirmation of any information should refer to the relevant School or Department of the University. The rules contained in this Handbook apply to all registered students at the University of Lusaka. Discretion lies in the Senate to wave any rule as circumstances dictate or until such time as further revisions are made by the University. While every effort has been made to ensure that the information contained in the Handbook is accurate at the time of publication, the University of Lusaka expressly reserves the right to amend its policies and procedures from time to time without notice. Further, the University does not accept responsibility for any loss or damage occasioned by use of the information contained in this Handbook.

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FOREWORD

The purpose of this University Handbook is to provide a broad description of University of Lusaka (UNILUS), its nature, and the role of the University. Unless otherwise specifically stated, the contents of this Handbook will be considered as standard policy by staff and students. The procedures and regulations, along with privileges and responsibilities, are presented for ready reference; and are reviewed and revised by the Vice-Chancellor in liaison with the University Senate as need arises. Changes are incorporated in the University Handbook on a continuous basis and become effective when approved by the Vice-Chancellor and the Senate. The Academic Office maintains the most current version of this University Handbook.

The University of Lusaka (hereinafter 'UNILUS' or University) was established in 2007 first as the Institute of Corporate Training and Applied Research (ICTAR). In January 2008, the institution was registered as a university with the aim of offering high standard academic education that was responsive to the prevailing and future development needs of Zambia. It was identified that among the many challenges faced by Zambia, like other developing nations, was lack of adequate and relevant trained human resources capable of adapting to the ever changing local, national and global environments. In 2008, the University of Lusaka introduced its Bachelors Degree programmes in partnership with the Copperbelt University; and in 2009 began offering its own programmes. The University of Lusaka was officially opened by Hon. Dr John N.T. Phiri, Minister of Education, Science, Vocational Training and Early Education, on Thursday 18th October, 2012. Following this auspicious beginning, the University of Lusaka offers a wide range of programmes at Bachelors, Masters and Doctoral levels.

The goal of the University of Lusaka is to respond to the needs of its stakeholders in order to become a major player in the provision of tertiary education. With relevant education, come innovation and creativity as well as entrepreneurship which are aimed at creating wealth in our country. As the old adage goes: '*an educated nation is a wealthy nation*.'

The University of Lusaka has forged strong links and collaboration with various stakeholders including the Government of the Republic of Zambia and the private sector. This has given UNILUS a unique opportunity to contribute in a cohesive manner, to the development process of our country and Africa as a whole through training of relevantly qualified human resources. In this vein, UNLUS places high on its agenda, staff development and research as well as provision of consultancy services, particularly in the key areas affecting the economy of Zambia.

The University of Lusaka is grateful to so many of its partners for contributing so generously to making its mission of becoming a renowned university a success. As a result of this support and collaboration, the task of building our own University of Lusaka campus was achieved.

We would like to render our thanks and gratitude to all our collaborators, in particular, the Government of the Republic of Zambia and our students for continuous support.

Vice-Chancellor
Professor Pinalo Chifwanakeni, MSc (Stirling), BAcc (CBU), ACMA, AMCT, FZICA, FZIBFS

1.0   HISTORICAL BACKGROUND

The University of Lusaka (UNILUS) is a modern university established under the *University ACT. No. 11 of 1999* which has since been repealed and replaced by *Act. No. 4 of 2013*. The University of Lusaka takes pride in offering quality education. It is driven by its motto, **Passion for Quality Education: Our Driving Force**.

At inception in 2007, the institution operated under the title, 'Institute for Corporate Training and Applied Research' (ICTAR). In January 2008, the institution was registered as a university. In the same year, the University of Lusaka introduced its Bachelor's Degree programmes in partnership with the Copperbelt University; and in 2009 began offering its own programmes. The University of Lusaka was officially opened by Hon. Dr John N.T. Phiri, Minister of Education, Science, Vocational Training and Early Education, on Thursday 18th October, 2012. Following this auspicious beginning, the University now offers a wide range of programmes at Bachelors, Masters and Doctoral levels.

Since inception, University of Lusaka has been working in collaboration with other universities, and notable among them are, the Copperbelt University, University of Zambia and University of KwaZulu Natal. University of Lusaka programmes combine the enduring value of a classroom education with skills and experiences of lecturers most of whom hail from industry; who ensure that students are engaged and equipped for successful careers and fulfilling lives.

The University of Lusaka is one of Zambia's first private universities established in 2007. It was established to serve as a Centre of Excellence in education, training, research and provision of consultancy services. In this respect, the University has developed a wide range of tailor-made programmes that are designed to meet the challenges and needs of the changing world. The programmes are designed to respond to the needs of business and society in the ever fast-changing technological environment. The programmes are designed in such a manner as to enable the graduates to acquire adequate knowledge and skills that respond to the needs of both the private and public sector, nationally and internationally.

1.1   Vision

UNILUS vision is to be a 'Benchmark University for professional and academic training coupled with value adding research in the public and private sectors'.

1.2 Mission Statement

UNILUS mission is to promote equitable lifelong learning and socio-economic transformation of communities through interactive training and research in higher education and practical, community based problem solving initiatives.

1.3 Core Values

The University has eight (8) core values in its contribution to the provision of education. These are:

1.3.1 *Academic Freedom*

Academic freedom is the most fundamental value underpinning all our scholarly activity which is defined as freedom to conduct research, teach, speak and publish subject to the norms and standards of scholarly inquiry without interference or penalty, wherever the search for truth and understanding may lead.

1.3.2 *Excellence*

The University of Lusaka challenges itself to come up with exemplary rather than satisfactory outcomes through innovation and creativity.

1.3.3 *Quality and Achievement*

The University believes that it should provide a wide range of high-quality educational and scholarly opportunities that stimulate activity and recognise achievement by students, faculty, and staff.

1.3.4 *Diversity*

The University believes that a university community connects the perspectives and backgrounds of diverse social and academic groups of people.

1.3.5 *Collaboration*

The University contributes to the advancement of society by working as an engaged partner of business and industry, government bodies, accredited agencies and the community it serves.

1.3.6 Green Environment

The University advocates for sustainable biodiversity management, ecologically friendly production and provision of goods and services for healthy living, especially in our immediate environment.

1.3.7 Management Philosophy

The university embraces a participatory management style that motivates employees, provides work environment that is conducive for high productivity, and teamwork in which leadership is by example. The University also provides effective communication and guidance, which is accessible to all and promotes individual growth.

1.4 Moto

The University of Lusaka prides itself in offering quality education. It is driven by its motto, ***Passion for Quality Education: Our Driving Force***.

1.5 Guiding Principles

To achieve our Mission, UNILUS will adhere to the following guiding principles:
(a) a critical mass of faculty staff is essential for achievement of excellence;
(b) maintain objectivity at all times; rely on business and professional judgment; and adhere to academic ethics;
(c) anticipate risks and opportunities for improvement;
(d) develop a highly motivated professional staff who will contribute to a high level of quality academic excellence;
(e) maintain a strong partnership with stakeholders, committees and management to enhance the University's effectiveness; and
(f) ensure accountability, equity, gender, transparency, personal growth and empowerment of individuals.

1.6 Powers of the University

1.6.1 The University derives its powers from its statute to confer in any faculty, the awards of bachelor, master and doctors degrees, as well as to grant diploma, certificate or other qualification to any person who has satisfied the requirements as may be prescribed.

1.6.2 No qualification, other than an honorary award, may be conferred by the University upon any person who has not

attended the University as a student for such period, and satisfied such other requirements, as may be prescribed.

1.6.3 The University may confer, without attendance or examination, an honorary award of master or doctor's degree, in any faculty, upon any person, who has rendered distinguished services in the advancement of arts, science, jurisprudence or other branches of learning or has otherwise rendered himself or herself worthy of such an award.

1.6.4 The University has the power to withdraw the conferment of any qualification.

1.6.5 The University provides tertiary education; promotes research and advancement of learning as stipulated in the *Higher Education Act No. 4 of 2013*.

1.6.6 The University has the power under its statute to determine its admission policy, the entrance requirements in respect of its curricula, the number of students who may be admitted for a particular curriculum or course or unit; and the manner of their selection and the minimum requirements for the re-admission to a curriculum leading to a qualification in a faculty of the University. The University has the power to refuse re-admission to a student who fails to satisfy such minimum requirements for re-admission.

1.6.7 The University reserves the right not to offer a particular course or unit or qualification notwithstanding that such course, unit or qualification appears in the University Handbook or any other University handbook.

2.0 GENERAL INFORMATION

The University is one of Zambia's first private universities established in 2007. It was established to serve as a Centre of Excellence in education, training, research and provision of consultancy services. In this respect, the University has developed a wide range of tailor-made programmes that are designed to meet the challenges and needs of the changing world. The programs are designed to respond to the needs of business and society in the ever fast changing technological environment. The programmes are designed in such a manner as to enable the graduates to acquire adequate knowledge and skills that

respond to the needs of both the private and public sector, nationally and internationally.

Facilities at the newly developed campus which is located in the Mass Media area, next to Alliance Francais, off Alick Nkhata Road in Lusaka; include offices, lecture theatres, state-of-the-art computer facilities, and a modern library in addition to other facilities.

2.1   Location and Contact Details

The University Central Administration is located at:
Pioneer Campus,
Mass Media Area,
P.O. Box 36711, LUSAKA, ZAMBIA.
Telephone: + 260 211 233 407/258 409
Cellphone: 0953 688 533 / 0961 917 862 / 0976 075 850
Fax: + 260 1 233 409
E-mail: ictar@zamnet.zm / Website: www.unilus.ac.zm

2.2   University Management and Support Staff Contact Details

The following hereunder are the contact details for the University Management and support staff:

The Vice-Chancellor

Phone: +260 211 233 407/258 409
E-mail: ictar@zamnet.zm or
unilus@zamnet.zm
Website: www.unilus.ac.zm

The Deputy Vice-Chancellor

Phone: +260 211 233 407/258 409
Email: deputyvicechancellor@ictar.ac.zm
Website: www.unilus.ac.zm

Registrar

Phone: +260 211 233 407/258 409
E-mail: officeofregistrar@ictar.ac.zm
Website: www.unilus.ac.zm

Chief Accountant

Phone: +260 211 233 407/258 409
E-mail: accountant@ictar.ac.zm
Website: www.unilus.ac.zm

Deputy Registrar, Academics

Phone: +260 211 233 407/258 409
E-mail: registrar@ictar.ac.zm
Website: www.unilus.ac.zm

Librarian

Phone: +260 233 407/258 409
E-mail: ictar@zamnet.zm
Website: www.unilus.ac.zm

Student Counsellor

Phone: +260 233 407/258 409
E-mail: counsellor@ictar.ac.zm
Website: www.unilus.ac.zm

3.0   GOVERNANCE OF THE UNIVERSITY

3.1   *University Council*

The Council shall be responsible for the governance, control and administration of the University, and shall, at all times, act in the best interest of the University. This is further elaborated under Part V, Article 25(2) of the *Higher Education Act No. 4 of 2013.*

3.2   Senate

The University Senate shall be responsible for the establishment of Boards of Studies for the purpose of organising the structure and content of courses of instruction and study in the respective disciplines; and the coordination of studies within such schools, institutes or bureau or similar bodies as may be established within the university.

A Senate shall consist of:

(a)   The Vice-Chancellor;

(b)   The Deputy Vice-Chancellor;

(c)   The Registrar;

(d)   The Deans of schools within the University;

(e)   Not more than fourteen professors and associate professors who are not members of the Senate by virtue of other provisions of this paragraph; and which number shall include at least one professor or associate professor from each school elected by the academic staff in accordance with such election procedures as the Senate may decide;

(f)   The Librarian;

(g)   The Directors of the centres, institutes, bureau or other similar bodies of the university;

(h)   The Dean of Students;

(i)   Not more than fourteen members of the non-professorial academic staff of the university from each academic unit, elected by the academic staff in accordance with such election procedures as the academic staff may determine;

(j)   Two students of the University who shall be elected by the students of the University in accordance with such election procedure as the University students' union may determine; and

(k)   Not more than four persons appointed by the Vice-Chancellor who are resident in the Republic, are not employed as academic, administrative or other staff of the University and are capable of contributing to the academic development and life of the University.

3.3   University Advisory Council

The University Advisory Council is an independent committee established to provide guidance on management and decision making to the Board of Directors on the overall management and strategic direction of the university. The Council will also advise on submissions made by the other sub-committees. The terms of reference for the Council are set by the Board of Directors.

The Council is composed of the following members appointed by the Board of Directors:

(a) Chairperson;
(b) Vice Chairperson;
(c) Secretary; and
(d) Council members.

The Council meets twice a year and on an as-needed basis. Council members are kept abreast of University events through emails and other forms of communication. The Council consists of a broad cross-section of members from local and international business community. Members of the Council will normally serve a three-year term of office. The Chairperson of the Board is appointed by the Board of Directors; and when appointed, will serve for three years.

3.4   Senate Sub-Committees

In addition to the above specified committees, the University has constituted the following committees to ensure efficiency and effectiveness in the different areas of academia:

(a) Curriculum Review Committee;
(b) Calendar and Timetable Review Committee;
(c) Student Admissions and Regulations Committee;
(d) Academic Disciplinary Committee;
(e) Strategic Review Committee;
(f) Examination Committee; and
(g) Research, Scholarship, Grants and Awards Committee; and
(h) Exemptions Committee

3.5   Committees of the University

3.5.1   Academic and Professional Advisory Committee

Purpose and Role

The function of the Academic and Professional Advisory is to provide independent external advice to the University of Lusaka on matters of academic and professional developments.

Functions

The functions of the Committee are to:

(a) advise on strategies and direction of the university, particularly in terms of issues such as corporate-orientated research, corporate engagement in general and executive education in particular; external image projection, identity and market positioning of the university;

(b) assist in the establishment and development of the university's position within various networks of practitioners locally, nationally and internationally;

(c) advise on fund raising activities, including identifying opportunities especially those which are most relevant to the focus areas of the university;

(d) act as a sounding board for new ideas and developments in the university;

(e) assist the Executive Team to build and deliver cases for institutional change where these are required; and

(f) provide appropriate and constructive challenges to the assumptions and operating routines of the university.

Schedule of meetings and Mode of Communication

The Committee meets twice a year and on an as-needed basis. The Committee members are kept abreast of university events through electronic media and other forms of communication.

Composition

The Committee consists of members drawn from a broad cross-section of local and the international business community, and should be diverse in terms of gender, sector and public and private ownership. The Chairperson of the Committee is appointed by the members of the Committee and serves for three years. Membership is through the invitation of the Vice-Chancellor in consultation with the Management of the university and the existing members of the Committee.

Tenure of Office

Members of the Committee will normally serve a three-year

term of office. The Committee will follow a strategic agenda which is set prior to the start of the academic year, and which is agreed upon by consultation with the Senate.

Agenda

The Committee will follow a strategic agenda which is set prior to the start of the academic year, and which is agreed upon by consultation with the Senate.

3.5.2   Quality Assurance Committee

Purpose and role

The Quality Assurance Committee is responsible for ensuring the academic quality of the study programmes of the University. The Committee serves as a planning forum for discussion and promotion of developments related to academic and professional quality assurance of programmes.

Functions

The functions of the Quality Assurance Committee are, inter alia, to:

(a) oversee the development and delivery of the University's framework for:
 (i) internal academic review, and
 (ii) review of student support services in the context of the services' impact on the student experiences ensuring the propagation of results and the dissemination of the good practice identified in the reviews;

(b) monitor and promote specific innovation in the systems used by the Schools for:
 (i) establishing that the standards of courses and degree programmes are appropriate, and
 (ii) validating new courses and programmes;

(c) ensure, through a system of annual School reports, that quality assurance procedures within Schools meet the needs of the University and the requirements of stakeholders;

(d) ensure that best practice is attained in the administration of examinations;

(e) make best use of internally and externally derived information (including student surveys and reviews of academic provision) in order to identify new strategic areas or issues requiring action, and promote specific innovations in these areas;

(f) to disseminate good practice in quality assurance as identified through the work of the Committee;

(g) through its quality assurance overview and monitoring role, to identify and promote enhancement of academic provision and its supporting processes, and of student support provision;

(h) approve any specific local developments or initiatives which could have substantial impact on University strategy or policy or on University level services and/or operations.

(i) to provide strategic direction to relevant staff within the University on appropriate high level aspects of quality assurance;

(j) to ensure, through the engagement of its members with various external activities, that the University plays a constructive role in developing external teaching quality assurance systems; and

(k) to oversee the University's responses to initiatives and requirements of external bodies concerned with quality assurance, for example, the Ministry of Education, Science, Technology, Vocational Training and Early Education.

Schedule of Meetings and Mode of communication

The Committee meets twice a year and on an as-needed basis. The Committee members are kept abreast of University events through electronic media and other forms of communication.
Composition

The Committee consists of members drawn from a broad cross-section of local and the international business community, and should be diverse in terms of gender, sector; and public and private ownership. Membership is through the invitation of the Vice-Chancellor in consultation with the Management of the University and the existing members of the Committee.

Tenure of Office

Members of the Committee will normally serve a three-year term of office. The Chairperson of the Committee is appointed by the members of the Committee and serves for three years.

Agenda

The Committee will follow a strategic agenda which is set prior to the start of the academic year, and which is agreed upon by consultation with the Senate.

3.5.3 Internship Committee

Purpose and role

The Committee shall disseminate information, establish opportunities and monitor outcomes of internship programmes and make internships a part of the University of Lusaka experience. The Committee will act as an advisory and facilitating body but ultimate responsibility for earning internship placements remains with individual University of Lusaka students.

Functions

The functions of the Committee are inter alia to:

(a) facilitate internships by providing institutional information about the University of Lusaka and the general hands on skills employers can reasonably expect from the University of Lusaka students;

(b) maintain a web page publicising internship information and links to external sources as well as information about internal administrative and logistical support for students seeking internships (e.g., procedures for acquiring transcripts via the Student Affairs Office, etc.);

(c) build a database of contacts and possible opportunities with input from the students and staff of the University of Lusaka, in addition to networks through the various Schools;

(d) manage the Mentorship Programme of the University, including the recruitment of mentors, matching with mentees; and

(e) establish a monitoring programme, wherein students and employers can provide and receive formal review and feedback per internship.

Schedule of meeting and Mode of Communication

The Committee meets twice a year and on an as-needed basis. Committee members are kept abreast of the University events through electronic media and other forms of communication.

Composition

The Committee consists of a broad cross-section of members from local and international business community, and should be diverse in terms of gender, sector and public, and private ownership. Membership is through the invitation by the Vice-Chancellor in consultation with the Management of the University and the existing members of the Committee.

Tenure of Office

Members of the Committee serve a three-year term. The Chairperson of the Committee is appointed by the members of the Committee and serves for three years.

Agenda

The Committee will follow a strategic agenda which is set prior to the start of the academic year which is agreed through consultation with the Senate.

3.5.4   Library Committee

The Library Committee advises the University on matters related to the Library and its services.

Functions
(a) to promote the establishment of a world class electronic information centre for the University community.

(b) to advise on priorities, functions and roles of the Library.

(c) to foster communication between the Library, the Schools, lecturers and students.

(d) to advise on methods of allocating the Library acquisitions, budget and other resources.

(e) to establish and update regulations regarding the use of the University Library.

Schedule of meetings and Mode of communication

The Committee meets twice a year face-to-face and on an as-needed basis. Library Committee members are kept abreast of University events through emails.

Composition

The Committee consists of a broad cross-section of members; and should be diverse in terms of gender, sectors and public, and private ownership. Membership is through the invitation of the Vice-Chancellor in consultation with the Management of the University and the existing members of the Committee.

Tenure of Office

Members of the Committee serve a three-year term. The Chairperson of the Committee is elected by the members of the Committee and serves for three years.

Agenda

The Committee will follow a strategic agenda which is set prior to the start of the academic year, and is agreed upon by consultation with the Senate.

3.5.5   Research and Publications Committee

Purpose and Role

The Research and Publications Committee advises the University on matters related to Research and Publications.

Functions

(a) to promote the establishment of a world class centre for research;

(b) to identify the needs for special facilities for research;

(c)   to prioritise and co-ordinate research activities according to the general research policy of the University;

(d)   to administer the University Research Fund.

(e)   to submit completed research to the Senate Chairperson;

(f)   to advise on the content of publications owned by the University and content of articles submitted to other publications to enhance the vision and standing of the University; and

(g)   to select in cooperation with publishing houses manuscripts for publication, for printing and distribution.

Schedule of meetings and Mode of Communication

The Committee meets twice a year face-to-face and on an as-needed basis. Research and Publications Committee members are kept abreast of University events through electronic media and other forms of communication.

Composition

The Committee consists of a broad cross-section of members from the community and should be diverse in terms of gender, sectors, public, and private ownership. Membership is through the invitation of the Vice-Chancellor in consultation with the Management of the university and the existing members of the Committee.

Tenure of Office

Members of the Committee serve a three-year term. The Chairperson of the Committee is elected by the members of the Committee and serves for three years.

Agenda

The Committee will follow a strategic agenda which is set prior to the start of the academic year, and which is agreed upon by consultation with the Senate.

3.5.6   Staff Development and Recruitment Committee

Purpose and Role

The Staff Development Committee advises the University on matters relating to the recruitment and development of staff at the University.

Functions

These include but are not limited to the following:

(a) to frame periodic plans on the development of staff; establish priorities and advise the University Council of these and their financial implications;

(b) to initiate proposals for the Staff Development Policy desirable for an efficient University;

(c) to receive and consider reports from the administration on the progress of staff development for which funds have been allocated by Council; and

(d) to advise the University Council on any staff development opportunities available outside the University that may enhance the vision of the University.

Schedule of Meetings and Mode of Communication

The Committee meets twice a year face-to-face and on an as-needed basis Staff Development and Recruitment Committee members are kept abreast of University events through electronic media and other forms of communication.

Composition

The Committee consists of a broad cross-section of members from the community and should be diverse in terms of gender, sectors, public, and private ownership. Membership is through the invitation of the Vice-Chancellor in consultation with the Management of the university and the existing members of the Committee.

Tenure of Office

Members of the Committee serve a three-year term. The Chairperson of the Committee is elected by the members of the Committee and serves for three years.

Agenda

The Committee will follow a strategic agenda which is set prior to the start of the academic year, and which is agreed upon by consultation with the Senate.

3.6   Financial and Legal Matters

2.4.1   University Bankers

The University shall operate and maintain a Bank Account(s).

2.4.2   University External Auditors

The University shall appoint Auditors to review financial records of the university.

2.4.3   University Lawyers

The University shall appoint a Legal Council (Firm) to advise on and deal with legal affairs.

3.7   Accreditation and registration status

The University of Lusaka (UNILUS) has attained both national and international recognition due to its commitment to providing quality education. The University is registered with the Ministry of Education, Science, Technology, Vocational Training and Early Education and is an accredited member of the Association of the African Universities (AAU) and the Association of Commonwealth Universities (ACU).

3.7.1   Relationships with other professional organisations

The University of Lusaka has entered into collaborative agreements with a number of academic institutions and professional organisations that share a common perspective in the development of human resources. Among such institutions is the Copperbelt University (CBU) with which UNILUS has signed a Memorandum of Understanding (MoU). The MoU provides for liaison and coordination between the two universities in the areas of accounting and business studies. This arrangement is designed to provide quality assurance in the delivery of programmes in those areas

The university also has signed a MoU with the Economics

Association of Zambia (EAZ) for collaboration in the field of training of personnel wishing to upgrade their qualifications in the field of economics.

UNILUS is also a member of the Private Universities Association (PUA), a body that serves as a common platform aimed at enhancing and harmonizing higher education delivery in the country. The University has also developed links with other universities within the region and in particular the Southern African region.

3.8   HIV/AIDS Policy

The University takes cognisance of the fact that the HIV/AIDS pandemic is one of the most lethal threats to the wellbeing of humanity and a serious impediment to human resource development in the 21st century. On the basis of this realisation, UNILUS embraces the spirit of UBUNTU in the fight against this devastating scourge. To this end, the University is strongly against discrimination of any person(s) on the basis of their HIV status.

3.9   Communication Channels

All communications should follow the following channels:

Communication Issue	Designated Officer
Overall Co-ordination of Programmes	Deans/Head of Department/Programme Coordinator
Academic Information	Registrar
Academic Calendar	Registrar
Application for Admission	Registrar
Admission Letters	Registrar
Exemptions	Registrar
Evaluation of Credits	Registrar
Transcript of Records	Registrar
Examinations and Timetables	Assistant Registrar
Brochure and Bulletin	Receptionist
Graduation Arrangements	Registrar
Assignments	Respective Lecturers
School-Specific Queries	Deans/Heads of Departments/Programme Coordinators
Financial Matters	Chief Accountant
Payment of Student Accounts	Chief Accountant

Employment and Attachment of Graduates	Dean of Students
Policy Matters	Vice-Chancellor
Linkages with other Stakeholders	Vice-Chancellor
Linkages with Government	Vice-Chancellor
Project Management of the University	Vice-Chancellor
Student Affairs	Dean of Students
Library Management	Chief Librarian

4.0   THE UNIVERSITY CHAPLAINCY

The University of Lusaka (UNILUS) is an institution open to people of all faiths and spiritual convictions hence it does not have a Chaplain of any specific denomination. The University believes in every person's right to freedom of worship; and opinion of expression; and belief according to their respective cultures and backgrounds.

5.0   STUDENT AFFAIRS

Student Affairs department is currently under the Vice-Chancellor's office and co-ordinated by a Student Counselor's office. Activities include recreation, clubs and societies. In general, the office ensures that the student body gets all the necessary attention it deserves as the major stakeholder of the University. Some of the services rendered in this area include but not restricted to the following:

5.1   Accommodation

The University does not currently have hostel accommodation. Students make their own arrangements with boarding houses, a number of which are in the vicinity of the University. Application and inquiries for accommodation may be made through the Student Affairs Officer. However, the University will soon embark on the construction of its Main Campus that will have modern facilities including student hotels.

5.2   Clubs and Associations

The University will facilitate the establishment and running of Clubs and Associations by students under the supervision of the Dean of Students.

5.3   Sports and Physical Recreation

The university is in the process of procuring modern and state-of-*the-art sporting and recreational facilities* for both in-door and out-door

physical activities. The new university campus to be constructed will have various sporting facilities such as soccer field, basketball, badminton, netball, tennis, volleyball, rugby and *athletics facilities*.

5.4   Career Guidance and Placement Service

The role of the Career Guidance Unit is to establish and maintain contact between the university and the industry. It is through this Unit that students are placed on industrial attachment and vocational employment.

5.5   Counselling Service

The Counselling Centre offers emotional support to students who may be experiencing certain distress problems facing them which includes pressure of work. Counselling and advice are offered under the strictest confidence.

5.6   International Student Affairs

The University hosts and supports students who hail from outside Zambia through orientation Programmes (provision of guidance on immigration, availability of accommodation, security and social facilities in the country). As for academic life, various schools will orient the students on their programmes.

6.0   APPLICATION PROCEDURE FOR ALL PROGRAMMES

University Programmes on Offer

The University of Lusaka (UNILUS) blends its reputation for quality and academic excellence with practical applications to benefit both individuals and the industry, premised on the concept that continuous learning is the foundation upon which a competitive advantage is built. Taking cognisance of both local and international market trends, UNILUS programmes aim to provide students with the best management practices and equip them with necessary competences for the industry.

General entry requirements for a Bachelors Degree are five 'O' levels graded Credit or better and must include English Language and Mathematics.

Masters Degree entry requirements are a Bachelors Degree in a related field of study or a full professional qualification which is equivalent to a Bachelors Degree in a related field of study.

The general application procedure for any of the degree programmes is outlined below:

(a)   prospective students may obtain an Application Form, fill it in and attach photocopies of the requisite qualifications together with a passport-size photo. Note that Application Forms may be obtained from our offices at: The Registrar, University of Lusaka, Plot No. 37413, Mass Media (behind Alliance Française), P.O. Box 36711, Lusaka at a non-refundable fee.

(b)   the completed Application Form must be submitted to the University through the office of the Registrar;

(c)   following review of the duly completed Application Form, the University will issue a Letter of Admission to the successful applicant defining all the relevant information including the date of Formal Registration;

(d)   after receiving the Letter of Admission, some of the applicants holding other relevant qualifications may apply to the Registrar for possible exemption from some of the courses subject to their relevancy to the programmes in which they have been admitted; and

(e)   following the admission process, course registration procedure will be undertaken prior to the commencement of lectures in the relevant programmes.

7.0   GENERAL EXEMPTION RULES AND REGULATIONS

7.1   Overview

The rules in the International Standards of Recognition of 'Prior Learning' require various tuition providers to have a mechanism for the 'recognition of prior learning/qualifications' to help enhance the rate at which students can progress in their studies rather than being repetitive in the programmes/courses that they already passed in their other studies.

7.2   Exemption Procedures: Undergraduate Programmes

Exemptions will be awarded to deserving applicants. To qualify for exemption, the applicant must have studied the course at diploma, degree level or equivalent at a reputable institution; and must have a *Credit* or better in that course and to the satisfaction of the University. Applicants can only be exempted from course in 1st and 2nd Year of a

programme as may be determined by the University. No exemption will be awarded for 3rd and 4th Year courses. The procedure followed for exemptions by the University is outlined below:

7.2.1   the applicant must first apply for Admission as a student in the appropriate programme(s);

7.2.2   following admission, the student can apply for exemption in writing, attaching relevant copies of certificates and statement of results;

7.2.3   the University Exemptions Committee will evaluate the qualifications against the subjects/courses in the degree programme.

7.2.4   following review including the duration of the course undertaken, the content of the programme covered, whether the institution is recognised by other academic institutions, the University will then make a decision related to the student's application for exemption;

7.2.5   the University will thereafter, notify the student concerned in writing regarding the decision reached on their request for exemption. The student will also be informed of the exemption fees required to pay; and

7.2.6   the University Senate reserves the right to change exemption rules for all programmes at any time.

7.3   Programmes in which No Exemptions are Applicable

According to the International Standards of Recognition of 'Prior Learning,' there are a number of areas where exemptions may not be awarded despite prior studies undertaken or qualifications awarded. These include the following:

7.3.1   *The Third and Fourth Years of a Degree Programme*

As state in 6.2, no exemptions can be awarded to any of the subjects in the Third and Fourth Years of a degree programme. Students are expected to undertake all the courses in those levels of the degree programme; and are expected to write examinations in all the appropriate papers.

7.3.2   *Postgraduate Degree Programmes*

In any of the Master's degree programmes, no exemptions are to be awarded in that the programmes are specialised. This

rule is also included in the international regulatory principle which applies in every institution of learning in any tertiary education.

7.4   Exemption Fees

Once an Exemption is allowed, there will be a prescribed fee for each course allowed. Exemption fees are established by the University and are subject to change.

7.5   Caution

Exemptions may only be granted prior to registration and may not be granted during the course of the semester.

8.0   REGISTRATION

The following Rules and Regulations regulate the relations between the students and the University.

8.1   Course Registration

The University will allow students to register online or in person if they are not able to do so online due to limitations in facilities where they may be located. Furthermore, a student shall register at the University in person in a course of study or part of a course of study leading to a degree, diploma or certificate at the beginning of each semester. This shall be done in accordance with the enrolment time-table published for that semester and shall thereafter, re-register at the prescribed time provided that where a student is, by reason of illness or of exceptional circumstances beyond their control, unable to register in due time, he/she may be offered the opportunity to register late by producing a medical certificate or any reasonable evidence for the exceptional circumstances that led to non-registration at the prescribed time.

8.1.1   No student may be allowed to register for courses that lead to a clash with the time-table for that semester.

8.2   Full-time, Part-time and Distance Learning Students

8.2.1   A student who registers as 'full-time' student will attend regular classes during the day according to a given timetable. A student so registered shall carry the normal course load for an academic semester and year.

8.2.2   A student who registers as a 'part-time' student will attend regular classes in the evening according to a given timetable.

A student so registered shall carry the normal course load for an academic semester and year.

8.2.3 A student who registers as a "distance learning" student will receive a prescribed number of assignments during the semester and attend Residential School for a given period of two weeks for undergraduates and three weeks for postgraduates. A student so registered shall carry the normal course load for an academic semester and year.

8.3 Course of Study

The course of study for every student shall require the approval of Senate. However, the Senate may delegate such power of approval to the Dean of the School within which the student is registered. In certain exceptional cases, which do not satisfy the regulations for the award of the degree for which the student is enrolled, the Dean of the School in which the student is registered may, on behalf of the Board of Studies, approve a course of study for that student.

Where options are prescribed for a course of study, the Senate, on the advice of the Board of Studies of the relevant School, may determine which options shall be available in a particular year or semester.

8.4 Inter-disciplinary Course Registration

A student pursuing a course for the award of a degree may, with the approval of the appropriate School or the Board of Studies of that School or the Senate, register for a course or courses in another School, provided that no student shall, under this regulation, register in more than two course units which are outside his/her field of study.

8.5 Late Registration

Students shall register on the appropriate days as set out in the academic calendar, although registration may be accepted after the prescribed dates, subject to the terms set by the university.

8.5.1 A student shall not be allowed to be registered after the end of the third week following the last day of registration.

8.5.2 A student shall not be allowed to register within three weeks following the last day of registration unless payment of a penalty fee or such other penalty as the Senate in its discretion may prescribe is paid.

8.5.3 The Senate shall on the recommendation of the Board of Studies, exclude a student who does not re-register in any year of study.

8.6 Changes During Course of Study

A student who, having completed the registration process, wishes to change his/her course of study, may apply to the Board of Studies through the Dean of the School upon the conditions set out in clause 8.6.1 or 8.6.2 below, as the case may require, for leave to add, substitute or withdraw from any course or subject.

8.6.1   All applications to add, substitute or delete a course or subject shall require the permission of the Board of Studies of the relevant School and shall be lodged with the Dean of the School in which the student is enrolled not later than the third week after the commencement of lectures in that course.

8.6.2   Any student who wishes to withdraw from his or her studies shall inform the Registrar in writing who shall inform the Dean of the School concerning the student's discontinuance of studies. If the Dean of the School, after investigating the circumstances, is satisfied that the reasons for the withdrawal from studies are genuine, academic office shall inform the student in writing of the granting of permission to withdraw from studies.

8.6.3   Any student who has withdrawn from studies under clause 7.6.2 referred to above, and who has been granted permission to withdraw, may apply for re-admission and the Senate, in its discretion, may authorise the re-admission of that student subject to any condition that it may impose including a re-sitting of any of the courses that such student may have already have taken.

8.6.4   Where a student withdraws from his/her first year in the University, within two weeks of commencement of lectures in the first term, he/she shall be regarded as a new entrant should he/she wish to apply for admission in some future sessions.

8.6.5   A student who wishes to interrupt his/her course of study shall seek and obtain leave of absence from the appropriate School or Board of Studies. A student who does not comply with the rule set out herein shall be excluded from studies by the Senate on the recommendation of the Board of Studies following the procedure prescribed in clauses 7.9 and 7.10 below.

8.6.6   Every student who wishes to be absent from university campus on account of illness, attendance at conferences, sports or any such other engagements; and which absence shall involve missing classes or examinations, must seek prior permission through the Registrar. Leave of absence is not to be granted

retrospectively.

8.6.7 The University does not refund fees once paid upon registration. Exceptional cases may be considered at the discretion of management subject to application of terms set by the university.

8.6.8 Students who wish to withdraw or defer their studies must notify the University of their decision in writing. The date of notification will be the date stated on the letter of withdraw/deferment as this will attract a penalty depending on the periody of notification and motive.

8.7 Limitation of Entry and Quotas

8.7.1 If the Senate is of the opinion that the number of persons seeking to gain admission to the courses offered by the University or to register for any course of study or subject in any year, is greater than the number for which adequate accommodation or teaching facilities or both are available or that the enrolment of such number in the University for the course of study or qualification shall not be in the interest of the public, or the relative need of the country, it shall limit the number of persons who may be permitted to enter or register in any course, subject or course of study. However, offer of admission to study shall not necessarily be guarantee of accommodation at the University.

8.7.2 Where a student seeks credit for work done in another institution to enter any programme of study or register for any course or subject in the University, that person shall be enrolled subject to limitations set out in clause 7.8 below.

8.8 Requirements for Recognition of Prior Learning

Subject to the provision for admission *ad eundem statum* and to the express provisions of any other Regulation, every candidate for an undergraduate or postgraduate degree shall be required to:

8.8.1 Register as a student in the University;

8.8.2 Follow a prescribed course of study in the order prescribed or indicated in accordance with the regulations governing the course of study;

8.8.3 Keep terms (that is: abide by all conditions laid down by the Senate) in each course or subject; and shall:

8.8.4 (a) attend classes to the satisfaction of the Senate;

(b) perform to the satisfaction of the Senate through oral, practical, written and other work as the Senate may stipulate; where a student is required to attend a course or lectures under the clause above, he/she shall not be taken

to have satisfied this requirement unless he/she attends at least 80 per cent of the lectures delivered in the course; and

(c) students are not deemed to have attended lecturers if they have had private tuitions with their lectures. It is not permitted by the Senate for any lecturer or student to engage in offering private tuition and doing so would result in disciplinary action.

8.8.5   The terms in any course, paper or subject shall be good only for the semester in which they are kept, provided that upon application, the Senate may permit those terms to be carried forward to a later semester.

8.8.6   The applications for carrying forward of terms shall be made to the Dean of the School not later than the first day of the semester (the official day for the commencement of lectures) next following after which terms were kept.

8.8.7   Students whose terms in a course or subject have been carried forward to a latter semester shall not be entitled to apply again under this Regulation for the terms to be carried further forward.

8.9   Exclusion for Unsatisfactory Progress

8.9.1   The Board of Studies may, on the recommendation of the Head of Department, exclude any student from a course or subject in a department on the ground of unsatisfactory progress in such course or subject. A student so excluded shall have the right of appeal to the Senate. The Dean of the concerned School shall inform all students recommended for exclusion under this clause individually not later than the Friday preceding the end of the semester. Such students may appeal against their exclusion within seven (07) working days following notification of their exclusion.

8.9.2   Any student who has twice attempted any course or subject but failed to obtain a pass in that course shall not be entitled to re-register in that course without the express permission of the Senate.

8.10   Failure to Make Sufficient Academic Progress in a Course of Study

Every student shall be required to maintain a minimum rate of progress in a course of study to be permitted to continue with his/her studies. A student who has failed to the extent described below shall not re-register for further studies in the University without special permission of the Senate:

8.10.1 A student who failed a course(s) for the third time.

8.11 Exclusion for Failure to Pass all Courses

The Senate may on recommendation of the appropriate Board of Studies; exclude from the University any student who does not pass in any of the courses for which he/she is registered for that semester.

Notwithstanding the provision of 7.11.1(a) and 7.11.1(b) of this Regulation, a student is required to complete his studies within a prescribed period of time. No student who has not completed his studies by the end of the allowable maximum period of study shall be entitled to further enrolment in the University. The following are the maximum periods that shall be allowed for study:

8.11.1 (a) Undergraduate degree, two years beyond the normal period.

    (b) Postgraduate degree, one year beyond the normal period. Where a student is absent from an examination, and the Board of Examiners is of the opinion that the student's absence was inexcusable and that he/she should be excluded from the course concerned, it shall recommend to the Senate that the student be excluded from further study in the course concerned. Furthermore, the following regulations shall apply:

8.11.2 (a) No student who has entered a course of study for a degree or diploma with University of Lusaka (UNILUS), and who has been excluded from that course of study, shall be permitted to register without prior express consent of the Senate.

    (b) Without prior permission of the Senate, no student may register in the University.

    (c) No student who has been excluded from any university on the ground that he/she has failed to make sufficient progress may register for the courses with UNILUS.

    (d) No student who wishes to transfer to UNILUS from another university who did not make sufficient academic progress at the previous institution may be permitted to register.

    (e) Applications for permission to register under Clause 6 of this Regulation must be made on the appropriate form and submitted together with the prescribed fees to the Registrar in the semester in which the student wishes to register, provided that:

        (i) Such application shall be for enrolment in a course of study different from the one which the student was excluded for failure to make sufficient academic progress;

        (ii) The course of study is offered in another School; and

(iii) Where exclusion was from the University, no student shall be entitled to apply for further enrolment in the University.

8.12 Exclusion on Health Grounds

8.12.1 Where the School or Board of Studies is of the opinion that a person seeking to register or re-register for a course of study is suffering from a condition which makes the person unfit to pursue or undertake the study of that course or has a disability by reason of which he/she might, because of the requirements of the course, physically endanger himself or other persons, the enrolment or re-enrolment of that person shall be accepted only upon the recommendation of a Board of Assessors appointed by the Vice-Chancellor after consultation with the concerned School or Board of Studies.

8.12.2 The Senate may exclude from attendance at University classes and from the precincts of the University, any student suffering from a disease, notifiable under the Health Act, which in its opinion, is likely to endanger the health of other people on the premises.

8.12.3 A Board of Assessors appointed in accordance with Clause 8.12.1 of this Regulation:

(a) shall, unless it is impracticable, include a member with special knowledge pertaining to the persons' disability and may include a practitioner who has treated the person or has given him/her professional advice but shall not include the Dean of the School concerned or Head of the Department concerned;

(b) may require a person whose condition or disability is in question to undergo a medical examination at the University's expense; and

(c) may recommend the acceptance of an enrolment or re-enrolment with or without attached conditions.

The Admissions Committee shall not exclude an applicant by reason of any condition or disability specified in this Regulation without giving him/her an opportunity to have his/her case considered by a Board of Assessors.

9.0 EXAMINATION REGULATIONS

9.1 Time and Venue

9.1.1 Examinations conducted by the University shall be held at the place and time specified in the examination time-table

published under the authority of the Senate. Except when otherwise provided, examinations shall be held at the end of each academic semester.

9.2 Examination Time-table

9.2.1 A draft examination time-table will be posted on all official notice boards. It shall be the responsibility of each student to notify the Registrar of any clash in the examination time-table for which he/she is registered. The final examination time-table shall similarly be posted on all official notice boards.

9.2.2 The posting of the final time-table on the notice boards shall constitute the formal publication of the examination time-table except for distance learning students who shall be informed about such examination dates through electronic means, in addition to the posting of the same on the said official notice boards. Such notification shall constitute official notice of the date and time for the examination.

9.3 Registration for Examinations

In order to present himself/herself for examination in a course, paper or subject, a student shall register with the Registrar for that course, paper or subject in which he/she is to be examined. Such registration shall be conducted prior to the examination.

9.4 Conduct of Examinations

9.4.1 Qualification to Sit for an Examination

9.4.1.1 For a student to qualify to sit for an examination, he/she should have attended at least 80 per cent of such classes, tutorials, seminars, practical exercises or field work as may be prescribed by the Board of Studies in consultation with the lecturer/examiner concerned.

9.4.1.2 In addition, a student should have written both components of his or her continuous assessment in a particular course; and must have obtained a minimum of 40 per cent in his or her continuous assessment in order to qualify to sit for his/her examination.

9.4.1.3 All full-time and part-time students shall write the mid-semester examination in the period allocated to such examinations. Failure to do so will make the student ineligible to write the final examination.

Make-up tests are strictly prohibited. This means, therefore, that no candidate may be examined in any paper, course or subject at any time other than that set for him/her by the Registrar's office.

9.4.1.4   All assignments are to be submitted on or before the due date. Two (2) marks will be deducted for each day an assignment is late up to seven days. An assignment submitted seven days after the deadline will not be accepted. Where a student fails to submit an assignment for a valid reason, he/she must notify, the School and the lecturer concerned, within 48 hours, in writing, of the reasons for his/her failure to submit the assignment on time.

9.4.1.5   Assignments should be submitted to the lecturer during the lecture session on the date of submission; and the student should ensure that he/she signs a form for submission as proof. Where a lecturer advises that students should submit assignments to another member of staff or office, students should submit their assignments in hard copy to the prescribed office by 16:00 hours on the due date. Upon submission, students are expected to sign the Submissions Log Book and ensure that the member of staff receiving their assignment signs against their names before prior to leaving the office or premises.

9.4.1.6   A student who does not qualify to sit for an examination due to the above rules will be deemed to have failed that examination.

9.5   Examination Rules

9.5.1   The examinations shall comprise such written, oral, practical and other tests as the Board of Studies may prescribe.

9.5.2   No bags, books, notebooks, paper or any other materials unless specifically allowed by the examiner shall be brought into the examination room.

9.5.3   Mobile phones, laptops and any other forms of communication are not allowed in the examination room.

9.5.4   Eating, drinking or smoking during the examination is strictly forbidden.

9.5.5   During the examination, students are not allowed to

communicate with anyone besides the invigilator, who should be notified by way of raising a hand. Anyone who acts otherwise will be disqualified from the examination.

9.5.6 No candidate will be allowed to leave the examination room within the first two hours and the last 30 minutes of the examination.

9.5.7 No candidate will be allowed into the examination 30 minutes after the examination has started. Candidates who arrive late and are allowed into the examination room will not be given extra time.

9.5.8 Candidates who finish the examination within the stipulated period may raise their hand, and may only leave when the invigilator has collected their answer scripts.

9.5.9 Students shall only enter examination numbers and not their names onto their examination transcripts. Answer scripts bearing a student's name will not be marked.

9.5.10 Law students will not be allowed to carry any statutes with any prior writing on them into the examination room. Only requisite statutes as per lecturer's instructions will be allowed into the examination room.

9.5.11 Candidates will not be allowed to share materials during the examination.

9.5.12 Once in the examination room only one student will be allowed to go to the toilet at a time and such allowance shall be at the discretion of the invigilator.

9.5.13 No candidate shall be admitted to an examination after he/she has left unless during the full period his/her absence has been under approved supervision.

9.5.14 It is the responsibility of the candidate to produce a script that is clearly legible. A candidate whose script is deemed by the examiner to be illegible will be disqualified.

9.5.15 No candidate shall continue to write the examination after the Chief Invigilator has announced the expiration of the time allocated for the examination. In no circumstances is any time over and above that allocated to any paper be allowed to any candidate for reviewing his/her script or making any amendments or additions to the script.

9.5.16 Where a student repeats a course he/she will be expected to register for the course and complete all prescribed continuous assessments in the given semester. He/she will

then be graded according to the standard grading system.

9.5.17 No candidate shall communicate with the examiner any explanatory statement in regard to his/her performance in the examinations except through the Registrar.

9.5.18 A complaint by an invigilator that a candidate has committed an examination offence shall immediately be reported in writing to the Registrar who will refer such complaint to the Examinations Committee of Senate. For the purpose of this Regulation, an examination offence includes, any breach of rules relating to the conduct of examination; and any dishonest practice occurring in the preparation or submission of any work (whether in the course of any examination or not) which counts towards the attainment of a pass in any course or subject or otherwise occurring in connection with any examination. The Registrar shall notify the candidate concerned in writing of the complaint and he/she shall be invited to exculpate himself/herself in writing.

9.5.19 The Examinations Committee of Senate shall hear and determine any complaint and shall have the powers to do any of the following things in the case of a candidate found guilty of an examination offence:
(a) Disqualify the candidate from sitting for any examination for such a period as may be prescribed; and/or
(b) Cancel any pass with which the candidate may have been credited in the course, subject or examination in respect of which an offence has occurred; and/or
(c) Recommend to Senate such disciplinary action as the nature of the offence may require.

9.5.20 Any candidate disqualified under Clause 8.5.19 (a) above shall have the right to appeal in writing to the Senate through the Registrar not later than twenty-one days after the official publication of the results.

Any student found in breach of these rules will be disqualified from taking the examination and may be expelled from the institution.

9.6 Deferred Examinations

9.6.1 A candidate, who through illness or other reasonable cause is unable to present himself/herself for an examination, semester or otherwise, may make an application to the School concerned for consideration of his/her case with a view to

being allowed to sit for a deferred examination. There shall be no deferred examinations for candidates who miss an examination.

9.6.2 Such an application shall be forwarded immediately to the Dean of the School before commencement of the said examination(s), and not later than the last day of the said semester examinations session.

9.6.3 It should be noted that any claim to have misread the time-table or pressure of work shall not be considered reasonable causes.

9.6.4 The Dean of the School concerned may, after consideration of an application, permit the applicant to present himself/ herself at a deferred examination.

9.6.5 The granting of deferred examinations remains the prerogative of the University Senate and, therefore, any person who has missed an examination is not automatically deemed to qualify for a deferred examination.

9.6.6 The results of a deferred examination shall be treated in a similar manner as those obtained at the scheduled semester examination.

9.6.7 A person who misses a deferred examination shall not be given another opportunity to write the examination, he/she will be deemed not to have been examined in the course.

9.6.8 In such an event, the examination shall be written at the end of the semester examination.

9.7 Assessment Grades

9.7.1 In assessing the performance of a candidate in a course, the examiners shall:

9.7.1.1 Take into consideration the Continuous Assessment (CA) work done by the candidate during the semester along with the performance in the examination;

9.7.1.2 Give due weight to a report on practical work done by the candidate, wherever these are required; and

9.7.1.3 Where oral work is required for a course or subject, unless otherwise provided, a pass shall be necessary but without grading.

9.8   Grading System

The University of Lusaka (UNILUS) hereby adopts the following grading system for undergraduates:

Percentage	Literal	Description	Points
86 - 100	A+	Distinction	5
76 - 85	A	Distinction	4
66 - 75	B+	Meritorious	3
61 - 65	B	Very Satisfactory	2
56 - 60	C+	Definite Pass	1
50 - 55	C	Bare Pass	0
0 - 49	D	Fail	-
NE	No Examination Taken		
WP	Withdrew with permission		
Exempt	Exempted		
DQ	Disqualified		
F	Fail in a Practical/ Oral/Industrial Attachment/ Redemption Test or Assignment or Research		
S	Satisfactory Pass		
DC	Deceased		

*Points for half courses taken in any particular semester will be considered as half the points given to a full course, i.e., for grade e.g. A+-2.5, A-2.0, B+-1.5, B-1.0, C+-0.5 and C-0.0.

9.9   Classification of Undergraduate Degrees

9.9.1   Grade of a Degree

All undergraduate degrees shall be classified Distinction, Merit, Credit or Pass.

9.9.2   Calculation of the Grade of the Degree

The points based classification of the undergraduate degrees shall be applied as follows for the aggregate grades obtained in the total number of courses sat in the third and fourth years only:

Classification

No. of courses	Distinction	Merit	Credit	Pass
12	42.5+	30.5 –42	18.5–30	0–18
13	46+	33–45.5	20–32.5	0–19.5

14	49.5+	35.5–49	21.5–35	0–21
15	53+	38–52.5	23–37.5	0–22.5
16	56.5+	40.5–56	24.5–40	0–24
17	60+	43–59.5	26–42.5	0–25.5
18	63.5+	45.5–63	27.5–45	0–27
19	67+	48–66.5	29–47.5	0–28.5

Note that the BSc Honours in Accounting and Finance is not classified.

9.10 Rules of Progression

9.10.1 To proceed to the next year of study or advance to the next course series, a candidate must pass all the courses taken during the preceding academic year.

9.10.2 The Board of Studies may permit a candidate who has failed in more than one course to proceed and repeat the failed course along with the full load for the subsequent year, except where the failed course is a pre-requisite to a higher course in which case, the candidate shall not be allowed to take a higher course for that year.

9.10.3 To complete a course, a student shall:
  (a) Attend at least 80 per cent of such classes, tutorials, seminars, oral/practical exercises or field work as may be prescribed by the Board of Studies in consultation with the lecturer(s) concerned;
  (b) Perform to the satisfaction of the Board of Studies in such prescribed practical, written and other course work as shall be required; and
  (c) Obtain an overall pass grade in the course.

9.11 Continuous Assessment

A student who fails to satisfy the requirements for Continuous Assessment (CA) shall not be allowed to sit for the final examinations. The percentages for CA for all Schools in the University are as follows:

9.11.1 All Degree Programmes, 40%;

9.11.2 Diploma and Certificate Programmes, 40%; and

9.11.3 Distance Learning Programmes, 40%;

The Continuous Assessment (CA) for all degree programmes will be as follows:

9.11.4 Full-time and evening students:

  (a) Mid-semester examination, 20%;

(b) Assignment(s), 10%;
(c) Class test(s), 10%; and
(d) Final examination, 60%.

9.11.5 *Distance learning students:*

(a) Two assignments, 10% each;
(b) Class test residential session, 20%; and
(c) Final examination, 60%.

9.12   Repeat Semester

The Board of Examiners shall refer a student to repeat the semester without proceeding to the next semester in the following cases:

9.12.1   any student who has failed two courses out of the four assigned per semester; and three courses out of the five assigned per semester;

9.12.2   a student who fails a repeat course(s) shall be allowed to repeat the course(s) failed;

9.12.3   a final year student who fails a repeat course(s) shall be allowed to repeat the course(s) in the following year together with any final year course(s) failed if he/she is within the allowable maximum period of study; and

9.12.4   a student repeating the semester must pass all courses before being allowed to proceed to the next semester.

9.13   Repeat Course

9.13.1   Subject to the regulations governing progression, all courses failed must be repeated.

9.13.2   A student who has failed a course they are repeating for the first time shall be allowed to repeat the said failed course.

9.13.3   A final year student who fails a repeat course shall be allowed to complete the said course, subject to the rule requiring a student to complete his/her programme of study within the prescribed maximum duration of study.

9.14   Exclusion

9.14.1   A student who fails in three or more courses out of the prescribed four courses per semester may be excluded from the School in which he or she is registered, and may be permitted to apply to another school within the University.

9.14.2   A student who has failed a repeat course(s) (twice), shall be

excluded from the University.

9.14.3 A student who, without prior permission of the Board of Studies, fails to sit for an examination in a semester may be allowed to repeat the course(s) missed.

9.15 Re-admission

9.15.1 Re-admission of a student to a course of study or programme shall be restricted to higher levels of study, i.e., third and fourth years of study for Degree programmes of four years; fourth and fifth years of study for Degree programmes of five years; and second and third years of study for Diploma programmes.

9.15.2 Re-admission shall not be automatic but shall be on recommendation by the School after taking into consideration the applicant's previous academic performance.

9.15.3 An excluded student shall be required to stay away from a course of study or programme for one academic year before being considered for re-admission.

9.15.4 An applicant who has been away from studies for a period of two years or more may not qualify for re-admission.

9.15.5 A student excluded when re-admitted shall register for all the courses in the semester in which he was excluded from, including those he/she had earlier successfully passed.

9.15.6 A student who has been excluded from the Law School at any level of study shall not be re-admitted in the Law School but may be re-admitted in another School.

9.15.7 A student excluded from a School in lower levels of study shall not be considered for re-admission into the same School. Such a student may be considered for admission into another School of the university.

9.16 Maximum Duration of Study

The following shall be the maximum duration of study within which a candidate is to complete his/her programme. Failure to complete within these prescribed periods shall result in the concerned candidate being declared 'untrainable' by the Senate on the recommendation of the relevant School.

9.16.1 For a four year Degree programme-six years.

9.16.2 For a five year Degree programme, seven years.

9.16.3 For the three year Diploma programme, five years.

9.16.4 For the eighteen-months Master's Degree programmes, two years.

9.16.5 For the Four year Doctoral Degree, Six years.

For purposes of computing the maximum period of study, the years in which the student withdrew with permission shall not be counted.

9.17 Comment Codes

9.17.1 Clear Pass

Recorded when a student has passed all the courses for which he/she registered in the semester. The student may continue under the same programme. The Comment is specific to the semester and made irrespective of pre-requisites or performance in previous semesters.

9.17.2 Proceed

The student has either not passed all the courses in the semester or there are some courses that are incomplete until the end of the year.

9.17.3 Exclude School

This comment is recorded by the Board of Examiners when a student has failed to complete the School's requirements.

9.17.4 Repeat

This comment is recorded when a student is required to repeat the course or subject for the next semester or year.

9.17.5 Exclude University

This comment is recorded when a student has been excluded from further study at the University. This comment is made after the student has failed to satisfy the Senate's requirements.

9.17.6 Suspend

This comment is recorded when a student has been suspended for disciplinary reasons.

9.17.7 Expelled

This comment is recorded when a student has been expelled from the University for disciplinary reasons.

9.17.8 Not Examined

This comment is recorded when a student did not sit for the final examination in a particular course in that particular semester.

9.17.9   *Deceased*

This comment is recorded when a student has died in the course of the academic year.

9.17.10 *Not registered*

This comment is recorded when a student fails to register at the stipulated time of registration in a particular semester.

9.17.11 *Change School*

This comment is recorded as a result of a decision made by the Admission Committee, for a student to change School.

9.17.12 *Re-admit*

This comment is recorded by the Senate at the beginning of a semester after Exclude University has been recorded; and where the Senate has reversed its decision. Simultaneously, the comment Exclude for the previous year will be deleted.

9.18   Conferment of Degree and Granting of Diplomas

9.18.1   No person is entitled to describe himself as holding a degree or diploma or certificate granted by the University unless the qualification has been either in person or in absentia been granted at convocation in a general resolution of the Senate.

9.18.2   A student who wishes a qualification to be awarded must make application for the award on the form prescribed from time to time under the authority of the Senate whether it is desired that the degree or diploma be awarded in person or in absentia.

9.18.3   Notwithstanding anything to the contrary in this regulation, a degree may be awarded posthumously within the twelve months period after a person has fulfilled the conditions prescribed for admission to the degree.

9.19   Administrative Review/Remark of Examinations

The University ensures that the marking of papers is absolutely of high quality standard. It does not, therefore, encourage administrative reviews or remark of papers unless under the following circumstances:

9.19.1   the candidate must have submitted a written request within seven (7) days of receiving results;

9.19.2   such a candidate must pay a prescribed fee for remark; and

9.19.3   the candidate shall be informed in writing of the final decision.

9.20   General Conduct on Campus

9.20.1   Students shall not eat from their class-rooms and should throw litter only in designated areas. Any student found violating this rule may be subject to disciplinary measures.

9.20.2   Students shall observe a dress code which is reasonable; and shall not distract other students and/or lecturers from conducting lectures thereof.

9.20.3   Students shall observe silence in the library and shall not take with them any bags, food and drinks or may be charged a penalty prescribed at the time.

9.20.4   No alcohol consumption, use of drugs or smoking is allowed on the University premises at any time; and any student found violating this rule shall be subjected to disciplinary measure.

10.0   SCHOOLS AND PROGRAMMES OF STUDY

The University offers a diverse number of programmes to suit the needs of the private and the public sector in Zambia; the African region and the world as a whole.

10.1   School of Law

10.1.1 History of the School

The School of Law was inaugurated in 2008 and was the pioneer School that offered undergraduate programmes for the University of Lusaka (UNILUS). The Bachelor of Laws degree offered by UNILUS has enjoyed popularity over the years as it offers a variety of courses some of which are not offered elsewhere in the country.

10.1.2 The Board of Studies

The Board of Studies which is an academic governing

body, was established to, inter alia, review, hear and make decisions related to student appeals; make recommendations on matters of policy arising from the Board discussions to the Senate; and serve as the final body of academic appeal in the School.

The Board of Studies is composed of the following members:
  (a)   the Dean of the School as Chairperson;
  (b)   all faculty staff of the School;
  (c)   representatives from the other Schools;
  (d)   Distance Education Coordinator;
  (e)   Librarian;
  (f)   a representative of the Registrar; and
  (g)   Dean of Students.

10.1.3 The Board of Examiners

The Board of Examiners oversees all examinations and recommends to the Senate graduands for the award of degrees. The composition of the Board of Examiners is composed of the following members:
  (a)   the Dean of the School as Law;
  (b)   all faculty staff;
  (c)   a representative from the other Schools;
  (d)   representative of the Registrar;
  (e)   the Librarian; and
  (f)   student Counselor
  (g)   Dean of Students.

10.1.4 School Programmes

The UNILUS Bachelor of Laws (LLB) degree is a unique programme offered to law candidates in Zambia; and is designed to meet the ever growing legal challenges that a lawyer is likely to encounter in his career in Private Practice, Government and Statutory Bodies, Corporate or Business world, International Organisations as well as those who wish to study law in order to assist them pursue their personal interests. Besides, the LLB Degree programme incorporates new law courses which are not offered elsewhere in Zambia, but which are considered essential for lawyers in the ever changing business environment.

10.1.4.1 Bachelor of Laws (LLB)

FIRST YEAR

First Semester

       L 100   Legal Process and the Business Environment
       L 110   Criminal Law
       L 120   Law of Contract
       L 130   Constitutional Law
       BBA140 - Business Environment

Second Semester

       L 140   Law of Tort
       L 150   Land Law
       L 160   Administrative Law with a Prerequisite L 130
       L 170   Family and Succession Law

SECOND YEAR

First Semester

       L 200   Commercial Law with a Prerequisite L 120
       L 210   Insurance Law with a Prerequisite L 120
       L 220   Human Rights with a Prerequisite L 130
       L 230   Employment Law

Second Semester

       L 240   Legal Writing, Mooting and Advocacy Skills
       L 250   Local Government Law
       L 260   Law of Evidence
       L 270   Media Law
       L 290   Refugee and Immigration Law

THIRD YEAR

First Semester

       L 300   Company Law
       L 310   Insolvency Law
       L 320   Environmental Law
       L 330   International Law

Second Semester

       L 340   Intellectual Property Law
       L 350   International Trade Law

L 360   Tax Law
L 370   International Investment Law

FOURTH YEAR

First Semester

L 400   Dissertation
L 410   Banking Law
L 420   Alternative Dispute Resolution
L 430   Capital Markets and Securities Regulation
L 440   Civil and Criminal Procedure

Second Semester

L 400   Dissertation
L 450   Jurisprudence and Legal Theory
L 460   Competition Law
L 470   Information Technology Law
L 480   Pension and Social Security Law

10.2   School of Health Sciences

10.2.1 *History of the School*

The School of Health Sciences was established in 2011 with the vision *to become the centre of excellence in public health training in Zambia.* The mission of the School is *to promote the attainment of better health through public health training, research and community service.*

The University of Lusaka (UNILUS) recognises that Zambia, like many other African countries, has a critical shortage of appropriate health professionals which includes public health practitioners. In addition to the underlying shortage of human resource, there are also noticeable inadequate research interventions to address health challenges. The School has, therefore, started with a degree in Public Health with the intention of introducing more programmes in the future.

10.2.2 *The Board of Studies*

The Board of Studies, an academic governing body is established to, inter alia, review, hear and dispose of student

appeals; make recommendations on matters of policy arising from Board discussions and hearings to Senate and serve as the final body of academic appeal in the School. The Board of Studies is composed of the follows members:

(a) the Dean of the School as Chairperson;
(b) all faculty staff;
(c) a representative from the other Schools;
(d) the Librarian;
(e) a representative of the Registrar; and
(f) Student Counselor; and
(g) Dean of Students.

10.2.3 The Board of Examiners

The Board of Examiners oversees all examinations and recommends to the Senate graduands for the award of degrees. The composition is as follows:

(a) the Dean of the School as Chairperson;
(b) all faculty staff;
(c) a representative from the Schools;
(d) representative of the Registrar;
(e) the Librarian; and
(f) Dean of Students.

10.2.4 Programmes

The School presently runs the following programmes, with plans for expansion in other areas as the market dictates in the near future:

10.2.4.1 Bachelor of Science in Public Health

Public Health is the science of protecting and improving the health of communities through education, promotion of healthy lifestyles, and research for disease and injury prevention. Public health professionals analyse the effect on health of genetics, personal choice and the environment in order to develop programmes that protect the health of the family and the community. The University of Lusaka (UNILUS) Bachelor of Science in Public Health programme gives a student a thorough understanding of the main disciplines of

public health, providing a strong basis for a high-level career in the field. The programme is set in such a way that students, upon graduation, are in a position to manage public and private health systems.

FIRST YEAR

First Semester

BSPH	111	Refresher Biology and Chemistry
BSPH	112	General Principles of Social Psychology
BSPH	113	Introduction to Public Administration and Political Education
BSPH	114	General Principles of Public Health
BBA	230	Computer Appreciation and Information Management

Second Semester

BSPH	121	Refresher Mathematics and Physics
BSPH	122	Epidemiology
BSPH	123	Biostatistics
BBA	140	Business Environment
BBA	141	Business Communication
BSPH	125	Law and Ethics in Public Health Practice

SECOND YEAR

First Semester

BBA	420	Organisational Theory and Behaviour
BSPH	212	Management of Health Information Systems
BSPH	213	Applied Environmental Health and Pollution
BSPH	214	Infectious and Communicable Diseases
BSPH	215	Non-Communicable Diseases

Second Semester

BSPH	221	Health Promotion and Behaviour Change Communication
BSPH	222	Human Genetics and Disease
BSPH	223	Food Technology and Hygiene
BSPH	224	Medicines and Toxicology
BSPH	225	Water and Sanitation

THIRD YEAR

First Semester

BSPH	311	Occupational Health and Ergonomics
BSPH	312	Reproductive, Maternal and Child Health
BSPH	313	Mental Health
BSPH	314	Community Health Nutrition
BSPH	315	Health Mapping and Geographical Information Systems

Second Semester

HRM	220	Human Resource Management & Development
BSPH	322	Health Economics and Financing
BSPH	323	Health Systems, Research and Projects
BSPH	324	Risk Assessment and Disaster Management
BSPH	325	Medical Anthropology

FOURTH YEAR

First Semester

BSPH	411	Field Attachment and Dissertation I
BSPH	412	Health Services Management and Policy
BSPH	413	Health Systems Development and Management
BSPH	414	Community Health Service Delivery
BSPH	415	Climate Change and Public Health

Second Semester

BSPH	421	Field Attachment and Dissertation II
BSPH	422	Strategic Management and Marketing in Health Care Organisations
BSPH	423	Project Planning, Monitoring and Evaluation and Entrepreneurship Skills
BSPH	424	Public Health Informatics
BSPH	425	Seminars on current issues in Public Health

10.3   School of Business and Management

10.3.1 History of the School

The School of Business and Management was the first School which UNILUS started with upon its inception as ICTAR in 2007. Since its infancy, the School has commanded a prestigious ranking due to its composition of high-calibre academic staff who are mostly corporate leaders of the

business community (both in the public and private sectors). This has been buttressed by flexibility and eagerness in the introduction of new courses and programmes beneficial to the 21st Century Zambia.

10.3.2 The Board of Studies

The Board of Studies, an academic governing body is established to, inter alia, review, hear and decide student appeals; make recommendations on matters of policy arising from Board discussions and hearings to the Senate and serve as the final body of academic appeal in any School. Its composition is as follows:
  (a) the Dean of the School as Chairperson;
  (b) all faculty staff;
  (c) a representative from the other Schools;
  (d) the Librarian;
  (e) a representative of the Registrar; and
  (f) Dean of Students.

10.3.3 The Board of Examiners

The Board oversees all examinations and recommends to the Senate graduands for the award of degrees. The composition is as follows:
  (a) the Dean of the School as Chairperson;
  (b) all faculty staff;
  (c) a representative from the School of Health Sciences;
  (d) representative of the Registrar;
  (e) the Librarian; and
  (f) Dean of Students.

10.3.4 Programmes

The School presently runs the following programmes, with plans for expansion in other areas in the near future as the market dictates:

10.3.4.1 Bachelor of Science in Human Resource Management

This programme is designed to provide students with an in-depth knowledge of management functions that have become critical in modern organisations such as; Human Resource Management, Industrial Relations, Organisational Behaviour, and Business Strategy. It emphasises both Practical and Conceptual

Skills to enable students to work in all areas of human resource management in both the public and the private sectors.

In this programme, students are able to learn about how to motivate employees, deal with government labour regulations, handle problems with labour relations and develop programmes for a successful workplace. On completion of the programme, graduates should be able to help shape an organisation or business through staff planning, job analysis and design, appraisal of staff performance and assessment of training needs.

FIRST YEAR

First Semester

BBA	120	Business Mathematics
BBA	140	Business Environment
BBA	141	Business Communication
ECF	100	Principles of Economics
HRM	110	Introduction to Psychology

Second Semester

AFIN	102	Financial Accounting
BBA	170	Business Law
HRM	100	Management Theory and Practice
HRM	130	Sociology

SECOND YEAR

First Semester

BSM	210	Principles of Marketing
BBA	230	Management of Information Systems
HRM	200	Labour Economics
HRM	220	Managing and Developing Human Resource
AFIN	210	Cost and Management Accounting

Second Semester

BBA	240	Quantitative Methods BBA 120 Prerequisite
HRM	230	Manpower Planning
AFIN	209	Corporate Finance and Financial Modelling

THIRD YEAR

First Semester

BSPH 311 Occupational Health and Ergonomics
HRM   300 Industrial Psychology
HRM   310 Performance Management
BBA   260 Research Method 1

Second Semester

BBA   360 Innovation and Entrepreneurship
BPS   360 Production and Operations Management
HRM   330 Rewards and Compensation Management
BBA   260 Research Method 2
BBA   420 Organisational Theory and Behaviour

FOURTH YEAR

First Semester

D   400 Dissertation
BBA   410 Strategic Management
BPA   200 Public Service Management and Administration
HRM   420 Change Management

Second Semester

D   400 Dissertation
HRM   440 Talent Management
L   230 Employment Law
HRM   460 Leadership Theory and Practice

10.3.4.2 Bachelor of Science in Purchasing and Supply Management

The BSc Purchasing and Supply Management Degree is meant to develop and enhance the competence and knowledge that candidates need in order for them to be effective, accountable, economical and efficient in the way they manage the strategic and organisational supply chain operations competitively.

The programme focuses on the core skills and is work-oriented so as to deliver the programme with more emphasis on practical aspects of the purchasing function; and innovative approach to issues that are relevant in today's business environment.

The graduates will develop the knowledge to get the right goods and services to the right place at the right time. They will be enabled to understand the theoretical foundations of logistics and supply chain management; and gain insights into current thinking and practices.

FIRST YEAR

First Semester

BBA	120	Business Mathematics
BBA	141	Communication Skills
BPS	100	Purchasing and Supply Chain Management
BBA	140	Business Environment

Second Semester

AFIN	102	Financial Accounting
BBA	170	Business Law
BPS	130	Stores and Inventory Management
ECF	100	Principles of Economics
HRM	100	Management Theory and Practice

SECOND YEAR

First Semester

AFIN	210	Cost and Management Accounting, AFIN 102 Prerequisite
BPS	200	Purchasing Principles and Procurement Methods
BPS	220	Logistics and Incoterms
BSM	210	Principles of Marketing
AFIN	208	Principles of Taxation

Second Semester

BBA	230	Management of Information Systems
BPS	250	Procurement Legal Frameworks
BPS	260	Standard Bidding Documents
AFIN	208	Principles of Taxation

AFIN   209   Corporate Finance and Financial Modelling

THIRD YEAR

First Semester

BBA   260   Research Methods 1
BPS   360   Production and Operations Management
BPS   390   Productivity and Quality Management

Second Semester

BBA   360   Innovation and Entrepreneurship
BPS   380   Storage, Packaging and Distribution
BBA   260   Research Methods 2
BF   330   Financial Risk Management

FOURTH YEAR

First Semester

D   400   Dissertation
BPS   420   Strategic Purchasing and Supply Chain
                   Management
BPS   430   Audit Practice and Performance Review
BBA   490   Project and Contract Management

Second Semester

D   400   Dissertation
BBA   410   Strategic Management
BPS   440   International Supply Chain Management
BPS   460   Public Sector Procurement Management

10.3.4.3 *Bachelor of Business Administration*

The Bachelor of Business Administration (BBA) degree administered by the University of Lusaka (UNILUS), introduces the graduate to the main themes of business management in both the local and international context. It is the basis for further studies in specialised business subjects such as Accounting, Marketing, Strategic Management, Operations Management, Human Resources Management and Organisational Behaviour.

The graduates from UNILUS's BBA will be able to work in managerial positions and in other positions that require business management knowledge. The graduate will be able to take positions of responsibility in Accounting, Business

Analysis, Financial Management, General Management, Marketing and Human Resources Management.

FIRST YEAR
First Semester

BBA	120	Business Mathematics
BBA	140	Business Environment
BBA	141	Business Communication
ECF	100	Principles of Economics

Second Semester

AFIN	102	Financial Accounting
BBA	170	Business Law
HRM	100	Management Theory and Practice
ECF	110	Introduction to Macro-Economics

SECOND YEAR
First Semester

AFIN	209	Corporate Finance and Financial Modelling
BBA	240	Quantitative Methods (BBA 120 Prerequisite)
BSM	210	Principles of Marketing

Second Semester

AFIN	210	Cost and Management Accounting (AFIN 102 (Prerequisite)
BBA	230	Management of Information Systems (ECF 100 Prerequisite)
ECF	110	Introduction to Macroeconomics (ECF 110 Prerequisite)
HRM	220	Managing and Developing Human Resource
BF	330	Financial Risk Management

THIRD YEAR
First Semester

BBA	260	Research Methods 1
BBA	350	Company Law
ECF	300	Managerial Economics

Second Semester

BBA	360	Innovation and Entrepreneurship
BF	320	Investment Analysis and Portfolio Management
BF	360	Operations Research (BBA 240 Prerequisite)
BSM	340	Marketing Research
BBA	260	Research Methods 2

FOURTH YEAR

First Semester

D	400	Dissertation
BBA	410	Strategic Management
BBA	420	Organisational Theory and Behaviour

Second Semester

| D | 400 | Dissertation |
| BBA | 430 | Corporate Governance and Ethics |

***Electives (select two)*

BBA	460	International Business
BSM	410	Services Marketing
BBA	490	Project Management
ECF	320	Financial Markets, Money and Banking
ECF	410	Public Finance and Taxation

***Electives are only offered subject to availability of a minimum number of students and resources.*

10.3.4.4 *Bachelor of Accountancy*

The Bachelors Degree in Accounting allows candidates to gain skill and knowledge in a wide area of Accounting and Finance. The graduates of the programme will not be restricted to careers in accounting fields but will be prepared to embark on careers in Finance and Investment Management as well as other related business career paths.

The graduates from this course will undertake various accounting functions such as Corporate Accounting, Financial Accounting, Financial Management, Auditing, Forensic Accounting, Project and Investment Analysis and other such similar specialisations. The graduates from this programme have the opportunity to embark on further studies to obtain professional accounting qualifications such as ACCA, CIMA

or the American CFA.

FIRST YEAR

First Semester

BBA	120	Business Mathematics
BBA	140	Business Environment
BBA	141	Business Communication
ECF	100	Principles of Economics

Second Semester

AFIN	102	Financial Accounting
BBA	170	Business Law
HRM	100	Management Theory and Practice
ECF	110	Introduction to Macroeconomics

SECOND YEAR

First Semester

AFIN	209	Corporate Finance and Financial Modelling
AFIN	210	Cost and Management Accounting (AFIN 102 Prerequisite)
BBA	240	Quantitative Methods (BBA 120 Prerequisite)

Second Semester

AFIN	208	Principles of Taxation
AFIN	215	Financial Reporting, Analysis and Planning
BBA	230	Management of Information Systems
BSM	210	Principles of Marketing

THIRD YEAR

First Semester

AFIN	317	Advanced Management Accounting, Decision and Performance Management
AFIN	318	Audit and Assurance
BBA	260	Research Methods 1
ECF	300	Managerial Economics
BF	320	Investment Analysis and Portfolio Management

Second Semester

AFIN	321	Public Sector Accounting
BBA	350	Company Law
BBA	360	Innovation and Entrepreneurship
BF	360	Operations Research (BBA 240 Prerequisite)

BF   330   Financial Risk Management
BBA   260   Research Methods 2

FOURTH YEAR

First Semester
D   400   Dissertation
BBA   410   Strategic Management
BBA   420   Organisational Behaviour
AFIN   427   Corporate Governance and Business Ethics

Second Semester
D   400   Dissertation
AFIN 428   Corporate Reporting and Financial Analysis
BF   420   Lease and Project Finance
***Electives (select two)*
AFIN 431   Frauds and Forensic Accounting
AFIN 432   Performance Audit
AFIN 433   Project Accounting
ECF   320   Financial Markets, Money and Banking
***Electives are only offered subject to availability of minimum number of students and resources.*

10.3.4.5   *BSc Honours: Accounting and Finance*

The University of Lusaka (UNILUS) has introduced the Bachelor of Science Honours Degree in Accounting and Finance for holders of professional accounting qualifications such as ZICA, ACCA, CIMA, ICAEW and other qualifications recognised by the Zambia Institute of Chartered Accountants (ZICA) at Associate Membership level. The programme has a minimum duration of one year. It is aimed at allowing the holders of professional qualifications access to an academic qualification while at the same time enhancing their research, consultancy and entrepreneurship skills. The programme has the support of ZICA and is bound to benefit graduates, employers and society.

First Semester
ECF   300   Managerial Economics (c)
BBA   360   Innovation and Entrepreneurship (c)
BF   320   Investment Analysis and Portfolio Management (c)
BBA   260   Research Method 1 (c)

D   400   Dissertation (c)

Second Semester

BBA   260   Research method 2

D   400   Dissertation (c)

BPS   360   Production and Operations Management (c)

   ***Electives (Select any two)*

BF   310   International Trade and Finance

BSM   470   Strategic Marketing Management

ECF   320   Financial Markets, Money and Banking (c)

(C)   ***Denotes Compulsory Course.***

   ****Electives are only offered subject to availability of minimum number of students and resources*

10.3.4.6   *Bachelor of Science in Marketing*

The Bachelor of Science in Marketing is designed programme for students who desire to pursue any of the many careers in the field of marketing. The programme addresses critical processes in planning and implementing marketing activities intended to create exchanges that satisfy both consumer and organisational objectives. With greater competition in markets arising from deregulation, technological change and globalisation, an understanding of marketing is becoming increasingly crucial for professionals in both private and government business areas.

The Bachelor of Science in Marketing programme focuses on strategic and tactical concepts in marketing. It also stresses on the use of modern marketing techniques in a competitive world, and enhances the graduates' ability to add value to products and services giving them an edge over others. The programme is designed to furnish students with a solid background in business; together with an understanding of the role of marketing within organisations, in solving marketing needs within various environmental challenges and opportunities.

Upon completion of the programme, graduates will

have acquired decision-making skills and would be innovative in their approach to business problems and situations. Furthermore, the programme format provides an environment for students to expand their thinking and communication skills so that they may deal effectively with the continually changing business environment.

The graduates of this programme will be able to take up middle and senior management positions in the marketing function in various institutions.

FIRST YEAR

First Semester

BBA	120	Business Mathematics
BBA	140	Business Environment
BBA	141	Business Communication
ECF	100	Principles of Economics

Second Semester

AFIN	102	Financial Accounting
BBA	170	Business Law
HRM	100	Management Theory and Practice
ECF	110	Introduction to Macro-Economics

SECOND YEAR

First Semester

AFIN	209	Corporate Finance and Financial Modeling
AFIN	210	Cost and Management Accounting (AFIN 102 Prerequisite)
BBA	240	Quantitative Methods (BBA 120 Prerequisite)
BSM	210	Principles of Marketing

Second Semester

BBA	230	Management of Information Systems
BSM	220	Consumer Behaviour
BSM	230	Internet Marketing
BSM	250	Sales Management

THIRD YEAR

First Semester

BSM	320	Integrated Marketing Communications
BSM	330	Strategic Marketing Planning
BSM	340	Marketing Research

ECF 300 Managerial Economics
BBA 260 Research Methods 1

Second Semester

BBA 360 Innovation and Entrepreneurship
BPS 360 Production and Operations Management
BSM 250 Sales Management
BSM 350 Industrial Marketing
BBA 260 Research Method 2

FOURTH YEAR

First Semester

D 400 Dissertation
BBA 410 Strategic Management
BBA 420 Organisational Behaviour
BSM 410 Services Marketing
AFIN 427 Corporate Governance and Ethics

Second Semester

D 400 Dissertation
BSM 440 Product Planning and Branding Strategy
BSM 460 International Marketing Strategies
BSM 470 Strategic Marketing Management
L 470 Intellectual Property Law

10.3.4.7 Bachelor of Science in Banking and Finance

The Bachelor of Science in Banking and Finance programme is a rigorous programme with the aim of enhancing out graduates that will be able to work in the banking and financial sector such as insurance companies, financial brokers' firms, microfinance institutions. The graduates will be able to take up analytical, middle-management and, with appropriate experience, take up senior management positions. This course is especially important in view of the fact that Zambia lacks qualified staff that can take up positions of responsibility in the banking and financial sector of the country.

FIRST YEAR

First Semester

BBA 120 Business Mathematics
BBA 140 Business Environment
BBA 141 Business Communication

ECF 100 Principles of Economics

Second Semester

AFIN 102 Financial Accounting
BBA 170 Business Law
BF 150 The Banking and Financial Services Sector
HRM 100 Management Theory and Practice
BF 140 Banking Operations, Lending and International Business

SECOND YEAR

First Semester

AFIN 209 Corporate Finance and Financial Modelling
AFIN 210 Cost and Management Accounting
BBA 230 Management of Information Systems
BF 210 Monetary and Financial Systems

Second Semester

AFIN 215 Financial Planning, Analysis and Reporting
BBA 240 Quantitative Methods
BBA 120 Prerequisite
BSM 210 Principles of Marketing

THIRD YEAR

First Semester

BBA 260 Research Methods 1
BF 310 International Trade and Finance
BF 350 Regulatory Framework of Financial Systems
ECF 300 Managerial Economics

Second Semester

BBA 360 Innovation and Entrepreneurship
BF 320 Investment Analysis and Portfolio Management
BF 330 Financial Risk Management
BF 360 Operations Research
BBA 260 Research Methods 2

FOURTH YEAR

First Semester

D 400 Dissertation
BBA 420 Organisational Behaviour

L	410	Banking Law and Practice
BF	410	Corporate and Merchant Banking

Second Semester

D	400	Dissertation
BBA	410	Strategic Management
BF	465	Bank Branch Management
BSM	470	Strategic Marketing Management
BF	420	Lease and Project Financing

***Electives (select any one)*

BF	460	Bank Treasury
BF	461	Money and Capital Markets
BF	463	Insurance and Pension Management
BF	464	Microfinance Institutions Management
HRM	310	Financial Management

***Electives are only offered subject to availability of minimum number of students and resources.*

10.3.4.8 Bachelor of Arts in Economics

This programme aims at teaching plain economics to students. It forms the fundamental foundation of further courses in business and economics. The course is designed in such a way as to ensure rigorous training in Mathematical Economics, Fundamental Economics and Theory related to development and application of economics with special attention to the global situation.

FIRST YEAR

First Semester

BBA	120	Business Mathematics
BBA	140	Business Environment
BBA	141	Business Communication
ECF	100	Principles of Economics

Second Semester

AFIN	102	Financial Accounting
ECF	110	Introduction to Macroeconomics
ECF	100	Prerequisite
HRM	100	Management Theory and Practice
BBA	170	Business Law

SECOND YEAR

First Semester

AFIN	209	Corporate Finance and Financial Modelling
BBA	240	Quantitative Methods
BBA	120	Prerequisite
ECF	200	Intermediate Microeconomics

Second Semester

BBA	230	Management of Information Systems
ECF	230	Introduction to Econometrics
ECF	240	Intermediate Macroeconomics

THIRD YEAR

First Semester

BBA	260	Research Methods 1
ECF	300	Managerial Economics
ECF	240	Prerequisite
ECF	320	Money, Banking and Financial Markets
EC	350	Labour Economics

Second Semester

BBA	360	Innovation and Entrepreneurship
EC	340	Agricultural Economics
ECF	330	International Trade
ECF	340	Development Economics
BBA	260	Research Methods 2

FOURTH YEAR

First Semester

D	400	Dissertation
BBA	410	Strategic Management
BBA	420	Organisational Theory and Behaviour
EC	430	International Political Economy
ECF	410	Public Finance and Taxation

Second Semester

D	400	Dissertation
EC	420	Health Economics
ECF	350	Financial Economics
ECF	480	Advanced Econometrics

ECF   470   Environmental Economics

10.3.4.9   Bachelor of Science in Economics and Finance

The Bachelor of Science in Economics and Finance programme has a rare combination of courses in economics and finance. The programme has been designed to provide the economic reasoning, quantitative skills and institutional knowledge required by economists to solve practical problems. The degree offers the students an opportunity to combine in-depth studies in economics and finance. It provides students with the analytical tools from the fields of Mathematics, Statistics, Economics and Econometrics together with the institutional knowledge required to work as economists and financial analysts. The programme is grounded on Quantitative, Economics and Finance subjects.

The Degree programme has optional units in economics and finance. More generally, the Degree is designed to develop good analytical skills which should be useful in the context of further studies or work.

This programme will provide graduates with employment opportunities in the public and private sector, marketing research firms, management consulting firms, banks, securities and brokerage, and computer and data processing companies.

The graduates will have opportunities to work at all levels of local and central government as well as non-profit and international organisations such as the World Bank (WB), Africa Development Bank (ADB) and the International Monetary Fund (IMF).

FIRST YEAR

First Semester

BBA   120   Business Mathematics
BBA   140   Business Environment
BBA   141   Business Communication
ECF   100   Principles of Economics

Second Semester

AFIN 102   Financial Accounting
ECF   110   Introduction to Macroeconomics (ECF 100 Prerequisite)
HRM   100   Management Theory and Practice

BBA	170	Business Law

SECOND YEAR

First Semester

AFIN	209	Corporate Finance and Financial Modelling
BBA	240	Quantitative Methods (BBA 120 Prerequisite)
ECF	200	Intermediate Microeconomics

Second Semester

BBA	230	Management of Information Systems
ECF	230	Introduction to Econometrics
ECF	240	Intermediate Macroeconomics

THIRD YEAR

First Semester

BBA	260	Research Methods 1
ECF	300	Managerial Economics
ECF	240	Prerequisite
ECF	320	Money, Banking and Financial Markets
ECF	350	Financial Economics
BF	320	Investment Analysis and Portfolio Management

Second Semester

BBA	360	Innovation and Entrepreneurship
BF	330	Financial Risk Management
ECF	330	International Trade
ECF	340	Development Economics
BBA	260	Research Methods 2

FOURTH YEAR

First Semester

D	400	Dissertation
BBA	410	Strategic Management
BBA	420	Organisation Theory and Behaviour
ECF	410	Public Finance and Taxation

Second Semester

D	400	Dissertation
BF	420	Lease and Project Finance
EC	430	International Political Economy
ECF	420	International Finance
ECF	480	Advanced Econometrics

10.3.4.10 Bachelor of Science in Insurance and Pension Management

This is a highly specialised course in business management that concentrates on the intricacies of the Insurance and Pension Management Sector. It prepares individuals to manage risk in organisational settings and provide insurance and risk-aversion services to businesses, individuals and other organisations. It also prepares graduates to plan and manage pension funds and social security schemes for wealth-creation since the industry is endowed with huge funds.

As Zambia embraces market economics and foreign direct investments, the onus is on the entrepreneurs to manage risk and pensions of their employees. This course is suited for both specialisations.

The graduates taking the course will be able to manage risk undertaken by an insurance company or pension fund. Therefore, graduates will be able to undertake actuarial positions and/or pension fund management activities. They will also be able to undertake analytical work in these fields.

FIRST YEAR

First Semester

AFIN	102	Financial Accounting
BBA	120	Business Mathematics
BBA	140	Business Environment
BBA	141	Business Communication
ECF	100	Principles of Economics

Second Semester

BIP	120	Insurance and Pension Business Practice
BIP	130	Insurance Underwriting Processes
BIP	140	Insurance Claims Handling Process
BIP	170	Marine, Aviation and Motor Insurance

SECOND YEAR

First Semester

BIP	200	Life Assurance
BIP	210	Claims Management
BIP	220	Financial Institutions and Markets
BIP	230	Insurance Broking
BSM	210	Principles of Marketing

BBA 260   Research Methods 1

Second Semester

HRM	220	Managing and Developing Human Resource
BIP	250	Underwriting Management
BIP	260	Health Insurance
BIP	270	Social Security Scheme
L	210	Insurance Law
AFIN	209	Corporate Finance and Financial Modelling

THIRD YEAR

First Semester

BIP	300	Introduction to Actuarial Mathematics
BIP	310	Liability Insurance
BIP	330	Property Insurance
BSM	210	Principles of Marketing
BBA	260	Research Methods 1

Second Semester

BBA	360	Innovation and Entrepreneurship
BF	330	Financial Risk Management
BIP	350	Re-insurance
BF	320	Investments Analysis and Portfolio Management
BBA	260	Research Methods 2

FOURTH YEAR

First Semester

D	400	Dissertation
BIP	400	Pension Fund Management
BIP	420	Pensions Regulation and Management
BIP	430	Insurance Financial Management
BBA	420	Organisation Theory and Behaviour

Second Semester

D	400	Dissertation
BBA	410	Strategic Management
ECF	410	Public Finance and Taxation
HRM	220	Managing and Developing Human Resource

***Electives (select one)*

BIP	470	Real Estate Investment and Financial Analysis
BIP	480	Asset Liability Management
BIP	490	Real Estate Finance

***Electives are only offered subject to availability of minimum number of students and resources*

10.3.4.11   Bachelor Of Science In Actuarial Science

Actuarial Science stands at the intersection of risk and money. It is a branch of science that uses Mathematics, Statistics, Economics and Financial knowledge to model and manage future uncertainty in financial, pension and insurance industries. Particularly, insurance firms, pension and benefit firms, financial institutions and other similar organizations require the services of actuaries in pricing products, and assess the risk of certain events occurring and to formulate policies that minimize the cost of that risk. Using their broad knowledge of mathematics, statistics, economics, finance, and business, actuaries help design insurance policies, pension plans, and other financial strategies in a manner which will help ensure that the plans are maintained on a sound financial basis.

The main objective of the Bachelor of Science in Actuarial Science is to prepare students for a career as an actuarial scientist concerned with the construction of models and solutions for insurance, pension, financial, business and societal problems involving uncertain future events. The graduates of actuarial science are expected to find employment in insurance firms, pension and employee benefits firms, banks, consulting firms and brokerage firms.

University of Lusaka (UNILUS) has decided to introduce this degree programme to students because of the shortage of qualified Actuaries in Zambia and that insurance firms and pension funds have to source the services of Actuaries outside Zambia. All specialized courses will be taught by Academicians and Experts in their respective fields from countries that have been running these programs until such time that we will develop our own expertise.

FIRST YEAR

First Semester

BBA	140	Business Environment
BBA	141	Communication Skills

BAS	100	Introduction to Actuarial Science
ECF	100	Principles of Economics
BBA	120	Business Mathematics
BAS	110	Calculus I

Second Semester

ECF	110	Introduction to Macroeconomics
ACTS	120	Probability and Statistics I
HRM	100	Management Principles & Practices
BBA	230	Management Theory & Practice

SECOND YEAR

First Semester

ACTS	200	General Insurance Theory
ACTS	210	Probability and Statistics II
ACTS	211	Actuarial Mathematics I

Second Semester

ACTS	212	Calculus & Linear Algebra
ACTS	240	Financial Mathematics I
ACTS	260	Actuarial Statistics
ACTS	221	Actuarial Mathematics II
BBA	260	Research Methods

THIRD YEAR

First Semester

ACTS	300	Risk Theory for Actuarial Science
ACTS	310	Theory of Interest
ACTS	330	Regression Modelling
BIP	220	Financial Institutions & Markets
ECF	230	Introduction to Econometrics

Second Semester

L	210	Insurance Law
ACTS	350	Principles of Actuarial Models: Life Contingencies
ACTS	370	Insurance Mathematics
ACTS	380	Loss Distribution and Credibility Theory

FOUR YEAR

First Semester

D	400	Dissertation
ACTS	400	Stochastic Modelling/Processes
ACTS	410	Actuarial Techniques
BBA	410	Strategic Management
AFIN	209	Corporate Finance and Financial Modelling

Second Semester

D	400	Dissertation
ACTS	420	Survival Models
ACTS	440	Financial Economics for Actuarial Science
BIP	420	Pensions Regulation and Management
BF	320	Investments and Portfolio Management
ACTS	470	Applied Time Series Analysis

10.4 School of Education, Social Sciences and Technology

10.4.1 History of the School

The School of Education, Social Sciences and Technology is an innovative integration of scholarship and professional instruction in Policy and Planning in Public Administration, Urban Affairs, Governance, Development Studies, Politics and International Relations, Education and Information Technology.

The overall aim of the School is to equip present and future public service practitioners, development professionals and political scientists with the skills and understanding to become high-quality administrators and managers who will be able to play a critical role as innovators and 'change agents' in their home environments. The School is also focused on addressing the professional development needs of the county's educators. Furthermore, the School also aims at making a contribution to the standing of UNILUS research, teaching, Technology and community engagement that is internationally recognised and locally effective.

10.4.2 The Board of Studies

The Board of Studies is an academic governing body established to, inter alia, review, hear and dispose of student

appeals; make recommendations on matters of policy arising from Board discussions and hearings to the Senate and serve as the final body of academic appeal in the School. The Board of Studies is comprised of the following members:

(a) the Dean of the School as Chairperson;
(b) all faculty staff;
(c) a representative from the other Schools;
(d) The Librarian;
(e) a representative of the Registrar; and
(f) one student representative from any School.

10.4.3 The Board of Examiners

The Board oversees all examinations and recommends to the Senate, graduands for the award of degrees. The Board of Studies is comprised of the following members:

(a) the Dean of the school as Chairperson;
(b) all faculty staff;
(c) a representative from the other Schools;
(d) representative of the Registrar;
(e) the Librarian; and
(f) Dean of Students.

10.4.4 Programmes

The School presently runs the following programmes, with plans for expansion in the near future in other areas as the market will dictate:

10.4.4.1 Bachelor of Science in Public Administration

A Bachelor of Science degree in Public Administration is intended to prepare graduates to pursue their careers in public service, public organisations and related fields or for graduate study. It is also aimed at providing public sector employees or those already working in public service and related fields with an opportunity to improve their knowledge and understanding of public management, the environment within which it operates and the distinctive role of public sector organisations in a country.

The graduates from public administration will be able to work in government institutions, parastatals and

all those non-profit organisations. The graduates will be able to undertake middle and senior management positions, including financial management and marketing functions on behalf of the organisation.

FIRST YEAR

First Semester

BPIR	100	Introduction to Political Science
BPIR	120	Introduction to Philosophy
BPA	110	Introduction to Public Administration
HRM	130	Introduction to Sociology

Second Semester

AFIN	321	Public Sector Accounting
BBA	240	Quantitative Methods
ECF	100	Principles of Economics
L	130	Constitutional Law

SECOND YEAR

First Semester

BPA	200	Public Service Management and Administration
BBA	420	Organisational Theory and Behaviour
L	160	Administrative Law
BPIR	220	International Relations: Theory and Practice

Second Semester

BPA	240	Managing Public Service Delivery
BPIR	230	Governance and Democratisation
BBA	230	Management of Information System
BBA	260	Research Methodology

THIRD YEAR

First Semester

HRM	460	Leadership Theory and Practice
HRM	220	Managing and Developing Human Resource
ECF	410	Public Finance and Taxation
BPA	330	Local Government Administration and Decentralisation

Second Semester

BBA	360	Entrepreneurship and Innovation
BPA	340	Public Policy Formulation and Implementation
BPA	350	Industrial and Labour Relations in Public Sector
BPA	360	Public Relations
BPA	370	International Relations and Diplomacy

FOURTH YEAR

First Semester

D	400	Dissertation
BBA	410	Strategic Management
BPA	410	Public Financial Management
BPA	430	Public Private Partnerships
BPS	460	Public Sector Procurement Management

Second Semester

D	400	Dissertation
BBA	490	Project and Contract Management
BPA	450	Monitoring and Evaluation
BSPH	413	Health Systems Development and Management

***Electives (select one)*

BDS	312	Disaster Management and Development
BPA	510	Economic Empowerment and Development
BPA	520	Strategies for Poverty Alleviation
BPA	530	HIV/AIDS Policy and Prevention

****Electives are only offered subject to availability of minimum number of students and resources.*

10.4.4.2   *Bachelor of Science in Politics and International Relations*

Bachelor of Science in Politics and International Relations Degree programme combines both Politics and International Relations to enable students to focus their studies on how political power is distributed, organised and managed within a country and between countries. Politics and International

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Relations include the study of political institutions, processes and cultures in different countries; and the analysis of relations between nations or states.

The graduates of Bachelor of Science in Politics and International Relations are at the forefront of analysing and providing strategic advice on domestic and international affairs and policy for governments, industry and non-governmental organisations. An understanding of political systems and government policies is essential to anyone interested in a career in government and international diplomacy; and can be useful for a range of careers in both the community and the private sectors.

The graduates of the Bachelor of Science in Politics and International Relations have the possibility of pursuing their careers in government and public organisations, international organisations, participate in politics in a state or local government, business, or in non-governmental organisations, community development, welfare or trade unions.

FIRST YEAR

First Semester

BPIR	100	Introduction to Political Science
BPIR	120	Introduction to Philosophy
ECF	100	Principles of Economics
HRM	130	Introduction to Sociology

Second Semester

AFIN	321	Public Sector Accounting
BBA	240	Quantitative Methods
BPIR	160	Comparative Political Systems
L	130	Constitutional Law

SECOND YEAR

First Semester

BPIR	200	History of Politics in Zambia
BPIR	210	Government and Politics in Africa
BPIR	220	International Relations, Theory and Practice
BPIR	230	Governance and Democratisation

Second Semester

BBA	230	Management of Information System
BBA	260	Research Methodology
BPIR	240	Diplomacy and Foreign Policy
ECF	110	Introduction to Macro Economics

THIRD YEAR

First Semester

BPA	200	Public Service Management and Administration
BPA	330	Local Government Administration and Decentralisation
ECF	410	Public Finance and Taxation
HRM	460	Leadership Theory and Practice

Second Semester

BBA	360	Entrepreneurship and Innovation
BPA	340	Public Policy Formulation and Implementation
BPIR	360	Media and Politics
L	220	Human Rights Law

FOURTH YEAR

First Semester

D	400	Dissertation
L	330	International Law
BPIR	420	International Peace, Security and Conflict Resolution
ECF	420	International Finance *Second Semester*
D	400	Dissertation
BPIR	440	International Organisations

***Electives (select any two)

BPIR	500	Aid and Development
BPIR	510	Technology Policy and Management
BPIR	520	Economic Empowerment and Development

***Electives are only offered subject to availability of minimum number of students and resources.

10.4.4.3   Bachelor of Arts in Development Studies

The Bachelor of Science in Development Studies is an interactive programme offered at the University of Lusaka. The programme has been uniquely developed to equip students with entrepreneurial knowledge in addition to traditional

and contemporary development necessary to adapt to the challenges of national development. The entrepreneurship component of the programme provides students with a set of skills and understanding necessary for their role in employment generation and wealth creation as local investors who ultimately contribute to national development.

The development studies programme also seeks to evoke an awareness, understanding and application of development theory, collaborative research and knowledge in development processes and outcomes in local, national, regional and international contexts. It provokes students to apply critical thinking that fosters lasting developmental solutions in dynamic and complex contexts, with a special emphasis on development concerns and issues such as climate change, informality, poverty, unemployment, food insecurity and rural underdevelopment which are pertinent to the Global South. It also unpacks the legal and institutional frameworks and strategies which inform and shape development decision making when marshalling and distributing scarce resources equitably especially among traditionally marginalised groups.

FIRST YEAR

First Semester

BDS	111	Introduction to Development
BDS	114	Development Communication
BPA	110	Introduction to Public Administration
HRM	130	Introduction to Sociology

Second Semester

BDS	121	Current Issues in Development
BDS	111	Pre-requisite
BDS	122	Participatory Development
BDS	124	Agriculture and Rural Development
BPIR	100	Introduction to Political Science

SECOND YEAR

First Semester

BBA	360	Entrepreneurship and Innovation
BDS	211	Gender and Development

BDS 213 Nutrition and Food Security
BDS 214 Sustainable Development
BPIR 230 Governance and Democratisation

Second Semester
BDS 221 Development Policy
BDS 223 Poverty and Development
BDS 224 Conflict Management and Development
BPA 330 Local Government Administration and
Decentralisation

THIRD YEAR

First Semester
BDS 311 Local Development Strategies
(BDS 222 Prerequisite)
BDS 312 Disaster Management and Development
BDS 313 CSO and Development Governance
BDS 314 Urban and Regional Planning
BBA 490 Project Management

Second Semester
BDS 321 Globalisation and Development
BBA 260 Research Methodology
BDS 324 Natural Resource Management and Development
HRM 100 Management Theory and Practice

FOURTH YEAR

First Semester
D 400 Dissertation
BDS 411 Population and Development
BDS 412 Aid, Foreign Investment and Development
BDS 413 Technology and Development
BDS 414 Development Planning

Second Semester

D 400 Dissertation
BDS 421 Health Systems and Development

Electives
BPA 450 monitoring and Evaluation.
   ****Electives are only offered subject to availability of minimum
number of students and resources.*

10.4.4.4 *Bachelor of Business Administration with Education*

The Bachelor of Business Administration with Education is designed for individuals who are holders of a recognised commercial teaching qualification from an accredited/ recognised institution of higher learning and are employed as teachers or equivalent by the Ministry of Education or a private teaching institution. The programme introduces the student to the main themes of business management in both the local and the international context. The programme is embedded with a rare combination of courses in business administration and education.

The graduates from the Business Administration with Education degree will be able to undertake middle and senior management positions, including financial management, human resource and marketing functions.

FIRST YEAR

First Semester

BBA	120	Business Mathematics
BBA	140	Business Environment
ECF	100	Principles of Economics
ED	101	Growth and Development of Education in Zambia
ED	160	Education Psychology
BBA	141	Communication skills

Second Semester

AFIN	102	Financial Accounting
BBA	170	Business Law
ED	180	Commercial Teaching Methods
HRM	100	Management Theory and Practice
HRM	130	Introduction to Sociology

SECOND YEAR

First Semester

AFIN	209	Corporate Finance and Financial Modelling
BBA	240	Quantitative Methods (BBA 120 Prerequisite)
BSM	210	Principles of Marketing
ECF	110	Introduction to Macro Economics; (ECF 100 Prerequisite)

Second Semester

AFIN	210	Cost and Management Accounting (AFIN 102 Prerequisite)
BBA	230	Management of Information Systems
ED	210	Educational and Occupational Guidance and Counselling
ED	220	Principles of Curriculum Development and Teaching

THIRD YEAR

First Semester

BBA	260	Research Methodology
BBA	350	Company Law
ECF	300	Managerial Economics (ECF 110 Prerequisite)
ECF	320	Money, Banking and Financial Markets

Second Semester

AFIN	215	Financial Planning, Analysis and Reporting
BBA	360	Entrepreneurship and Innovation
BF	320	Investment Analysis and Portfolio Management
BF	360	Operations Research (BBA 240 Prerequisite)
ED	300	Theory and Practice of Education (*Teaching Practice*)

FOURTH YEAR

First Semester

D	400	Dissertation
BBA	410	Strategic Management
BBA	420	Organisational Theory and Behaviour
ECF	410	Public Finance and Taxation

Second Semester

D	400	Dissertation
AFIN	427	Corporate Governance and Ethics
BBA	460	International Business
HRM	220	Human Resource Management and Development

10.4.4.5   Bachelor of Science in Information Systems and Technology

This program is designed for individuals who intend to pursue

a career in information systems and technology.

The objectives of the programme are as follows:

(a) to produce graduates who have a practical grounding in Information Systems and Information Technology;

(b) to produce graduates who have a practical grounding in both information systems and their applications in Business, government and society;

(c) to produce graduates who are well equipped to deal with information technology, and develop information infrastructures both in the public and private spheres;

(d) to produce graduates who will be immediately employable and ready to fulfil key roles in information systems and technology;

(e) to produce graduates who have a good understanding of the roles of IST in business operations, in non-business organisations and in society;

(f) To produce graduates who have a good understanding of the tactical and strategic roles which IST can play in a business and non-business organisation;

(g) to produce graduates with knowledge, skills and understanding of:

   (i) the relationships of information and information technology to organisational needs;

   (ii) current management practices in the development of information systems, their use and associated policy formulation and analysis; and

   (iii) the value of research, critical thinking and effective communication in the management of information systems; and

(h) to produce graduates who have well developed academic and professional skills in such areas as interpersonal communication, working as a in team, and technical report writing.

FIRST YEAR

First Semester

BIT	101	Introduction to Business Information Systems
PSY	101	Introduction to Psychology and Critical Thinking
ECF	100	Principles of Economics
BBA	120	Business Mathematics

HRM 100   Management Theory and Practice

Second Semester

AFIN 102   Financial Accounting
BIT   107   Operating Systems
BBA   140   Business Environment
BBA   170   Business Law
BIT   112   Introduction to programming
BBA   141   Communication Skills

SECOND YEAR

First Semester

BIT   211   Advanced Programming
BIT   221   Data and Information Management
BBA   240   Quantitative Methods
BIT   210   Introduction to Systems Architecture
BSM   210   Principles of Marketing

Second Semester

BIT   210   Electronic Business
AFIN 209   Corporate Finance and Financial Modelling
HRM 220   Human Resource Management and Development
ECF   110   Introduction to Macroeconomics
BBA   260   Research Methodology

THIRD YEAR

First Semester

BIT   321   Data Base Systems Management
BIT   302   Decision Support Systems
BIT   323   Introduction to Business Systems Analysis
BIT   331   Network and Telecommunications Management
BBA   360   Entrepreneurship and Innovation

OPTIONAL COURSES

BIT   309   Accounting Information Systems
BIT   311   IOS

Second Semester

BIT	324	Systems Design and Implementation
BIT	332	Systems Administration
BIT	344	Introduction to Business Web Application Development
BIT	334	Information Systems Security

OPTIONAL COURSES

BIT	352	Data Mining and Data Ware Housing
BIT	354	Multimedia Systems and Applications

FOURTH YEAR

First Semester

BIT	401	Enterprise Information Systems
LAW	470	Information Technology Law
BIT	441	Information Systems Project Management
BIT	432	Industrial Attachment

OPTIONAL COURSES (*Minimum 3 credits*)

BIT	417	Information Systems Auditing
BIT	414	Advanced Business Web Applications Development

Second Semester

BIT	446	Strategic Information Systems and Business Policy
BIT	402	IS Project/Research
BIT	442	Information Systems and Society

OPTIONAL COURSES (*Minimum 6 credits*)

BIT	409 (3)	Advanced Data Base
BIT	415 (3)	Information Technology in Information Accounting
BIT	462	Computer Animation and Games Development

10.4.4.6 Bachelor of Science in Information Systems and Technology with Education

This program is designed for individuals who intend to pursue a career in teaching information systems and technology at both Primary and Secondary Schools. The program empowers one to teach and also work in industry.

The objectives of the program are as follows:

(a) to produce graduate teachers who have a practical grounding in information systems and information technology;

(b) to produce graduate teachers who have a practical grounding in both information systems and their applications in business, government and society;

(c) to produce graduate teachers who are well equipped to teach and deal with information technology and develop information infrastructures, both in the public and private spheres;

(d) to produce graduate teachers who will be immediately employable and ready to fulfil key roles in teaching information systems and technology;

(e) to produce graduate teachers who have a good understanding of roles of IST in business operations, in non-business organisations, in society;

(f) to produce graduate teachers who have a good understanding of the tactical and strategic roles, which IST can play in a business and non-business organisation;

(g) to produce graduate teachers with knowledge, skills and understanding of:

(i) the relationships of information and information technology to organisational needs;

(ii) current management practice in the development of information systems, their use and associated policy formulation and analysis;

(iii) the value of research, critical thinking and effective communication in the management of information systems; and

(h) To produce graduate teachers who have well developed academic and professional skills in such areas as teaching, interpersonal communication, working as a team, and technical report writing.

FIRST YEAR

First Semester

BIT	101	Introduction to Business Information Systems
ECF	100	Principles of Economics
BBA	120	Business Mathematics
HRM	100	Management Theory and Practice

| ED | 101 | Growth and Development of Education in Zambia |

Second Semester

AFIN	102	Financial Accounting
BIT	102	Operating Systems
BBA	140	Business Environment
BBA	170	Business Law
ED	180	Information Systems and Technology Teaching Methods (primary/secondary)
BIT	112	Introduction to Programming
BBA	141	Communication Skills

SECOND YEAR

First Semester

BIT	211	Advanced Programming
BIT	221	Data and Information Management
BBA	240	Quantitative Methods/Introduction to Education Statistics
BIT	210	Introduction to Systems Architecture
BSM	210	Principles of Marketing
ED	210	Educational and Occupational Guidance and Counselling/Issues in Special Education

Second Semester

BIT	210	Electronic Business
AFIN	209	Corporate Finance and Financial Modelling
HRM	220	Human Resource Management
ECF	110	Introduction to Macroeconomics
ED	220	Principles of Curriculum Development and Teaching/Production of Learning/Teaching Materials

THIRD YEAR

First Semester

BIT	321	Data Base Systems Management
BIT	302	Decision Support Systems
BIT	323	Introduction to Business Systems Analysis
BIT	331	Network and Telecommunications Management
BBA	360	Entrepreneurship and Innovation

| BBA | 260 | Research Methodology/Introduction to Educational Research |

OPTIONAL COURSES

| BIT | 309 | Accounting Information Systems |
| BIT | 311 | Systems OS Applications |

Second Semester

BIT	324	Systems Design and Implementation
BIT	332	Systems Administration
BIT	344	Introduction to Business Web Application Development
ED	300	Theory and Practice of Education/Teaching Practice

OPTIONAL COURSES

| BIT | 352 | Data Mining and Data Ware Housing |
| BIT | 354 | Multimedia Systems and Applications |

FOURTH YEAR

First Semester

BIT	401	Enterprise Information Systems
L	470	Information Technology Law
BIT	441	Information Systems Project Management
BIT	432	Industrial Attachment

OPTIONAL COURSES (*Minimum 3 credits*)

| BIT | 417 | Information Systems Auditing |
| BIT | 414 | Advanced Business Web Applications Development |

Second Semester

BIT	446	Strategic Information Systems and Business Policy
BIT	402	IS Project / Research
BIT	442	Information Systems and Society

OPTIONAL COURSES (*Minimum 6 credits*)

BIT	409 (3)	Advanced Data Base
BIT	415 (3)	Information Technology in Information Accounting
BIT	462	Computer Animation and Games Development

10.4.4.7 Bachelor of Science in Real Estate Management

The programme has been designed to enable a student to understand and solve problems of land-use allocation, appraisal and management. There is a strong emphasis on legal and development issues. The course introduces modules covering law, valuation, property development, business management, economics, technology services, mapping and surveying; and marketing and management.

Graduates will have a thorough knowledge of the entire building process as well as a broad understanding of environmental and planning procedures. This programme also produces graduates who will be able to work as real estate agents, property valuators and real estate managers, after attaining recognition from the appropriate professional board.

FIRST YEAR

First Semester

ECF	100	Principles of Economics
BBA	140	Business Environment
AFIN	102	Financial Accounting
BBA	141	Communication Skills

Second Semester

RE	130	Introduction to Real Estate
RE	150	Real Estate Law
HRM	130	Introduction to Sociology
BBA	120	Business Mathematics

SECOND YEAR

First Semester

RE	200	Visualisation in Design and Technology
HRM	100	Management Theory and Practice
RE	230	Real Estate Economics
BBA	230	Management of Information Systems

Second Semester

RE	250	Real Estate Development
RE	260	Geographical Information Systems
BBA	240	Quantitative Methods (BBA 120 Prerequisite)
RE	280	Principles of Valuation

THIRD YEAR

First Semester

AFIN	210	Cost and Management Accounting (BBA 120 Prerequisite)
BSM	210	Principles of Marketing
BBA	170	Business Law
RE	350	Valuation Methodology

Second Semester

AFIN	208	Principles of Taxation
BBA	260	Research Methodology
BBA	360	Entrepreneurship and Innovation
ECF	340	Development Economics

FOURTH YEAR

First Semester

D	400	Dissertation
RE	420	Real Estate Property Law
RE	430	Land Development Policy
RE	440	Applied Real Estate Valuation

Second Semester

D	400	Dissertation
RE	450	Real Estate Management
RE	460	Real Estate Investment and Financing Decisions
RE	480	Public Policy and Real Estate Markets

10.5   School of Postgraduate Studies

10.5.1 *History of the School*

Postgraduate studies were the pioneers of the programmes of the University of Lusaka at its inception as (ICTAR) in 2007. Programmes were offered under the School of Business, Economics and Management Studies until the School of

Postgraduate Studies was formed in 2009. The School boasts of high-calibre academic staff who are mostly corporate leaders of the business community (both in the public and private sector). The School also has recently introduced PhD programmes.

10.5.2 The Board of Studies

The Board of Studies, an academic governing body is established to among other things; review, hear and dispose of student appeals; make recommendations on matters of policy arising from Board discussions and hearings to Senate; serve as the final body of academic appeal in the School. Its composition is as follows:

(a) the Dean of the School as Chairperson;
(b) all faculty staff;
(c) a representative from the other Schools;
(d) the Librarian; and
(e) a representative of the Registrar
(f) Dean of Students.

10.5.3 The Board of Examiners

The Board of Examiners oversees all examinations and recommends to the Senate graduands for the award of degrees. The Board of Examiners comprises the following members:

(a) the Dean of the School of Postgraduate Studies;
(b) all faculty staff;
(c) a representative from the other Schools;
(d) representative of the Registrar;
(e) the Librarian; and
(f) Dean of Students.

10.5.4 Admission Requirements

As a general rule, applicants for the Master's programmes must hold a good first degree in the relevant field of their desired studies or acceptable professional qualifications such as ACCA, CIMA, ICAEW and ACA. However, a tentative separate system of entry requirements may be devised, at the discretion of the Senate, should an exceptionally deserving

candidate be presented.

Applicants holding a good first degree in other disciplines other than those covered above, would also be considered. These should have at least three years of practical working experience.

10.5.5 Mode of Study

The Postgraduate programmes are offered on part-time basis so as to provide an 'after working hours' study opportunity to working class people. The programmes consist of four stages; the first three stages are lecture type while the final stage is a research component of the programme.

10.5.6 Duration

Full-Time: Eighteen months to twenty-four months; and
Part-Time (Evening Programme): Eighteen months to thirty-six months.

10.6 Distance Learning: Eighteen months to thirty-six months

10.6.1 Programme Delivery

The Master's Degree programmes are delivered on three semester basis and students are expected to sit for examinations at the end of each semester. This is followed up by the writing and submission of a thesis on a topic chosen by each student and approved by the School of Post Graduate Studies.

10.6.2 Progression Rules

10.6.2.1 Context of Progression

The semester system is adopted for this programme. Student will be required to take a specified number of courses at each stage.

Grade	Points	Percentage
A	4	75 –100
B+	3.5	70 – 74
B	3.0	60 – 69
C+	2.5	56 – 59

C	2.0	50 – 55
D	1.0	40 – 49
F	0.0	0 – 39
WP	Withdrew with Permission	
DF	Deferred Examination	
NE	Not Examined	
INC	Incomplete	
GPA	Grade Point Average	

Each student will receive at the end of each term (stage) a grade in each course taken. This represents quality points assigned to each grade. At the end, the *Grade Point Average (GPA)* for each student will be calculated. *A cumulative Grade Point* will also be calculated.

10.6.2.2   *Progression through Stages*

(a) a *Grade F* in any course is *a fail* and will be awarded '0' point. All courses awarded grades F and/or D shall be repeated when next offered;

(b) students who have *failed in two or more courses* at any stage shall *not proceed to the next stage* but shall be expected to repeat all the failed courses;

(c) students who *fail a course twice* will be *excluded* from the University and shall not therefore be eligible for the award of the master's degree;

(d) all grades, including grades received in repeated courses, are included in computing a Grade-Point Average (GPA); and

(e) students *who fail to attain a cumulative GPA of at least 2.5 at the end of Stage 3 shall not proceed to Stage 4 and shall be awarded a Postgraduate Diploma.*

*(*The programme must be completed within a maximum period of three years*)*.

10.6.2.3   *Deferred Examinations*

The University does not offer any deferred examinations.

10.6.2.4   *Thesis*

(a) to proceed to the Thesis stage, a student must have

gained a cumulative GPA of at least 2.5 at the end of Stage 3.

(b) a student shall submit his/her thesis to the Dean of the School within six months after completion of Stage 3.

(c) There will be two presentation periods a year, at six monthly intervals after the completion of Stage 3.

(d) the thesis shall be examined by a committee consisting of two examiners, one of whom should be internal and one external. The grading of the thesis will be done according to the set criteria giving a maximum of 50 points.

(e) The Grade for the thesis shall be *Pass* or *Fail*. In the case of *a Fail*, the student will be permitted to submit a new dissertation in the next presentation period. Only two submissions shall be permitted.

10.6.2.5 *Exclusion*

Except with the express permission of the Dean of the School of Graduate Studies, a student who, without permission withdraws from his/her course of study shall be excluded.

10.6.2.6 *Graduation*

(a) Master's Degree

To be eligible for the award of a Master's degree, a student must:
(i) have achieved a cumulative GPA of 2.5 at Stage 3, and
(ii) have obtained a 'Pass' in the Thesis.

(b) Post Graduate Diploma

A student shall be eligible for the award of Postgraduate Diploma in Business Administration:
(i) if he/she attains a cumulative GPA of 2.5 at the end of the Stage 3, and after he/she has had two unsuccessful submissions of a dissertation.
(ii) if after Stage 3 the candidate fails to attain a cumulative GPA of 2.5 but attains at least a cumulative GPA of 2.0.

10.6.2.7 *Miscellaneous*

(a) A student shall not change his/her course for which he/she is enrolled at stage 3 without the written approval of the Dean of the school.

(b) A student wishing to change elective courses shall

apply to the Dean of the School within three weeks of commencements of the third Stage.

(c) Students shall be required to attend lectures, seminars and tutorials given in each module in any term, on a regular basis.

10.7 Programmes

The following are Masters programmes and their respective course structures.

10.7.1. *Master of Business Administration (MBA) in Banking and Finance*

The MBA in Banking and Finance has been designed to provide graduates with the necessary tools and skills for understanding financial markets and products from a banker's perspective. The degree provides a background in finance methodology as well as the opportunity to go into more depth in selected topics of banking and finance through a choice of elective courses.

The Master of Science in Banking and Finance prepares a student to be able to compete in the fast-paced, financial sector by combining a solid foundation in general management practices with expertise in corporate finance, global markets, and the financial services industry.

Stage 1

GBS	550	Management Theory and Practice
GFS	714	Money and Banking
ECF	520	Financial Risk Management
MBF	540	Bank Financial Management
GBS	541	Quantitative Methods

Stage 2

MBF	600	Central Banking and Bank Regulation
GBS	621	Corporate Finance
MBF	630	Services Marketing
MBF	630	Strategic Marketing of Financial Services

Stage 3

MBF	700	Multilateral and Development Financial Institutions
GBS	750	Strategic Management

GFS   720   Investment Analysis and Portfolio Management
GBS   700   Research Methods

***Electives (select one)*

MBF   730   Public Sector Financial Management
MBF   740   Treasury and Fund Management
GBS   751   Entrepreneurship and Innovation
MBF   760   Pensions and Insurance Financial Management
MBF   770   Law and Regulation of Electronic Finance and Internet Banking
MBF   780   Project Appraisal

***Electives are only offered subject to availability of minimum number of students and resources.*

Stage 4

GBS   800   Dissertation

10.7.2 *Master of Business Administration (MBA) with Education*

The MBA Education is an elevation of the Bachelor of Business Administration in Education (BBA Education) degree which is designed to strengthen and enhance the knowledge, skills and competences of personnel in the education sector. This high level degree programme aims at equipping students pursuing a career in education with concepts, principles and attitudes of professionalism, particularly in the manner in which they liaise with the young generation in the tertiary education.

At the end of the programme, holders of a Master's in Administration with Education will prove to be 'value addition' not only in the educational sector but will benefit the country as a whole. This is due to the fact that educational information and principles of responsibility have a 'multiplier effect' which will be appreciated by the nation; and will start to bring on board positive attitudes to the different sectors in industry.

Stage 1

GBS   541   Quantitative Methods
MBAE 510   Economics of Education
GBS   550   Management Theory and Practice

MBAE 530 Curriculum and Instructional Leadership
MBAE 540 Growth and Development of Education in Zambia

Stage 2

MBAE 600 Performance Management in Education
MAF   750 Financial Management
MM   630 Services Marketing
MBAE 640 The Context of Schooling
GBS   751 Entrepreneurship and Innovation

Stage 3

MBAE 700 Human Resource Management and Industrial Relations
GBS   750 Strategic Management
MBAE 720 Educational Leadership and Corporate Governance
GBS   789 Management of Information Systems
GBS   700 Research Methods

Stage 4

GBS   800 Dissertation

10.7.3 *Master of Business Administration (MBA) in Finance*

The MBA - Finance has an extensive offering of courses designed to strengthen competence and managerial practice in the finance track. This high level programme aims at establishing competences in graduates linked to corporate finance, investment and portfolio management and project finance. It is expected that graduates of this programme will be employed the corporate world and manage financially related aspects with ease and professionalism.

Stage 1

GBS   514 Managerial Economics
GBS   520 Financial and Management Accounting
GBS   541 Quantitative Methods
GBS   550 Management Theory and Practice

Stage 2

GBS   621 Corporate Finance
GBS   630 Organisational Behaviour

GSF   640   Financial Institutions, Markets and Money
GBS   660   Production and Operations Management

Stage 3

GBS   700   Research Methods
GFS   720   Investment Analysis and Portfolio Management
GFS   722   Project Finance
GBS   750   Strategic Management

***Electives (select one)*

GFS   714   Money and Banking
GFS   715   International Finance
GFS   716   Management of Micro-finance Institutions
GFS   717   Mergers Management, Buyouts and other
                  Corporate Reorganisations

****Electives are only offered subject to availability of minimum number of students and resources.*

Stage 4

GBS   800   Dissertation

10.7.4   *Master of Business Administration (MBA)*

The MBA is an intensive professional training programme designed to strengthen competence and managerial practice in specialist areas, through knowledge of advanced techniques. The programme aims to provide students with a basic, balanced and advanced background in principles, foundations; and scientific theories in the various fields of management. This will ensure that graduating students are capable of thinking, structuring, analysing and solving world problems.

The programme is designed with a belief that an effective manager of the 21st Century requires:

(a) the highest level of relevant training in management that combines conceptual underpinnings with applications whilst providing analytical, technical, leadership and interpersonal skills;

(b) the development of managerial skills that are essential for a senior manager, i.e., students are expected to be familiar not only with the uses of the acquired skills but also with their application in real life situations;

(c) that the MBA graduate would be in an enviable position of seeing both the 'trees' and the 'undergrowth' whereby the manager would be adequately equipped to make both strategic and tactical decisions; and

(d) that the student is availed the opportunity to obtain a certain degree of breadth and depth of knowledge and skills, a multidisciplinary perspective, and the ability to integrate such knowledge and skills across all functional areas of management with a strategic and global perspective.

Stage I

GBS	514	Managerial Economics
GBS	520	Financial and Management Accounting
GBS	541	Quantitative Methods
GBS	550	Management Theory and Practice

Stage 2

GBS	621	Corporate Finance
GBS	630	Organisational Behaviour
GBS	660	Production and Operations Management
MM	510	Marketing Principles and Practice

Stage 3

GBS	700	Research Methods
GBS	750	Strategic Management

***Plus one Elective from each specialisation below*

GBS	550	Management Theory and Practice

I.   Human Resource Management

GBS	780	Human Resources Management
GBEPM	620	Quality Management
GBS	788	Industrial Relations and Labour Law
GBS	789	Management of Information Systems

II.   Small Business Management and Entrepreneurship

GBS	751	Entrepreneurship and Innovation
GBS	754	Financing Small Scale Businesses
GBS	755	Industrial Policy

III. Marketing

MM	640	International Marketing

MM   560   Marketing Communication

MM   630   Services Marketing

***Electives are only offered subject to availability of minimum number of students and resources*

Stage 4

GBS   800   Dissertation

A student must choose a total of three electives from any combination of elective courses above

10.7.5 *Master of Science in Auditing*

The Master of Science in Auditing is a programme that recognises the role auditors play in organisations and intends to equip students with the skill in areas of change management, advisory skills and investigative knowledge. It focuses on building analytical and investigative skills which go beyond mere accounting knowledge, to enable them be of relevance in solving modern day organisational problems both in the private and public sectors.

Stage 1

MAF   510   Financial Reporting, Regulations and Analysis

MAI   510   International Auditing Standards

MAI   520   Audit Process Management and Risk Management

GBS   550   Management Theory and Practice

Stage 2

MAI   600   Project Auditing

MAI   610   Performance Auditing

MAI   620   Operational Auditing

MAI   630   Information Systems Auditing

Stage 3

GBS   700   Research Methods

MAI   710   Corporate Governance and Legal Aspects of Auditing

MAI   720   Forensic Auditing

MAI   730   Public Sector Auditing

*** Electives (select one)*

MAI   740   Information Technology Auditing

MAI 750 Money Laundering Prevention and Fraud Investigation
MAI 770 Financial Services Auditing
GBEPM 740 Monitoring and Evaluation

***Electives are only offered subject to availability of minimum number of students and resources.*

Stage 4

GBS 800 Dissertation

10.7.6 *Master of Science in Accounting and Finance*

The Master of Science in Accounting and Finance is a postgraduate degree that:
(a) enables the graduates to contribute effectively to the improvement of financial information systems by giving them an appreciation and critical understanding of the broad accounting and financial issues involved;
(b) equips the graduates with adequate knowledge of the techniques required to enable them evaluate and make informed managerial decisions on accounting and financial issues;
(c) enables the graduates to critically evaluate ideas and techniques in accounting and finance; and
(d) develops the generic skills of students and helps them to prepare for their future careers.

Stage 1

GBS 541 Quantitative Methods
MAF 510 Financial Reporting, Regulations and Analysis
MECF 520 Financial Risk Management
MAF 530 Information Systems Management and Development
GBS 550 Management Theory and Practice

Stage 2

MAF 600 Advanced Management Accounting
GBS 640 Financial Institutions, Markets and Money
MBF 740 Treasury and Fund Management
GBS 621 Corporate Finance

Stage 3

GBS	750	Strategic Management
MAF	710	International Financial Management
GFS	720	Investment Analysis and Portfolio Management
GBS	700	Research Methods

***Electives (Select one)*

MAF	740	International Accounting Standards
MAF	750	Public Sector Financial Management
MBF	760	Pensions and Insurance Financial Management
GBS	751	Entrepreneurship and Innovation

*** Electives are only offered subject to availability of minimum number of students and resources.

Stage 4

GBS	800	Dissertation

10.7.7 Master of Science in Marketing Management

In this dynamic and ICT-influenced environment, the knowledge and skills to plan and manage a marketing function, which has emerged as a special discipline is highly valued in all industry sectors including business, tourism and other services. The basic objective of the Master's programme in Marketing Management is to provide to the country a steady stream of competent young men and women with the necessary knowledge, skills and foundations for acquiring a wide range of rewarding career in the rapidly expanding world of marketing.

Stage 1

GBS	550	Management Theory and Practice
MM	510	Marketing Principles and Practice
GBS	520	Financial and Management Accounting
GBS	514	Managerial Economics
MM	560	Marketing Communications

Stage 2

MM	600	Marketing Research
MM	640	International Marketing
GBS	660	Productions and Operations Management
MM	630	Services Marketing
GBS	751	Entrepreneurship and Innovation

Stage 3

MM	700	Strategic Marketing Management
MM	710	International Business
GBS	700	Research Methodology
MM	740	Electronic Marketing

***Electives (select one)*

MM	750	Industrial Marketing
MM	760	Relationship Marketing
MM	770	Tourism Marketing
MM	780	Financial Services Marketing
MM	790	Retail Management

***Electives are only offered subject to availability of minimum number of students and resources.*

Stage 4

GBS	800	Dissertation

10.7.8 *Master of Public Administration*

The Master of Public Administration Degree is a postgraduate qualification granted to students who complete a course of study in the knowledge and competencies needed for careers in public service administration. The MPA prepares individuals to serve as managers in the executive arm of the government, in local authorities and other public bodies or organisations as well as non-governmental organisations and non-profit sectors.

The objectives of the MPA are:
- (i) to provide management or administration education to public service professionals working in the field of public administration;
- (ii) to equip executives or managers concerned with public service administration with up-to-date knowledge about management and to develop relevant skills and attitudes;
- (iii) to enhance capacity to manage, lead, change and improve public services; and
- (iv) to prepare public service professionals to apply modern administration or management techniques in managing or administering public service or

organisations in Zambia. The MPA is intended for graduates or students who already have a first degree from social sciences and/or related.

Stage 1

MPA	500	Public Sector Economics
MPA	510	Public Sector Accounting and Finance
MPA	520	Public Policy Analysis and Public Administration
GBS	550	Management Theory and Practice
GBS	541	Quantitative Methods

Stage 2

MPA	600	Human Resource Management and Development
MPA	610	Public Budgeting and Finance
MPA	620	Local Government Administration and Financial Management
MPA	630	Project Management
MPA	640	Public Sector Procurement Management

Stage 3

MPA	700	Public Sector Financial Management
GBS	750	Strategic Management
GBEPM	740	Monitoring and Evaluation

***Electives (select two)*

ECF	720	Public Finance and Taxation
MPA	760	Public Private Partnerships
MPA	770	Economic Empowerment and Development
MPA	730	Public Health Administration and Financial Management
MPA	740	Public Sector Industrial and Labour Relations
MPA	780	Urban and Regional Planning
MPA	790	Technology Policy and Management
MPA	810	International Finance and Monetary Policy

***Electives are only offered subject to availability of minimum number of students and resources.*

Stage 4

GBS	800	Dissertation

10.7.9 Master of Science in Project Management

Today, it is important to train business executives who can deliver on projects with tangible results. This is especially so with various investment opportunities that are abundant in the nation. The nation needs managers who can run projects in various disciplines to the satisfaction of their clients. The Master of Science in Project Management caters for all disciplines from the built environment, engineering, information technology and general services. It is highly relevant today with the rising challenge of effective management of projects in the communities, public as well as private sectors.

This programme will prepare and equip graduates with skills to manage projects that could include highway engineering, infrastructure development e.g., schools, bridges, communication infrastructure, software development and environmental management.

Stage 1

GBS	550	Management Theory and Practice
GBEPM	510	Management of Projects
GBEPM	520	Project Planning and Control
GBEPM	530	Procurement and Bidding

Stage 2

GBS	630	Organisational Behaviour
GBEPM	610	Risk Management
GBEPM	620	Quality Management
GBEPM	630	Contract Management

Stage 3

GBS	700	Research Methods
GFS	722	Project Finance
GBS	750	Strategic Management
GBEPM	730	Environmental Management

***Electives (select one)*

GBEPM	740	Monitoring and Evaluation
GBEPM	750	Project Economics
GBEPM	760	Design Management
GBEPM	780	Infrastructure Development and Management

***Electives are only offered subject to availability of minimum number of students and resources*

Stage 4

       GBS   800   Dissertation

10.7.10   *Master of Arts in Human Resource Management*

The Master of Arts in Human Resources Management (MAHRM) gives students a thorough understanding of contemporary Human Resource practices and the underlying theories that are necessary for successful careers in the field. The MAHRM programme objectives are:

 (a) to prepare professionals who will add value to their organizations through expertise in strategic Human Resources (HR) management;

 (b) to train students to identify emerging issues in an environment of rapid change and uncertainty; and

 (c) to prepare people within a multimodal, interactive learning environment to be cutting edge generalists and specialists in strategic human resource management.

Stage 1

GBS	520	Financial and Management Accounting
GBS	521	Industrial Sociology
GBS	550	Management Theory and Practice
GBS	551	Organisation and Job Design

Stage 2

GBS	610	Labour Economics and Markets
GBS	620	Human Resource Planning
GBS	640	Leadership and Corporate Governance
GBS	650	Performance and Reward Management

Stage 3

GBS	700	Research Methods
GBS	750	Strategic Management
GBS	782	Employment and Labour Relation Laws

***Electives (Select two)*

GBS	783	Trade Unionism
GBS	784	Organisational Change
GBS	785	Human Resources Research and Consultancy Skills
GBS	786	Training and Development
GBS	787	Human Resource Policies and Practice

GBS   789   International Human Resource Management

GBS   790   Comparative Employment Relations

***Electives are only offered subject to availability of minimum number of students and resources.

Stage 4

GBS   800   Dissertation

10.7.11   *Master of Science in Procurement and Supply Chain Management*

The Master of Science in Procurement and Supply Chain Management programme encompasses the legislative, regulatory, organisational, and managerial foundations of a robust procurement system for the public and private sectors. The programme is a theoretical and practical programme which meets the challenges faced in procurement. The overall objective of this Master's programme is to help bridge the current deficit in qualified human resources; and to enable procurement professionals cope with the challenges of regulating, executing and monitoring public procurement in an economic and socially responsive manner.

Stage 1

GBS   520   Financial and Management Accounting

GBS   541   Quantitative Methods

MSP   520   Procurement Management

MSP   530   Supply Chain Management

GBS   789   Management of Information Systems

Stage 2

MSP   600   Public Procurement

MSP   610   Logistics

MSP   620   Production and Operations Management

MSP   630   Distribution and Retail Management

MSP   640   Freight Transport Management

Stage 3

GBEPM 520   Project Planning and Control

GBS   780   Human Resources Management

MSP	720	Warehousing and Storage Management
MSP	730	Marketing
GBS	700	Research Methodology

Stage 4

| GBS | 800 | Dissertation |

10.7.12 *Master of Business Administration (MBA) in Healthcare Management*

The Master of Business Administration (MBA) in Healthcare Management is a postgraduate degree granted to students who complete a course of study in the knowledge and competencies required for careers in today's modern healthcare administration. The MBA in Healthcare Management qualifies students for senior administrative and management positions in hospitals, health care organisations, public health administration, private clinics and other organisations that are concerned with the availability and quality of health services.

The objectives of the MBA in Healthcare Management are:

(a) to provide management education to medical professionals and others working in the field of health sector both in public and private;

(b) to equip executives or managers concerned with health care administration with up-to-date knowledge about management and develop relevant skills and attitudes; and

(c) to prepare such executives and managers to apply modern management techniques in managing both public and private health care services in Zambia. The MBA in Healthcare Management is intended for students who have studied medicine, nursing, dentistry, life science, microbiology, pharmacy, biotechnology, physiotherapy, veterinary science, paramedics, and related medical professions or fields.

Stage 1

GBS	550	Management Theory and Practice
GBS	514	Managerial Economics
GBS	520	Financial and Management Accounting
GBS	541	Quantitative Methods

GBS   789   Management of Information Systems

Stage 2

MBAH 600   Health Care Policy and Regulations
MBAE 610   Financial Management
GBS   660   Production and Operations Management
GBS   780   Human Resources Management
GBS   751   Entrepreneurship and Innovation

Stage 3

GBS   750   Strategic Management
MBAH 710   Public Health Care Management
MSP   730   Marketing
GBS   700   Research Methodology

***Electives (select one)*

GBEPM 740 Monitoring and Evaluation
MBAH   770 Hospital Administration
MBAH   780 Public Sector Industrial and Labour Relation
MBAH   740 Health Care Law Governance and Ethics

***Electives are only offered subject to availability of minimum number of students and resources.*

Stage 4

GBS   800   Dissertation

Admission Requirements

Applicants should hold a good first degree in medicine, nursing, dentistry, life science, microbiology, pharmacy, biotechnology, physiotherapy, veterinary science, and paramedics from a recognised university, with at least two years of practical working experience. Applicants holding a good first degree in other disciplines would also be considered. These should have at least three years of practical working experience.

10.7.13   *Master of Science in Economics and Finance*

Our MSc Economics and Finance takes a sophisticated look at micro and macroeconomics; and the methodology of econometric research, and is a good choice if you have some prior knowledge of economics. It builds on this

essential knowledge with modules such as Financial Risk Management and Monetary Economics. A solid grounding in corporate finance and financial economic tools commonly used in financial services and quantitative investment analysis and research is achieved through this programme.

Stage One

GBS	541	Quantitative Methods
ECF	510	Advanced Microeconomics
ECF	515	Advanced Macroeconomics
ECF	520	Financial Risk Management
GBS	550	Management Theory and Practice

Stage Two

ECF	600	Development Economics
GBS	514	Managerial Economics
GBS	621	Corporate Finance
ECF	630	Econometrics

Stage Three

ECF	700	Monetary Economics
GFS	720	Investment Analysis and Portfolio Management
ECF	720	Public Finance and Taxation
GBS	700	Research Methods

***Electives (Select one)*

ECF	740	Debt Sustainability, Analysis and Management
ECF	750	Labour Economics
ECF	760	International Economics
GBS	751	Entrepreneurship and Innovation

Stage Four

GBS	800	Dissertation

10.7.14   *Master of Arts in Education Administration and Management*

The Master of Arts in Education Administration and Management (MAEdAM Primary/Secondary) programme has been developed to align it with the Ministry of Education requirements for Senior Officers dealing with schools, colleges and other specialised institutions under the Ministry of Education Science and Technology. Students will be prepared to occupy positions as Educational Leaders. The

Master of Education degree in Education Administration and Management shall be delivered by course work and thesis for either Primary or Secondary School specifications.

Stage 1

MEDA 01	Education Policies in Zambia (*Colonial to Modern Zambia*)
MEDA 04	Learning and Learning Theories
MEDA 06	Legal Issues in Education
MEDA 07	History and Philosophy of Education
MEDA 08	Measurement, Testing and Evaluation

Stage 2

MEDA 09	Inspection and Supervision
MEDA 10	Curriculum Theory and Development
MEDA 11	Guidance and Counselling
MEDA 17	Conflict Resolution
MEDA 18	Financing Education/School Finances

Stage 3

GBS 700	Research Methods
MEDA 13	Primary/Secondary School (Organisational) Management
MEDA 14	Foundations of Educational Administration and Management
MEDA 15	Results Based Monitoring and Evaluation
MEDA 16	Community Relations

Stage 4

| GBS 800 | Dissertation |

10.7.15 *Master of Science in Environmental Management*

The Master of Environmental Management programme creates designs and implementation of solutions to current issues of global and national environmental concern that require both specialists and well-trained managers capable of working within, between and across disciplines. It provides the necessary multidisciplinary training and is relevant to those concerned with the management of natural resources

and the formulation and implementation of policies that create environmental improvements at local, national and international levels; and in community, corporate and government organisations.

The MSc EM degree provides graduates with a range of skills, knowledge and expertise in the field of environmental management. This Environmental Management course will allow students to specialise in both industrial and natural environments, geo-information systems or law and policy. Whichever route is selected, there is a choice from a tailored selection of modules.

Stage One

MEM	501	Fundamentals of Environment Management and Sustainability
MEM	505	Environmental Toxicology
MEM	504	Earth Sci. and Natural Hazards Mgt.
MEM	506	Analytical Method for Environmental Monitoring
MEM	507	Geo-Informatics

Stage Two

MEM	601	Geostatistics
MEM	603	Environmental Economics and Policy
MEM	605	Natural Resources Management and Governance
MEM	606	Climate Change and Development
GBS	700	Research Methods

Stage Three

MEM	701	Business and Sustainability
MEM	702	Urban Environmental Management
MEM	703	Environmental Law and Policy
MEM	704	Environmental Management Tools
GBS	630	Management Process and Organisational Behaviour
MEM	705	Environmental Modelling (Elective)

Stage Four

MEM   800   Applied Environmental Project and Dissertation

10.7.16 Master of Arts in Development Studies

With a view of revolutionising application of development theories to accentuate developmental change in developing countries, the programme follows the experiential training format of applied theory on development. The programme aims at developing participants who will be grounded in theory and practice of social-economic and management sciences. The programme draws on experiences and lessons learnt from both developed and developing nations in other regions of the world. The programme is interdisciplinary in nature, focusing on development management, poverty reduction and human development.

Stage One

MDS   511   Advanced Development Thinking
MDS   512   Agriculture and Rural Development
MDS   513   Development Policy
MDS   720   Gender and Development
MDS   721   Development Management

Stage Two

GBEPM   520   Project Planning and Management
GBEPM   740   Monitoring and Evaluation
GBS   751   Entrepreneurship and Innovation
MDS   618   Urban and Regional Planning
GBS   700   Research Methodology

Stage Three

MDS   719   Environment and sustainable Development
MDS   722   Public Finance and Development

Stage Four

> GBS   800   Research
> ***** Publication of Article in Recognised Journal

10.7.17 *Master of Public Health (MPH)*

The programmes strategic goal is to develop health practitioners who will be fully equipped in both social and scientific approaches to promote the health of humankind through evidence based practice and interventions that prevent and control disease, injury and disability in a fast changing world. The programme, specifically is designed to ultimately:

(a) equip students with public health knowledge;
(b) identify potential risk factors and causes of ill health in populations;
(c) develop strategies for health promotion to prevent and control ill health;
(d) utilise a wide variety of approaches and skills to maintain health; and
(e) disseminate public health services among the population.

Stage 1

> MPH   511   Global and Population health metrics
> MPH   521   Biostatistics
> MPH   531   Epidemiology
> MPH   541   Health Promotion and behavioural Sciences
> MPH   551   Introduction to Health policy and Systems Development
> MPH   561   Public Health Research
>   A   Research Methods I: Proposal Development and Designs
>   B   Statistical Computing (Access, Epidata, SPSS, and Nvivo skills)

Stage 2

> MPH 612   Public Health Informatics
>   A   Research methods II: Observational Designs
>   B   Statistical Analysis for Managers (SPSS and Nvivo skills)
>   C   Communicating Health Informatics

GBS 550 Management Theories, Principles and Organisational Behaviour

MPH 632 Applied Management for Public Health
    A Project Management
    B Management of Human Resource for Health
    C Health Management of Information Systems (Introduction to HMIS Platforms)
    D Health Care Financing
MPH 642 Evaluations in Healthcare
    A General M&E (PPME)
    B Policy Evaluation and Analyses
    C Economic Evaluations in Health

Stage 3

GBS 750 Leadership and Strategic Management
MPH 723 Health Management of Information Systems
MPH 733 Environmental Health Impact Management
MPH 743 Budget Performance Management
MPH 753 Health System Management (National, district or local)
MPH 763 Health Care Entrepreneurship (Plan)
MPH 773 Internship/Practicum (half semester)
Output: Individual project work and report writing

Stage 4

MPH 810 Dissertation

Admission Requirements

Graduates from any recognised university in the field of Biological Science, Medicine, Veterinary Medicine/Science and any other related health related field of study such as Management/ Administration, Sociology, Psychology, Philosophy, Statistics, Demography, and Public Health may apply. The minimum requirement shall be a first degree with at least Credit. Caveat: Given that the minimum criteria for entry shall be a Bachelor level degree in a health related

field and experience will only be an added advantage, students with inadequate background will be required to take one year of selected and university approved bridging courses; and pass with an average mark of above 60% before proceeding to the Masters degree in Public Health (MPH) programme.

10.7.18 Executive MBA in Leadership & Wealth Creation

The purpose of Executive MBA in Leadership & Wealth Creation Programme is to train leaders and potential leaders on how to create wealth for the nation (s) by borrowing principles from academia, interrogating practices from the field of business, excelling individuals, and nations using our natural resources. The programme is designed with the belief that both civic and traditional leaders, policy makers, managers, engineers and others can transform and create wealth indigenously from available abundant resources by learning from some countries who have managed to create wealth from their limited natural resources apart from their people.

The programme contributes to the reorientation of thinking in respective areas of operation or expertise, empower the local community in planning and decision making and, thereby contributing to wealth creation for nation.

The Programme:

(a) Extends knowledge of business functions, processes and strategies, building on what have been achieved so far;

(b) Opens up new avenues and perhaps new career directions;

(c) Exposes learners to many new ideas and concepts, always with an eye to practical applications; and

(d) Challenges learners to re-examine own practice and personal management style, enhancing strategic thinking skills and capacity to reflect critically on what works, how it works and why it works.

EXMBA 501: *Culture, Politics and Patriotism in Wealth Creation*
EXMBA 502: *Resource Management and Wealth Creation*
EXMBA 601: *Leadership, Governance and Organisation Management*
EXMBA 701: *ICT and Wealth Creation*

EXMBA 702: Innovation And Creativity

EXMBA 801: Entrepreneur Development and Entreprise Ownership

EXMBA 802: Financing

EXMBA 803: Strategic Management

EXMBA 900: Research

10.7.19 *Master of Laws (LLM/MPhil) - Environmental Law*

The Master of Laws (LLM)/ Master of Philosophy (MPhil) in Environmental Law taught programme is aimed at offering candidates a unique opportunity to pursue personal intellectual development and career development in the field of environmental law. The LLM/MPhil in Environmental Law programme has been designed to train experts required in the field of environment in order to help address some of the major challenges posed by the degradation of the environment; and related issues at local, regional and international level.

The LLM/MPhil in Environmental Law is open to lawyers and to non-lawyers who have degrees in other disciplines and working or intending to work in the environmental related fields. It provides candidates with opportunities to meet and learn from others involved in environment-related disciplines.

The LLM/MPhil in Environmental Law programme is to be completed within twenty-four months. The programme is divided into three semesters. The first two semesters constitute the taught components whereas the last semester requires students to complete a master's thesis.

The candidates pursuing LLM/MPhil in Environmental Law will be required to complete five courses from the courses listed below, in addition to a dissertation:

L   5700   Environmental Law and Policy
L   5701   International Environmental Law
L   5702   Natural Resources Law and Policy
L   5703   Climate Change Law and Policy
L   5704   Biodiversity Law
L   5705   Environmental Impact Assessment Law
L   5706   Pollution Law
L   5707   Environmental Planning Law
L   5708   Water Law and Policy

L 5709 Mining and Energy Law and Policy
L 5710 Carbon Trading Law and Practice
L 5711 Land Use Planning Law
L 5306 Trade and Environment Law

***Elective courses are only offered subject to availability of minimum number of students and resources.*

A candidate must complete a dissertation of not more than 25 000 words on the approved topic in Environmental Law or environmental related topic or subject.

A successful candidate who completes the study of the LLM/MPhil in Environmental Law programme and holds a Bachelor of Laws (LLB) degree will be awarded a Master of Laws (LLM) in Environmental Law. A successful candidate who holds other degrees will be awarded a Master of Philosophy (MPhil) in Environmental Law.

10.7.20 *Master of Laws (LLM/MPhil) - Human Rights Law*

The Master of Laws (LLM)/Master of Philosophy (MPhil) in Human Rights Law taught programme, is aimed at offering a unique opportunity to candidates to pursue personal intellectual development and career development in the field of human rights law. The programme is designed to offer candidates an opportunity to acquire a detailed knowledge and understanding of the national, regional and international human rights issues.

The LLM/MPhil in Human Rights Law programme is open to lawyers and to non-lawyers who have degrees in other disciplines and are working or intending to work as human rights practitioners in various organisations. It provides candidates with opportunities to meet and network on human rights law issues or activities. The LLM/MPhil in Human Rights Law will be completed within twenty-four months. The programme is divided into three semesters: the first two semesters constitute the taught components, and the last semester requires students to complete a Master's dissertation.

The candidates pursuing LLM/MPhil in Human Rights Law will be required to complete five courses from the courses or units of study listed below, plus a dissertation:

L 5400 Public International Law
L 5401 International Protection of Human Rights
L 5402 Human Rights Law

L 5404   International Rights of the Child
L 5403   Human Rights of Women
L 5405   African Human Rights Law
L 5106   International Criminal Law
L 5102   International Law of Armed Conflict and Use
           of Force
L 5503   International and Comparative Labour Law

***Elective courses are only offered subject to availability of minimum number of students and resources.*

A candidate must complete a dissertation of not more than 25 000 words on the approved topic in Human Rights Law or human rights related topic or subject.

A successful candidate who completes the study of the LLM/MPhil in Human Rights Law programme and holds a Bachelor of Laws (LLB) degree, will be awarded a Master of Laws (LLM) in Human Rights Law. A successful candidate who holds other degrees, will be awarded a Master of Philosophy (MPhil) in Human Rights Law.

10.7.21 *Master of Laws (LLM/MPhil) - Humanitarian Law*

The Master of Laws (LLM)/Master of Philosophy (MPhil) in Humanitarian Law taught programme is aimed at offering a unique opportunity to candidates to pursue personal intellectual development and career development in the field of humanitarian law and armed conflict. The programme is designed to offer candidates an opportunity to acquire a detailed knowledge and understanding of the law applicable to humanitarian law.

The LLM/MPhil in Humanitarian Law programme is open to lawyers and to non-lawyers who have degrees in other disciplines and working or intending to work in humanitarian organisations or those involved in peace keeping mission activities or operations such as the defence forces and volunteers. The LLM/MPhil in Humanitarian Law programme will be completed within twenty-four months. The LLM/MPhil in Humanitarian Law programme is divided into three semesters. The first two semesters constitute the taught components whereas the last semester requires students to complete a Master's dissertation.

The candidates pursuing LLM/MPhil in Humanitarian Law will be required to complete five courses from the courses or units of study listed below, plus a dissertation:

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L   5100   Public International Law
L   5101   International Protection of Human Rights
L   5102   International Law of Armed Conflict and Use
           of Force
L   5103   International Refugee Law
L   5104   International Criminal Law

*** *Elective courses are only offered subject to availability of minimum number of students and resources.*

A candidate must complete a dissertation of not more than 25 000 words on the approved topic in Humanitarian Law or humanitarian related topic or subject.

A successful candidate who completes the study of the LLM/MPhil in Humanitarian Law programme, and holds a Bachelor of Laws (LLB) degree will be awarded a Master of Laws (LLM) in Humanitarian Law. A successful candidate who holds other degrees will be awarded a Master of Philosophy (MPhil) in Humanitarian Law.

10.7.22 *Master of Laws (LLM)/MPhil - Labour Law*

The Master of Laws (LLM)/Master of Philosophy (MPhil) in Labour Law taught programme is aimed at offering a unique opportunity to candidates to pursue personal intellectual development and career development in the field of labour law. The programme is designed to offer candidates an opportunity to acquire a detailed knowledge and understanding of the legal rules relating to employment and industrial relations. Candidates will gain a critical understanding of the role of social, political and economic policy in the formulation of modern labour laws, both in Zambia and with reference to international labour standards.

The LLM/MPhil in Labour Law programme is open to lawyers and to non-lawyers who have degrees in other disciplines and working or intending to work as labour law or human resource practitioners. It provides candidates with opportunities to meet and learn from others involved in the labour law issues or activities. The LLM/MPhil in Labour Law will be completed within twenty-four months. The programme is made up or divided into three semesters. The first two semesters constitute the taught components whereas the last semester requires students to complete a

Master's degree dissertation.

The LLM/MPhil in labour Law classes will be conducted on block-release/evening classes during the semesters.

Lectures will be taught or conducted by renowned local, regional and international legal academics/experts in labour Law.

The candidates pursuing LLM/MPhil in Labour Law will be required to complete five courses from the courses or units of study listed below, in addition to a dissertation:

L   5500   Collective Labour Law
L   5501   Conciliation and Arbitration
L   5502   Individual Employment Law
L   5503   International and Comparative Labour Law
L   5504   Pensions and Social Security Law
L   5505   Negotiation
MA 791   Human Resource Management Practice

***Elective courses are only offered subject to availability of minimum number of students and resources.*

A candidate must complete a dissertation of not more than 25 000 words on the approved topic in Labour Law or labour related topic or subject.

A successful candidate who completes the study of the LLM/MPhil in Labour Law programme and holds a Bachelor of Laws (LLB) degree will be awarded a Master of Laws (LLM) in Labour Law. A successful candidate who holds other degrees will be awarded a Master of Philosophy (MPhil) in Labour Law.

10.7.23   *Master of Laws (LLM/MPhil)-Tax Law*

The Master of Laws (LLM)/Master of Philosophy (MPhil) in Tax Law taught programme is aimed at offering a unique opportunity to candidates to pursue personal intellectual development and career development in the field of tax. The LLM/MPhil in Tax Law programme offers a comprehensive study of tax law. The programme is designed to prepare candidates (lawyers, tax policy makers, tax administrators

from revenue authorities as well as tax practitioners) for the substantive, procedural, and technical aspects of a tax practice while developing an in-depth understanding of the policies underlying tax laws in Zambia as well as internationally.

The LLM/MPhil in Tax Law programme is open to lawyers and non-lawyers who have degrees in other disciplines and working or intending to work in the tax related fields.

The LLM/MPhil in Tax Law programme will be completed within twenty-four months. The LLM/MPhil in Tax Law programme is made up or divided into three semesters: the first two semesters constitute the taught components, and the last semester requires students to complete a Master's dissertation. The LLM/MPhil in Tax Law classes will be conducted on block-release/evening classes during the semesters. Lectures will be taught or conducted by renowned local, regional and international legal academics/experts in Tax Law.

The candidates pursuing LLM/MPhil in Tax Law will be required to complete six courses from the courses listed below, plus a dissertation:

L   5600   Public Finance and Economics of Taxation
L   5601   Law and Taxation
L   5602   Value Added Taxation (VAT)
L   5603   Income Tax
L   5604   Business Taxation
L   5605   Current Issues in Taxation
L   5606   Local Government Taxation
L   5607   Comparative Tax Policy and Administration
L   5608   International Tax Law

*** *Elective courses are only offered subject to availability of minimum number of students and resources.*

A candidate must complete a dissertation of not more than 25 000 words on the approved topic in Tax Law or tax related topic or subject.

A successful candidate who completes the study of the LLM/ MPhil in Tax Law programme and holds a Bachelor of Laws (LLB) degree will be awarded a Master of Laws (LLM) in Tax Law. A successful candidate who holds other degrees will be awarded a Master of Philosophy (MPhil) in Tax Law.

10.7.24   *Master of Laws (LLM/MPHIL) – Commercial and Corporate Law*

The LLM in Commercial and Corporate Law provides candidates with a thorough grounding in the fundamental principles of commercial and corporate law.

The LLM Commercial and Law programme provides candidates with opportunities to meet and learn from others involved in commercial and corporate law issues or activities. The LLM in Commercial and Corporate Law will be completed within twenty-four months. The programme is made up or divided into three semesters. The first two semesters constitute the taught components but the last semester requires students to complete a Master's dissertation.

The candidates pursuing LLM in Commercial and Corporate Law will be required to complete four courses from the courses listed below, in addition to a dissertation:

L   5000   Corporate Finance Law
L   5001   Securities Regulation
L   5002   Corporate Finance and Management Issues in Company Law
L   5003   Insolvency Law
L   5004   Insurance Law
L   5005   Competition Law
L   5006   Mergers and Acquisition Law
L   5007   Commercial Arbitration
L   5008   Construction Law
L   5009   Corporate Governance
L   5010   E-Commerce Law
L   5404   Pension and Social Security Law
L   5204   Law of Credit and Security
L   5603   Business Taxation

*** *Subjects are only offered subject to availability of minimum number of students and resources.*

A candidate must complete a dissertation of not more than 25 000 words on the approved topic in Commercial Law or related topic or subject.

10.7.25 *Master of Laws (LLM/MPHIL) - International Trade and Investment Law*

The LLM in International Trade and Investment Law provides candidates with a thorough grounding in the

fundamental principles of trade and investment law.

The LLM International Trade and Investment Law programme provides candidates with opportunities to meet and learn from others involved in international trade and investment law issues or activities. The LLM in International Trade and Investment Law will be completed within twenty-four months. The programme is made up or divided into three semesters: the first two semesters constitute the taught components, and the last semester requires students to complete a Master's dissertation.

The candidates pursuing LLM in International Trade and Investment Law will be required to complete four courses from the courses listed below:

L   5300   International Economic Law
L   5301   International Trade Law
L   5302   International Investment Law
L   5303   Multinational Enterprises Law
L   5304   Law of Finance & Foreign Investment in Emerging Economies
L   5305   Law and Regional Economic Integration in Africa
L   5306   Trade and Competition Law
L   5307   Trade and Environment Law

***Elective courses are only offered subject to availability of minimum number of students and resources.*

A candidate must complete a dissertation of not more than 25 000 words on the approved topic in the field or branch of law in their specialisation.

10.7.26 Master of Laws (LLM/MPHIL) – Banking and Finance Law

The LLM in Banking and Finance Law provides candidates with a thorough grounding in the fundamental principles of security and financial services law, covering local and international developments from both practical and policy perspectives.

The LLM Banking and Finance Law programme is open to lawyers only. It provides candidates with opportunities to meet and learn from others involved in banking law issues or activities. The LLM in Banking and Finance Law will be completed within twenty-four months. The programme is divided into three semesters: the first two

semesters constitute the taught components, and the last semester requires students to complete a Master's degree dissertation.

The candidates pursuing LLM in Banking and Finance Law will be required to complete four courses from the courses listed below:

L   5200   Banking Law
L   5201   Regulation of Financial Markets
L   5202   Legal Aspects of International Finance
L   5203   Law of Economic Crime
L   5204   Law of Credit and Security
L   5304   Law of Finance and Foreign Investment in Emerging Economies
L   5000   Corporate Finance Law
L   5001   Securities Regulation
L   5004   Insurance Law
L   5603   Business Taxation
L   5300   International Economic Law

*** *Elective courses are only offered subject to availability of minimum number of students and resources.*

A candidate must complete a dissertation of not more than 25 000 words on the approved topic in the field or branch of law in his/her specialisation.

Mode of Study

The LLM and LLM/MPhil classes during the semesters will be conducted on block-release of three week.
During the block-release, the classes will be conducted during the day and evening.

10.7.27 Master of Laws (LLM/MPHIL) - Competition Law and Policy

The Master's Degree in Competition Law programme offers students the opportunity to study the application of competition law in relation to different business phenomena, ranging from anti-competitive agreements and abusive dominance to mergers. Competition law is an exciting and important area of law. The students will also have an opportunity to explore the interface between competition law and related areas such as intellectual property rights and trade.

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The LLM/MPHIL in Competition Law will be completed within twenty-four months. The programme is divided into three semesters: the first two semesters constitute the taught components, and the last semester requires students to complete a Master's degree dissertation.

The candidates pursuing the Master's degree in Competition Law will be required to complete the five courses listed below:

L   5901   Competition Law
L   5503   Alternative Dispute Resolutions
L   5301   International Trade Law
L   5805   Intellectual Property Law
L   5902   International and Comparative Competition law

A candidate must complete a dissertation of not more than 25 000 words on the approved topic in the field or branch of law in his/her specialisation.

Mode of Study

The LLM and LLM/MPhil classes will be conducted on block-release of three weeks during the semesters.

During the block-release, the classes will be conducted during the day and evening.

10.7.28 Master of Laws (LLM/MPHIL) – Intellectual Property

The LLM/MPHIL in Intellectual Property is tailored to provide knowledge and skills in intellectual property (IP) law, management, policy-making, and practice through exposure to an international and comparative approach, as well as global network that will help play a leading role in the IP area. It is designed to meet the needs of intellectual property (IP) professionals, policy makers, and government officials of IP institutions, students and teachers of intellectual property, entrepreneurs, and other members of the society from law and non-law backgrounds.

The LLM/MPHIL in Intellectual Property will be completed within twenty-four months. The programme is made up or divided into three semesters: the first two semesters constitute the taught components, and the last semester requires students to complete a Master's dissertation.

The candidates pursuing LLM/MPHIL in Intellectual Property will be required to complete the five courses listed below:

L 5800   Patents
L 5801   Trademark Law
L 5802   Copyright
L 5803   Protection of New Plant Varieties
L 5804   Protection of Traditional Knowledge and Folklore

A candidate must complete a dissertation of not more than 25 000 words on the approved topic in the field or branch of law in their specialisation.

10.7.29   Master of Laws (LLM/MPHIL) – Public International Law

In the last 50 years, public international law has become diversified. Through evolution public international law increasingly addresses the consequences of globalisation and the necessity of protecting general and common international interests. As a result, students are called upon to contemplate the rights and duties of individuals, private actors, non-governmental organisations and international organisations.

The LLM in Public International Law will be completed within twenty-four months. The programme is made up or divided into three semesters: the first two semesters constitute the taught components, and the last semester requires students to complete a Master's dissertation.

The candidates pursuing LLM in Public International Law will be required to complete four courses listed below:

L 5401   Human Rights Law
L 5402   International Criminal Law
L 570   Public International Law
L 5404   International Law of Armed Conflict and Use of Force

A candidate must complete a dissertation of not more than 25 000 words on the approved topic in the field or branch of law in their specialisation.

10.7.30   Masters Degree in Competition Law and Policy (LLMCL/MPHILCL)

The Master's Degree in Competition Law and Policy programme offers course participants the opportunity to study the application of competition law in relation to different business phenomena, ranging from anti - competitive and abusive dominance to mergers and acquisitions and interface

between other related areas such as Intellectual Property rights and International Trade. Additionally, the programme will provide substantive and procedural aspects of Competition Law and Policy within the economic and market context in which Competition Law is applied.

The courses to be covered include:
   (b) competition Law and Policy;
   (c) alternative Dispute Resolutions;
   (d) international Trade Law;
   (e) intellectual Property Law; and
   (f) International and comparative competition law.

PhD/DBA PROGRAMMES

   (a)   Doctor of Laws

   Doctor of Law in the following areas of specialisation
   (i)   intellectual Property Law;
   (ii)   public International Law; and
   (iii)   human Rights Law.

   (b)   Doctor in Business Administration

   Doctor in Business Administration in the following areas of specialisation:
   (i)   management;
   (ii)   entrepreneurship;
   (iii)   marketing;
   (iv)   finance;
   (v)   accounting;
   (vi)   governance and Leadership;
   (vii)   economics; and
   (viii) human Resource Management.

Further information on the University of Lusaka (UNILUS) PhD programmes is available from the School of Postgraduate Studies.

11.0   PROFESSIONAL/SPECIAL CERTIFICATE PROGRAMMES

To cater for the specific needs of various industries, the University also runs special and tailor-made programmes as and when demand arises. These programmes are usually intensive and the short courses are at Certificate and/or Diploma level. Currently, there are two Faculties within the University of Lusaka (UNILUS) offering the

following programmes:

11.1   Institute of Corporate Training and Applied Research Consultancy and Corporate Training (ICTAR)

(a)   Certificate in Credit Management;
(b)   Certificate in Marketing of Financial Services;
(c)   Foreign Exchange Markets;
(d)   Project Management;
(e)   Customer Service Management;
(f)   Credit Appraisal Techniques;
(g)   Public Sector Financial Management;
(h)   Asset/Liability Management;
(i)   Certificate in Financial Management;
(j)   Certificate in Financial Markets and Institutions;
(k)   Certificate in Money Laundering: Law, Regulation and Best Practices; and
(l)   Certificate in Letter of Credit and Trade Finance.

11.2   Centre for Enterprise Development

(a)   Diploma in Innovation and Entrepreneurship
(b)   Diploma in Micro-Finance Management
(c)   Certificate in Innovation and Entrepreneurship

12.0   LIBRARY

The library focuses on meeting the learning, teaching and research needs of the modern student populace by developing and sustaining a comprehensive, appropriate and up-to-date collection of information and knowledge resources.

The library has a mammoth collection of literature on a wide range of subjects. The hard copy collection is supplemented with the various online website access to relevant and vital journals to which the University subscribes such as *Pearson Publishers* online and *Kasi Legal Library*.

13.0   ACADEMIC REFERENCING SYSTEM

Both research papers and assignments for academic purposes shall be referenced based on the Harvard referencing system.

14. 0   ACADEMIC INTEGRITY

Academic integrity is the moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism, fabrication and facilitation of academic misconduct; maintenance of academic standards; honesty and rigour in research and publishing. The set of core values underwrites the very mission of the University itself; integrity, honesty, hard work, and the determination to translate personal and professional principles into behaviour.

As members of an academic community, we are entitled to a wide degree of freedom in the pursuit of scholarly interests. With that freedom, however, comes the responsibility to uphold the high ethical standards of academic conduct. It is a reflection of the students' experience at University of Lusaka (UNILUS), and is a measure of the very worth of their degree.

For students, this ethic lies at the heart of the value of their degree. If they or others around them are not living up to a high standard of academic integrity, the worth of the education they are receiving (and the degree they will receive) is compromised.

A high standard of academic integrity will ultimately lead to greater heights of academic rigour and freedom among students, a better reputation for University of Lusaka (UNILUS), and more positive patterns of interaction with the student population. We can generate a long-lasting academic focus among the faculty population that migrates to UNILUS and the student population that passes through UNILUS.

The principles of academic integrity also represent an informal contract between faculty and students. Instead of pitting faculty against students, both share a common standard of behaviour and set of values critical to the continued success of the UNILUS. Both populations play an important role and have a responsibility in creating and constantly re-creating the strength and excellence defining UNILUS.

For this purpose:
 (a) The University is committed to assuring ethical behaviour by all its members, and all members of the University community are expected to share in this commitment of ethical behaviour. Academic dishonesty is an offence against the University. A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is relevant to the evaluation of the student's level of performance, and is also a basis for disciplinary action by the Registrar's office.

(b) All members of the University community will maintain an environment in which each member is given equal opportunities to achieve academic success; and each member's academic achievements are assessed fairly and objectively.

(c) All members of the University will take active roles in the promotion and maintenance of academic integrity. These roles include, but are not limited to the following:

    (i)   knowing and abiding by the academic regulations of the University;

    (ii) beginning each semester, the lecturer must inform the class of the policy regarding academic dishonesty;

    (iii) taking safeguards to deter the opportunistic violation of the academic regulations of the University;

    (iv) reporting any suspected acts of academic dishonesty to the appropriate party; and

    (v) ensuring that other members of the University are diligent in their responsibilities to the maintenance of academic integrity.

(d) Students should report any suspected acts of academic dishonesty to the lecturer as soon as possible. The lecturer will then determine whether to submit a report as described in section 6 below:

    (i)   the student's report to the lecturer must include any information or evidence that can assist the lecturer in determining whether to pursue the alleged incident;

    (ii) the student's report should include a description of the circumstances leading to the suspicions of academic dishonesty.

(e) Academic dishonesty refers to any act that is intended to produce an academic assessment that is not commensurate with an individual's performance, or any act that is intended to unfairly assist or hinder an individual's academic efforts. Such acts include, but are not limited to the following:

    (i)   allowing the work of one person to be academically assessed as the work of another;

    (ii) allowing academic credit to be assigned to work that was not performed;

    (iii) unauthorised possession of resources (e.g., reserved library material, laboratory material, art work, computer software or medical excuses);

    (iv) misrepresentation of an academic record (e.g., changing grades, failure to report work done at other institutions);

and

(v) denial of access to resources (e.g., reserved library material, laboratory material, art work, computer software) intended to be available to others.

(f) Lecturers must notify students of their intention to report a suspected incident of academic misconduct within ten calendar days of detecting the incident. Lecturers must report, using Option A or Option B, the circumstances and academic assessment impact of any suspected acts of academic dishonesty to the Registrar's office as soon as possible after notifying the student, but in no case longer than fourteen calendar days after notifying the student. The Registrar's office will copy the report to the course department chair, the student's divisional dean and the divisional dean of the course, and contact the student.

Option A - Discussion Agreement

Lecturers have the option to discuss the specific allegation with the student. If the lecturer and student agree on a sanction (e.g., reduction in course grade, failing course grade, assignment of additional work), no disciplinary action will be taken by the Registrar's office as a result of this specific act alone. If, however, this specific act represents the student's second or greater instance of academic dishonesty, the Registrar's office may choose disciplinary sanctions (e.g., suspension, dismissal). The Lecturer must indicate on the form if no agreement was reached with the student.

In all cases, the form, and relevant materials must be forwarded to the Registrar's office for evaluation.

Option B - Academic Integrity Violation Report

If the lecturer chooses not to complete the discussion agreement, he or she must nonetheless notify the student, complete the Academic Integrity Violation Report, attach relevant materials, and forward this information to the Registrar's office.

Regardless of the option used, lecturers may award a *failing grade* on the assignment, a *failing grade* in the course, or may otherwise adjust the assignment or course grade as deemed appropriate. In addition, lecturers may choose to assign additional work.

Lecturers should reflect on their academic determination in light of the Registrar's decision concerning disciplinary sanctions. Students wishing to appeal a course grade should follow the grade appeal process, described in the Handbook. Forms are available from the

Registrar's office.

(g) Grades are to be assigned based on the individual efforts of each student. No credit will be given for any work that does not represent the individual efforts of a particular student or his or her contribution to a collaborative effort. Lecturers are solely responsible for assessing academic performance, and the Registrar is solely responsible for the application of disciplinary measures.

The Registrar will determine whether any punitive actions should be taken in response to an act of academic dishonesty, and the Registrar will determine the nature of any such actions in accordance with the rules and regulations of the University:

(i) disciplinary proceedings may result in a hearing before a committee;

(ii) any person connected to the events surrounding a suspected act of academic dishonesty (e.g., lecturer, teaching assistant, and classmate) is required to cooperate with the Registrar's investigation; and

(iii) disciplinary outcomes may include no action, a warning, probation, suspension, permanent expulsion from the University, and withholding of transcripts, diplomas and degrees.

We are each called to take pride in our own ideas and to respect the work of others. Be original and thoughtful. It's your degree!

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THE BOOK

LIMITLESS MINDS

Passion for Quality Education: Our Driving Force