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The Africa University Vision

The vision of Africa University is improved quality of life, peace and prosperity for the peoples of Africa through quality higher education that includes teaching, research, community service and leadership development.

Mission

The mission of Africa University is to provide quality education within a Pan-African context through which people can acquire general and professional knowledge and skills, grow in spiritual maturity and develop sound moral values, ethics and leadership qualities.

Contact Information

Administrative Offices

Administrative offices are open Monday through Thursday from 8:00 a.m. to 4:30 p.m. and Friday from 8:00 a.m. to 4:00 p.m. throughout the year except on public holidays.

Postal Address

Africa University
P.O. Box 1320
Mutare
Zimbabwe

Physical Address

Fairview Road
Off Nyanga Road
Mutare
Zimbabwe

Africa University Development Office

P.O. Box 340007
Nashville, TN 37203-00
U.S.A.
Phone (615)340-7438
Fax (615)340-7290

University Fax

(263-(0)20) 61785

University Telex

81209 ACACIA

Registrar's Fax

(263-(0)20) 66783

Vice Chancellor's Fax

(263-(0)20) 63284

University Switchboard Numbers

(263-(0)20) 60075 (263-(0)20) 60026
(263-(0)20) 61611 (263-(0)20) 66968
(263-(0)20) 61618 (263-(0)20) 66779

Email Addresses

Vice Chancellor
Deputy Vice Chancellor
Registrar
Bursar
Dean: Faculty of Agric. & Nat. Resources
Dean: Faculty of Management & Admin
Programme Coordinator: Public Service
Management Training Programme
Dean: Faculty of Humanities And Social
Sciences

vc@africau.ac.zw
dvc@africau.ac.zw
registrar@africau.ac.zw
bursar@africau.ac.zw
deanfanr@africau.ac.zw
deanfma@africau.ac.zw
psmtp@africau.ac.zw
deanfhs@africau.ac.zw

Dean: Faculty of Theology	deanfot@africau.ac.zw
Dean: Faculty of Education	deanfoe@africau.ac.zw
Dean: Faculty of Health Sciences	deanfhs@africau.ac.zw
Library	pfukanib@africau.ac.zw
Information and Public Affairs Office	info@africau.ac.zw
Information And Communications Technology Centre (ICT)	csd@africau.ac.zw
Academic Affairs	academic@africau.ac.zw
Personnel	arpa@africau.ac.zw
Chaplain	chaplain@africau.ac.zw
Student Affairs	austudaf@mutare.mweb.co.zw
Africa University Farm	kiesl@africau.ac.zw
Food Services	kagurabadzat@africau.ac.zw
Clinic	murapat@africau.ac.zw
Institute of Peace Leadership & Governance	iplgdirector@africau.ac.zw
Website Address	www.africau.edu

AUGUST 2009 – AUGUST 2012 ACADEMIC CALENDAR**FIRST SEMESTER 2009 / 2010 ACADEMIC YEAR****AUGUST/SEPTEMBER 2009**

Wednesday 12 th	Arrival, Fee Payment and Registration of First Years
Thursday 13 th	Orientation of First Year Students Begins
Wednesday 19 th Welcome Chapel Service for First Year Students	
Thursday 20 th	Arrival and Registration of Returning Students
Friday 21 st	Arrival and Registration of Returning Students
Week 01: Monday 24 th - Friday 28 th	
Monday 24 th	Lectures for All Students Begin Late Registration Commences
Sunday 30 th	Dedication Sunday
Week 02: Monday 31 st - Friday 4 th	
Monday 31 st	Late Registration Ends
Friday 4 th	Matriculation Ceremony
Week 03: Monday 7 th - Friday 11 th	
Week 04 Monday 14 th - Friday 18 th	
Saturday 19 th	Peace Marathon

Week 05: Monday 21st - Friday 25th **Gender Week**

Week 06 Monday 28th - Friday 2nd **Commemoration of the Legacy
of Dag Hammarskjöld**

OCTOBER 2009

Week 07: Monday 5th - Friday 9th

Week 08: Monday 12th - Friday 16th

Week 09: Monday 19th - Friday 23rd

Thursday 22nd - Friday 23rd **Mid Semester Break**

Week 10: Monday 26th - Friday 30th

Monday 26th **Lectures Resume**

NOVEMBER/DECEMBER 2009

Week 11: Monday 2nd - Friday 6th

Week 12: Monday 9th - Friday 13th

Week 13: Monday 16th – Friday 20th

Thursday 19th **Last Classes of Semester**

Friday 20th **Reading Day**

Week 14: Monday 23rd – Friday 27th

Monday 23rd **Examinations Begin**

Week 15: Monday 30th – Friday 4th

Wednesday 2nd - Saturday 5th **Board Meeting**

Friday 4th **Examinations End**

DECEMBER 2009

Saturday 5 th	End of First Semester
Monday 7 th – Friday 11 th Examiners	Meetings of Faculty Boards of
Wednesday 16 th - Friday 18 th	Senate Meeting to Consider Examinations Results
Tuesday 22 nd	Public Holiday
Friday 25 th	Christmas Day

SECOND SEMESTER 2009/2010 ACADEMIC YEAR**JANUARY 2010**

Friday 1 st	New Year's Day
Tuesday 12 th	Publication of Examinations Results
Wednesday 13 th - Friday 15 th	Fee Payment and Registration for Students
Week 01: Monday 18 th - Friday 22 nd	Late Registration commences
Monday 18 th	Lectures Begin
Week 02: Monday 25 th - Friday 29 th	
Monday 25 th	Late Registration ends

FEBRUARY 2010

Week 03: Monday 1 st - Friday 5 th
Week 04: Monday 8 th - Friday 12 th

Week 05 Monday 15th - Friday 19th

Week 06: Monday 22nd - Friday 26th

MARCH 2010

Week 07: Monday 1st - Friday 5th

Week 08: Monday 8th - Friday 12th

Wednesday 10th – Saturday 13th

Board Meeting

Week 09: Monday 15th - Friday 19th

Week 10: Monday 22nd - Friday 26th

MARCH/APRIL 2010

Week 11: Monday 29th - Friday 2nd

Thursday 1st

Mid Semester Break

Friday 2nd

Good Friday

Week 12: Monday 5th - Friday 9th

Monday 5th

Easter Monday

Tuesday 6th

Lectures resume

Week 13: Monday 12th - Friday 16th

Week 14: Monday 19th - Friday 23rd

Monday 19th

Public Holiday

Thursday 22nd

**Last Classes of Semester for
Final Year Students**

Friday 23 rd	Reading Day for Final Year Students
Week 15: Monday 26 th - Friday 30 th	
Monday 26 th	Examinations for Final Year Students Begin
Thursday 29 th	Last Classes for Continuing Students
Friday 30 th	Reading Day for Continuing Students
MAY 2010	
Week 16: Monday 3 rd - Friday 7 th	
Monday 3 rd	Examinations for Continuing Students Begin
Saturday 8 th	Examinations for Final Year Students End
Week 17: Monday 10 th - Friday 14 th	
Friday 14 th	Examinations for Continuing Students End
Saturday 15 th	End of Semester
Monday 17 th - Friday 21 st	Faculty Board of Examiners' Meetings to Consider Examinations Results for Final Year Students
Tuesday 25 th	Public Holiday

Wednesday 26 th	Senate Meeting to Consider Examination Results for Final Year Students
Friday 28 th	Publication of Examinations Results for Final Year Students
JUNE 2010	
Tuesday 1 st – Wednesday 2 nd	Faculty Board of Examiners' Meetings to Consider Examinations Results for Continuing Students
Monday 7 th	Senate Meeting to Consider Examination Results for Continuing Students
Tuesday 8 th	Senate Meeting to Consider Examination Results for Continuing Students continues
Saturday 12 th	Graduation Day
Tuesday 15 th	Publication of Examinations Results for Continuing Students

FIRST SEMESTER 2010/2011 ACADEMIC YEAR

AUGUST 2010

Wednesday 11 th	Arrival, Fee Payment and Registration of First Years
Thursday 12 th	Orientation of First Year Students Begins
Wednesday 18 th	Welcome Chapel Service for First Year Students
Thursday 19 th	Arrival and Registration of Returning Students
Friday 20 th	Arrival and Registration of Returning Students
Week 01: Monday 23 rd - Friday 27 th	

Monday 23rd **Lectures for All Students Begin
Late Registration Commences**

Sunday 29th **Dedication Sunday**

AUGUST/SEPTEMBER 2010

Week 02: Monday 30th - Friday 3rd

Monday 30th **Late Registration Ends**

Week 03: Monday 6th - Friday 10th

Friday 10th **Matriculation Ceremony**

Week 04 Monday 13th - Friday 17th

Week 05: Monday 20th - Friday 24th **Gender Week**

SEPTEMBER/OCTOBER 2010

Week 06 Monday 27th - Friday 1st **Commemoration of the Legacy of
Dag Hammarskjöld**

Saturday 2nd **Peace Marathon**

Week 07: Monday 4th - Friday 8th

Week 08: Monday 11th - Friday 15th

Week 09: Monday 18th - Friday 22nd

Thursday 21st - Friday 22nd **Mid Semester Break**

Week 10: Monday 25th - Friday 29th

Monday 25th **Lectures Resume**

NOVEMBER/DECEMBER 2010

Week 11: Monday 1st - Friday 5th

Week 12: Monday 8th- Friday 12th

Week 13: Monday 15th – Friday 19th

Thursday 18th

Last Classes of Semester

Friday 19th

Reading Day

Week 14: Monday 22nd – Friday 26th

Monday 22nd

Examinations Begin

NOVEMBER / DECEMBER 2010

Week 15: Monday 29th – Friday 3rd

Wednesday 1st – Saturday 4th

Board Meeting

Friday 3rd

Examinations End

Saturday 4th

End of First Semester

Monday 6th – Friday 10th

Meetings of Faculty Boards of Examiners

Thursday 16th – Friday 17th

Senate Meeting to Consider Examinations Results

Monday 20th

Senate Meeting to Consider Examinations Results continues

Wednesday 22nd

Public Holiday

Saturday 25th

Christmas Day

Monday 27th

Public Holiday

SECOND SEMESTER 2010 / 2011 ACADEMIC YEAR

JANUARY/FEBRUARY 2011

Saturday 1 st	New Year's Day
Tuesday 11 th	Publication of Examinations Results
Wednesday 12 th - Friday 14 th	Fee Payment and Registration for Students
Week 01: Monday 17 th - Friday 21 st	Late Registration commences
Monday 17 th	Lectures Begin
Week 02: Monday 24 th - Friday 28 th	
Monday 24 th	Late Registration ends
FEBRUARY / MARCH 2011	
Week 03: Monday 31 st - Friday 4 th	
Week 04: Monday 7 th - Friday 11 th	
Week 05: Monday 14 th - Friday 15 th	
Week 06: Monday 21 st - Friday 25 th	
MARCH / APRIL 2011	
Week 07: Monday 28 th - Friday 4 th	
Week 08: Monday 7 th - Friday 11 th	
Thursday 10 th - Friday 11 th	Mid Semester Break
Week 09: Monday 14 th - Friday 18 th	
Monday 14 th	Lectures Resume
Week 10: Monday 21 st - Friday 25 th	

Week 11: Monday 28th - Friday 1st

Wednesday 30th – Saturday 2nd **Board Meeting**

APRIL 2011

Week 12: Monday 4th - Friday 8th

Week 13: Monday 11th - Friday 15th

Thursday 14th **Last Classes of Semester for Final Year Students**

Friday 15th **Reading Day for Final Year Students**

Week 14: Monday 18th - Friday 22nd

Monday 18th **Public Holiday**

Tuesday 19th **Examinations for Final Year Students Begin**

Thursday 21st **Last Classes for Continuing Students**

Friday 22nd **Good Friday**

Week 15: Monday 25th - Friday 29th

Monday 25th **Easter Monday**

Tuesday 26th **Examinations for Continuing Students Begin**

Thursday 28th **Examinations for Final Year Students End**

MAY 2011

Week 16: Monday 2nd - Friday 6th

Monday 2 nd	Public Holiday
Tuesday 3 rd	Examinations for Continuing Students Resume
Saturday 7 th	Examinations for Continuing Students End
Saturday 7 th	End of Semester
Tuesday 10 th – Friday 13 th	Faculty Board of Examiners' Meetings to Consider Examinations Results for Final Year Students
Tuesday 17 th	Senate Meeting to Consider Examinations Results for Final Year Students
Friday 20 th	Publication of Examinations Results for Final Year Students
Monday 23 rd – Thursday 26 th	Faculty Board of Examiners' meetings to Consider Examinations Results for Continuing Students
Wednesday 25 th	Public Holiday
Friday 27 th	Senate Meeting to Consider Examinations Results for Continuing Students
Monday 30 th	Senate Meeting to Consider Exam. Results for Continuing Students Continues

JUNE 2011

Saturday 11 th	Graduation Day
Tuesday 14 th	Publication of Examinations Results for Continuing Students

FIRST SEMESTER 2011/2012 ACADEMIC YEAR

AUGUST/SEPTEMBER 2011

Wednesday 10 th	Arrival, Fee Payment and of First Years' Registration
Thursday 11 th	Orientation of First Year Students Begins
Wednesday 17 th	Welcome Chapel Service for 1st Years
Thursday 18 th	Arrival and Registration of Returning Students
Friday 19 th	Arrival and Registration of Returning Students
Week 01: Monday 22 nd - Friday 26 th	
Monday 22 nd	Lectures for All Students Begin Late Registration Commences
Sunday 28 th	Dedication Sunday
Week 02: Monday 29 th - Friday 2 nd	
Monday 29 th	Late Registration Ends

SEPTEMBER 2011

Week 03: Monday 5th - Friday 9th

Friday 9th

Matriculation Ceremony

Week 04: Monday 12th - Friday 16th

Saturday 17th

Peace Marathon

Week 05: Monday 19th - Friday 23rd

Gender Week

Week 06: Monday 26th - Friday 30th

**Commemoration of the Legacy of
Dag Hammarskjöld**

OCTOBER/NOVEMBER 2011

Week 07: Monday 3rd - Friday 7th

Week 08: Monday 10th - Friday 14th

Thursday 13th – Friday 14th

Mid Semester Break

Week 09: Monday 17th - Friday 21st

Monday 17th

Lectures Resume

Week 10: Monday 24th - Friday 28th

Week 11: Monday 31st - Friday 4th

NOVEMBER/DECEMBER 2011

Week 12: Monday 7th - Friday 11th

Week 13: Monday 14th - Friday 18th

Thursday 17th

Last Classes of Semester

Week 14: Monday 21st - Friday 25th

Monday 21st

Examinations Begin

Week 15: Monday 28th - Friday 2nd

Friday 2nd**Examinations End****DECEMBER 2011**Saturday 3rd**End of First Semester**Monday 5th – Friday 9th**Meetings of Faculty Boards of Examiners**Wednesday 7th – Saturday 10th**Board Meeting**Thursday 15th – Friday 16th**Senate Meeting to Consider Examinations Results**Monday 19th**Senate Meeting to Consider Examinations Results**Thursday 22nd**Public Holiday**Sunday 25th**Christmas day**Monday 26th**Public Holiday****SECOND SEMESTER 2011/2012 ACADEMIC YEAR****JANUARY/FEBRUARY 2012**Sunday 1st**New Year's Day**Monday 2nd**Public Holiday**Tuesday 10th**Publication of Examinations Results for Students**Wednesday 11th – Friday 13thWeek 01: Monday 16th – Friday 20th**Fee Payment and Registration**Monday 16th**Lectures Begin
Late Registration Commences**

Week 02: Monday 23rd – Friday 27th

Monday 23rd

Late Registration Ends

Week 03: Monday 30th – Friday 3rd

FEBRUARY/MARCH 2012

Week 04: Monday 6th – Friday 10th

Week 05: Monday 13th – Friday 17th

Week 06: Monday 20th – Friday 24th

Wednesday 22nd – Saturday 25th

Board Meeting

Week 07: Monday 27th – Friday 2nd

MARCH 2012

Week 08: Monday 5th – Friday 9th

Week 09: Monday 12th – Friday 16th

Thursday 15th – Friday 16th

Mid Semester Break

Week 10: Monday 19th – Friday 23rd

Monday 19th

Lectures Resume

Week 11: Monday 26th – Friday 30th

APRIL/MAY 2012

Week 12: Monday 2nd – Friday 6th

Friday 6th

Good Friday

Week 13: Monday 9th – Friday 13th

Monday 9th

Easter Monday

Tuesday 10th

Lectures Resume

Week 14: Monday 16th – Friday 20th

Wednesday 18th

Public Holiday

Thursday 19th

Last Classes for Final Year Students

Friday 20th

Reading Day for Final Year Students

Week 15: Monday 23rd – Friday 27th

Monday 23rd

Examinations for Final Year Students Begin

Thursday 26th

Last Classes for Continuing Students

Friday 27th

Reading Day for Continuing Students

Week 16: Monday 30th – Friday 4th

Monday 30th

Examinations for Continuing Students Begin

Tuesday 1st

Public Holiday

Wednesday 2nd

Examinations for Continuing Students Resume

Saturday 5th

Examinations for Final Year Students End

MAY 2012

Week 17: Monday 7th – Friday 11th

Friday 11th

Examinations for Continuing Students End

Saturday 12th

End of Semester

Monday 14th – Friday 18th

Faculty Board of Examiners' Meetings to Consider Exam. Results Meetings for Final Year Students

Tuesday 22nd

Senate Meeting to Consider Examinations Results for Final Year Students

Friday 25th

Public Holiday

Monday 28th

Publication of Examination Results for Final Year Students

Tuesday 29th – Wednesday 30th

Faculty Board of Examiners' Meetings to Consider Examination Results for Continuing Students

JUNE 2012

Monday 4th – Tuesday 5th

Senate Meeting to Consider Examinations Results for Continuing Students

Saturday 9th

Graduation Day

Tuesday 12 th	Publication of Examinations Results for Continuing Students
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FIRST SEMESTER 2012/2013 ACADEMIC YEAR

AUGUST 2012

Monday 6 th	Arrival, Fee Payment and Registration of First Years
Tuesday 7 th	Orientation of First Year Students Begins
Wednesday 8 th	Welcome Chapel Service for First Years
Monday 13 th	Public Holiday
Tuesday 14 th	Public Holiday
Thursday 16 th	Arrival and Registration of Returning Students
Friday 17 th	Arrival and Registration of Returning Students

Week 01: Monday 20th – Friday 24th

Monday 20 th	Lectures for all Students Begin Late Registration Commences
Sunday 26 th	Dedication Sunday

Week 02: Monday 27th – Friday 31st

Monday 27 th	Late Registration Ends
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SEPTEMBER 2012

Week 03: Monday 3rd – Friday 7th

Friday 7 th	Matriculation Ceremony
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Week 04:Monday 10th – Friday 14th

Saturday 15th

Peace Marathon

Week 05:Monday 17th – Friday 21st

Week 06:Monday 24th – Friday 28th

Gender Week

OTOBER 2012

Week 07:Monday 1st– Friday 5th

**Commemoration of the Legacy
of Dag Hammarskjöld**

Week 06:Monday 8th – Friday 12th

UNIVERSITY GOVERNANCE

BOARD OF DIRECTORS

Chairperson

Bishop Professor David K. Yemba
DRC

Vice Chairperson

Bishop Marcus Matthews
USA

Treasurer

Rev. Wee-Li Tan
USA

Secretary

Mrs. Mazvita P. Madondo
Zimbabwe

Members of the Board:

Bishop Professor David K Yemba-Chair and Chancellor
DRC

Prof. Fanuel Tagwira, Vice- Chancellor (Ex-officio)
Zimbabwe

Mr. Francisco Neto
Angola

Bishop Eben K. Nhiwatiwa
Zimbabwe

Mrs. Mazvita Madondo
Zimbabwe

Rev. Wee-Li Tan
USA

Bishop Nkulu N. Ntambo
DRC

Reverend Issac Harmon
Liberia

Permanent Secretary
Ministry of Higher and Tertiary Education, Zimbabwe

Dr. Maggie Jackson
USA

Dr. Jerome King Del Pino
USA

Bishop Ernest Lyght
USA

Mr. Albert Kawa
Sierra Leone

Dr. Thokozile Chitepo (The University Senate Representative)
Zimbabwe

Mrs. Dorothée Nshimimana
Burundi

Rev. Heinrich Meinhardt

President of the Students
Representative Council

Rev. Edward W. Paup
USA

Bishop Marcus Matthews
USA

The Rev. Roar Fotland
Norway

Permanent Secretary, Ministry of Finance, Planning and Development
Zimbabwe

Dr. Pamela Machakanja (The University Senate Representative)
Zimbabwe

Professor James Ndyabahika (The University Senate Representative)
Uganda

Ms Lenora Thompson
USA

Mr. Antonio Namburete
Mozambique

Dr. Caroline Njuki
USA

STANDING COMMITTEES OF THE BOARD

1 Board Executive

2 Finance Committee

3 Student And Academic Affairs Committee

4 Buildings And Grounds Committee

5 Development Committee

6 Audit Committee

SENATE

The Vice Chancellor (Chairperson): Professor Fanuel Tagwira

The Associate Vice Chancellor for Institutional Advancement: Mr James Salley

Deputy Vice Chancellor: Prof. Athanasius Mphuru.

The Deans of Faculties:

Agriculture and Natural Resources (Acting): Mr. Tuarira Mtaita

Management and Administration: Dr. Jean-Gilbert Ilunga

Theology: Rev. Dr. Beauty Maenzanise

Education: (Acting) Dr. Victoria I Oyedele

Humanities and Social Sciences: Dr. Thokozile Chitepo

Health Sciences: Dr. Peter Fasan

Director IPLG: Dr. Anderson Shankanga

Professors and Associate Professors

Prof. John Kurewa - E. Stanley Chair of evangelism

Prof. Elliot Makambe

Prof. James Ndyabahika

Prof. Peter Fasan

The Librarian: Mrs. Bilha Pfukani
 The Bursar (In attendance): Ms. Irene Chibanda
 The Director of Information and Public
 Affairs (In Attendance): Ms Andra Stevens
 The Registrar (Secretary): Mr. Frank Chikange
 Information and Communication Technology: Director
 Dean of Students (In attendance): Dr. Ellen Gwaradzimba

One Academic Representative from each Faculty:

Agriculture and Natural Resources: Dr. Kingstone Mandisodza
 Management and Administration: Mr. S. Chuchu
 Theology: Rev. Thomas Munengwa
 Education: Mr. Davison J.S. Fonnah
 Humanities and Social Sciences: Dr. Isaac Machakanja
 Health Sciences: Mrs S Gwaze

Two Student Representatives

FACULTY BOARDS

Terms of reference

- to scrutinize lists of applicants into their respective Faculties and to recommend to the Senate Admissions Committee those to be admitted;
- to scrutinize syllabi before recommending them to Senate;
- to consider examination results and make recommendations to Senate.

Membership

- (i) Dean of Faculty concerned (Chair)
- (ii) The Vice Chancellor (ex-officio)
- (iii) The Deputy Vice Chancellor (ex-officio)
- (iv) The Deans of other Faculties
- (v) All lecturers in the Faculty concerned
- (vi) The Librarian
- (vii) Two student representatives elected by students of the Faculty concerned
- (viii) Lecturers of the associate departments who teach in the Faculty concerned
- (ix) The Registrar (ex-officio)
- (x) Heads of Associate Departments

PRINCIPAL OFFICERS OF THE UNIVERSITY

Chancellor

Bishop Professor David K. Yemba

Vice- Chancellor

Professor Fanuel Tagwira

BSc (Lesotho), MSc (Reading), PhD (Zimbabwe), Fellow-Lead.

Deputy Vice Chancellor

Professor Athanasius Mphuru

BSc(Hons) (Makerere), MA (West Virginia), PhD (Dar es Salaam).

Associate Vice Chancellor for Institutional Advancement

Mr. James Salley

BA (South Carolina State), Hon D. Hum. Let. (Claflin College).

Acting Dean of The Faculty of Education

Dr. Victoria Oyedele

PhD (Obafemi Awolowo, Nigeria), MA (Obafemi Awolowo), BSc. Ed (Ife, Nigeria)..

Dean of The Faculty of Agriculture And Natural Resources

Mr. Tuarira Mtaita (Acting)

Msc (London) Bsc (Sokoine, Tanzania).

Dean of The Faculty of Humanities and Social Sciences

Dr. Thokozile Chitepo

PhD(McGill,Canada),MA (McGill,Canada), BEd (Science) (Kenyatta,Kenya).

Dean of The Faculty of Management and Administration

.

Dean of The Faculty of Theology

Rev. Dr. Beauty Maenzanise

PhD Liturgical Studies (Caspersen School of Graduate Studies, Drew), MPhil (Caspersen), STM (Drew Theological Seminary), MDiv (Drew Theol. Sem), DTh (United Theological Seminary).

Dean of The Faculty of Health Sciences

Dr. Peter Fasan

MB, BS, MD, DTPH (With Distinction) (University of London), L.R.C.P (Royal College of Physicians of London), M.R.C.S (Royal College of Surgeons of England), MFCM (Royal College of Physicians, UK), MRCP, FRCP, (Royal College of Physicians Edinburgh), FMCP (Nigerian Postgraduate Medical College), FWACP (West African College of Physicians).

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Dip Adult Ed., B.Ed. (UZ).

Assistant Security Officer

Mr. Noel Mandebvu

GENERAL INFORMATION

Location

The Africa University campus sits on 1542 acres of land, 17 kilometres north of Mutare city. The University campus is located in a prime farming area. Its valley setting, coupled with a beautiful mountainous terrain, provides a scenic, tranquil and breathtaking environment. Mutare is Zimbabwe's fourth largest city and the provincial capital of one of the country's ten provinces; Manicaland. It is situated about 260 kilometres from Zimbabwe's capital, Harare.

Mutare forms the country's eastern border town with Mozambique and is the country's "gateway to the sea," as it is major overland route to the Port of Beira in Mozambique. The city thrives on agro-forestry, agriculture, horticulture, mining, eco tourism and tourism and is well connected by road and rail to other major towns and cities in Zimbabwe as well as Mozambique.

Historical Note

In the mid-1980s, as United Methodism grew on the continent, African bishops of the United Methodist Church (UMC) began articulating a desire for the church to invest in provision of higher education in Africa. In 1984, Bishop Arthur Kulah of Liberia and Bishop Emilio J. M. De Carvalho of Angola were eloquent, passionate and convincing in their (separate) presentations to annual meetings of the General Board of Higher Education and Ministry and to the General Board of Global Ministries, agencies of the UMC. Through their efforts, and with a positive response from within the church, the 'Africa Initiative' was born.

Various consultations on higher education needs and challenges in Africa took place between 1985-1986. Church officials explored possible approaches to establishing and financing the initiative and set up a site selection committee which toured seven African countries (Angola, Burundi, Democratic Republic of Congo (then Zaire), Liberia, Mozambique, Sierra Leone and Zimbabwe) before deciding on Zimbabwe as the best location for the new university. Zimbabwe was chosen for well-developed infrastructure, peace and stability.

Africa University was the first private university to open in Zimbabwe. The setting up of the University included a national process of consultation. It served as a catalyst for new legislation leading to the creation of the National Council for Higher Education to supervise higher education development in Zimbabwe.

Groundbreaking and Official Opening

Zimbabwe Area United Methodists donated 1542 acres of land in the Nyagambu River Valley, across the road from the Old Mutare UMC Mission Centre, as the site for Africa University and in April 1991, thousands of people converged on that site for the groundbreaking ceremony.

On 21 January 1992, His Excellency, the President of the Republic of Zimbabwe, Robert Gabriel Mugabe, issued an official proclamation declaring Africa University to be established and setting forth the terms of the Charter which gave a legal basis for the existence of Africa University.

Academic and capital development

By 23 March 1992, the University was operational, with 40 young people from six African countries enrolled in undergraduate programmes. At its inception, Africa University offered bachelor's degree programmes in two faculties, Agriculture & Natural Resources and Theology. The latter being an ecumenical seminary for the preparation of persons for ordination in the various denominations.

The University's master plan lists seven faculties at full development. Since 1992, four additional faculties and an institute have been launched. These are Education, Humanities & Social Sciences, Management & Administration, Health Sciences and the Institute of Peace, Leadership & Governance at Africa University. The various faculties and the Institute offer a range of bachelor's and master's degree programmes as well as specific short-term professional development opportunities. Doctoral programmes are being developed and will hopefully be launched in the near future. The only faculty on the University's master plan that remains to be implemented is Science & Technology.

Facilities

Work on the development of a modern, well-equipped campus began in 1992 with the completion of the "Bridge to Dreams", a gift from the Central Illinois Annual Conference, which offered secure access to the site. On April 23rd and 24th 1994, there was joyous celebration as His Excellency, the President of the Republic of Zimbabwe, Robert Gabriel Mugabe officially opened Africa University, the new buildings were dedicated and the founding Chancellor and Vice Chancellor were formally installed.

Teaching and learning:

There are seven fully-equipped teaching and learning buildings on the campus: the De Carvalho/Kulah Building which houses the Faculty of Management & Administration and the Institute of Peace, Leadership & Governance as well as most of the administrative units; the Ireson/Kurewa Centre for Agriculture & Natural Resources and the Humanities; the Agricultural Engineering Building, the Bishop J. Lawrence McCleskey Faculty of Theology Building; the Jokomo/Yamada Library the Health Sciences Building. And then the Information and Communication Technology Centre.

Services:

There are three services buildings – the Information and Communications Technology (ICT) Centre, the Kwang Lim Chapel and the Ndorimana Bonaventure Dining Hall and Student Union Building.

Housing:

The University has 12 residence halls for students with an overall capacity of about 1000 beds. There are also 10 staff houses on the campus.

Spiritual Life**Mission Statement:**

To create an environment where people of different academic, professional, cultural and religious backgrounds from the African continent affirm and live their faith, free to witness in private and public, God's grace and love in Christ, through conduct, devotional living and Christian service..

Vision Statement:

To create a community of faith, hope and love.

Africa University's motto in the Greek language is translated into English to mean: "I am the vine; you are the branches". This biblical text comes from John 15:5 and summarizes the relationship which Jesus wanted to be established between himself as the vine, and his disciples as the branches. In making this analogy its motto, Africa University established its philosophy of higher education on the values of the Gospel.

The Kwang Lim Chapel, Africa University's chapel, is the spiritual focal point of the University community. The Chapel is a beautiful edifice whose architecture harmoniously combines modernity and African traditions. It was built through the generous donation of the Kwang Lim Methodist Church in Seoul, South Korea. Consecrated on Sunday, December 14, 1997 in the presence of a Korean delegation led by Bishop Sundo Kim, the Chapel symbolises the Christian presence in the middle of the University campus and in the heart of University activities as well. Its main objective is to build a community of faith, hope and love under the Gospel of Jesus Christ.

Like any other Christian clergy, the University Chaplain, assisted by an administrative assistant and students, performs ministerial duties such as planned worship, preaching, counselling, pastoral visitation and administration. The programmes of the Chapel, generally initiated by the University Spiritual Life Committee and implemented by the University Chaplain, include a variety of spiritual activities.

Community Worship

Africa University is not only a learning community, it is also a worshipping community. During the academic year there are two regular worship services: Wednesdays at 8:00 a.m. and Sundays at 8:30 a.m. While the Wednesday service focuses on the services of Word, music and announcements, the Sunday worship combines a variety of liturgical elements: music, prayers, proclamation of the Word and, at the last Sunday of the month, celebration of the Eucharist. The end of the Sunday service is usually followed by a fellowship time in the Reeves Wesley Foundation Fellowship Centre where students, staff and visitors gather for refreshments and acquaintance. In addition to these two regular worship services, there are prayer meetings organised by groups of students in the evenings of specific days during the week. The Kwang Lim Chapel is also known as a place for wedding celebrations. While Africa University subscribes to a United Methodist tradition as a United Methodist related institution, its services are ecumenical.

Music

Music plays a significant role in the worship service at Africa University. The Africa University Choir presentations on the campus, in Mutare, and especially during its annual tours in the United States of America, have contributed tremendously to the reputation of the institution. Individual and group singers, especially the Praise the Lord Choir, also add their tone to make worship services a vibrant celebration for the glory of God and edification of the community.

Campus Ministry

In October 1999, two consultants from the General Board of Higher Education and Ministry, Dr. Luther B. Felder III and Rev. Lillian C. Smith, came to Africa University to assist in the development of Campus Ministry programmes. The significant outcome of the consultations with the University community was, among other things, the development of a vibrant Campus Ministry. Spiritual Life Committee oversees and coordinates spiritual life matters on campus by developing a policy framework for campus ministry. It also plays an advisory role to the chaplain. There is also a Chapel Committee, which works with the Chaplain on a day to day basis to run campus programmes.

Student Religious Activities

Students meet regularly during the semester according to their religious affiliations to discuss subjects of spiritual interest. The following are some of the activities students participate in on campus.

a) Fellowship groups gatherings, where students come together as denominational associations to worship, according to their faith

traditions. Currently, there are five of them: FOCUS, United Methodist student movement, Apostolic Faith Mission, Seventh Day Adventist, and Movement for Roman Catholic students.

b) Students come together for worship on Sundays (8:30 – 9:30am) and Wednesdays (8:00 – 9:00am).

c) Students also come together for prayer meetings. Everyday, students gather in the prayer room, (6 – 6:30am, 1:00 – 1:45pm, 6:30 – 7:00pm). These activities provide an environment for the spiritual development of these students. Through these activities, chaplaincy opens opportunities for students to develop their leadership skills.

d) There are committees that assist the chaplain to co-ordinate certain core ministry areas. These are: Worship committee, Finance committee, Entertainment committee, Ecumenical Committee and Bible study committee. The University Chaplain leads weekly Bible Study sessions on Thursday evenings.

Welfare Activities

Chaplaincy co-ordinates and administers the welfare needs for the community. These include celebrating good days with staff and students, and supporting them by visiting the sick and attend funerals for members of their families. Africa University Sunday programme is one such programme where the university goes to the church to persuade it to support the institution. Also, as part of its outreach programme, Chaplaincy has a ministry to the communities surrounding the university where it seeks to make a difference in their lives.

Statutory Instrument 29 of 1992

[ACT 32/90]

Proclamation 1 of 1992**PROCLAMATION****by**

HIS EXCELLENCY THE HONOURABLE ROBERT GABRIEL MUGABE, G.C.Z.M.,
President of the Republic of Zimbabwe and Commander-in-Chief of the Defence
Forces of Zimbabwe.

WHEREAS it is provided by subsection (1) of section 19 of the National Council for Higher Education Act, 1990, that if, after receiving an application in terms of section 18 of the Act for the establishment of a private university, together with the recommendations thereon made by the National Council for Higher Education and the Minister of Higher Education, the President considers that the establishment of the university will further the development of higher education in Zimbabwe, the President may grant the university a charter, in which event he shall publish a proclamation in the Gazette: (a) declaring the university to be established; and (b) setting forth the terms of the charter.

AND WHEREAS, in terms of section 18 of the said Act, the Minister of Higher Education has submitted to me an application for the establishment of the Africa University of the United Methodist Church, together with the recommendations thereon of the National Council for Higher Education;

AND WHEREAS I consider that the establishment of the Africa University of the United Methodist Church will further the development of higher education in Zimbabwe:

NOW, THEREFORE, under and by virtue of the powers vested in the President as afore said, I do hereby:

- (a) declare the Africa University of the United Methodist Church to be established; and
- (b) set out in the Schedule hereto the terms of the Charter which I have granted to the said university.

Given under my hand the public seal of Zimbabwe, at Harare, this twenty-first day of January, in the year of our Lord one thousand nine hundred and ninety-two.

R.G.MUGABE,
President.

By command of the President.

**AFRICA UNIVERSITY
CHARTER AND STATUTES**

**CHARTER OF THE AFRICA UNIVERSITY
A CHARTER TO ESTABLISH AFRICA UNIVERSITY OF
THE UNITED METHODIST CHURCH**

ARRANGEMENT OF SECTIONS

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PART I**Preliminary*****Short title and commencement***

1. This document may be cited as the 1991 Charter of the Africa University of the United Methodist Church, and shall come into operation on such date as the President of the Republic of Zimbabwe shall determine in accordance with section 19 of the National Council of Higher Education Act, 1990.

Interpretation

2. In this Charter, unless the context otherwise requires:
“Assistant Vice-Chancellor” means the person holding office as Assistant Vice-Chancellor of the University in terms of section 15;

“Africa University” means a university established in accordance with the provisions of this Charter;

“Academic and Administrative Selection and Appointment Committees” means the academic and administrative selection and appointment committees appointed in terms of section 21; “academic staff” means all persons employed, whether full-time or part-time, permanently or on short-term contracts, by the University as professors, lecturers of any class or persons engaged in research;

“administrative staff” means all persons employed by the University who are determined by the Board of Directors to be members of the administrative staff; “Alumni Association” means the alumni association established in terms of section 19;

“Bursar” means the person holding the office as bursar of the University in terms of section 20;

“Board of Directors” means the board of directors selected in terms of section 10 and shall comprise the university council;

“Chancellor” means the person holding the office of chancellor in terms of section 10;

“Dean” means an academic officer appointed in terms of section 24;

“Faculty” means a faculty of the University as determined by the Board of Directors;

“Librarian” means the person holding office as librarian of the University in terms of section 20;

“non-academic staff” means all persons employed by the University who are not members of the academic staff;

“professor” means a professor of the University;

“Promotions Committee” means the promotions committee appointed in terms of section 22;

“Registrar” means the person holding office as registrar of the University in terms of section 20;

“regulations” means regulations made by the Senate in terms of section 16;

“student” means a person receiving regular instruction in the Africa University;

“Students’ Union” means any association of students recognized by the Board of Directors as the Students’ Union;

“Vice-Chancellor” means the person holding the office of Vice-Chancellor in terms of section 14.

PART II

Establishment and Functions of The Africa University

Establishment of the University

3. (1) There is hereby established a university to be known as Africa University of the United Methodist Church.
(2) The University shall be a body corporate with perpetual succession and shall be capable of suing and being sued in its corporate name and, subject to this Charter, of performing all acts that bodies corporate may by law perform.
(3) The University was established at the request of the African Central Conferences of Angola, Burundi, Liberia, Mozambique, Nigeria, Sierra Leone, Zaire and Zimbabwe. The General Conference of the United Methodist Church approved the establishment of the University in May, 1988. Although related to the United Methodist Church, the University shall be inclusive, embodying a global and ecumenical spirit.

Establishment of faculties and other institutions

4. The University may consist of two or more faculties including: the Faculty of Theology, the Faculty of Agriculture and Natural Resources, the Faculty of Management and Administration, the Faculty of Education and others.

Governance

5. The University shall be self-governing and an independent institution awarding its own degrees, diplomas and certificates.

Student body and staff

6. The student body and staff shall be drawn from Africa and other parts of the world without regard to social standing, ethnic identity, race or gender.

Prohibition against discrimination

7. No test of religious or political belief, race, ethnic origin, nationality or sex shall be imposed upon or required of any person in order to entitle that person to be admitted as a member of the staff or student body of the University or to hold any office or privilege, except where a specific qualification for admission or appointment is required.

Objects and powers of the University

8. (1) The objects of the University are:
 - (a) to preserve, transmit and enhance knowledge for the benefit of the peoples of Africa in accordance with the various principles and developmental strategies prevailing on the Continent;
 - (b) to empower students to enhance the formation of their fundamental capabilities, and by assisting them to think critically and to be skillful in communication and methods of inquiry;

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- (c) to create a sense of public responsibility in the students and to promote respect for learning and pursuit of truth and mature thinking about the ultimate meaning of human life;
 - (d) to encourage perspectives and moral values embodying a sense of vocation, a deep concern for human betterment, an obligation of service to others, equality among persons, loyalty to the truth, and responsible citizenship;
 - (e) to develop and promote leadership with moral character and instilled with a sense of care and responsibility to all;
 - (f) to stimulate and to promote cultural development, interpersonal relationships and international understanding among the students;
 - (g) to promote an understanding of the practical applications of knowledge including historical origin, purpose and meaning of life, a sense of value to life, a balance of intellectual and spiritual health, identity with African culture, and integration of various cultures.
- (2) For the achievement of its objects, the University shall, subject to this Charter, have the following powers:
- (a) to provide courses leading to degrees, diplomas or certificates, including training for persons wishing to enter the University;
 - (b) to hold examinations and to confer degrees, including honorary degrees, diplomas, certificates and other awards, upon persons who have followed courses of study approved by the Senate, and, additionally, or alternatively, have satisfied such other requirements as may be determined by the Senate;

Membership of the University

9. The University shall consist of the
- (a) University Council which is the Board of Directors;
 - (b) Vice Chancellor;
 - (c) Assistant Vice-Chancellors;
 - (d) members of the Senate;
 - (e) members of the Alumni Association;
 - (f) professors and lecturers;
 - (g) students;
 - (h) members of staff; and
 - (i) such other persons as the Board of Directors may declare to be members.

PART III

The University Council

The University Council

10. (1) Subject to the provisions of the National Council for Higher Education Act, 1990, and the by-laws of Africa University, control of the University shall be vested in the University Council which is the Board of Directors.

(2) The number of directors shall not be less than eighteen nor more than thirty voting persons. The membership of the Council shall be as follows:

(a) eleven members nominated by the Bishops of the African Central Conferences of the United Methodist Church;

(b) four members nominated by the General Board of Higher Education and Ministry of the United Methodist Church;

(c) two members nominated by the General Board of Global Ministries of the United Methodist Church;

(d) the General Secretary of the General Board of Higher Education and Ministry of the United Methodist Church and the General Secretary of the General Board of Global Ministries of the United Methodist Church;

(e) two members nominated by the Bishops of the European Central Conferences of the United Methodist Church;

(f) two members selected by the Government;

(g) three members selected by and from the Senate;

(h) the President of the Students' Union, who shall be an *ex-officio* member;

(i) two representatives selected from the business community in Zimbabwe.

(3) The Vice-Chancellor shall be an *ex-officio* member without vote.

(4) The term of office of the directors shall be as provided in the by-laws of the Africa University.

(5) The Board of Directors will elect its officers including its chairperson and the Chancellor of the University.

(6) All persons nominated to the Board of Directors except those selected by the Government, the Senate and Students' Union shall be elected by the Board of Directors of the General Board of Higher Education and Ministry of the United Methodist Church, Incorporated, a Tennessee, United States of America, company.

Functions of the Board of Directors

11. (1) Subject to provisions of this Charter, the Board of Directors shall

(a) appoint the Vice-Chancellor, the Assistant Vice-Chancellors, faculty deans, the Registrar, the Bursar and the Librarian;

(b) institute professorships, associate professorships and other academic and non-academic offices, and abolish or hold in abeyance any such offices;

(c) receive and, if the Board of Directors considers it proper to do so, give effect to reports and recommendations from the Senate on those matters upon which the Senate is authorized or required by this Charter to make reports and recommendations;

- (d) cause to be prepared annually a statement of the income and expenditure of the University during the previous academic year, and of the assets and liabilities of the University on the last day of such year;
- (e) submit to the annual statement of income and expenditure to audit by an auditor appointed by the Board of Directors;
- (f) cause to be prepared annual estimates of income and expenditure for the following financial year.

(2) Without limitation on any other powers conferred on the Board of Directors by this Charter, the Board of Directors shall have the following powers

- (a) to receive recommendations from the Senate for the conferment, withdrawal or restoration of degrees, including honorary degrees, and diplomas, certificates and other awards and distinctions of the University;
- (b) to administer the property of the University and to control its affairs and functions;
- (c) to do such other acts as it considers to be necessary for the proper administration of the University and the achievement of its objects.

Executive committee of the Board of Directors

12. (1) There shall be a principal committee of the Board of Directors to be known as the Executive Committee with such powers as may be delegated to it by the Board of Directors.

(2) The Executive Committee shall be composed of the officers of the Board of Directors and chairpersons of standing committees.

(3) The Executive Committee may also be composed of any other officer or agent of the University as the Board of Directors may deem appropriate.

(4) The Vice-Chancellor shall serve on the Executive Committee, *ex-officio*, without vote.

(5) All actions taken by the Executive Committee shall be reported to the Board of Directors.

Committees of the Board of Directors

13. (1) There shall be committees of the Board of Directors consisting of two or more members which

- (a) shall be under the control and serve at the pleasure of the Board of Directors;
- (b) shall have charge of such duties as may be assigned to them by the Board of Directors;
- (c) shall maintain a permanent record of their actions and proceedings;
- (d) shall regularly submit a committee report to the Board of Directors.

(2) The Board of Directors shall appoint standing committees of Finance, Student and Academic Affairs, and Buildings and Grounds.

(3) The Board of Directors shall appoint any other committees including *ad hoc* committees as the Board of Directors may find it necessary to appoint from time to time.

The Vice-Chancellor

14. There shall be a Vice-Chancellor of Africa University who shall be the Chief Executive Officer of the University and who shall be appointed by the Board of Directors. All administrative officers, faculty, and other members of staff shall be responsible to the Vice-Chancellor and subject to the direction of the Vice-Chancellor in the performance of their duties. The Vice-Chancellor shall be responsible only to the Board of Directors. As Vice-Chancellor of the University, the Vice-Chancellor or a representative designated by the Vice-Chancellor shall be a member, *ex-officio*, of all standing committees of the Board of Directors, the University, the Faculty, and any joint committees.

Assistant Vice-Chancellors

15. (1) There shall be an Assistant Vice-Chancellor for Academic Affairs who shall be responsible for all educational affairs of the University. The Assistant Vice-Chancellor for Academic Affairs shall have such powers and duties as assigned by the Vice-Chancellor and shall be responsible to the Vice-Chancellor. In the absence of the Vice-Chancellor, the Assistant Vice-Chancellor for academic affairs shall act for the Vice-Chancellor. The Assistant Vice-Chancellor for Academic Affairs shall be appointed by the Board of Directors.

(2) There shall be an Assistant Vice-Chancellor for Administration who shall be responsible for the administrative and business affairs of the University. In the absence of the Vice-Chancellor and the Assistant Vice-Chancellor for Academic Affairs, the Assistant Vice-Chancellor for Administration shall act for the Vice-Chancellor. The Assistant Vice-Chancellor for Administration shall be appointed by the Board of Directors.

PART IV

The Senate

The Senate

16. There shall be a Senate of the University which shall be the academic authority of the University and shall be composed of

- (a) the Vice-Chancellor who shall be the chairperson;
- (b) Assistant Vice-Chancellors and the Deans of the Faculties of the University;
- (c) the chairpersons of departments;
- (d) professors and associate professors;
- (e) two members elected by the Students' Union; and
- (f) one academic representative from each faculty.

Functions of the Senate

17. The Senate shall be responsible to the Board of Directors for the control and general regulations of the instruction, education and research within the University and, in addition, shall have the following functions:

(a) to satisfy itself regarding the content and academic standard of any course of study offered by any faculty, institute or constituent faculty of the University in respect of a degree, diploma, certificate or other award of the University and to report its findings to the Board of Directors;

(b) with the consent of the Board of Directors to make regulations regarding the eligibility of persons for admission to courses for a degree, diploma, certification or other award of the University, and for the obtaining of any degree, diploma, certificate or other award of the University and with regard to the standard of proficiency to be attained in each examination

for a degree, diploma, certificate or other award of the University;

(c) to decide whether any candidate for a degree, diploma, certificate or other award of the University has attained the standards of proficiency prescribed in the regulations and is otherwise fit for the grant of such degree, diploma, certificate or other award of the University;

(d) to appoint examiners for examinations conducted by the University;

(e) to make proposals to the Board of Directors on matters relating to the conduct of the University generally;

(f) to perform such other functions as may be delegated to it by the Board of Directors.

Senate Executive Committee

18. (1) There shall be a Senate Executive Committee consisting of the Vice- Chancellor and the Assistant Vice-Chancellors, the Deans of the Faculties, and two Senate representatives to be elected by the Senate.

(2) The Senate Executive Committee shall exercise such functions of the Senate as the Senate, with the approval of the Board of Directors, may delegate to it.

PART V**Alumni Association*****Alumni Association***

19. (1) There shall be an alumni association of the University which shall consist of all persons who are graduates of the University.

(2) The Alumni Association may deal with any matter relating to the University which may be referred to it by the Board of Directors.

PART VI**Staff and the Appointment of the Staff of The University*****Registrar, Bursar and Librarian***

20. (1) There shall be a Registrar of the University who shall be appointed by the Board of Directors to assist in the administration of the University.

(2) There shall be a Bursar of the University who shall be appointed by the Board of Directors and who shall be responsible for the financial administration of the University and shall act as accountant of the University.

(3) There shall be a Librarian of the University who shall be appointed by the Board of Directors and who shall be responsible for the administration and safeguarding of the libraries of the University subject to the directions of the Senate and the Vice-Chancellor.

Academic and Administrative Selection and Appointment Committees

21. (1) There shall be an academic and administrative selection committee, with the duty of making recommendations to the academic and administrative Appointment Committee.

(2) The Academic and Administrative Selection Committee shall be composed of the following:

- (a) appropriate Assistant Vice-Chancellor shall serve as chairperson;
- (b) the Assistant Vice-Chancellors;
- (c) two members representing the Senate;
- (d) dean of the faculty concerned;
- (e) Registrar who will serve as secretary.

(3) There shall be an academic and administrative Appointment Committee chaired by the Vice-Chancellor with the duty of making appointments of faculty and staff based on recommendations of the Academic and Administrative Selection Committee.

(4) Except those officers that the Board of Directors must appoint, the Academic and Administrative Appointment Committee shall make final appointments for all faculties and staff.

Promotions Committee

22. (1) There shall be a Promotions Committee appointed by the Board of Directors with the duty of promoting the academic and administrative staff. The Vice-Chancellor shall report the decisions of the Promotions Committee to the Board of Directors.

(2) The Promotions Committee shall be composed of the following:

- (a) the Vice-Chancellor or the nominee of the Vice-Chancellor shall serve as chairperson;
 - (b) the Assistant Vice-Chancellors;
 - (c) one member of the Board of Directors appointed by the chairperson of the Board of Directors;
 - (d) all faculty deans;
 - (e) chairperson of department concerned;
- (3) The Vice-Chancellor shall have the duty of promoting non-academic staff.

Terms and conditions of service of staff

23. The terms and conditions of service for each category of staff employed by the University, including the Vice-Chancellor and the Assistant Vice-Chancellors, shall be determined by the Board of Directors in terms of this Charter.

PART VII**ORGANISATION OF THE FACULTIES*****The Dean of a faculty***

24. (1) Each faculty shall have a Dean who shall be appointed by the Board of Directors.

(2) The Dean shall be head of the faculty and shall provide leadership and direction to the faculty in carrying out its functions.

PART VIII**DISCIPLINE*****Staff Disciplinary Committee***

25. (1) There shall be a Staff Disciplinary Committee which shall be appointed by the Vice-Chancellor and composed of the following:

- (a) an Assistant Vice-Chancellor for administration or Assistant Vice-Chancellor for Academic Affairs;
- (b) a senior member of the academic and/or administrative staff;
- (c) a member of academic or administrative staff of similar status to the person charged;
- (d) the Registrar who will serve as secretary.

(2) Charges of disciplinary offence against a staff member shall be investigated by the Staff Disciplinary Committee which shall recommend disciplinary action to the Vice-Chancellor as it deems appropriate upon being satisfied that the charge has been proved.

(3) The Staff Disciplinary Committee shall exercise such other powers regarding staff discipline as may be delegated to it by the Board of Directors.

Student Disciplinary Committee

26. (1) There shall be a student disciplinary committee composed of the following:

- (a) the Dean of the faculty concerned who will serve as chairperson;
- (b) the Dean of Students;
- (c) one staff member elected by each of the faculties;
- (d) two students elected by the Students' Union.

(2) Every charge or disciplinary offence against a student shall be investigated by a Student Disciplinary Committee which shall recommend to the Vice-Chancellor disciplinary action as it may consider appropriate upon being satisfied that the charge against the student has been proved.

(3) The Student Disciplinary Committee shall exercise such other powers regarding student discipline as may be delegated to it by the Board of Directors.

PART IX**Miscellaneous*****Regulations and Policies***

27. (1) Subject to the National Council for Higher Education Act, 1990, the University shall be administered in accordance with its regulations and policies.

(2) The Board of Directors, by appropriate action, may amend, repeal or replace any statutes, regulations, ordinances, by-laws, or policies in order to prescribe all matters which are required or permitted to be prescribed in University documents or which, in the opinion of the Board of Directors, are necessary or convenient for the proper administration of the University.

(3) These statutes, regulations, ordinances, by-laws and policies may provide for:

(a) the appointment, conditions of service, and functions of the Vice-Chancellor, the Assistant Vice-Chancellors, the faculty deans, and the Board of Directors, and all members of academic and non-academic staff and the categorization of such members of staff;

(b) the functions of the Vice-Chancellor and Assistant Vice-Chancellors and other administrative officers;

(c) the election or appointment of persons to the Board of Directors, the Senate and committees of the Board of Directors and the Senate;

(d) the terms of office of members and officers of the Board of Directors and its committees;

(e) the convening of meetings of the Board of Directors, the Senate and committees of the Board of Directors and the Senate, the quorum at such meetings and the procedure to be adopted thereat;

(f) the terms and membership of office of members of the Academic and Administrative Selection and Appointment Committees and the Promotions Committee, the convening of meetings of the Board and its committees, the quorum at such meetings and the procedure to be adopted;

(g) the functions of the Academic and Administrative Selection and Appointment Committees, the Promotions Committee, and the Finance Committee;

(h) the persons who may enter into contracts and sign documents on behalf of the University, and the procedure to be followed in relation to transactions entered into by or on behalf of the University;

(i) the establishment and organization of faculties, departments, centres and institutes;

(j) the functions of deans of faculties, chairpersons of departments and heads of centres and institutes;

(k) the holding of congregations of the University for the purpose of conferring degrees, diplomas, certificates and other honours and awards;

(l) the seal of the University and its use and custody;

(m) the academic year of the University;

(n) the discipline of members of staff and students;

(o) the Board of Directors may empower any person to make ordinances, rules, regulations, by-laws or policies in respect of any matter referred to in this section.

28. The University shall be a non-profit making organization. Any surplus of institutional expenditures shall accrue to the institution and no dividend shall be paid to the owners or sponsors of the University. Accounts shall be audited by auditors registered in Zimbabwe.

Revocation of Charter

29. In the event that this Charter is revoked pursuant to the provisions of Section 22 of the National Council for Higher Education Act, 1990, the Board of Directors shall determine the disposition of the assets of the University.

Schedule

Establishment of the University

1 (1) The United Methodist Church in Africa has proposed to establish its own university to be known as Africa University.

(2) The United Methodist Church in Africa sees its efforts as a contribution to the Continent's educational work.

(3) Although such efforts have worldwide support, especially from the U.S.A. and Europe, the initiative of the project is by the United Methodist Church in Africa as it understands the needs and challenges of Africa today.

(4) The University shall be autonomous and shall award its own degrees whose quality shall be subject to annual moderation by external examiners to be appointed by the University.

Students admission policy

2. (1) Students shall be selected and admitted on merit without regard to religious or cultural identity and regardless of ethnic origin, colour, race, political opinion or sex. Nothing in this subsection shall be construed as preventing the University from giving preference to qualified students from the countries constituting the Africa Central Conference of the United Methodist Church.

(2) Africa University will offer a three year full-time degree programme to applicants who meet the University's requirements for admission as stipulated in the admission policy in the handbook.

(3) Entry qualifications for the students shall be identical with, or recognized as genuinely equivalent to those of the National universities in Zimbabwe.

(4) Students from other African countries and abroad shall be allowed to enter Zimbabwe and shall comply with the immigration requirements and abide by the laws of Zimbabwe.

(5) The international nature of the University shall be recognized.

The staff

3. The academic and administrative staff shall be of a calibre that would qualify it to teach in any one of the national and international universities and shall be appointed without regard to race, religion or gender except where a specific qualification for admission and appointment is required.

Governance

4. (1) The University shall be subject to all the laws and regulations of Zimbabwe and shall be open to any scrutiny as the Government undertakes in the case of other educational institutions of comparable level.

(2) The governance and control of the University shall be vested in the University Council which is the Board of Directors.

Curriculum and general orientation

5. The curriculum to be followed by students shall be balanced and while in its general orientation shall accord with the Zimbabwean society, it shall strive to meet needs of African nations.

Other organizations

6. The University may seek relationships with other educational organizations including those related to the United Methodist Church.

ACADEMIC REGULATIONS

SECTION ONE**1.0 GENERAL ACADEMIC REGULATIONS****1.1 PREAMBLE**

Africa University is a dynamic and vibrant community of learning that brings together administrators, academic staff and students from many parts of the African continent in an effort to provide sound and thorough teaching and research in order to address the present and future challenges of Africa. To this end, and to constantly sustain a high standard of academic excellence, policies and procedures that serve as strong and distinct guidelines to direct the University toward its mission are needed.

What follows is a clear statement of these regulations, carefully established by the University Senate and, with the wisdom of those who direct the task established for the University, approved by the University Board of Directors.

(a) The Board

1.1.1 These policies and procedures are Board approved and may from time to time be amended, repealed, replaced or added to by the Board and shall be read together with all other University rules.

1.1.2 These policies and procedures constitute University Regulations and shall be applicable to each and every student enrolled at the University, irrespective of the Faculty.

1.1.3 Students are required and expected to be acquainted with the policies and procedures and it shall not be acceptable for a student to profess ignorance or confusion in the interpretation of any policy when faced with their application.

(b) The Senate

1.1.4 The Senate shall have the power to pass or approve such other rules and regulations as well as policies and procedures applicable at each Faculty level. Faculty policies and procedures shall be read together with these general policies and in such a manner as not to create an absurdity or conflict between the Faculty policies and the General policies. Where a conflict arises, these General Regulations will take precedence.

- 1.1.5** The Senate shall be responsible either directly or through its officers and/or Committees for the implementation of the policies and procedures, and their actions shall not be subject to appeal to any other University body.
- 1.1.6** The Senate shall be the supreme body in which shall be vested the power to implement and interpret these policies and, in the event of any vagueness, uncertainty or argument, including interpretation of any policy or procedures, the decision of the Senate shall be final.
- 1.1.7** The Senate shall be entitled to set up any structures, committees or rules for use in the implementation of these policies and procedures or those at Faculty level.
- 1.1.8** A student who starts a programme under one set of regulations should not be disadvantaged by any change in the regulations. No regulation shall be applied retrospectively.
- 1.1.9** The detailed syllabuses for subjects or course descriptions shall be submitted by appropriate Faculty Boards to Senate for approval.

(c) Definitions

- 1.1.10** In these General Regulations, the following terms are used as indicated:
- 1.1.10.1 **Programme** is defined as a plan of study, lasting over a specified period which leads to a degree, diploma or certificate of the University.
- 1.1.10.1.1 In an honours programme a student specialises in one subject or subject area.
- 1.1.10.2 **Subject** is defined as a discipline in which a student may take a major or minor component of his/her programme.
- 1.1.10.2.1 A **major** is a principal subject in which a student is specialising.
- 1.1.10.2.2 In a **double major** programme a student specialises in two subjects.
- 1.1.10.2.3 A **minor** is a subsidiary subject taken alongside a major.
- 1.1.10.3 **Course** is defined as a unit of work in a particular subject normally extending through one semester, the completion of which normally carries credit toward the fulfillment of the requirement for a degree, diploma or certificate.

- 1.1.10.3.1 A **core course** is a course which is considered to be essential for qualification in a particular programme and therefore has to be taken and passed by every student in that programme.
- 1.1.10.3.2 An **elective course** is a course which is considered to give the student relevant knowledge, some of it interdisciplinary, for studying the core courses. Elective courses can be distinguished between **directed** and **free** electives. Directed electives are those courses which a student may be required to take because they are considered essential for his/her programme. Free electives are courses that a student may take for own interest.
- 1.1.10.3.3 A **prerequisite course** is a course which must be successfully completed prior to registration in the course for which it is required.
- 1.1.10.3.4 A **co requisite course** is a course which must be taken concurrently with the course for which it is required.
- 1.1.10.3.5 An **audit course** is a course that is not taken for credit.
- 1.1.10.4 A **paper** is a formally written examination of a course at the end of each semester.
- 1.1.10.5 A **credit hour** is the measure used to reflect the relative weight of a given course towards the fulfillment of an appropriate degree, diploma, certificate, major or minor or other programme requirements. A weight of one credit hour normally means that the course meets for lectures one hour per week for the duration of a semester.

The weighting of courses in terms of semester credit hours shall normally be as follows:

- 15 hours of lectures is equivalent to one semester credit hour.
 - Practical training amounting to 30 hours shall be equivalent to the semester hour of credit.
- 1.1.10.6 **Grade Point Average (GPA)** is a weighted average of all the grades a student has obtained in all the courses taken in a semester.
- 1.1.10.7 The **Cumulative Grade Point Average (CGPA)** is the cumulative GPA of all grades a student has obtained in all semesters up to that point.

1.1.10.8 **Continuous Assessment** comprises prescribed assignments and tests, excluding final examination, to be completed within a given period of study and forming a part of a course.

1.2 PROFICIENCY IN ENGLISH LANGUAGE

1.2.1 English is the language of instruction at Africa University. For that reason, all prospective students shall be expected to demonstrate proficiency in English in order to pursue their studies at the University.

1.2.2 Students from non-English backgrounds shall be required to write and pass the English Diagnostic Proficiency Test.

1.2.3 A student who does not meet the minimum required proficiency standard shall be required to undergo the Intensive English Programme for at least six months prior to beginning of studies.

1.3 THE BILINGUAL POLICY

1.3.1 It is a policy of the University that each student must have some proficiency in two languages: English and French or Portuguese.

1.3.2 English-speaking students are expected to pass either French or Portuguese for Beginners except where they have demonstrated competency.

1.3.3 French or Portuguese-speaking students are expected to pass English as a Second Language, except where they have demonstrated competency.

1.4 PROGRAMMES

1.4.1 The University offers programmes leading to the following qualifications:

- a) Diplomas and certificates;
- b) Bachelors' degrees;
- c) Masters' degrees;
- d) PhD degrees.

Generally all courses offered within a Faculty are part of the same programme. A student shall register into a programme on admission and progress within the programme. One may specialise or take an honours programme.

Details of the programmes are given in the relevant sections dealing with each programme.

- 1.4.2 A student shall be admitted into a Faculty/programme at Africa University. All courses on offer shall appear in the Africa University prospectus grouped by year and semester.
- 1.4.3 Programmes that follow the University Calendar shall normally start in August and end in December in semester one, and start from January to May in semester two. At the end of each semester results are submitted to senate for consideration.
- 1.4.4 All courses registered for shall be reported on at the end of the semester.

1.5 PROGRESSION WITHIN AFRICA UNIVERSITY PROGRAMMES

The durations of the University programmes normally range from one to four years. If one fails to finish the programme within the normal time the programme may be extended by half the normal time.

1.5 ADMISSION REQUIREMENTS

- (a) Admission requirements are described in the Regulations dealing with each of the programmes
- (b) All applicants admitted into the first year of all programmes must produce original certificates or results slips to the Registry to prove their qualifications.

1.6 GENERAL PROVISIONS

1.6.1 REGISTRATION

- 1.6.1.1 Registration will take place in accordance with the arrangements prescribed each year by the Registrar's Office. The registration process is not complete until the student has paid fees and the completed registration form is signed by the Dean of the student's Faculty and the Registrar and submitted to the Academic Office.

Students may register online or in person at the University and the process shall be completed within a specified period of time.

A list of courses on offer shall be availed well before a semester begins.

- 1.6.1.2 No student can be admitted to any programme or course without the endorsement of the Dean of Faculty concerned.
- 1.6.1.3 Except with the prior permission of the University, a student may not register simultaneously for more than one programme.
- 1.6.1.4 If a student is registered for any studies outside Africa University, the University programmes or courses shall take precedence.
- 1.6.1.5 (a) Students shall complete their registration for a semester on the day(s) specified by the University.
- (b) Any student who registers after that day but within the first five days of the commencement of classes shall pay a late registration fee which shall be determined from time to time by the University.
- (c) Normally, a student shall not be allowed to register for a given semester after five days of commencement of classes. In such circumstances, a late, late registration fee shall be paid after the five days and each subsequent day.
- (d) Under no circumstances shall a student be allowed to register after four (4) weeks of commencement of classes.
- (e) A student who registers late will be subject to payment of full tuition and other fees, without remission.
- 1.6.1.6 Normally, no student will be permitted to change subjects/courses later than the Friday of the second week after the commencement of a semester.
- 1.6.1.7 A student who registers or returns late shall not be entitled to special instruction.
- 1.6.1.8 **Disqualification after admission**
If any student is shown to have been deceptive in the process of admission, the student may be discontinued from Africa University.
- 1.6.1.9 **Change of major concentration/specialisation within a faculty**
- (a) A change of area of study will be at the discretion of the respective faculties.
- (b) A student who wishes to change a major or concentration or area of specialisation within the same faculty shall consult with the Dean of Faculty to determine what courses already taken will or will not apply to the new

intended major/concentration/or specialisation. If after consultation with the Dean, there is mutual consent about the advisability of the change the student shall complete a **Change of Major Form** in the Office of the Registrar.

1.6.1.10 Transfer from one Faculty to another within the University

A student who wishes to transfer from one Faculty to another within the University shall first seek the consent of his/her current Dean before applying for transfer to another Faculty. The applicant must complete an appropriate form and this should be accompanied by the student's transcript.

If a student changes Faculties, all the courses that the student has done will be part of the new programme. Courses that are not core or prerequisites to the new programme shall appear on student record but will not be considered in determining the student's CGPA on the new programme.

1.6.1.11 To be allowed to transfer to another faculty, a student must possess a CGPA that allows him/her to proceed within his/her current Faculty.

1.6.1.12 However, no change of Faculty or programme shall be allowed immediately after a student commences his/her studies for the first time. For such student, application for a change of Faculty or programme will only be considered after attending a minimum of two semesters.

1.6.2 ADDITIONAL COURSES FOR CREDIT

1.6.2.1 In order to take additional courses a student must have obtained the permission of the Dean of the Faculty. A normal load is 15 to 18 hours; anything above 18 hours requires the permission of the Dean. The maximum load a student can take is 21 hours.

1.6.2.2 A student may take a maximum of six hours of lectures in other courses over and above the normal academic load. Based on the student's performance, the Dean may give a student permission to enroll for a maximum of 21 hours.

1.6.3 OCCASIONAL STUDENTS

1.6.3.1 Any person can register for a maximum of six lecture hours per week as an occasional student.

1.6.3.2 A record of grades obtained shall be included in the student's transcripts but a certificate shall not be awarded nor will the student be allowed to accumulate grades for an award of a degree, certificate or diploma unless they formally apply for admission into a full time programme and meet the requirements for registration.

1.6.3.3 A student registered for a course for credit and who subsequently enrolls in an academic programme of the University which includes the same or equivalent course(s) may either repeat the course(s) or apply for exemption. Permission for exemption from taking a course shall only be given when the period between passing the course(s) and subsequent registration is not more than three academic years.

1.6.4 COURSES FOR AUDIT

1.6.4.1 Permission to take audit courses shall be granted by the Dean(s) in consultation with the relevant member(s) of staff.

1.6.4.2 Full-time and part-time registered students of the University as well as visiting/exchange students may, in addition to their normal academic programme, register for audit courses up to a maximum of six lecture hours per week.

1.6.4.3 A student auditing courses shall not be subject to assessment, nor shall the marks be recorded in the student's transcript.

1.6.4.4 Any person not registered with the University may apply to audit a course and the conditions will be the same as for registered full-time and part-time students auditing the course.

1.6.5 OTHER GENERAL PROVISIONS

1.6.5.1 Students are expected to conform to University regulations.

1.6.5.2 A student registered for a subject and/or course is expected to attend all prescribed activities for that subject/course such as classes, tutorials, seminars, fieldwork, practical sessions and vacation work.

1.6.5.3 No student can be absent from the University without official permission. If a student is unable to attend classes for health reasons, he/she must notify the Assistant Registrar for Students' Affairs and must submit certification, in support thereof, from a recognised medical practitioner. The Assistant Registrar of Students' Affairs will inform the Faculty Office concerned.

For absence on grounds other than health, permission must be sought from the Dean of the Faculty.

- 1.6.5.4 A student who misses a test without health or other good reason shall be deemed to have failed the test.
- 1.6.5.5 The University reserves the right to withdraw a programme if deemed necessary.
- 1.6.5.7 First year students are required to participate in the programme of orientation and in the matriculation ceremony.
- 1.6.5.10 Examinations are administered only during the end of the semester or at supplementary examination time.

1.7 THE STRUCTURE OF PROGRAMMES

The structure of each programme is given in the Regulations dealing with each of the programmes.

1.8 ASSESSMENT

1.8.1 CONTINUOUS ASSESSMENT

- 1.8.1.1 Each course assessment shall normally consist of both continuous assessment and end of semester examination. No course can be passed on the basis of only one component. Because of the different course objectives within the various Faculties, the percentage given to continuous assessment and end of semester examinations shall be determined by the Faculty in which the course is offered but continuous assessment shall normally be 50% of the total marks and not less than 40% except in 1.8.1.2 below. In the case of inter-disciplinary courses, the ratio shall be determined by the Faculty in which the instructor resides.
- 1.8.1.2 Practical Training, Internships, Teaching Practice, etc. are designed to impart some practical skills that would be of benefit to both the student and the employer at the time of employment. Such courses may have theoretical components or could be wholly practical. Faculties may attach varying degrees of importance to such courses. Practical field experiences, internships, teaching practice, etc. may be examined wholly by continuous assessment if deemed appropriate, and may be graded either “S” (satisfactory) or “U” (unsatisfactory) or with a letter grade as determined

appropriate by the Faculty. Each Faculty offering such practical courses shall develop and present to Senate for its approval the criteria and standards of evaluation and assessment in such courses.

1.8.1.3 A student shall normally be required to submit work for continuous assessment by the due date, and failure to do so may result in penalty.

1.8.1.4 Each Faculty shall inform students about the relative weight of continuous assessment at the beginning of the course and shall maintain records of each student's performance.

1.8.2 GRADING SYSTEM

1.8.2.1 The University uses percentages and letter grades for both examinations and continuous assessment, which are assigned a numerical value. The Pass grades are A to D except as noted in iv below.

<u>Percentage</u>	<u>Letter Grade</u>	<u>Weighted Points</u>
85 – 100	A	4.0
80 – 84	A-	3.8
75 – 79	B+	3.5
70 – 74	B	3.2
65 – 69	B-	2.9
60 – 64	C+	2.6
55 – 59	C	2.3
50 – 54	C-	2.0
40 – 49	D	1.0
0 – 39	F Fail & No Supplementary)	0.0
	I Incomplete	0.0
	S Satisfactory	0.0
	U Unsatisfactory	0.0
	W Withdrawal	0.0
	WF Withdrawal Failing	0.0
	X Course in progress	0.0
	Ex Exemption	0.0
	Q Audit	0.0

NOTES:

(i) A student who obtains CGPA below 2.00 but falls within Probation category in any semester shall be required to write supplementary examination in the courses that she/he obtained D grades in order to raise

her/his CGPA. A grade obtained after supplementary shall be no more than a C and shall be indicated with an asterisk in the grade report and the transcript.

- (ii) For a repeat course, the grade shall be accompanied by “**” in the transcript.
- (iii) The procedure for calculating the Grade Point Average (GPA) appears in the Appendix A.
- (iv) In the case of the Faculty of Education, D in Teaching Practice represents a Fail grade.
* Only for students on Probation.

1.8.2.2 Grade Definitions

- (a) Incomplete grade (I) is given when full amount of work is not completed by the end of the semester due to reasons of illness or other circumstances directly related to the student’s well being for which proof is available and approved by the Faculty.
If an ‘I’ grade is awarded, an Incomplete Grade Form must be completed.
- (b) A Satisfactory (S) or Unsatisfactory (U) Grade may be awarded for work for which the Faculty has designated as non-credit.
- (c) A Withdrawal (W) Grade is awarded when a student has officially withdrawn from a course provided such withdrawal is effected within the first five weeks of the Semester.
- (d) A Withdrawal Failing (WF) grade may be awarded when a student has officially withdrawn after the midpoint with a failing grade.
- (e) An Audit Grade (Q) may be awarded to a student who is not taking a course for credit.
- (f) A Course in Progress grade (X) is awarded when a grade for a course is not available at the time of compiling results
- (g) A Course in progress shall be registered for each semester it is done. The final grade for the course shall be given in the last semester in which the course is completed and the other semester(s) will have X assigned for the course.

1.8.3 PROGRESSION

- (a) In order to proceed in his/her programme of study, a student must pass at least 50% of his/her credit hours and remain in good academic standing in

accordance with the Academic Proficiency Standards (see appendix B on page 67).

- (b) A student whose GPA falls below 1.5 in any semester and whose CGPA places him/her on Probation shall be discontinued from the programme.
- (c) A student who is placed on Probation in accordance with Proficiency Standards and whose GPA for the semester is 1.5, or above may be allowed to proceed.
- (d) A student who is placed on Probation shall be so informed by the Registrar. The maximum number of Probations shall be *one* for students registered in two year programmes and *two* for students registered in three and four year programmes. A student who has exhausted the maximum number of times on probation and subsequently falls within Probation shall be discontinued.

1.8.4 EXAMINATION REGULATIONS

These regulations should be read in conjunction with the Rules of Student Discipline.

1.8.4.1 Admission to Examination

- (a) To be admitted to any end of semester examination, a candidate must :
 - (i) have registered as a student of the University, in accordance with the General Academic Regulations.
 - (ii) have completed all the course requirements; and
 - (iii) show his/her student identity card and registration form.
- (b) A student registered for a subject/course is expected to attend all classes prescribed for such subject and/or course.
- (c) No candidates shall be admitted to any examination unless the candidate has completed by attendance and otherwise the requirements of the course.
- (d) All courses for which an end of semester examination is appropriate shall be examined at the end of the semester in which they are taken.
- (e) Where a dissertation or project is prescribed in any programme, a candidate shall be informed in advance of the deadline for submission of such dissertation or project. Unless prior permission for an extension of this deadline has been granted by Senate, any candidate who fails to meet the submission deadline shall normally fail the dissertation or project.

1.8.4.2. Conduct of the End of Semester Examinations

- (a) End of semester examinations shall be conducted under the administration and control of the Registrar or such other officers of the University as appointed by the Registrar. (The Registrar may delegate all of these functions to Faculties.)
- (b) All draft examinations shall be moderated internally within the Faculty under the supervision of the Dean, before being sent to the external examiner.
- (c) Draft examination papers shall be submitted to the Dean of the Faculty to be sent for transmission to the external Examiners for moderation. The External Examiner will be expected to visit the University every year to mark a sample of scripts and attend the Department and Faculty meetings.
- (d) The typing of examination papers and photocopying of examinations shall be organised by the Registrar or it may be delegated to the Faculties.
- (e) A candidate shall use only the University Registration Number to identify his/her scripts.
- (f) The duration of each end of semester examination period shall normally be one hour of examination time for each hour of academic credit.
- (g) All examination grades shall be sent to the Dean of Faculty who shall organise the compilation of the semester grades.
- (h) Examinations shall be time-tabled and supervised by approved invigilators. The Registrar shall provide invigilators with a list of candidates registered for that examination.
- (i) All candidates are required to be present at the start of examinations.
- (j) A candidate who is more than thirty (30) minutes late shall not be admitted into the examination room and shall be deemed to have been absent on that examination.
- (k) No candidate shall be allowed to leave the examination room during the first thirty (30) minutes of the examination session.
- (l) A candidate must not leave the examination room during the last fifteen (15) minutes of the examination and must remain seated until the examination scripts have been collected by the invigilator(s).

- (m) No candidate shall be allowed to return to the examination room after he/she has been out of the room, except under escort, in an emergency.

1.8.4.3 Absence From OR Failure to write Examination(s)

1.8.4.3.1 Every student is required to write examinations at the scheduled times unless s/he has been granted prior written permission from the Dean to miss or to sit for the examination at another time

1.8.4.3.2 A candidate who absents himself/herself from an examination without medical or other good cause shall be deemed to have failed that examination.

1.8.4.3.3 Any student absent from an examination due to unforeseen circumstances must notify the Dean within seven days from the day of the examination of the reason and confirm the reason for the absence with explanations in writing.

(a) When the absence is due to illness a certificate from a Medical Practitioner and/or University doctor/nurse registered in terms of the Health Professions Act must be submitted to the Dean, with the written report, within 14 days of the examination missed.

(b) The University will not accept any excuses for absence which are not properly substantiated and authenticated or submitted within the stipulated time.

1.8.4.3.4 In cases where a candidate fails to write an examination on medical grounds or good cause, the candidate shall be allowed to sit the examination during the next supplementary examination time or at the time the examination is next offered. In such cases, proof, e.g. a doctor's certificate or a copy of a death certificate in the case of bereavement of a close relative, to substantiate the reason for absence have to be submitted before admission into the examination. A report on illness sent after the examination has taken place will not be accepted.

1.8.4.4 Timing of Examinations

All courses for which an end of semester examination is appropriate shall normally be examined at the end of the semester in which they are taken.

Where a dissertation or project is prescribed in any programme, a candidate shall be informed in advance of the deadline for submission of such dissertation or project.

In cases where a candidate fails to write an examination on medical grounds or other good cause, the candidate shall be allowed to sit the examination **as a first sitting during the subsequent supplementary examinations** or when the examination is next offered.

1.8.4.5 **Timetable**

1.8.4.5.1 A consolidated official examination timetable shall be posted on University notice boards at least ten days before the commencement of the end of semester examinations.

1.8.4.5.2 Candidates must note carefully the dates, times and venues for their examinations as given in the **final** copy of the timetable. **Special care should be taken to ensure that it is the final timetable and not a previous draft.**

1.8.4.5.3 It is the candidates' responsibility to check the timetable and to ensure that they know the correct date, time and venue of each examination. They should not depend on information given in any other manner.

1.8.4.5.4. Misreading the timetable is not an acceptable excuse for missing an examination.

1.8.4.5.5 Any queries on the timetable should be directed in the first instance to the faculty timetable representatives.

1.8.4.6 **Examination Venues**

1.8.4.6.1 Examination venues will be as indicated on the **final** timetable.

1.8.4.6.2 Seating arrangements shall be determined by the Chief invigilator.

1.8.4.7 **Entry into the Examination Room**

1.8.4.7.1 All candidates sitting a particular examination are expected to be present at the start of the examination. Candidates may be admitted up to 30 minutes late but shall not be given extra time to complete the examination. Candidates who get to the examination room later than 30mins will not be allowed to sit for the examination. Candidates shall take seats allocated to them by the invigilator(s)

1.8.4.7.2 Candidates shall be admitted into the examination room **15 minutes** before the starting time of the examination, and should maintain absolute silence from this moment till the examination session ends.

1.8.4.7.3. An examination is deemed to be in progress from the time candidates enter the examination room until all the scripts have been collected.

1.8.4.8 Examination Materials

Answer books, graph paper, mathematical tables, statistical tables and reference materials or any other material required for the examinations will be provided by the Academic Office or the Faculty (Department) concerned. Candidates are not allowed to bring these items into the examination room, nor any other similar items, unless specified prior to the examination by the examiner.

1.8.4.8.1 Candidates must bring their own writing materials (pens, pencils, rulers, rubbers, calculators, etc).

- NB:**
- (a) **Candidates must write in blue or black ink.**
 - (b) **No student should borrow anything from another student.**

1.8.4.8.3 Authorised Special Materials

All authorised materials (such as electronic calculators) must be displayed for scrutiny by the invigilators. Electronic calculators should be portable, silent, battery-powered, non-printing and not pre-programmable.

1.8.4.8.4 Prohibited materials

1.8.4.8.4.1 Candidates are not allowed to bring into the examination room unauthorised material including the following ;

- (a) bags, briefcases, parcels, etc;
- (b) papers, books, notes or equipment other than what is permitted;
- (c) all course materials and dictionaries not supplied or permitted by the examiners;
- (d) radio, alarm watch, computer, cellular telephone, pager and any other communication device;
- (e) instruction manual for a calculator and detachable calculator case;

-
- (f) permitted materials containing unauthorised annotation;
 - (g) course material written on permitted materials or any part of the candidate's body, clothes, etc.;
 - (h) clothes not being worn;
 - (i) pencil bags/boxes/cases and mathematical instruments containers, etc.;
 - (j) calculators with meeting organisers;
 - (k) Hats, Caps and other head gear
 - (l) any other items as determined by the invigilator(s).

Materials not allowed in the examination room must be left at a place specified by the invigilator(s) at candidate's own risk.

- (m) Candidates are not allowed to write on question papers. All rough work must be done in the answer booklet and neatly crossed out

1.8.4.8.4.2 Any student caught with prohibited material will be dealt with according to the laid down regulations.

1.8.4.9. **In the Examination Room**

1.8.4.9.1 Invigilators are appointed by the University to conduct examinations and candidates must obey their instructions.

1.8.4.9.2 Attendance register: At each examination, each candidate must sign the attendance register.

1.8.4.9.3 Identification cards: All candidates are required to bring and place their Africa University student identity cards and registration forms on their desks. Any person who is unable to identify himself/herself to the satisfaction of the invigilators may be barred from the examination.

1.8.4.9.4 (a) Answer books: Candidates must fill in their Africa University student registration numbers, clearly and correctly, and other details as required on the front covers of main answer books, and supplementary answer books.

(b) Candidates should **not** write their names on their answer books.

1.8.4.9.5 Smoking, eating and drinking are not permitted in the examination room.

1.8.4.9.6 Silence must be maintained throughout the examination and, whilst in the examination room, candidates must not communicate with each other in any way.

1.8.4.9.7 (a) No candidate shall be allowed to leave the examination room, except in an emergency, during the first thirty (30) minutes and the last fifteen (15) minutes of the examination

(b) No candidate will be allowed to leave and return to the examination room while the examination is in progress.

1.8.4.10 **At the end of the examination:**

(a) candidates must insert the supplementary answer book inside the main answer book and must check the accuracy of all details in the answer books.

(b) no examination stationery should be removed from the examination room. Rough work done in the answer book must be neatly crossed out. Candidates are allowed to take examination question papers out of the examination room except when answers are written on the question paper.

(c) candidates must remain seated until all the examination scripts have been collected by the invigilator(s).

1.8.4.11 **Misconduct in the examination room/Examination irregularities**

Under the provisions of the Examination Regulations, the following are acts of misconduct and are prohibited and punishable if a candidate does any of them.

(a) using or possessing any unauthorised materials while in the examination room;

(b) helping or trying to help another candidate, or obtaining or trying to get help from another candidate;

(c) consulting or trying to consult, during the examination, any books, notes, or other unauthorised materials, or another candidate while temporarily outside the examination room;

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- (d) impersonating another candidate or allowing yourself to be impersonated;
 - (e) attempting to bribe the examiner or other University official;
 - (f) failing to obey or comply with any of the examination regulations or instructions of the Invigilator acting within the scope of their authority; and
 - (g) conduct in the examination room which constitutes a breach of the published rules and regulations of the University.

1.8.4.12 Procedures for handling misconduct

- (a) The Chief Invigilator will report any misconduct in writing to the student's Dean of the Faculty of the course, copied to the Dean of the student's home faculty within one working day.
- (b) A candidate who commits an act of misconduct is required to make a written statement to the Chief invigilator within 3 hours from the time of detection of the misconduct and failure to comply will be deemed as another act of misconduct and dealt with accordingly
- (c) Any extraneous unauthorised material discovered will be confiscated and the student will be allowed to continue writing.
- (d) The Chief Invigilator is empowered to discontinue the examination of any candidate who commits an act of misconduct that may interfere with the work of the other candidates.
- (d) Any candidate found guilty of misconduct during an examination shall be deemed to have **FAILED** the paper and shall also be subject to disciplinary action.

1.8.4.13 General

1.8.4.13.1 The formal University examinations are compulsory and performance in these examinations, coupled with performance on the continuous assessment during the semester, will determine the candidate's results.

- 1.8.4.13.2 Candidates are advised to write legibly. Illegibility will detract examiners from their answers and, conversely, neat answers will assist the examiners, and be to the candidate's credit.
- 1.8.4.13.3 All candidates are reminded that the examiners may require any candidate to attend an oral or *viva-voce* examination after the written examinations in order to clarify, or probe, further aspects relating to the written examination.
- 1.8.4.13.4 Invigilators must check that every candidate has inserted their number and all the other information required on the front cover of the answer book. Any correction that may be necessary should be completed by the candidate.
- 1.8.4.13.5 Invigilators must check and ensure that the candidate has inserted in the answer book all papers, maps, graphs, rough work, etc, forming part of his/her examination. Particular care must be taken to ensure that all such materials are collected.

1.9 DETERMINATION OF CANDIDATES' RESULTS

- 1.9.1** Results shall be determined by the University Senate on the recommendations of Faculty Boards of Examiners.

1.9.2 THE BOARD OF EXAMINERS

- (a) Every Faculty shall have a Faculty Board of Examiners consisting of all teaching staff and/or external examiners appointed by the University Senate. However, in the case of supplementary examinations, the Faculty Board of Examiners shall consist of internal examiners only. The Chairperson of the Faculty Board of Examiners shall be the Dean who shall also be the Chief Examiner.
- (b) The Faculty Board of Examiners shall recommend to Senate an overall result for each candidate, academic distinctions, prizes as well as academic dismissals.

1.9.3 EXAMINATION GRADING

The grading of examinations shall be in accordance with the provisions outlined in the grading system under section 1.8.

1.9.4 PASSING A COURSE

To pass a course, a student must have marks for both coursework and examination.

1.9.5 APPROVED CREDITS EARNED AT OTHER UNIVERSITIES

These shall be incorporated administratively into the student transcript outside the database system.

1.10 FAILURE TO SATISFY THE EXAMINERS**1.10.1 REQUIREMENTS FOR THE FAILED CANDIDATE**

A candidate who fails to satisfy the examiners may be required by the Senate to do any of the following:

- (a) Write supplementary if CGPA is less than 2.0
- (b) Apply for permission to write supplementary examinations, if CGPA falls between 2.0 and 2.3;
- (c) Repeat the course if required, or substitute the course if an elective;
- (d) Discontinue (i.e academic dismissal).

1.10.2 Marking of Coursework and examination for spouse/dependant/relative / friends

1.10.2.1 The member of staff concerned is required to declare the nature of the relationship to the Dean within the first two weeks of classes.

1.10.2.1.1 The Dean shall moderate the paper if it is deemed necessary to do so.

1.10.2 SUPPLEMENTARY EXAMINATIONS

- (a) Supplementary examinations may be offered to candidates:
 - i) who are in the final year of study and need to raise their CGPA to the required graduation minimum of 2.0; and
 - ii) those in other years of study who are placed on Probation.
- (b) Only courses passed with a “D” symbol may be supplemented.
- (c) A student whose CGPA falls between 2.0 and 2.3 must apply to the Registrar to be allowed to write supplementary examinations.

- (d) A candidate who in his/her final semester fails to achieve a passing grade in only one course but has GPA of least 3.0 may be allowed to supplement that course rather than repeat.
- (e) Where supplementary examinations have been allowed, the examiners will not incorporate continuous assessment marks in the determination of the final grade.
- (f) A candidate who has sat a supplementary examination will be awarded a maximum grade of C in that course and this grade will appear with an asterisk in the transcript.
- (g) Supplementary examinations shall normally be taken at a time to be determined by the Registrar.
- (h) No special examination will be given to a student who misses a supplementary examination. A student who misses the supplementary examination for medical or any other good cause may sit for the supplementary examination during the end of semester examination time. A report on illness must be submitted immediately; the University will not grant the student the privilege of supplementing if the report is received after the examination has taken place.
- (i) A student who fails supplementary examination shall maintain a grade of D.
- (j) Decisions of Senate regarding supplementary examinations shall not be subject to an appeal.
- (k) Students allowed to take supplementary examinations must pay the requisite fees before taking the examination and must bring the receipt as proof of payment to the examination room. Failure to produce a receipt will disqualify the student from sitting the examination.
- (l) A candidate who fails a required course after supplementing shall be required to repeat the course. A candidate who fails an elective course after supplementing has the option of repeating that course when available or choosing another approved elective.

1.10.3 REPEATING A COURSE

- (a) A student will be allowed to repeat a course for a maximum of two times.

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- (b) After failing the course the third time, a student will be discontinued or advised to change to a different programme if the failed course is a core course.
- (c) If the failed course is an elective, the provisions in (k) below will apply.
- (d) Normally the load of repeated courses must not exceed two courses in any semester provided the total credit hours do not exceed 21.
- (e) A student repeating courses will be required to undertake continuous assessment in those courses, and to sit examinations at the end of the semester.
- (f) Normally a student shall not be allowed to carry a first year course to the third year and second year course to fourth year.
- (g) The grade obtained after repeating a course shall carry two asterisks in the transcript to indicate that it is a repeat course.
- (h) **Repeating a course for a grade improvement (Optional)**
A student may repeat a course at his/her own discretion and expense in an effort to improve his/her grades. The higher grade for the course will be used for computing the CGPA. No courses or grades will be removed from the transcript. The new grade will be indicated by three asterisks.
- (i) **Repeating a failed prerequisite course**
Should a student fail a prerequisite course but remain in good academic standing, he/she will be required to repeat the course.
- (j) **Repeating a failed core course**
Should a student fail a core course but remain in good academic standing, he/she will be required to repeat the course.
- (k) **Repeating an elective course**
A student who fails an elective course has the option of repeating that course when next offered, or of selecting another approved elective course, provided his/her cumulative GPA is above the threshold of good academic standing as indicated in Proficiency Standards.
- (l) **Repeating a failed course after completion of period of study**
Where a student is not able to graduate because he/she has failed a required course, he/she will be allowed to complete the course outside University

through an independent study under the supervision of the Faculty. The maximum load allowed is four (4) credit hours and not more than two courses.

1.10.4 ACADEMIC DISCONTINUATION (DISMISSAL)

- (a) A student with GPA of less than 1.5 in any semester and whose CGPA places him/her on Probation or dismissal may be discontinued from any programme for academic reasons. Before any student is dismissed, the Faculty must produce a full profile of the student.
- (b) A student who has been discontinued from a programme may not be readmitted into the same programme. Such a student should apply to another programme. There must be a lapse of one semester before an application for readmission can be considered.
- (c) When a student re-registers after being discontinued, the profile shall show all the courses done by the student before being discontinued.

1.10.5 WITHDRAWAL

- (a) A student may withdraw from a course or programme or University for whatever reason.
- (b) A student who withdraws from the University before the mid semester shall have all courses for which he/she has registered graded 'W'.
- (c) A student who withdraws from the programme or course after mid semester and is failing shall be graded a 'WF' grade.
- (d) A student who had officially withdrawn from any course or programme for good reason, may be re-registered for the course or programme in the following semester or when the course or programme is next offered.
- (e) Normally a student who withdraws within the first four weeks shall forfeit up to 50% of the tuition fee provided such tuition was paid from the student's own resources. Normally a student who withdraws after four weeks of the beginning of the semester shall be deemed to forfeit all tuition fees.
- (f) A student who is granted official leave from the University for health, financial or any other acceptable reason shall be allowed a maximum of four years beyond the normal duration of the programme to complete the programme.

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- (g) When a student is readmitted after withdrawal all the previous courses shall be reflected on the profile.

1.10.6 APPEALS

- 1.10.6.1 A candidate who is not satisfied with Senate decision on his/her results may appeal to the Chairperson of Senate.

1.10.6.2 Appeal procedure for contested examination or final grade

- (a) A student who wishes to appeal for a review of the examination or final grade may do so by writing a Letter of Appeal normally within 21 days after publication of the results.
- (b) The Letter of Appeal shall be addressed to the Chairperson of Senate through the Dean of the relevant Faculty detailing the reasons for the appeal.
- (c) Upon receipt of the Letter of Appeal, the Chairperson of Senate shall determine on the merits of the case and either make a final ruling or refer the matter to the Examinations Committee appointed by Senate which shall investigate the matter and make appropriate recommendations to the Chairperson of Senate for a final decision.
- (d) The student who appeals will be required to pay a non-refundable fee.
- (e) The grade awarded as a result of the Appeal, whether higher or lower than the original grade awarded, will be the official grade.
- (f) The decision of Senate shall be final.

1.11 PLAGIARISM

Plagiarism, which entails the quotation of another author's materials and ideas without proper acknowledgement (when used in essays, research papers and other continuous assessment assignments), is considered a serious offence as indicated in the Rules of Student Discipline and will attract an appropriate penalty. (This regulation must be read in conjunction with the Rules of Student Discipline).

1.12 AEGROTATREGULATIONS

- 1.12.1** A graduating student prevented by serious illness (supported by official medical report) or any other acceptable cause from fulfilling some of the

requirements for normal assessment such as tests and examinations, may be deemed by Senate, on the recommendation of the Faculty Board of Examiners or on the basis of any other evidence at its disposal, to have satisfied all the requirements for a degree and granted an Aegrotat degree provided that Senate has satisfied itself that the student would have successfully completed all the degree requirements had he/she not been as aforesaid prevented.

- 1.12.2** The student's illness or incapacity to write the examination should be reported to the Registrar's Office by the Faculty within two working days of the date on which the tests or examinations were written.

1.13 CLASSIFICATION OF DEGREES, DIPLOMAS AND CERTIFICATES

Details of the classification are given in the regulations dealing with each programme.

1.14 PUBLICATION OF THE RESULTS

- 1.14.1** Official results will be published by the Registrar's Office after approval by Senate.

- 1.14.2** The Registrar, who is the only officer authorised to issue official results, shall transmit the results to each individual student.

- 1.14.3** The Registrar shall communicate in writing with each student who may take a supplementary examination advising him/her to apply for permission to do so.

- 1.14.4** The pass list shall also be published within seven days after SENATE approval at the main notice boards on campus with the results listed by student number.

- 1.14.5** It is the responsibility of the student to consult with the Registrar's Office if he/she has not received results five weeks after the end of the examination period.

1.15 AWARD OF DEGREES, DIPLOMAS AND CERTIFICATES

The requirements are spelt out under each programme.

1.16 ACADEMIC TRANSCRIPT

Upon successful completion of studies, a student shall receive a certificate together with an academic transcript showing the record of performance in studies during his/her entire academic career at Africa University. A fee will be charged for additional transcripts.

APPENDIX A: COMPUTING A GRADE POINT AVERAGE

The following steps must be followed in computing a GPA.

1. Multiply the number of course credit hours for each course by the weighted point value for the letter grade. This will give us the weighted points for the course.
2. To obtain the GPA, add up all the weighted points for all the courses under consideration and divide by the total number of credit hours.

For example:

COURSE CREDIT HOURS	LETTER GRADE	GRADE POINTS	WEIGHTED POINTS
5	C	2.3	5 x 2.3
4	B-	2.9	4 x 2.9
3	C+	2.6	3 x 2.6
2	A-	3.8	2 x 3.8
3	D	1.0	3 x 1.0

Total Course Credit Hours: 17

Total Weighted Points: 41.5

GPA = 41.5 divided by 17 = **2.44**

APPENDIX B: ACADEMIC PROFICIENCY STANDARDS (APS)**UNDERGRADUATES AND GRADUATES**

1. The APS defines the general University-wide academic standards for a student to qualify for the Dean's List or Good Academic Standing. The APS also stipulates the conditions for placement of a student on Academic Probation or Discontinuation.

1.1 REQUIREMENTS: UNDERGRADUATES

- a. Any full time student completing at least 15 or more credit hours and who achieves a 3.5 GPA or above in any given semester will be placed on the Dean's List for the faculty in which the student is enrolled.
- b. Students must maintain a minimum CGPA of 2.0 to be in Good Academic Standing.
- c. Students with a CGPA of below 2.0 but above the minimum CGPA required to continue with their enrolment at Africa University will be on Academic Probation.
- d. Students with a CGPA below that required for Academic Probation will be discontinued from the programme.

1.2 REQUIREMENTS: GRADUATE

Graduate students must maintain a minimum CGPA of 2.6 to be in good academic standing.

2. APS Tables

The tables below show the academic status of a student based upon the year, semester and minimum cumulative credit hours completed to date and a minimum CGPA required to continue in the programme at AU.

a. 4-Year Degree Programme

Year/Semester	Minimum Cumulative Credit Hours Taken at AU	Minimum CGPA AtAU
1 Y1/S1	15	N/A
2 Y1/S2	30	1.20
3 Y2/S1	45	1.40
4 Y2/S2	60	1.60
5 Y3/S1	75	1.80
6 Y3/S2	90	2.00
7 Y4/S1	105	2.00
8 Y4/S2	120	2.00

The system takes into account the total cumulative credit hours.

b. *3-Year Degree Programme*

Year/Semester	Minimum Cumulative Credit		Minimum CGPA
	Hours Taken at AU		At AU
1	Y1/S1	15	N/A
2	Y1/S2	30	1.6
3	Y2/S1	45	1.8
4	Y2/S2	60	2.00
5	Y3/S1	75	2.00
6	Y3/S2	90	2.00

c. *2-Year Degree Programme*

Year/Semester	Minimum Cumulative Credit		Minimum CGPA
	Hours Taken at AU		At AU
1	Y1/S1	15	N/A
2	Y1/S2	30	2.00
3	Y2/S1	45	2.00
4	Y2/S2	60	2.00

d. *Graduate APS*

Year/Semester	Minimum Cumulative Credit		Minimum CGPA
	Hours Taken at AU		At AU
1	Y1/S1	9	2.3
2	Y1/S2	18	2.6
3	Y2/S3	27	2.6
4	Y3/S4	36	2.6

SECTION TWO

2.0 GENERAL REGULATIONS FOR DIPLOMAS AND CERTIFICATES

2.1 PREAMBLE

- 2.1.1 The University shall from time to time offer certificates and diploma programmes at both undergraduate and graduate levels.

2.1.2 Each Faculty intending to offer a certificate or diploma programme shall provide special regulations which shall include specific requirements for admission to the programme, subjects and courses to be studied and the scheme of examination for the programme.

2.1.3 The General Academic Regulations shall take precedence over the Faculty Regulations.

2.2 **ENTRY REGULATIONS**

2.2.1 **UNDERGRADUATE CERTIFICATES AND DIPLOMAS**

2.2.1.1 The normal minimum entry requirements for undergraduate certificates and Diploma Programmes shall be passes at credit level in five approved subjects including English Language at the General Certificate Ordinary Level or equivalent.

2.2.1.2 Other qualification(s) and/or experience acceptable to Senate, given the nature and purpose of the certificate programme may be accepted.

2.2.1.3 Additional requirements may be specified.

2.2.2 **GRADUATE CERTIFICATE AND DIPLOMA PROGRAMME**

Applicants must possess an appropriate first degree or equivalent qualification.

2.2.3 **APPROVED SUBJECTS FOR ADMISSION INTO UNDERGRADUATE CERTIFICATES AND DIPLOMA PROGRAMMES**

General Subjects Provisions

- a) Restriction against combinations of overlapping subjects must be observed;
- b) The subjects must be chosen from an approved list, an example of which is given below:

<u>Level</u>	<u>Subject</u>
O A	Accounting
O	Accounts

O	Accounting Principles
O A	Applied Mathematics
O	Applied Statistics
O	Biological Studies
O A	Biology
O	Biology, Rural
O	Bookkeeping and Accounts
O A	Botany
O A	Business Studies
O A	Chemistry
O	Commerce
O A	Computer Studies
A	Computing Science
A	Economic and Political Studies
O	Economic and Public Affairs
A	Economic and Social History
A	Economic Geography
O A	Economic History
O	Economic Principles
O A	Economics
A	Electronic Systems
O	Electricity and Electronics
O	Elementary Mathematics
O A	Environmental Studies
O	General Mathematics
O	General Science
O A	Geography
O A	Human Biology
O A	Mathematics
A	Mathematics, Applied
O A	Mathematics, Pure
A	Mathematics, Pure and Applied
O A	Physical Science
O A	Physics
O A	Physics with Chemistry
O	Statistics
O A	Religious Knowledge/Divinity
O A	Religious Studies /Divinity
O A	Classical Studies
O A	Greek, Classical
O A	Greek, Modern
<u>Level</u>	<u>Subject</u>

O	A	Greek and Roman History
O	A	Roman History
O	A	Greek
O	A	Hebrew, Classical
O	A	History
O	A	History, Ancient
O	A	Latin
O	A	Portuguese
O	A	French
O		French Literature
O	A	English
O		English Language

2.2.3.1 **Restriction against the combination of overlapping subjects**

In the selection of subjects for the purpose of satisfying the general requirement, the following restrictions against the combination of overlapping subjects must be observed:

- (a) Accounting cannot be counted with Accounts, Principles of Accounts or Commerce.
- (b) Biology cannot be counted with Rural Biology, Zoology, Botany, or General Science;
- (c) Bookkeeping and Accounting cannot be counted with Principles of Accounts, Accounts or Accounting;
- (d) Botany cannot be counted with Biology, Rural Biology, or General Science;
- (e) Chemistry cannot be counted with Physical Science, Physics with Chemistry or General Science;
- (f) Computer Studies cannot be counted with Computing Science or Computing Studies
- (g) Economic Geography cannot be counted with Geography
- (h) Economic Principles cannot be counted with Economics;
- (i) Economics cannot be counted with Commerce and Economic Principles;
- (j) Elementary Mathematics cannot be counted with Mathematics;
- (k) Environmental Studies cannot be counted with Geography;
- (l) General Science cannot be counted with Physics with Chemistry, Biology, Zoology, Botany, or Rural Biology;
- (m) Geography cannot be counted with Economic Geography or Environmental Studies;
- (n) Health Science cannot be counted with Human Biology;
- (o) Human Biology cannot be counted with Zoology, Biology, or Health Science
- (p) Mathematics – Pure and Applied may not be counted with Mathematics – Pure or with Mathematics – Applied.

- (q) Physics with Chemistry cannot be counted with Physics, Chemistry, or General Science, or Physical Science.

2.2.4 MATURE ENTRY TO UNDERGRADUATE CERTIFICATE AND DIPLOMA PROGRAMMES

- 2.2.4.1 To qualify to be considered under the Mature Age entry scheme, an applicant must be at least 25 years of age at the time of application.
- 2.2.4.2 Applicants must have obtained a minimum of three “O” Level subjects including English Language passed at credit level and must have demonstrated their suitability for university studies by attainment of additional qualification or relevant work experience.
- 2.2.4.3 Applicants should normally have completed their school or college studies at least five years prior to admission.
- 2.2.4.4 Applicants from non-English speaking background will be required to demonstrate proficiency in English Language.
- 2.2.4.5 Applicants who wish to be considered for Mature Age entry Scheme may be required to attend interviews and/or special tests to determine their competence in the English Language and their general suitability.
- 2.2.4.6 Applicants who have previously taken courses for credit at some recognized institutions of learning will be required to submit a transcripts from those institutions.

2.2.5 ADMISSION OF OCCASIONAL STUDENTS (Refer to section 1.6.3 of the General Academic Regulations)

2.2.6 ENGLISH LANGUAGE REQUIREMENT (Refer to Section 1.2 of the General Academic Regulations)

2.2.7 OTHER GENERAL ADMISSION REQUIREMENTS

- 2.2.7.1 Faculties may prescribe additional entry requirements
- 2.2.7.2 An applicant who has been discontinued from Africa University on academic grounds shall not be readmitted into his/her former programme. The applicant will have to apply to another programme.

2.2.8 TRANSFER TO AFRICA UNIVERSITY FROM ANOTHER COLLEGE OR UNIVERSITY

2.2.8.1 A student who wishes to transfer to Africa University from another college or university must complete a Transfer Application Form available in the Admissions Office. Transferred credits should have been earned within the last four (4) years.

2.2.8.2 The student shall request all institutions attended to submit his/her official transcripts of academic record to the Admissions Office of Africa University.

2.2.8.3 The student may be required to submit syllabi/outlines of courses for which he/she wishes to receive transfer credit from Africa University.

2.2.8.4 Transfer students shall be required to satisfy all University requirements for the certificates and diploma to which they are admitted.

2.2.8.5 Normally no student may transfer more than 50% of the minimum credit hours required for graduation.

2.2.9 STRUCTURE OF PROGRAMMES

2.2.9.1 The structure of each programme shall be determined by each Faculty but the following general regulations shall apply across the University.

2.2.9.2 Duration

Minimum duration for the programmes shall be as follows:

- a) The Undergraduate certificate programme shall be one academic year in duration or two academic years part time.
- b) The undergraduate diploma programme shall be two academic years or four academic years part-time.
- c) The graduate diploma shall one academic year or two academic years part-time

2.2.9.3 Course Load

- (i) Full-time certificate and undergraduate diploma student must carry 15 – 18 credit hours per semester.
- (ii) The graduate diploma students must carry 9 - 12 credit hours per semester.

2.2.9.4 Compulsory Courses

- (i) Students registered in undergraduate certificate and diploma programmes may be expected to take some university-wide courses as determined by the University.
- (ii) Students registered for the graduate diploma will be expected to write project in addition to other prescribed courses.

2.3 ASSESSMENT AND GRADING

The undergraduate and graduate grading will be in accordance with the General Academic Regulations governing undergraduate and graduate programmes respectively.

2.3.1 PROGRESSION

- a) Students registered for the undergraduate certificate or diploma must maintain a GPA/CGPA of 2.00 and those registered for the graduate certificate or diploma must maintain a GPA/CPGA of 2.6
- b) Progression from Certificate to Diploma
A student must obtain a CGPA of at least 3.20 (grade B) in the certificate to be allowed to enrol into the Diploma programme.
- c) Progression from Diploma to Undergraduate degree
A student must obtain a CGPA of at least 3.20 (grade B) to be allowed to enroll into the degree programme after completing the Diploma
- d) Progression from Graduate Diploma to Master's degree
To be allowed to proceed to an associated master's programme, a student on the graduate diploma must obtain a CGPA of at least 3.20 (grade B).

2.3.2 CLASSIFICATION OF UNDERGRADUATE CERTIFICATE AND DIPLOMA

The undergraduate certificate and diploma shall be classified as follows:

Distinction	3.5 and above
Merit	3.0 – 3.49
Pass	2.0 – 2.99

The graduate diploma shall not be classified.

SECTION THREE

3.0 GENERAL REGULATIONS FOR BACHELOR'S DEGREE PROGRAMMES

3.1 PREAMBLE

The University offers various Bachelor's degree programmes to fulfill its mandate to provide quality education to students from all over Africa. It ensures that all its Bachelor's degree programmes meet the highest international standards. The Bachelor's degree programmes are subject to General Academic Regulations.

3.2 PROGRAMMES

The University offers programmes for undergraduate students at General and Honours levels. Further details are contained in the Regulations of individual Faculties.

3.2.1 GENERAL DEGREES

3.2.1.1 Students enrolling in a general degree programme shall follow a programme as approved by Senate.

3.2.1.2 The following are degree programmes offered by the University:

B.A.	- Bachelor of Arts
B.Soc.Sc.	- Bachelor of Social Science
B.A. (Ed)	- Bachelor of Arts with Education
B.Sc (Ed)	- Bachelor of Science with Education
B.Sc Agric (Ed)	- Bachelor of Science Agriculture with Education
B.Ed.	- Bachelor of Education
B.D.	- Bachelor of Divinity
B.Sc. Agric & N.R	- Bachelor of Science, Agriculture and Natural Resources
B.Acc.	- Bachelor of Accounting
B.Sc. Econs.	- Bachelor of Science, Economics
B.B.S. Management	- Bachelor of Business Studies - Management
B.B.S. Marketing	- Bachelor of Business Studies - Marketing

3.2.2 HONOURS DEGREE

(a) The entry requirement into an Honours degree is a CGPA of 3.20

- (b) A student enrolling in an honours degree programme shall concentrate in one subject area after following a broad programme as prescribed by the Faculty Regulations.
- (c) Honours students shall undertake a supervised Research Project/ Dissertation. The length of the Project Report/Dissertation shall be determined by the Faculty.
- (d) A student who does not make a second class lower or better will not have the designation of honours on both the transcript and certificate.
- (e) Any other requirement may be stipulated by each Faculty in their Faculty regulations

3.2.2.3 The following Honours programmes are offered by the University:

B.B.S. Management (Hons)	- Bachelor of Business Studies - Management (Hons)
B.Acc. (Hons)	- Bachelor of Accounting (Hons)
B.Sc. Agric and N. R (Hons)	- Bachelor of Agriculture and Natural Resources (Hons)
B.A. (Hons)	- Bachelor of Arts (Hons)
B.Soc.Sc. (Hons)	- Bachelor of Social Science (Hons)
B.A (Ed) (Hons)	- Bachelor of Arts (Education) (Hons)
B.Sc (Ed) (Hons)	- Bachelor of Science with Education (Hons)
B.Sc. (Agric Ed) (Hons)	- Bachelor of Science Agriculture with Education (Hons)
B.D. (Hons)	- Bachelor of Divinity (Hons)
B.Sc. Econ. (Hons)	- Bachelor of Science Economics (Hons)
B.B.S. Marketing (Hons)	- Bachelor of Business Studies, Marketing (Hons)

3.3 ADMISSION INTO UNDERGRADUATE PROGRAMMES

3.3.1 NORMAL ENTRY

3.3.1.1 Normal Entry to Undergraduate Programmes

- (a) Five "O" Level subjects or equivalent including a credit in English Language except for students from non-English speaking background, and

- (b) At least two subjects at Advanced Level from recognised examination boards or equivalent qualifications.

3.3.1.2 Applicants from a non-English speaking background who have passed “A” Level examinations or equivalent will be required to demonstrate proficiency in the English Language. (The University offers remedial courses in English).

3.3.2 GENERAL SUBJECT PROVISIONS

- (a) Restrictions against combinations of overlapping subjects must be observed;
(b) The subjects must be chosen from an approved list, an example of which is given below:

Level Subject

- O A Accounting
- O Accounts
- O Accounting Principles
- O A Applied Mathematics
- O Applied Statistics
- O Biological Studies
- O A Biology
- O Biology, Rural
- O Bookkeeping and Accounting
- O A Botany
- O A Business Studies
- O A Chemistry
- O Commerce
- O A Computer Studies
- A Computing Science
- A Economic and Political Studies
- O Economic and Public Affairs
- A Economic and Social History
- A Economic Geography
- O A Economic History
- O Economic Principles
- O A Economics
- A Electronic Systems
- O Electricity and Electronics
- O Elementary Mathematics
- O A Engineering Drawing
- O A Engineering Science

-
- O Environmental Biology
 - O A Environmental Studies
 - O General Mathematics
 - O General Science
 - O A Geography
 - O A Human Biology
 - O A Mathematics
 - A Mathematics, Applied
 - O A Mathematics, Pure
 - A Mathematics, Pure and Applied
 - O A Physical Science
 - O A Physics
 - O A Physics with Chemistry
 - O Statistics
 - O A Religious Knowledge/Divinity
 - Level Subject
 - O A Religious Studies/Divinity
 - O A Classical Studies
 - O A Greek, Classical
 - O A Greek, Modern
 - O A Greek and Roman History
 - O A Roman History
 - O A Greek
 - O A Hebrew, Classical
 - O A History
 - O A History, Ancient
 - O A Latin
 - O A Portuguese
 - O A French
 - O French Literature
 - O A English
 - O English Language

3.3.3 RESTRICTION AGAINST THE COMBINATION OF OVERLAPPING SUBJECTS

In the selection of subjects for the purpose of satisfying the general requirement, the following restrictions against the combination of overlapping subjects must be observed:

- (a) Accounting cannot be counted with Accounts, Principles of Accounts or Commerce.

- (b) Biology cannot be counted with Rural Biology, Zoology, Botany, or General Science;
- (c) Bookkeeping and Accounting cannot be counted with Principles of Accounts, Accounts or Accounting;
- (d) Botany cannot be counted with Biology, Rural Biology, or General Science;
- (e) Chemistry cannot be counted with Physical Science, Physics with Chemistry, or General Science;
- (f) Computer Studies cannot be counted with Computing Science or Computing Studies;
- (g) Economic Geography cannot be counted with Geography;
- (h) Economic Principles cannot be counted with Economics;
- (i) Economics cannot be counted with Commerce and Economic Principles;
- (j) Elementary Mathematics cannot be counted with Mathematics;
- (k) Environmental Studies cannot be counted with Geography;
- (l) General Science cannot be counted with Physics with Chemistry, Biology, Zoology, Botany, or Rural Biology;
- (m) Geography cannot be counted with Economic Geography or Environmental Studies;
- (n) Health Science cannot be counted with Human Biology;
- (o) Human Biology cannot be counted with Zoology; Biology or Health Science;
- (p) Mathematics – Pure and Applied may not be counted with Mathematics – Pure or with Mathematics – Applied.
- (q) Physics with Chemistry cannot be counted with Physics, Chemistry, or General Science;

3.3. SPECIAL ENTRY

3.3.4.1 The following categories of applicants may be exempted from the whole or part of the normal entry requirements:

- (a) Persons who have obtained a degree from Africa University or from another university or institution of higher learning recognised by Senate.
- (b) Persons who have obtained, from a university or institution of similar status, academic qualifications other than degrees approved by Africa University.

3.3.4.2 Persons who qualify under provisions for Special Entry may be:

- (a) required to attend interviews and/or special written tests at the University in order to determine their suitability for admission.
- (b) exempted from doing certain courses and examinations;

(c) permitted to complete the programme in less than the normal period required;

3.3.4.3 No persons shall be allowed direct entry to the final year of any degree programme.

3.3.5 SPECIAL FACULTY REQUIREMENTS

Faculties may from time to time prescribe additional entry requirements with the approval of Senate.

3.3.6 MATURE ENTRY SCHEME

3.3.6.1 In order to give an opportunity to deserving candidates who wish to study for first degrees at Africa University and who do not possess qualifications which satisfy the University's undergraduate entrance requirements, Africa University offers an alternative method of entry through the Mature Age Entry Scheme for persons who satisfy the following conditions:

3.3.6.1.1 Candidates must be 25 years of age or older, at the time of application; and

3.3.6.1.2 Should have passed five "O" Level subjects or equivalent including the English Language with a credit at least five years prior to admission.

3.3.6.1.3 Candidates from non-English speaking backgrounds will be required to demonstrate proficiency in English.

3.3.6.2 Applicants who wish to be considered under Mature Age Entry may be required to attend interviews and/or special tests to determine their competence in the English Language and their general suitability.

3.3.6.3 Applicants who have previously taken courses for credit at institutions of higher learning will be required to submit transcripts from those institutions.

NB: It will be advantageous if applicants can show that they have attended;

- (a) extramural classes or residential courses, in which case a recommendation from the extramural class tutor(s) will be necessary; or
- (b) courses at an adult education institution, in which case a recommendation from the head of the institution will be necessary.

3.3.7 ADMISSION OF OCCASIONAL STUDENTS

(Refer to Section 1.6.3)

3.3.8 ENGLISH LANGUAGE REQUIREMENT

(Refer to Section 1.2)

3.3.9 OTHER GENERAL ADMISSION REQUIREMENTS

3.3.9.1 Additional entry requirements are spelt out in the Special Regulations of Faculties.

3.3.9.2 An applicant who has been discontinued from Africa University on academic grounds shall not be readmitted into his/her former programme. The applicant shall seek admission into another programme.

3.3.10 SUBMISSION OF APPLICATIONS

3.3.10.1 Applications must be submitted on the official form.

3.3.10.2 The closing date for the receipt of application forms shall be indicated with the forms.

3.3.10.3 Late applications may be considered upon payment of the prescribed late application fee.

3.3.11 TRANSFER TO AFRICA UNIVERSITY FROM ANOTHER COLLEGE/ UNIVERSITY

3.3.11.1 A student who wishes to transfer to Africa University from another college or university must complete a Transfer Application Form available in the Admissions Office. Transferred credits should have been earned within the last four (4) years.

3.3.11.2 The student shall request all tertiary institutions attended to submit his/her official transcripts of academic record to the Admissions Office of Africa University.

3.3.11.3 The student may be required to submit syllabi/outlines of courses for which he/she wishes to receive transfer credit from Africa University.

3.3.11.4 Transfer students shall be required to satisfy all University requirements for the degree programme to which they are admitted.

-
- 3.3.11.5 Normally no student may transfer more than 50% of the minimum credit hours required for graduation.

3.4 THE STRUCTURE OF PROGRAMMES

3.4.1 YEAR OF STUDY

An academic year of study shall comprise two semesters. Approximately 15 weeks will be devoted to teaching in each semester.

3.4.2 COURSE LOAD

A full-time student's academic programme shall normally consist of 15 - 18 lecture hours or equivalent per week. A part-time student may not take more than 10 credit hours per week.

3.4.3 THE DURATION OF PROGRAMMES

The duration of a full-time Bachelor's programmes shall be prescribed in the Faculty Special Regulations. The maximum period of study allowed shall be one and half times the duration of each programme.

3.4.4 REQUIRED COURSES

All students are required to pass courses, which are (from time to time) prescribed by the University. Currently, the courses are;

- (a) Communication Skills (6 credit hours)
- (b) Ethics and Christian Values (2 credit hours)
- (c) African Studies (3 credit hours)
- (d) English as a Second Language, or French for beginners or Portuguese for beginners (6 credit hours)
- (e) Introduction to Information Technology (2 credit hours)

- 3.4.5. Applicants admitted into the two year programmes may be exempted from Communication Skills course.

3.5 AWARD OF DEGREES

In order to graduate, a candidate must:

- 3.5.1 have passed all the required courses for his/her programme;

3.5.2 have fulfilled all other requirements including the minimum of credit hours required for graduation and an acceptable CGPA.

3.5.3 The required credit hours for the various programmes are:

Programme	Credit Hours
4 years	120-136
3 years	90-102
2 years	60- 72

3.6 DEGREE CLASSIFICATION

The classification of degrees is based on the Cumulative Grade Point Average.

General Degrees

	Minimum CGPA	Maximum CGPA
First Class	3.65	4.00
Second Class Upper Division	3.20	3.64
Second Class Lower Division	2.80	3.19
Third Class	2.00	2.79

Honours Degrees

	Minimum CGPA	Maximum CGPA
First Class	3.65	4.00
Second Class Upper Division	3.20	3.64
Second Class Lower Division	2.80	3.19
*Pass	2.00	2.79

*For programmes without general degrees.

SECTION FOUR

4.0 GENERAL REGULATIONS FOR GRADUATE DEGREE PROGRAMMES

4.1 PREAMBLE

The University offers a variety of graduate degree programmes, namely, Master's Degrees and Master of Philosophy. There are special Faculty regulations covering various aspects of each programme such as admission and courses. The Faculty

regulations are subject to Senate approval and will not take precedence over the General Academic Regulations.

4.2 GENERAL REGULATIONS FOR THE MASTER'S DEGREES

4.2.1 MASTER'S DEGREE PROGRAMMES

The University offers Master's degree programmes by course work or coursework and dissertation in the following faculties:

- a) Faculty of Agriculture and Natural Resources:
 - i) Master of Science (MSc) in Agribusiness or Agricultural Economics
 - ii) Master of Science (MSc) in Crop Production or Horticulture
 - iii) Master of Science (MSc) in Animal Production
 - iv) Master of Science (MSc) in Forestry
 - v) Master of Science (MSc) in Irrigation and Water Management
 - vi) Master of Science (MSc) in Wildlife Management

- b) Faculty of Education:
 - i) Master of Education.
 - ii) Master of Education in Educational Leadership and Development (MED - ELMD)

- c) Faculty of Humanities and Social Sciences: Master of Arts.

- d) Faculty of Management and Administration:
 - i) Master of Business Administration (MBA).
 - ii) Executive Master of Business Administration (EMBA).

- e) Faculty of Theology: Master of Theological Studies.

- (f) Institute of Peace, Leadership and Governance: Master of Peace and Governance (MPG).

4.2.2 ENTRY REQUIREMENTS

- a) Minimum entry qualifications:
 1. A candidate for admission to a Master's Degree of Africa University shall hold either (a) a second class honours degree of Africa University or (b) a qualification from an approved institution of higher learning,

-
- deemed to be equivalent to a second class honours degree of Africa University.
2. A candidate with Pass in an honours degree will also be considered for admission if:
 - 2.1 His/her undergraduate performance in the proposed subject of study was a B grade average or above, and
 - 2.2 He/she has satisfied the relevant Faculty/Department that he/she has exhibited academic potential through fieldwork, subsequent research experience and/or additional training.
 3. A candidate who holds a general degree should have at least a lower second class with an average of B or higher in the subject or of the intended master's degree.
 4. A candidate whose first degree is considered deficient may be required to take one or more undergraduate courses in addition to the minimum graduate requirements.
 5. Departments/Faculties may impose special conditions for admission. For information on such conditions, see Special Regulations of the Department/Faculty concerned.
- b) Proficiency in English language:
English is the language of instruction at Africa University. For that reason, all prospective graduate students shall be expected to demonstrate proficiency in English in order to pursue any graduate degree programmes of the University. Proficiency in English may be demonstrated in any one of the following ways:
1. Successful completion of a minimum of two years of study at a University where English is the language of instruction.
 2. Successful completion of a minimum of four years study at a secondary school where (a) English is the language of instruction and (b) a study of English as a subject has been undertaken during each of those four years. The candidate must have passed all English courses taken during those four years.
 3. A score of 500 or higher on the Test of English as a Foreign Language (TOEFL).
 4. Any other evidence of competency in English acceptable to both the Faculty and Senate of the University.
 5. A candidate who does not meet the minimum required proficiency standard may be provisionally admitted pending successful completion of the Intensive English Programme.
- c) Application Procedures:

-
1. An applicant for a Master's degree programme shall first lodge his/her individual application with the Office of the Assistant Registrar (Academic Affairs) who shall supply the relevant application form. On receipt of the application, the Assistant Registrar (Academic Affairs) shall send the application to the relevant Faculty/Department, which shall make recommendations to the Admissions Committee.
 2. The decision of the Admissions Committee shall be communicated to the applicant by the Assistant Registrar (Academic Affairs).
- d) Transfer to Africa University from a graduate programme of another institution.
1. A student who wishes to transfer to Africa University must complete an Application of Transfer Form available in the office of the Assistant Registrar (Academic Affairs).
 2. The student must request every tertiary institution previously attended to send an Official Transcript to Africa University. In addition the student is required to request his/her institution to send to the Assistant Registrar (Academic Affairs) a course description for every course for which he/she wishes to receive transfer credit from Africa University.
 3. Once the Assistant Registrar (Academic Affairs) has received the Application for Transfer of Admission and all transcripts, and course descriptions for all courses the student wishes to have considered for transfer, these materials will be sent to the Dean of the Faculty to which the student wishes to transfer.
 4. The Dean will review all relevant materials to determine what courses the students would have to complete to obtain a degree from Africa University. A student must successfully complete at least two thirds of all required courses in the Faculty to which he/she wishes to transfer. Normally no exemptions will be given for core courses.
 5. Courses transferred should have been done in the last two years prior to applying to Africa University.

4.2.3 STRUCTURE OF THE PROGRAMMES

- a) The duration of the programme shall be 18 to 24 months for full-time students.
- b) The maximum duration of the registration period for full-time study shall not exceed three academic years
- c) The allowable duration of the registration period, (including extensions) for part-time study shall be double that for full time study.

- d) Full time students shall take 9-12 credit hours per semester. Students can take up to 15 hours with permission of the Dean.
- e) Part-time students shall normally take not more than 10 credit hours per semester.
- f) The programme of study shall normally consist of prescribed lectures, dissertation and written examinations. There may be some variation in accordance with the individual Faculty requirements.
- g) In order to graduate, the candidate must have completed 30-48 credit hours. The specific number of credit hours will depend on the programme. Of these credit hours, a minimum of 6 credit hours will be reserved to the dissertation.
- h) The length of dissertation shall be determined by the individual Faculty.
- i) Candidates who fail to complete their dissertations within the specified period may apply for an extension of registration period to Senate through their Faculties.
- j) A student shall normally not be permitted to break the continuity of his/her studies, although a student may be allowed to suspend registration for a maximum period of one year on the approval of Senate, after a recommendation from the Faculty Board through the Graduate Studies Committee (GSC).
- k) A student will not normally be allowed to change from full-time to part-time or vice-versa without the expressed consent of the Faculty Board.

4.2.4 SUPERVISION

- a) A student in programmes requiring dissertation/project shall be assigned a dissertation/project supervisor appointed by the Dean.
- b) The supervisor, who shall normally be a member of the Faculty, will be responsible for guiding the student on his/her dissertation.
- c) In addition, the Dean may appoint up to three people, selected from the Faculty or cognate department or institution to form the advisory committee. The student will be expected to work with his/her supervisor and the advisory committee.
- d) The GSC shall monitor student progress through reports submitted by Faculty.

4.2.5 ASSESSMENT

- a) In accordance with Regulation 1.8.1.1 each course assessment shall normally consist of both a continuous assessment and an end of semester examination.
- b) The methods of continuous assessment and examination and the ratio of continuous assessment to examinations shall be determined by the Faculty. The continuous assessment shall normally not exceed 50 per cent of the total mark.
- c) Performance in both continuous assessment and examination shall be in accordance with the grading system given in Regulation 1.8.2.
- d) Each course must be passed with a minimum mark of 60 percent (C+).
- e) Examinations shall be conducted in accordance with the regulations in force (see Regulations 1.8.4).
- f) Assessment of the dissertation/project is described under section 4.2.7.

4.2.6 PROGRESSION

- a) To be in good academic standing, a student must obtain a minimum grade point average (GPA) of 2.6 and a cumulative grade point average (CGPA) of the same throughout his or her studies. He/she must also satisfy other Faculty specific requirements.
- b) A student whose CGPA at the end of any semester falls between 2.3 and 2.59 inclusive will be put on probation. Such a student will need to raise his or her CGPA to 2.6 at the end of the next semester or be discontinued.
- c) A student whose CGPA falls below 2.3 at any time shall be discontinued.
- d) Normally in order to proceed from coursework to the dissertation, a student must pass all the courses.

4.2.7 DISSERTATION

- a) The Dissertation Requirement
 - 1. A candidate who qualifies to proceed to dissertation level shall be required to submit a dissertation within the registration period.
 - 2. The Dissertation must be written in English except in the case of students in a particular language discipline taught at Africa University. Such students may apply for permission to write a dissertation in the medium of the particular language studies. Where this is done, the

candidate will be required to include in English a 300-500-word summary of the Dissertation.

b) Format of Presentation

1. Spacing and Font

Typing must be double-spaced and on one side of good quality A4 bond paper only, font size 12 and in Times New Roman. Maps and illustrations can be done on a larger size paper. (In the case of larger pages, they must be folded so that the edges align with the rest of the dissertation and so that only the left edge is bound into the spine).

2. Pagination

Paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals (i.e. “i”, “ii”, etc.) beginning with the title page, and followed by abstract, approval page declaration, copyright page, acknowledgement, dedication (if any), table of contents, list of tables, list of figures and list of appendices, in that order. Number pages of the body of the dissertation in Arabic numerals (i.e. “1”, “2” etc.) consecutively throughout. The page numbers should appear on the centre of the lower margin.

3. Margins

The left margin must be 4.0 cm from the left edge of the paper, the right hand margin must be 2.5 cm from the right edge, the top margin must be 2.5 cm from the top of the page and the bottom margin 4.0cm from the bottom of the paper.

4. Title Page

The title page must be arranged as described below and shown on the sample page: Centre the title of the dissertation in CAPITALS, below it, symmetrically arranged indicate your full name and the statement:

‘A DISSERTATION SUBMITTED IN PARTIAL FULFILMENT FOR THE DEGREE OF (insert name of degree) OF AFRICA UNIVERSITY’ followed by the year of the degree award.

SAMPLE PAGE:

PLANTING IDEAS

Tinashe Mukomberanwa

A DISSERTATION SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF MASTER OF ARTS IN THE FACULTY OF HUMANITIES AND SOCIAL SCIENCES OF AFRICA UNIVERSITY

2002.

5. **Abstract**

This should follow the declaration, page and begin on a new page. It should be about 300 words and comprehensive and should highlight the essential points of the dissertation, the important results found and the conclusions reached. It should be typed single spaced.

6. **Table of Contents**

The table of contents should correspond to the headings and subheadings, referring to specific pages. If there are tables or figures or appendices, these should be listed on separate pages and arranged in the order in which they appear.

7. For the body of the work itself, refer to Faculty guidelines.

8. **Bibliography, References and Citations.**

Refer to Special Faculty requirements for specific guidelines.

c) **Submission of a Dissertation**

1. At least two months before submitting a dissertation, a candidate shall (through his/her supervisor) notify the Dean of the Faculty, in writing, of his/her intention to submit.
2. Every Dissertation submitted must be accompanied by a declaration by the candidate, stating that it is the candidate's original work and that it has neither been submitted nor is being concurrently submitted for any degree in any other institution.
3. The Dissertation must be submitted in four loose-bound copies.
4. The Dissertation shall contain a statement of copyright by the author as follows:

“No part of this Dissertation may be reproduced, stored in any retrieval system, or transmitted in any form or by any means for scholarly purposes without prior written permission of the author or of Africa University on behalf of the author.”

- d) **Examination of a Dissertation**
1. Every Dissertation submitted shall be assessed by at least two examiners recommended by the Faculty Board and approved by Senate. At least one of the examiners must be external to the University.
 2. A candidate may be required to appear before a panel for a *viva voce* examination. Each Faculty will set its own conditions for the *viva voce* examination.
 3. The examiners shall be required to submit their reports about the Dissertation within a maximum period of two months from the date of receipt. If the reports are not received within three months, new examiners may be appointed.
 4. Each examiner shall be required to summarise his/her report about the dissertation with definite recommendation for one of the following:
 - 4.1 The degree be awarded to the candidate unconditionally.
 - 4.2 The degree be awarded subject to typographical corrections minor revisions.
 - 4.3 The degree not be awarded but the candidate be allowed to revise and resubmit his/her dissertation for re-examination.
 - 4.4 The dissertation be rejected outright.
 5. Where the examiners are not in agreement in their overall recommendations, the Dean of the Faculty shall examine and recommend one of the following actions:
 - 5.1 The recommendations of the external examiner(s) be adopted
 - 5.2 An additional external examiner be appointed.
 - 5.3 A panel of examiners be established to assess the candidate orally.
 6. The final decision on the award of the Master's degree shall be made by Senate on the recommendation of the Board of Examiners.
 7. Work rejected by examiners after re-submission shall not be accepted for a further re-examination.
 8. A dissertation recommended for major corrections, revisions or re-writing must be re-submitted within six months.
 9. A Dissertation recommended for re-writing must be re-submitted within six months.
- e) **Final Submission**
1. After completing to the satisfaction of the internal examiner(s) all the recommended corrections, if any, the candidate shall submit the three full-bound copies and the diskette of the Dissertation to the Dean of the Faculty. Each copy shall be bound in black.

2. The spine shall be embossed in gold lettering showing:
 - the surname and initials of the candidate
 - the degree for which the dissertation has been submitted.
 - the year of the degree award.
3. The writing on the spine shall read from the top to the bottom.
4. The title of the work shall be printed in gold letters on the front cover of the bound volume

4.2.8 GRADUATION REQUIREMENT

To qualify for the award of a Master's degree, a student must have:

- a) Successfully completed 30-48 approved graduate credit hours.
- b) Obtained a minimum CGPA of 2.6;
- c) Satisfactorily completed all the Faculty specific requirements.

4.2.9 CLASSIFICATION OF DEGREE

The Master's degree will not be classified.

4.3 GENERAL REGULATIONS FOR THE DEGREE OF MASTER OF PHILOSOPHY (MPhil)

4.3.1 GENERAL PROVISIONS

- a) The MPhil degree is a graduate degree carried out primarily through supervised research.
- b) Studies may be pursued on a full-time or on a part-time basis.
- c) A student may be required as part of his/her programme to undertake some coursework in order to enhance his/her research studies.
- d) All prospective graduate students shall be expected to demonstrate proficiency in English in order to pursue graduate studies of the University.

4.3.2 ENTRY REQUIREMENTS

- a) Applicants to be considered are those:
 - i) who have obtained a general first degree provided that a first or an upper second class performance is achieved in the intended field of study;
 - ii) who have obtained an appropriate Honours degree in the first or upper second class Division;

- iii) who hold an appropriate Honours degree in the lower second provided performance in the intended field of study was in the first or upper second class division;
 - iv) who possess a minimum of a B in the Master's degree or equivalent;
 - v) who have obtained other academic or professional qualifications and have relevant experience, on the recommendation of the appropriate Faculty Board. These applicants may be required to pass a qualifying examination set and organised by the Faculty concerned, who shall forward the results to the GSC.
- b) Applicants must also satisfy all relevant Faculty and University admission requirements.

4.3.3 SUBMISSION OF APPLICATIONS FOR ADMISSION

- a) Applications must be on the official forms. With the forms, the applicant must submit evidence of his or her qualification and a brief outline of the proposed research.
 - b) Applications may be submitted at any time.
 - c) Applications shall be processed through the office of Assistant Registrar (Academic Affairs). On receipt of completed forms, the Assistant Registrar (Academic Affairs) shall send one copy to the relevant Department/Faculty.
 - d) Decisions on the application shall be made by Senate on the recommendations of the relevant Faculty Board through the GSC.
 - e) Applicants will be notified of the result of their application by the Assistant Registrar (Academic Affairs).
 - f) Successful applicants should then proceed with registration within one calendar year from the date the application is approved.

4.3.4 REGISTRATION

- a) The applicant must complete the necessary registration formalities and pay appropriate fees before registration for Mphil is effected.
- b) Any registration not taken up within a calendar year will lapse. Should the applicant wish to take up a place in the programme later, a new application will be required.
- c) Retro-active registration will normally not be allowed.

- d) Transfer of registration to an Mphil at Africa University from another graduate level institution may be considered by the GSC on production of official documentation and references.
- e) A graduate student may receive a financial award from outside the University, provided that the conditions of the grant do not compromise academic freedom and that no conditions are placed on the presentation of the thesis or its deposition in the University library for public reference.
- f) A registered student may apply to the GSC through the Faculty to carry out research at an institution outside the University provided that:
 - i) facilities at the institution are suitable for the work proposed;
 - ii) the location of the institution allows easy contact between the student and the University; and
 - iii) the applicant satisfies all other conditions.

4.3.5 DURATION OF PROGRAMME

The duration of Master of Philosophy programme shall normally be:

Full-time - 1½ - 2 years
(3 years maximum)

Part-time - 3 years
(5 years maximum)

4.3.6 PROGRAMME OF STUDY

- a) Each student shall be required to pursue a prescribed research programme of study under the guidance of a supervisor, who shall be a member of staff of the University in the appropriate discipline.
- b) Each student shall maintain a regular contact with the Faculty and shall be required to present seminars as directed by the supervisor.
- c) A student shall normally not be permitted to break the continuity of his/her studies. A student, however, may be allowed to suspend registration for a maximum period of one year on the approval of Senate, after a recommendation from the Faculty Board through the GSC.
- d) A full-time graduate student may be hired to work in the University, provided that the maximum number of hours does not exceed six per week.
- e) A graduate student who is employed outside the University or a staff member on full-time employment may be registered only on a part-time basis.

4.3.7 SUPERVISION

- a) The supervisor shall be nominated by the Faculty and appointed by the Dean.
- b) In addition, the Dean may appoint up to three people, selected from the Faculty or another Faculty or institution to form an advisory committee. The student will be expected to work with his/her supervisor and the advisory committee.
- c) Where a student is carrying out a research in another institution or where the University does not possess expertise in part of the area of the research being carried out, an additional supervisor may be appointed from outside the University.
- d) In exceptional circumstances, a change of supervisor may be found necessary. In such a case the Faculty Board may nominate a new supervisor for appointment by the Dean.
- e) The supervisor/advisory committee shall report on each student's progress every six months to the GSC through the Faculty Board.

4.3.8 THESIS

- a) **Submission of Title and Abstract**

The title and the provisional abstract of about 500 words must be submitted to the GSC through the Faculty and at least six months before the submission of the thesis. No changes to the title may be made subsequently except with the permission of the GSC.
- b) **Format and Content of the Thesis**
 - i) **Language**

The thesis must be written in English, except in the case of students in a particular language discipline taught at Africa University. Such students may apply for permission to write a thesis in the medium of the particular language studied. Where this is done, the candidate will be required to include in 300-500 words a summary of the thesis in English.
 - ii) **Originality and scholarship**
 1. The MPhil thesis must reflect sound scholarship and should constitute a contribution to knowledge in the subject chosen. It should demonstrate mastery of the literature in the field and of methodology, facts, ideas and theories, as well as interpretation and analysis of data.

2. Length of the thesis

The length of the thesis will be determined by each Faculty, but must be in conformity with international standards.

iii) Declarations

It is not permitted to present a thesis or part of a thesis that has been submitted to another university.

In the preface a candidate must declare:

“This thesis is my original work except where sources have been acknowledged. The work has never been submitted, nor will it ever be, to another university for the awarding of a degree.”

iv) Copyright

The thesis shall contain a statement of copyright by the author as follows:

“No part of this Thesis may be reproduced, stored in any retrieval system, or transmitted in any form or by any means for scholarly purposes without prior permission of the author or of Africa University on behalf of the author.”

v) Title Page

The title page must include the title of the thesis, the author’s name, the supervisor’s name, the degree, the date of submission or resubmission, the name of the Faculty and University. The title page should also include a declaration that the thesis is in fulfilment of the degree. All the above should be written in capital letters, centred and symmetrically spaced.

SAMPLE PAGE:

PLANTING IDEAS

TINASHE MUKOMBERANWA

SUPERVISOR: PLATO A. MOYO

MPhil
2008

A THESIS SUBMITTED IN FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE MASTER OF PHILOSOPHY IN THE FACULTY OF EDUCATION OF AFRICA UNIVERSITY

- vi) **Abstract**
There shall be an abstract of not more than 500 words.

- vii) **Table of Contents**
The table of contents should correspond to the headings and subheadings, referring to specific pages. If there are tables or figures or appendices, these should be listed on separate pages and arranged in the order in which they appear.

- viii) **Bibliography and Reference Citation**
Refer to special faculty requirements for specific guidelines.

- ix) **Other aspects of format**
 1. The thesis must be typed and double-spaced in Times New Roman (Font size 12). Only the abstract, quotations, and footnotes/endnotes should be single-spaced.
 2. Paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals (i.e. “i”, “ii”, etc.) beginning with the title page and followed by acknowledgement, dedication (if any), table of contents, list of tables, list of figures and list of appendices, in that order. Number pages of the body of the thesis in Arabic numerals (i.e. “1”, “2”, etc.) consecutively throughout. The page numbers should appear on the centre of the lower margin.
 3. The size of paper used should be A4 except for maps and illustrations, which can be a larger size. (In the case of larger pages, they must be folded so that the edges align with the rest of the thesis and so that only the left edge is bound into the spine).
 4. Margins must be as follows: 4.0 cm on the left-hand side to allow for binding; 1.0 cm on the right-hand side; 2.5cm at the top and 4.0cm at the bottom of the page.
 5. The thesis submitted for examination purposes shall be loose-bound (three copies).
 6. The format of the final copy submitted after the successful completion of the examination must have the following format: buckram or cloth binding; overcast, edges uncut; lettered boldly down the spine in gold, the letters

-
- being from 5mm to 10mm in size indicating NAME; DEGREE, and YEAR, in that order.
7. The candidate must also submit a 3.5 disk containing the Thesis.... The disk shall be labelled with the NAME, DEGREE, YEAR AND SOFTWARE PACKAGE USED in that order.
- c) Thesis Examination
- i) Submission of Thesis for Examination
1. Application for the examination of the thesis must be made on the appropriate form obtained from the Office of the Assistant Registrar (Academic Affairs). The supervisor must endorse this form after satisfying himself/herself that the thesis is ready for examination, and that the candidate has satisfied any other requirements.
 2. After the completion of the form applying for entry into examination, the candidate shall submit three loose-bound copies of the thesis for examination to the Dean of Faculty.
- ii) Appointment of Examiners
- Senate through the Faculty Board shall appoint at least two examiners for the thesis. One of the examiners must be external.
- ii) **Panel and Board of Examiners**
- The Board of Examiners shall be chaired by the Chairperson of the GSC (unless he/she is the supervisor of the thesis) and shall consist of not less than four persons selected from the following:
- a representative of the GSC
 - Dean of Faculty
 - Senior academics in the relevant department
 - supervisor(s)
 - internal examiner(s)
 - external examiner
- iii) **Examination and determination of the candidate's results**
1. The external examiner and the internal examiner(s), after reading the thesis critically, shall submit independently written reports to the Dean of the Faculty concerned. The reports shall indicate whether in their individual opinion the thesis should be passed or failed outright, referred for minor corrections, or referred for major modification and subsequently resubmitted.

2. Where there is conflict between the reports of the examiners, the Board of Examiners may appoint an additional external examiner.
3. Where the candidate qualifies, the Board of Examiners shall determine on the basis of the reports whether the candidate should be invited for an oral examination.
4. The Board of Examiners shall test the candidate orally.
5. In the oral examination, the candidate will be assessed principally on the merits of his/her Thesis, but questions may also be asked to test general knowledge of the subject.
6. After the oral examination, the Chairperson of the GSC shall convene a Board of Examiners meeting to decide whether the candidate passes or fails and to make an appropriate recommendation to Senate.
7. The oral examination shall be assessed on a pass or fail basis.
8. The Dean of Faculty will retrieve the loose-bound copies and the diskette of the Thesis and the reports from external examiners and forward them to the supervisor for transmittal to the student.
9. A candidate who fails the oral examination may be given an opportunity to re-present himself/herself within a period of six months to one year.
10. A thesis referred for minor amendments has to be resubmitted to the internal examiner, who shall certify that all the corrections have been made.
11. A thesis that is referred for major amendment must be re-submitted within a period of six months to one year.
12. In very exceptional circumstances, the Board of Examiners may require further examination through written papers or oral examination or both.

4.3.9 CLASSIFICATION OF THE DEGREES

The MPhil shall not be classified.

4.3.10 NOTIFICATION OF RESULTS AND AWARD OF DEGREE

- a) The candidate will be officially notified of his/her examination results by the Registrar, after the report from the Board of Examiners has been accepted and approved by Senate.
- b) A graduate student has a right to appeal to Senate against decisions taken under these regulations provided that such appeal is lodged within three months from the notification of the results.

4.3.11 LODGEMENT AND DISTRIBUTION OF THE THESIS

- a) The student will be required to submit to the Dean three bound copies of the accepted/corrected thesis within three months of examination results.
- b) After receiving copies of the bound thesis, the dean of the faculty will deposit one copy and the diskette in the university library, the second copy in the faculty concerned, and the third to the supervisor.

ACADEMIC REGISTRY

Mission Statement

The Academic Registry at Africa University has as its primary goal to evolve into an efficient and reliable cog in the entire institutional framework and, through quality delivery of vital academic support services, render Africa University the natural university of choice for university education for all African nations.

Services**Admissions**

There are two ways of applying:

1. Paper-based forms (application forms for undergraduate and graduate programmes are available on request from Academic Affairs Office Africa University Box 1320 Mutare, Email academic@africau.ac.zw Fax 263 020(61785)
2. Via-electronic media -applicants are advised to download the form and print it out. They should not send the form electronically. The completed form should be posted with any other supporting documents and application fee. The downloadable form is on our website; www.africau.edu. Applicants are notified in writing as soon as possible whether their applications for admissions have been successful or not.

Examinations

Normally, Academic office will publish examination results a week after Senate has sat to review the results. Grade reports are issued thereafter for those students who have cleared any outstanding fees and have met all other University regulations governing issuing of results.

Student Records

Academic office is the custodian of all student records.

Financial Aid Programme

Africa University, in its bid to make higher education accessible to youths in Africa, and being aware of the low income status of the average African family, offers funding to deserving students to assist with payment of their University fees. The University's Financial Aid Committee is responsible for awarding this assistance. The assistance is awarded on the basis of merit, need and character and it falls into two categories: Financial Aid and Scholarships.

Financial Aid

This is normally meant for assistance with payment of tuition fees and it is available to students from second year onwards. The need of the student is assessed based on their application, supporting documents and information from any referees. The student's academic performance as indicated by his/her C.G.P.A is also used to

determine the level of assistance. Those students performing very well are awarded more than their counterparts as a way of rewarding their efforts and motivating them to continue aiming for higher academic excellence. Students who get onto the Dean's list will also be assisted with payment of tuition and those whose performance falls below the C.G.P.A. required to graduate will not receive assistance.

Scholarships

These are usually handled through the University's Development Office in Nashville (U.S.A.). Different organisations, churches and individuals set up scholarships which are awarded to deserving applicants, who must also satisfy any special criteria that may be set by the benefactor (e.g. it may be required that the recipient be of a specified gender or in a specified Faculty or from a specified country). Scholarships awarded may cover full fees for the recipient or may be partial, covering only specified fees.

Where a student receives awards from more than one source and the total amount of the awards exceeds the total fees payable no refunds will be made to the beneficiary. Any such excess is recovered from Financial Aid and awarded to another needy student.

Work-study

All students receiving financial assistance are expected to work in any of the University's units for a specified number of hours a week as a token of appreciation for the award. Currently those working outdoors are expected to work for two hours a week and those working indoors work for four hours a week.

Procedure for application

The University advertises for students in need to apply on prescribed application forms available from The Financial Aid Officer, Academic Affairs Office. The applicant has to support all claims pertaining to financial circumstances and family background with documentary evidence (e.g. death certificates, payslips, school fees invoices etc.). Completed application forms and the supporting documents are then returned to The Financial Aid Officer, Academic Affairs Office (usually in the second semester of the year preceding the awards).

Incomplete applications or those without supporting documents are not processed. All awards are subject to the conditions and terms as may be determined by the University from time to time. Beneficiaries who fail to satisfy the conditions and terms of their awards risk having the awards withdrawn and Academic Registry will not be considered for any other awards. When a financial aid/scholarship award is withdrawn from a student, he/she is automatically responsible for the full payment of fees or such portion as is still not covered by any previous financial aid award from the University or elsewhere.

REGISTRY

Functions

The Personnel and Administration Office plays a pivotal role in the Africa University administration by facilitating recruitment, motivation and retention of highly qualified and widely experienced staff. It is committed to the process of constant evaluation of human resource management policies and procedures in order to create an environment conducive to effective and efficient service delivery. The Unit ensures that staff is motivated, disciplined and dynamic through both short and long term customised strategic Human Resource Development and Training programmes that are need driven. As an organisation committed to quality service delivery to our diversified client base, we engage top drawer Internal and External Consultants for development and training programmes. Africa University Community looks up to the Personnel and Administration Office for service delivery in processing a number of issues that include:

- Coordination of the Performance Management system Implementation process.
- Immigration Documents Social welfare initiatives
- Interpretation of Conditions of Service
- Interpretation and implementation of the Code of Conduct and Labour Legislature
- Stationery procurement
- Promotion
- Grievances handling —
- Leave Administration
- Coordination of Job Evaluation activities that include:
- Job Analysis, Grading and Compensation.
- Salary Administration
- Change Management
- Servicing of Senior Management Committee meetings such as the Vice Chancellor's Cabinet and Board of Directors' meetings.
- Training and Development Management
- Processing relocation and accommodation requirements of staff in transit.

Africa University is going through an exciting period of rapid expansion in its depth of operations and that includes the establishment of the Faculty of Health Sciences. The implications of the welcome structural developments in the Human Resources Management perspective is rolling onto the job market of new and challenging opportunities to world wide job seekers. Since we maintain an open door policy we therefore welcome constructive criticism and indeed encouragement from the website visitors.

Advertisements Of Vacancies

Africa University is committed to recruit staff regardless of gender, place of origin, creed, religion, sex, political affiliation or race. We advertise internationally for all vacancies except for low rank positions that are advertised locally. Internationally, we advertise through the Association of Commonwealth Universities Notice board. The job vacancies are also placed on our website at www.africau.edu

Recruitment Process

In order to maintain our standards of offering quality service to our clients we aim for highly qualified and widely experienced prospective employees. For a job vacancy application to be complete, prospective applicants should submit the following:

- 6 copies of current Curriculum Vitae
- Names and contact details of at least three referees.
- 6 copies of certified /notarised certificates (marriage, birth, academic and professional)
- 6 copies of the application letter specifying position applied for.

Applications should be directed to:

The Assistant Registrar-Personnel and administration
Africa University
P.O. Box 1320
Mutare

Or
ARPA@africau.ac.zw

FINANCIAL REGULATIONS

Introduction

Africa University is a private university and therefore its major source of income is from its stakeholders, mainly students who are its direct beneficiaries. It also receives donations and grants designated for capital developments, as well as direct and endowed scholarship research. The University endeavors to charge fees that ensure sustainability of all its operations.

Fees

A schedule of the fees charged is given below. The fees will be kept under constant review and only fees in convertible currency are published in this prospectus.

Tuition fees

The university's fees are quoted in United States dollars. All students are therefore required to pay their tuition fees in foreign currency.

Tuition fees are payable in advance beginning of each semester. Interest will be charged for any outstanding balances at the end of each semester and the University shall determine the rates from time to time.

Students on attachment are not exempt from paying tuition fees.

Occasional and audit fees

Any person who registers as an occasional student and or is granted permission to take audit courses shall pay fees as determined by the University from time to time.

Accommodation fees

University accommodation is optional and is offered in accordance with the criteria set per semester at a fee determined by the University from time to time. The accommodation is offered on the basis of triple and double occupancy per room for undergraduate and graduate students respectively.

Music fee

All students having access to University music equipment will be required to pay a fee as determined by the University.

Laboratory Fee

All students having access to the University laboratories and equipment will be required to pay a fee as determined by the University.

Technology Fee

All full-time students pay a fee for the use of computers.

Students' Union Subscription

Each full-time student is required to pay a subscription fee to the Student Union.

Students' Health Insurance

This is compulsory for all full-time students unless exemption is granted.

Application Fees

The appropriate fee as determined by the University from time to time must accompany any application for admissions into University programmes.

Registration Fee

This is payable on registration every semester by all students.

Late Registration Fee

Any student who registers after the specified day of registration but within the first five days of the commencement of classes shall pay a late registration fee, which shall be determined from time to time by the University.

Late, Late Registration Fee

A student who registers for a given semester after 5 days of commencement of classes will be charged a late, late registration fee plus a fee for each day.

Supplementary Examination Fee

Any student sitting for a supplementary examination shall be required to pay a fee as determined by the University from time to time.

Study Permit Fee

International students are required to pay an annual fee in United States dollars to the Department of Immigration and Control for processing a study permit. The current fee is US\$ 200.00

Academic Transcript Fee

At graduation each student shall be issued free of charge, with a transcript. Each copy thereafter will be charged as determined by the University on a yearly basis.

Appeal Fee

Any student who disputes Senate decision on his/her results has a right to appeal to the chairman of Senate. Such an appeal will be entertained on the basis of payment of an appropriate fee.

Other Expenses**Attachment**

All students on attachment will be required to pay for their own expenses.

Canteen

The University runs a canteen on pay- as –you- eat basis. Students on full scholarships will be issued with meal cards. No refunds shall be made in cash to students on full scholarships in lieu of meals. The amount required for meals will vary from student to student depending on the meal plan.

	USD
Tuition Fees	1,250
Accommodation (triple occupancy)	250
Registration fees	30
Health fees (per year)	250
Student Union (per year)	25
Technology fees	100
Laboratory fees	40
Music fees	20
Late Registration fees	30
Late, late registration fees	15
Application form	25
Result transcript fees (excluding postage)	20
Supplementary Examination fee	20
Appeals Fees (per course)	25
Student Permit fees	200
Certificate replacement	150

GRADUATE STUDENTS PER CREDIT HOUR

MBA full time programme per credit hour	120
EMBA (Part-time) per credit hour	120
IPLG	120
MTS	120
Other	120
Accommodation (Double occupancy)	350

Application form	30
Registration fees	30
Late Registration fees	30
Late Late Registration fee	15
Appeals fee (per course)	25
Students Union subs (per year)	25
Health fees (per year)	250
Technology fee	100
Laboratory fees	40
Student Permit fees	200
Certificate replacement	150

**DEAN OF STUDENTS
DEPARTMENT**

Introduction

The Dean of Students Department can best be summarised as the heart of student welfare at Africa University. It encompasses student accommodation (on and off campus), workshop and conference facilities, International Students Office, health services, counselling services, food services, student union, student clubs, the (famous) Africa University Choir, student discipline and academic discipline.

Mission

The Department endeavours to be a professional, accountable, growth oriented and student-driven department that seeks to create an enabling, safe, and supportive environment in which comprehensive high quality services are offered. This is to ensure wholesome development and preparation of students for leadership roles in Africa and the world at large, in line with the University's policies, philosophy and mission.

Objectives

In working towards its mission, the department seeks to:

- Promote integration, fusion, and peaceful coexistence of students from diverse cultures.
- Promote and foster the spirit of Pan Africanism.
- Instill discipline and inculcate virtues of integrity, trust, mutual respect, tolerance and friendship among students.
- Promote cultural exchanges and cooperation among students.
- Provide psychological counselling and advisory services to students.
- Provide appropriate care, services and user-friendly facilities for physically challenged students.
- Provide high quality Health Care and Health Education to students.

SERVICES

Our integrated support services provide specialist assistance in a wide range of areas as outlined below:

Student Accommodation

University Accommodation

Private Accommodation

University Accommodation

Africa University draws its students from many African countries. To ensure integration of the diverse African cultures, and foster the spirit of Pan Africanism, a compulsory nationality mix is implemented in allocating accommodation to students. As a result of this policy, living in AU's Halls of Residence is like being part of a big, unique family under the guidance and supervision of a caring and professional team

of Wardens. There are twelve Halls of Residence at present. Seven of them are two-storey. The other five are three storey. There are five or six study bedrooms in a corridor, with each corridor having its own bathroom facilities. Eight of these halls were named in honour of various persons, in recognition of their outstanding contribution to the development of Africa University. The following are the blocks and the persons after whom they are named:

Block A

Block B

Block C

Block D Bishop Hasbrook and Mrs. Mera Hughes Hall of Residence

Block E Kleist Hall of Residence

Block F Kennedy Hall of Residence

Block G Benhill Hall of Residence

Block I Bishop Woodie White Hall of Residence

Block J Bishop Edwin C. and Mrs. Boulton Hall of Residence

Block K Bishop Sheldon Duecker Hall of Residence

Block L name not yet known

Block N Prof. Rukudzo and Helen Murapa Hall of Residence

The twelve Halls of Residence together have a carrying capacity of 1005 students in triple occupancy. Undergraduate students stay in triple occupancy, while graduate students live in pairs. Each student has his or her own study desk, bookshelf and wardrobe. Bathroom and laundry facilities are communal. Each Hall of Residence has a common room, which has entertainment facilities such as TV/VCR. AU's Housekeeping and Maintenance Staff keep the halls clean and habitable. Additionally, security personnel are on duty at AU twenty- four hours a day.

Management of the Halls of Residence is controlled by the Warden, Assistant Wardens and Housekeeper. The Warden, assisted by Assistant Wardens and Subwardens, also act as student advisors. They also ensure that students obey Halls of Residence rules. Also assisting in the community life and smooth running of the Halls of Residence are corridor monitors who are resident students.

Private Accommodation

Private accommodation has increasingly become important because of the phenomenal growth in enrolment as a result of the introduction of new Faculties. The current space in the Halls of Residence cannot accommodate all students. Space in the Halls of Residence is very limited especially during the first semester when all students from attachment and teaching practice return on campus. The University does not have quarters on campus for married students; hence the need to seek privately owned accommodation off campus. The Office of the Warden provides help in an advisory role, in securing privately owned accommodation for students. This Office

holds details of landlords, public and private institutions offering both individual rooms in lodgings and whole properties in its databases.

Workshops and Conference Facilities

Bookings are available for outside groups and individuals who wish to use Africa University as a venue for workshops, seminars, retreats and other events during both the long vacation (May to August) and the short vacation (December to January). The facilities offered in the Dean of Students Department make Africa University the ideal place from which to explore the ambiance and grandeur of the Eastern Highlands, one of the tourist resorts in Zimbabwe. Dean of Students Department provides accommodation in the Halls of Residence and rates are availed on request. Accommodation charges are competitive and staff in the department and other supportive and complementary sections is well experienced in hosting local and international groups. Other units, for instance the Food Services Unit, offer complementary services.

International Students

The University has over the years come to realize that international students require special needs, and that they bring a social and cultural diversity to the student body. To meet their needs, the University through the Office of the Dean of Students offers information and advice on matters such as visa application, study permit renewal and other immigration-related issues. When International students are moving away from home for the first time, deciding on a place to live is one important and yet difficult decision they have to make. The University offers international students first priority in allocating accommodation provided they provide evidence of full payment of tuition and accommodation fees.

Student Health Services

Africa University provides a walk-in Clinic where qualified Nursing Sisters render comprehensive, quality health care. When medical needs require more in- depth treatment, the Clinic Sisters coordinate their services with those of a visiting doctor, who visits the AU Clinic regularly. Through education and counseling, with the help of trained Peer Educators, Health Services also works proactively to promote good health and help prevent illnesses. Plans are underway to build a bigger Student Health Centre to cater for the increased population.

Counselling services

“**Counselling makes a difference in your Life**” is the motto of the Africa University’s Counselling Services Programme. When students, staff and the community face personal problems in areas such as self-esteem, relationships, stress management, depression, bereavement, abuse of different forms, e.g. sexual, verbal, physical, and emotional, etc, and alcohol, drugs and substance addiction, they can rest assured of

professional advice and counseling. Students who desire further development in areas of academics and career planning will also find ready assistance from the counseling services department. There is a full-time, professional Counselor at Africa University as well as other related professionals and assistants. The following persons may provide counseling services: Faculty Student Advisors, Peer Counselors, University Chaplain and Clinic Sisters. Africa University's Counseling Services Programme provides for psycho/social health and academic, career, and counseling skills training for Africa University students, staff, and extended communities.

Objectives of the Counseling Services Office:

- To serve as a source of professional guidance, partnership, and accountability for all persons providing counseling at Africa University.
- To provide professional psychological, academic, and career counseling for Africa University students and staff.
- To facilitate workshops and other training opportunities on life skills, academic skills, and career skills topics, as well as on basic counseling skills.
- To develop counseling networks - both on campus and in the wider University community - through which counseling services for the community can be enriched and promoted.
- To serve as an access point for information on Counseling related topics for the Africa University community.
- To serve as an advisory source for students doing research and writing in the Counseling field

Target Groups

Formal Counseling is provided to Africa University students and staff free of charge. Workshops and other educational/training events are provided for not only University staff and students, but also for the extended communities.

Counseling Services

- **Formal counseling** for individuals, children, couples, families and groups from within the University community and beyond.
- **Workshops and Educational Events** on Life Skills, Academic Skills and Career Skills topics, as well as on Basic Counseling Skills, for groups both within the Africa University community and the extended community.
- **Reading Room** with current articles on Counseling - related topics (Located in the Waiting Room of the Counselling Services Office).

Counseling Services Office Location

The Counseling Services Office is located in the Block F Flatlet of the Residence Halls. The Office includes a Waiting Room and a Consultation Room.

Counselors

Formal Counseling Sessions are conducted by Africa University's Counseling Services Coordinator, who serves under the Office of the Dean of Students. The Counseling Office is open Monday to Friday, from 08:00 hrs to 16:30 hrs. Anyone who wishes to see the Counselor can do so by either appointment or simply drop in.

Counseling Committee Members

The Counseling Committee works to provide effective counseling services to the Africa University community and to offer professional guidance, partnership, and accountability to staff persons who provide counseling services at the University. More information on the Counseling Committee can be found under the "University Committees" section of this Prospectus.

Confidentiality and Ethics

All Counseling Committee Minutes and any paperwork connected to the counseling sessions are strictly confidential. All those who provide counseling at Africa University are bound by the codes of conduct found in the University Handbook. Any concerns regarding unethical behaviour in counseling at the University can be addressed to the Counseling Services Coordinator, the Dean of Students or to the Counseling Committee at Africa University.

Food Services

The Foodservices Unit, which falls under the Dean of Students' Department, is the main provider of meals for the University Community. Breakfast, lunch and supper are served daily throughout the year. Each food item is individually priced. Meal prices are subject to review from time to time, even during the semester by the Foodservices Committee, which is made up of students' representatives and staff members representing the different departments and faculties of the University. Meals are paid for at the 'electronic point of sale' except for those students who are on full scholarships who are issued with meal cards every semester. The Dining Hall, which is located in the Student Union Building, is a central place where the whole University community meets. It is imperative that everyone takes the responsibility to make it an enjoyable place by:

- a. applying standard table manners
- b. observing the 'first come first served' principle.
- c. Maintaining the aesthetic appearance of the tables so that those who come later find it in a usable state, and placing all litter (garbage) in the proper receptacles that are placed at strategic points to make them easily accessible. Diet counseling is provided for those on special diets and it is expected that all meals are taken in the dining hall. All utensils and silverware are University property and should remain in the dining hall.

During semester breaks (December - January and May - August) this unit of the University services workshops, conferences and seminars. Interested parties can apply to : The Chairperson, Workshops / Conferences (Registrar), Africa University.

Sports and Recreation

The provision of Sport and Recreational facilities began in a small way with the leveling of two multi-purpose sports fields in early 1997, which are currently being used for football/soccer and rugby. This was shortly followed by the building of a multi-purpose hard court. An additional three multipurpose hard courts were built in 2002. Currently these courts are used for tennis, basketball, and volleyball and five-side soccer. Every year The University is gets multi-talented athletes from among the student body and staff. Their sporting backgrounds are as varied as their nationalities. Some have represented their countries and have received awards in the process. Unfortunately, the University's resource base is limited, but developments in the sphere of sport and recreation are being pursued in a vigorous manner. Sport is administered by qualified staff in the Sports Office. Africa University students and staff have particularly excelled in the disciplines of men's and women's basketball, soccer, volleyball and cricket. Other sport and recreational activities offered include rugby, tennis, athletics, table-tennis, darts and chess. Students are given opportunities to participate at recreational and competitive levels. The recreational level includes internal sport leagues, inter-hostels, inter-years and Inter-regions competitions. The competitive level includes participating in local leagues, National University Games, National Tertiary Games, Confederation of Universities and Colleges in Southern Africa Games and the World Student Games. As the University grows, it is expected that the Sport and Recreational facilities will also grow. In the near future, the University expects to provide more playing fields to be utilised by soccer, rugby and hockey, and the construction of a full size athletics track with an all-weather surface. Most exciting of all is the plan to build a Multi-Purpose Sports Centre. This centre will offer indoor facilities which include Squash, a Swimming Pool, a Gymnasium, a weights room and a Multi-Purpose Hall. These facilities will be constructed in phases and over a period of time. Phase 1 incorporates the levelling of additional playing fields. Phase 2, involves the building of the Multi-Purpose Sports Centre and the construction of an Athletics Track, whilst phase 3 includes the construction of more Tennis and Basketball courts Finally, phase 4 will include the development of a swimming complex.

Student Union

Membership and Composition of the Union

Membership of the Student Union is open to all registered full time students of Africa University. The Student Union comprises:

-
- a) The Student Representative Council (SRC) which is the union executive and is subordinate to the Student Union on all matters. The union executive is responsible for the day-to-day administration of the union affairs and the implementation of Students Union Parliament policy decisions and any other union decisions.
 - b) The Student Union Parliament (SUP) which comprises constituency representatives duly elected in terms of the Student Union Constitution is responsible for all policy and decision making on behalf of the Student Union. It is also responsible for periodic reviews of operational and financial reports of the SRC, and investigates any financial matters or irregularities, amendments or justified variations to the Union approved budget and consideration of any recommended constitutional amendments by the union.
 - c) The Student Union Electoral Committee is composed of two representatives each elected by each Faculty at the start of each academic year at a meeting of all class representatives of each Faculty. The Electoral Committee is responsible for all electoral matters as well as the administration, control, conduct, processing and any adjudication in respect of union elections or referenda.
 - d) The Student Union, sitting in a General Meeting, is the supreme decision making body with ultimate power over all union affairs, including but not limited to union constitution, union budgets, union finances and union leadership.

The Aims and Objectives of the AU Student Union

- a) To provide for representation of students in matters that affect their interests, both as individuals and as a body.
- b) To facilitate the development of cultural, political, religious, scientific, artistic, social and intellectual endeavours.
- c) To enable its members to form, organize and operate clubs and societies for such purposes as are mentioned in (b) above.
- d) To provide systematic channels of communication between the student body and University authorities and the people of Africa in general.
- e) To inculcate the love for peace, harmony, unity, democracy and progress, the elimination of racism, corruption, tribalism, regionalism, nepotism, neo-colonialism, and imperialism from the University and the continent of Africa.
- f) To promote and maintain the co-operation of its members with other students within Africa and elsewhere, through exchange of information.
- g) To affirm the church relatedness of the University by promoting religious and spiritual formations..
- h) To promote the integration, fusion and peaceful co-existence of the diverse African cultures among students of the University
- i) To contribute to debates on African issues.

Entertainment

The University allows for and offers various forms of entertainment to students. Halls of residence are equipped with televisions and videocassette recorders for student use. The Students' Union building has a digital satellite receiver, which allows students to watch international programmes. The Student Union building also houses various indoor games such as darts and table tennis. From time to time students hire music groups and bands to perform on campus. The University also provides some instruments for students to use. The University has marimbas and a full set of electric guitars and drums for a band. Students arrange performances to entertain themselves and others in the process. Students also find entertainment through activities such as beauty and modeling contests. They hold these either on campus or in halls in the nearby City of Mutare. Barbeque parties are quite popular with students and are often conducted within the precincts of the Student Union building. Cultural activities such as dances are organised by students and form exciting entertainment and opportunities to learn about each other on such occasions as Africa Day. Cultural exchange activities bring students of various nationalities together in choreographing and presentations of integrated performances. They nurture cooperation and collegiality among students of different cultural backgrounds, and offer entertainment and co-curricular education to students, staff and members of the public.

Student Clubs

Various clubs and societies of a sporting, cultural or social nature are set up under the auspices of the Student Union. The formation of these organizations depends on the initiative of students. Any student can think of a club or society, which he or she can start and mobilise for membership within the student body. The club will have to work within rules drawn up by the Student Representative Council for it to be recognised and be affiliated to the Council.

Africa University Choir

The Africa University Choir is a select group of international singers who perform sacred and secular choral music covering the Western and African repertoire of varying periods to the contemporary compositions. Interested persons from all Faculties are free to join. Music students in particular are encouraged to participate for their performance growth. There are no prerequisites. The choir is seen as a forum for developing future music leaders in our churches and communities. The choir participates in the weekly chapel services in addition to invitations throughout Zimbabwe and internationally. The choir carries out an annual tour of the United States of America, which is organised by the General Board of Higher Education and Ministry in Nashville, USA. The tours have been going on since 1996. The purpose of the tours to the USA is for raising funds in order to contribute to the sustenance of the University.

DISCIPLINE REGULATIONS

Preamble

The community of Africa University is united by the goals of inquiry and education. Faculty, administration and students are partners in an enterprise aimed at the enhancement of knowledge and the growth of the individual. All members of this community have both rights and responsibilities and are expected to observe the rules required to maintain order in the University. Each member must respect the rights of others and make responsible contributions to the common life. The University, in turn, dedicates itself to the support and encouragement of a collegial community.

Authority

The conduct of all students is subject to the control of all members of the academic and senior administrative staff, the warden, and assistant wardens. A student shall obey all lawful instructions by any of those persons concerning conduct, including an order to proceed immediately to, and remain at the place of residence, which is given by any one of these officers. In addition, every member of the academic staff has the right to exclude from class any student guilty of misconduct or insubordination during class. If the exclusion is for more than one lecture period or other class meetings it shall be reported to the administrator of the academic area concerned, who may confirm or vary the order of exclusion. If the order of exclusion is for more than two weeks, it shall be reported by the administrator of the academic area who may confirm or vary the order, or refer the matter to some other office or board.

Disciplinary Rules

Every student is bound by all University Rules, Hall of Residence Rules, Library Rules, Sport and Recreation Rules, Academic Rules or any other rules laid down by the University authorities or staff in addition to these disciplinary rules.

Rules and Offences

Every student shall be required to abide by all the following rules and any act or omission in contravention of any of these rules shall be an offence punishable in terms of these rules or other policies of the University. Students are subject to disciplinary action when individually or as members of a group they violate University policy, rules or regulations including but not limited to the following:

- damaging, destroying, defacing, littering or stealing any property of the University;
- obstructing or disrupting of teaching, administration, University activities or other authorised activities on University premises;
- engaging in conduct hazardous to health, safety, or well being of members of staff and guests or members of the public at the University or during a University sponsored activity;
- Unlawfully threatening or physically abusing, or assaulting or harassing anyone on University premises or at University sponsored functions;

- Unauthorized entry or use of University facilities or possession or use of University premises;
- Disorderly conduct, lewd, indecent or obscene conduct or expression as well as drunkenness of any kind on University premises or during a University sponsored or supervised activity;
- Use, attempted use or possess fireworks, firearms, explosives or other dangerous weapons on University premises or during a University activity;
- commit any criminal offence in contravention of the statutory and common laws of Zimbabwe, whilst on University premises or participating in any University activity;
- Disobedience or failure to comply with lawful instruction or directive by the Vice Chancellor, Registrar, Bursar, Dean or any other senior University official;
- Misuse, theft or embezzlement of funds or property of the Students Union, Students Society, club or organisation or any person, persons or organisation forming part of the University community or related or linked to the University;
- failure to follow proper channels when raising grievances, engaging in strike, boycott, or stay away of any sort including demonstration, violence- including threatening another student to induce his/her participation and writing or causing to be written and published threats, insults or any other material which will or is likely to cause or fuel unrest or disturbances at the University or among University students;
- Treat disciplinary officers and Disciplinary Committee with contempt and this shall include but not be limited to:
 - a. disruption or attempted disruption of any disciplinary hearing;
 - b. failure without just cause to attend the proceedings of any disciplinary committee hearing
 - C. giving false or inaccurate evidence at or in connection with an inquiry;
 - d. refusal to co-operate or withholding information requested by a disciplinary officer or other officer of the University in connection with any disciplinary proceedings;
 - e. interference with, threatening or intimidating any person who is or may be a witness at a disciplinary hearing; and
 - f. refuse, fail or neglect to comply with any order or directive made by any disciplinary committee or it's appointed officer;
- smoking in any part of the University premises where smoking is prohibited expressly in rules or by notice;
- Knowingly contravene, ignore or defy a duly enacted resolution of a duly authorised Students Representative Council that imposes a duty of compliance upon any student or student organisation or member of such organisation;
- Refusal, neglect or failure to produce a student identity card upon lawful request by any member of staff;
- behaving in a noisy or riotous manner or in such a way as to be a nuisance to other students or any member of staff, any guest or any part of the University community whilst on University owned or controlled premises or during a University activity;
- improper or unauthorised use of the name of the University in any way whatsoever

- .use or display the armorial bearings of the University without written permission of the Registrar or other Senior Officer of the University;
- behaving in any manner as does or is likely to bring discredit and disrepute upon the University or tarnish the image of the University whether at the University or outside;
- making false declaration to the University or any of its officers orally or in a document or form signed by a student;
- contravene or disregard any traffic rules of the University or the Zimbabwe national traffic laws whilst on the University campus or its immediate vicinity;
- contravene residence rules of any hall of residence at the University or other premises under University control;
- Failure to maintain good standards of personal and general hygiene.
- harassing, hazing, bullying or any form of persecution of any student or staff member and subjecting anyone to ridicule, insults or mockery; and
- failure to be punctual, or absenting oneself from lectures or tutorials without authority.

Academic Discipline

Without limitation to the powers of the Disciplinary Committee, all academic matters including matters of academic integrity and plagiarism shall be dealt with by the Dean of the Faculty who shall have the power to impose an appropriate penalty in cases of minor breaches of discipline.

Where the academic matters complained about warrant suspension, dismissal or cancellation of degree results, the Dean of the Faculty shall refer the proceedings to the Senate for either confirmation or a fresh hearing as may be deemed appropriate by Senate. The decision of the Dean of a Faculty or the Senate is final unless the penalty imposed is suspension, dismissal or cancellation of degree, in which case the student shall have the right of appeal to the Senate within 30 days of the decision. The Senate's decision shall be final. The Dean of a Faculty shall have the power to refer any matter to the Dean of Students or the Disciplinary Committee whose decision shall be final unless the penalty is suspension, dismissal or results in the cancellation of degree, in which case the student shall have the right to appeal to the Senate when the matter involves academic discipline or directly to the Vice Chancellor in all other cases. It shall be an offence for any student to commit academic dishonesty of any kind and further without limitation, this shall include:

- a. the introduction, or attempted introduction into an examination room of any book, note, document or instrument, the use of which is not authorized by the examiner or the Examinations Officer;
- b. the removal or attempted removal from an examination room of any examination book or writing paper supplied by the University for the purpose of answering questions;
- c. the communication or attempted communication of any information relating to an examination to any candidate while the examination is in progress;
- d. the use of a false name or identity number in an examination;

- e. the submission for examination of any written matter or project which has been copied, reproduced or extracted, in whole or in part, from the work of another student or some other person;
- f. plagiarism on an assigned paper, theme, report, or other material submitted to meet course requirements.
- g. the commission of any other fraudulent, deceitful or dishonest practice whereby any student, while being examined by the University, seeks to mislead or deceive the examiner or the Examinations Officer.

NB A Note on Plagiarism: Plagiarism is defined as incorporating into one's own work the work of another without properly indicating that source. One very important point that students should realize is that an act of plagiarism may include some degree of premeditation or it may be the result of carelessness or ignorance of acceptable forms for citation; the act of plagiarism in any case is an offence. Students, therefore, must be conscious of their responsibilities to learn to discern what is included in plagiarism and must know and practise the specifications for citations in scholarly work.

Student Disciplinary Committee

The Student Disciplinary Committee in which the students are represented handles student disciplinary matters other than those of academic discipline.

The Dean of Students is the chief disciplinary officer of the University and has the following powers:

- a. dealing with all disciplinary matters except those where upon being found guilty the penalty will be dismissal or suspension;
- b. taking such interim action against any student as the Dean of Students may consider desirable in any case of apparent breach of discipline or misconduct by such student, whether on or off the University premises. In the exercise of this power, the Dean of Students may suspend the student from attendance of classes and from participation in any other activities of the University pending final decision in the matter, provided that in that event the Dean of Students shall proceed to obtain final decision on the apparent breach of discipline or misconduct as soon as reasonably possible and practical; and
- c. delegating all or any of his powers in connection with student discipline to another designated officer.

**FACULTY OF AGRICULTURE
AND NATURAL RESOURCES
(FANR)**

Background

The Faculty of Agriculture and Natural Resources was established in 1992 as one of the first two Faculties. At its inception, the Faculty was offering a four year Bachelor Science in Agriculture and Natural Resources degree. After a curriculum review the degree was restructured to a 3 year programme with majors in crop production, horticulture, animal production, agribusiness, wildlife management and irrigation and water management. The Africa University Bachelor of Science degree (B.Sc.) in Agriculture and Natural Resources is a unique blend of theory, practical training and exposure to continental issues. The programme prepares young women and men for careers and contributions in agricultural production, processing, marketing, policy, management, teaching, research, development and service. In response to the growing challenges of environmental degradation and food security, the faculty has introduced a BSc Programme in Natural Resources Management. The new degree programme prepares young women and men for careers and contributions in **Environmental Management, Wildlife, Forestry and Fisheries Management**. The first graduate programs were introduced in 2001. The Faculty started with the Master of Science (M.Sc.) in Crop Production and Master of Philosophy (M.Phil.) degrees.

Mission Statement

The Faculty of Agriculture and Natural Resources at Africa University seeks to promote a holistic approach to life and recognise the sacredness of our environment. It intends to achieve this by establishing a dynamic community of learning committed to teaching, research and outreach by addressing the challenges of food production to meet the nutritional requirements of Africa and encouraging income generation to improve the quality of life of current and future generations through improved agricultural practices and the sustainable management of natural resources.

Goals

- To prepare men and women for careers and contributions in agricultural production, processing, marketing, policy, management, teaching, research, development and service.
- To bring its expertise to bear on rural and urban development through teaching, research and outreach.
- To create an understanding of a holistic, integrated systems approach to agriculture and related resource management.
- To complement and supplement learning opportunities of students and faculty in universities, colleges and other training institutions.
- To address issues of equity and poverty reduction through actions which affirm the importance of small-scale farmers and other disadvantaged groups, and recognizing gender.
- To produce students who have an appropriate balance between theory and practical application of knowledge and entrepreneurial skills.

- To develop a training process which will produce moral and ethical graduates who possess a willingness to respond to the needs and welfare of people.
To contribute to the critical skills gap in natural resources management in Africa through production of graduates with skills in: i) environmental management, and, ii) wildlife, fisheries, forestry and tourism management.

UNDERGRADUATE PROGRAMMES

B.Sc. AGRICULTURE AND NATURAL RESOURCES

The Faculty of Agriculture and Natural Resources offers a 3 Year undergraduate programme leading to the award of either a general or honours Bachelor of Science (B.Sc.) degree in Agriculture and Natural Resources. Areas of specialisation are Agribusiness, Animal Production, Crop Production, Food and Human Nutrition, Horticulture, Irrigation and Water Management, and Natural Resources Management.

Entry Requirements

To be admitted to the Faculty of Agriculture and Natural Resources, candidates must possess:

- a. *Passes with credit in at least five GCE Ordinary Level subjects chosen from each of the following five categories:*
 - i. English Language,
 - ii. Chemistry/Physical Science/Physics with Chemistry/Physics,
 - iii. Biology/Rural Biology/Zoology/Botany/Agriculture,
 - iv. Mathematics/Applied Mathematics/Pure Mathematics/Applied Statistics,
 - v. Environmental Studies/Geography/Economic Geography/Economics/Commerce/Accounts/ French/Portuguese, AND

At least two GCE Advanced Level/High School or equivalent passes chosen from any two of the following three categories;

 - i. Biology/Botany/Zoology/Agriculture,
 - ii. Chemistry (A pass at Advanced Level in Chemistry will normally be an advantage).
 - iii. Physics/Mathematics/Geography/Economics.

With respect to High School, it is expected that a candidate should have spent 13 -14 years of school from Primary.

OR

- b. A Two-Year Diploma (with Credit) in Agriculture after “A” level *or* a Three Year Diploma (with Credit) after “O” level, in related fields (e.g., Horticulture/Wildlife Management/Natural Resources/Fisheries/Forestry/Beekeeping/Animal Health) recognised by Africa University Senate.

NB: The faculty emphasises practical training as an intergral part of all programs offered in the faculty and students will be required to successfully undertake and complete field attachments / internships to quality for the award of a degree.

B.Sc. NATURAL RESOURCES

The B.Sc. in Natural Resources is a three-year program that seeks to respond to the growing challenges of environmental degradation and food security; effects of habitat fragmentation on wildlife and fisheries; effects of agro-chemicals on ecosystems; environmental consequences of tourism, mining, urbanization; desertification and methods of control; Wildlife/protected area design, planning and management; Water resource protection and management; Human population dynamics and land use changes; Environmental impact assessment and sustainable development. The degree programme is designed such that at the end of the first two years students are required to choose specialization courses in **Environmental Management** or **Wildlife and Fisheries Management**.

Undergraduate BSc Agriculture and Natural Resources Curriculum

- 1.1 Students follow a common programme for the first two years and then in the third year students can major in any of the following Options: Agribusiness, Animal Production, Crop Production, Food and Human Nutrition, Horticulture, Irrigation and Water Management, and Natural Resources Management.
- 1.2 To qualify for entry into an Honours programme, a student must have accumulated a CGPA of at least 3.2 by the end of Year II.
- 1.3 All students doing the Honours programme must do a Research Project during year III.
- 1.4 The courses are coded as follows:

Key to the codes

ACP 101

A = Agriculture and Natural Resources Faculty

CP = Crop Production; EC Agribusiness; AS –Animal Science; HC-Horticulture,

AE – Agricultural Engineering; NR –Natural Resources; NE- Environmental Management

1 = Year I Course

01 = Course Number

List of Undergraduate Courses

Year One: Required Courses – BSc Agriculture and Natural Resources

Semester 1

HAS 100 Introduction to African Studies, HCS 101 Communication Skills I. HIT 100 Introduction to Information Technology, HESL 111 English as a Second Language I or HFR 111 French for Beginners I or HPO 111 Portuguese for Beginners I, ACP 101 Introduction to Soil Science, AAE 101 Introduction to Agricultural Engineering, ACP 103 Practical Agriculture I, ACP 206 Ecology; AAS 101 Anatomy and Physiology of Farm Animals.

Semester 2

HESL 112 English as a Second Language II or HFR 112 French for Beginners II or HPO 112 Portuguese for Beginners II, AEC102 Communication Skills for Agriculture and Natural Sciences, AEC 101 Introduction to Agricultural Economics, AAS 201 Agricultural Biochemistry, ACP 102 Agricultural Botany and Plant Physiology, ACP 104 Practical Agriculture II. *10 weeks Attachment during long vacation.*

Year Two – Semester 1 – Required Courses BSc Agriculture and Natural Resources

TEV 200 Ethics and Christian Values, MAC 101 Foundations of Accounting I, AAS 201 Animal Production, ACP 201 Crop Physiology, ACP 202 Biometry, ACP 207 Genetics and Biotechnology, AAE 201 Farm Power and Machinery

Year Two - Semester 2- Crop Production, Horticulture, and Irrigation and Water Management Options

AEC 301 Farm Management and Farm Planning, AEC 201 Introduction to Agribusiness Management, ACP 203 Principles of Crop Production, ANR 201 Environmental Science and Pollution. ACP 209 Soil Fertility and Plant Nutrition, ACP 204 Research Methods, AHC 301 Introduction to Horticulture. *10 weeks Attachment during long vacation.*

Year Two – Semester 2-Animal production Option

AEC 301 Farm Management and Farm Planning, AEC 201 Introduction to Agribusiness Management, ACP 203 Principles of Crop Production, ANR 201 Environmental Science and Pollution. AAS 304 Pasture and Range Management, AAS203 Principles and Techniques of Wildlife Management, ACP 204 Research Methods, *10 weeks Attachment during long vacation.*

Year Two – Semester 2-Agribusiness Option

AEC 301 Farm Management and Farm Planning, AEC 201 Introduction to Agribusiness Management, MAC102 Foundations of Accounting II, MKT 102 Principles of Marketing, ACP 203 Principles of Crop Production, ANR 201 Environmental Science and Pollution, ACP 204 Research Methods. *10 weeks Attachment during long vacation.*

Year Three Crop Production Option

Semester 1

AAE 302 Irrigation Water Management, AEC 302 Project Appraisal and evaluation, ACP 303 Entomology, ACP 302 Soil Biology, ACP 305 Plant Breeding Methods and Biotechnology, ACP208 Weed Science, ACP 307 Field Crop Production

Semester 2:

AAE 301 Agricultural Processing and Technology, MMS401 Entrepreneurship and Small Business Development, ACP 304 Plant Pathology, ACP 306 Seed Science and Technology, AEC202 Agricultural Education and Extension, ACP308 Agroforestry, ACP 300 Research Project.

Year Three Horticulture Option

Semester 1:

AAE 302 Irrigation Water Management , AEC 302 Project Appraisal and Evaluation, ACP 303 Entomology, ACP 305 Plant Breeding Methods and Biotechnology, AHC 302 Vegetable Production, AHC 303 Harvesting and Postharvest Techniques, AHC 304 Fruit Production, ACP208 Weed Science.

Semester 2: AAE 301 Agricultural Processing and Technology, MMS401 Entrepreneurship and Small Business Development, ACP 304 Plant Pathology, ACP 306 Seed Science and Technology, AHC 305 Floriculture and Principles of Landscaping, AEC202 Agricultural Education and Extension, AHC 300 Research Project.

Year Three Animal Production Option

Semester 1:

AEC 302 Project Appraisal and Evaluation, AWL 304 Freshwater Ecology and Fisheries Management, AAS 302 Ruminant Animal Production, AAS 303 Non-Ruminant Animal Production, AAS 301 Applied Animal Nutrition, AAS 305 Animal Health, AAE 202 Farm Structures and Buildings

Semester 2:

AAE301 Agricultural Processing and Technology, MMS401 Entrepreneurship and Small Business Development, AAS 306 Animal Breeding, AAS 307 Dairy Management, AWL309 Principles of Aquaculture, AEC202 Agricultural Education and Extension, ACP 308 Agroforestry, AAS 300 Research Project.

Year Three Agribusiness Option

Semester 1:

AEC 308 Project Appraisal and Evaluation, AEC 304 Production Economics MAC 204 Business Finance, AEC 302 Agricultural marketing, AEC 309 Agricultural policy analysis, ANR 305 Environmental Impact Assessment, AHC 303 Harvesting and Postharvest Techniques.

Semester 2:

AAE301 Agricultural Processing and Technology, MMS 401 Entrepreneurship and Small Business Development, MMS302 Human Resources and Industrial Relations Management, MMS201 Organisational Behaviour, AEC 304 Econometrics, AEC 305 Agribusiness strategy, AEC202 Agricultural Education and Extension, AEC 300 Research Project.

Year Three Irrigation and Water Management Option

Semester 1:

AEC 302 Project Appraisal and Evaluation, AAE302 Irrigation water management, AAE 303 Fluid Mechanics, AAE 304 Hydrology, AAE 305 Introduction to Land Surveying, ANR 305 Environmental Impact Assessment, AAE 306 Engineering Drawing.

Semester 2:

AAE 301 Agricultural Processing and Technology, MMS 401 Entrepreneurship and Small business development, AAE 307 irrigation Systems design, AAE 308 Environmental engineering, ANR304 GIS, AEC202 Agricultural Education and Extension , AAE 300 Research Project.

BSc Natural Resources

Year One – Semester 1 - Required Courses – BSc Natural Resources

HESL 111 or HPO 111 or HFR 111, HCS101: Communication Skills I, HAS 100 Introduction to Africa Studies, ACP206: Ecology, ACP101: Introduction to Soil Science, AAS201: Agricultural Biochemistry.

Year One – Semester 2 - Required Courses – BSc Natural Resources

HESL 112 or HPO 112 or HFR 112, AEC102: Communication Skills in Agriculture and Natural Sciences, HIT100: Introduction to Information Technology, ACP102: Botany and Plant Physiology, AEC101: Introduction to Agricultural Economics, ANE 101: Principles of Environmental Planning and Management, ANR 101: Field Practice in Environmental Conservation I – (First Industrial Attachment (10 weeks)).

Year 2 – Semester 1 – Required Courses - B.Sc Natural Resources

TEV 200 Ethics and Christian Values, ACP 202 Biometry, Mac 101 Foundations of Accounting I, AAS203 Principles and Techniques of Wildlife Management, ANE 201 Tourism and Environment, ANE204 Management of Solid and Hazardous Waste, ANE 206 Energy and Environmental Pollution

Year 2 – Semester 2 – Wildlife and Fisheries Mgt Option

ANR 201 Environmental Science and Pollution, ACP204 Research Methods, AAS304 Pasture and Range Management, ANR 203: Plant and Animal Resources of Africa,

AEC301 Farm Planning and Management, ANE 208 Community Development, ANE 207 Biotechnology and the Environment, ANR 205 Field Practice in Environmental Conservation **II** (Second Industrial Attachment 10 weeks).

Year 2 – Semester 2 - Environmental Management Option -

ANR 201 Environmental Science and Pollution, ACP204 Research Methods, ANE 203 Urban Environment and Rural-Urban Linkages, ANE205 Disaster Preparedness, Management and Mitigation, ANE 208 Community Development, ANE 207 Biotechnology and the Environment, ANR 205 Field Practice in Environmental Conservation **II** (Second Industrial Attachment 10 weeks).

Year 3 – Semester 1 - Wildlife and Fisheries Management Option

AWL 304: Freshwater Ecology and Fisheries Management, AWL 308: Wildlife Ecology and Management, ANR305 Environmental Impact Assessment, ANR302 Conservation Biology, ANR 303 Surveying and Remote Sensing, AAE 304 Hydrology, AEC 308 Project Appraisal and Evaluation

Year 3 – Semester 2 - Wildlife and Fisheries Management Option

ANR304 Geographic Information Systems, ANR 309 Environmental and Natural Resource Economics, AWL305 Ecotourism and Hospitality management, AWL309 Principles of Aquaculture, AFR301: Forestry Resources and Management , ACP308 Agroforestry, MMS401 Entrepreneurship and Small Business Development, ANR 300 Research Project.

Year 3 – Semester 1 - Environmental Management Option

ANR305 Environmental Impact Assessment, ANR 303 Surveying and Remote Sensing, ANE 301 Environmental and Ecological Rehabilitation, ANE 303 Management of Drainage Basins and Water Resources, ANR302 Conservation Biology, ANR 306 Community-Based Natural Resources Management, AEC 308 Project Appraisal and Evaluation.

Year 3 – Semester 2 - Environmental Management Option

ANR 304 Geographical Information Systems, ANR 309 Environmental Economics and Natural Resource ANE 304 Environmental Policy and Resource Management, AWL305 Ecotourism and Hospitality Management, AWL307 Principles of Aquaculture, ACP308 Agroforestry, MMS401 Entrepreneurship and Small Business Development, ANE 300 Research project.

DESCRIPTION OF UNDERGRADUATE COURSES

ACP 101 Introduction to Soil Science (3 Credit hours)

The course covers: Soil formation; Physical properties of soils; Mineralogy of soils. Soil Water relations. Soil air and temperature. Soil organic matter. Chemical properties of soils. Plant mineral nutrition. Management of fertility. Soil pH. Soil classification. Soil surveys. Management of saline and sodic soils.

ACP 102 Agricultural Botany and Plant Physiology (2.5 Credit hours)

The course covers; Taxonomy, Plant morphology, Floral morphology. Floral diagrams and formulae. Flower induction. Pollination, fertilization and seed formation. Types of fruits and placentation. Plant growth regulators: their nature and function, and introduction to their use in crop protection and production.

ACP 103 Practical Agriculture I (1 Credit hour)

The course is instructional and equips students with practical knowledge and hands-on skills on: Usage of agricultural equipment and its calibration, Land tillage techniques, Management of crop pests and diseases, Livestock system operations, Crop production, Wildlife and Fishery production systems, Horticultural production systems, and Food processing and preservation techniques, farm budgeting systems

ACP 104 Practical Agriculture II (1 Credit hour)

ACP 103 is a requisite course. ACP 104 is an instructional course, continuing on equipping students with practical knowledge and hands-on skills covering those activities not covered during the ACP 103 course.

AAE 101 Introduction to Agricultural Engineering (2.5 Credit hours)

Course introduces students to application of Engineering to Agriculture; Engineering concepts; properties of agriculture systems; analysis of systems using conservation of mass, conservation of energy and the laws of motion; fluid systems; analysis of fluid systems using continuity and Bernoulli Equations.

AAS 101 Anatomy and Physiology of Farm Animals (2.5 Credit hours)

The course deals with: Histology, morphology and function of various vertebrate tissues. Comparative physiology of circulatory, respiratory, urinary and digestive systems. Adaptation in farm animals. Physiology of reproduction and elements of embryology in farm animals.

AAS 102 Agricultural and Environmental Microbiology (2 Credit hours)

Basic units of living systems; classification of microorganism; structure, reproduction, growth; Nutrition and metabolism in microorganisms. Environmental microbiology; Sewage and waste water microbiology, Agricultural microbiology; rumen microbes,

N-fixation-soil dynamics, Microbes in animal health, Food and industrial microbiology; Food production and preservation, Medical microbiology and food poisoning.

AEC 101 Introduction to Agricultural Economics (2 Credit hours)

The course introduces students to Economic systems and Organization; Theory of supply and demand, market equilibrium, Microeconomics, Macroeconomics, The consumption, investment and saving functions, The International Economy, Monetary and fiscal policies, Employment and growth policies, The role of Agricultural industry in the national economy.

AEC102 Communication Skills in Agriculture and Natural Sciences (3 Credit hours)

Thinking and writing skills in Agriculture and Natural sciences; Inductive and deductive reasoning, the argumentative essay. Process writing techniques in Agriculture and Natural resources (drafting, re-writing and editing). Writing Agriculture research papers and proposals: planning, foot-notes, bibliography, etc. Agribusiness communication: letters, interviewing, taking minutes, writing curriculum vitae, preparing for interview, administering an interview. Theories of the agriculture project proposals and scientific publications.

AFN 101 Introduction to Food Science and Nutrition (2 Credit hours)

Nutrition, health and agriculture; carbohydrates, proteins, fats, minerals and vitamins in human nutrition. Alcohol and toxic compounds. Classification of food compounds. Anti-nutrients in foods; Processing and biotechnology in food production; Nutritional disorders; food security.

ANE 101 Principles of Environmental Planning and Management (2.5 Credit hours).

Concepts of environment, sustainable development, planning and management. Genesis and evolution of environmental protection movements. Types of theories in environmental planning and management. Designating environmental problems of planning regions.

ANR101 Field Practice in Environmental Conservation I (2 Credit hours)

Students will be attached to various Governments, NGOs and Private Wildlife, Fisheries, Tourism and Environmental agencies / areas, where they will be required to follow, listen, and observe and participate in various natural resources and environmental conservation activities and tasks.

ACP 201 Crop Physiology (2.5 Credit hours)

Course deals with: Physiological basis of crop yields; Crop plants in relation to the environment. Growth analysis; Factors affecting crop growth, Blackman's concept,

Mitoshcherlich's yield equation. Light interception. Growth and nutrient responses. Plant population studies, plant competition. Crop growth modelling.

ACP 202 Biometry (3 Credit hours)

The course deals with: Data collection and summarisation. Descriptive statistics. Normal, standard normal, binomial and Poisson distributions. Probability and applications. Central limit theorem. Hypothesis testing: t-tests and chi square tests. Design and analyses of experiments. Treatment comparisons. Linear regression and correlation.

ACP 203 Principles of Crop Production (2.5 Credit hours)

The course covers: Cropping systems and crop distribution in Africa; Subsistence farming systems. Main agronomic practices relating to crop production systems such as tillage, planting and transplanting, mulching, fertilizing and manuring, weed control, pruning, pest control, harvesting and processing, cropping pattern, cropping intensity and crop rotation.

ACP 204 Research Methods (2 Credit hours)

Course exposes students to Research proposal formulation, Methods of collecting data; Questionnaire formulation and interviewing techniques. Sampling procedures for formal surveys, organization and implementation of the survey. Experimental designs. Data quality control, analyses and interpretation. Statistical software: SPSS/SAS/MSTAT/GENSTAT.

ACP 205 Practical Agriculture III (1 Credit hour)

The ACP 104 is prerequisite to ACP 205. The focus will be on developing farm or specific enterprise case studies, financial appraisal of farms, production processes and farm activities, evaluation with support or participation of commercial banks, developing cost saving strategies for specific enterprises, the use of extension and advisory services as training tools. Provide leadership in problem-solving and in decision-making processes at different agricultural enterprises. Preparation of Field reports.

ACP 206 Ecology (2.5 Credit hours)

The course introduces students to concepts in Applied Ecology, and covers: Biotic and abiotic factors in tropical regions. Energy Flow, Population Ecology, Ecology and Evolution, Ecology and Nature Conservation, Ecosystem Management, Ecology and Public Health Welfare and Human Societies.

ACP207 Genetics and Biotechnology (2.5 Credit hours)

The course covers; Cell division. Mendelian principles. Dominance relations and multiple alleles. Pedigree analysis. Environmental effects and gene expression. Gene

interaction and lethality. Sex determination and sex related inheritance. Gene structure and function. Biotechnology: Gene cloning, recombinant DNA technology and genetically modified organisms.

ACP 208 Weed Science (2.5 Credit hours)

Economic importance of weeds; effects of weeds on crop growth; common weeds of arable lands. Classification, characteristics, adaptations of weeds. Identification of common weeds in Southern Africa. Weed Ecology and management. Weed crop competition. Principles of weed control methods; Herbicides in crop production; Application of herbicides and herbicides resistance. Environmental issues in herbicide uses. Parasitic weeds.

ACP 209 Soil Fertility and Plant Nutrition. (3 Credit hours)

The course builds on ACP 101, and covers: Functions of nutrients in plants, soil reactions, soil organic matter, Macro and micro nutrients, functions, sources, transformation reaction in soil and methods of application, maintenance of soil fertility, soil-plant relations affecting nutrient uptake, fertilizer use and recommendations.

AAE 201 Power and Machinery (2.5 Credit hours)

Emphasis of the course is the mechanisation of agricultural operations. Course covers: Power sources; Tractor construction; Operational features. Internal combustion engine. Farm machinery. Tillage equipment. Equipment for sowing, planting. Equipment for applying fertilizers and manure. Equipment for crop protection. Harvesting and transport equipment. Machinery selection and management.

AAE 202 Farm Structures and Buildings (2.5 Credit hours)

Principles of farmstead planning. Farm buildings; Weather and farm buildings; security from pests; Buildings; livestock production and processing houses; Services to farm buildings; Uses and generation of farm power. Electrical components and basic electrical circuits. Safety; construction technology; Foundation types and uses. Building components, roof types and roofing framing. Footpaths and farm roads. Boundary walls, fencing and cattle grids.

AAS 201 Agricultural Biochemistry (2.5 Credit hours)

The course introduces students to the basic elements of biochemistry and biochemical reactions as they apply to food and nutrition. Components of animal and plant tissues, aspects basic to biochemical reactions, General concepts and design of metabolism, Photosynthetic pathways, Enzymes., Hormone and hormone functions, Vitamins and minerals in metabolic reactions

AAS 202 Animal Production (3 Credit hours)

The course introduces students to principles of livestock production, and covers livestock classes and/or types. Factors limiting production. Rearing systems. Dairy, beef, pig, small ruminants and poultry production. Feeds: composition, analyses and feeding. Breeding. Nutrient requirements. Digestion. Animal product synthesis.

AAS 203 Principles and Techniques of Wildlife Management (2.5 Credit hours)

Wildlife Values, Characteristics of population structure and dynamics; Population ecology; Wildlife and Fisheries habitats and Carrying Capacity; Utilization and economic analysis; Management problems – historical, economic, and sociological framework; Population estimation and analysis; Animal capture and care; Habitat analysis and manipulation; Process and care of wildlife and fish products. Control of populations.

AEC 201 Introduction to Agribusiness Management (2.5 Credit hours)

The course introduces students to financial management applied to agro based enterprises. Legal forms, organisation and management of an agribusiness. Procurement of financial and human resources. Methods of designing, planning and managing agricultural marketing systems. Marketing research. Role of agribusiness in developing economies.

AEC 202 Agricultural Education and Extension (2.5 Credit hours)

The course exposes students to Agricultural extension philosophy and scope of responsibilities. Organisation and administration of agricultural extension systems: comparative extension systems. The communication process. Extension methods. Extension planning and evaluation. Training of extension staff. Farmer training.

ANR 201 Environmental Science and Pollution (2.5 Credit hours)

Course covers: Sustainable development; Urban and Rural Environmental problems; Environmental consequences related to; Mining, Agriculture; Deforestation. Climatic changes. Soil erosion. Desertification. Pollutive effects of agricultural chemicals, domestic and industrial wastes. Acid rain.

ANR 202 Introduction to Natural Resource Management (2.5 Credit hours)

Areas of interest include; Social and Institutional aspects of Integrated Natural Resources Management; interactions of agriculture, forestry, wildlife and fisheries with soil and water; Conservation and Environmental protection; Land capability assessment; Environmental Impact Assessment; Population growth, Wildlife-damage and control methods.

ANR 203 Plant and Animal Resources of Africa (2.5 Credit hours)

Biodiversity; Why we need Wildlife; endangered and extinct species; human causes of species extinction; Wildlife conservation and management; measures to protect

declining biodiversity; vanishing tropical forests, Wildlife re-introductions, Botanical Gardens and Captive breeding programs – role in conservation of endangered species. Wildlife rehabilitation. Wildlife ranching / Game farms as a way of preserving biodiversity in Africa. Major vegetation types and Wildlife Habitats in Southern Africa; Local, regional and global threats to biological diversity in Southern Africa.

ANR204 Ecological Techniques and Environmental Monitoring (2.5 Credit hours)

Project design and data Analysis techniques for Conservation Monitoring, Assessment and Research; Types of Monitoring; Quantitative analysis of forests and grasslands vegetation; Methodology and Application Modified-Whittaker plots; and Gentry Transects; Sampling protocols for terrestrial arthropod including pan and pitfall traps, Malaise traps; Sorting and Identifying Arthropods samples; Biomonitoring; Indices of biotic integrity; Chemical and physical water quality, Aquatic macroinvertebrate sampling protocols, Macroinvertebrate collection, Identification and data processing; Bird Census techniques; Point Counts and Transects; Sampling protocols for small and large mammals; Radio Telemetry, Distance sampling, Use of scats, calls, Hydrobotanical methods, ecological mapping, monitoring and modeling, Remote sensing

ANR205 Field Practice in Environmental Conservation II (2 Credit hours)

The second attachment will give students another opportunity to put into practice the skills they acquired over the first year and second year period of training. During the industrial attachment period students will be required to undertake a research project within the scope of the industrial attachment.

ANE201 Tourism and Environment (2.5 Credit hours)

Growth and development of tourism. Types of Tourism; nature tourism and ecotourism. Tourism resources: Wildlife, coastal, cultural and historical sites. Socio-economic and environmental impact of tourism activities on the environment. Environment and wildlife conservation policies and prices. Community participation in conservation and tourism. The role of governmental, non governmental organizations and international agencies on tourism development and the environment.

ANE 203 Urban Environment and Rural-Urban Linkages (2.5 Credit hours)

Urban growth and urban structure. Concepts and theories of urbanization: population composition and structure in urban areas. Physical setting. Housing, transport, electricity, etc. Socio-economic setting. Public services, water, health, education, market, trade and waste disposal. Employment: The formal and informal sectors. Urban agriculture. Urban-rural linkages: migration, national urban policy. Management of environmental issues in urban areas. The future and growth of urban centers in Zimbabwe, Sub-Saharan Africa.

ANE 204 Management of Solid and Hazardous Wastes (2.5 Credit hours)

Origin, collection, transportation and disposal or storage of solid and hazardous chemicals; resource recovery; waste and health; administrative and legal aspects; transfrontier transport, enforcement of waste management regulations. Students to visit rubbish dumps to observe the transportation of urban solid waste, sorting, and among other processes.

ANE 205 Disaster Preparedness, Management and Mitigation (2.5 Credit hours)

Planning for managing disasters. Types of disasters; famine, floods, earthquakes and wars. Global historical perspectives on monitoring techniques and remote sensing and international and national disaster preparedness. National machinery. Actors. Perceptions of victims and relief agencies. Reconstruction. Selected case studies.

ANE 206 Energy and Environmental Pollution (2.5 Credit hours)

Global energy, renewable and non-renewable sources of energy; hydroelectric power, solar, biomass, etc; environmental consequences of overuse of fossil fuels, energy conservation strategies, technology and problems; problems of shortages and high cost of fossil fuel in Southern Africa in relation to dev efforts, alternative energy sources.

ANE 207 Biotechnology and the Environment (2.5 Credit hours)

Introduction to biotechnology; applications of biotechnology to living organism and industrial processes, food and energy production. Modern concepts of gene; enhancer, promoter and structure part. Gene manipulation techniques (genetic engineering) for increased agricultural production and improved animal and human health.: genomic and DNA libraries. Antibodies and hydridoma techniques. Disease and diagnostics, treatment and pathogen monitoring. Microbial ecology: Biogeochemical cycles, agro bacterium / Rhizobium plant interacts. Biodegradation of organic compounds, engineering microbes for environmental management. Environmental implications of biotechnology; release of genetically modified organisms (GMOs) into the environment.

ANE 208 Community Development (2 Credit hours)

This course explores what it means for a society to develop in the light of material, economic and political, social and cultural factors. Development trends highlight historical and contemporary socio-economic and social change perspectives, macro and micro economic policies, entrepreneurship, and technological change, education as an economic and change agent; social change and innovation. Research strategies and practical approaches related to rural development; assessment of the successes and failures in attempts to bring development to rural communities. Community-

based natural resource enterprises and rural development. NGOs, Community development and environment.

ACP 300 Research Project (3 Credit hours)

Undertake independent studies in any branch of Crop or Soil Science, and summarize results in a dissertation. Dissertation is examined in final year, but preparation starts during second year by developing suitable topics and preliminary literature search. During final year, student devotes 90 hours in data collection and/or experimentation, data analyses and dissertation write-up, for submission before the start of formal FINAL University examinations, and may be required to appear for an oral examination.

ACP 301 Soil and Fertility Management (2.5 Credit hours)

The course builds on ACP 209, and covers; Factors affecting soil fertility and productivity. Fertilizers and manures: types, applications economics, reactions with the soil. Maintenance of soil fertility. Soil - plant relations. Nutrient elements functions and requirements of different crops. Plant nutrient analysis. Design of fertilizer trials.

ACP 302 Soil Biology (2.5 Credit hours)

Course introduces students to; Soil micro biology and Fauna, and covers: rhizosphere soil population, effects of soil conditions and management on soil micro organisms. Techniques of studying soil micro organisms. Formation of soil organic matter. Biochemical properties of soil organic matter. Solid nitrogen fixation. Biological fertilizers. Microbial reclamation of contaminated soils.

ACP 303 Entomology (3 Credit hours)

Course exposes students to; Biology of invertebrate pests, and covers; morphology of insects, mites with special reference to structures used in identification. Characteristics of major insect orders and families. Internal anatomy. Ecology, physiology and behaviour. Biology of selected crop pests in relation to control. Insect Pest Management.

ACP 304 Plant Pathology (3 Credit hours)

The course exposes students to; Fungal diseases; symptoms and methods of control. Viruses infecting plants: composition, structure, transmission, strains and geographical distribution; diagnosis and symptoms; serology and serological tests, indexing and viral disease control. Plant pathogenic and parasitic bacteria, control of bacterial diseases. Nematology.

ACP 305 Plant Breeding Methods and Biotechnology (3 Credit hours)

The role of plant breeding. Genetic concepts. Genetic diversity of crop plants. Systems of pollination control and their applications. Breeding objectives. Breeding methods

for self and cross-pollinated crops. Inbreeding depression and heterosis. Biotechnology as a tool in plant breeding - progress, problems and prospects.

ACP 306 Seed Science and Technology (2.5 Credit hours)

Areas of to cover include; Gamete formation, fertilization and seed development. Seed structure, germination, vigour, dormancy and longevity. Formal and informal seed systems. Components of a seed industry. Certified and quality declared seed. Management and technical considerations in seed production. Tests for purity, germination capacity and vigour.

ACP 307 Field Crop Production (2.5 Credit hours)

The course builds on ACP 203, and covers; Classification, importance, growth and development of selected groups of annual field crops. Regional and national potential and limitations to production. Yield and yield components. The agronomy of cereals, oilseed crops, fibre crops, root and tuber crops, legumes and tobacco.

ACP 308 Agroforestry (2 Credit hours)

Land use systems related to agroforestry. Role of trees in soil productivity and conservation. Soil productivity and management in agroforestry. Ecosystem structure and functioning interactions relevant to agroforestry. Multi purpose tree species. Case studies of different agroforestry systems.

AHC 300 Research Project (3 Credit hours)

Undertake independent studies in any branch of Horticulture, and summarize results in a dissertation. Dissertation is examined in final year, but preparation starts during second year by developing suitable topics and preliminary literature search. During final year, student devotes 90 hours in data collection and/or experimentation, data analyses and dissertation write-up, for submission before the start of formal FINAL University examinations, and may be required to appear for an oral examination.

AHC 301 Introduction to Horticulture (2.5 Credit hours)

Definition and importance of horticulture. Horticultural classification. Factors influencing horticultural production. Nursery management. Sexual and asexual methods of propagation. Pruning and training of horticultural crops. Plant growth substances and their applications. Harvesting and post harvesting handling and marketing.

AHC 302 Vegetable Production (2 Credit hours)

Classification of vegetable crops, importance and types of vegetables grown in the region. Vegetable management and production methods and seed technology, with examples from solanaceous, leguminous, cole, bulb, vine, leaf and root vegetable crops. Miscellaneous vegetables (indigenous and introduced).

AHC 303 Harvesting and Post-harvest Technology (3 Credit hours)

Post harvest behaviour of fruit and vegetables; ripening process. Maturity determination of horticultural plants and plant products. The nature, evaluation and control of physiological changes. Methods of harvesting and storage including refrigeration, controlled atmosphere, hypobaric, radiation storage and the common methods in the region.

AHC 304 Fruit Production (2.5 Credit hours)

Principles of fruit crop establishment. Intercropping with other crops. Development and diversification of fruit production. Production of tropical, subtropical and temperate fruits of economic importance to the region: citrus, banana, mango, pineapple, grape, avocado, papaya, peach, apple, pear, plum and under exploited minor fruit species.

AHC 305 Floriculture and Principles of Landscaping (3 Credit hours)

The course covers: Cut flower production: Improvement, botany, ecological requirements, propagation, cultural practices and marketing. Introduction to landscape planning. Plant materials design and functional use. Ornamental plants: identification, systematics, adaptability, production, use and care for landscape and interior decoration.

AAE 300 Research Project (3 Credit hours)

Undertake independent studies in any branch of Agricultural Engineering, and summarize results in a dissertation. Dissertation is examined in final year, but preparation starts during second year by developing suitable topics and preliminary literature search. During final year, student devotes 90 hours in data collection and/or experimentation, data analyses and dissertation write-up, for submission before the start of formal FINAL University examinations, and may be required to appear for an oral examination.

AAE 301 Agricultural Processing and Technology (2.5 Credit hours)

Overview on food processing and technology; importance of properties of agricultural materials in processing. Principles of food preservation storage. Unit operation in food processing. Food additives. Quality control. Packaging. Hygiene and waste disposal. Nutrition policy and dietary habits.

AAE 302 Irrigation and Water Management (2.5 Credit hours)

Course covers; Water resources; Hydrological cycle; Measurement of precipitation, runoff, estimation of surface runoff and yield. Evapotranspiration: methods of estimating Evapotranspiration, crop factors. Soil erosion; raindrop, rill, gully erosion.

rainfall erosivity. Soil erodibility. Soil loss prediction. Strategies for soil conservation; erosion control by mechanical means and agronomic methods.

AAE 303 Fluid Mechanics (3 Credit hours)

The course deals with basic properties of fluids. Hydrostatics. Principles of fluids in motion. Flow in pipes. Flow in channels. Froude number, hydraulic jump. Hydraulic structures: water level and discharge control sluice gates, weirs and flumes. Pumps: types, principles of operation, operating characteristics, Cavitation.

AAE 304 Hydrology (2.5 Credit hours)

Course covers: Elementary meteorology, rainfall, and evaporation. Hydrological cycle. Statistical concepts. Thiessen polygons, isohyets, depth area relationships. Run off: Measurement, estimation and analysis. Infiltration. Ground water, occurrence, porosity, permeability, aquifers, flow lines and equi-potentials. Evaporation and transpiration.

AAE 305 Introduction to Land Surveying (3 Credit hours)

The course deals with: Topographic surveys, maps and plans, chain surveying, leveling, theodolite and use, optical distance measurement, tacheometry, sectioning, areas and volumes, setting out. Aerial photos: Interpretation, land use planning. Social surveys. Elementary sampling methods.

AAE 306 Engineering Drawing (3 Credit hours)

The course covers: Principles of engineering drawing and sketching. Pictorial representation, isometric, oblique and perspective. Simple geometric construction, orthographic projection, sections: dimensioning. Introduction to elementary architectural drafting with emphasis on plans and simple building details; technical illustrations.

AAE 307 Irrigation Systems Design (3 Credit hours)

Introduction to irrigation. Methods of water application. Scheme water requirements. Crop water use, effective rainfall, losses of water and efficiencies. Irrigation systems design. Effect of system design on management, continuous flow, rotation, on demand, case studies. Surface irrigation. Land grading. Sprinkler Irrigation. Trickle irrigation.

AAE 308 Environmental engineering (2.5 Credit hours)

This course covers engineering perspectives on environmental issues. Renewable and non-renewable resources. Environmental problems. Role of professions. Environmental Impact assessment and auditing; Social environment, waste management; environmental protection legislation. Ethical considerations to engineering activities.

AAS 300 Research Project (3 Credit hours)

Undertake independent studies in any branch of Animal Science, and summarise results in a dissertation. Dissertation is examined in final year, but preparation starts during second year by developing suitable topics and preliminary literature search. During final year, student devotes 90 hours in data collection and/or experimentation, data analyses and dissertation write-up, for submission before the start of formal FINAL University examinations, and may be required to appear for an oral examination.

AAS 301 Applied Animal Nutrition (2.5 Credit hours)

Feed intake. Utilization of forage and crop residues. Forage conservation and quality. Evaluation of animal feeds. Concentrates. Formulation and mixing of diets. Feeding plans to supply adequate energy, protein, mineral and vitamins for maintenance, growth, lactation, reproduction wool, farm power, and meat and egg production.

AAS 302 Ruminant Animal Production (2.5 Credit hours)

Population and distribution of small ruminants in Africa. Major constraints to small ruminant production. Goat and sheep production and breeding systems. Production performance, feeding requirements and practices of goats and sheep. Milk and wool production. Housing of small ruminants. Smallholder production of small ruminants in Africa.

AAS 303 Non-Ruminant Animal Production (2.5 Credit hours)

Types and breeds of pigs. Management of sow, piglets, growers and boar. Breeding programmes. Carcass evaluation. Grading and handling. Poultry management for meat and egg -production. Physiology of egg formation, egg grading and handling. Processing, grading and handling of broilers. Formulation and compounding rations.

AAS 304 Pasture and Range Management (2.5 Credit hours)

Plant growth and responses to defoliation. Plant identification, quality differences among species, management variables and levels of animal production. Management of grasslands and artificial pastures, animal nutrition, intake and diet preferences. Forage preservation and utilization. Forage analyses.

AAS 305 Animal Health (2.5 Credit hours)

Topics covered include; Causes of diseases; Transmissions and diagnostic methods; Disease prevention and control. Immune responses. Biology of vectors and parasites of livestock. Hygiene and prophylaxis in production units and other habitats. Care and treatment of sick animals. Toxicology, bacteriology and virology. Economics of livestock diseases.

AAS 306 Animal Breeding (3 Credit hours)

The course covers: Mendelian genetics; Sex determination, sex linked and lethal genes. Gene and genotype frequencies. Qualitative and quantitative inheritance. Selection, G x E interaction, maternal effects, inbreeding, inbreeding depression, cross breeding and heterosis. Breeding dairy and beef cattle, poultry, sheep, goats and pigs. Genetic engineering.

AAS307 Dairy Management (2.5 Credit hours)

Dairy cattle breeds, cow and calf management, reproductive physiology, lactation, ration formulation, factors in milk production, dairy cattle feeding systems, breeding practices, record keeping, dairy cattle housing and milking parlor designs, manure disposal, milking practices and handling, hygiene and sanitation, dairy products, milk composition, pasteurization, fermented milk products.

AEC 300 Research Project (3 Credit hours)

Students undertake independent studies in any branch of Agricultural Economics, and summarize results in a dissertation. Dissertation is examined in final year, but preparation starts during second year by developing suitable topics and preliminary literature search. During final year, student devotes 90 hours in data collection and/or experimentation, data analyses and dissertation write-up, for submission before the start of formal FINAL University examinations, and may be required to appear for an oral examination.

AEC 301 Farm Management and Farm Planning (2.5 Credit hours)

The course introduces students to Farm Management in tropical agriculture. Topics covered include: farm decision- making process, economic principles applied to farm management, farm records and accounts, valuation of assets, labour requirements, efficiency and work simplification, farm planning, budgeting and programme planning and gross margin analysis.

AEC 302 Agricultural Marketing (3 Credit hours)

The course examines policies that affect marketing of agricultural products, role of agricultural marketing in national economic development, approaches to the study of marketing including sub sector and institutional approaches, marketing margins, marketing efficiency and the overall performance of marketing system, agricultural marketing policies, market liberalisation and market failures.

AEC 303 Production Economics (3 Credit hours)

A theoretical course that equips students with knowledge on theories underlying economic decisions, and covers; the theory of the firm, factors of production, production decisions and concept of costs, decision theory, risk and uncertainty

management, farm planning techniques and linear programming and its use in smallholder agriculture.

AEC 304 Econometrics (3 Credit hours)

Topics covered include: Matrices algebra and multiple regression, Regression theory and use of dummy variables. Econometric analysis of supply, demand; price specification and estimation of demand and supply functions. Reduced forms and price forecasting equations. Problems of regression analysis. Combining econometric and time series analysis.

AEC 305 Agribusiness Strategy (2.5 Credit hours)

The course provides students with an analytical framework for understanding strategic management decisions in an agribusiness environment in both the private and public sector. Course covers: SWOT analysis. Mission and vision statements. Comparative strategies, managerial decision making, communication, teamwork and leadership skills. Visits to agribusiness firms.

AEC 306 Agribusiness Management (2 Credit hours)

The course builds on AEC 201 and covers; financial management techniques applied to agro-based enterprises. Legal forms, organisation and management of an agribusiness, procurement and control of financial and human resources; Design, planning and management of an agricultural marketing system. Marketing research, sales, forecasting and distribution channels.

AEC 307 Entrepreneurship and Small Business Development (2.5 Credit hours)

The course aims at allowing students to be confident and discover themselves with a view to self-employment. Some aspects covered include business formations, growths phases/stages, causes of failure, financial planning and management, case studies, human resources management and the role of small enterprises in the economy.

AEC 308 Project Appraisal and Evaluation (2.5 Credit hours)

The course covers Project concept; identification, appraisal, implementation, monitoring and evaluation. Fundamental aspects of project worth. Financial and economic aspects of project analysis, shadow pricing in financial and economic or socio benefit cost analysis. Problems of cut off periods and tangible and intangible measurements.

AEC 309 Agricultural Policy Analysis (3 Credit hours)

The course will build on earlier courses in economic theory and agricultural marketing, policy in the agricultural and natural resources sectors of less developed countries, macro-economic influences on the agricultural sector, balance of payments, exchange

rate issues, policy analysis matrix technique, ESAP as it relates to rural economic transformation.

AEC 310 Agricultural Development and Trade (3 Credit hours)

Introduction to theory of development, development planning policies and techniques especially with reference to Africa countries; the role of agriculture in the economic development process, planning techniques and models. International trade and Ricardo's theory and Herksher-olin theory. Welfare implications of trade and trade barriers implications of agricultural issues and policies on international trade.

ANR 300 Research Project (3 Credit hours)

Undertake independent studies in any branch of Natural Resources, and summarise results in a dissertation. Dissertation is examined in final year, but preparation starts during second year by developing suitable topics and preliminary literature search. During final year, student devotes 90 hours in data collection and/or experimentation, data analyses and dissertation write-up, for submission before the start of formal FINAL University examinations, and may be required to appear for an oral examination.

ANR 301 Economics and Utilisation of Natural Resources (2.5 Credit hours)

The course examines the wealth- generating capacities of natural resources; It covers Social and Economic trade-offs of the development and conservation of these resources; Wildlife value; Forms of wildlife utilisation; Cost Benefit-Analysis. Wildlife Capture, Transportation, Protection and Propagation in captivity; Trade in wildlife and wildlife products.

ANR 302 Conservation Biology and Natural Resources Management (2.5 Credit hours)

The course introduces students to an integrative approach to the protection and management of Biodiversity and Natural Resources. It covers landuse planning, Criteria for selection of conservation areas, Island Biogeography and Reserve Design, Planning and Management of Wildlife Protected Areas including Buffer zones, Corridors. Feasibility studies for new areas.

ANR 303 Surveying and Remote Sensing in Natural Resource Management (2.5 Credit hours)

This course introduces students to the concepts and foundations of Remote Sensing Methods of Resource Monitoring. Course covers principles of electromagnetic radiation, interaction with atmosphere, water and vegetation. The multispectral concept; Earth resource satellites, Image Processing and Interpretation. Use of remote sensing in agriculture, forestry, wildlife, etc.

ANR 304 Geographical Information Systems (GIS) (2.5 Credit hours)

This course introduces students to spatial, analytical techniques using GIS. Course covers definition and purpose of GIS, Overlays, computer coding, digital data, vectors and raster forms. Data base creation and management, Data analysis, presentation of information products. Applications in land use planning, Setting up a GIS.

ANR 305 Environmental Impact Assessment (EIA) (2 Credit hours)

The course covers concepts, and functions of EIA; Steps in EIA; Primary Impact Evaluation, Mitigation, Measures, Assessment, Comparison of externalities, documentation and decision-making. Environmental protection legislation, Case studies such as EIA of water resources, agriculture dev, energy dev, mining, paper, wood, etc. projects.

ANR 306 Community-Based Natural Resources Management (2.5 Credit hours)

The nature and structure of community organisation. Indigenous Knowledge Systems (IKS); Approaches to community mobilization and participation in resources management: empowerment, ownership, rights and decision-making. Strategies of community participation in development. Incentive regimes for community participation. Provision of community based infrastructural facilities. Community participation in soil, water, and wildlife management and conservation. The role of the community in agroforestry and afforestation programmes. The impact of policies and institutional framework on community participation. NGOS, Community development and environment

ANR307 Biogeography and Protected Area Planning (2.5 Credit hours)

Global patterns of biodiversity; Biodiversity hot-spots; Species distribution; Criteria or basis for identification and selection of Conservation Areas; Types and Functions of Protected Areas; IUCN / UNESCO Categories / classification of Protected Areas; Conservation Area Management Planning; Island Biogeography theory and Conservation Area planning; Types of planning; Protected Area Management planning process; Planning and management of Buffer Zones; Wildlife corridors; Zoning: Integrated approaches to Natural Resource Conservation.

ANR 308 Digital Image Processing of Remotely Sensed Data (2.5 Credits hours)

The Image as Information; Image generation, processing; image restoration; Pre-processing, radiometric corrections, geometric corrections, co-ordinate transformation, enhancement. Overlays and mosaics. The digital image: digitization, resampling, quantization. Data formats; Band sequential (BSQ), Band Interleaved by Line (BIL), Interleaved by Pixel (BIP). Image analysis and classification: Spatial techniques, spectral techniques, statistical classification; Applications of image processing to environmental problems.

ANR 309 Environmental and Natural Resource Economics (2.5 Credit hours)

Theory of environmental economics, welfare economics and optimization theory in relation to resources. Its nature and application for developing countries. Poverty and affluence in developing countries; inflation, unemployment, poverty and environmental degradation, market structure, commodity price, and pricing of resources; general equilibrium, Pareto optimality and resource conservation. The urban and rural environment. Transportation, housing, energy issues; food, water supply, conservation, pollution. Linkages between economic planning, environmental management and development.

AFR 300 Research Project (3 Credit hours)

Undertake independent studies in any branch of Forestry, and summarise results in a dissertation. Dissertation is examined in final year, but preparation starts during second year by developing suitable topics and preliminary literature search. During final year, student devotes 90 hours in data collection and/or experimentation, data analyses and dissertation write-up, for submission before the start of formal FINAL University examinations, and may be required to appear for an oral examination.

AFR 301 Forest Resources Management (2.5 Credit hours)

Forest resources and products. Forest management techniques. Silvi-cultural systems and tending operations. Bee keeping; the importance and potential of bee keeping industry. Traditional and modern methods of bee keeping. Bee management practices.

AFR 302 Tropical Forest Ecology and Silviculture (2.5 Credit hours)

Forest ecology. Classification of plant communities. Biotic and abiotic factors. Vegetation structure, species diversity and gradient analysis. Application of ecological principles to woodland and forest management. Management of exotic tree plantations. Silvicultural systems, coppice systems, clearfelling, shelterwood and selection systems.

AFR 303 Nursery Management (2.5 Credit hours)

Seed physiology. Seed testing. Vegetative propagation: grafting, budding, stem cutting and clonal propagation. Nursery site selection, design and layout. Preparation of growing media. Pre treatment of seed, sowing techniques and seed germination. Nursery practices. Seedlings protection, nursery records and seedling marketing.

AFR 304 Forest Resources Assessment (2.5 Credit hours)

Mensuration and inventory techniques; sampling and statistical concepts. Use of remote sensing and aerial photographs in forest inventory, forest classification, evaluation of stock and forest damage. Use of inventory data for management planning. Tree measurement, volume estimations, yield tables, stem analysis and yield predictions.

AFR 305 Forestry Legislation (2.5 Credit hours)

National goals, policies and strategies. National forest action plans. Customary forest resources management practices. Strategies for promoting tree growing and tree care by communities. The Forest Act. Forestry contracts and contract administration. International conventions. Forest products utilisation and licensing.

AFR 306 Social Forestry and Extension (2.5 Credit hours)

Social forestry, tree tenure, traditional uses of trees. Trees on farms and outside forests. Role of trees in rural development; rural sociology and gender analysis. Community based forest resources management. Afforestation, agroforestry, woodland management. Participatory and multi-disciplinary approaches to forest extension. Training needs assessment, evaluation and impact assessment. Role of government and non-governmental organisations in social forestry and extension.

AFR 307 Timber Harvesting and Road Engineering (2.5 Credit hours)

Forest roads planning, construction and maintenance. Roading economics, road density and spacing. Timber harvest planning, low impact harvesting systems, harvesting systems analysis. Felling techniques and extraction. Log transportation systems; loading and off loading. Work study; machine costing and ergonomics.

AFR 308 Processing of Forestry Products (2.5 Credit hours)

Forest resources, classification, world, regional and local resources statistics. Wood and non-wood products; harvesting, processing and marketing. Accessory benefits of forest. Concept of sustainable forest management. Non-wood forest products and their contribution to household economies.

AWL 300 Research Project (3 Credit hours)

Undertake independent studies in any branch of Wildlife, and summarize results in a dissertation. Dissertation is examined in final year, but preparation starts during second year by developing suitable topics and preliminary literature search. During final year, student devotes 90 hours in data collection and/or experimentation, data analyses and dissertation write-up, for submission before the start of formal FINAL University examinations, and may be required to appear for an oral examination.

AWL 301 Vertebrates Population Dynamics (2.5 Credit hours)

Concept of population: Birth and death rates, life tables; Population characteristics; structure, dispersal, growth models and dynamics, rate of fluctuations, size, density and distribution, survival and mortality, predator-prey interactions, survivorship curves and K-factor analysis. Vertebrate population assessment and monitoring techniques. Bird Census techniques; Point Counts and Transects; Sampling protocols for small and large mammals; Radio Telemetry, Distance sampling, Use of scats, calls,

etc Vertebrate preservation methods: Taxidermy – Preparation and mounting of skeletons of birds, mammals and reptiles; stuffing of vertebrate skins in life-like forms.

AWL 302 Wildlife Biology and Behavioural Ecology (2.5 Credit hours)

The course covers; Taxonomy and Zoogeography of terrestrial and marine fauna; Ecosystems; Trophic structures, populations and biological balance, factors influencing population dynamics. Ethnology and sociobiology; depletion and wildlife; inherent factors; environmental degradation and commercial exploitation; wildlife conservation; its relevance and methodology; wildlife study techniques.

AWL 303 Range Ecology and Management (2.5 Credit hours)

The course focuses on the ecology of the African range lands; Physiological responses of plants to grazing and browsing systems; Forage production, nutritive values. Rangeland development and improvement. Carrying capacity. Fire as a management tool. Wildfire causes, risks and hazards. Fire prevention, detection and control.

AWL 304 Freshwater Ecology and Fisheries Management (2.5 Credit hours)

The course covers Freshwater fish diversities in different geographic regions, Fish production in running waters, flood plains, lakes and man made reservoirs. Management of tropical fish resources, Integration of fish culture/agriculture/livestock farming, Physical and chemical properties of water and their effect on fish production.

AWL 305 Ecotourism and Hospitality Management (2.5 Credit hours)

The course introduces students to nature oriented tourism, and covers: Cost-benefit analysis of ecotourism. Visitor needs in ecotourism. Political, Social and Ecological impacts of ecotourism. Planning, development and management of tourism in parks and other protected areas. Community participation in Tourism and conservation activities.

AWL306 Mammology and Avian Management (2.5 Credit hours)

Mammalian and Avian Orders and characteristics: Anatomy, form and function; classification, Home range and behavior, predator and anti-predator behavior. Assessment and monitoring techniques including Distance Sampling and Telemetry. Evolution, Systematic and Taxonomy; Anatomy, physiology, histology, embryology, reproduction and behavior; Distribution , abundance and bird ecology. Avian Management. Field Identification: Assessment and Monitoring Techniques

AWL307 Principles of Aquaculture (2.5 Credit hours)

Overview of world Aquaculture, extensive, semi-intensive and integrated aquaculture; production Units; Ponds, Cages, Pens, Raceways, Recirculating systems; Selection of species for aquaculture; Site selection; water quality and quantity; Pond design,

construction and maintenance; Algae / Aquatic weed control; Predator control; Control of environmental factors; Harvesting techniques and strategies.

AWL 308 Wildlife Ecology and Management (2.5 Credit hours)

Habitat management; the wildlife range, carrying capacity, habitat requirements of animals; Habitat improvements; vegetation control; impacts of land use practices (forest, agriculture, urbanization, tourism); population management; factors limiting vertebrate population; effects of predation, predator management and exploitation dynamics, Overpopulation and control methods; People management: Human-Wildlife conflicts; Urban wildlife resources; buffer zones and dispersal areas; Translocation and exotic wildlife. Management of endangered species and ecosystems. Causes of threats and extinction. Management of protected area facilities.

AFS 300 Research Project (3 Credit hours)

Students undertake independent studies in any branch of Food Science, and summarise results in a dissertation. Dissertation is examined in final year, but preparation starts during second year by developing suitable topics and preliminary literature search. During final year, student devotes 90 hours in data collection and/or experimentation, data analyses and dissertation write-up, for submission before the start of formal FINAL University examinations, and may be required to appear for an oral examination.

AFS 301 Human Nutrition (3 Credit hours)

Dietary standards: concept of reference men and women, recommended daily intakes/ reference values and their determination. Nutritional requirements; energy, protein, vitamins and minerals. Water and electrolyte balance. Food security. Nutrition and working efficiency, urbanisation, old age, and mental health.

AFS 302 Food Science (3 Credit hours)

Post harvest technology: principles of food handling, processing and storage. Food preservation: traditional, improved and modern methods. Food additives. Food and drugs legislation. Food quality control. Food poisoning. Food hygiene. Institutional catering; menu planning, kitchen planning, legislation, kitchen safety, personal and kitchen hygiene.

AFS 303 Community Nutrition (3 Credit hours)

Aetiology of community nutritional problems: food production and distribution; nutritional deficiency diseases; socio cultural and economic influences; gender concerns. Assessment of community nutrition and nutritional intervention. National nutrition policies; food security, role of government and non-governmental organisations.

AFS 304 Dietetics (3 Credit hours)

Principles of meal planning; food and nutrient requirements; modification of normal diets; infant feeding; dietary requirements for therapeutic conditions. Assessment of dietary intake: weighed food intake, diet diaries, dietary history, 24 hour recall, dietary questionnaires, duplicate food methods.

AFS 305 Principles of Food Processing (3 Credit hours)

Food Processing and processing methods. Nutritional and chemical aspects of food processing. Synthetic foods. Food additives. Nutrition policy and dietary habits.

AFS 306 Public Health Nutrition (3 Credit hours)

Nutrition and health. Nutritional assessment. Malnutrition; rehabilitation centres. Nutritional disorders; nutrition and immunity, water purity and sanitation. HIV infection and AIDS: nutritional implications. Family planning: child spacing, implication of family planning on health and nutrition.

AFS 307 Nutrition Education (2.5 Credit hours)

Planning and implementation of nutrition education programs; audio--visual aids and equipment; presentation of talks and group discussions; planning and management of exhibitions. Assessment of nutrition education programs. Evaluation of the impact of rural development programmes on nutrition.

ANE 300 Research Project (3 Credit hours)

Students undertake independent studies in any branch of Forestry, and summarize results in a dissertation. Dissertation is examined in final year, but preparation starts during second year by developing suitable topics and preliminary literature search. During final year, student devotes 90 hours in data collection and/or experimentation, data analyses and dissertation write-up, for submission before the start of formal FINAL University examinations, and may be required to appear for an oral examination.

ANE 301 Environmental and Ecological Rehabilitation (2.5 Credit hours)

Causes and consequences of habitat degradation, simplification and destruction. Ecological restoration of degraded ecosystems and communities. Afforestation, reforestation and re-introduction of species. Rehabilitation of abandoned Mining areas, Restoration of areas from terrestrial and aquatic alien invasive. Restoration techniques of degraded wetlands and freshwater ecosystems and resources; Hypolimnetic Withdrawal; Dilution and flushing; Phosphorus precipitation and inactivation; Aeration, and Sediment removal; Restoration science, plans and Projects.

ANE 302 Landscape Designs and Environmental Planning (2.5 Credit hours)

Concepts and principles of landscape planning. Assessment of landscape conditions and their uses. Methods and techniques of assessing ecological, aesthetics and historical values of landscapes. Physical planning aspects of landscapes.

ANE 303 Management of Drainage Basins and Water Resources (2.5 Credit hours)

The drainage basin as a unit for environmental planning and management. Geographical, physical and legal delimitations and framework. Regional Development Authorities. Sources and nature of water. Traditional and modern perception of water use. International institutions and effort. Non-governmental organizations. Government institutions and policies. Human activities: agriculture, mining; industry; fisheries. Water extraction and distributions. Water-land use and impact of agrarian transformation. Urban and rural water supply and sanitation; Water pollution. Water resource management. Determinants of urban and rural water planning. Waste management and pollution control. Selected case studies.

ANE 304 Environmental Policy and Resource Management (2.5 Credit hours)

Public policies related to resource management and environmental issues; process and policy alternatives. Role of the government in policy formulation related to the management of natural resources and the environment. Fiscal and monetary policies and impact in natural resource conservation. International policy on resource conservation. Adaptation of natural environment for human needs; Ecological basis for environmental policy, allocation for natural resources for investment in environmental quality improvement. Externalities of contemporary environmental policies. Costs and benefits of reconstruction and / or reclamation policies. Policies leading to sustainability of resource management.

ANE 305 Non-Governmental Organizations, Development and Environment (2.5 Credit hours)

Philosophies and practices of NGOs. Environmental agitation of NGOs; factors determining success and failure. Policy and legislation governing NGOs and their activities. Overview of environmental NGOs in Southern Africa. Role of NGOs on the environment. International environmental issues and forums and their implications for the environment and development. International and NGO coalitions for environmental programmes. Comparative selected case studies of NGOs, their activities and impacts on the environment in the developing and developed world. Responses of NGOs to the African crises in environment and development.

SPECIAL REGULATIONS FOR MASTER OF SCIENCE DEGREES IN THE FACULTY OF AGRICULTURE AND NATURAL RESOURCES

1. **Preamble**

1.1 These regulations should be read in conjunction with the General Regulations for Graduate Degree Programmes.

1.2 These Special Regulations do not take precedence over the General Academic Regulations.

1.3 The Faculty of Agriculture and Natural Resources offers Master of Science (MSc) degrees in Agribusiness, Agricultural Economics, Crop Production, Animal Production, Forestry, Horticulture, Irrigation and Water Management, and Wildlife Management.

NB: Not all Programmes may be available every year.

2. **Entry Requirements**

2.1 **Minimum Entry Qualifications**

As spelt out in the general graduate regulations.

2.2 **Additional Entry Requirements for Specific Programmes**

2.2.1 Master of Science (MSc) in Agribusiness or Agricultural Economics
A Bachelor's degree in Agriculture/Agricultural Economics/ Economics/ Business Studies.

2.2.2 Master of Science (MSc) in Crop Production or Horticulture
A Bachelor's degree in Agriculture/Biological Science in appropriate subjects.

2.2.3 Master of Science (MSc) in Animal Production
A Bachelor's degree in Agriculture/Veterinary Science/Biological Science in appropriate subjects.

2.2.4 Master of Science (MSc) in Irrigation and Water Management
A Bachelor's degree in Agriculture/Agricultural Engineering/Engineering.

2.2.5 Master of Science (MSc) in Wildlife Management
A Bachelor's degree in Agriculture with relevant Animal Science or Natural Resources or Wildlife courses/Natural Resources/Fisheries/Biological Science in appropriate subjects.

2.3 **Language**

English is the language of instruction at Africa University. Candidates without proficiency in English may be provisionally admitted pending successful completion of the Intensive English Programme.

3. **Application Procedures**

Prospective students should apply to the University through the Office of the Assistant Registrar (Academic Affairs) and follow the procedures stipulated in the General Regulations for Graduate Degree Programmes.

4. **Transfer to Africa University From a Graduate Programme of Another Institution**

A student who wishes to transfer to the Faculty of Agriculture and Natural Resources from a graduate programme of another institution must follow the procedure stipulated in the General Regulations for Graduate Degree Programmes.

5. **Structure of the Programmes**

5.1 **Duration**

The MSc degree programmes are offered on a full-time basis and will run for two academic years. Candidates who fail to complete their dissertations within the specified period may apply for an extension of registration period to Senate through the Faculty. The maximum duration of the registration period for full-time study shall normally not exceed three academic years.

5.2 **Place of Study**

- (i) Lectures and taught classes will be taken at Africa University or at any other approved institution.
- (ii) Students may be allowed to conduct part or all of their research projects at other institutions in and outside Zimbabwe, provided that a competent Supervisor is available to oversee the work on a regular basis.

5.3 **Coursework and Research Project**

- (i) In order to graduate, the candidate must have completed 30-36 credit hours. Of these credit hours, 12 credit hours will be reserved to the dissertation.
- (ii) The programme of study shall consist of two parts. Part I shall be the coursework component and Part II shall be the research component.

5.3.1 **Part I:**

(a) **Coursework**

- (i) Part I of the programme shall normally be completed in the two semesters of the first academic year. It shall consist of course work including the preparation of a research proposal.

- (ii) Students shall take 9 - 12 Credit hours per semester. A student may carry up to 15 credit hours with the permission of the Dean.
- (iii) Before the end of the first academic year, students shall present their draft research proposals in an open seminar in the Faculty for purposes of discussion and advice.

(b) **Assessment**

- (i) Each course assessment shall normally consist of both continuous assessment and end of semester examination. The continuous assessment shall count for 40% of final assessment.
- (ii) Evaluation methods or criteria may include practicals, class participation, exercises, tests, written reports, class presentations, seminars, term papers and examinations as the Faculty may deem appropriate for each course.
- (iii) Grades will be assigned to students' work and weighted in accordance with the Academic General Regulations.
- (iv) Each course must be passed with a minimum mark of 60 percent (C⁺).
- (v) The formal examinations shall normally be held at the end of the semester in which the course is taken.
- (vi) Examinations shall be conducted in accordance with the regulations in force.

5.3.2

Part II:

(a) **Research Project**

- (i) Part II shall comprise research and the preparation of the dissertation.
- (ii) In special circumstances, extension of the research period may be considered by the Senate on the recommendation of the Faculty.
- (iii) Each student shall conduct a research project as approved by the Faculty.
- (iv) The dissertation should normally be submitted by the end of the second academic year.

(b) **Supervision**

- (i) The Dean shall assign a supervisor to each student before the candidate has completed coursework.
- (ii) Where a student is permitted to work at another institution, there shall be at least two supervisors one of whom shall be a member of staff within the Faculty and the other (an External Supervisor) attached to the institution.

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- (iii) The Dean shall monitor student progress through reports submitted by the supervisor(s).

5.4 **Progression**

- a) To be in good academic standing, a student must maintain a minimum cumulative grade-point average (CGPA) of 2.6 throughout his/her studies.
- b) A student whose CGPA at the end of any semester falls between 2.3 and 2.59 inclusive will be put on probation. Such a student will need to raise his/her CGPA to 2.6 at the end of the next semester or be discontinued.
- c) A student whose CGPA falls below 2.3 at any time shall be discontinued.
- d) In order to proceed from coursework (Part I) to the dissertation (Part II), a student must pass all the core courses.

5.5 **Dissertation**

5.5.1 Format of presentation

5.5.1.1 A candidate who qualifies to proceed to the dissertation level shall be required to submit a dissertation within the registration period.

5.5.1.2 The form of presentation of the dissertation shall be as prescribed in the General Regulations for Graduate Degree Programmes and the Faculty handbook on Thesis Preparation.

5.5.1.3 The dissertation shall normally not exceed 30 000 words.

5.5.2 Submission of a dissertation for examination

5.5.2.1 At least two months before submitting the dissertation, a candidate shall (through his/her supervisor) notify, in writing, the Dean of his/her intention to submit the dissertation.

5.5.2.2 Every dissertation submitted must be accompanied by a declaration by the candidate stating that it is the candidate's original work and that it has neither been submitted nor being concurrently submitted for any degree in any other institution. The dissertation must be submitted in three loose bound copies within a suitable cover.

5.5.2.3 The dissertation shall contain a statement of copyright by the author.

5.5.3 Examination of a dissertation

5.5.3.1 Every dissertation submitted shall be assessed by at least two examiners recommended by the Faculty and approved by Senate. At least one of the examiners must be external to the University.

5.5.3.2 A candidate may be required to appear before a panel of examiners for a *viva voce* examination.

- 5.5.3.3 The examiners shall be required to submit their reports about the dissertation within a maximum period of two months from the date of receipt. If the reports are not received within three months, new examiners shall be appointed.
- 5.5.3.4 Each examiner shall be required to summarise his/her report about the dissertation with definite recommendation for one of the following:
- (i) the degree be awarded to the candidate unconditionally;
 - (ii) the degree be awarded subject to typographical corrections/minor revisions;
 - (iii) the candidate be required to revise and resubmit his/her dissertation for re-examination;
 - (iv) the dissertation be rejected outright.
- 5.5.3.5 The dissertation shall normally be assessed by the Faculty Board of Examiners on the basis of reports from the internal and external examiners.
- 5.5.3.6 Where the examiners are not in agreement in their overall recommendations, the Dean shall examine and recommend one of the following actions:
- (i) appointment of an additional external examiner, or
 - (ii) the establishment of a panel of examiners to assess the candidate orally.
- 5.5.3.7 Work rejected by examiners after re-submission shall not be accepted for re-examination.
- 5.5.3.8 Dissertations recommended for major corrections, revision or re-writing must be re-submitted within six months.
- 5.5.3.9 **Oral Examinations**
- (i) When a student is required to undergo a *viva voce* examination, the oral examination shall be conducted by a Panel of Examiners composed of the Dean (as Chairperson), Chairperson of Department concerned, the Supervisor(s), all Internal Examiners and the External Examiner(s).
 - (ii) In the oral examination, the candidate will be assessed principally on the merits of his/her dissertation, but questions may also be asked to test general knowledge of the subject. The oral examination shall be assessed on a pass or fail basis.
 - (iii) After the oral examination, the Dean shall immediately convene a Board of Examiners meeting and decide whether the candidate passes or fails, and make an appropriate recommendation to Senate.
- 5.5.4 **Final Submission**
- 5.5.4.1 After completing to the satisfaction of the Internal Examiner all the recommended corrections, the candidate shall submit three (3) full bound copies of the dissertation to the Dean of the Faculty. Each copy shall be bound in black.

5.5.4.2 The spine shall be embossed in gold lettering showing; the surname and initials of the candidate, the degree for which the dissertation report has been submitted, and the year of the degree award.

5.5.4.3 The writing on the spine shall read from the top to the bottom.

5.5.4.4 The title of the work shall be printed in gold letters on the front cover of the bound volume.

6. **Graduation Requirements**

To qualify for the award of a Master's degree, a student must have:

- (i) successfully completed 30-36 credit hours,
- (ii) obtained a minimum cumulative grade-point average (CGPA) of 2.6, and
- (iii) satisfactorily completed all the required coursework and dissertation.

7. **Classification of Degree**

The MSc degree shall not be classified.

8. **Publication of Results and Award of Degree**

8.1 The final decision on the award of the master's degree shall be made by Senate on the recommendation of the Faculty Board of Examiners.

8.2 Results shall be published and degrees awarded in accordance with provisions of the General Academic Regulations.

9. **The MSc Curriculum**

9.1 All MSc students must accumulate at least eighteen (18) credit hours of graduate level courses.

9.2 Following is a list of all courses for the MSc programmes.

Key to the codes

ACP 501

A = Agriculture and Natural Resources Faculty

CP = Crop Production Course

5 = MSc Level

01 = Course Number

9.2.1 **Coursework for MSc in Agribusiness**

Code	Core Course	Credits
AEC 500	Dissertation	12
MBA 503	Quantitative Methods	3

AEC 501	Research Methods	3
AEC 502	Agribusiness Strategy and Policy	3
AEC 503	Agricultural Industrial Project Design	3
AEC 504	Food Systems Seminar	3
MAC 501	Financial Accounting	3
MAC 502	Financial Management	3
MMS 503	Marketing Management	3
	Total	36

9.2.2 Coursework for MSc in Agricultural Economics

Code	Core Course	Credits
AEC 500	Dissertation	12
MEC 504	International Trade and Finance	3
MEC 503	Development Economics	3
MMS 503	Marketing Management	3
MBA 503	Quantitative Methods	3
AEC 506	Advanced Agricultural Policy Analysis	3
AEC 505	Applied Econometrics	3
AEC 502	Agribusiness Strategy and Policy	3
AEC 501	Research Methods	3
	Total	36

AEC 500 Dissertation (12 Credit hours)

Each student will conduct a research project as approved by the Faculty and submit a dissertation by the end of the second academic year.

MBA 503 Quantitative Methods (3 Credit hours)

Problem identification and formulation; problem solving using an appropriate tool (quantitative methods learned). It introduces the more important quantitative methods available to assist in managerial decision-making and places emphasis on the practical application of the various methods and use of information generated.

AEC 501 Research Methods (3 Credit hours)

Formulation of a research proposal from problem statement to final project will be covered. Emphasis is on primary and secondary research, report writing, presentation techniques and skills. Use of visual materials, references and biographies are reviewed. Oral and written presentations are required. Data collection procedures, survey methods and statistical applications of data on SPSS.

AEC 502 Agribusiness Strategy and Policy (3 Credit hours)

Formulation of competitive strategy from the perspective of the agribusiness manager. Integrates knowledge from functional areas such as finance, marketing, operations management and organizational theory. Industry and competitive analysis and critical success factor analysis applied to agro-industrial environments. Business and corporate strategy issues are addressed.

AEC 503 Applied Econometrics (3 Credit hours)

Regression theory, econometric analysis of supply and demand, price forecasting, time series analysis and dynamic forecasting. Applications from developing world settings will be stressed.

AEC 504 Advanced Agricultural Policy Analysis (3 Credit hours)

Analysis of macro-economic policies in relationship to trade liberalization, marketing and price-decontrol, agricultural production and marketing structures, agrarian reform, and extension and research. The changing impacts of IMF and World Bank Structural Adjustment Programmes.

MAC 501 Financial Accounting (3 Credit hours)

Basic accounting concepts, inventory models, financial statements analysis, cashflow statements, cost systems, cost behaviour, and cost-volume-profit analysis, profit reporting for management analysis, budgeting and cost management.

MAC 502 Financial Management (3 Credit hours)

The role of finance, sources of finance, cost of capital, capital budgeting, financial forecasting and planning, risk analysis, working capital dividend and bonus policy, taxation, financial ratios, appraisal of firms, and financial restructuring.

MMS 503 Marketing Management (3 Credit hours)

Marketing concept and philosophy, monitoring and responding to changes and differences in marketing information, marketing of services, and strategic planning and management of the marketing function of pricing, promotion, product and service offerings and physical distribution.

MMS 507 International Marketing (3 Credit hours)

Marketing in a global world. Effects of competition in the global market place affects both multinational corporations and local businesses. Planning, organizing, and implementing marketing ventures across cultural boundaries. Entering markets, standardizing offerings, adapting offerings to local conditions and managing and integrating global marketing operations are the major topics addressed.

MEC 504 International Trade and Finance (3 Credit hours)

Notions of International Trade Relations and Policy will be covered without necessarily dipping into the theoretical underpinning of the discipline. In this regard, Trade theory and BOP issues will be covered in non-technical fashion.

MEC 503 Development Economics (3 Credit hours)

The focus of the course is mainly on topics such as poverty, inequality, unemployment, population growth, environmental decay, and rural stagnation. It discusses essential principles and concepts of Economics relevant to the analysis of development problems in Third World nations.

MPA 501 Policy Analysis (3 Credit hours)

The importance of public policy in Africa. Theories of public policy, public policy actors, formulation, implementation and evaluation of public policy, cost benefit analysis, role of bureaucrats, ethics and morality in public policy. Case studies of public policy in African countries.

MPA 502 Issues in Public Sector Management (3 Credit hours)

Contemporary issues in public sector management in Africa. Public finance, structure of budget, public debt management, globalization, regionalisation and the new World Economic order. International Aid and Development; Good governance; the rule of law; human rights; ethics and morality; structural adjustment; commercialization and privatization and the Civil Service Reform.

9.2.3 Coursework for MSc in Horticulture

Code	Core Course	Credits
AHC 500	Dissertation	12
AHC 501	Biostatistics	3
AHC 502	Horticultural Crop Improvement	3
AHC 503	Ornamental Horticulture and Landscaping	3
AHC 504	Postharvest Technology of Fruit, Flowers and Vegetables	2
AHC 505	Pomology	2
AHC 506	Olericulture	2
	Electives	9
	Total	36

9.2.4 Coursework for MSc in Crop Production

Code	Core Course	Credits
ACP 500	Dissertation	12
ACP 501	Biostatistics	3

ACP 502	Advanced Plant Pathology	3
ACP 503	Weed Ecology and Management	3
ACP 504	Insect Pest Management	3
ACP 505	Crop Production	3
ACP 506	Crop Improvement	3
ACP 507	Soil Fertility Management	3
AAE 506	Irrigation Agronomy	3
	Total	36

AHC 500 Dissertation (12 Credits hours)

Each student will conduct a research project as approved by the Faculty and submit a dissertation by the end of the second academic year.

AHC 502 Horticultural Crop Improvement (3 Credit hours)

Concepts of genetics and principles of plant breeding. Breeding programmes for the improvement of horticultural crops. Biotechnology principles and their application in horticulture; socio-economic, environmental and ethical issues.

AHC 503 Ornamental Horticulture and Landscaping (3 Credit hours)

Design principles and methodologies of landscaping. Importance of ornamental horticulture. Classification of ornamental plants. Layout and maintenance of home and public gardens. Propagation, nutrition and care of ornamental plants and lawn. Growing of economic flowering plants like Roses, Proteas, Chrysanthemum, Orchids and carnations.

AHC 504 Postharvest Technology of Fruits, Flowers and Vegetables (2 Credit hours)

Theoretical and applied aspects of methods used for enhancing the quality and shelf-life of harvested fruits and vegetables. Quality determination. Grades and standards. Marketing systems. Factors affecting the longevity of produce and technology used to control these factors and reduce deterioration of produce between harvest and consumption/processing to be emphasized.

AHC 505 Pomology (2 Credit hours)

Climatic adaptation of tropical, subtropical and deciduous fruits. Orchard planning and management. Tree nutrition and physiology. Special techniques for regulating flowering and fruiting. Cultivation details of fruit crops: varieties, origin, climate and soil requirements, propagation methods, planting and early care of orchards, fertilization/fertigation, intercultural operations, pests and pest control.

AHC 506 Vegetable Production – Olericulture (2 Credit hours)

Vegetables in human diet. Vegetable growing; new techniques and research. Planning commercial enterprises. Taxonomy, importance, cultivars and cultural practices of the

important groups like Cole groups, solanaceae, alliaceae, libiaceae, curcubitaceae, legumes, compositae, cheropodiaceae, umbelliferae, malvaceae and poaceae.

ACP 500 Dissertation (12 Credits hours)

Each student will conduct a research project as approved by the Faculty and submit a dissertation by the end of the second academic year.

ACP 501 Biostatistics (3 Credit hours)

Experimental design, data analyses and interpretation; randomization, replication, factorial experiments, design selection, analysis of variance, estimation and comparisons of treatment means. Regression techniques; linear regression and correlation, multiple regression. Combined experiments.

ACP 502 Advanced Plant Pathology (3 Credit hours)

Classification of plant diseases. Parasites and disease development. The disease cycle; effects of pathogen on plant physiological function, plants defence mechanisms. Plant disease epidemiology. Specific plant diseases caused by fungi, viruses, bacteria, nematodes, and their control. Application of biotechnology in plant pathology.

ACP 503 Weed Ecology and Management (3 Credit hours)

Weeds in agro-ecosystem. Ecological survey of principal weeds. Crop-weed interaction. Allelopathy. Noxious weeds. Control of weeds. Herbicides: classification, mechanism and mode of action, effect on soil, microbes, growth and nutrition of plants. Adjuvants and herbicide protectants. Integrated weed management in cropping systems.

ACP 504 Insect Pest Management (3 Credit hours)

Integrated pest management; economic injury and threshold levels. Ecological aspects of pest management. Pest incidence and management. Crop resistance and biological management of pests in IPM. Insecticides in IPM. Uses of attractants and repellents in IPM. Pest management in selected crops.

ACP 505 Advanced Crop Production (3 Credit hours)

Principles of crop production. Physiological basis of crop yield. Modelling and prediction of crop responses to environmental change. Strategies for dealing with crop production in the changed environment. Microclimate and crop production systems. Sustainable systems of crop production; permaculture and organic farming. Cropping systems.

ACP 506 Crop Improvement (3 Credit hours)

Qualitative and quantitative genetics. Methods of breeding self- and cross-pollinated crop plants. Breeding for resistance and tolerance to biotic and abiotic stresses. Development of new crops and cultivars using recombinant DNA technology; socio-economic, environmental and ethical issues. Agro-biodiversity conservation.

ACP 507 Advanced Soil Fertility Management (3 Credit hours)

Soil fertility concepts. Organic matter, animal manures and chemical fertilizers. Major and trace elements. Soil pH and liming. Fertilizer choice and application. Diagnosis of soil fertility problems. Design and layout of fertilizer trials. Fertility maintenance and soil management. Fertility aspects of specific important African soils.

7.2.5 Coursework for MSc in Animal Science

Code	Core Course	Credits
AAS 500	Dissertation	12
AAS 501	Nutritional Physiology and Metabolism	3
AAS 502	Advanced Quantitative Genetics	3
ACP 501	Biostatistics	3
AAS 503	Principles and Methods in Animal Physiology	3
AAS 50	Microbial Ecology and Forage Chemistry	3
AAS 507	Principles in Rangeland Management	3
MMS 504	Entrepreneurship and Small Business Management	3
	Sub Total	33
	Electives (At least 3 Credit hours)	
	Total Credit Hours	36
	<i>Electives</i>	
AAS 505	Meat Science and Technology	3
AAS 506	Livestock and the Environment	3

AAS 500 Dissertation (12 Credit hours)

Each student will conduct a research project as approved by the Faculty and submit a dissertation by the end of the second academic year.

AAS 501 Nutritional Physiology and Metabolism (3 Credit hours)

Current topics in comparative animal nutrition. Poultry and swine nutrition. Digestion and metabolism in the ruminant. Techniques in animal nutrition research. Biotechnology in Feed industry; biological additives, novel applications, ethical issues. Modeling ruminant digestion and metabolism.

AAS 502 Advanced Quantitative Genetics (3 Credit hours)

Population and quantitative genetics. Linear Models. Model building. Estimation of variance components; Henderson's methods 1,2,3 and 4, Maximum likelihood, restricted maximum likelihood, MIVQUE, MINQUE. Selection index theory; models for predicting breeding values and genetic progress. Breeding goals, plans and strategies.

AAS 503 Principles and Methods in Animal Physiology (3 Credit hours)

Reproductive Physiology. Physiology of lactation. Growth Physiology. Behavioural dynamics. Endocrinology; vertebrate endocrine system, physiological roles of hormones. Methodologies for measuring hormones in biological fluids. General mechanisms of hormone action. Classes of hormones. Hormones and sex differentiation. Immunology.

AAS 504 Microbial Ecology and Forage Chemistry (3 Credit hours)

Phytochemistry of grass and forage crops. Classification of microbes. Rumen microbes and protozoa: metabolism of carbohydrates, proteins, lipids. Methods of defaunation and management of defaunated animals. Genetic manipulation of microbes; feed additives. Pathological conditions in ruminants. Silage microbiology.

AAS 505 Meat Science and Technology (4 Credit hours)

Meat in society. Muscle biology and meat quality. Raw and cooked meat products and meat technology. Integrated quality control and modern meat inspection. Evaluation of current meat inspection and grading procedures. Evaluation and use of slaughter by-products. Sensory research and consumer acceptance. Research developments in meat science ; PIGMAP.

AAS 506 Livestock and the Environment (3 Credit hours)

Environmental physiology. Physical environmental variables. Regulation of body temperature in homeotherms. Environmental effects on animal production and reproduction; immune response, livestock pathology and carcass quality, Livestock housing and transport. Environmental contamination, measurement and control; soil, air and water pollution.

AAS 507 Principles in Rangeland Management (3 Credit hours)

Rangeland productivity. Savanna ecosystems. Evaluation of range resources; case studies from Africa. Range animal production systems. Range resource management; common and private property management. Range degradation; causes, indicators, effects and rehabilitation, Range management tools.

MMS 504 Entrepreneurship and Small Business Management (3 Credit hours)

The course will examine the concept of entrepreneurship, its roles in the contemporary African Environment, identifying and analyzing market opportunities, sourcing for finance, planning for business, basic marketing skills and small business management skills. The problems of entrepreneurs and small to medium-sized enterprises will be analyzed in an effort to suggest ways of overcoming them and awaken the entrepreneurial spirit in students.

7.2.6 Coursework for MSc in Irrigation and Water Management

Code	Core Course	Credits
AAE 500	Dissertation	12
AAE 501	Information Systems	2
AAE 502	Hydrology and Water Resources	3
AAE 503	Hydraulics	3
AAE 504	Soil Water Relations and Soil Physics	3
AAE 505	Economics and Socio-Economics of Water	2
AAE 506	Irrigation Agronomy	3
AAE 507	Irrigation Engineering	3
AAE 508	Integrated Water Resources Planning and Analysis	3
AAE 509	Soil Conservation, Management and Reclamation	2
	Total	36

AAE 500 Dissertation (12 Credit hours)

Each student will conduct a research project as approved by the Faculty and submit a dissertation by the end of the second academic year.

AAE 501 Information Systems (2 Credit hours)

Types of satellites; physics of remote sensing; satellite orbits, atmospheric radiation, spectral channels, temporal and spatial resolution; remote sensing instruments. Image processing, interpretation and processing software. Applications of remote sensing data. Database management systems. Geographic information systems.

AAE 502 Hydrology and Water Resources (3 Credit hours)

Hydrological cycle. Statistical concepts. Precipitation. Run-off; measurement, estimation and analysis. Flood routing. Ground water. Evaporation and transpiration. Predicting evapotranspiration.

AAE 503 Hydraulics (3 Credit hours)

Properties of fluids. Hydrostatics. Fluids in motion. Flow in pipes. Uniform flow in channels. Empirical formulae, best hydraulic section, enclosed conduits; Non-uniform flow in channels. Specific energy, critical depth, Froude number, hydraulic jump; Hydraulic structures. Water level and discharge control. Pumps. Hydraulic models.

AAE 504 Soil Water Relations and Soil Physics (3 Credit hours)

Soil water. Plant Water Relations. Plant water potential and transport. Soil physics and water movement. Infiltration. Soil water measurement; tensiometry, resistance blocks, Neutron probe, lysimetry. Crop water requirements. Evapotranspiration, measurement, estimation.

AAE 505 Economics and Socio-economics of Water (2 Credit hours)

Social approaches to IWRM. Socio-economic aspects. Models of social planning. Socio-cultural aspects of water. Economic aspects of water use. Resource valuation and pricing. Economic theory of decision making. Gender and equity. Natural resource management approaches. Natural disasters. Institutions in development, stakeholders, government, NGOs. Capacity building.

AAE 506 Irrigation Agronomy (3 Credit hours)

Agricultural benefits of irrigation; alternatives to irrigation. Crop and project water requirements. Theory energy balance and aerodynamic methods. Practice, design and management of irrigation projects. Irrigation agronomy experiments. Irrigation scheduling theory and practice. Crop responses to water stress. Irrigation of selected crops.

AAE 507 Irrigation Engineering (3 Credit hours)

Irrigation and agricultural development. Irrigation systems. Scheme water requirements. Crop water use. Irrigation canals. Hydraulic control structures. Water level and discharge control. Irrigation systems design. On-farm water management. Surface irrigation. Sprinkler irrigation. Trickle irrigation.

AAE 508 Integrated Water Resources Planning and Analysis (3 Credit hours)

IWRM principles; definitions, terms, concepts and tools. Water using activities, and water users; agriculture, industry, energy generation. Water quality. Water supply; management, policies and laws. Catchment management. Value of water/water pricing. Problem analysis. Research and development.

AAE 509 Soil Conservation, Management and Reclamation (2 Credit hours)

Saline and alkali soils. Cropping and soil problems. Acid sulfate soils; formation, occurrence, identification, management and reclamation. Peats and marine sediments.

Swelling and shrinking soils. Weak structured soils. Soil conservation/mechanization/drainage interactions. Field layouts and management techniques.

7.2.7 Coursework for MSc in Wildlife Management

Code	Core Course	Credits
AWL 500	Dissertation	12
AWL 501	Research Methods	3
AWL 502	Advanced Biostatistics	3
AWL 503	Graduate Seminar	3
AWL 504	Advanced Wildlife Physiology and Nutrition	3
AWL 505	Human and Social Dimensions of Wildlife and Park Management	3
AWL 506	Wildlife Management Planning	3
	Electives	6
	Total	36
	<i>Electives</i>	
AWL 507	African Plant and Wildlife Community Ecology	3
AWL 508	Advanced Population Dynamics and Analysis	3
AWL 509	Environmental Interpretative Methods	3
AWL 510	Ethoecology	3

AWL 500 Dissertation (12 Credit hours)

Each student will conduct a research project as approved by the Faculty and submit a dissertation by the end of the second academic year.

AWL 501 Research Methods (3 Credit hours)

Wildlife research techniques; experimental design, data recording, analyses and presentation. Sampling wildlife population and habitats; quadrat, line intercept, line transect, mark recapture, aerial survey, home range and movement. Case studies of wildlife research projects in Africa and elsewhere.

AWL 502 Advanced Biostatistics (3 Credit hours)

Linear and multiple regression; log linear models; analysis of variance; disjunct analysis; factor analysis; use of computers for data analysis.

AWL 503 Graduate Seminar (3 Credit hours)

Contemporary issues concerning philosophy, management and research problems of wildlife; presentation of individual studies on assigned topics.

AWL 504 Advanced Wildlife Physiology and Nutrition (3 Credit hours)

Cell, tissue and organ function in animals. Structure, production and action of hormones in animals. Physiological responses of animals to natural and extreme changes of physical environment. Energy, nitrogen and mineral nutrition of wildlife; nutrient requirements for various body function.

AWL 505 Human and Social Dimensions of Wildlife and Park Management (3 Credit hours)

Public attitudes towards wildlife; environmental ethics; philosophy and thinking of important wildlife conservationists. Public involvement in wildlife management; personnel management, supervision and leadership; use of questionnaires. Case studies in the human dimensions of wildlife management.

AWL 506 Wildlife Management Planning (3 Credit hours)

Principles and methods for developing comprehensive wildlife management plans; strategic and operational planning.

AWL 507 African Plant and Wildlife Community Ecology (3 Credit hours)

Structure, composition and dynamics of African plant wildlife communities; dominant flora and fauna of major communities. Influence of plant communities on social organizations of animals.

AWL 508 Advanced Population Dynamics and Analysis (3 Credit hours)

Quantitative analysis of vital statistics and mechanisms promoting stability and fluctuations in wildlife population; evaluation of wildlife habitat, diet, harvest, population density, natality; survival and mortality. Development and application of population models to wildlife management. Population and genetic aspects of conservation biology.

AWL 509 Environmental Interpretative Methods (3 Credit hours)

Communication skills for interpreter, naturalists, tour guides, wildlife biologists and managers to various public. Methods of influencing public opinion; conduct of public meetings.

AWL 510 Ethoecology (3 Credit hours)

Relationship of Behavioural patterns of animal species to the environment; mating systems; intraspecific and interspecific interactions, social organization, spatial and habitat requirements; implications for management.

Special Regulations for the Degrees of Master of Philosophy (MPhil) in the Faculty of Agriculture And Natural Resources**1. Preamble**

- 1.1 **These regulations should be read in conjunction with the General Academic Regulations for Graduate Degree Programmes.**
- 1.2 The Senate shall be the final authority for the interpretation of these regulations.
- 1.3 The Senate has the power to exempt any student from any of these regulations.

2. General Provisions

- a) The MPhil degree is a graduate degree carried out primarily through supervised research. A student may be required to undertake and pass some coursework in order to enhance his/her research studies, provided that such coursework shall not exceed three (3) courses.
- b) Studies may be pursued on a full-time or on a part-time basis.
- c) Fields of study for research are Agribusiness, Agricultural Economics, Crop Production, Animal Science, Forestry, Horticulture, Irrigation, Water Management, Wildlife Management and Natural Resources.
- d) All prospective graduate students shall be expected to demonstrate proficiency in English in order to pursue their studies at Africa University.

3. Entry Requirements

Applicants may be considered who hold a:

- 1) BSc Agriculture and/or Natural Resources or equivalent Honours degree in the **First or Upper second** class division;
- 2) BSc Agriculture and/or Natural Resources or equivalent Honours degree in the **Lower second** class division provided performance in the intended subject of study was **B grade** or above.
- 3) General BSc Agriculture and/or Natural Resources or equivalent degree provided that a grade of **B** or above was attained in the intended subject of study;
- 4) Other approved equivalent qualifications and have at least three years relevant experience.
- 5) Applicants may be required to pass a University qualifying examination.

4. Submission of Applications for Admission

- a) Applications must be submitted on the official forms. With the forms, the applicant must submit evidence of his/her qualification and a brief outline of the proposed research of between 300 and 1200 words in length.
- b) Applications can be submitted at any time.
- c) Applications shall be processed through the office of the Assistant Registrar (Academic Affairs).

- d) Decisions on the applications shall be made by the Senate on the recommendation of the Faculty Board.
- e) Applicants will be notified of the result of their application by the Assistant Registrar (Academic Affairs).
- f) Successful applicants should then proceed with registration within one calendar year from the date of the application's approval. Any registration for MPhil not taken up within a calendar year will lapse and the student has to re-apply.

5. **Registration**

- a) The applicant must complete the necessary registration formalities and pay appropriate fees before registration for MPhil is effected.
- b) Retro-active registration will normally not be allowed.
- c) Transfer of registration to an MPhil at Africa University from another recognized graduate level programme may be considered by the Faculty Board on the production of official documentation and references.
- d) A graduate student may receive a financial award from outside the University, provided that the conditions of the grant do not compromise academic freedom and that no conditions are placed on the presentation of the thesis or its deposition in the University library for public reference.
- e) A student registered may apply through the Faculty to carry out research for the MPhil at an outside institution provided that:
 - (i) facilities at the institution are suitable for the research
 - (ii) proposed,
 - (iii) the location of the institution allows easy contact between the student and Africa University,
 - (iv) except with the agreement of Senate, no restriction is placed by the authorities of the institution or laboratory concerned upon presentation of a thesis resulting from the candidate's work, or upon its deposition in the University Library for public reference, and
 - (v) the applicant satisfies all other conditions in the General Academic Regulations.

6. **Duration of Programmes**

a) **Master of Philosophy Degree**

The duration of the Master of Philosophy programmes shall normally be:

Full-time	-	1.5 to 2 years 3 years (maximum)
Part-time	-	3 years 5 years (maximum)

7. Programme of Study

- a) Each student shall be required to pursue a prescribed research programme under the guidance of a supervisor who shall be a member of staff.
- b) Each student shall maintain a regular contact with the Faculty and shall be required to present seminars as directed by the supervisor.
- c) A student may be allowed to suspend registration for a maximum period of one year on the approval of Senate, after a recommendation from the Faculty Board.
- d) A full-time graduate student may be hired to work within the University, provided that the maximum number of hours does not exceed six per week.
- e) A graduate student who is employed outside the University or a staff member on full-time employment can only be registered on a part-time basis.

8. Supervision

- a) A supervisor, who shall be a member of staff of the appropriate discipline, shall be appointed by the Dean of Faculty on the recommendation of the Faculty Board.
- b) Where a student is carrying out a major part of his/her research in another institution or where the University does not possess expertise in the area of research being carried out, an additional external supervisor(s) may be appointed from outside the University.
- c) In exceptional circumstances, a change of supervisor may be necessary. In such cases, the Faculty Board may nominate a new supervisor for appointment by the Dean.
- d) The supervisor shall report on each student's progress every six months to GSC through the Faculty Board.

9. Thesis

- a) **Submission of a Title and Abstract**
The title and a provisional abstract of about 500 words must be submitted, through the Faculty to GSC at least six months before the submission of the thesis.
- b) **Format and Content of the Thesis**
The content and format of presentation of the thesis shall be as prescribed in the General Regulations for MPhil .
 - i) **Language:** The Thesis must be written in English.
 - ii) **Originality and Scholarship:**
An acceptable MPhil thesis must provide evidence that the candidate has mastered relevant research techniques, has shown scholarship, has developed a capacity for criticism of his/her own work and other work, and

- has widened his/her knowledge and understanding of literature in his/her subject of study.
- iii) Length of the thesis: The thesis presented for an MPhil degree should be in the range of 20 000 to 40 000 words.
 - iv) Declarations: In the preface to the thesis the candidate must declare “This thesis is my original work except where sources have been acknowledged, and that the work has never been submitted nor will it be submitted to any university for an award”.
 - v) Copyright: The thesis shall contain a statement of copyright by the author as follows: “No part of this Thesis may be reproduced, stored in any retrieval system, or transmitted in any form or by any means without prior written permission of the author or, for scholarly purposes, by Africa University on the author’s behalf”
 - vi) The Title page: The title page must include the title of the thesis, the author’s name, the supervisor’s name, the degree, the date of submission or re-submission, the name of the Department/Faculty and University. The title page should also include a declaration that the thesis is in fulfilment of the degree requirement. All the above must be in capital letters.
 - vii) Abstract: There shall be an abstract of not more than 500 words. It should highlight the essential points of the thesis
 - viii) Other aspects of format
 1. Line spacing: The thesis must be typed and double-spaced in font size 12 Times New Roman. Only the abstract, quotations, footnotes and endnotes should be single- spaced.
 2. Paper size The size of paper used should be A4 except for maps and illustrations, which can be any size.
 3. Margins: The left hand margin must be 4.0 cm from the left edge of the paper, the right hand margin 2.5 cm from the right edge, the top margin 2.5 cm from the top of the page and the bottom margin 4.0 cm from the bottom of the paper.
 4. Pagination: Paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals (i.e., “i”, “ii”, etc) beginning with the title page, abstract, declaration, copyright page, acknowledgement, dedication (if any), table of contents, list of tables, list of figures and list of appendices, in that order. Number pages of the body of the thesis in Arabic numerals (i.e., “1”, “2”, etc) consecutively throughout. The page numbers should appear at the centre of the lower margin.
 5. Table of contents: The table of contents should correspond to the headings and sub-headings in the thesis, referring to specific pages. If there are tables, or figures or appendices, these should be listed in the order in which they appear in the thesis.

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6. Reference citation: Consult the Faculty for specific guide lines.
 7. The thesis submitted for examination purposes shall be loose-bound (three copies) within a suitable cover.
 8. Format: The final copy of the thesis submitted after successful completion of the examination must have the following format: buckram binding or cloth overcast; edges uncut; lettered boldly down the spine in gold and should be from 5 mm to 10 mm in size indicating NAME, DEGREE and YEAR, in that order.
 9. The candidate must also submit a Flash disk containing the thesis. The disk shall be labelled with the NAME, DEGREE, YEAR and SOFTWARE PACKAGE USED, in that order.
- c) Thesis Examination
- i) **Submission of Thesis for Examination**
 1. Application for examination of the thesis must be made on an appropriate form obtained from the office of the Assistant Registrar (Academic Affairs).
 2. The completed application form together with three loose-bound copies of the thesis must be submitted to the Dean of the Faculty.
 - ii) **Appointment of Examiners**

There shall be **two** examiners which at least one must be external. The examiners shall be appointed by Senate on the recommendation of the Faculty Board.
 - iii) **Panel and Board of Examiners**

The Panel and Board of examiners, degree, shall be chaired by the Chairperson of the Graduate Studies Committee, and shall consist of not less than four persons selected from the following:

 - Appointee of the Dean
 - Head of Department/Co-ordinator
 - Supervisor(s)
 - **Internal examiner(s)**
 - External examiner(s).
 - iv) **Examination and determination of candidate's results**
 1. The external examiner(s) and internal examiner(s), after reading the thesis critically, are expected to submit independently written reports to the Dean of the faculty concerned. Each examiner shall be required to summarize his/her report about the thesis with definite recommendation for **one** of the following:
 - 1.1 the degree be awarded to the candidate unconditionally;
 - 1.2 the degree be awarded subject to typographical corrections/ minor revisions (referred for minor correction);

- 1.3 the degree be not awarded but the candidate be allowed to revise and resubmit the thesis for re-examination (referred for major modification);
 - 1.4 the thesis be rejected outright.
The examiners shall be required to submit their reports about the thesis within a maximum period of three months from the date of receipt. If the reports are not received within three months, new examiners may be appointed.
2. The Board of Examiners shall consider reports of examiners. If there is a conflict between the reports of the examiners the Board of Examiners may appoint an additional examiner.
 3. The Panel of examiners shall test the candidate orally. In the oral examination, the candidate will be assessed principally on the merits of his/her thesis, but questions may also be asked to test general knowledge of the subject. The oral examination shall be assessed on a pass or fail basis.
 4. After the oral examination, the Chairperson of the Graduate Studies Committee shall immediately convene a Board of Examiners meeting and decide whether the candidate passes or fails and make an appropriate recommendation to Senate.
 5. A candidate who fails the oral examination may be given an opportunity to present himself/herself again after six months.
 6. In very exceptional circumstances, the Board of Examiners may require further examination through written papers or practical examinations or both.
 7. After the examination(s) the Dean of Faculty will retrieve the loose-bound copies of the thesis and reports from the examiners.
 8. A thesis referred for minor amendment shall be submitted to the internal examiner, who shall certify that all the corrections have been made.
 9. A thesis that is referred for major amendments must be re-submitted within a period of six months to one year.

10. **Classification of the Degree**

The MPhil degree shall not be classified.

11. **Notification of Results And Award of Degree**

- i. A candidate will be notified of his/her examination results by the Registrar, after the report from the Board of Examiners has been approved by Senate.
- ii. A graduate student has the right to appeal to Senate on decisions taken under these regulations provided that such appeal is lodged within three months from the notification of the results.

12. Lodgement And Distribution of the Thesis

- i. The student will be required to submit, to the Dean, three bound copies of the thesis and a diskette within three months after examination results.
- ii. After receiving the bound thesis, the Dean of the Faculty will deposit one copy and the diskette to the Library, the second copy in the Department concerned, and the third copy to the Supervisor.
- iii. The thesis deposited in the Library will be open to public reference, but not taken away on loan.

**FACULTY OF MANAGEMENT
AND ADMINISTRATION
(FMA)**

Background

The Faculty was established in January 1996 as the University's third faculty, after Theology, and Agriculture and Natural Resources. The Faculty commenced its operations with a two-year full time Master of Business Administration (MBA) programme which registered 19 students with 13 of them sponsored by the Commonwealth Secretariat. The length of the MBA programme was later shortened to 18 months in 1999. In August 1997, the Faculty established an undergraduate programme with majors in Accounting, Economics and Management/Marketing. In August 2001, the undergraduate programme was restructured into the present four majors: Accounting, Economics, Management and Marketing.

A part-time MBA programme was introduced in August 1997 in order to cater for those who could not afford full time graduate education. In order to increase the accessibility of the MBA programme, the Faculty decided to also offer it on a block release basis, on selected weekends and public holidays. This part-time programme was changed into an Executive Master of Business Administration (EMBA) programme in 1999.

Mission Statement

The mission of the Faculty is to provide programmes at under- and graduate levels, which produce and develop managers and other business professionals capable of utilizing human and other resources to meet development needs and take advantage of the opportunities of Africa within the global context.

Objectives

The Faculty aims at programmes which develop both the intellectual and the managerial potentials of its students. Specifically, the objectives of the Faculty programmes are to

- Provide knowledge which develops the students' intellectual and critical thinking ability as well as their managerial and entrepreneurial skills;
- Foster the ability to organise, analyse and interpret information for decision making;
- Instill and inculcate high moral standards of personal and professional behaviour which are consistent with positions of trust and leadership in society;
- Imbue in students sensitivity and commitment to efficiency in the use of resources as well as integrity, accountability and transparency, and
- Encourage and develop a sense of curiosity and inquiry needed for innovative thinking and the development of new knowledge.

Undergraduate Programmes

The Faculty of Management and Administration offers the following 4-year undergraduate programs:

- | | |
|--|---------------------------------|
| 1. Bachelor of Accounting | B.Acc. |
| 2. Bachelor of Science, Economics | BSc. Econs. |
| 3. Bachelor of Business Studies – Management/Marketing | B.B.S. Management/
Marketing |
| 4. Bachelor of Science, Computer Information Systems | B.Sc. CIS |

Undergraduate Curriculum

The curriculum is designed to reflect the state-of-the-art in management education as obtaining in the leading schools of business but adapted to address management problems of Africa.

The curriculum emphasizes an integrated approach whereby the student will acquire a basic education to develop his intellectual and analytical ability while at the same time acquiring the body of knowledge and skills in professional management. As such, the first two years will be spent mainly in basic education in the older disciplines of Mathematics, Communication, Economics, and Humanities while the remaining two years will be devoted mainly to specialized subjects in accounting, economics, marketing, finance, human resources management, risk management, quantitative analysis, and public sector management.

The second semester of the third year of study is spent on a supervised industrial attachment for a period of 7 months, to enable students acquire practical, hands-on experience in industry, commerce and administration. Students on the honours programme will be required to carry out a company based research while on attachment, and write a supervised project report during the 1st semester of their 4th year.

The curriculum thus consists of four main components or features:

- basic education in mathematics, foreign languages, communications, economics, computer skills, African culture, ethics, psychology, sociology etc;
- an introduction to the basic management areas of marketing, finance, accounting, management, decision-making etc;
- industrial attachment, and individual study;

-
- a major in Accounting, Economics, Management, Marketing, or Computer Information Systems.

Special Regulations for Undergraduate Programmes

Language

English is the language of instruction. Students who are not proficient in English have to undergo a one-year intensive English programme before enrolling on the degree programme. Every student is required to pass six credits in a second language e.g. Portuguese or French for the English speaking students and English for the French/Portuguese speakers.

Admission Requirements

Applicants are expected to obtain five credit passes in the GCE Ordinary Level examination and at least two passes at the advanced level or equivalent university admission qualifications in the applicant's country of origin. The subjects passed must include Mathematics and English Language at the "O" Level (or French or Portuguese for non-English speakers). Preference will be given to students with A Level passes in numerate/analytical subjects such as Accounting, Economics, Management of Business, Mathematics, Sciences, and Geography.

In exceptional cases, applicants who do not meet the normal requirements may be considered for admission on their individual merit. Such applicants may however be required to undergo a remedial programme in specified areas of deficiency. Students are admitted generally into the Faculty and not into any major. Students choose their majors at the end of their first year of studies. Admission into a major depends on the performance in its introductory courses in the first year and the approval of the Dean.

Student Evaluation

Student work will be evaluated throughout each course with a grade recorded at the end of each semester for each course attempted. The final grade obtained by a student shall be based on a continuous assessment which may include written assignments, tests, case presentation, class participation, etc, and a final examination. Normally, the final examination shall constitute 60 percent of the final grade for a course.

Honours Programme

The Faculty has an Honours Programme that seeks to give bright students an opportunity to develop their intellectual abilities to the fullest extent possible. These students are allowed to go outside of the traditional university courses to carry out in-depth explorations of subject matters that interest them. Students are accepted into the Honours Programme at the beginning of their third year of study. To be eligible for the Honours Programme, a student must have a cumulative grade point

average (CGPA) of at least 3.20 and maintain this minimum until graduation. Those accepted into the Honours Programme are required to carry out an independent original Honours Project under the supervision of a faculty member. Honours students will also be required to participate in Honours Seminars and other activities in addition to their normal requirements for graduation. (Other regulations of the Honours Programme are as set out in the General Academic Regulations).

List of Undergraduate Courses Offered

All students in the faculty, irrespective of their intended major, are required to take the following courses in their first year:

Year One**Semester 1**

HCS101 Communication Skills I; MAC101 Foundations of Accounting I; MMS101 Mathematics for Business I; MEC101 Economics Principles I; HIT100 Introduction to Info Technology; MMS103 Introduction to Management; HFR111 French for Beginners I; HPO101 Portuguese for Beginners I; HESL101 English as a Second Language I

Semester 2

MMS105 Mathematics for Business II; MEC102 Economics Principles II; MAC 102 Foundations of Accounting II; MKT102 Principles of Marketing; MMS102 Business Communications; HFR112 French for Beginners II; HPO102 Portuguese for Beginners II; HES102 English as a Second Language II

Departmental Requirements

These departmental courses are in addition to the University/Faculty courses above. Departmental elective courses requirements may be met by Elective courses specified by each department or by courses taken in any other department or Faculty in the University. Students must however obtain the approval of the Faculty before taking any elective courses outside the Faculty.

Accounting Major**Year Two****Semester 1**

MAC201 Cost Accounting; MAC202 Intermediate Accounting I; MMS203 Business Law; MMS202 Quantitative Analysis1 (3 credits) TEV200 Ethics & Christian Values; Electives.

Semester 2

MAC203 Intermediate Accounting II; MAC204 Business Finance; MAC205 Company Law; MAC206 Principles of Public Finance; HAS100 Introduction to African Studies.

Year Three**Semester 1**

MMS301 Report Writing; MAC301 Management Accounting; MAC302 Accounting Information Systems; MAC303 Introduction to Business Taxation; MAC305 Auditing Principles; MAC304 Advanced Accounting, MAC307 Financial Management 1

Semester 2

FMA301 Industrial Attachment (**January – June**)

Year Four**Semester I**

FMA301 Industrial Attachment (July – December)
FMA413 Industrial Attachment Report (1 Credit Hour)

Semester 2

MAC404 Advanced Acct & Fin. Theory; MAC405 Advanced Auditing; MAC410 Financial Management II; FMA403 Honors seminars; FMA412 Project Report; MAC402 Tax Law and Practice

Electives

MAC207 Money & Capital Markets; MEC201 Intermediate Microeconomics; MMS201 Organizational Behavior; MMS202 Quantitative Analysis I; MEC205 Money & Banking; MMS204 Quantitative Analysis II; MAC308 Investment Analysis; MAC406 Insolvency & Executorship; MAC408 Trust Accounts; MAC 409 Comparative Tax Systems; MMS 401 Entrepreneurship & Small Business Management; MMS402 Productions & Operations Management; MMS408 International Business; MMS409 Operations Research; MMS410 Public Policy Analysis; MMS411 Strategic Management; MAC 306 Government Accounting; any other courses approved by the Dean.

Management Major**Year Two****Semester 1**

MMS201 Organizational Behavior; MMS202 Quantitative Analysis I; MMS203 Business Law; TEV200 Ethics & Christian Values; MAC207 Money & Capital Markets; Electives.

Semester 2

MAC204 Business Finance; MMS204 Quantitative Analysis II; MMS205 Public Sector Management; MMS206 Management Theory & Practice I, Electives; HAS 100 Introduction to African Studies.

Year Three

Semester 1

MMS301 Report Writing; MMS302 Human Resources Management; MMS306 Management Theory & Practice II; MMS307 Industrial Relations; MKT302 Purchasing & Materials Management; MMS303 Productions and Operations Management; MKT304 Marketing Management.

Semester 2

FMA301 Industrial Attachment (**January – June**)

Year Four

Semester 1

FMA301 Industrial Attachment (July – December)
FMA413 Industrial Attachment Report (1 Credit Hour)

Semester 2

MMS408 International Business; MMS409 Operations Research; MM401 Entrepreneurship & Small Business Management; FMA 403 Honors seminars; FMA412 Project Report; MMS411 Strategic Management; MKT406 International Marketing.

Electives

MAC201 Cost Accounting; MAC202 Intermediate Accounting I; MEC201 Intermediate Microeconomics; MAC205 Company Law; MAC207 Money & Capital Markets; MAC 206 Principles of Public Finance; MEC205 Money & Banking; MEC206 Public Sector Economics MKT202 Marketing Res. & Sales Forecasting; MAC301 Management Accounting; MAC303 Introduction to Business Taxation; MAC304 Investment Analysis; MEC305 Industrial Economics & Public Policy; MKT301 Distribution & Logistics; MKT303 Promotions & Advertising MEC401 Managerial Economics; MMS403 Risk Management; MKT 402 Retail & Sales Management; MKT405 Consumer Behaviour; MKT406 International Marketing; MMS410 Public Policy Analysis; MKT407 Direct Marketing; MKT408 Services Marketing; any other courses approved by the Dean.

Marketing Major**Year Two****Semester 1**

MAC201 Cost Accounting; MMS201 Organizational Behavior; MMS202 Quantitative Analysis I; MMS203 Business Law; TEV200 Ethics & Christian Values; Electives.

Semester 2

MMS204 Quantitative Analysis II; MMS205 Public Sector Management; MKT202 Marketing Research & Sales Forecasting; HAS100 Introduction to African Studies; MA 204 Business Finance; Electives.

Year Three**Semester 1**

MMS301 Report Writing; MKT301 Distribution & Logistics; MKT302 Purchasing & Materials Management; MKT303 Promotion & Advertising; MMS307 Industrial Relations FMA302 Honors seminars; MKT304 Marketing Management.

Semester 2

FMA301 Industrial Attachment (**January – June**)

Year Four**Semester 1**

FMA 301 Industrial Attachment (July – December)
FMA 413 Industrial Attachment Report (1 Credit Hour)

Semester 2

MMS401 Entrepreneurship & Small Business Management; MKT405 Consumer Behavior; MKT406 International Marketing; FMA403 Honors seminars; MMS 411 Strategic Management.

Electives

MAC202 Intermediate Accounting I; MAC203 Intermediate Accounting II; MEC 204 Intermediate Macroeconomics; MAC205 Company Law; MAC206 Principles of Public Finance; MAC207 Money & Capital Markets; MEC205 Money & Banking; MMS206 Management Theory & Practice I; MMS306 Management Theory & Practice II; MAC301 Management Accounting; MAC303 Intro to Business Taxation; MAC304 Investment Analysis; MEC302 International Economics I (Trade); MEC 305 Industrial Economics & Public Policy; MMS302 Human Resources Management; MEC401 Managerial Economics; MEC402 International Economics II (Finance); MMS402 Productions & Operations Management; MMS408 International Business; MMS410

Public Policy Analysis; MKT407 Direct Marketing; MKT408 Services Marketing; any other courses approved by the Dean.

Economics Major

Year Two

Semester 1

MEC201 Intermediate Microeconomics; MEC203 Mathematics for Economists; MMS202 Quantitative Analysis I; MEC205 Money & Banking; TEV200 Ethics & Christian Values; Electives.

Semester 2

MEC204 Intermediate Macroeconomics; MEC206 Public Sector Economics; MEC207 History of Economic Thought; MAC204 Business Finance; HAS100 Introduction to African Studies; MMS204 Quantitative Analysis II.

Year Three

Semester 1

MMS301 Report Writing; MEC301 Comparative Economics System; MEC302 International Economics I (Trade); MEC303 Introduction to Econometrics; MMS 307 Industrial Relations; MEC304 Managerial Economics; Electives.

Semester 2

FMA301 Industrial Attachment (**January – June**)

Year Four

Semester 1

FMA301 Industrial Attachment (July – December)
FMA413 Industrial Attachment Report (1 Credit Hour)

Semester 2

MEC404 Resource & Environmental Economics; MEC405 Monetary Economics; MEC406 Business Cycles & Forecasting; FMA403 Honors seminars; FMA412 Project Report; MEC402 International Economics 2 (Finance); MEC403 Development Economics.

Electives

MMS201 Organizational Behavior; MMS203 Business Law; MAC205 Company Law; MAC207 Money & Capital Markets; MAC304 Investment Analysis; MEC 305 Industrial Economics & Public Policy; MEC306 Urban/Regional Economics; MMS401 Entrepreneurship & Small Business Management; MMS402 Productions & Operations

Management; MMS403 Risk Management; MKT401 Marketing Management; MKT402 Retail & Sales Management; MKT405 Consumer Behaviour; MKT406 International Marketing; MMS410 Public Policy Analysis; MMS411 Strategic Management; any other courses approved by the Dean.

Computer Information Systems

Introduction

The Bachelor of Science degree program in Computer Information Systems at Africa University is designed to produce graduates who are computer-fluent, up-to-date problem solvers equipped with experience in the use of real world industry standard development tools, who can write and speak clearly, communicate efficiently, and function well in team environment. The program is set to prepare the young men and women for careers in the following professions - accounting, management, marketing, teaching, information systems development, business process re-engineering, research and service. The Computer science component will ensure that our products will be prepared to operate in the ever-changing knowledge-driven society.

Mission Statement

The mission of the department is to provide programs at undergraduate and graduate level, which produce individuals that are capable of applying information and communication technologies effectively in their chosen careers.

Objectives

- Provide knowledge that enables students to apply both traditional and new concepts and skills in information systems to solve problems.
- Produce graduates who are able to design and implement information technology solutions that enhance organizational performance.
- Provide knowledge that will enable students to model and organize processes and data, define and implement technical and process solutions, manage projects and integrate systems.
- Encourage and develop a practical approach of using information technology to help individuals, groups, and organizations achieve their goals.
- Instill a culture of strong ethical principles that is accompanied by good interpersonal communication and team skills.
- Carry out innovative research and provide relevant services to industries.

Entry Requirements

To be admitted into the Bachelor of Science – Computer Information Systems program, a candidate must first meet the general University admission requirements as described in the University Handbook. A candidate is generally admitted into the Faculty and not into any specific major until proven and acceptable performance in foundation courses during the first year has been demonstrated. In addition, a candidate must possess:

1. at least five credit passes in the GCE Ordinary Level subjects including Mathematics and English Language (or French or Portuguese for non- English speakers).
2. at least two Advanced Level passes or equivalent.
OR
3. equivalent qualifications for admission into a University in the candidate's home country.

Prior knowledge of computing is not a prerequisite; however, preference will be given to candidates with Advanced Level passes or its equivalent in Mathematics and business or science related subjects.

Required Courses for the 4-year B.Sc. – Computer Information Systems program***University-wide Courses***

	Credit Hours
HCS101 Communication Skills	3
MMS102 Business Communication	3
TEV200 Ethics and Christian Values	2
HAS100 Introduction to African Studies	3
HESL11 HESL112 - English as Second Language, or	
HFR111 HFR112 - French for Beginners, or	
HPO111 HPO112 - Portuguese for beginners	6
HIT100 Introduction to Information Technology	2

19 Credit hours***Computer Science courses***

	Credit hours
CIS102 - Microcomputer Applications	3
CIS201 - Computer and Society	3
CIS202 - Programming I	3
CIS203 - Programming II	3
CIS204 - Electronic Business	3

CIS301 - Database Systems	3
CIS302 - Computer Hardware and Software	3
CIS303 - Networks and Communications	3
CIS401 - Systems Analysis, Design and Implementation	3
CIS402 - Project Management and Practice	3
CIS403 - Web Application Development	3
CIS404 - Capstone Project	4
CIS304 - Internship/Industrial Attachment	15

52 credit hours

Accounting, Economics, Management and Marketing courses (Electives)

	Credit hours
MMS101 -Mathematics for Business I	3
MMS105 -Mathematics for Business II	3
MAC101 -Foundations of Accounting I	3
MAC102 -Foundations of Accounting II	3
MEC101 - Economic Principles I	3
MEC102 - Economic Principles II	3
MEC201 - Intermediate Microeconomics	3
MEC202 - Intermediate Macroeconomics	3
MKT102 -Principles of Marketing	3
MKT303 -Promotion & Advertising	3
MMS103 -Introduction to Management	3
MMS201 -Organizational Behavior	3
MMS203 -Business Law	3
Report Writing /Research Methods	2
MMS411 -Strategic Management	3
MMS408 -International Business	3
MKT405 - Consumer Behavior	3
FMA413- Industrial Attachment Report	1

51 Credit hours

Course Offering

Year One

Semester 1

HCS101 Communication Skills (3 credits); MAC101 Foundations of Accounting (3credits); HFR111 French for Beginners I, or HPO111 Portuguese for Beginners I, or HESL111 English as a Second Language I (3 credits); MMS101 Mathematics for Business I (3 credits); MEC101 Economic Principles I (3 credits); HIT100 Introduction to Information Technology (2 credits); MMS103 Introduction to Management (3 credits)

Total Credits hours: 20

Semester 2

MMS102 Business Communication Skills (3 credits); HFR112 French for Beginners II; or HPO112 Portuguese for Beginners II; or HESL112 English as a Second Language II (3 credits); MMS105 Mathematics for Business II (3 credits); MEC 102 Economic Principles II (3 credits); CIS102 Microcomputer Applications (3 credits).MKT102 Principles of Marketing (3 credits);MAC102 Foundations of Accounting (3credits).

Total Credit hours: 21

Year Two

Semester

TEV200 Ethics and Christian Values (2 credits); MMS202 Quantitative Analysis 1 (3 credits); MAC207 Money and Capital Markets (3 credits; MEC201 Intermediate Microeconomics (3 credits); CIS201 Computer and Society (3 credits); CIS202 Programming I (3 credits); MMS 203 Business Law (3 credits)

Total Credit hours: 21

Semester 2

MAC204 Business Finance (3 credits); MMS206 Management Theory and Practice (3 credits) MEC202 Intermediate Macroeconomics (3 credits); CIS203 Programming II (3 credits); CIS204 Electronic Business (3 credits); HAS100 Introduction to African Studies (3 credit hours); MMS201 Organizational Behaviour (3 credits).

Total Credit hours: 21

Year Three

Semester 1

MMS301 Report Writing and Research Methods (1 credit); CIS301 Database Systems (3 credits); CIS302 Computer Hardware and Software Concepts (3 credits); CIS303 Networks and Communications (3 credits); CIS304 Systems Analysis, Design and Implementation (3 Credits); MKT303 Promotions and Advertising (3 credits); CIS305 Project management (3 Credits).

Total Credit hours: 19

Semester 2

FMA301 Industrial Attachment (15 credits) (**January – June**)

Total Credit hours 15

Year Four**Semester 1**

FMA301 Industrial Attachment (15 credits) (July – December)

FMA 413 Industrial Attachment Report (1 Credit Hour)

Total Credit hours (16)

Semester 2

MMS408 International Business (3 credits); MKT405 Consumer Behaviour (3 credits);
CIS403 Web Application Development (3 credits); CIS404 Capstone Project (4 credits);
FMA403 Honors seminars (3 credits); MMS411 Strategic Management (3 credits);
FMA412 Project Report (3 credits)

Total Credit hours: 22

Graduation Requirements**Requirements for a Major**

To be awarded a Bachelor Degree in Computer Information Systems, the student must:

- a) meet all the graduation requirements set out in the General Academic Regulations.
- b) successfully complete all required courses in the program.
- c) obtain a minimum cumulative grade point average of 2.0.

Requirements for a Minor

For a minor in CIS, a student must complete at least 21 credit hours of CIS courses, including CIS102, CIS201, CIS202, and CIS302.

Requirements for Honours Programme

To be admitted into the Honours Program, a student must:

- a) have a cumulative grade point average(CGPA) of 3.20 or higher at the end of the third year of study.
- b) meet the requirements for Honours Program set out in the General Academic Regulations.
- c) carry out an independent research project under the supervision of a faculty member.

Internship/Industrial Attachment

Students must complete a semester-long industrial attachment during the second semester of their third year. This practical on-site work experience provides the student the opportunity to gain industrial experience before they graduate. Student's Assessment will be based both on the student's on-the-job performance and a comprehensive report by the student.

UNDERGRADUATE COURSE DESCRIPTIONS

ACCOUNTING

MAC101 Foundations of Accounting I (3 Credit hours)

The nature and purpose of accounting information is covered in this course. Accounting Concepts, Conventions, Bases, Methods, Principles, and Policies. Accounting Process. Double- entry bookkeeping, Books of Original Entry, Ledgers, Bank Reconciliation, Control Accounts, Trial Balance, Capital and Revenue, Expenditure and Income, Preparation of Simple Final Accounts of Sole Proprietorship.

MAC102 Foundations of Accounting II (3 Credit hours)

This course builds on MAC 101 and deals with Incomplete Records, Income and Expenditure Accounts, Receipts and Payments, Departmental Accounts, Partnership Accounts, Partnership Dissolution, Manufacturing Accounts, and Final Accounts.

MAC201 Cost Accounting (3 Credit hours)

Methods for preparing accounting data for managerial decision-making, planning, and control are covered. Topics include determining relevant costs for inventory and marketing decisions, data for cost control; budgets and human behaviour, measuring divisional and segment performance.

MAC202 Intermediate Accounting I (3 Credit hours)

Prerequisite: MAC101 & 102

This course deals with Miscellaneous Accounts, Branch Accounts, Contract Accounts, Investment Accounts, Royalties, Bills of Exchange, Hire Purchase, Joint Venture, Stock Loss, Consignment, Sinking Funds, and Farm Accounts.

MAC203 Intermediate Accounting II (3 Credit hours)

Prerequisite: MAC101 & 102

The course covers the following topics: Introduction to Accounting Theory, Issues of Shares and Debentures, Conversion of Partnership to Limited Liability Companies, Company Accounts, Published Accounts, Accounts of Banks and Insurance Companies, Cash Flow Statements, Profit Forecast, Analysis and Interpretation of Financial Statements, and Taxation in Accounts.

MAC204 Business Finance (3 Credit hours)

Covered are the following: Business Finance function; financial statements; Financial Analysis; financial control; cash budgeting; capital budgeting; credit management; financial planning and management; short-term financing; long-term financing; capital markets; mergers and acquisitions.

MAC205 Company Law (3 Credit hours)

The nature of corporations and how they are incorporated in the memorandum and articles of association are covered under this heading. Contracts with the company, liability of members, Powers and duties of directors, auditors and other officers are also included. Covered also are Methods of raising share and loan capital, maintenance of share capital, the distribution of profits, company annual returns, accounts and the directors' report, statutory offence in conducting a company's affairs.

MAC206 Principles of Public Finance (3 Credit hours)

Covered are the following: Theory of Public Finance; Source of Public Finance; Government Fiscal and Monetary policies; Theories on Taxation; Direct and Indirect taxation; Taxes as sources of Government revenue; Incidence of shifting of taxes; Public expenditure and public debt; Theory of substitution; Budgetary principles; Local Authority Finances.

MAC207 Money & Capital Market (3 Credit hours)

These are covered under the course: Overview of Money and Capital Markets; The role of Money and Capital Markets in the Financial System; Characteristics and working of the Money and Capital Markets; Money Market Institutions; Capital Market Institutions; IFC; The role of the Central Bank in Money and Capital Markets; The International Financial System; and The future of Financial Systems.

MAC301 Management Accounting (3 Credit hours)

The course seeks to consolidate students' knowledge and understanding in behavioural aspects of management accounting, covering capital budgeting policies and procedures, performance evaluation, investment appraisals, strategic decision making and current issues in management accounting.

MAC302 Accounting Information System (3 Credit hours)

This course deals with the nature and significance of the Accounting Information System (AIS). It includes the Elements and Procedures of AIS, Hardware and software selection, Outsourcing, System Development and Documentation Techniques, System Analysis and Design, Data Modeling and Database Design, General Applications of AIS, Data Processing Cycles, Data Warehousing, Control and Audit Implications.

MAC 03 Introduction to Business Taxation (3 Credit hours)

The course introduces students to the current law relating to taxation in the region and its practical applications to companies, partnerships and individuals. It also includes the general tax consideration to be taken into account when investing and undertaking any business decisions.

MAC304 Investment Analysis (3 Credit hours)

Covered are: Introduction to principles and theory of investment; The portfolio theory; The valuation of business securities; The concept of risk and return; Classification of Investments and investors; Investment and the investment process and sources; the role of stock exchanges and dealings; Financial Services Act and Regulations; Investment and the Tax environment; Management of Investments.

MAC305 Auditing Principles (3 Credit hours)

The course introduces students to the basic principles and techniques of auditing, emphasizing the provisions of the Companies Act (Chapter 190) as it relates to financial reporting aspects of business entities. It also introduces the concept of internal auditing and internal control.

MAC306 Government Accounting (3 Credit hours)

Topics covered in this course are: the Nature and Environment of Public Sector Accounting; Government Accounting Theory; Concept of Funds; Bases and Principles Relevant to Government Accounting; Nature and Types of Financial Controls in Government; Internal Controls of Revenue and Expenditure; Government Accounting Processes; Budgeting; Financial Reporting and Interpretations of Government Financial Statements.

MAC401 Advanced Accounting (3 Credit hours)

The course focuses on current issues relating to financial reporting and concentrates on preparation and presentation of group accounts, reorganizations, Business combinations, Accounting for non-current Assets, accounting for price level changes, pension fund accounting and application of International Accounting Standards.

MAC402 Tax Law and Practice (3 Credit hours)

A detailed study and practical interpretation of Income Tax Act as it relates to taxation of individuals, corporation, and partnerships is done. The case law in tax decided cases is also covered, together with the comparison of tax laws within this sub-region. The adjustment of business accounts for tax purposes as well as the assessments and appeals on tax collection are covered.

MAC403 Financial Management I (3 Credit hours)

Topics covered in this course include: the Nature and Scope of Financial Management; Role of Financial Management; Financial Mathematics; Investment Decisions; Capital

Rationing; Risk; Uncertainty; Taxation and Inflation Impacts; Replacement Decision; Financial Decision; Financial Markets; Cost of Capital and Capital Structure; Working Capital Management; Financial Planning and Control; Business and Share Valuation.

MAC404 Advanced Accounting & Financial Theory (3 Credit hours)

Critical, in-depth study, evaluation and seminar discussion of selected topics in accounting and finance theory; Group cash-flow statements; Accounting for foreign currency transactions; Post-balance sheet events and evaluation of financial performance are dealt with.

MAC405 Advanced Auditing (3 Credit hours)

Topics include Issues in the Auditing of Multinational operations; The International Auditing Standards - a critical and thorough review; The changing role of independent auditors.

MAC406 Insolvency & Executorship (3 Credit hours)

Covered are Accounting for receiverships and liquidations; The differences between Trade and Commercial Accounting; Accounting for judicial management systems.

MAC408 Trust Accounts (3 Credit hours)

Topics covered include Introduction to Accounting for Trusts; Types of trusts; creation of Trusts and the rights of beneficiaries; Trustee Investments Act and regulations; investment policy of trusts; accounting for trust funds.

MAC409 Comparative Tax Systems (3 Credit hours)

In this course are: General principles of taxation and tax administration; Classification of Tax; Tax systems in Zimbabwe; South Africa, USA, UK - comparative study; Service income; residence; ordinary residence; carrying on business; transfers; comparative taxable income; relief; withholding tax; simple taxation and agreements; International Tax avoidance.

MAC410 Financial Management II (3 Credit hours)

Prerequisite: MAC403

This course builds on MAC404 and deals with Dividend Decision; Portfolio Theory; and Investment Analysis; CAPM Arbitrage Process; Derivative Market; Mergers and Acquisitions; Bankruptcy; Capital Restructuring; Elements of International Financial Management.

MANAGEMENT

MMS101 Mathematics for Business I (3 Credit hours)

The course is designed to give students a basic understanding of mathematical tools and techniques required in intelligent business decision-making. Emphasis in the

course will be put on elementary algebra and trigonometry, probability, and their application to the different fields of business. The student is expected to be conversant with the notions of Functions and Graphs, Solving Equations and systems of Equations, Matrix Algebra, and Differentiation.

MMS102 Business Communications (3 Credit hours)

The course aims at developing the student's skills in business communication to enable him/her to communicate effectively in the modern business world using various types of office communication such as inter-office memoranda, business reports, minutes, etc.

MMS103 Introduction to Management (3 Credit hours)

This course aims to introduce the student to the evolution of Management thought and influencing factors: the Schools of Management thought- Classical, Behavioural, Systems and Contingency, and their proponents (Frederick Taylor, Henry Fayol, Max Weber, Elton Mayo, Douglas McGregor etc). Future trends in management: Proactive, Total Quality Management, Global structures, etc.

MMS105 Mathematics for Business II (3 Credit hours)

Prerequisite: MMS 101

Emphasis will be on Differentiation techniques; curves sketching; Integration; Multivariate Calculus; Multiple-variable optimization and Exponential and Logarithmic functions as they apply to Business, Economics, Finance and Management. It is therefore expected that at the end of this course, the student will be adequately equipped in quantitative approaches necessary in the business decision process.

MMS201 Organizational Behaviour (3 Credit hours)

The course aims to introduce students to and/or enhance their understanding of the nature and characteristics of organizations including the study of how people behave as individuals and in groups in the context of the organization.

MMS202 Quantitative Analysis for Business Decisions I (3 Credit hours)

This course aims to improve data-based management decision-making in all areas of business. It covers data types; Data Collection; Data presentation, Descriptive Statistics, probability and probability distributions; Estimation of Population Parameters and Hypothesis testing (parametric).

MMS203 Business Law (3 Credit hours)

The course is designed to equip a student with basic but concise legal knowledge to enable the student to be able to make legally sound and informed business decisions at work or as a business leader. The principles to be covered include contract law; law

of purchase and sale; negotiable instruments; insurance law; landlord and tenant law; employment law; law of agency; partnership law and general company law.

MMS204 Quantitative Analysis for Business Decisions II (3 Credit hours)

Prerequisite: MMS 101, MMS 105

This course is designed to groom students for rational decision-making based on quantifiable information. Problem solving techniques handled include: Statistical Inference (ANOVA and Non Parametric tests); regression analysis; forecasting; index numbers; Numerical Techniques; Financial Mathematics; Quality Control and Linear Programming I(Graphical and Simplex)

MMS205 Public Sector Management (3 Credit hours)

This course discusses contemporary issues in public sector management in Africa. Topics for discussion include public finance; public debt management; Globalization; Regionalism and the New World Economic Order; International Aid and Development; Good Governance; rule of law; human rights; Ethics and Morality; Freedom of the Press and of Speech; Structural Adjustment; Commercialization and Privatization; Civil Service reform.

MMS206 Management Theory & Practice I (3 Credit hours)

This course begins with a review of the development of management thought and how this has affected managerial practices over time. It then delves into a detailed study of the managerial functions of Planning, and Organizing, with emphasis on practical applications of the concepts learned.

MMS301 Research Methods & Report Writing (1 Credit hour)

The course aims to equip students with the knowledge and techniques needed to identify research problems, determine and collect data needed, analyze and interpret data, present information and make recommendations for management decisions. Topics will include research design, research methods, design of data collection instruments; report writing and structure; footnoting, references and bibliography.

MMS302 Human Resources Management (3 Credit hours)

This course aims at leading students to an understanding of the importance of human resources in an organization, and how they can be best managed to achieve organizational goals. Topics such as the Personnel Function, Human Resources Planning, Selection, Training and Development, Employee Advancement, Remuneration Administration, and Performance Management will be covered.

MMS306 Management Theory & Practice II (3 Credit hours)

Prerequisite: MMS206.

The course builds on MMS206 and focuses on further application of the theories learnt in that course. It then goes into a detailed analysis of the Leading and Controlling functions of management. Contemporary management issues such as the ethical and social environment of management, the management of information systems, and the management of globalization are also addressed.

MMS307 Industrial Relations (3 Credit hours)

This course looks at theories and practices dealing with maintaining industrial harmony so that both the goals of the worker and the organization can be achieved. It covers Labor/Management Relations, Labor Laws, Unions in the Work Place, Grievance Handling, Industrial Disputes, and Communication at Work.

MMS401 Entrepreneurship & Small Business Development (3 Credit hours)

Covered in this course are the following: Role of entrepreneurship in economic development; Theories of entrepreneurship; Process of establishing business; sources of funds; feasibility report preparation; Planning production; marketing of enterprises; Entrepreneurship and public policy; A study of the characteristics, nature and problems of the small business sector; The advantage and disadvantages of big versus small; the linkage effects and management techniques.

MMS402 Productions & Operations Management (3 Credit hours)

The syllabus covers Production/Operations Concepts; Production/Operations trends; Management for Quality; Productivity and Cost Minimization; Production Planning; Human Resources; Production Management, General Production Resource Management; and the systems approach to effective and efficient operations.

MMS403 Risk Management (3 Credit hours)

Topics include: The concept of Risk; The measurement of Risk, definition and notations; the stochastic basis of risk; The Beta. The risk adjustment methods and techniques used in dealing with risk; risk-financing techniques; Hedging against risk; the futures options and contracts.

MMS408 International Business (3 Credit hours)

The course is an examination of the origin and challenges of multinational corporations. Course content includes the environment of international business; international business theory; entry strategies; human resources; financial production; technology management in a global context, host country nationalism and international business global strategy; emerging multinational corporations.

MMS409 Operations Research (3 Credit hours)

The topic covers The Research Team Approach and Systems Interfaces; Problem Perception; Identification and formulation; types and construction of solution models and application to Business Industrial/commercial operations problems including Marketing and Sales, Production, Purchasing and Supply, Finance and Accounting; Techniques to be handled include: Linear Programming II (Duality, Sensitivity Analysis and Computerization), Distribution Models (Transportation and Assignment), Inventory Management, Queuing Techniques, Project Scheduling (PERT/CPM), Optimization and Simulations.

MMS410 Public Policy Analysis (3 Credit hours)

The course includes: Nature and scope of policy analysis; Theoretical perspectives and models of public policy formulation; techniques of policy analysis and implementation; problems of policy implementation in Africa; and political instability and policy.

MMS411 Strategic Management (3 Credit hours)

This course explores the nature of strategies and strategic decision-making in an organization; strategic decision-makers; strategy formulation; strategy analysis and choice; implementing strategies; strategy evaluation and control; strategic issues in various sectors of the economy (services, manufacturing, not-for profit, etc); global issues, ethical considerations, etc.

ECONOMICS**MEC101 Economics Principles I (Microeconomics) (3 Credit hours)**

Microeconomics is a branch of Economics which focuses on the behavior of the individual units that make up an economy such as households, businesses, and markets/industries. It imparts microeconomic fundamentals of consumers and producers facing scarcity and choice as they both strive to satisfy their unlimited wants in the face of limited resources.

MEC102 Economics Principles II (Macroeconomics) [3 Credit hours]

Macroeconomics is the other branch of Economics which is concerned with the study of the national economy through aggregate variables such as inflation, gross national product, and employment. The student is expected to be conversant with national accounting, aggregate demand/supply, national economic equilibrium and related issues at elementary level.

MEC201 Intermediate Microeconomics (3 Credit hours)

This course provides a treatment of Microeconomics that stresses its relevance and application to both managerial and public policy decision-making. It focuses on

topics such as optimization, externalities and efficiency, and the design of pricing strategies in different industries.

Prerequisites: MEC101/102; MMS101/102 or consent of instructor.

MEC203 Mathematics For Economists (3 Credit hours)

This course provides students with an introduction to those mathematical tools commonly used in the profession, and equips them with the necessary skills to bridge the gap between theory and practice, policy-formulation and policy implementation by using quantitative techniques for better decision-making process.

Prerequisites: MMS101/102; MEC101/102 or consent of instructor.

MEC204 Intermediate Macroeconomics (3 Credit hours)

Intermediate Macroeconomics focuses on the economic behaviour and policies related to consumption, saving, investment, trade balance, money, domestic and international debt. As such MEC204 is designed to analyze macroeconomic variables, their determinants, and the policy implications in a more rigorous fashion.

Prerequisites: MEC201/204 or consent of instructor.

MEC205 Money and Banking (3 Credit hours)

This course deals with a description of the activities of banks, financial intermediaries, central bank, regulatory agencies, and the monetary theory and policy. It shores up knowledge in bank management and capital markets.

Prerequisites: MEC201/204 or consent of instructor.

MEC206 Public Sector Economics (3 Credit hours)

The course involves the study of the activities of government (taxation, expenditures and transfers) in its quest to influence resource allocation, relative prices and the economic welfare of the population. It incorporates traditional public finance subject matter with recent developments in a comprehensive fashion.

Prerequisites: MEC 101/102/201/204 or consent of instructor.

MEC207 History of Economic Thought (3 Credit hours)

The course concentrates on the evolution of fundamental ideas that shape economic theories today. Emphasis is placed on the theories of the classical school of thought and its dissenters.

Prerequisites: MEC201/204 or consent of instructor.

MEC301 Comparative Economic Systems (3 Credit hours)

This course focuses on the comparison of different economic systems; economies in transition, and the recent developments in the formation and existence of alternative economic systems. Special emphasis is placed on African economies and their transitional nature.

Prerequisite: MEC 201/204/207 or consent of instructor.

MEC302 International Economics I (Trade) (3 Credit hours)

This course is designed to examine the nature of trade blocs, commercial policies and the international economic institutions and arrangements under which nations trade. It also introduces the fundamentals of trade theories (Ricardo, Ohlin, etc.).

Prerequisites: MEC 201/204 or consent of instructor.

MEC303 Introduction to Econometrics (3 Credit hours)

The course unifies economic theory, mathematical tools, and statistical methodology to estimate economic relationships, test hypotheses involving economic behaviour, and forecast the behaviour of economic variables such as consumption, saving, demand, supply, etc

Prerequisites: MEC201/204/203; MMS203 or consent of instructor.

MEC304 Hospitality/Tourism Economics (3 Credit hours)

This course seeks to understand the economic impact of travel on tourism's various sectors and the quantitative methods that can be applied to travel forecasting and tourism projects. It is based on a problem-and-policy-oriented approach.

Prerequisites: MEC201/204; MMS203 or consent of instructor.

MEC305 Industrial Economics & Public Policy (3 Credit hours)

This is both a theoretical and empirical course which focuses on the structure and performance of industries, and the economic effects of governmental regulations and policies in the quest to achieve competitive practices.

Prerequisites: MEC201/204; MMS203 or consent of instructor.

MEC306 Urban/Regional Economics (3 Credit hours)

The course explores the theory of location of households and industry, and regional development; introduces measurements of change, and develops a framework for public policies and related issues in regional/urban evolution.

Prerequisites: MEC 201/204; MMS 203 or consent of instructor.

MEC307 Labour Economics (3 Credit hours)

This course is designed to shed light on the determination of optimal wages in the labour markets as producers and households interact on one hand, and unionization and employment and income distribution, discrimination and related topics on the other.

Prerequisites: MEC201/204 or consent of instructor.

MEC401 Managerial Economics (3 Credit hours)

This is an applied microeconomics-based course which intends to shore up the theoretical knowledge of MEC201 with managerial applications. Strategic pricing schemes are developed and case studies are used to enhance the skills of the future manager.

Prerequisites: MEC201/204/203; MMS203 or consent of instructor.

MEC402 International Economics II (Finance) (3 Credit hours)

This is a course designed to introduce the student to international financial institutions and arrangements, expose them to the notion of balance of payments and its determinants.

Prerequisites: MEC201/204 or consent of instructor.

MEC403 Development Economics (3 Credit hours)

This course focuses on poverty alleviation strategies, problems of environmental decay, and rural stagnation, besides the classical theories of growth and development. It adopts a problem-solving approach to address specific concerns of developing nations.

Prerequisites: MEC201/204/301/or 207; or consent of instructor.

MEC404 Resource & Environmental Economics (3 Credit hours)

Designed to bring the student close to the frontiers of knowledge in economics, the course focuses on the allocation of both exhaustible and renewable resources, externalities, property rights and common-property resources, population problems, etc.

Prerequisites: MEC201/204 or consent of instructor.

MEC405 Monetary Economics (3 Credit hours)

This course upgrades the knowledge acquired in MEC205 with a focus on monetary policies and their impact on overall economic activity. Different models and schools of thought will be studied and results checked in relation to the developing nations.

Prerequisites: MEC201/204/205 or consent of instructor.

MEC406 Business Cycles & Forecasting (3 Credit hours)

This course is an expansion of MEC303. It is quantitative, progressing from empiricism to modeling, to fitting models to data, to analyzing forecast precision, to examining properties of pure time-series that eschew economic theory but use large volume of traffic that now moves along the “information highway”.

Prerequisites: MEC201/204/203/303, MMS203 or consent of instructor.

MARKETING**MKT102 Principles of Marketing (3 Credit hours)**

The course gives an introduction to the role of marketing in business, in non-business organizations, and in society. Emphasis is placed on decision-making involving products and services, pricing, promotion, and physical distribution, as well as marketing information systems and strategic planning. Global, ethical, and behavioural considerations are integrated within each of these marketing functions.

MKT202 Marketing Research & Sales Forecasting (3 Credit hours)

This course covers a range of specific quantitative and qualitative marketing research data collection, analysis and forecasting methods. The role of marketing research and marketing information systems within the organization are emphasized and the entire research process from secondary and primary data collection to final report preparation are addressed.

MKT301 Distribution & Logistics (3 Credit hours)

The course covers the study of the process of transferring goods from the producer to the consumer. Functions such as concentration, equalization and dispersion, transportation problems, inventory and stock-out costs management are also dealt with.

MKT302 Purchasing & Materials Management (3 Credit hours)

This course introduces students to the cost implications of uncontrolled purchasing of raw materials, spare parts and consumables as well as the costs associated with carrying inventories of the same. The delicate balance to be achieved between carrying stocks to ensure ready availability and minimizing the costs of doing such is the major objective of the course.

MKT303 Promotion & Advertising (3 Credit hours)

The role of Promotion and Advertising in Marketing, organizing for Promotion and Advertising, analyzing the communication process, objectives and budgeting for integrated marketing communication, programmes developing; monitoring, evaluating and controlling the promotions programme are covered. Social, ethical, legal, economic, and other aspects of Promotions and Advertising are closely attended to.

MKT401 Marketing Management (3 Credit hours)

This is the capstone course in marketing. Course topics include the design of the marketing department; marketing analysis and control; marketing planning and strategy formulation; and management of the marketing functions of product, price, promotion and distribution. The case study method is emphasized.

MKT402 Retail and Sales Management (3 Credit hours)

The course aims to provide students with knowledge of managing retail and sales functions in marketing. Topics will include nature and characteristics of retailing; planning; buying and pricing merchandise; stock management; operations and control; stores design and layout; sales territory planning; organization of a sales department; recruitment and motivation of sales persons; the selling function; and evaluation and control of sales persons.

MKT405 Consumer Behaviour (3 Credit hours)

The psychological, social, and economic factors affecting individual and corporate consumer choices in the market place are considered. Cultural influences are addressed and implications for marketing management, public policy, and consumers are emphasized.

MKT406 International Marketing (3 Credit hours)

Global marketing influences even small local business and non-business organizations in our interconnected world. Major emphasis is placed on marketing in multiple cultures, including gaining entry, standardizing the marketing mix where appropriate. Also included are skills in adapting to local conditions, and managing the global enterprise.

MKT407 Direct Marketing (3 Credit hours)

A focus on all major direct marketing media: direct action advertising; direct mail; catalogue marketing (mail order); telemarketing and other forms of electronic marketing (videotext, internet, etc); Loyalty programmes; store-traffic; fund-raising; databank as key to direct marketing success and creative dimensions are emphasized. Measurement of effectiveness and link with the whole marketing mix/plan is stressed.

MKT408 Services Marketing (3 Credit hours)

Focus is on the growing sector of services marketing; characteristics of services; marketing implications of service characteristics; strategies for customer retention and long-term relationships; value-adding; organization and control of service marketing;

FMA302/FMA402/FMA403 (3 Credit hours) Honours Seminars

Each seminar will focus on a theme of topical interest, examined from an interdisciplinary perspective. These courses will be run in a non-traditional way, which will require students to write, present, and defend their findings. Possible themes include but are not limited to globalisation, employment generation, inter African trade, regionalism, foreign direct investments, health, brain drain, African Union, NEPAD e.t.c.

FMA413

The student shall independently prepare the industrial attachment report using a format developed by the Faculty for grading purpose. The student is expected to submit the report before the end of the semester during which the student is attached.

COMPUTER INFORMATION SYSTEMS**Course Descriptions****CIS102 Micro-computer Applications – 3 (Credit hours)**

Knowledge work productivity concepts; advanced software functionality to support personal and group productivity such as templates and macros and functions; advanced concepts in organization and management of data(sorting, filtering, data analysis) via spreadsheets and database tools; accessing organizational and external data; information search strategies, tool use optimization and personalization, professional document design; image processing; Web page design and publishing; effective presentation design and delivery.

CIS201 Computer and Society – 3 (Credit hours)

Cultural, social, legal and ethical issues inherent in the discipline of computing are analysed. Code of ethics, conduct, and practice(IEEE, ACM, SE, AITP, etc). Ethical and legal bases for privacy protection; technological strategies for privacy protection; freedom of expression in cyberspace; international and intercultural implications; Information security and crime; Acceptance use policies for computing in the workplace; Characteristics of IS professionals and career paths are covered.

CIS202 Programming I – (3 Credit hours)

The topic analyses fundamental concepts of programming. Topics include simple data types; control structures; an introduction to array and string data structures and algorithms; abstraction using functions and procedures; Compilation and debugging techniques; Introduction to object-oriented paradigm; Foundations of human computer interfaces; Problem-solving strategies and the role of algorithms in the problem solving process.

CIS203 Programming II – 3 (Credit hours)

This course continues the fundamental concepts of programming, with an emphasis on algorithms, data structures, and software engineering. Fundamental computing algorithms (simple numerical algorithms; sequential and binary search algorithms; sorting algorithms). Fundamental data structures (stacks, queues, hash tables, graphs and trees) are covered. Included also are API programming, class browsers and related tools.

CIS204 Electronic Business – (3 Credit hours)

The course looks at changes in the business environment enabled by modern information and communication technologies. Topics include business models; the economics of e-commerce; value chain analysis; supply chain management and consumer behavior within electronic environments; legal and ethical aspects of the design and development of e-business solutions; payment methods using electronic tools; Technical architecture and technology solutions that are required to implement reliable and efficient e-business solutions.

CIS301 Database Systems – (3 Credit hours)

The course looks at Information systems design and implementation within a database management system environment. Topics include conceptual, logical, and physical data models; modeling tools; mapping conceptual schema to relational schema; entity and referential integrity; relational algebra and relational calculus; Database query languages(Structured Query Language(SQL); Relational database design; transaction processing; and physical database design (storage and file structures). Also covered is Database implementation, including user interface and reports.

CIS302 Computer Hardware and Software – (3 Credit hours)

Topics include: Introduction to micro-computer architecture – CPU architecture; memory, registers, addressing modes, busses, instruction sets, multiprocessors versus single processors; peripheral devices; hard disk and other storage devices, video display monitors, device controllers, input/output. Operating systems functions and types; processes, process management, memory and file system management; Installation and configuration of open-source and standard systems.

CIS303 Networks and Communications – (Credit hours)

The course covers Networking and telecommunications fundamentals, including LANs, MANs, WANs, Intranets, the Internet, and WWW; Telecommunication configurations; distributed systems; wired and wireless architectures, topologies, and protocols; installation, configuration, and operation of bridges, routers, switches, and gateways; network performance and tuning; privacy, security, firewalls, reliability; Design, installation, configuration, and management of infrastructure technologies will be practised in the laboratory.

CIS304 Internship – 16 (Credit hours)

This involves Practical on-site work experience in a computer-intensive operation with academic oversight. This provides the opportunity for computer science students to gain industrial experience before they graduate. It not only gives the students motivation and a direction in the program, but also provides feedback to the department on current industrial trends and needs.

CIS401 Systems Analysis, Design and Implementation – (3 Credit hours)

Emphasis is on the development of Concepts and skills to analyse, design and implement information systems using object- oriented methodologies. Integration of concepts of management; methodologies/processes, and metrics using industry standard computer-aided software engineering (CASE) tools. Testing; software quality assurance; user training and support; configuration management and maintenance.

CIS402 Project Management – (3 Credit hours)

Factors necessary for successful management of information systems development or enhancement projects are covered. Technical and behavioural aspects of project management are applied within the context of an information systems development project.

CIS403 Web Application Development – (Credit hours)

The course looks at Modern application software in the business environment - Enterprise web application development and security; web service and XML in the enterprise. Hands-on experience using current technology to build business-to-business (B2B) and business-to-computer (B2C) applications.

CIS404 Capstone Project – (4 Credit hours)

This course puts emphasis on a Comprehensive systems development project. There is team approach in analysing, designing, and documenting realistic systems of moderate complexity. Project management methods, scheduling and control, formal presentations, and group dynamics in solving systems problems are the epicenter. This course will provide students opportunities to enhance skills such as working in teams, interacting with users, developing formal problem specifications, reviewing research journals, building prototypes, scientific writing and making oral presentations.

GRADUATE PROGRAMMES**MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE: FULL TIME****Objectives**

The MBA programme is designed to provide a basic understanding of the field of management as well as deepen the knowledge in a selected area with a view to preparing its graduates for general management functions. The programme is designed to integrate theory and practice related to the African environment within the context of globalisation.

Specifically, the programme aims to:

- sensitize African managers and professionals to the key challenges and opportunities that influence economic development in Africa;
- enhance the management and analytical skills of African managers particularly the interface between the public and private sectors;
- catalyze the entrepreneurial skills of participants;
- improve decision making, policy formulation and implementation skills of participants in an increasingly complex, technological global economy.

Graduate Curriculum

The full time MBA curriculum has four major components:

1. Formal classroom lectures and discussions for the acquisition of a body of knowledge in management. Methods of classroom instruction include lectures, case studies, exercises and role playing;
2. Exposure to practical experience through an internship programme with industries during which students are required to identify, define, analyze and proffer solution to a problem in industry;
3. Specific skills building workshops to equip students with skills in computer use, project management, negotiation, etc.
4. Discussions on current issues in management through public lectures and symposia by leading practitioners and scholars.

The first year of the programme is spent on courses in the basic areas of management: accounting, economics, quantitative methods, management, marketing and entrepreneurship. These courses are conducted at an accelerated intensive pace in order to attain an advanced level of knowledge. The second part of the programme allows students to specialize in one of three areas (Finance, Management, or Marketing) or to choose an array of courses from the different areas as well as prepare and submit a project report.

Special Regulations for MBA Full Time

Applicants must be holders of the following qualifications

- a good first degree of Africa University or of a university recognized by the Senate of Africa University;
- OR a professional qualification obtained by formal study and examination recognized by the Senate of Africa University;
- competence in basic mathematics not below GCE “O” level;

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- In exceptional cases, students possessing other tertiary educational qualifications besides those specified above and with a good track record of managerial or entrepreneurial experience may be considered for admission to the programme

Duration

The programme can be completed in 18 months. Students must however complete the programme within a maximum period of 36 months.

Language

The language of instruction in Africa University is English. Students without proficiency in English will be required to undergo an intensive English programme before admission onto the programme

Student Evaluation

- i. Student work will be evaluated throughout each course with a grade recorded at the end of each semester for each course attempted. Evaluation methods or criteria may include class participation, exercises, tests, written reports, class presentations, term papers and examinations as the faculty may deem appropriate for each course.
- ii. Each course must be passed with a minimum grade of “C+” (60%).
- iii. A student who obtains a grade below “C+” in a course shall be required to repeat the course when it is next offered except that where the course is an elective, the student may substitute it with another course.
- iv. A student who failed a repeat examination shall, with the approval of Senate, be discontinued from the programme. The Faculty may however, taking into consideration any extenuating circumstances, permit a student to repeat an examination for a second time. No student shall, however, be allowed to repeat an examination more than two times.
- v. A student who absents him/herself from an examination shall be deemed to have failed the course, and a grade of “F” shall be recorded for him/her in that course. The student shall be allowed to repeat the course when next offered
- vi. A student who is absent from an examination on medical grounds, supported by a sick report issued by a Medical Doctor, or for any other good reason acceptable to Senate at its sole discretion, may be allowed to sit a deferred examination in the course(s).

Progression

In order to proceed to the next part of the programme, a student must have:

- Successfully completed all courses in the previous semester except that a student may be allowed to carry not more than one failed course from one semester to another
- Obtained a cumulative grade point average (CGPA) of at least 2.6;
- A student whose CGPA at the end of any semester falls between 2.3 and 2.59 will be put on probation. Such a student has to raise his/her CGPA to a minimum of 2.6 by the end of the following semester; otherwise he/ she may be discontinued from the programme. No student shall however be put on probation more than once before being discontinued from the programme.
- A student whose cumulative grade point average falls below 2.3 at any time shall be discontinued from the programme.

Graduation Requirements

To qualify for the award of the MBA degree, a student must have:

- i. successfully completed 45 credit hours in all required courses;
- ii. obtained a minimum cumulative CGPA of 2.6;
- iii. satisfactorily completed an internship programme;
- iv. submitted a satisfactory original project report prepared independently but under the supervision of an assigned academic staff of the faculty
- v. a student who passes all the required courses but fails to obtain a minimum CGPA of 2.6 may be permitted to repeat some or take new courses for not more than another semester in order to raise his/her CGPA to the minimum required.

List of Graduate Courses Offered

MBA Full Time Programme

Year One

Semester 1

MEC501 Economics; MAC501 Financial and Management Accounting; MBA501 Research Methods & Report Writing; MBA502 Information Technology; MMS 502 Management & Organizational Behaviour; MKT501 Marketing Management

Semester 2

MMS501 Management Information System; MBA503 Quantitative Methods; MFN501 Financial Management; MMS511 Strategic Management; MPA501 Public Policy Analysis.

Year Two**Semester 1**

MMS505 HRM and Industrial Relations; MBA510 Project Report; Specialization (total of 9 credit hours)

Specialisations**Finance**

MFN502 Corporate Finance; MFN503 Investment Analysis; MFN505 Financial Planning and Control; MFN 506 Joint Ventures, Mergers and Acquisitions; MFN 508 Working Capital Management; MFN509 Equity Research & Portfolio Management; MFN510 International Finance

Management

MMS503 Project Analysis and Management; MMS 504 Entrepreneurship & Small Business Management; MM506 Operations Management; MMS507 Management Consulting; MMS508 Quality Control Management; MMS510 Management of Change; MMS512 Introduction to Business and Company Law; MPA502 Public Sector Management; MPA 503 Administrative Law; MEC502 Managerial Economics

Marketing

MKT502 International Marketing; MKT503 Marketing Research and Forecasting; MKT504 Consumer Behavior; MKT505 Purchasing and Materials Management; MKT506 E-Commerce; MKT507 Graphic Design & Analysis; MEC 504 International Trade & Finance N/B: The specialization courses to be offered each year will be determined by the Faculty.

Executive MBA

- i. The programme is offered on a modular basis during weekends and holiday periods as well as on a block release system;
- ii. The Executives entering the course will be experienced managers seeking advanced business training, but generally with undergraduate degrees.
- iii. The programme of study will consist of 8 modules of instruction delivered over a 24 to 48 months period;
- iv. Three areas of specialization are offered namely Finance, Marketing and Management with a common set of core courses and electives.

Objectives

The Executive MBA is designed to enhance the managerial and analytical skills of African Managers in both the public and private sectors. It incorporates both a thorough grounding in the basics of current business practice and theory in each of the functional areas of business (accounting, finance, management, and marketing),

as well as leading edge knowledge in more specialised topics such as entrepreneurial skills, small business management, global business, and public policy analysis.

The programme prepares students to take a leading role in creating, managing and directing private businesses, and leading governmental and nongovernmental organizations in the public sector

Programme of Study

- i. The first year of the programme concentrates on skills building in each of the major functional areas of management and administration. These courses are conducted at an accelerated intensive pace in order to attain an advanced level of knowledge.
- ii. In the second year of the programme students concentrate on either of the three specialization areas and have the opportunity to choose electives geared to their particular interests.
- iii. The degree work culminates in individual student projects focusing on opportunity analysis and problem solving in their current organization.
- iv. Language of instruction is English. Classes include lectures, case studies, exercises, role playing, and discussions of current issues in management through public lectures and symposia by leading practitioners and scholars.

Special Regulations for MBA

- (i) Applicants must be holders of the following qualifications:
 - a) A good first degree of Africa University or of a University recognized by the Senate of Africa University or a professional qualification obtained by formal study and examination and recognized as a degree equivalent by the Senate of Africa University;
 - b) At least 4 years of post-qualification work experience in a managerial position and;
 - c) Competence in basic Mathematics not below GCE "O" level.
- (ii) In exceptional cases, students possessing other tertiary educational qualifications besides those specified above and with a good track record of managerial or entrepreneurial experience may be considered for admission.

Student Evaluation, Progression, and Graduation Requirements

- (i) Student work will be evaluated throughout each course with a grade recorded at the end of each unit of study. Evaluation methods and criteria may include class participation, exercises, tests, written reports, oral class presentations, term papers, or examination as the Faculty may deem appropriate for each course.
- (ii) Each course must be passed with a minimum grade of "C+" (60%).
- (iii) A student who obtains a grade below "C+" in a course shall be required to repeat the course when that course is next offered except that where the course is an elective, the student may substitute another course.

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- (iv) A student who fails a repeat examination shall, with the approval of Senate, be discontinued from the programme. The Faculty may however, taking into consideration any extenuating circumstances, permit a student to repeat an examination for a second time. No student shall, however, be allowed to repeat an examination more than two times.
 - (v) A student who absents him/herself from an examination shall be deemed to have failed the course, and a grade of "F" shall be recorded for him/her in that course. The student shall be allowed to repeat the course when next offered
 - (vi) A student who is absent from an examination on medical grounds, supported by a sick report issued by a Medical Doctor, or for any other good reason acceptable to Senate at its sole discretion, may be allowed to sit a deferred examination in the course(s).
 - (vii) A student whose cumulative grade point average falls between 2.3 and 2.59 after the completion of 12 credit hours shall be put on probation. If the cumulative grade point average does not reach 2.6 at the completion of 24 credit hours, the student may be discontinued from the programme.
 - (viii) A student whose CGPA falls below 2.3 at the completion of 12 credit hours or at any other time thereafter, shall be discontinued.
 - (ix) In order to progress to the next part of the programme a student must have successfully completed the preceding module's courses and maintained a CGPA of 2.6 except that a student may be allowed to carry not more than one failed course at any time.

Graduation Requirement

- (i) In order to be awarded the EMBA degree, the student must:
- (ii) Successfully complete all required courses;
- (iii) Submit a satisfactory original project report prepared independently, under the supervision of one or more faculty members;
- (iv) Obtain a minimum CGPA of 2.6. A student who has passed all required courses but failed to obtain a minimum CGPA of 2.6 may be permitted to take or repeat some courses in order to raise the CGPA to the minimum acceptable level of 2.6

Exemption

- (i) A student may seek exemption from courses, (s)he has previously taken at post-graduate degree level provided that exemption shall not be given for more than one-third of all course requirements.
- (ii) A student who seeks exemption in any course shall apply in writing to the Dean for an exemption examination and shall pay a fee of one third of the fees for the course
- (iii) An exemption shall be granted to students who pass the exemption examination at a grade not below B-.

Fees

Tuition: Paid per credit hour at a rate determined by the University from time to time. Fees must be paid before or on registration for each module.

Students will be responsible for their own transportation and accommodation expenses for class attendance.

EMBA Programme

MODULE I

MBA503 Quantitative Analysis for Managers; MAC501 Financial and Management Accounting

MODULE II

MMS502 Management & Organizational Behaviour; MEC501 Economics

MODULE III

MMS512 Business Law & Ethics; MKT501 Marketing Management

MODULE IV

MMS501 Management Information Systems; MMS503 Project Analysis & Management

MODULE V

MMS505 HRM & Industrial Relations; MMS506 Operations Management

MODULE VI

MMS511 Strategic Management; MFN501 Financial Management

MODULE VII

Two Electives

MODULE VIII

MBA501 Research Methods; MBA510 Project Report

SPECIALISATIONS

Marketing

MKT502 International Marketing; MKT503 Marketing Research and Forecasting; MKT504 Consumer Behaviour; MKT506 Electronic Commerce; MKT508 Direct Marketing; MKT509 Promotion and Advertising

Finance

MFN501 Corporate Finance; MFN503 Investment Analysis; MFN505 Financial Planning and Control; MFN508 Working Capital Management; MFN510 International Finance

Management

MMS504 International Business; MMS510 Management of Change; MEC502 Managerial Economics; MPA501 Public Policy Analysis; MPA502 Public Sector Management.

Note: The Specialization courses to be offered each time will be determined by the Faculty.

Course Descriptions**MAC501 Financial and Management Accounting (4 Credit hours)**

A foundation course for all MBA students. Basic accounting concepts, inventory models, financial statements analyses, cash flow statements, cost systems, cost behaviour and cost-volume-profit analysis, profit reporting for management analysis, budgeting, and cost management.

MBA501 Research Methods (1 Credit hour)

This forms an introduction to primary and secondary research, report writing, and presentation techniques and skills. Use of visual material, charts, graphs, tables, statistics, footnotes, references, and bibliographies is reviewed. Oral and written presentation, communication skills and technologies are also surveyed.

MBA502 Information Technology (2 Credit hours)

This course is designed for those computer users with little or no experience in Word Processing applications. It is designed in such a way that it provides hands-on learning activities. The course covers the basics of creating documents, editing them and formatting them. After completing the course, students will be able to create, format, edit, save and print a variety of documents from scratch, as well as with the templates included in Word 97.

MBA503 Quantitative Methods (3 Credit hours)

The course is geared toward problem identification and formulation, followed by problem-solving using an appropriate tool (Quantitative methods learned). It introduces the more important quantitative methods available to assist in managerial decision-making and places emphasis on the practical application of the various methods and use of information generated.

ME 501 Economics (3 Credit hours)

This entails a study of how societies use scarce resources to produce valuable commodities and distribute them among different groups. It is made up of two main branches: Microeconomics and Macroeconomics.

MEC502 Managerial Economics (3 Credit hours)

Prerequisite: MEC501

Managerial economics is a subject which relates very closely to the more directly practical business disciplines including management accounting, marketing, and corporate strategy. It develops managerial applications for microeconomic and macroeconomic principles.

MFN501 Financial Management (3 Credit hours)

This course builds on MAC501: The role of finance, sources of finance, cost of capital, capital budgeting, financial forecasting and planning, risk analysis, working capital, dividend and bonus policy, taxation, financial ratios, appraisal of firms, and financial restructuring.

MFN502 Corporate Finance (3 Credit hours)

This course deals with methods utilized by corporations to secure and use capital for their operations. It includes capital structure, corporate financial policy, liquidity and the cost of capital, sources of capital, alternative forms of capital, risk management, and dividend policy.

MFN503 Investment Analysis (3 Credit hours)

Covered is a review of factors influencing investment decisions; Economic evaluation of investment proposals (time value of money, NPV, IRR); Cash flows, working capital, risk and uncertainty; capital asset pricing model; financial leverage, cost of capital, capital structure and valuation; options and futures; lease or buy decision; capital and money markets.

MFN505 Financial Planning, and Control (3 Credit hours)

This course introduces the student to more detailed concepts of financial planning and control. It covers the concept of planning and control, budgetary control, standard costing, cash budgeting and forecasting, accruals, control of divisional management, and capital expenditure control and monitoring.

MFN506 Joint Ventures, Mergers and Acquisitions (3 Credit hours)

The course surveys the means for expanding a business and their implications. Topics include joint ventures; mergers, de-mergers; acquisitions; the synergy concept; corporate restructuring; business re-engineering; strategic financial alliances; the Companies Act; IAS treatment of mergers, acquisitions and joint ventures; joint

ventures and acquisitions accounting; asset valuation, takeovers, and tax implications of mergers and acquisitions.

MFN508 Working Capital Management (3 Credit hours)

The course deals with funding and sourcing of funds and the proper management of cash, inventory, receivables, payables, etc. The content includes working capital cycle, estimation of working capital requirements, inventory management, debtors management, creditors management, working capital arrangements with commercial banks and new instruments of credit for working capital.

MFN509 Equity Research and Portfolio Management (3 Credit hours)

The course is designed for those who want to pursue equity research and other portfolio activities. The content will include Portfolio theory, investment management, Equity as a source of financing, the market price model, MM approach and the global scenario of equity movements.

MFN510 International Finance (3 Credit hours)

This course involves advanced studies in international finance. Topics covered include Balance of Payments; the International Monetary System; the International Financial Institutions; the Globalization of Capital; International Banking; The Eurodollar and Petrodollar markets; Exchange Controls, and Foreign Exchange Markets.

MKT501 Marketing Management (3 Credit hours)

Course content includes the marketing concept and philosophy; monitoring and responding to changes and differences in marketing information; marketing of services; strategic planning and management of the marketing function of pricing, promotion, product and service offerings; and physical distribution.

MKT502 International Marketing (3 Credit hours)

Marketing in a global world is the focus of this course. Competition in the global market place affects both multinational corporations and local businesses. Primary emphasis is placed on planning, organizing, and implementing marketing ventures across cultural boundaries. Entering markets, standardizing offerings, adapting offerings to local conditions and managing and integrating global marketing operations are the major topics addressed.

MKT503 Marketing Research and Forecasting (3 Credit hours)

The course emphasizes techniques for gathering, analyzing, managing, and reporting marketing information. Content includes secondary data collection, in-depth interviews, focus groups, survey research, experimental design, forecasting, and multivariate data analysis. The course is project-based and involves hands-on

experience designing data collection instruments, collecting and analyzing data, preparing and presenting marketing research reports.

MKT504 Consumer Behaviour (3 Credit hours)

This course emphasizes the behavioural basis for individual and organizational consumers; choices involved in the acquisition, use and disposition of goods, services, ideas, and experiences. The course draws upon the latest theory and research in marketing, psychology, and other relevant areas as well as a cross - cultural perspectives. Implications for management, public policy, and consumers are the focus of these investigations.

MKT505 Purchasing and Materials Management (3 Credit hours)

A focus on the cost implications of uncontrolled purchasing of raw materials, spare parts and consumables and costs associated with carrying inventories of the same; The flows of raw materials, pre-assembly, and packaging items, imported materials, etc into and through the production process; The delicate balance between carrying inventories to ensure ready availability and minimizing the costs of carrying that inventory.

MKT506 Electronic Commerce (3 Credit hours)

Analysis of the implications of the internet as a vehicle for consumers to purchase goods and services will be made. Areas of study include early perspectives on electronic commerce, critical success factors, competing on the internet, product, promotion, pricing & distribution strategies, designing a web page, trading systems in e-commerce, legal and security issues, and future trends in electronic commerce.

MKT507 Graphic Design And Analysis (3 Credit hours)

This course Introduces students to the creative process underlying communication design. Areas of study include history and theories of graphic design; the role of visual communication in the information age; digital imaging for design, design as a cultural artifact; graphic design on computers; analysis of visual communication, contemporary design strategies in business, supervised field experiences in organizations, etc.

MMS501 Management Information Systems (3 Credit hours)

This course introduces MIS concepts, its evolution, impact factors and benefits; systems, including systems design and system approach; computer systems (hardware and software). Organizational Information Systems (functional systems, hierarchical, matrix, etc); Common business applications; MIS issues, problems and solutions.

MMS502 Management and Organisational Behaviour (3 Credit hours)

Course content will include role, principles and functions of management, decision-making, organizational structures, delegation and control, responsibility and accountability; The Organisational Behaviour component will include human behaviour in organization, leadership styles and skills, group dynamics, power and politics in organizations, motivation theories and relevance to business organisations.

MMS503 Project Analysis And Management (3 Credit hours)

The course will take students through the process of analysing, selecting and managing projects. Topics covered include generation and screening of project ideas, market and demand analysis, technical analysis, financial analysis, project proposals, criteria for project selection, project organizations, project planning, project control, human aspects of project management, and project management techniques - PERT, CPM.

MMS504 Entrepreneurship and Small Business Management (3 Credit hours)

The course will examine the concept of entrepreneurship, its roles in the contemporary African environment, identifying and analysing market opportunities, sourcing for finance, planning for business, basic marketing skills and small business management skills. The problems of entrepreneurs and small to medium-sized enterprises will be analyzed in an effort to suggest ways of overcoming them and awaken the entrepreneurial spirit in students.

MMS505 Human Resources Management & Industrial Relations (3 Credit hours)

To be covered is The importance of the human resources in an organization; the organisation and administration of the personnel function; Human Resources analysis and planning; job design and analysis; recruitment, selection and replacement, training and development, compensation administration including job evaluation and performance related pay; labour and industrial relations, collective bargaining, grievance handling and disciplinary procedures etc.

MMS506 Productions and Operations Management (3 Credit hours)

The course covers foundations of production/operation management; managing for quality and high performance; production/operations management and strategic planning; measuring operations performance and work design; product and process design and development; forecasting; capacity planning, facility location; distribution; managing materials; planning, scheduling and control; and problem solving.

MMS507 Management Consulting (3 Credit hours)

This course is aimed at introducing students to the basics of management consulting. Topics covered include the nature of management consulting, management consulting skills, marketing in management consulting, selling in management consulting,

consultancy problem solving, billing for consulting work, consultant-client relationship managing a consulting business.

MMS508 Quality Control Management (3 Credit hours)

This course empowers the student with measurement tools required to improve process quality in order to increase market share and profits in today's rapidly changing global economy. It will teach the student to define quality, identify and differentiate between assignable and chance variations, explain the concept of statistical quality control, and construct and interpret process control charts.

(Prerequisite: MMS204 or consent of instructor).

MMS510 Management of Change (3 Credit hours)

Designed for practising managers, the course assumes a thorough knowledge of management theory to be able to more critically understand Change Processes and their complications. The contents will cover the inevitability of change, strategies for change, why change might be resisted, analysis of the change process, leading fundamental change, the organization process, and the evaluation of the change process.

MMS511 Strategic Management (3 Credit hours)

An introduction to the concepts of strategy and competitive advantage and their application to business planning, decision-making, control and operations. The course, an integrative one using mainly the case method, covers analysis, planning, implementation and evaluation of business strategies using comparative strategic frameworks and strategy models such as Boston Consulting Group, M. Porter, ANSOFF etc.

MMS512 Introduction to Business and Company Law (3 Credit hours)

The course is designed to equip students with the basic knowledge of the laws governing business operations and obligation of officers and institutions of business organizations. Topics covered include contract law, laws relating to sales, employment, tenancy, agency, insurance, powers and legal duties of directors, statutory reports of companies, liabilities and liquidation.

MPA501 Public Policy Analysis (3 Credit hours)

The course focuses on the importance of public policy in Africa. Course content includes Theories of public policy, public policy actors, formulation, implementation and evaluation of public policy, cost benefit analysis, role of Bureaucrats, Ethics and Morality in public policy. Case studies of public policies in African countries and methods of public policy analysis.

MPA502 Public Sector Management (3 Credit Hours)

This course discusses contemporary issues in public sector management in Africa. Topics include public finance; structure of budget; public debt management; Globalization, Regionalization and the New World Economic Order; International Aid and Development; Good Governance; the rule of law; human rights; Ethics and Morality; Structural Adjustment; Commercialization and Privatization; and Civil Service Reform.

PUBLIC SECTOR MANAGEMENT TRAINING PROGRAMME (PSMTP)**Background**

The Public Sector Management Training Programme (**PSMTP**) is a two-pronged programme consisting of an innovative Master's degree in Public Sector Management and short-term professional training in four Management Development Institutes in Eastern and Southern Africa. The programme falls under the Faculty of Management and Administration (FMA) and is offered in partnership with the Institute of Peace, Leadership and Governance (IPLG). It is funded by the African Capacity Building Foundation (**ACBF**) and Africa University is one of the four institutions of higher learning in Africa that were selected to implement the programme. Africa University has the largest region and caters for Eastern and Southern Africa. Fifty-six graduates of the first and second cohorts of the Master's programme were from Botswana, Ethiopia, Kenya, Lesotho, Malawi, Mozambique, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe.

Rationale

The changing political, social and economic environment in Africa underscores the need for countries to have an efficient public sector. The public sector, especially the civil service, is one of the key institutions responsible for the formulation and implementation of strategies, policies, programmes and projects for the achievement of the Millennium Development Goals (MGDs). In each country, the public sector also spearheads the implementation of Comprehensive Development Frameworks (CDFs), and co-ordinates the design, implementation, monitoring and evaluation of Poverty Reduction Strategy Papers (PRSPs) as well as the New Partnership for Africa's Development (NEPAD).

This role presents important challenges, which are all the more daunting as the African public sector operates in a complex internal (for example, demand for accountability, transparency, citizen participation, and good governance) and external (for instance, globalization, the information revolution, regional and international public goods and 'bads') environments.

The new African public sector manager therefore is expected to possess not only the requisite traditional skills in personnel, financial and procurement management, but also to demonstrate competences in public policymaking and service delivery and to be able to engage and dialogue with diverse domestic and international stakeholders in the public and private sectors, on public policy issues.

The PSMTP constitutes one of many responses to the multi-faceted capacity needs (Capacity building, capacity retention, capacity utilization and capacity regeneration) in sub-Saharan Africa. The programme is therefore designed to help equip African countries with a critical mass of public sector managers with the skills and competences to enable the continent to meet its development challenges.

Sponsorship

The PSMTP is sponsored by the African Capacity Building Foundation (ACBF) for an initial period of four years. The sponsorship includes scholarships for participants.

Overall Structure of the Programme

The PSMTP provides both graduate and short-term professional training in Public Sector Management. The graduate programme consists of the Master of Public Sector Management which is offered at Africa University and the short-term professional training component which takes place at four Institutes of Public Administration/ Management Development Institutes in Lesotho, Malawi, Tanzania and Zambia. The short-term training is aimed at capacity building in the four institutes as well as promoting networking relationships in management development in the region.

The Master of Public Sector Management (MPSM)

The Master of Public Sector Management is an intensive, full-time, 12-month long training programme consisting of four modules and a research project. The four modules include:

Module 1: Background and Perspectives

- Public Sector Management in Africa: Context and Development
- Politics and Public Sector Management in Africa
- Public Policy Formulation, Evaluation and Management
- Governance and Leadership
- Macroeconomic Policies and Development Issues

Module 2: Strategic Planning

- Strategic Planning and Management
- Decentralisation and Local Governance
- Entrepreneurship and Public Enterprise Management

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- Programme and Project Management
 - ICT and Public Sector Management

Module 3: Public Sector Resources Management

- Human Resources Management
- Performance Management
- Ethics and Professionalism
- Applied Research and Quantitative Methods
- Public Sector Economics/Finance

Module 4: Global and Regional Organisation And Issues

- International Relations
- International Trade and Finance
- Diplomacy and Negotiation
- Conflict Management and Post Conflict Reconstruction
- Regional Co-operation and Integration
- Research Project

Course Descriptions

The following are detailed course outlines for each of the courses offered in the four modules. The number of credit hours is also indicated.

Module 1: Background and Perspectives**PSM 511: Public Sector Management in Africa: Context and Development
(3Credit hours)**

This is a basic course designed to introduce the student to the origin, development, strengths and weaknesses of Public Sector Management as practised in Africa with particular emphasis on: Definition of Public Sector: Understanding the framework; Historical, Cultural and Social context; Issues in African Economies; Public Policy and Analysis; Comparative Analysis; Politics: the role of the State. It is hoped that the student will, at the end of the course, have a general appreciation of the challenges facing the public sector in Africa.

PSM 512/PLG500: Politics and Public Sector Management (2Credit hours)

This course provides the nexus between Politics and Public Sector Management. It endeavours to evaluate the nature of the relationship between the leadership of the sectors and governance issues with special focus on Impact of Politics on PSM, Interface between Political Actors and PSM Managers; Accountability to the Public Sector managers, and the management of the political environment. It is expected that the student will be enlightened on the progressive relationship between politics and public sector management.

PSM 513: Public Policy Analysis and Management [3Credit hours]

This is a foundation course which primarily introduces the student to the process of policy formulation and the role of an analyst within the political system and bureaucratic structure. To this end, the course will emphasize: Public Policy Environment Concepts, Models and their applications; Tools and Techniques of Policy Analysis for Practitioners; Public Policy formulation, Implementation and Evaluation.

PSM 514/PLA 511: Governance and Leadership [3Credit hours]

The course introduces Concepts of Governance and Leadership; Models of Leadership; Leadership and African development; Governance Profiles (Peer Review). The objective of the course is to examine key issues in leadership and governance in relation to conflict prevention, peace building and peace keeping and the promotion and maintenance of good governance. It also focuses on leadership relationships between the public and private sectors and within civil society, and in development.

PSM 515: Economic Policies and Development [2 Credit hours]

This course focuses on the broad understanding of Development Paradigms within the context of Africa's Experience. To that end, first an overview of macro/microeconomic policies is introduced, followed by the exploration and analysis of alternative development models, with particular emphasis on participation and empowerment and the challenges of the Millennium Development Goals.

Module 2: Strategic Management

PSM521: Strategic Planning and Management [3Credit hours]

This is an introductory course to the Concept of Strategic thinking and competitive advantage and their application to the business/government planning, decision-making, control and operations. Being an integrative course, it will endeavour to use the case study approach, covering analysis, planning, implementation and evaluation of strategies using comparative frameworks and strategy models such as Boston Consulting Group, M. Porter, ANSOFF, etc. It is expected that the student will be able to manage change using the tools learned in this course.

PSM522/PGS516 Decentralisation and Local Governance [2Credit hours]

The course offers Principles of Decentralisation; Fiscal Decentralisation; Models of Governance and Decentralisation; Legal Framework; Participation of Civil Society and non-state Actors; Women, Decentralisation and Local Government. It is expected that the student will have mastered the advantages/disadvantages of decentralization in order to enable him/her to select an optimal model in a given contextual environment.

PSM523: Entrepreneurship and Public Enterprise Management [2Credit hours]

The course introduces the concepts of Entrepreneurship and its role in the contemporary African public sector environment, identifying and analyzing market opportunities, sources for finance, planning for a successful business, basic marketing skills. It will also emphasize the public and private sector partnership as an alternative for efficient management of the public good. It is envisaged that the student's entrepreneurial spirit will be rekindled and applied to enhance the performance of the public sector enterprise.

PSM 524: Programme and Project Management [3Credit hours]

This course examines the process of analyzing, selecting, and managing projects. The focus will include the generation and screening of project ideas, project proposals, criteria for project selection, project planning, project control, and project management techniques. It is hoped that at the end of this course, the student will have mastered the concept of programme and project cycle; and programme and project implementation; programme and project management.

PSM 525: MIS and Public Sector Management [2Credit hours]

The course introduces MIS concepts, its evolution, impact factors and benefits. Its focus will be on organizational information system as it applies to public sector; issues of Information Technology governance; information technology resources acquisition and Applications; Information technology legal framework and E-governance.

Module 3: Public Sector Resource Management**PSM 531: Human Resource Management [3Credit hours]**

The course introduces the basic concepts of Human Resource Management emphasizing its importance in the Public Sector. It will cover Human Resources analysis and planning: Job Design and Analysis, Recruitment, Selection and Replacement, Training and Development, Compensation Administration, Job evaluation and performance appraisal, Labour and Industrial Relations management, Occupational health and safety management, Gender Issues, etc.

PSM 532: Performance Management [2Credit hours]

The course focuses on the principles, tools and techniques of Performance management. It is designed with the view of inculcating in the client the respect of employer (organization) and employee agreements in which targets/goals are set and against which performance is measured. It is expected that the student will understand what performance cycle entails and its *raison d'être*.

PSM 533: Ethics and Professionalism [2Credit hours]

This course is designed to equip the student with a greater sense of legal, moral and ethical responsibility. Principles to be covered include contract law, employment law, law of agency, partnership law, and general company law. Both customary and modern ethics, constitution and laws as they relate to public goods shall be analyzed. Transparency and Accountability, Moral and Professional Integrity in the name of the public interest will be the cornerstone of this course. At the end of the course, the student is expected to understand the linkages of these tenets to the public sector manager's efficient and effective performance.

PSM 534: Applied Research and Quantitative Methods [3 Credit hours]

This course aims at introducing the student to applied research methods and data-based management decision-making in the public sector. Notions of research proposal, data collection, analysis, and interpretation will be introduced in a more practical fashion. Although emphasis will be put on quantitative methods, students will also be exposed to qualitative research methods. This course should enable students to carry out their research projects.

PSM535: Public Sector Finance [3Credit hours]

The course examines the activities of government as one of the key players in the economy in terms of its sources of finance to meet its expenditures to ensure the economic welfare of the population. It covers Financial forecasting and planning; Financial Analysis; Government Accounting and Auditing; Investment Finance; Externalities/Social Cost and Benefits; and the Analysis of Public Goods. It is expected that the student will familiarize him/herself with a government's main sources of finance, its expenditure, and the challenges it faces in accomplishing its goals.

Module 4: Global and Regional Organisations And Issues**PSM 541 / PGS 517: International Relations [2Credit hours]**

The course introduces International Politics, Issues in International Law, International Organisations, Treaties, Pacts, Protocols, Pan-Africanism, Foreign Policies of African States, The Refugee Problem, Foreign Aid, Debt Crisis and IMF/WB, Globalisation, and other Contemporary Social Issues. It is hoped that the student will understand how nations behave towards each other, and the rules of engagement.

PSM 542: International Economics: Trade and Finance [2Credit hours]

This is a course that is designed to examine the nature of trading blocs, commercial policies, and the international economic institutions and arrangements under which nations trade. The course also exposes the student to the fundamentals of trade theories, international financial systems, international financial institutions (World Bank, IMF, etc) and balance of payments and its determinants. Globalisation and

Development, International banking, Exchange control and foreign exchange markets, Governance and International organizations shall prominently feature. Upon completion of this course, the student is expected to be familiar with the role of each major international institution, and the role of globalization in natural development.

PSM 543/PS 518: Diplomacy and Negotiation [2Credit hours]

This is a course which is designed to introduce students to Notions and Practices of Traditional Diplomacy; Diplomacy in the Modern World; Negotiation Strategies and Diplomacy Elements; Bilateral and Multilateral Diplomacy; tactics, Dispute Resolution, and the Conduct of Diplomacy. It is expected that the student will learn to appreciate the complexities of conducting a country's diplomacy, especially in the current unipolar world.

PSM 544/PPC 512: Conflict and Management and Post Conflict Reconstruction [2Credit hours]

The course examines the causes and characteristics of conflict within and across states; the conflict in the context of race, ethnicity; statehood; nationalism, and constitution making and electoral processes. It also integrates Rights and Violence; Security Considerations, Constraints in Development; Gender/Tradition/Civil Society and the Military; Tradition/Custom, and Peace Building: Mediation/Arbitration and Reconciliation. It is hoped that the student will learn not only how to prevent conflict, but also to manage it and reconstruct trust where peace has been broken.

PSM 545/PGS 519: Regional Cooperation and Integration [2Credit hours]

The course examines Models of Regional Co-operation and Integration Practices (Political, Economic and Social); History and Development of African Integration; Current Trends and Benefits from Security to Economic Integration; Peace Keeping, Co-operation and Development, and Institution Building. The student is expected to be familiar with regional and world co-operation entities.

PSM 546: Research Project (2Credit hours)

The research project seeks to put theory into practice through which students are expected to demonstrate their understanding of the research process from problem identification to report writing. The topic should be relevant to public sector management. Each student will be assigned one or more supervisors to guide him/her in carrying out the research project.

Student Evaluation

- Student work is evaluated throughout each course, with a grade recorded at the end of each unit of study. Evaluation methods include individual and group exercises, written reports, oral class presentations, term papers, and

examinations as the Faculty may deem necessary and appropriate for each course.

- Each course must be passed with a minimum of “C+” (60%).
- A student who obtains a grade below “C+” in a course shall be required to repeat the course when the course is next offered, or can repeat the course as an independent study provided a lecturer is found to teach the course and Senate recommendation has been secured. A student who fails a course will be expected to pay fees on his/her own.
- A student who fails a repeat examination shall, with the approval of Senate, be discontinued from the programme. The Faculty may however, taking into consideration any extenuating circumstances, permit a student to repeat an examination for a second time. No student shall, however, be allowed to repeat an examination more than twice.
- A student who absents himself/herself from an examination shall be deemed to have failed the course, and a grade of “F” shall be recorded for him/her in that course.
- A student who is absent from an examination on medical grounds, supported by a medical report issued by a physician, or for any other good reason acceptable to Senate at its sole discretion, may be allowed to sit a deferred examination in the course(s).
- A student whose accumulative grade point average [CGPA] falls between 2.3 and 2.59 after completion of 12 credit hours [i.e. *after the completion of the first module*] shall be put on probation. If the cumulative grade point average does not reach 2.6 at the completion of 24 credit hours [i.e. *after the completion of the second module*], the student may be discontinued from the programme.
- A student whose CGPA falls below 2.3 at the completion of 12 credit hours [i.e. *after the completion of the first module*] or at any other time thereafter, shall be discontinued.
- In order to progress to the next part of the programme a student must have successfully completed the preceding module’s course and maintained a CGPA of at least 2.6 except that a student may be allowed to carry not more than one failed course at any time.

Admission Requirements

The PSMTP will accept applications from candidates who possess all the following minimum qualifications and attributes:

- A good first university degree (equivalent professional qualifications obtained by formal study and examination and recognized as a degree equivalent by the Africa University Senate) and 4 years of relevant post-qualification work experience;

- Be a middle-level African professional or manager employed by a government or state enterprise located in Eastern or Southern Africa. (More senior officials located in the same region may also be eligible for special consideration); and
- Competence in basic Mathematics not below GCE “O” level shall be an added advantage.

Preference will be given to candidates recommended by those Governments or state enterprises which make an explicit commitment to provide the successful graduates with the requisite institutional environment (including appropriate incentive systems) that would enable them to make good use of their newly acquired skills and competences in the collective pursuit of sustainable development and poverty reduction on the Continent.

Graduation Requirements

In order to be awarded the MPSM degree, the student must:

- Successfully complete all required courses
- Submit a satisfactory original project report prepared independently, under the supervision of one or more faculty members.
- Obtain a minimum CGPA of 2.6.

Programme Calendar

The academic calendar for the MPSM normally begins in July and ends in June of the following year.

Networking Institutions

In implementing short-term training component of the PSMTP, Africa University currently collaborates with the following Management Development Institutes (MDIs) in Eastern and Southern Africa. The short-term training is aimed at capacity building in the four institutes as well as promoting networking relationships in management development in the region. The four institutes receive funding from ACBF through Africa University. At present, Africa University collaborates with the following institutes in Eastern and Southern Africa:

Name of Institute	Country
Malawi Institute of Management (MIM)	Malawi
National Institute of Public Administration (NIPA)	Zambia
Lesotho Institute of Management and Public Administration (LIPAM)	Lesotho
Tanzania Public Service College (TPSC)	Tanzania

**FACULTY OF EDUCATION
(FOE)**

Mission Statement

The Faculty of Education at Africa University has as its primary goal the development of value-centred educational leadership through the preparation of competent, moral and effective teachers, teacher educators, curriculum developers, administrators and researchers who will ensure excellence at all educational levels. The Faculty assumes the responsibility to teach all students so that they will attain high standards of academic performance show concern for improving the human condition, reason, and have a desire for service.

The Faculty of Education shall seek to transmit equitably the social, economic, and cultural experiences of African nations in general and in particular, of those nations from which its students come. This shall be done with full cognisance of the changing needs of Africa and the changing global environment.

Objectives

In working towards achieving its mission, the Faculty of Education seeks to equip young women and men who will be able to:

- analyse human development and learning theories and apply these to classroom situations;
- explain and use knowledge in the foundations of education in various educational contexts;
- develop and implement educational objectives and programmes;
- diagnose student needs and evaluate student learning;
- contribute effectively in the cognitive, affective, and psychomotor domains of learning;
- communicate effectively;
- establish positive relationships with students to enhance learning;
- demonstrate ability in classroom management;
- establish collegial relationships;
- demonstrate competence and continuing growth in the content area(s) and/or professional area(s);
- show the importance of basic human rights and its application in all aspects of life whether it be political, religious, economic, or social;
- instil in students the ability to see beyond ethnic, tribal, and national boundaries for the human society;
- reflect the principles of Africa University.

Undergraduate Programmes

The Faculty of Education is eventually planning to offer many different degree, diploma and certificate programmes to meet the educational and training needs of both new and experienced educators. The following programmes are currently offered:

4-Year Bachelor of Arts with Education (B.A. Ed.) Programme

The four-year Bachelor of Arts (Education) programme, offered in conjunction with the Faculty of Humanities and Social Sciences and the Faculty of Theology, is a programme intended for applicants who seek training for the teaching profession at the secondary school level. Currently, the content majors offered on the programme are English, French, Geography, History, Music, Portuguese and Religious Studies. The programme involves seven semesters of coursework plus an additional semester of teaching practice.

4-Year Bachelor of Science with Education (B.Sc Ed.) in Business/Commerce Programme

The Faculty of Education offers the four-year Bachelor of Science (Education) in Business/Commerce programme in conjunction with the Faculty of Management and Administration. There is no option for major and minor on this programme. Students are required to take all specified Business courses on the programme. The programme prepares candidates to be able to teach Business or Commerce courses at the secondary school level. The programme involves seven semesters of coursework plus an additional semester of teaching practice.

4-Year Bachelor of Science in Agriculture with Education (B.Sc. Agric. Ed.) Programme

The four-year Bachelor of Science in Agriculture with Education is offered in collaboration with the Faculty of Agriculture and Natural Resources. The programme aims at preparing men and women to be able to teach Agriculture at the secondary school level. There is no option for a major or minor on this programme. Students are required to take all specified courses in Agriculture and Natural Resources on the programme. The programme involves seven semesters of coursework plus an additional semester of teaching practice.

2-Year Bachelor of Education (BEd.) Programme

The two-year Bachelor of Education programme is intended for those applicants who have already attained satisfactory teaching qualifications and experience, but need to further their knowledge both in content studies and understanding the education process. Each student will complete coursework in one or two content subjects, depending on the subject area, as well as a number of professional education courses. Content subjects may include the following: Agriculture, Business, English, French, Geography, History, Music, Portuguese and Religious Studies. Not all courses may be available in any one year.

Special Regulations for Undergraduate Programmes

General Entry Requirements

Candidates wishing to study towards the Bachelor of Arts with Education or the Bachelor of Science with Education or the Bachelor of Science in Agriculture with Education, or the Bachelor of Education degree must satisfy the general requirements for entry into the University as specified in the General University Regulations. In addition they must satisfy the following specific entry requirements:

Specific Entry Requirements

a) *4-year B.A. with Education Degree Programme*

Candidates must present passes in 5 'O' Level subjects including English Language (except for students from non-English speaking countries—see below) and at least 2 subjects at the Advanced Level or approved equivalent, particularly in those subject areas the student selects as content majors.

The following scale shall be used in determining performance on the Advanced Level Subjects for this programme and all other programmes that require passes at Advanced Level:

- A represents 5 points
- B represents 4 points
- C represents 3 points
- D represents 2 points
- E represents 1 point

b) *4-year B.Sc. with Education Degree Programme*

Candidates must satisfy the general University entry requirements and present the following additional qualifications or equivalent:

1. at least five Ordinary Level passes at credit level, including English Language (except for students from non-English speaking countries—see below) and Mathematics; and
2. at least two Advanced Level passes.

Preference will be given to candidates with Advanced Level passes in Mathematics and business related subjects.

c) *4-year B.Sc. Agric. with Education Degree Programme*

Candidates must possess the qualifications listed in EITHER 1 and 2; OR 3

1. Passes with credit in at least five GCE Ordinary Level subjects including English Language (except for students from non-English speaking countries—see below) and a subject from each of the following groups of subjects:
 - a. Chemistry/Physical Science/Physics with Chemistry
 - b. Biology/Rural Biology/Zoology/Botany/Agriculture
 - c. Mathematics/Applied Mathematics/Pure Mathematics/Applied Statistics
 - d. Environmental Studies/Geography/Economic Geography/Economics/Commerce/Accounts/French/Portuguese
 2. GCE Advanced Level passes or equivalent in at least two subjects from any two of the following groups of subjects plus an “O” Level pass at Credit level in one subject in the third group:
 - a. Biology/Botany/Zoology/Agriculture
 - b. Chemistry (a pass at Advanced Level Chemistry would normally be an advantage)
 - c. Physics/Mathematics/Geography/Economics
 3. A 2-year Diploma in Agriculture (with credit) after GCE Advanced Level or a 3-year Diploma in Agriculture (with credit) after GCE Ordinary Level in related fields (e.g. Horticulture/Wildlife Management/Natural Resources/Fisheries/Forestry/Beekeeping/ Animal Health) recognised by the Senate of Africa University. (An applicant with a Diploma who qualifies to be admitted to Year 2 of the 3-year Faculty of Agriculture and Natural Resources programme may be able to complete the B.Sc. Agric. with Education degree in three years).
- d) 2-year B.Ed. Degree programme:**
Applicants must normally:
1. have a good post-secondary school diploma in Education recognised by Africa University; and
 2. have undergone Teacher Education programme for at least three years designed to teach at secondary school level; and
 3. have at least 3 years of teaching experience or other relevant professional experience.
OR
 4. the equivalent of 1 and 2 above with at least 3 years teaching experience or other relevant professional experience.

Preference will be given to candidates who are experienced teachers and have Advanced Level passes in their Teachers' College subjects that they intend to study at the University. Candidates intending to do business education should have also passed Mathematics at the O/L with a minimum grade of 'C.'

e) Entry into all programmes by Candidates with non-English speaking background

Candidates with non-English speaking background shall be considered for admission on the basis of equivalent qualifications for entry to the University. Such candidates will be expected to demonstrate proficiency in English. Candidates with limited English proficiency but who meet entry requirements to the University will be provided with an Intensive English programme while at the University.

f) B.A. (Ed) Honours, B.Sc. (Ed) Honours, and B.Sc. Agric. (Ed) Honours Entry Requirements

To be admitted to the B.A. (Ed.) Honours or B.Sc. (Ed.) Honours or B.Sc. Agric. (Ed.) Honours programme, a candidate must have obtained a cumulative GPA of 3.2 by the end of the third year (or second year for those granted one year credit) of the 4-year B.A. (Ed.), the 4-year B.Sc. (Ed.), or the 4-year B.Sc. Agric. (Ed) programme.

Teaching Practice Regulations

1. In order to go on Teaching Practice, a student
 - a) must be in Year 3 of the 4-year B.A. Ed, B.Sc. Ed. or B.Sc. Agric. Ed. programme at Africa University;
 - b) must have taken and passed all first and second year required education and teaching subject content courses on the 4-year programme at the time that he/she embarks on the Teaching Practice; and
 - c) must not be discontinued or dismissed from studies by the time of the Teaching Practice.
2. The Teaching Practice period is an induction period into the teaching profession. As such the student teacher shall be required to fulfill all professional expectations in appearance, attitudes, and conduct expected of the professional teacher. Inability to meet these expectations shall be basis for failure in Teaching Practice on professional grounds.

The student teacher shall be bound by the Code of Conduct governing the Teaching Profession. A student teacher who breaches this Code shall be referred to the University for disciplinary action. While at the school the

student teacher is under the authority and supervision of the Headmaster/Headmistress and/or anyone representing the Headmaster/Headmistress.

3. A student who while on Teaching Practice absents himself or herself from school for a total of ten or more working days for acceptable reasons shall be required to repeat the whole of the Teaching Practice. Any official absence from the school should be supported by a written permission from the school head.
4. A student who, while on Teaching Practice, has to absent himself/herself from school for three consecutive days or more, must obtain written permission from the headmaster/headmistress and the Dean of the Faculty of Education, or his/her representative.
5. A student who, while on Teaching Practice, absents himself or herself from school for a period of three or more working days without acceptable reasons shall be withdrawn from Teaching Practice. His or her eligibility to participate in a future Teaching Practice programme shall be determined by Senate, on appeal from the student through the Faculty of Education.
6. The Teaching Practice programme shall be assessed using the Africa University grading system; except that a D or any grade below 50% shall be deemed to be a Fail (F) grade. Student teachers who obtain Fail grades shall be required to repeat the Teaching Practice.
7. A student who fails the scheduled Teaching Practice or is required to repeat the Teaching Practice for any reason shall have only that one chance to repeat and pass the Teaching Practice at a time and school determined by Senate on recommendation from the Faculty of Education.
8. Both the school and the University shall assess Teaching Practice. The school assessment shall constitute 40% of the total marks while the University assessment shall constitute 60% of the total marks.
9. All students on Teaching Practice shall be bound by the Africa University Student Disciplinary Code.

Policy on trained teachers who do not meet Requirements to pursue 2-year B.Ed. degree Programme but are admissible to the 4-year degree Programme

This policy outlines the qualifications and experience that students must have in order to be considered under this policy, as well as programme requirements and graduation requirements under this policy.

7. Such other course(s) that may be deemed necessary.
8. In terms of Proficiency Standards, such students shall be deemed to commence their programme from the third semester (that is, Year 2, semester one).
9. The student may be granted admission to the Honours Programme of the Faculty of Education if she/he meets the minimum CGPA entry requirement at the end of the second semester of the second year.

Once the student is in the Honours Programme, she/he shall satisfy the same additional Honours requirements as any other Honours student.

Graduation Requirements

For a non-Honours student, to be awarded the relevant Bachelor degree with Education, he/she must:

1. Successfully complete all required courses on the programme; and
2. Obtain a minimum cumulative grade point average of 2.0

To be awarded the relevant Bachelor degree with Education (Honours), the student must:

1. Successfully complete all required courses on the programme; and
2. Obtain a minimum cumulative grade point of a second class lower division.

Undergraduate Student Evaluation

Students enrolled in the B.A. (Ed.), B.Sc. (Ed.), B.Sc. Agric. Ed. and B.Ed. programmes will be evaluated on a continuous basis throughout the course of their academic studies. Each course shall consist of both continuous assessment and an end of Semester evaluation. Sixty percent (60%) of the final course grade will be determined by end of semester examinations with the remaining forty percent (40%) determined by continuous assessment. Evaluation of **practical classroom field experience and teaching practice**, where required, will be based on reports and performance appraisals. In addition, a **research project** related to the courses under study will be taken.

End of Semester University Examinations will be conducted according to schedule under the control of the Registrar. In every examination there shall be a Faculty Board of Examiners which shall consist of internal examiners at the end of the first semester; and both internal and external examiners at the end of the second semester. The University Senate shall appoint the external examiner(s). End of Semester University Examination marks will be awarded to candidates by applying the University Grading System.

Classification of Degrees

The degrees of the Faculty will be awarded in accordance with the University system of degree classification (see General Academic Regulations).

Undergraduate Curriculum

4-Year B.A. (Ed.) Programme Requirements

The following courses are required on the 4-year B.A. (Education) programme

General Studies (University-wide courses)

Communication Skills	3 credit hours	
African Studies	3	
Ethics and Christian Values	2	
French for Beginners/Portuguese for Beginners/		
English as a Second Language	6	
Information Technology	2	16

Foundations of Education

EFN 100 Sociology of Education	3	
EFN 101 Educational Psychology	3	
EFN 200 History of African Education	2	
EFN 201 Guidance and Counselling	2	
EFN 300 Philosophy of Education	3	
EFN 400 School Organization	3	16

Instructional and other Pedagogical Courses

ECI 200 General Methods of Instruction	3	
ECI 202 Instructional Technology	2	
ECI 300 Content Methods (Subject I)	2	
ECI 301 Content Methods (Subject II)	2	
ECI 304 Research Methods	3	
ECI 405 Measurement and Evaluation	3	
ECI 410 Project in Education	3	18

<i>Elective Course in Education</i>	3	3
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ECI 302 Teaching Practice**15 Credit hours****Content Studies**

Major Content Subject	42	
Minor Content Subject	30	72
Total credit hours	140	

Compulsory Courses for Majors and Minors in the Various Subject Areas on the 4-year BA with Education (BAEd) degree Program

Students are to note there are some compulsory courses among the 42 credit hours of courses (or 14 courses) in the major content subject area and the 30 credit hours of courses (or 10 courses) in the minor content subject required on the BAEd degree program. These compulsory courses are listed below for the various subject areas.

(All courses are 3-credit hour courses)

English

- a) As a Major
 1. HEN 102 Introduction to Grammar
 2. HEN 103 Advanced Grammar
 3. HEN 108 Practical Criticism
 4. HEN 201 Introduction to Linguistics
 5. HEN 221 Introduction to Genre: Poetry, Drama and Novel
 6. HEN 223 Pan-African Studies in Literature
 7. HEN 303 Semantics
 8. HEN 325 Language and Gender
 9. HEN 308 Shakespeare

- b) As a Minor
 1. HEN 102 Introduction to Grammar
 2. HEN 103 Advanced Grammar
 3. HEN 108 Practical Criticism
 4. HEN 203 Discourse Analysis
 5. HEN 221 Introduction to Genre: Poetry, Drama and Novel
 6. HEN 303 Semantics
 7. HEN 308 Shakespeare

French

- a) As a Major
 - 1. HFR 101 French Language, Civilization and Culture I
 - 2. HFR 103 French Language, Civilization and Culture II
 - 3. HFR 104 French Literature of the 17th Century
 - 4. HFR 305 French Literature of the 20th Century
 - 5. HFR 204 French Literature from 1800 – 1850
 - 6. HFR 201 French Language, Civilization and Culture III
 - 7. HFR 202 French Language, Civilization and Culture IV
 - 8. HFR 306 Literature of French Speaking Countries
- b) As a Minor
 - 1. HFR 101 French Language, Civilization and Culture I
 - 2. HFR 103 French Language, Civilization and Culture II
 - 3. HFR 201 French Language, Civilization and Culture III
 - 4. HFR 104 French Literature of the 17th Century
 - 5. HFR 305 French Literature of the 20th Century
 - 6. HFR 306 Literature of French Speaking Countries

Geography

- a) As a Major
 - 1. HES 221 Introduction to the Earth's Environment
 - 2. HES 222 Introduction to the Human Environment
 - 3. HES 223 Introduction to Quantitative Techniques in Environmental Studies
 - 4. HES 424 Environmental Hazards and Human Response
 - 5. HGE 202 Cartography and Mapwork
 - 6. HGE 205 Economic Geography
 - 7. HES 321 Advanced Studies in Geomorphology and Soil Studies
 - 8. HES 322 Advanced Studies in Hydrology and Biogeography
 - 9. HGE 310 Meteorology and Climatology
 - 10. HGE 306 Geographical Information Systems (Honours Students Only)
 - 11. HGE 309 Remote Sensing and Aerial Photography (Honours Students Only)
- b) As a Minor
 - 1. HES 221 Introduction to the Earth's Environment
 - 2. HES 222 Introduction to the Human Environment
 - 3. HES 424 Environmental Hazards and Human Response
 - 4. HGE 202 Cartography and Mapwork
 - 5. HGE 205 Economic Geography
 - 6. HGE 310 Meteorology and Climatology

History

a) As a Major

1. HHS 221 History of Zimbabwe ca. 1800 to Present
2. HHS 222 History of Europe from 1789-1919
3. HHS 223 Themes in East African History from 12th Century to Present
4. HHS 224 Themes in West African History since the 19th Century
5. HHS 225 History of North Africa ca. 1800 to Present
6. HHS 322 Themes in Southern African History from 1500 to the Present
7. HHS 323 Themes in Central African History ca. 1500 to Present
8. HHS 324 History of the United States to 1865
9. HHS 326 European History since 1919
10. HHS 328 History of Economic Theory and Method
11. HHS 423 History of Political Thought
12. HHS 427 History of the United States since 1865

b) As a Minor

1. HHS 221 History of Zimbabwe ca. 1800 to Present
2. HHS 222 History of Europe from 1789-1919
3. HHS 223 Themes in East African History from 12th Century to Present
4. HHS 224 Themes in West African History since the 19th Century
5. HHS 225 History of North Africa ca. 1800 to Present
6. HHS 322 Themes in Southern African History from 1500 to the Present
7. HHS 323 Themes in Central African History ca. 1500 to Present
8. HHS 326 European History since 1919

Music

a) As a Major

Year 1

1. HMU 121 Introduction to Music I
 2. HMU 122 Introduction to Music II
- Plus TWO electives

Year 11

3. HMU 101 Elements of Music/Musicianship I
 4. HMU 103 Elements of Music/Musicianship II
 5. HMU 222 Instrumental Performance I
- Plus ONE elective

Year 111

6. HMU 321 Music Composition: Western & African
7. HMU 424 History of World Music

Year IV

8. HMU 421 Advanced Music Composition: Western & African
 9. HMU 422 Choral Directing
- Plus TWO electives

b) As a Minor

Year I

1. HMU 121 Introduction to Music I
2. HMU 122 Introduction to Music II

Year II

3. HMU 101 Elements of Music/Musicianship I
 4. HMU 103 Elements of Music/Musicianship II
 5. HMU 222 Instrumental Performance I
- Plus ONE Elective

Year III

6. HMU 321 Music Composition: Western & African
7. HMU 424 History of World Music

Year IV

8. HMU 422 Choral Directing I
- Plus ONE Elective

Portuguese

a) As a Major

1. HPO 101 Introduction to Portuguese Linguistics
2. HPO 102 Introduction to Portuguese Literature
3. HPO 103 Portuguese Language (Communication Skills)
4. HPO 202 Portuguese Literature from 12th to 16th Century
5. HPO 203 Intermediate Portuguese Linguistics II (Syntax)
6. HPO 303 Advanced Portuguese Linguistics II (Sociolinguistics)
7. HPO 304 Portuguese Literature of the 20th Century
8. HPO 305 Literature of African Portuguese-Speaking Countries

b) As a Minor

1. HPO 101 Introduction to Portuguese Linguistics
2. HPO 102 Introduction to Portuguese Literature
3. HPO 203 Intermediate Portuguese Linguistics II (Syntax)
4. HPO 303 Advanced Portuguese Linguistics II (Sociolinguistics)
5. HPO 304 Portuguese Literature of the 20th Century
6. HPO 305 Literature of African Portuguese-Speaking Countries

Religious Studies

a) As a Major

1. TBS 102 Jesus and the Gospels
2. TBS 103 Introduction to Old Testament
3. TBS 104 Introduction to New Testament
4. TBS 306 Pauline Literature
5. TBS 308 Prophets I
6. TBS 309 Prophets II
7. TBS 313 Luke-Acts
8. THC 101 Survey of Church History
9. TPR 100 Introduction to the Study of Religion

b) As a Minor

1. TBS 102 Jesus and the Gospels
2. TBS 103 Introduction to Old Testament
3. TBS 104 Introduction to New Testament
4. TBS 306 Pauline Literature
5. TBS 308 Prophets I
6. TBS 313 Luke-Acts
7. THC 101 Survey of Church History
8. TPR 100 Introduction to the Study of Religion

4-Year B.Sc. (Ed) degree Programme Requirements

The following courses are required on the 4-year B.Sc. (Education) degree programme

General Studies (university-wide courses)

Communication Skills	3	
African Studies	3	
Ethics and Christian Values	2	
French for Beginners/Portuguese for Beginners/		
English as a Second Language	6	
Information Technology	2	16 credit hours

Foundations of Education

EFN 100 Sociology of Education	3	
EFN 101 Educational Psychology	3	
EFN 200 History of African Education	2	
EFN 201 Guidance and Counselling	2	
EFN 300 Philosophy of Education	3	
EFN 400 School Organization	3	16

Instructional and other Pedagogical Courses

ECI 200 General Methods of Instruction	3	
ECI 202 Instructional Technology	2	
ECI 300 Content Methods (Subject I)	2	
ECI 301 Content Methods (Subject II)	2	
ECI 304 Research Methods	3	
ECI 405 Measurement and Evaluation	3	
ECI 410 Project in Education	3	18
<i>Elective Course in Education</i>	3	3

ECI 302 Teaching Practice 15

Content Studies

Content Business Courses 72

Total 140

*Details of Required Content Business Courses***A. Core Business Courses (39 credit hours)**

MAC 101 Foundations of Accounting I	3
MAC 102 Foundations of Accounting II	3
MEC 101 Economic Principles I	3
MEC 102 Economic Principles II	3
MKT 102 Principles of Marketing	3
MMS 101 Mathematics for Business I	3
MMS 103 Introduction to Management	3
MMS 105 Mathematics for Business II	3
MMS 202 Quantitative Analysis for Business Decisions I	3
MMS 203 Business Law	3
MAC 204 Business Finance	3
MMS 401 Entrepreneurship & SBM	3

MMS 411 Strategic Management 3

B. Additional Courses in Accounting (9 credit hours)

MAC 201 Cost Accounting	3
MAC 202 Intermediate Accounting I	3
MAC 301 Management Accounting	3

C. Additional Courses in Economics (9 credit hours)

MEC 201 Intermediate Microeconomics	3
MEC 204 Intermediate Macroeconomics	3
MEC 403 Development Economics	3

D. Additional Courses in Management (9 credit hours)

MMS 201 Organizational Behaviour	3
MMS 224 Quantitative Analysis for Business Decisions II	3
MMS 302 Human Resources Management	3

E. Elective Courses (6 credit hours)

Students are required to select any TWO of the following courses:

MAC 203 Intermediate Accounting II	3
MAC 206 Principles of Public Finance	3
MEC 205 Money and Banking	3
MEC 207 History of Economic Thought	3
MKT 302 Purchasing and Materials Mgt	3
MKT 401 Marketing Management	3
MKT 402 Retail and Sales Management	3
MMS 206 Management Theory and Practice I	3
MMS 408 International Business	3
Any other Business Course approved by the Dean, FOE	3

4-year B.Sc. Ag. (Ed.)

The following courses are required on the 4-year B.Sc. Ag. (Education) programme

General Studies (University-wide courses)

Communication Skills	3
African Studies	3
Ethics and Christian Values	2
French/Portuguese/English	6
Information Technology	2
	16 credit hours

Foundations of Education Courses

EFN 100 Sociology of Education	3
EFN 101 Educational Psychology	3
EFN 200 History of African Education	2
EFN 201 Guidance and Counselling	2
EFN 300 Philosophy of Education	3

EFN 400 School Organization	3
	16

Instructional and other Pedagogical Courses

ECI 200 General Methods of Instruction	3
ECI 202 Instructional Technology	2
ECI 305 Methods of Teaching Agriculture	2
ECI 306 Curriculum Studies in Agriculture	2
ECI 304 Research Methods	3
ECI 405 Measurement and Evaluation	3
ECI 410 Research Project	3
	18

Elective Course in Education 3

Teaching Practice 15

Agriculture Content Courses 69.5

TOTAL 137.5

Details of Required Agriculture Content Courses

A. Basic Agriculture Courses to be taken along with all other Agriculture students

Code	Title	Credit Hours
AAE 201	Introduction to Agricultural Engineering	2.5
AAG 201	Introduction to Soil Science	3
AAG 202	Genetics and Biotechnology	2.5
AAG 203	Practical Agriculture I	1
AAG 301	Crop Physiology & Ecology	2.5
AAG 303	Principles of Crop Production	3
AAG 305	Practical Training II	1
AAS 201	Anatomy and Physiology of Farm Animals	2.5
AAS 301	Agricultural Biochemistry	2.5
AAS 302	Animal Production and Nutrition	3
AEC 210	Introduction to Agricultural Economics	2
AEC 301	Introduction to Agribusiness Management	2.5
MAC 101	Foundations of Accounting	3

Total Credit Hours		31.0
B. Courses in Agronomy and Horticulture		
AAG 401	Soil and Fertility Management	2.5
AAG 403	Plant Protection I	3
AAG 407	Field Crop Production	2.5
AAG 408	Introduction to Horticulture	2.5
AAG 409	Agroforestry	2.5
		13.0
C. Courses in Agricultural Engineering		
AAE 301	Power and Machinery	2.5
AAE 401	Food Processing and Technology	2.5
AAE 402	Irrigation Water Management	2.5
		7.5
D. Courses in Animal Science		
AAS 404	Pasture and Range Management	2.5
AAS 406	Animal Health and Microbiology	2.5
		5.0
E. Courses in Agribusiness/Agricultural Economics		
AEC 401	Farm Management and Farm Planning	2.5
MMS 401	Entrepreneurship and Small Bus. Mgt.	3
		5.5
F. Courses in Wildlife		
AWL 401	Wild Life Management & Pop Dynamics	2.5
AWL 405	Freshwater Ecology & Fisheries Mgt	2.5
		5.0
G Elective Courses in Agriculture (one from)		
AAS 402	Ruminant Animal Production	2.5
AAS 403	Monogastric Animal Production	2.5
	Any other approved Agriculture course at Part III or Part IV level	2.5 2.5
Total Credit Hours (B-G)		38.5
Grand Total of Credit Hours in Agriculture Content Courses		69.5

B.A. Ed. (Hons), B.Sc. Ed. (Hons), B.Sc. Agric. Ed. (Hons) Programmes

In addition to the requirements of the normal 4-year B.A. (Ed.)/B.Sc. (Ed.)/B.Sc. Agric. (Ed) programme, candidates in the B.A. (Ed.) Honours/B.Sc. (Ed.) Honours/B.Sc. Agric. (Ed) Honours degree programmes shall satisfy the following requirements, to be undertaken in the final year:

1. A Research Project in a content area (which in the case of B.A. Hons. students must be the major subject) or in Education for 3 credit hours
2. One elective course for 3 credit hours from the Honours content area of specialization. For students on the B.A. (Ed.) Honours programme, this elective course must be chosen from the major subject area.
3. One elective course in Education for 3 credit hours.
4. An Education Seminar for one credit hour.

2-Year B.Ed. Programme

Programme Options

There are two main options on the programme. These are:

1. Major and minor combination in teaching subjects Option with stronger emphasis on Education; and
2. Double major in teaching subjects Option. All Zimbabwean students shall follow this option.

Option 1: Major and Minor Option

In this option, students interested in Arts and Social Science subjects are required to major in one subject and minor in a second subject. The subjects currently on offer from the Faculty of Humanities and Social Sciences and the Faculty of Theology are English, French, History, Geography, Music, Portuguese, and Religious Studies.

Two other subjects available on this option are Business and Agriculture. Students in the Business and Agriculture will take approved courses from the Faculty of Management and Administration and the Faculty of Agriculture and Natural Resources, respectively.

Programme Outline for Option 1

The programme consists of university-wide required general courses (12 credit hours), Education courses (20 credit hours), courses in major content area of specialization (21 credit hours), courses in minor subject area of specialization (12 credit hours), and elective courses (5 credit hours). Students in Agriculture and Business areas will not have major and minor. Instead, they will take approved relevant courses as discussed below for a total of 33 credit hours and elective courses of five (5) credit hours.

The breakdown of courses in the broad areas identified above shall be:

University-wide courses

1. Ethics and Christian Values	2	Credit hours
2. Second Language	6	
3. African Studies	3	
4. Information Technology	2	13

Education Courses

6. ECI304 Research Methods	3	
7. ECI308 Seminar on Teaching Content Subject	2	
8. ECI403 Curriculum Development	3	
9. ECI405 Measurement and Evaluation	3	
10. ECI410 Research Project	3	
11. ECI411 Curriculum Issues in Content Subject	3	
12. EFN 301 Contexts of Education	3	
		20

Teaching Subject Content Courses

13. Major Content Subject courses*	21	
14. Minor Content Subject courses*	12	
15. Elective	6	
Total Credit hours	71	

Students pursuing Business Education or Agricultural Education shall take approved courses in the BSc with Education degree programme in Business or approved relevant courses in the Faculty of Agriculture and Natural Resources, respectively. In Business Education, these courses shall include a course in each of the areas: B (Accounting), C (Economics), and D (Management) in the BSc with Education programme. In addition, they will be required to take two of the following courses: MMS 401 (Entrepreneurship and Small Business Development), MMS 411 (Strategic Management), MEC 404 (Development Economics), and MKT 411 (Marketing Management).

Guidelines for Selection of Courses in major and minor subjects (English, French, Geography, History, Music, Portuguese, Religious Studies)

Guidelines for selection of courses in the major subject shall be the same as those in Option 2. But guidelines for selection of courses in the minor subject shall be:

1. Most or all of the selected courses shall normally come from the compulsory courses for those doing minor in that subject on the 4-year BA with Education degree programme.
2. Only one of the four required courses may be at the 100 level

3. At least two of the remaining courses shall be at the 300 or 400 level

Option 2: Double Major

In this option, students interested in Arts and Social Science subjects will be required to major in two teaching subjects. The subjects currently on offer are English, French, History, Geography, Music, Portuguese, and Religious Studies.

Two other subjects available are Business and Agriculture. Students doing Business and Agriculture will take approved courses from the Faculty of Management and Administration and the Faculty of Agriculture and Natural Resources, respectively.

Programme Outline for Option 2

The programme will consist of University-wide required general courses (12 credit hours), Education courses (15 credit hours), courses in major subject area of specialization 1 (21 credit hours), courses in major subject area of specialization 2 (21 credit hours), and elective course (2 credit hours). Students in Agriculture and Business will take content courses in those areas for up to a total of 42 credit hours, respectively.

The breakdown of courses in the broad areas identified above shall be:

University-wide courses

1. Ethics and Christian Values	2 credit hours
2. Second Language	6
3. African Studies	3
4. Information Technology	2
	13

Education Courses

6. ECI 304 Research Methods	3
7. ECI 403 Curriculum Development	3
8. ECI 405 Measurement and Evaluation	3
9. ECI 410 Research Project	3
10. EFN 301 Contexts of Education	3
	15

Teaching Subject Content Courses

11. Major Content Subject 1 courses*	21
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12. Major Content Subject 2 courses*	21
13. Elective	2/3
Total Credit Hours	72/73

*Students pursuing Business Education or Agricultural Education shall take approved courses in the BSc with Education degree programme in Business or approved relevant courses in the Faculty of Agriculture and Natural Resources, respectively. In Business Education, these courses shall include at least one course in each of the areas B (Accounting), C (Economics), and D (Management) in the BSc with Education programme. In addition, they will be required to take two of the following courses: MMS 401 (Entrepreneurship and Small Business Development), MMS 411 (Strategic Management), MEC 404 (Development Economics), and MKT 401 (Marketing Management).

Guidelines for Selection of Courses in major subjects (English, French, Geography, History, Music, Portuguese, Religious Studies)

The following shall be the guidelines for selection of the seven courses in the major subjects:

1. Normally, no more than two of the seven courses shall be selected from 100 level courses.
2. At least three of the seven courses shall be at the 300 or higher level.
3. Four of the selected courses at 200 or higher levels shall normally come from the compulsory courses for those majoring in that subject on the 4-year BA with Education degree programme.

List of Courses Required on the 4-Year B.A. (ED.) Programme by Year of Study

YEAR ONE

Semester 1

EFN 100 Sociology of Education; HCS 101 Communication Skills; HFR 111 French for Beginners I or HPO 111 Portuguese for Beginners I or HESL 111 English as a Second Language I: 6 credit hours of courses in major subject; 3 credit hour course in minor subject.

Semester 2

EFN 101 Educational Psychology; EFN 200 History of African Education; HFR 112 French for Beginners II or HPO 112 Portuguese for Beginners II or HESL 112 English as a Second Language II; HAS 100 African Studies; 6 credit hours of courses in major subject, 3 credit hour course in minor subject.

YEAR TWO***Semester 1***

ECI 200 General Methods of Teaching; EFN 300 Philosophy of Education; HIT 100 Information Technology; 6 credit hours of courses in major subject; 6 credit hours of courses in minor subject.

Semester 2

ECI 202 Instructional Technology; EFN 201 Guidance & Counselling; TEV 200 Ethics & Christian Values; 6 credit hours of courses in major subject; 6 credit hours of courses in minor subject.

YEAR THREE***Semester 1***

ECI 300 Content Methods I; ECI 301 Content Methods II; ECI 405 Measurement and Evaluation; 6 credit hours of courses in major subject; 6 credit hours of courses in minor subject.

Semester 2

ECI 302 Teaching Practice

YEAR FOUR***Semester 1***

ECI 304 Research Methods; EFN 400 School Organization; 6 credit hours of courses in major subject; 3 credit hour course in minor subject.

Semester 2

ECI 410 Project in Education; Education elective; 6 credit hours of courses in major subject; 3 credit hour course in minor subject.

List of Courses Required on the 4-Year B.A. (ED.) Programme for Students Granted One Year Credit by Year of Study**YEAR ONE*****Semester 1***

ECI 405 Measurement & Evaluation; HFR 111 French for Beginners I or HPO 111 Portuguese for Beginners I or HESL 111 English as a Second Language I; 6 credit hours of courses in major subject; 6 credit hours of courses in minor subject.

Semester 2

HFR 111 French for Beginners I or HPO 111 Portuguese for Beginners I or HESL 111 English as a Second Language I; HAS 100 African Studies; 6 credit hours of courses in major subject; 6 credit hours of courses in minor subject.

YEARTWO

Semester 1

ECI 300 and/or ECI 301 Content Methods I and/or Content Methods II; HIT 100 Information Technology; 9 credit hours of courses in major subject; 3 credit-hour course in minor subject.

Semester 2

ECI 403 Curriculum Development; TEV 200 Ethics and Christian Values; 9 credit hours of course in major subject; 3 credit-hour course in minor subject.

YEARTHREE

Semester 1

ECI 304 Research Methods; 6 credit hours of courses in major subject; 6 credit hours of courses in minor subject.

Semester 2

ECI 410 Project in Education; 6 credit hours of courses in major subject; 6 credit hours of courses in minor subject.

List of Courses required on the 4-Year B.Sc. (ED.) Programme by Year of Study

YEARONE

Semester 1

EFN 100 Sociology of Education; HCS 101 Communication Skills I; HFR 111 French for Beginners I or HPO 111 Portuguese for Beginners I or HESL 111 English as a Second Language I; Three Required Courses in Business.

Semester 2

EFN 101 Educational Psychology; EFN 200 History of African Education; HFR 112 French for Beginners II or HPO 112 Portuguese for Beginners II or HESL 112 English as a Second Language II; HAS 100 African Studies; Three Required Courses in Business.

YEARTWO

Semester 1

ECI 200 General Methods of Instruction; EFN 300 Philosophy of Education; HIT 100 Information Technology; Four Required Courses in Business.

Semester 2

ECI 202 Instructional Technology; EFN 201 Guidance and Counselling; TEV 200 Ethics and Christian Values; Four Required Courses in Business.

YEARTHREE

Semester 1

ECI 300 Content Methods I; ECI 301 Content Methods II; ECI 405 Measurement and Evaluation; Four Required Courses in Business.

Semester 2

Teaching Practice

YEARFOUR

Semester 1

ECI 304 Research Methods; EFN 400 School Organization; Three Required Courses in Business.

Semester 2

ECI 410 Project in Education; Education Elective; Three Required Courses in Business.

List of Courses Required on the 4-Year B.SC. (ED.) Programme for Students Granted One Year Credit by Year of Study

Semester 1

ECI 405 Measurement & Evaluation; HFR 111 French for Beginners I or HPO 111 Portuguese for Beginners I or HESL 111 English as a Second Language I; 12 credit hours of Business courses.

Semester 2

HFR 111 French for Beginners I or HPO 111 Portuguese for Beginners I or HESL 111 English as a Second Language I; HAS 100 African Studies; 12 credit hours of Business courses.

YEARTWO

Semester 1

ECI 300 and/or ECI 301 Content Methods I and/or Content Methods II; HIT 100 Information Technology; 12 credit hours of Business courses.

Semester 2

ECI 403 Curriculum Development; TEV 200 Ethics and Christian Values; 12 credit hours of Business courses.

YEARTHREE

Semester 1

ECI 304 Research Methods; 12 credit hours of Business courses.

Semester 2

ECI 410 Project in Education; 12 credit hours of Business courses.

List of Courses Required on the 4-Year B.Sc. Agric. (ED.) Programme by Year of study

YEARONE

Semester 1

EFN 100 Sociology of Education; HCS 101 Communication Skills; HFR 111 French for Beginners I or HPO 111 Portuguese for Beginners I or HESL 111 English as a Second Language I; AAG 201 Introduction to Soil Science; AAG 203 Practical Agriculture I;

Semester 2

EFN 101 Educational Psychology; EFN 200 History of African Education; HFR 112 French for Beginners II or HPO 112 Portuguese for Beginners II or HESL 112 English as a Second Language II; HAS 100 African Studies; AEC 210 Introduction to Agricultural Economics; AAE 201 Introduction to Agricultural Engineering; AAG 202 Genetics and Biotechnology

YEARTWO

Semester 1

ECI 200 General Methods of Instruction; EFN 300 Philosophy of Education; HIT 100 Information Technology; AAS 201 Anatomy and Physiology of Farm Animals; AAS 301 Agricultural Biochemistry; AAG 301 Crop Physiology and Ecology; AAS 302 Animal Production and Nutrition

Semester 2

ECI 202 Instructional Technology; EFN 201 Guidance and Counselling; TEV 200 Ethics and Christian Values; AAG 303 Principles of Crop Production; AAG 305 Practical Agriculture II; AEC 301 Introduction to Agribusiness Management; AWL 405 Freshwater Ecology and Fisheries Management; MAC 101 Foundations of Accounting

YEARTHREE

Semester 1

ECI 305 Methods of Teaching Agriculture; ECI 306 Curriculum Studies in Agriculture; ECI 405 Measurement and Evaluation; AAG 401 Soil and Fertility Management; AAE 301 Power and Machinery; AAG 403 Plant Protection I; AEC 401 Farm Management and Farm Planning

Semester 2

ECI 302 Teaching Practice

YEARFOUR

Semester 1

ECI 304 Research Methods; EFN 400 School Organization; AAG 408 Introduction to Horticulture; AAG 409 Agroforestry; AAS 404 Pasture and Range Management; Approved Agriculture course; AWL 401 Wild Life Management and Population Dynamics; Education/Elective course in Agriculture for at least 2.5 credit hours

Semester 2

ECI 410 Project in Education; Education Elective; AAG 407 Field Crop Production; AAE 401 Food Processing and Technology; AAE 402 Irrigation Water Management; MMS 401 Entrepreneurship and Small Business Management; AAS 406 Animal Health and Microbiology

List of Courses Required on the 4-Year B.Sc. Agric. (ED.) Programme for Students Granted One Year Credit by Year of Study

Semester 1

ECI 405 Measurement & Evaluation; HFR 111 French for Beginners I or HPO 111 Portuguese for Beginners I or HESL 111 English as a Second Language I; 12 credit hours of Agriculture courses

Semester 2

HFR 111 French for Beginners I or HPO 111 Portuguese for Beginners I or HESL 111 English as a Second Language I; HAS 100 African Studies; 12 credit hours of Agriculture courses

YEARTWO

Semester 1

ECI 300 and/or ECI 301 Content Methods I and/or Content Methods II; HIT 100 Information Technology; 12 credit hours of Agriculture courses

Semester 2

ECI 403 Curriculum Development; TEV 200 Ethics and Christian Values; 12 credit hours of Agriculture courses

YEARTHREE

Semester 1

ECI 304 Research Methods; 12 credit hours of Agriculture courses

Semester 2

ECI 410 Project in Education; 12 credit hours of Agriculture courses

List of Courses required on the 2-Year B.ED. Programme by Year of Study (Option 1—Major/Minor)

YEARONE

Semester 1

HFR 111/HPO 111/HESL 111; ECI 403 Curriculum Development; HIT 101 Information Technology; 6 credit hours of courses in Major Subject; 3 credit hours course in Minor Subject

Semester 2

HFR 112/HPO 112/HESL 112; HAS 101 African Studies; TEV 200 Ethics and Christian Values; EFN 301 Contexts of Education; 6 credit hours of courses in Major Subject; 3 credit hours course in Minor Subject

YEARTWO

Semester 1

ECI 304 Research Methods; ECI 405 Measurement and Evaluation; ECI 308 Seminar on Teaching Content Subject; 6 credit hours of courses in Major Subject; 3 credit hours of courses in Minor Subject; 3 credit hours of an Elective course

Semester 2

ECI 410 Research Project; ECI 411 Curriculum Issues in Content Subject; 3 credit hours of courses in Major Subject; 3 credit hours course in Minor Subject; 2 credit hours of an Elective course.

List of Courses required on the 2-Year B.ED. Programme by Year of Study (Option 2—Double Major)

YEARONE

Semester 1

HFR 111/HPO 111/HESL 111; HIT 101 Information Technology; ECI 405 Measurement and Evaluation; 6 credit hours of courses in Major Subject 1; 3 credit hour course in Major Subject 2.

Semester 2

HFR 112/HPO 112/HESL 112; HAS 101 African Studies; TEV 200 Ethics and Christian Values; EFN 301 Contexts of Education; 6 credit hours of courses in Major Subject 1; 3 credit hour course in Major Subject 2.

YEARTWO**Semester 1**

ECI 304 Research Methods; 6 credit hours of courses in Major Subject 1; 9 credit hours of courses in Major Subject 2.

Semester 2

ECI 410 Research Project; ECI 403 Curriculum Development; 3 credit hours of courses in Major Subject 1; 6 hours of courses in Major Subject 2; one elective course for 2/3 credit hours.

Elective Courses in Education

The following elective courses in Education are open to students from any Faculty with approval from the relevant Faculty of Education Coordinator or from the Dean, Faculty of Education:

	credit hours
ECI403 Curriculum Development	3
ECI404 Improvement of Instruction	3
ECI405 Measurement and Evaluation	3
ECI406 Technology in Education	3
EFN 402 Community Education	3
EFN 403 Comparative Education	3
EFN 404 Economics of Education	3
EFN 405 Educational Planning	3
EFN 406 Educational Finance	3
EFN 407 Leadership in Educational Organizations	3

Undergraduate Graduation Requirements**4-Year B.A. (Education)/B.Sc. (Education)/B.Sc. Agric. (Education)**

To be awarded the B.A. (Education) or the B.Sc. (Education) or the B.Sc. Agriculture (Education) in the 4-year programme, a student must:

- a) successfully complete all the compulsory courses on the programme,
- b) successfully complete all other required courses on the programme
- c) pass Teaching Practice, and
- d) obtain a minimum cumulative grade point average (CGPA) of 2.0.

4-Year B.A. (Education) Honours/B.Sc. (Education) Honours/B.Sc. Agric. (Education) Honours

To be awarded the B.A. (Education) Honours or the B.Sc. Honours in the 4-year programme, a student must:

- a) successfully complete all the compulsory courses on the programme,
- b) successfully complete all other required courses on the programme
- c) pass Teaching Practice, and
- d) obtain a minimum CGPA required for a second class lower division

Candidates on the B.A. (Education) Honours programme who are not able to attain the minimum CGPA for a Second Class Lower Division but who meet all other requirements of the B.A. (Education) shall be awarded a B.A. (Education) Third Class degree. Similarly those on the B.Sc. (Education) Honours and the B.Sc. Agric. (Education) Honours programme who are not able to attain the required CGPA for a Second Class Lower Division but meet all other requirements of the B.Sc. (Education) or the B.Sc. Agric. (Education) shall be awarded a B.Sc. (Education) or a B.Sc. Agric. (Education) Third Class degree.

2-Year B.Ed.

To be awarded the B.Ed. in the 2-Year programme, a student must:

- a) successfully complete 21 credit hours of courses in the major, 12 credit hours of courses in the minor and 5 credit hours of elective courses for option 1 OR 21 credit hours of courses in each of two chosen content subject areas for option 2.
- b) successfully complete all required professional education courses.
- c) pass all required university-wide courses; and
- d) obtain a minimum cumulative grade point average (CGPA) of 2.0.

Course Descriptions**ECI 200 General Methods of Instruction (3 Credit hours)**

This course provides a study of those methods of instruction common to secondary school content areas. The course specifically deals with four major areas of knowledge: (1) Lesson planning (2) Teaching strategies (3) Classroom management and discipline (4) Documentation and Scheming. Practicum activities such as classroom observation and a variety of simulated classroom experiences will be included.

ECI 201 Instructional Technology and Computing (2/3 Credit hours)

This course provides students with the skills to use various media in the classroom such as overhead projectors, television, Videocassette Recorder (VCR) and computers. The course also deals with the preparation and/or importance of the use of other audio-visual aids e.g. charts and specimens in the process of teaching and learning.

ECI 202 Instructional Technology (2 Credit hours)

This course is directed towards developing classroom practitioners who are adept with the variety of theoretical and practical frameworks for the effective design, development and utilization of instructional media. One credit hour is for exploring the theoretical frameworks/issues and the other credit hour (2 contact hours) is for practical activities.

ECI 300 Content Methods of Teaching I (2 Credit hours)

The course deals with the methods specific to the teaching of content subject in the secondary schools. Emphasis will be placed on developing content specific instructional objectives, strategies and materials for teaching. Practical activities such as peer and micro-teaching will constitute an integral part of the course.

ECI 301 Content Methods of Teaching II (2 Credit hours)

The course deals with the methods specific to the teaching of content subject in the secondary schools. Emphasis will be placed on developing content specific instructional objectives, strategies and materials for teaching. Practical activities such as peer and micro-teaching will constitute an integral part of the course.

ECI 302 Student Teaching (15 Credit hours)

This is a period of teaching practice consisting of one semester of observation and participation in teaching under the supervision of experienced teachers in secondary schools. Students are expected to demonstrate proficiency in content subject areas, teaching methods, and classroom management. The performance of students on Teaching Practice will be evaluated by both the school and the University. (For additional information on Teaching Practice, please see Teaching Practice Regulations in this prospectus).

ECI 303 Instructional Design (3 Credit hours)

This course provides a theoretical framework and practical processes for examining the development and implementation of curriculum, especially at the classroom level. Students will develop an understanding of curricular and instructional models, their strengths, weaknesses, and appropriateness in various settings.

ECI 304 Research Methods (3 Credit hours)

An introduction to the basic concepts and techniques of research design will take place for the purpose of preparing students to undertake a research project in the student's content area during the final year of the programme. Topics to be covered include types of research designs, data collection and analysis, and writing a research report. Students are expected to critically examine current research on education and to complete a research project proposal by the end of the course.

ECI 305 Methods of Teaching Agriculture (2 Credit hours)

This course deals with methods specific to the teaching of Agriculture in the secondary school. Topics to be covered include orientation to school agriculture and farm, theories of learning and their relationship to the teaching of agriculture, planning instruction (selection of content, aids and media), school farm activities and outreach programmes with the community, and assessment (purposes, types and records). Micro/peer teaching and classroom observations shall be major aspects of the course.

ECI 306 Curriculum Studies in Agriculture (2 Credit hours)

This course examines the Agriculture curriculum at the secondary school level. Topics to be covered include philosophical, sociological and psychological foundations of Agriculture Education; factors limiting curriculum implementation at national and institutional levels; change and innovation (rationale, theories, agents and problems); and rationale, strategies, approaches and problems of curriculum evaluation in Agriculture Education.

ECI 308 Seminar on Teaching Content Subject (*with content subject named in brackets*) (2 credit hours)

The focus of this course is specifically on classroom pedagogical matters. Participants in the seminar shall be given opportunity to research and report on various topics relating to the teaching of their content subjects at the secondary school level. Topics that could be selected for research and report shall include any or all of the following: approaches to teaching the subject with peer teaching activities, the specialist subject classroom, equipment and specialized teaching materials for teaching the subject, and assessing student learning.

ECI 401 Extended Essay (1-3 Credit hours)

Students shall be expected to write an extended essay on an approved topic. The Faculty shall determine the requirements for the extended essay.

ECI 402 Teaching and Learning (3 Credit hours)

This course emphasises the use of theories of learning in the learning process and the interactions that occur during the teaching/learning process.

ECI 403 Curriculum Development (3 Credit hours)

This course seeks to define curriculum, to identify different curriculum models, and more importantly to work out how best different models can be improved upon to suit the teacher's classroom situations. While traditional curriculum theories will be explored, emphasis will be made on contextualising content (especially in Africa).

ECI 404 Improvement of Instruction (3 Credit hours)

This course will examine different methods of Instruction from ancient times to the present. Emphasis will be put on group dynamics, participatory approaches, and use of appropriate instructional technology. Throughout, sensitivity to local contexts will be given.

ECI 405 Measurement and Evaluation (3 Credit hours)

The course is designed to expose students to various assessment techniques including development and validation of these for improving teaching and learning. It is hoped that such skills will strengthen the students' ability to make intelligent and analytic applications of the data from educational tests and measurement.

ECI 406 Technology in Education (3 Credit hours)

This course introduces students to technology and helps them to relate the social nature of technology to education. It explores different perspectives and explains the centrality of technology to changing patterns of work organization, education and to society in general. Topics to be covered include the nature of technology; technological determinism; technology as a social construct; information technology in education; and the changing organization of work and its implications on education.

ECI 408 Education Seminar (1-3 Credit hours)**ECI 409 Special Subject/Course (1-3 Credit hours)****ECI 411 Curriculum Issues in Content Subject** (*with content subject named in brackets*) (3 credit hours)

The course, which focuses on subject curriculum matters, examines issues surrounding the curriculum of particular teaching subjects at the secondary school level. Topics to be covered shall include any or all of the following: review of the secondary school teaching subject curriculum; the nature, place, and value of the subject; developing the subject curriculum; subject curriculum evaluation and student assessment; and approaches to the study of the subject.

Prerequisite: ECI 403 (Curriculum Development) or equivalent

EFN 100 Sociology of Education (3 Credit hours)

This course introduces students to the place and nature of the school in context of the society. Topics to be covered include major theoretical perspectives of sociology and sociology of education, bureaucracy, social stratification and education, curriculum in schools, education and development, contemporary issues in Education in Africa.

EFN 101 Educational Psychology (3 Credit hours)

The course introduces students to the scientific study of human behaviour and the nature, conditions, outcomes and evaluations of classroom learning. It emphasizes relevant theories of motivation, special education needs, individual differences, personality, cognitive and other aspects of human development. Its special interest is in African situations.

EFN 200 History of African Education (2 Credit hours)

This is a study of the history of education in the context of the African continent. There will be an exploration of the historical development from early Greek civilisation to the present. Special emphasis will be placed on indigenous education, colonial and missionary education and the current status of education of the continent.

EFN 201 Guidance and Counseling (2 Credit hours)

The course, which has both theoretical and practical dimensions, introduces students to the theories and principles of guidance and counseling and their relevance for the contemporary society. Focus will be on instilling in students the techniques of individual and group guidance and counseling. Through this course it is hoped that students will develop analytical skills, and be sensitive when responding to secondary school pupils' developmental, career, and learning needs.

EFN 300 Philosophy of Education (3 Credit hours)

This course is designed to provide students with some basic principles of Education. Students will be expected to critically analyse various educational theories and practices. At the end of the course, students should be able to argue for particular philosophical positions. The topics to be covered include Introduction to Logic, Epistemology, Metaphysics and Ethics, African Philosophy and its impact on the discourse of Education.

EFN 301 Contexts of Education (3 Credit hours)

This course explores the philosophical and political contexts of education in Africa. The course provides the student with a framework for understanding factors that enable and constrain educational-decision making and performance. This course serves as an integrated educational foundation course. Topics to be covered include culture, education and politics, theories of knowledge and teaching as a profession.

EFN 400 School Organization (3 Credit hours)

This course introduces students to the concepts and principles of organization; and relates these to the schools in Zimbabwe. The role of the student, the teacher, and the professional association of teachers is also discussed. Topics to be covered include the concept of organization; formal and informal organizations; line and staff;

environmental context of the school; the role of the student; the role of the teacher; professional organization of teachers; school and community relations.

EFN 401 Educational Administration (3 Credit hours)

the school as an organisation as well as the role of various stakeholders in the school. Part B of the course is intended to introduce the student to the financial aspects of school administration. It mainly deals with the business aspects of school administration where the Head of the School is expected to This course is divided into two parts: A and B. Part A deals with theories of educational management, manage the school resources effectively and efficiently.

EFN 402 Community Education (3 Credit hours)

The course examines the broad concept of community education and the role of community school in community education. The place of other agencies and institutions in the community education process is also discussed. Among the topics to be discussed are the concepts of community education and community school; the philosophy, principles and functions of community education; historical development of community schools: community schools in Africa; the role of other agencies and institutions in community education.

EFN 403 Comparative Education (3 Credit hours)

The course should enable the student acquire knowledge on the educational systems of Zimbabwe, the immediate surrounding Southern African Development Community countries and other selected countries of other parts of the world, especially the major former colonial powers. Emphasis is on the most important aspects of each country's educational system, including educational problems and how these are being tackled in each country.

EFN 404 Economics of Education (3 Credit hours)

The course applies the concepts and principles of Economics to the field of Education. Education is viewed as a commodity on which expenditures are seen as both consumption and investment. Topics to be covered include the nature of education; human capital theory; consumption and investment aspects of education; social and private returns to education; education and economic development; and cost-benefit and cost effectiveness analysis in education.

EFN 405 Educational Planning (3 Credit hours)

The course introduces students to concepts, principles and skills of educational planning through the examination of various educational planning endeavours undertaken in different jurisdictions. Among the topics to be covered are the concepts of planning and educational planning; selected principles of educational planning; factors affecting educational planning; approaches to educational planning;

conditions for successful educational planning; and obstacles to successful educational planning.

EFN 406 Educational Finance (3 Credit hours)

The course introduces students to concepts and principles of educational finance which are then used to examine issues relating to the financing of education in developing countries. Topics discussed include concepts and principles of educational finance; educational costs; the role of government and the individual in financing education; present and possible sources of educational finance; and the voucher system of financing education.

EFN 407 Leadership in Educational Organizations (3 Credit hours)

This course examines leadership structures, processes, roles, skills and responsibilities of educational administrators/managers. Topics covered include various theories of leadership and management and their applicability in educational settings; policy formulation, analysis, implementation and evaluation in education; managing educational change; ethics for educational leadership, and leadership development for African educational systems in the Third Millennium.

EFN 409 Special Subject/Course (1-3 Credit hours)

Description of Courses on the Master of Theological Studies (MTS) Programme

ECI 500 Methods of Instruction at the Tertiary Level (3 Credit hours)

The aims of this course are to expose participants to the modes of learning used by tertiary students and the methods of instruction that would promote learning among students in tertiary educational institutions. Topics to be covered include characteristics of tertiary students in learning, approaches to learning by tertiary students, and teaching methods such as lecture, briefs, case studies, projects, individualized learning and simulation.

ECI 501 Practicum in Teaching at the Tertiary Level I (2-3 Credit hours)

This will be a supervised practical teaching at the tertiary level over a period of one semester.

ECI 601 Practicum in Teaching at the Tertiary Level II (2-3 Credit hours)

This will be a continuation of the ECI 501, supervised practical teaching at the tertiary level, and will also last for one semester.

Graduate Programme**Full Time M.ED. In Educational Leadership, Management And Development (ELMD) Programme****A. Introduction**

In 2002, the Africa University Board of Directors approved the offering of a Master of Education (MEd) degree in Educational Leadership, Management and Development (ELMD) as an outreach programme, along with other programmes in ELMD, namely, Certificate and BEd.

The ELMD outreach programme, a capacity building and empowerment programme, was conceptualized, developed, and implemented in collaboration with the University of Fort Hare in South Africa. This attractive collaborative effort between universities across national boundaries made it possible for a generous contribution from the WK Kellogg Foundation which financed both the Zimbabwean and the South African initiatives.

Given that all the ELMD programmes, namely, Certificate, Bachelor, and Master programmes at Africa University are ending by May 2008, the Faculty will from August 2008 be offering the MEd programme in ELMD as a full-time programme to enable more people to develop the knowledge, skills, competencies, and values offered by the programme.

B. Uniqueness of the Programme

The MEd programme in ELMD that the Faculty is offering has the following unique aspects and/or strengths:

- Students will relate their programmes to community development and participation.
- The programme will cater for prospective practitioners in community education and community development.
- The incorporation of Peace Education as a compulsory course in this programme will orient the students to the significance of peace in schools, communities, and nations.

C. Objectives of the Programme

In line with the objectives of the original ELMD programmes, the objectives of the full-time MEd programme in ELMD are to:

- provide knowledge, skills, and values for the mobilization of broad-based stakeholder participation in education for community renewal and development;
- develop educational leaders and change advocates at local level of school, the local community, and the district;
- promote participation in the development and consolidation of a self-sustaining capability for ongoing renewal and development of education jurisdictions;
- promote the application of holistic education development.

D. Special Regulations for the Master of Education Degree Programme in Educational Leadership, Management and Development (ELMD)

In addition to the provisions of the Regulations for Graduate programmes of Africa University, which should be read in conjunction with this section, the following Special Regulations of the Faculty of Education shall apply:

1. Admission Requirements

The minimum entry requirements for admission to the MEd programme in Educational Leadership, Management and Development (ELMD) shall be:

- (a)
 - (i) BA with Education, BSc with Education, or BEd degree in at least the second class lower division from this University or equivalent qualification from any recognized university or equivalent institution ; **OR**
 - (ii) A Bachelor's degree in the first or second class **plus** a Diploma in Education **or** a Postgraduate Certificate/Diploma in Education or equivalent; **OR**
 - (iii) Equivalent qualification acceptable to Africa University Senate.
- (b) At least two years of appropriate post bachelor's degree professional experience in education or other relevant professions which may be acquired concurrently with part-time studies undertaken prior to entry into the MEd programme.
- (c) Computer literacy*

- (d) Three acceptable references from persons who have full knowledge of the applicant's academic and professional competence

*Applicants without computer literacy may be admitted but they will be required to demonstrate computer literacy prior to graduating from the programme by taking relevant course(s) at Africa University or elsewhere.

2. Courses on the Programme.

The Programme shall consist of the following three components:

- compulsory courses;
- elective courses; and
- dissertation

(a) Compulsory courses (30 graduate Credit hours)

The compulsory courses on the MEd in ELMD shall be:

<i>Course Code</i>	<i>Course Title</i>
ELM520	The Community: Nature, Issues and Development
ELM521	The School: Nature, Issues and Development
ELM522	Leadership
ELM524	Strategic Planning and Participatory Action
ELM525	Educational Management & Development Information Systems (EMDIS)
ELM526	Peace Education
ELM527	Decentralisation
ELM528	Research Methods
ELM620	Projects and Finance
ELM622	Policy and Education Development

(b) Elective courses (6 graduate credit hours)

Students are required to take any two courses from the following:

ELM523	School Governance and Leadership
ELM621	Leading Professional Development in Education
ECI514	Community Oriented Curriculum Development Process.
Any other approved graduate course in the University	

(c) Dissertation (6 graduate credit hours)

Students will take the following course to satisfy the dissertation requirement.

ELM629	Research and Dissertation (6 credit hours)
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3. Structure of the MEd Programme in ELMD

- (a) The duration of the programme shall be a minimum of two years or four semesters on full-time basis, or a minimum of four years or eight semesters on part time basis, or by distance
- (b) Maximum number of years to complete the programme is three years or 6 semesters for full-time and six years or 12 semesters for part-time.
- (c) The programme of study shall normally consist of coursework (lectures, discussions, assignments, written examinations, etc.) and dissertation.
- (d) In order to graduate from the MEd in ELMD the candidate must have successfully completed 42 graduate credit hours. Of the required credit hours on the MEd in ELMD, a minimum of 6 credit hours will be reserved to the dissertation.
- (e) All coursework is to be satisfactorily completed within the first three semesters of study by students on the full-time programme. Those students taking the programme by part-time study should complete all the coursework by the end of the first three years of study.
- (f) For a student to start on the dissertation, he/she must have completed all coursework requirements.
- (g) The length of the dissertation shall be in the range of 20,000 and 30,000 words.
- (h) The dissertation shall be started not earlier than the first semester of the second year of study and be completed by the end of the second semester of the second year of study.
- (i) Candidates who fail to complete their dissertations within the specified period may apply to Senate through the Dean of the Faculty for an extension of registration period.
- (j) Normally, a student shall not be permitted to break the continuity of his/her studies, although a student may be allowed to suspend registration for a maximum period of one year on the approval of Senate, after a recommendation from the Faculty Board through the Postgraduate Studies Committees.
- (k) A student will not normally be allowed to change from full-time to part-time or vice-versa without the expressed consent of the Faculty Board and Graduate Studies Committee.

4. Assessment

As per the University's general regulations governing graduate programmes, the following shall apply:

- (a) Each course assessment shall normally consist of both coursework and an end of semester examination.
- (b) The coursework shall be 50% of the total mark.

- (c) Performance in both coursework and examination shall be in accordance with the University's grading system for graduate programme.
- (d) Each course must be passed with a minimum mark of 60% (C+).
- (e) Examinations shall be conducted in accordance with the University regulations in force.
- (f) Assessment of the dissertation shall be in line with the University's requirements.

5. Progression

Progression on the MEd in ELMD shall be as per the following general regulations of Africa University:

- (a) To be in good academic standing, a student must obtain a minimum grade point average (GPA) of 2.6 and a cumulative grade point average (CGPA) of the same throughout his/her studies. He/she must also satisfy other Faculty specific requirements.
- (b) A student whose CGPA at the end of any semester falls between 2.3 and 2.59 inclusive will be put on probation. Such a student will need to raise his/her CGPA to 2.6 at the end of the next semester or be discontinued.
- (c) A student whose CGPA falls below 2.3 at any time shall be discontinued.

6. Graduation Requirements

To qualify for the award of a MEd in ELMD degree, a student must have:

- (a) Successfully completed 42 graduate credit hours on the MEd
- (b) Obtained a minimum CGPA of 2.6.
- (c) Completed and passed the dissertation.
- (d) Satisfactorily completed all other Faculty specified requirements.

7. Classification of Degree

The MEd degree shall not be classified.

E Course Descriptions

ELM 520 The Community: Nature, Issues and Development (3 Credit hours)

The course focuses on the location of the school within the community in the totality of such attributes as socio-economic, demographic characteristics and in the context of such emergent challenges as HIV/AIDS. Important issues in the course will include models of community development, how educational systems have impacted communities and how communities have impacted educational systems in Zimbabwe, Africa and the wider world. Much of the work will be conducted through case studies and micro researches to give a hands-on appreciation of the communities that impact on and are impacted on by various educational systems.

ELM 521 The School: Nature, Issues and Development (3 Credit hours)

This course examines the school as an organization in its symbiotic relationship with the community. The organisation of the school as a bureaucracy will be viewed in two complementary perspectives of the school as an agent of change/status quo in the community. The concept of the school as a learning organisation and its place in the African setting will be a major area of study.

ELM 522 Leadership (3 Credit hours)

This course will focus on leadership within the context of African educational systems with appropriate comparisons in the wider world. Leadership will be examined at the local level, national and international levels with examples of great leaders in education derived from both Africa and elsewhere. The course will deal with relevant organisation theories, the school as a learning organisation, decision-making models and policy frameworks for educational development. There will also be a focus on emerging leadership trends from great-man theories through transactional to transformational leadership models. The topical issue of the gendered nature of leadership will be an integral part of the course.

ELM 523 School Governance and Leadership (3 Credit hours)

This course examines the governance and leadership systems in Education with a view to analyzing and transforming them. The interface between the local and national governance systems will be treated within the constitutional and historical framework in which educational systems have emerged. The leadership role in this interface will be examined in detail.

ELM 524 Strategic Planning and Participatory Action (3 Credit hours)

This course grounds participants in knowledge, skills, processes, values and attitudes essential to empowering education stakeholders to lead, manage, participate in and ensure the success of school and district development initiatives. It involves participants in planning to cover all key areas of school activity — curriculum determination, implementation and support for teaching and learning, governance, management systems and procedures; organization development; mobilisation and stakeholder consensus building for development; implementation and monitoring of plans; performance evaluation and accountability systems. Strategic planning theories and techniques will form an integral part of this course. Candidates will be required to craft and present strategic plans for their organisations or other selected organisations.

**ELM 525 Education Management & Development Information Systems (EMDIS)
(3 Credit hours)**

This course is meant to develop a healthy appreciation for the importance of enabling information systems for effective education development, delivery and management. Participants will also be introduced to relevant technical skills and tools. The course seeks to expand its embrace beyond the conventional EMIS, which insinuates a systematization and application of information only for management purposes. While the traditional EMIS notion is important, advances in ICT and their application to other areas of education (e.g. curriculum) dictate an expansion of the EMIS envelope.

ELM 526 Peace Education (3 Credit hours)

The aim of this course is to expose students to the broad areas of peace and peace education; how these impact on the individual, the school, the society; and how these could be operationalised in the school. The knowledge, skills, and attributes required in peace and peace education will be discussed. As well, the contributions of educators such as Paulo Freire, John Dewey, Maria Montessori, and others to peace education will be examined. Key declarations, conventions, and agreements of the world on peace and how they are related to peace education will also be examined. In addition, various organizations working on peace and peace education; and how peace education could be incorporated in the school curriculum will also be discussed.

ELM 52 Decentralisation (3 Credit hours)

This course focuses on the concepts of decentralisation, competency devolution, and tier specific roles. The focus will be on what implications there are in decentralisation for resources, the training of local human power and the possibility of conflict and duplication across different tiers of the governments. The specific relationships between central and local governments and the communities at the grassroots will be an area of special interest. The relationships of the local institutions and mid-level tiers of governments will be treated in detail. The implications of decentralisation for instructional leadership, human resources management and development, as well as financial management and its effects on the delivery of educational systems will also be treated in detail.

ELM 528 Research Methods (3 Credit hours)

The course introduces participants to the fundamentals of research, which will enable them to prepare their research proposal, conduct research, produce the report in acceptable formats as well as understand research reports that they come across in the course of their study and work. Qualitative and quantitative methodologies and data analysis techniques will form a part of the course. Quantitative techniques will include both descriptive statistics and inferential statistics and the application of Excel and SPSS.

ELM 620 Projects and Finance (3 Credit hours)

This course will ground participants in effective financial as well as project management techniques; introduce them to relevant techniques and tools in the development, implementation, and evaluation of educational projects. Basic accounting will be an integral part of this course. Writing of project document and sourcing for funds for educational projects will also be covered.

ELM621 Leading Professional Development in Education (3 Credit hours)

This course will develop participants into capable leaders and mentors of other education professionals in development, both in schools and within education districts. The course will, among other things, ground participants in understanding the key requirements of learning organizations; essential features of and skills for designing, running and supporting effecting staff development initiatives; the development and support of teams; and an understanding of the Development Appraisal System, or the relevant Appraisal System and its effective integration into the life of schools and education districts.

ELM 622 Policy and Educational Development (3 Credit hours)

This course will ground participants in an understanding of the policy-making and implementation process; the politics and political economy that influence policy directions and define limits and possibilities. Policy determination and interpretation at a number of levels; legislation and policy; ethics and citizenship; policy evolution and implications for development will be examined.

ELM 629 Research and Dissertation (6 Credit hours)

Participants will be expected to undertake a research project in an area of relevance to their work. This will result in the writing of a dissertation between 20,000 and 30,000 words.

ECI 514Community-Oriented Curriculum Development Process (3 Credit hours)

This course will develop in students the ability and skills to relate the curriculum development process to the needs, aspirations, and desires of specific communities. The course will begin by exploring the concepts and principles of community education, and their implications for curriculum development. Two or more processes of curriculum development, including the Tyler model, will be examined in context of needs, aspirations, and desires of an identified specific community and the notion of community education. Curriculum development within the framework of the Minimum Standards for Education in Emergencies (MSEE) will also be discussed.

**FACULTY OF THEOLOGY
(FOT)**

Introduction

In 1984, Bishop Emilio J.M. de Carvalho of Angola and Bishop Arthur F. Kulah of Liberia challenged both the General Board of Higher Education and Ministry (GBHEM) in Africa. A year later, the GBGM, through the Africa Church Growth and Development Committee, sponsored a consultation on theological education on the continent of Africa. This was held in Harare, Zimbabwe, in August 1985. The urgent need for theological education at tertiary level gave birth to the idea of establishing a university on the continent. This university was to be, according to the planners, international in its design and ecumenical in its spirit.

The original plan presented to the 1988 General Conference of the United Methodist Church was to start the new University with the Faculty of Theology in March 1990. However, it was only in March 1992 that the first class was opened to nine Bachelor of Divinity degree candidates, under the leadership of the founding dean, Dr. David K. Yemba. In fact, the Faculty of Theology and the Faculty of Agriculture and Natural Resources are the two founding Faculties of Africa University.

The Faculty of Theology prepares candidates for degrees and enables them to participate in continuing education programmes in order to increase their knowledge and skills for theological scholarship and the practice of their vocations and Christian ministries.

Mission Statement

The Faculty of Theology at Africa University is a community of learning whose purpose is to educate women and men to be pastors and teachers of the Christian Gospel for the churches of Africa. The Faculty is committed to excellence in teaching and research where an understanding of the Bible's transforming and prophetic message is central. Students gain knowledge and understanding of God's mission in today's Africa and the world. Generations of teachers are prepared to teach church leaders across the continent through pastors' schools and e-learning. The Faculty of Theology, related through the University to the United Methodist Church, welcomes to its community persons of other churches, celebrating unity in Christ through theological study. The mission of the Faculty is to prepare women and men to be "servants of Christ and stewards of the mysteries of God" (I Corinthians 4:1) for the work of the Church of Jesus Christ.

Goals And Objectives

The goals and objectives of the Faculty are:

- to provide well-trained Christian leadership for the life of the church;
- to provide well-trained faculty for African seminaries and Bible training schools;

- to provide Christian leadership for theological education by extension and continuing education in collaboration with African theological institutions and the churches;
- to facilitate research and promote dialogue and publications concerning authentic African theology and methodology;
- to stimulate collaboration among existing theological institutions within the continent of Africa;
- to initiate studies that deliberately focus on intercultural and inter-religious perspectives;
- to ascertain theological and religious competencies in our graduands in meeting the challenges of our civil/secular society; and
- to assert afro-centric theological and religious initiatives that address the multidisciplinary challenges of Africa e.g. HIV and AIDS, War, etc.

Endowed Chairs

In addition to offering classes in the regular curriculum, a part of the responsibilities accompanying these endowed chairs in the Faculty is the challenge to create and conduct workshops that extend the ministry of a chair into the community beyond the University.

- The Kurewa Chair, an E. Stanley Jones Professor of Evangelism - This Chair is already established and occupied.
- The James M. Walker Chair of Pastoral Care - This Chair is already established.
- The Goddard/Johnson Chair of Christian Education - This Chair is being established.

Undergraduate Programmes

Bachelor of Divinity Degree Programme

The Faculty of Theology offers a three-year, full-time Bachelor of Divinity (B.D.) degree programme designed to prepare University level candidates for lay and ordained Christian ministry and to advance religious studies in the context of modern Africa.

The Bachelor of Divinity degree is intended for qualified applicants who seek to fulfil a dream of getting a degree in the field of theology and who desire to prepare for ordained ministry or another form of church leadership.

The Faculty offers three-year General and Honours degree programmes. For those in the Honours Programme it is possible to concentrate on one of the following theological disciplines: Old Testament, New Testament, Church History, Theology,

Christian Ethics, Worship, Evangelism, Preaching, Church in Society, or World Religions.

Related Programmes

- **Ethics and Christian Values Course**

As a church-related institution, Africa University – through the Faculty of Theology – offers an Ethics and Christian Values course to all students in undergraduate degree programmes.

- **Continuing Education**

The purpose of continuing education is to promote on-going learning in ministry for scholars, ordained clergy, lay professionals and interested lay persons of various denominations. The Faculty of Theology offers opportunities for continuing education, which are designed to address the needs for life-long preparation for effective ministry, theological scholarship and contemporary Church leadership in Africa.

Through continuing education opportunities, the Faculty of Theology expects to extend its community of learning, helping various participants to increase their knowledge and skills for the better practice of their various vocations and ministries.

In addition to degree programmes, continuing education opportunities are periodically offered through workshops, an In-Residence programme, and the annual Africa University Theological Week.

- **Spiritual Formation and Colloquium Session**

Each week an hour is set for the whole Faculty to gather for spiritual and intellectual enrichment that goes beyond the classroom. On three Wednesday afternoons each month students and staff meet in small groups for sharing their lives, reflecting on them, and praying for each other. The fourth Wednesday they meet as a plenary to listen to a faculty member or a senior student read a research paper in which theological and biblical issues are integrated in the African context.

- **Field Education and Internship**

Students who enrol in the Bachelor of Divinity Programme *without* three years' prior experience ministering in a local congregation are to be attached to a local church for supervised ministry under the pastor-in-charge during the second semester of the second year. It is the responsibility of the Faculty and the

student to make arrangements for the attachment in consultation with the Co-ordinator of Field Education and Internship.

Students *with* three years' prior pastoral experience, and all third year students, are encouraged to enlarge their experiences by giving voluntary ministries to local churches of their own choice. As an ongoing process, reflections on pastoral experience are integrated both in the courses taught in pastoral theology and in other courses in the FOT curriculum.

All students regardless of their ministerial background will be required to undertake at least a six-week internship during the long vacation (June/July) after the second year. This offers a service to the church as well as enhances learning for the students. The students will make arrangements for this in consultation with the Coordinator of Field Work.

Special Regulations

- **Specific Entry Requirements**

In addition to meeting the general requirements for admission to Africa University, candidates wishing to undertake a course of study in the Faculty of Theology's Bachelor of Divinity degree programme must meet the following special Faculty requirements:

- Any candidate who is academically qualified in Arts or Sciences, or a combination of the options, according to the University General Entry Regulations, is academically admissible to the B.D. degree programme;
- A candidate who holds a diploma in Theology from a recognized theological institution acquired normally in not less than three years of study, plus not less than five subjects at Ordinary Level or equivalent prior to diploma may be admitted, subject to the approval of Senate Admissions Committee;
- Because the degree is designed to prepare students for Christian ministry, it is essential that prospective students secure the commitment and recommendation of their Annual Conference of the United Methodist Church, or of the equivalent ecclesiastical body of the candidate's church.

- **Bachelor of Divinity (Honours) [being revised]**

- In order to enrol for the B.D. (Hons), the student must have earned a CGPA of 3.20 or above at the end of the second year of the programme.
- The student must earn credit in two elective courses in the area of Ministerial Studies. In his/her third year, the student shall take all the electives from his/her area of concentration and will substitute the writing of a research-and-reflection paper for one of the remaining courses. The paper shall be in his/her area of concentration during the last semester of the programme.

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- The Bachelor of Divinity (Hons) paper shall normally be 30 - 40 pages, double line spacing in Times New Roman, 12 point.
 - **Student Evaluation**
Students enrolled in the B.D. degree programme will be evaluated on continuous basis throughout the course of their academic studies. Credit for each course shall comprise of continuous assessment and end of semester examination. The final course grade is constituted by fifty percent (50%) continuous assessment and fifty percent (50%) end of semester examination. Evaluation of Field Education and Internship will be based on reports submitted by the Fieldwork Coordinator and the onsite supervisor.
 - **Categories of Courses**
Three categories of courses are offered in the Bachelor of Divinity degree programme (total credit hours: 106).
 - **14 credit hours of University-wide Courses** – required of all Africa University Undergraduate students;
 - **77 credit hours of Core Courses** – required to provide the basic skills and knowledge to theologically equip a student for Christian ministry in Africa;
 - **15 credit hours of Elective Courses** – those that enable the student to acquire more specialised knowledge of a particular theological discipline or to broaden their understanding of theology or a related subject. Not all elective courses listed in this section are offered each year; a selection will be offered depending on the availability of teaching staff, the interests of the students, and the number of credit hours required for the completion of the programme.

Bachelor of Divinity Curriculum

Three-year Bachelor of Divinity Degree Programme (the number of credit hours are in parentheses)

Year One (35 Credit Hours)

Semester One

THC 101 Survey of Church History (3), TBS 104 Introduction to New Testament (3), TBS 103 Introduction to Old Testament (3), HCS 101 Communication Skills I (3), HFR 111 French for Beginners I/HPO 111 Portuguese for Beginners I/HESL 111 English as a Second Language I (3), HIT 100 Introduction to Information Technology (2)

Semester Two

HAS 100 African Studies (3), TRP 100 Introduction to the Study Religion (3), HFR 112 French for Beginners II/HPO 112 Portuguese for Beginners II/HESL 112 English as a Second Language II (3), TST 203 Christian Doctrine I (3), TRM 100 Introduction to Research Methods (3), TPT 201 Homiletics (3),

Year Two (37 Credit Hours)

Semester One

TST 205 Theology and Land Praxis I (3), TPT 207 Introduction to Pastoral Care and Counselling (3), TPT 202 Ministry of Evangelism (3), TPT 203 Christian Worship (3), TST 204 Christian Doctrine II (3), Elective (3).

Semester Two

TST 206 Theology and Land Praxis II (3), TEV 200 Ethics and Christian Values (2), TPT 205 Christian Education (3), TPT 206 Preaching Practicum (3), TPT 208 Field Education (2), TCH 218 The History of Methodism/Wesleyan Studies (3), Elective (3).

Year Three (34 Credit Hours)

Semester One

TBS 308 Prophets I (3), TPT 301 Internship (1) (June – July), TBS 306 Pauline Literature (3), THC 302 African Church History (3), TCS 301 Church and Social Transformation (3), TCS 303 Introduction to Ministry in the HIV and AIDS Context (3), Elective (3).

Semester Two

TBS 309 Prophets II (3), THC 304 Introduction to the Ecumenical Movement (3), TPT 306 Church Administration (3), Electives (6).

DESCRIPTION OF COURSES

Descriptions of University-wide Courses

Language Proficiency

HCS 111 Communication Skills I, (3 Credit Hours) [See FHSS Syllabus]

HFR 111,112; HPO 111,112; HESL 111,112 French I, II or Portuguese I, II or English as a Second Language I, II (6 Credit Hours) [See FHSS syllabus]

HIT 100 Information Technology (2 Credit Hours) [See FMA syllabus]

African Studies

HAS 100 (3 Credit Hours) [See FHSS syllabus]

Ethics And Christian Values

TEV 200 Ethics and Christian Values (2 Credit Hours)

The meaning of “ethics” and the necessity for both individuals and communities of developing an ethical approach to making life’s decisions are the underlying “tracks”

on which this course runs. A model for ethical decision-making is proposed and students work with it as part of the challenges of the course. Each Faculty will have a time allocated for the course.

Description of Core Courses

Introduction Course

TRM 100 Introduction to Research Methods (3 Credit hours)

The course is an introductory course aimed at imparting basic research methodology techniques like conducting field investigation, administering questionnaires and interpreting the findings in a scholarly manner.

Biblical Studies

Old Testament

TBS 103 Introduction to Old Testament (3 Credit hours)

The course introduces the Old Testament books TANAK, the process of canonisation, major themes and methods of studying the books of the Old Testament.

TBS 308 Prophets I (3 Credit Hours)

This is a study of the origins of prophecy and Israelite pre-classical prophets. The course will also examine the concepts of prophecy in ancient Israel and the problems associated with conceptualisation of the phenomenon of prophecy.

TBS 309 Prophets II (3 Credit hours)

This is a study of Israelite classical prophets focusing on the activities of the individual prophets with particular emphasis on Amos, Hosea, Isaiah and Jeremiah.

New Testament

TBS 104 Introduction to New Testament (3 Credit hours)

The course introduces the background to the New Testament from the inter-testamental period to Jesus' time. It introduces the religio-philosophical background, the socio-economic conditions of Palestine immediately before and during Jesus' time and many other introductory issues like canonisation.

TBS 306 Pauline Literature (3 Credit hours)

Students examine Pauline literature in its social, religious and literary setting paying special attention to issues that occasioned the letters, the impact of Greco-Roman Hellenism and Synagogue Judaism, and to the distinctive traits of the developing Pauline Literature.

Church And Society

TCS 301 Church and Social Transformation (3 Credit hours)

This course focuses on the contribution of the local congregation to community development. It approaches this subject from the viewpoint of marginalized and disempowered peoples within the community and measures the value of the church's contribution to social change by the extent to which they have been brought into the centre of decision-making. Students are assisted in gaining personal skills for analysing social dysfunction and capacitating the local congregation for strategic community action.

TCS 303 Introduction to Ministry in the HIV and AIDS Context (3 Credit hours)

This is an introduction to the Ministry in the context of HIV and AIDS. It is aimed at equipping students with the basic knowledge, skills and the capacity to minister to people infected and affected with HIV and AIDS.

Church History

TCH 218 The History of Methodism/Wesleyan Studies (3 Credit hours)

This course is a study of the history of the Wesleyan movement from John Wesley to the present. It considers the contribution of leading personalities, the interplay of the Methodist Church and the Evangelical United Brethren Church, and the spread of the United Methodist Church with special reference to Africa.

THC 101 Survey of Church History (3 Credit hours)

An overview is presented of key events, movements and people that have shaped the history of the church as an institution and Christianity as a movement and as a theology. In addition to the beginnings of Christianity in the Mediterranean Basin, developments throughout the world are considered.

THC 302 African Church History (3 Credit hours)

This course surveys the history of Christian theology in Africa, beginning in North Africa in the First Century, encompassing the rapid expansion of Christianity on the continent which accompanied the period of colonial expansion during the 19th century, and continuing to the present.

THC 304 Introduction to the Ecumenical Movement (3 Credit hours)

This course introduces the field of Ecumenical Theology. It includes an introduction to the Ecumenical movement; an overview of the major traditions of Christian Theology (Eastern and Oriental Orthodox, Roman Catholic, Protestant, Anabaptist, Pentecostal and African Initiated Churches), and the role of bilateral and multilateral dialogues in Contemporary Ecumenical Theology. Some key ecumenical themes, texts and leaders are examined.

Ministerial Studies**TPT 201 Homiletics (3 Credit hours)**

The students are exposed to the theory of constructing and delivering a sermon. Characteristics of African styles of preaching and of congregational responses are some of the topics for reflection.

TPT 202 Ministry of Evangelism (3 Credit hours)

Ministry of Evangelism as an introductory course to Evangelism includes examination of the concept of evangelism, the theological and sociological motives, and opportunity for the ministry of evangelism. This course is designed to encourage the student to move beyond simply taking notes from the instructor and to do more reading and participate in class discussions.

TPT 203 Christian Worship (3 Credit hours)

The course has a double focus. Both historically respected forms of worship and forms that are emerging in the African context constitute the content of this course. Types of prayer, Christian rituals, sacraments, and gender issues are among specific topics addressed.

TPT 205 Christian Education (3 Credit hours)

The course is an introduction to Christian Education including the biblical/theological foundation, philosophy, and history. Students will study the developmental stages of persons, the teaching/learning process and how to organise a program of Christian Education in a local congregation. Each student is required to plan and teach a lesson to a class in the context of her/his field education.

TPT 206 Preaching Practicum (3 Credit hours)

This is a laboratory course for competence in the preparation, delivery, and evaluation of sermons.

TPT 207 Introduction to Pastoral Care and Counselling (3 Credit hours)

The course is an introduction to pastoral care and pastoral counselling, with special attention paid to life-stages and premarital and marriage guidance. The course deals also with the care of the ill, the dying, and the bereaved. Students reflect on traditional African forms of counsel and guidance, and their applicability in Christian pastoral care.

TPT 208 Field Education (2 Credit hours)

See Field Education and Internship Programme

TPT 301 Internship (1 Credit Hour)

See Field Education and Internship Programme

TPT 306 Church Administration (3 Credit hours)

The meanings and interrelationship of “administration,” “leadership,” “stewardship,” and “discipleship” in the church are studied. Emphasis is placed on fund-raising and on managing human and material resources in a context of pastoral ministry.

Religion and Philosophy

TRP 100 Introduction to the Study of Religion

This course introduces students to the phenomenon of religion and the various ways of studying this phenomenon.

Theology

TST 203 Christian Doctrine I (3 Credit hours)

This is an introductory course to Christian Theology. Special attention is given to the sources, methods and tasks of theology; the doctrines of God, the person of Christ, the Holy Spirit, the Trinity, and the problem of evil.

TST 204 Christian Doctrine II (3 Credit hours)

This course focuses on the following fundamental doctrines: Man and sin, the Atonement, the Church, the Ministry, the Sacraments, and Eschatology.

TST 205 Theology and Land Praxis I (3 Credit hours)

This course applies theological beliefs and ethical principles to the theory and practice of crop production. It is aimed at equipping students with theoretical agricultural knowledge and practical skills within a theological and ethical framework informed by African religio- cultural sources.

TST 206 Theology and Land Praxis II (3 Credit hours)

This course applies theological beliefs and ethical principles to theory and practice of livestock production. It is aimed at equipping students with theoretical knowledge and practical skills on livestock production within a theological and ethical framework informed by African religio- cultural sources.

Descriptions of Elective Courses

All students are required to select a minimum of four elective courses worth 3 credit hours each. “Electives” include courses that are given regularly and those that are offered from time to time depending on the availability of academic staff, visiting lecturers and the interest of the students. Each semester the Faculty makes available a list of elective courses, selected from the following catalogue, to be offered that semester.

Biblical Studies**Old Testament****TBS 100 Biblical Interpretation (3 Credit hours)**

The course shows how interpretation of the Bible involves reflection on texts in their contexts. Students learn critical methods of exegesis and discover how interpretation both informs and is informed by a reading of the biblical texts.

TBS 203 Biblical Hebrew I (3 Credit hours)

This is an introductory course to Biblical Hebrew, its basic vocabulary and grammar. Learning this material enables students to translate Hebrew Texts and to make more informed use of scholarly Biblical Commentaries.

TBS 211 Biblical Hebrew II (3 Credit hours)

This is an advanced course in Biblical Hebrew. Students wishing to do this course must normally have obtained at least B- in Biblical Hebrew I.

TBS 212 Exegesis of the Hebrew Old Testament (3 Credit hours)

Students are introduced to the exegesis of selected Old Testament texts using the Hebrew text.

TBS 214 Spirituality in the Psalms and Its Relevance to African Worship (3 Credit hours)

The course examines the different types of Psalms as expressions of Israelite and Jewish spirituality, and their importance in the life of the church today. This entails a comparative and cultural analysis from an African perspective.

TBS 215 The Old Testament and the Environment (3 Credit hours)

A socio-cultural and ethical analysis of relevant positions will be provided, with emphasis on how the interpretation of certain texts of the Old Testament can impact positively or negatively on the environmental awareness process.

TBS 216 Preaching from Old Testament Texts (3 Credit hours)

This course examines the relationship between Old Testament exegesis and preaching. Selected Old Testament texts are studied with the aim of enabling the student to construct relevant sermons from them.

TBS 217 Contemporary Issues in Old Testament Studies (3 Credit hours)

Students are introduced to Old Testament Theologies and significant issues in contemporary Old Testament studies such as liberation, contextualisation, tribalism, nationalism and sacrificial practices.

TBS 220 Ruth and Esther through African Feminist Hermeneutics (3 Credit hours)

This course is a study of the books of Ruth and Esther using feminist hermeneutics. The objective is to develop an affirmative approach to women's dignity and initiatives as reflected in the stories, and also to see how the Bible, through these characters, operates as an empowering device for human development. Part of the course's work is an exegesis from an African perspective of selected passages from these books.

New Testament

TBS 102 Jesus and the Gospels (3 Credit hours)

In this course a literary and historical study of Jesus of Nazareth is undertaken with an extensive literary critical analysis of the diverse portrayals of Jesus in the canonical gospels. Students also examine modern historical-critical attempts to reconstruct the mission and message of the historical Jesus lying behind the literary and theological accounts.

TBS 205 Biblical Greek I (3 Credit hours)

This is an Introductory course to Biblical Greek, its basic vocabulary and grammar. The acquisition of language skills in this area will be helpful in dealing with New Testament texts and similar literature from the inter-testamental period.

TBS 311 Biblical Greek II (3 Credit hours)

This is an advanced course in Biblical Greek. Students wishing to do this course must normally have obtained at least B- in Biblical Greek I.

TBS 312 Exegesis of the Greek New Testament (3 Credit hours)

Using the Greek text, students are introduced to the exegesis of selected New Testament periscopes.

TBS 313 Luke-Acts (3 Credit hours)

Students examine Luke-Acts in their social, religious and literary setting.

TBS 314 Johannine Literature (3 Credit hours)

Students explore the Johannine Literature in its social, religious and literary setting.

TBS 315 General Epistles (3 Credit hours)

Students examine Hebrews, James, I & II Peter, and Jude in their social, religious and literary setting.

TBS 316 New Testament Theologies in Context (3 Credit hours)

Students are introduced to significant attempts to develop New Testament theologies with a focus on issues such as methodology, the unity and diversity of the New Testament, the implications of New Testament theologies for contemporary African Christianity.

TBS 317 New Testament Ethics (3 Credit hours)

Students are introduced to a variety of approaches to the study of New Testament Ethics and selected ethical themes from the New Testament. This course concludes by examining the relevance and contribution of New Testament Ethics to contemporary ethical issues.

TBS 319 Biblical Foundations for Leadership, Conflict Transformation and Peace Building (3 Credit hours)

The course investigates the extent to which the Bible (Old and New Testaments) provides the basis for Leadership, Conflict Transformation and Peace Building. The course attempts to exegete texts that show evidence of principles of Leadership, Conflict Transformation and Peace Building and from a hermeneutical perspective reflect on the theological implications of those principles and see how they apply to our contemporary African context.

Church and Society

TCS 201 Environmental Ethics in Africa I (3 Credit hours)

The realities of environmental degradation on a local as well as global level demand that we re-examine our understanding of the relationships among God, humanity and the non-human creation. This course develops a religio-cultural and theological understanding of these relationships as the basis for addressing the pressing environmental issues faced by the people of Africa.

TCS 313 Sexual Ethics (3 Credit hours)

Contemporary Africa faces major challenges in the area of sexual morality brought about by the interaction of traditional African moralities, Christianity, and western culture within the context of urbanisation and globalisation. This course helps students develop a critical Christian sexual ethic that addresses issues such as marriage, pre and extra-marital sex, polygamy and monogamy, HIV and Aids, prostitution, pornography and homosexuality.

TCS 316 Contemporary Issues in Theological Ethics (3 Credit hours)

Selected issues relevant to contemporary African life situations are researched and analysed. These may be arising from both the method and the content of Theological Ethics.

TCS 317 Major Figures in Historical and Contemporary Theological Ethics (3 Credit hours)

A selected figure or selected figures (such as Augustine, Aquinas, Calvin Luther, Barth, Bonhoeffer, H.R. Niebuhr, R. Niebuhr, Reuther, Gutierrez, Tutu, Bujo, Mugambi, Hauerwas, Ramsey, and Lehman will be studied in relation to their impact on the development of theological ethics and its continuing significance.

TCS 318 Theological Ethics in an African Context (3 Credit hours)

This course explores key theological themes that have shaped different approaches to theological ethics. The contribution of African theology to the critique and development of these themes will be given particular attention. Themes such as the following will be examined: *missio dei*; the reign of God; creation and redemption; the *imago dei* and human sin; the Law and gospel; community and character; love and justice; Christology and discipleship; the command of God.

TCS 319 Ethical Issues in Contemporary Africa (3 Credit hours)

In this course students are assisted to analyse the African context in order to highlight significant ethical issues that emerge continent-wide. They select some of these issues for particular study, and examine them from the perspective of an African theological ethic.

TCS 320 Environmental Ethics in Africa II (3 Credit hours)

The course investigates factors influencing the rapid depletion of Africa's natural resources and the impact this depletion might have on the welfare of the African people now and in the future. The course explores ways in which the church in Africa can give leadership in efforts to develop human and social lifestyles that respect and protect the natural environment.

TCS 321 Church and Political Ethics (3 Credit hours)

This course examines biblical and historical resources for understanding the relationship between the church and the state with the aim of developing a constructive Christian political ethic for contemporary Africa. With this framework, a variety of issues (such as human rights, democracy, the church in an Islamic state, the mass media, the church in the context of war) are addressed.

TCS 322 Ethics and Development (3 Credit hours)

This course develops a theological understanding of human well-being. This becomes the basis for critically evaluating the causes of poverty and underdevelopment in Africa. Models for development and contemporary socio-economic systems are critically analysed.

Church History

TCH 211 Early Church History (3 Credit hours)

This is a study of the history of the church and theology from the time of the apostles to Augustine. The course addresses the relationship between theology and culture in Patristic theology and the significance of the ecumenical councils and creeds.

TCH 212 Medieval Church History (3 Credit hours)

This is a study of the history of the church and theology from the death of Augustine to the dawn of the Reformation. The course gives attention to the rise of Scholasticism and its contribution to the development of Christian theology.

TCH 213 Reformation Church History (3 Credit hours)

This is a study of the conflicts in ideas and personalities that provoked the Protestant and Catholic Reformations. The course introduces both the history and theology of these movements and examines their impact on the history of the church.

TCH 214 Enlightenment and Awakening (3 Credit hours)

This course examines the European philosophical movement called “Enlightenment” and the Eighteenth Century revivals (“Awakening”) in the American colonies and their significance to Christianity. Both influenced the rise of Methodism and the modern Missionary Movement, which are also topics of this elective.

TCH 215 Nineteenth and Twentieth Century Church History (3 Credit hours)

This is a study of the history of the church and theology in the Nineteenth and Twentieth Centuries. This course includes a particular focus on the impact of the missionary movement and the rise of the younger churches in Asia, Africa, and South America.

TCH 216 The African Initiated Churches (3 Credit hours)

This is a study of the origins, theologies and continuing impact of African Initiated Churches.

TCH 217 Significant Issues in Church History (3 Credit hours)

In this course students will undertake a highly focussed study of a single significant issue, movement, person or period in the history of Christianity.

TCH 311 Case Studies in Ecumenical Theology (3Credit hours)

This course is a critical examination of significant documents and theological agreements that have emerged out of ecumenical dialogues.

TCH 313 Contemporary Issues in Ecumenical Studies (3 Credit hours)

In this course students are introduced to significant issues in contemporary ecumenical studies, such as ecclesiology, sacrament, conciliarity, authority in the church, theological anthropology and the unity of the Church

Ministerial Studies

TPT 204 Denominational Studies (3 Credit hours)

The specific polity and discipline of the student's home denomination are explored. Where there are several students from one denomination the course is taught for the group across the years of study, and where there is only one student from a denomination the course is taught with the involvement of the denomination concerned.

TPT 309 United Methodist Church Polity and Doctrine (3 Credit hours)

This course is a study of the way the United Methodist Church is organized; and it also meets the disciplinary requirement for diaconal ministry requirement or ordination to elder or permanent deacon in the UMC [a requirement for UMC students who are not yet ordained]

TPT 311 Advanced Study in Pastoral Care and Counselling (3 Credit hours)

In this course selected themes in Pastoral Care and Counselling are examined. These themes include: Theology of Pastoral Care, the history of the discipline of Pastoral Care, counseling the sick, the dying and the bereaved.

TPT 312 Homiletical Resources (3 Credit hours)

This is an advanced study in the theory and practice of preaching. The course also examines challenges in preaching through the Christian year as well as on specific occasions such as weddings, baptisms and funerals.

TPT 313 Christian Education II (3 Credit hours)

Students will study and critique the Village Concept of Christian Education developed by the All Africa Conference of Churches. Then they will develop a plan of implementation for their own context.

TPT 314 Curriculum Writing for Christian Education (3 Credit hours)

The course will provide an in-depth study of the definition, purpose and place of curriculum in the Christian Education program of a local congregation. After learning

how a Christian Education Curriculum is developed, each student will write a unit of study for one age group based on a season of the Christian year.

TPT 315 Evangelism Through the Local Church (3 Credit hours)

In this course students explore ways of approaching Christian discipleship in such a manner that evangelism and Christian education have a common goal of inviting and guiding people toward sound Christian commitment and maturity in the Christian faith.

TPT 316 Dynamics of Church Growth (3 Credit hours)

This course will analyze the 'church growth theory' from a global perspective, causes of church growth in Africa and explore strategies for reaching out to new frontiers, including new church planting.

TPT 317 Trends in Church Music Administration (3 Credit hours)

This course is about equipping candidates with the skills necessary for the organisation of church music programs including service planning, the selection of material for worship in an integrated music industry, working with the choir and its director in determining the nature of worship, the evaluation of service music and the selection of music for liturgical seasons and celebrations.

TPT 323 United Methodist General Conference (3 Credit hours)

This course is taught every four years in conjunction with the General Conference of the United Methodist Church. Students meet a few times to prepare for the conference and then converse on line with other United Methodist Church students from one of the seminaries in the United States of America present at the conference site.

Religion And Philosophy

TRP 101 Introduction to the Study of the Main Religions of Africa (3 Credit hours)

This course provides an introduction to the problematic encounters of the main religions of Africa: African Traditional Religion, Islam and Christianity. The ultimate goal is to expand the understanding of religion in Africa as a human quest for meaning, while also identifying the contributions of African Traditional Religion to the world.

TRP 201 African Religion (3 Credit hours)

This course examines the world of African religious beliefs, experiences and expressions. Some specific African religion like Shona or Ndebele religion shall be studied.

TRP 202 Islam (3 Credit hours)

This course focuses on the history, development, beliefs and practices of Islam. Emphasis shall be put on the practice and development of Islam on the African continent.

TRP 210 Philosophy I (3 Credit hours)

This is an introductory course to the basic themes, concerns and methods of Western and African philosophy. Students shall be introduced to what the discipline of Philosophy is all about in the western tradition, and its existence and practice among Africans.

Theology

TST 207 God and Creation (3 credit hours)

The doctrine of God as Trinity is presented with reference to both biblical and historical sources. The doctrine is related to some traditional African concepts of God, and to creation theology, the nature of human beings as images of God, and the contemporary ecological crisis.

TST 210 Liberation Theologies (3 Credit hours)

Contemporary liberation movements with a focus on feminist, Black, Third World and Fourth World theologies will be examined. The origins, methods, sources, commonalities and differences as well as points of tension of these theologies are also covered.

TST 211 Major Figures in Historical and Contemporary Theology (3 Credit hours)

The works of two or three theological authors [selected from such works as those by Augustine, Aquinas, Calvin, Luther, Wesley, Schleiermacher, Barth, Niebuhr, Ruether, Russell, Daly, Canon, Oduyoye, Okure, Mbiti, Bujo, and Pobee are examined with reference to their theologies, the contexts in which they wrote, the tasks to which they addressed themselves and their relations to other theologians' projects.

TST 212 Contemporary Issues in Theology (3 Credit hours)

Both intellectual issues (such as theological method and theology of religions) and applied issues (such as liberation and ecumenism) are addressed, through the examination of the works of selected authors.

TST 213 Depth Studies in Doctrines (3 Credit hours)

A selected doctrine (e.g. trinity, church, incarnation, providence, theodicy, natural theology, revelation,) is examined in historical, experiential and conceptual frameworks. The emphasis here is on expanding awareness of the ways Christian faith has been

articulated, and developing an appreciation of some of the differences of interpretation and opinion that have contributed to the history of Christian thought.

TST 214 Cultural Theologies (3 Credit hours)

Both those theologies commonly thought of as bearing specific cultural marks (such as third world theologies) *and* those commonly treated as ‘standard’ (such as European, American or Eastern Orthodox theologies) are explored as expressions of their particular cultures about what is important, how to approach the truth, and how to interpret authoritative traditions, both oral and written.

TST 215 Theology and Spirituality (3 Credit hours)

The theological assumptions and implicit or explicit teachings of spiritual writers/teachers will be explored as students reflect on works by such persons as Theresa of Avila, John Chrysostom, Gregory Palamas, Desmond Tutu, Emmanuel Milingo, Carlo Caretto, Henri Nouwen, Evelyn Underhill.

TST 216 Philosophy and Theology (3 Credit hours)

This course introduces students to the interrelationship between theology and philosophy through an examination of the influence of different western philosophies on the history of Christian theology. This introduction becomes a basis for discussing the possible relationship between African philosophy and theology.

TST 217 Focus on Selected Christian Doctrines (3 Credit hours)

Such doctrines as ‘incarnation,’ ‘trinity,’ ‘forgiveness of sin,’ ‘life in the Spirit’ are given deeper attention as regards their particular meaning in the African context. The selection of three of these is made by the lecturer in consultation with the students and other lecturers in the Constructive Theology field. Reference is made to the published works of African theologians.

TST 304 Third World Women Theologies (3 Credit hours)

The course analyses emerging themes and issues in African, Latin American, and Asian women theologies through studying the works of important figures. The origins, methods, sources, commonalities and differences as well as points of tension of these theologies are also covered.

TST 305 African Christian Theology (3 Credit hours)

Published works of African theologians are examined in depth and comprehensiveness. In addition, historical and contemporary issues in African Christian theology such as inculturation, liberation and other emerging themes are discussed in the light of Christian faith and teachings.

Graduate Programmes

1. Master of Theological Studies (M.T.S)

Objectives of the Programme

The programme is designed for students who seek to further their studies in theology and pastoral ministry. It is aimed to improve them academically so that they become competent pastors and/ or ministers of their churches.

Special Regulations

These special regulations shall be read in conjunction with the Africa University General Regulations for Graduate Degree Programmes. These regulations shall not take precedence over the general academic regulations.

Specific Entry Requirements

The normal requirement for admission to the programme shall be a good first degree in Theology from Africa University or a good degree in Theology or Religious Studies from a recognised institution of higher learning, deemed to be equivalent to a second class B.D honours degree of Africa University.

Structure and Duration of the programme

- The programme offers specialisation in five areas listed below.
 - Biblical Studies (Old Testament and New Testament)
 - Church and Society
 - Church History
 - Ministerial Studies (Christian Education, Church Administration, Evangelism, Homiletics, Pastoral Care and Counselling, Worship)
 - Theology
- A student shall select one area of specialisation. A student may also take a maximum of two courses related to the area of specialisation from Masters level courses offered at Africa University.
- The duration of the M.T.S programme is 24 months for full-time students and 48 months for part-time students.
- The programme of study consists of prescribed lectures, seminars, independent studies, practicals, assignments, written examinations, end of semester papers and dissertation.

Student Evaluation

Evaluation of each course or seminar shall consist of continuous assessment and an end-of-semester examination or paper. Continuous assessment will constitute 50% of the final mark, and the end-of-semester examination (or paper) will make up for the remaining 50%.

Graduation Requirements

- In order to graduate, the candidate must have successfully completed 45 credit hours: Introductory courses [TRM 500 and CIS 102] – 6 credit hours; Dissertation – 9 credit hours ; Courses in the area of specialization - 30 credit hours .
- In no case may a student graduate from the M.T.S. programme at Africa University without successfully completing the dissertation based on Africa University Graduate Regulations and Faculty of Theology Special Regulations.
- The dissertation shall be a minimum of 100 pages and shall be required to conform to the general regulations of graduate degree programmes.

Course Descriptions

Introductory Courses

Year 1 Semester 1

TRM500 Research Methods (3 Credit hours)

Year 1 Semester 2

CIS102 Microcomputer Applications (3 Credit hours)

CIS102 Microcomputer Applications (3 Credit hours)

Knowledge work productivity concepts; advanced software functionality to support personal and group productivity such as templates and macros and functions; Advanced concepts in organization and management of data (sorting, filtering, data analysis) via spreadsheets and database tools; Accessing organizational and external data; Information search strategies, Tool use optimization and personalization, Professional document design; Image processing; Web page design and publishing; Effective presentation design and delivery.

TRM500 Research Methods (3 Credit hours)

The course is an introductory course to graduate students aimed at imparting basic research methodology and techniques like conducting field investigation, administering questionnaires and interpreting findings in a scholarly manner.

Biblical Studies

Objectives

- To enable students to acquire skills and competency in the interpretation of the scriptures (Old Testament or New Testament)
- To enable students to be conversant with Biblical Theology
- To enable students to contribute to biblical scholarship in academia, church and society

Old Testament

Year 1 Semester 1

TBS501 History and Methods in the Study of the Old Testament (3 Credit Hours)

TBS511 Major Themes in the Study of Pentateuchal Traditions (3 Credit Hours)

TBS513 Exegesis and Translation of Selected Texts from the Pentateuch (3 Credit Hours).

Year 1 Semester 2

TBS503 Major Themes in Old Testament Studies (3 Credit Hours)

TBS515 History and Methods of the Study of the Old Testament: From Reformation to the Present (3 Credit hours)

Year 2 Semester 1

TBS603 Contemporary Issues in Old Testament Interpretation (3 Credit Hours)

TBS605 Translation and Exegesis of Selected Texts from the Hebrew Old Testament (3 Credit hours)

TBS611 Contemporary Themes in Old Testament Studies (3 Credit hours)

Year 2 Semester 2

TBS607 Dissertation (Old Testament) (9 Credit hours)

TBS501 History and Methods in the Study of the Old Testament (3 Credit hours)

The course is an investigation of the history, and methods of the interpretation of the Old Testament. It seeks to, *inter-alia*, explore the major problems of the investigation of the Old Testament over the years from both exegetical and hermeneutical perspectives.

TBS503 Major Themes in Old Testament Studies (3 Credit hours)

This course deals with some major themes in the Old Testament. One of several themes may be selected. Appropriate themes could include: salvation (*yaša'*); covenant (*berît*); prophets (*nebiim*); steadfast covenant love (*hesed*); the messiah; the kingdom of God; and the Spirit world of the of Old Testament and Africa

TBS511 Major Themes in the Study of Pentateuchal Traditions (3 Credit hours)

This is an investigation of major themes in the Pentateuch including the historicity of the Patriarchs and Exodus, the Religion of the Patriarchs and such themes as Creation and the Covenant.

TBS513 Exegesis and Translation of Selected Texts from the Pentateuch (3 Credit hours)

This is a course aimed at translating and commenting meaningfully on selected texts from the Pentateuch.

TBS515 History and Methods of the Study of the Old Testament: From Reformation to the Present (3 Credit hours)

This course is a historical investigation of the methods used to interpret the Old Testament from the Reformation to the present day.

TBS603 Contemporary Issues in Old Testament Interpretation (3 Credit hours)

The course aims at examining current issues or problems arising from and/or influencing the interpretation of the Old Testament.

TBS605 Translation and Exegesis of Selected Texts from the Hebrew Old Testament (3 Credit hours)

The course is concerned with the translation and exegesis of selected texts, which include prose, prophets and poetry. The course will investigate theological themes in the course of exegesis such as berît; yašá'; hesed; kabod; and others

TBS611 Contemporary Themes in Old Testament Studies (3 Credit hours)

The course investigates selected themes contemporary readers may draw from the Old Testament, and the relevance of the Old Testament in contemporary society, especially in Africa.

New Testament

Year 1 Semester 1

TBS502 History and Methods in the Study of the New Testament (3 Credit hours)

TBS512 Major Themes in the Study of the Gospels and Acts (3 Credit hours)

TBS514 Exegesis and Translation of Selected Texts from the Gospels (3 Credit hours)

Year 1 Semester 2

TBS504 Major Themes in New Testament Studies (3 Credit Hours)

TBS516 History and Methods of the Study of the New Testament: From Reformation to the Present (3 Credit hours)

Year 2 Semester 1

TBS606 Translation and Exegesis of Selected Texts from the Greek New Testament and the Apostolic Fathers (3 Credit hours)

TBS612 Contemporary Themes in New Testament Studies (3 Credit hours)

TBS620 Contemporary Issues in New Testament Interpretation (3 Credit hours)

Year 2 Semester 2

TBS608 Dissertation Writing (New Testament) (9 Credit Hours)

TBS502 History and Methods in the Study of the New Testament (3 Credit hours)

The course traces the history, and examines the methods of the interpretation of the New Testament beginning from the pre-critical stage right through to the contemporary stage. The problems of the investigation of the New Testament over the centuries are explored and the major exegetical and, or, hermeneutical methods discussed.

TBS504 Major Themes in New Testament Studies (3 Credit hours)

The course discusses selected major themes from the broad areas of New Testament Theology namely: Christology (a discussion of which includes the mission of Jesus and his major teachings), Soteriology, Ecclesiology, Pneumatology, Eschatology and Ethics.

TBS512 Major Themes in the Study of the Gospels and Acts (3 Credit hours)

This course is an analysis of major themes in the Synoptic Gospels, John and the book of Acts and how these themes are related and how they relate to themes in the entire New Testament.

TBS514 Exegesis and Translation of Selected Texts from the Gospels (3 Credit hours)

The course trains students to translate and exegete selected texts from the Gospels.

TBS516 History and Methods of the Study of the New Testament: From Reformation to the Present (3 Credit hours)

This course is an historical investigation of the methods used to interpret the New Testament from the Reformation to the present.

TBS518 Major Themes in the Study of Pauline and Non-Pauline Literature (3 Credit hours)

This course will analyse selected themes in the authentic Pauline letters, Deutero-Pauline and non-Pauline letters.

TBS606 Translation and Exegesis of Selected Texts from the Greek New Testament and the Apostolic Fathers (3 Credit hours)

In this course selected passages from the Greek New Testament and the Apostolic Fathers are interpreted in the light of the preferred translations.

TBS612 Contemporary Themes in New Testament Studies (3 Credit hours)

The course investigates current themes that the contemporary exegete of the New Testament in contemporary society, particularly Africa, has to grapple with.

TBS 620 Contemporary Issues in New Testament Interpretation (3 Credit hours)

This course is an examination of contemporary issues or problems arising from, and/or affecting the interpretation of the New Testament.

Church And Society**Objectives**

- To enable students to acquire skills and competency in dealing with societal issues and concerns.
- To enable students to be aware of the role and responsibility of the church in the society.

Year 1 Semester 1

TCS501 Methods in the Study of Christian Ethics (3 Credit hours)

TCS509 Environmental Ethics I (3 Credit Hours)

TCS507 Indigenous Religion and African Democracy (3 Credit hours)

Year 1 Semester 2

TCS504 Major Themes in the Study of Christian Ethics (3 Credit hours)

TCS512 Conflict Management (3 Credit Hours)

Year 2 Semester 1

TCS601 Analysis of Selected Authors and Texts in Christian Ethics (3 Credit hours)

TCS610 Ethics and Development (3 Credit hours)

TCS609 HIV and AIDS and Society (3 Credit Hours)

Year 2 Semester 2

TCS615 Dissertation Writing (Christian and Society) (9 Credit hours)

TCS501 Methods in the Study of Christian Ethics (3 Credit hours)

This course presents and analyses the application of theoretical models in the study of Christian Ethics from both philosophical and religious traditions.

TCS509 Environmental Ethics 1 (3 Credit hours)

This course critically examines the problem of environmental degradation on a local and global level from a religious ethics perspective.

TCS504 Major Themes in the Study of Christian Ethics (3 Credit hours)

The course examines major themes in Christian ethics which include gender equality, poverty, war, corruption, economic justice, and environmental justice.

TCS507 Indigenous Religion and African Democracy (3 Credit hours)

The course investigates the contribution of African religio-cultural systems to the African system of justice and leadership. It seeks to provide a conceptual framework for democracy in general and investigates perspectives on democracy from within the African experience.

TCS512 Conflict Management (3 Credit hours)

This course is a study of the processes of change and conflict management. It explores the meaning and guiding principles of dialogue in general and inter-religious and inter-faith dialogue in particular. The course will also discuss the areas of common agreement, controversial and divisive issues in different parts of Africa.

TCS601 Analysis of Selected Authors and Texts in Christian Ethics (3 Credit hours)

This course critically analyses significant works of at least two authors. Appropriateness of their interpretations to current African questions will be considered.

TCS610 Ethics and Development (3 Credit hours)

This course analyses models for development and contemporary socio-economic systems from a theological perspective.

TCS 609 HIV and AIDS and Society (3 Credit hours)

This course addresses the issue of HIV and AIDS from a theological and pastoral perspective. It is aimed at equipping students with the basic knowledge, the skills and the capacity to minister to people infected and affected with HIV and AIDS.

Church History

Objective

- To enable students to acquire a knowledge of the development of the Christian church, traditions, practices and personalities.

Year 1 Semester 1

THC501 Methods in the Study of History of Christianity (3 Credit hours)

THC503 History of Ecumenical Movement (3 Credit Hours)

THC507 History of Pentecostalism and Charismatic Movement in Africa (3 Credit hours)

Year 1 Semester 2

THC502 Themes and Issues in Contemporary African Christianity (3 Credit hours)

THC504 Major Themes in the Study of Ecumenical Movement in Africa (3 Credit hours)

Year 2 Semester 1

THC600 Issues in Contemporary Pentecostalism and Charismatic Movement in Africa (3 Credit Hours)

THC602 Issues in Contemporary African Initiated Churches (3 Credit hours)

THC603 Christianity and Ecumenism in Africa (3 Credit hours)

Year 2 Semester 2

THC610 Dissertation Writing (Church History) (9 Credit hours)

THC501 Methods in the Study of History of Christianity (3 Credit hours)

This research course will help students to carry out a systematic study or a careful examination of a topic in order to (a) discover facts, and (b) generate new knowledge or confirm existing knowledge. The course will enable the students to utilize a variety of historical and contemporary research methods of gathering data.

THC502 Themes and Issues in Contemporary African Christianity (3 Credit hours)

The course will develop current themes in Contemporary African Christianity relating to Christian beliefs, sacraments, ministry, and traditions. The student will examine new topics such as: African Initiated Churches (AICs), New Religious Movements, Relationship between Church and State, Ecumenical Movements, African Theology, Christian-Muslim dialogue, Renewal and Charismatic Movements, which have enhanced the growth of authentic Christianity in Africa, south of the Sahara.

THC503 History of Ecumenical Movement (3 Credit hours)

In this course students learn the origins and development of the Ecumenical Movement, on the mission field, then on the worldwide basis and its influence on the African Continent

THC504 Major Themes in the Study of Ecumenical Movement in Africa (3 Credit hours)

Selected themes in the Study of the Ecumenical Movement in Africa that arise out of the faith based institutions' encounter with contemporary African cultures and religions are to be discussed. These themes will be examined in their historical context, especially in the light of African ecumenical scholars. Students will have the opportunity to choose a research project in an area of their interest.

THC507 History of Pentecostalism and Charismatic Movement in Africa (3 Credit hours)

This course will study the impact of modern Pentecostal and charismatic movements on African Christianity.

THC600 Issues in Contemporary Pentecostalism and Charismatic Movement in Africa (3 Credit hours)

This course focuses on current issues within Pentecostalism and charismatic movements in African Christianity.

THC602 Issues in Contemporary African Initiated Churches (3 Credit hours)

This is an exploration of some issues in African Initiated Churches. These include process of indigenization of African Christianity and the challenges of leadership and unity.

THC603 Christianity and Ecumenism in Africa (3 Credit hours)

This course will be a study of authors of contemporary African Church History so as to understand their contribution to the growth of scholarship in Contemporary African Christianity.

Ministerial Studies

Objectives

- To enable students to acquire advanced skills and competency in the ministry of the Church.
- To enable students to be catalysts of change and spiritual development in their churches?
- To enable students to share the Gospel of loving care to others.

Christian Education

Year1 Semester 1

TPT501 History and Methods in the Study of Christian Education (3 Credit hours)

TPT523 Impoverished Children and Christian Mission (3 Credit hours)

TPT527 The Bible and Teaching Ministry (3 Credit hours)

Year 1 Semester 2

TPT505 Themes and Issues in the Study of Christian Education (3 Credit hours)

TPT540 Ministerial Leadership (3 Credit hours)

Year 2 Semester 1

TPT524 Religious Education within the Community (3 Credit hours)

TPT526 The Congregation as Educator (3 Credit hours)

TPT609 Advanced Study of Christian Education Curriculum (3 Credit hours)

Year 2 Semester 2

TPT613 Dissertation Writing (Christian Education) (9 Credit hours)

TPT501 History and Methods in the Study of Christian Education (3 Credit hours)

This course focuses on the history and methods of studying Christian Education. Extended attention will be given to the missionary approaches and local attempts to develop appropriate African teaching/learning models.

TPT505 Themes and Issues in the Study of Christian Education (3 Credit hours)

This course is an in-depth study of selected themes and issues in Christian Education. Topics relevant to the contemporary African situation are explored, such as stages of intellectual and spiritual development, the impact of culture, justice and peace.

TPT523 Impoverished Children and Christian Mission (3 Credit hours)

This course explores religious and civil religious attitudes that inform public and church policy in institutions serving poor children.

TPT524 Religious Education within the Community (3 Credit hours)

The course explores methods, theories and issues related to engaging congregations in experimental, community based religious education. The course will involve critical reflection about the dangers of paternalism, Christian ethics of 'service' and solidarity, and strategies for developing just, collaborative partnerships with community members of different class, ethnic and gender backgrounds.

TPT526 The Congregation as Educator (3 Credit hours)

This course helps students to understand the congregation's role in educating and mobilising members in partnership with God's work in the world.

TPT527 The Bible and Teaching Ministry (3 Credit hours)

The course focuses on content and teaching methods appropriate to all age groups. It will include analysis and development of Bible study resources.

TPT540 Ministerial Leadership (3 Credit hours)

This course focuses on the development of the techniques and skills for pastoral leadership.

TPT609 Advanced Study of Christian Education Curriculum (3 Credit hours)

This course is an in-depth study of how to develop and construct a Christian Education Curriculum for a local context.

Church Administration

Year 1 Semester 1

TPT513 The Minister as Administrator (3 Credit hours)

TPT514 Dynamics of Pastoral Leadership (3 Credit hours)

TPT518 Planning and Directing the Programme of the Church (3 Credit hours)

Year 1 Semester 2

TPT540 Ministerial Leadership (3 Credit hours)

TPT542 Church Leadership and Administration (3 Credit hours)

Year 2 Semester 1

TPT520 Management and Organisational Behaviour (3 Credit hours)

TPT543 Leadership in the Community of Faith (3 Credit hours)

TPT619 Advanced Christian Stewardship and Church Finance (3 Credit hours)

Year 2 Semester 2

TPT623 Dissertation Writing (Church Administration) (9 Credit hours)

TPT513 The Minister as Administrator (3 Credit hours)

This course focuses on the study of the importance of effective administration in pastoral ministry with special attention to organisation, the use of time, the development of management skills, and group process.

TPT514 Dynamics of Pastoral Leadership (3 Credit hours)

This is a study of the nature and function of pastoral leadership in a local church setting. Opportunities will be given for a study of literature in the field of effective local church leadership and effective church pastors at work.

TPT518 Planning and Directing the Programme of the Church (3 Credit hours)

This is a study of the principles of planning, organizing, staffing, directing, and evaluating the programme of the local church.

TPT520 Management and Organisational Behaviour (3 Credit hours)

This course focuses on the role, principles and functions of management and organizational behaviour relevant to church administration.

TPT540 Ministerial Leadership (3 Credit hours)

This course focuses on the development of the techniques and skills for pastoral leadership.

TPT542 Church Leadership and Administration (3 Credit hours)

The course addresses specific areas of church administration, including organisational development and planning, conflict and decision-making, stewardship of resources, and legal issues for the contemporary church.

TPT543 Leadership in the Community of Faith (3 Credit hours)

The course looks at the ministry of the ordained leader within the community of “the priesthood of all believers” as a symbol bearer, pastor, proclaimer and prophet.

TPT619 Advanced Christian Stewardship and Church Finance (3 Credit hours)

The course will involve a comprehensive look at stewardship from a Christian perspective. This will include caring for creation, financial planning and management in the local church.

Evangelism

Year 1 Semester 1

TPT500 History, Issues and Methods of Evangelisation in Sub-Saharan Africa (3 Credit Hours)

TPT506 Evangelism and Doctrine in African Context (3 Credit hours)

TPT521 Revival and Mass Evangelistic Meetings (3 Credit hours)

Year 1 Semester 2

TPT550 Theology of Evangelism in Africa (3 Credit hours)

TPT552 Issues in Evangelism (3 Credit hours)

Year 2 Semester 1

TPT553 History of Revivals in Africa (3 Credit hours)

TPT610 Evangelism, Mission and Culture in Africa (3 Credit hours)

TPT608 The local church and its context (3 credit hours)

Year 2 Semester 2

TPT614 Dissertation Writing (Evangelism) (9 Credit hours)

TPT500 History, Issues and Methods of Evangelisation in Sub-Saharan Africa (3 Credit hours)

This course is an examination of the history and development of the worldwide missionary enterprise, evangelism and the phenomenon of revivals. Special attention

will be given to the evangelisation of sub-Saharan Africa from the fifteenth century onward, examining critically the motives and success of the missionary enterprise.

TPT506 Evangelism and Doctrine in the African Context (3 Credit hours)

This course focuses on the understanding of the biblical, theological and cultural importance of doctrine and life situation in evangelism.

TPT521 Revival and Mass Evangelistic Meetings (3 Credit hours)

This course is a study of the history and role of revival and mass evangelistic meetings as an important method of evangelism in the life of the Church. The study will also include a critique of some of the prominent personalities as revivalists and evangelists.

TPT550 Theology of Evangelism in Africa (3 Credit hours)

This course will review ways in which the emphasis on evangelism has continually influenced Christian theological traditions.

TPT552 Issues in Evangelism (3 Credit hours)

This course is a study of issues that have been at the centre of evangelism. One or more topics may be offered during any given year, including travel seminars to revivals or/ and mass evangelistic meetings.

TPT553 History of Revivals in Africa (3 Credit hours)

This course focuses on historical spells of the revivals that took place in Africa at different times.

TPT614 Dissertation Writing (Evangelism) (9 Credit hours)

TPT610 Evangelism, Mission and Culture in Africa (3 Credit hours)

The course is a study of the biblical and theological understanding of the Ministry of evangelism in the changing sociological contexts of Africa. The focus will be on congregations located at mission centres, rural and urban areas.

TPT608 The local church and its context

This course focuses on the nature, function, programme, and administration of the effective rural, mission and city churches in their distinctive ways.

Homiletics

Year 1 Semester 1

TPT503 Methods in the Study of Preaching (3 Credit hours)

TPT561 The Preacher as a Person (3 Credit hours)

TPT519 Ministerial Ethics and Procedures (3 Credit hours)

Year 1 Semester 2

TPT507 Themes and Issues in Preaching (3 Credit hours)

TPT560 Sermon Presentation (3 Credit hours)

Year 2 Semester 1

TPT562 Contemporary Preaching (3 Credit hours)

TPT611 Analysis of the Sermons of Great Preachers (3 Credit hours)

Year 2 Semester 2

TPT615 Dissertation Writing (Preaching Title) (9 Credit hours)

TPT503 Methods in the Study of Preaching (3 Credit hours)

The course focuses on various methods used in the study of preaching. Observation, interviews, library search, sermon analysis and book reviews will be some of the aspects to be studied.

TPT507 Themes and Issues in Preaching (3 Credit hours)

The course focuses on selected themes and issues such as exegesis for preaching, imagination in preaching, and African and African-American heritages as seen in the African context. Gender issues and a variety of aspects in preaching will be discussed within the contemporary African context.

TPT519 Ministerial Ethics and Procedures (3 Credit hours)

This course looks at the minister's personal and professional roles in parish life as they affect all aspects of ministerial ethics and etiquette.

TPT560 Sermon Presentation (3 Credit hours)

The course explores the practice and study of factors that increase the interest of a sermon as it is preached. The class stresses on word as sound and sensitivity of the preacher to the involvement of the body and feelings in sermon delivery.

TPT561 The Preacher as a Person (3 Credit hours)

The course seeks to understand the preacher as a family person, as an individual, his/her calling to the ministry as a vocation, as well as to understand the preacher's training, cultural, social, intellectual orientation and his/her Christian devotion to God.

TPT562 Contemporary Preaching (3 Credit hours)

This course focuses on life-situation preaching. Attention will be put on cultural, social, political issues and any other issues that should be examined and judged in the light of the gospel.

TPT 615 Dissertation Writing (Preaching) (9 Credit hours)

TPT 611 Analysis of the Sermons of Great Preachers (3 Credit hours)

The course consists of a survey of great preachers and an analysis of a selection of their sermons.

Pastoral Care and Counselling

Year 1 Semester 1

TPT522 History and Methods in the Study of Pastoral Care and Counselling (3 Credit hours)

TPT570 Pastoral Care of Marriage and Family (3 Credit hours)

TPT571 Crisis Ministry (3 Credit hours)

Year 1 Semester 2

TPT508 Major Themes in Contemporary Pastoral Care and Counselling (3 Credit hours)

TPT572 Counselling in the Parish (3 Credit hours)

Year 2 Semester 1

TPT573 Pastoral Care to Various Interest Groups (3 Credit hours)

TPT574 Topics in Pastoral Care (3 Credit hours)

TPT626 Analytical Study of Selected Texts in Pastoral Care and Counselling (3 Credit hours)

Year 2 Semester 2

TPT618 Dissertation Writing (Pastoral Care and Counselling) (9 Credit hours)

TPT508 Major Themes in Contemporary Pastoral Care and Counselling (3 Credit hours)

The course identifies and analyzes major themes in contemporary Pastoral Care and Counselling within the African context.

TPT522 History and Methods in the Study of Pastoral Care and Counselling (3 Credit hours)

This course surveys the history and methods in the study of Pastoral Care and Counselling. Selected methods applied in the study of Pastoral Care and Counselling in the African context are analyzed.

TPT570 Pastoral Care of Marriage and Family (3 Credit hours)

This course focuses on the sociological, biblical and theological understanding of the institution of marriage. It also explores strategies for the pastoral care of families. African perspectives on marriage and family are integrated with theological and biblical perspectives.

TPT571 Crisis Ministry (3 Credit hours)

This course focuses on various dimensions of crisis such as death, loss, grief and bereavement. Attention is given to both individual and communal forms of crisis, trauma and loss, as well as the cultural and social contexts in which these events occur.

TPT572 Counselling in the Parish (3 Credit hours)

This course provides basic principles of short-term, structured pastoral counselling in the parish, with special attention to pastoral assessment and the ministry of referral.

TPT573 Pastoral Care to Various Interest Groups (3 Credit hours)

This course examines various approaches of pastoral care to various interest groups in the parish such as women, youth and men. The impact of issues facing women in both church and society, such as empowerment, sexual and physical abuse, self-esteem and ageing shall also be examined.

TPT574 Topics in Pastoral Care (3 Credit hours)

This course focuses on selected topics and approaches to pastoral care. Attention is given to topics relevant to the contemporary African context such as the care of single parents, orphans and the elderly.

TPT626 Analytical Study of Selected Authors and Texts in Pastoral Care and Counselling (3 Credit hours)

This course examines significant works of selected authors in Pastoral care and counselling and how these may be applied in African Church settings.

Worship

Year 1 Semester 1

TPT509 History and Theology of Worship (3 Credit Hours)

TPT510 Myth, Ritual and Symbol (3 Credit Hours)

TPT511 Sacraments: An Historical and Theological Overview of Liturgical Practice (3 Credit hours)

Year 1 Semester 2

TPT512 Worship Design (3 Credit hours)

TPT581 Theology of the Church and Sacraments (3 Credit hours)

Year 2 Semester 1

TPT582 Theology of Prayer in Worship (3 Credit hours)

TPT624 The Rites of Christian Initiation (3 Credit hours)

TPT625 Advanced Seminar in Worship and Liturgics (3 Credit hours)

Year 2 Semester 2

TPT622 Dissertation Writing (Worship) (9 Credit hours)

TPT509 History and Theology of Worship (3 Credit hours)

This course is a study of worship as practised in various traditions (Catholic, Protestant and African Independent/Indigenous). Attention is given to the nature and principles of worship, the early tradition, Eastern rites, the Roman mass, Protestant forms, and modern tendencies.

TPT510 Myth, Ritual and Symbol (3 Credit hours)

The course examines various theories concerning myth and symbol in worship. Specifically, religious and humanistic content is sought through the study of a wide variety of myths and symbols in various religions.

TPT511 Sacrament: An Historical and Theological Overview of Liturgical Practice (3 Credit hours)

This course is a study of varied liturgical practices of the sacraments of baptism and of the Lord's Supper in historical perspectives, with special attention to the theological convictions that underlie various practices.

TPT512 Worship Design (3 Credit hours)

This is an advanced practicum for developing worship leadership skills appropriate for pastoral ministry.

TPT581 Theology of the Church and Sacraments (3 Credit hours)

This course discusses theological understandings of the church and sacraments.

TPT582 Theology of Prayer in Worship (3 Credit hours)

This course is a study of prayer traditions, focusing on the formative and expressive relationships between prayer and theological reflection on worship.

TPT624 The Rites of Christian Initiation (3 Credit hours)

This course examines the historical, theological and practical aspects of the catechumenate, baptism, confirmation, first communion, and renewal.

TPT625 Advanced Seminar in Worship and Liturgics (3 Credit hours)

This course is an advanced seminar on the doctrine, history and theology of the sacraments/ordinances of constituent denominations, with special concern for liturgical renewal and contemporary practices in the ecumenical church and African congregations in particular.

Theology

Objectives

- To enable students to acquire knowledge in theological thought affecting the Christian faith
- To enable students to engage in theological discourse
- To enable students to contribute to biblical scholarship in the academia, church and society.

Year 1 Semester 1

TST501 Methods in the Study of Systematic Theology (3 Credit Hours)

TST505 Patristics (3 Credit Hours)

TST506 Early Modern Theology (3 Credit Hours)

Year 1 Semester 2

TST503 Major Themes in the History of Christian Thought (3 Credit Hours)

TST508 African Theology (3 Credit Hours)

Year 2 Semester 1

TST604 Liberation Theology (3 Credit Hours) [new]

TST605 Analysis of Selected Authors and Theological Texts (3 Credit Hours)

TST610 Third World Women Theologies (3 Credit hours) [new]

Year 2 Semester 2

TST619 Dissertation Writing (Theology) (9 Credit Hours)

TST501 Methods in the Study of Systematic Theology (3 Credit hours)

This course explores a variety of “theological methods” – historical and contemporary. Standard questions about sources and norms are considered, as are such current perspectives as the implications of contextualisation, liberation, post-modernism and post-colonialism.

TST503 Major Themes in the History of Christian Thought (3 Credit hours)

This course explores selected major themes in the history of Christian thought which include Trinity, Incarnation, Atonement, Ecclesiology, Sacraments.

TST505 Patristics (3 Credit hours)

This course is a critical study of significant aspects of patristic history and theology from the 2nd to the 5th century C.E.

TST506 Early Modern Theology (3 Credit hours)

This course examines the work of selected theologians of the enlightenment period and the philosophies to which they were responding.

TST508 African Theology (3 Credit hours)

This course is a critical study of the three major forms taken by contemporary African Theology which include liberation theology, enculturation theology, and the emerging theologies of African churches.

TST604 Liberation Theology (3 Credit hours)

This course is a critical study of various forms of liberation theology in Latin America, Africa, Asia and North America. Commonalities and differences of the theologies are also explored.

TST605 Analysis of Selected Authors and Theological Texts (3 Credit hours)

The course is a critical study of significant works of at least two theologians and the relevance of their work to current African issues.

TST610 Third World Women Theologies (3 Credit hours)

The course is a critical study of the challenges and contributions of women from Africa, Latin America, Asia and North America to the theological discipline. The origins, methods, sources, commonalities and differences as well as points of tension of these theologies are also covered.

2. Master of Arts in Religious Studies Degree Programme

The Faculty of Theology offers the Master of Arts in Religious Studies (MA) degree to students from different backgrounds who will be professionally capable of occupying positions in Institutions of Higher Learning (universities), churches, serve in ecumenical leading positions, teach Religious and Moral Education in schools and Religious Studies in Theological Colleges (Seminaries), and relevant Non-Governmental Organizations (NGOs), where they will act as catalysts for change in decision-making and policy formulation, or proceed to relevant doctoral programmes.

Objectives of the Programme

- To equip students to serve in Religious Institutions and the society at large.
- To prepare students for Doctoral Studies.
- To train a pool of researchers who will generate data and publishable materials relevant to their area of specialization (scholarship).

Special Regulations

These Regulations shall be read in conjunction with the General Academic Regulations for Graduate Degree Programmes. These regulations shall not take precedence over the general academic regulations.

Entry Requirements

As spelt out in the general graduate regulations of the University.

Additional Entry Requirements

- A degree in Theology or Religious Studies or other equivalent degrees from recognised Institutions of Higher Learning.
- Candidates wishing to major in Biblical studies must prove that they are proficient in the appropriate biblical language (Biblical Hebrew for Old Testament and Koine Greek for New Testament). Those who are not proficient in these languages will be required to take them concurrently with their Masters degree.
- Other candidates may be required to take a modern language, which may be French, Portuguese or English as a Second Language.

Duration

The Master of Arts in Religious Studies is a full time programme and runs for two academic years

Graduation requirements

In order for a student to graduate, he/she must have accumulated a minimum of 48 credit hours. The student should have at least 24 credit hours of recommended core courses in the area of concentration and 9 credit hours of electives, which may, or may not, be in the area of concentration.

All students shall take a Microcomputer Applications course (3 credit hours) in their first semester; a Research Methods course (3 credit hours) in their second semester and write a dissertation in the final semester (9 credit hours) based on Africa University Graduate Regulations and Faculty of Theology Special Regulations.

The Areas of Concentration are:

- a. Biblical Studies**
 - Old Testament Studies
 - New Testament Studies
- b. Church and Society**
- c. Church History**
- d. Ministerial Studies**
 - Christian Education

- Church Administration
 - Evangelism
 - Homiletics
 - Pastoral Care and Counselling
 - Worship
- e. Religion and Philosophy
- f. Theology

Courses for Master of Arts in Religious Studies

First Semester	-15 hours of courses
Second Semester -	12 hours of courses
Third Semester -	12 hours of courses
Fourth Semester -	9 hours of dissertation

Course Descriptions

Introductory Courses

Year 1 Semester 1
TRM500 Research Methods (3 Credit Hours)

Year 1 Semester 2
CIS102 Microcomputer Applications (3 Credit Hours)

CIS 102 Microcomputer Applications (3 Credit hours)

Knowledge work productivity concepts; Advanced software functionality to support personal and group productivity such as templates and macros and functions; Advanced concepts in organization and management of data (sorting, filtering, data analysis) via spreadsheets and database tools; Accessing organizational and external data; Information search strategies, Tool use optimization and personalization, Professional document design; Image processing; Web page design and publishing; Effective presentation design and delivery.

TRM 500 Research Methods (3 Credit hours)

Aimed at imparting basic research methodology and techniques like conducting field investigation, administering questionnaire and interpreting the findings in a scholarly manner, this is an introductory course to graduate students

Biblical Studies**Old Testament**

Year 1 Semester 1

TBS 509 History and Methods of the Study of the Old Testament: Patristic to the Reformation (3 Credit Hours)

TBS 511 Major Themes in the Study of Pentateuchal Traditions (3 Credit Hours)

TBS 513 Exegesis and Translation of the Study of the Selected Texts from the Pentateuch (3 Credit Hours)

Elective (3 credit hours)

Year 1 Semester 2

TBS 515 History and Methods of the Study of the Old Testament: From Reformation to the Present (3 Credit Hours)

TBS 517 Major Themes in the Study of Monarchic and Prophetic Traditions (3 Credit Hours)

Elective (3 credit hours)

Year 2 Semester 1

TBS 603 Contemporary Issues in Old Testament Interpretation (3 Credit Hours)

TBS 611 Contemporary Themes in Old Testament Studies (3 Credit Hours)

TBS 619 The Old Testament and the Ethics of Economics and Development (3 Credit Hours)

Elective (3 credit hours)

Year 2 Semester 2

TBS 607 Dissertation Writing (Old Testament) (9 Credit Hours)

TBS509 History and Methods of the Study of the Old Testament: Patristic to the Reformation (3 Credit hours)

This course is a historical investigation of the methods of interpreting the Old Testament from the period of the Church fathers to the Reformation.

TBS511 Major Themes in the Study of Pentateuchal Traditions (3 Credit hours)

This is an investigation of major themes in the Pentateuch including the historicity of the Patriarchs and Exodus, the Religion of the Patriarchs and such themes as creation and the covenant.

TBS513 Exegesis and Translation of the Study of the Selected Texts from the Pentateuch (3 Credit hours)

This is a course aimed at translating, and commenting meaningfully on selected texts from the Pentateuch in the Hebrew Bible.

TBS515 History and Methods of the Study of the Old Testament: From Reformation to the Present (3 Credit hours)

This course is a historical investigation of the methods used to interpret the Old Testament from the Reformation to the present.

TBS517 Major Themes in the Study of Monarchic and Prophetic Traditions (3 Credit hours)

This course involves an analysis of selected major themes in both the Monarchic and Prophetic traditions showing how the traditions relate.

TBS603 Contemporary Issues in Old Testament Interpretation (3 Credit hours)

The course aims at examining current issues or problems arising from and/ or influencing the interpretation of the Old Testament.

TBS611 Contemporary Themes in Old Testament Studies (3 Credit hours)

The course investigates selected themes contemporary readers may draw from the Old Testament and the relevance of the Old Testament in contemporary society, especially in Africa.

TBS619 The Old Testament and the Ethics of Economics and Development (3 Credit hours)

The course examines how the Old Testament can inform the reader on issues of Economics and Development.

New Testament

Year 1 Semester 1

TBS 510 History and Methods of the Study of the New Testament: From Jesus' Time to the Reformation (3 Credit Hours)

TBS 512 Major Themes in the Study of the Gospels and Acts (3 Credit Hours)

TBS 514 Exegesis and Translation of Selected Texts from the Gospels (3 Credit Hours)

Elective (3 credit hours)

Year 1 Semester 2

TBS 516 History and Methods of the Study of the New Testament: From Reformation to the Present (3 Credit Hours)

TBS 518 Major Themes in the Study of Pauline and Non-Pauline Literature (3 Credit Hours)

Elective (3 credit hours)

Year 2 Semester 1

TBS 520 Translation and Exegesis of Selected Texts from Pauline and, or, Non-Pauline Literature (3 Credit Hours)

TBS 612 Contemporary Themes in New Testament Studies (3 Credit Hours)

TBS 620 Contemporary Issues in New Testament Interpretation (3 Credit Hours)

Elective (3 credit hours)

Year 2 Semester 2

TBS608 Dissertation Writing (New Testament) (9 Credit Hours)

TBS510 History and Methods of the Study of the New Testament: From Jesus' Time to the Reformation (3 Credit hours)

This is a historical investigation of the methods of interpreting the New Testament beginning with an analysis of the use of the Old Testament by New Testament writers right through to an analysis of methods of interpreting the New Testament during the Reformation.

TBS512 Major Themes in the Study of the Gospels and Acts (3 Credit hours)

This course is an analysis of major themes in the Synoptic Gospels, John and the book of Acts, and how these themes are related and how they relate to themes in the entire New Testament.

TBS514 Exegesis and Translation of Selected Texts from the Gospels (3 Credit hours)

The course trains students to translate and exegete selected texts from the Gospels.

TBS516 History and Methods of the Study of the New Testament: From Reformation to the Present (3 Credit hours)

This course is an historical investigation of the methods used to interpret the New Testament from the Reformation to the present.

TBS518 Major Themes in the Study of Pauline and Non-Pauline Literature (3 Credit hours)

This course will analyze selected themes in the authentic Pauline letters, Deutero-Pauline and non-Pauline letters.

TBS520 Translation and Exegesis of Selected Texts from Pauline and, or, Non-Pauline Literature (3 Credit hours)

The course aims at offering further skills in translating the Greek text to English and exegeting the texts drawing examples from authentic letters of Paul and, or, Non-Pauline letters.

TBS612 Contemporary Themes in New Testament Studies (3 Credit hours)

The course investigates current themes that the contemporary exegete of the New Testament in contemporary society, particularly Africa, has to grapple with.

TBS620 Contemporary Issues in New Testament Interpretation (3 Credit hours)

This course is an examination of contemporary issues or problems arising from, and/or, affecting the interpretation of the New Testament.

Church And Society

Year 1 Semester 1

TCS 501 Methods in the Study of Christian Ethics (3 Credit Hours)

TCS 509 Environmental Ethics I (3 Credit Hours)

TCS 507 Indigenous Religion and African Democracy (3 Credit Hours)

Elective (3 credit hours)

Year 1 Semester 2

TCS 504 Major Themes in the Study of Christian Ethics (3 Credit Hours)

TCS 512 Conflict Management (3 Credit Hours)

Elective (3 credit hours)

Year 2 Semester 1

TCS601 Analysis of Selected Authors and Texts in Christian Ethics (3 Credit Hours)

TCS609 HIV and AIDS and Society (3 Credit Hours)

TCS610 Ethics and Development (3 Credit Hours)

Elective (3 credit hours)

Year 2 Semester 2

TCS615 Dissertation Writing (Church and Society) (9 credit hours)

TCS501 Methods in the Study of Christian Ethics (3 Credit hours)

This course presents and analyzes the application of theoretical models in the study of Christian Ethics from both philosophical and religious traditions.

TCS509 Environmental Ethics I (3 Credit hours)

This course critically examines the problem of environmental degradation on a local and global level from a religious ethics perspective.

TCS 504 Major Themes in the Study of Christian Ethics (3 Credit hours)

The course examines major themes in Christian ethics which include gender equality, poverty, war, corruption, economic justice, and environmental justice.

TCS510 Environmental Ethics II (3 Credit hours)

The course investigates factors influencing the rapid depletion of Africa's natural resources and the impact this depletion might have on the welfare of the African people now and in the future. The course explores ways in which the church in Africa can give leadership in efforts to develop human and social lifestyles that respect and protect the natural environment.

TCS507 Indigenous Religion and African Democracy (3 Credit hours)

The course investigates the contribution of African religio-cultural systems to the African system of justice and leadership. It seeks to provide a conceptual framework for democracy in general and investigates perspectives on democracy from within the African experience.

TCS508 African Political Ethics II: Church and State (3 Credit hours)

This course explores how the church ought to relate to the state in which it is located. These relations shall be explored in the light of the Gospel and Christian tradition.

TCS512 Conflict Management (3 Credit hours)

This course is a study of the processes of change and conflict management. It explores the meaning and guiding principles of dialogue in general and inter-religious and inter-faith dialogue in particular. The course will also discuss the areas of common agreement, controversial and divisive issues in different parts of Africa.

TCS601 Analysis of Selected Authors and Texts in Christian Ethics (3 Credit hours)

This course critically analyzes significant works of at least two authors. Appropriateness of their interpretations to current African questions will be considered.

TCS610 Ethics and Development (3 Credit hours)

This course analyzes models for development and contemporary socio-economic systems from a theological perspective.

TCS609 HIV and AIDS and Society (3 Credit hours)

This course addresses the issue of HIV and AIDS from a theological and pastoral perspective. It is aimed at equipping students with the basic knowledge, the skills and the capacity to minister to people infected with and affected by HIV and AIDS.

Church History

Year 1 Semester 1

THC 501 Methods in the Study of History of Christianity (3 Credit hours)

THC 503 History of Ecumenical Movement (3 Credit hours)

THC 507 History of Pentecostalism and Charismatic Movement in Africa (3 Credit hours)

Elective (3 credit hours)

Year 1 Semester 2

THC 502 Themes and Issues in Contemporary African Christianity (3 Credit Hours)

THC 504 Major Themes in the Study of Ecumenical Movement in Africa (3 Credit Hours)

Elective (3 Credit hours)

Year 2 Semester 1

THC 600 Issues in Contemporary Pentecostalism and Charismatic Movement in Africa (3 Credit Hours)

THC 602: Issues in Contemporary African Initiated Churches (3 Credit hours)

THC 603 Christianity and Ecumenism in Africa (3 Credit hours)

Elective (3 credit hours)

Year 2 Semester 2

THC610 Dissertation Writing (Church History) (9 Credit Hours)

THC501 Methods in the Study of History of Christianity (3 Credit hours)

This research course will help the students to carry out a systematic study or a careful examination of a topic in order to (a) discover facts, and (b) generate new knowledge or confirm existing knowledge. The course will enable students to utilize a variety of historical and contemporary research methods of gathering data.

THC502 Themes and Issues in Contemporary African Christianity (3 Credit hours)

The course will develop current themes in Contemporary African Christianity relating to Christian beliefs, sacraments, ministry, and traditions. The student will be introduced to new areas such as: African Initiated Churches (AICs), New Religious Movements, Relationship between Church and State, Ecumenical Movements, African Theology, Christian-Muslim dialogue, Renewal and charismatic movements, which enhanced the authentic growth of Christianity in Africa south of the Sahara.

THC503 History of Ecumenical Movement (3 Credit hours)

In this course students learn the origin and development of the Ecumenical Movement on the mission field, then on the worldwide basis and its influence on the African Continent

THC504 Major Themes in the Study of Ecumenical Movement in Africa (3 Credit hours)

Selected themes in the Study of the Ecumenical Movement in Africa that arise out of the faith based institutions' encounter with contemporary African cultures and religions are discussed. These themes will be examined in their historical context especially in light of African ecumenical scholars. Students will have the opportunity to choose a research project in an area of their particular interest.

THC507 History of Pentecostalism and Charismatic Movement in Africa (3 Credit hours)

This course will study the impact of modern Pentecostal and charismatic movements on Africa Christianity

THC600 Issues in Contemporary Pentecostalism and Charismatic Movement in Africa (3 Credit hours)

This course focuses on current issues within Pentecostalism and charismatic movements in African Christianity.

THC602: Issues in Contemporary African Initiated Churches (3 Credit hours)

This is an exploration of some issues in African Initiated Churches, the process of indigenization of African Christianity and in-depth examination of their growth

THC603 Christianity and Ecumenism in Africa (3 Credit hours)

This course will be a study of authors of Contemporary African Church History so as to understand their contribution to the growth of scholarship in Contemporary African Christianity.

Ministerial Studies

Christian Education

Year 1 Semester 1

TPT 501 History and Methods in the Study of Christian Education (3 Credit hours)

TPT 523 Impoverished Children and Christian Mission (3 Credit hours)

TPT 527 The Bible and Teaching Ministry (3 Credit hours)

Elective (3 Credit hours)

Year 1 Semester 2

TPT 505 Themes and Issues in the Study of Christian Education (3 Credit hours)
TPT540 Ministerial Leadership (3 Credit hours)
Elective (3 credit hours)

Year 2 Semester 1

TPT 524 Religious Education within the Community (3 Credit hours)
TPT 526 The Congregation as Educator (3 Credit hours)
TPT 609 Advanced Study of Christian Education Curriculum (3 Credit hours)
Elective (3 Credit hours)

Year 2 Semester 2

TPT613 Dissertation Writing (Christian Education) (9 Credit hours)

TPT501 History and Methods in the Study of Christian Education (3 Credit hours)

This course focuses on the history and methods of studying Christian Education. Extended attention will be given to the missionary approaches and local attempts to develop appropriate African teaching/learning models.

TPT505 Themes and Issues in the Study of Christian Education (3 Credit hours)

This course is an in-depth study of selected themes and issues in Christian education. Topics relevant to the contemporary African situation are explored, such as stages of intellectual and spiritual development, the impact of culture, justice and peace.

TPT523 Impoverished Children and Christian Mission (3 Credit hours)

This course explores religious and civil religious attitudes that inform public and church policy in institutions serving poor children.

TPT524 Religious Education within the Community (3 Credit hours)

The course explores methods, theories and issues related to engaging congregations in experimental, community based religious education. The course will involve critical reflection about the dangers of paternalism, Christian ethics of 'service' and solidarity, and strategies for developing just, collaborative partnerships with community members of different class, ethnic and gender backgrounds.

TPT526 The Congregation as Educator (3 Credit hours)

This course helps students to understand the congregation's role in educating and mobilising members in partnership with God's work in the world.

TPT527 The Bible and Teaching Ministry (3 Credit hours)

The course focuses on content and teaching methods appropriate to all age groups. It will include analysis and development of Bible study resources.

TPT540 Ministerial Leadership (3 Credit hours)

This course focuses on the development of the techniques and skills for pastoral leadership.

TPT609 Advanced Study of Christian Education Curriculum (3 Credit hours)

This course is an in-depth study of how to develop and construct a Christian Education Curriculum for a local context.

Church Administration

Year 1 Semester 1

TPT 513 The Minister as Administrator (3 Credit hours)

TPT514 Dynamics of Pastoral Leadership (3 Credit hours)

TPT518 Planning and Directing the Programme of the Church (3 Credit hours)

Elective (3 Credit hours)

Year 1 Semester 2

TPT540 Ministerial Leadership (3 Credit hours)

TPT542 Church Leadership and Administration (3 Credit hours)

Elective (3 credit hours)

Year 2 Semester 1

TPT520 Management and Organisational Behaviour (3 Credit hours)

TPT543 Leadership in the Community of Faith (3 Credit hours)

TPT619 Advanced Christian Stewardship and Church Finance (3 Credit hours)

Elective (3 credit hours)

Year 2 Semester 2

TPT623 Dissertation Writing (Church Administration) (9 Credit hours)

TPT513 The Minister as Administrator (3 Credit hours)

A study of the importance of effective administration in pastoral ministry with special attention to organisation, the use of time, the development of management skills, and group process.

TPT514 Dynamics of Pastoral Leadership (3 Credit hours)

A study of the nature and function of pastoral leadership in a local church setting. Opportunities will be given for a study of literature in the field of effective local

church leadership and for responses to case studies of effective church pastors at work.

TPT515 Denominational Polity (3 Credit hours)

A study of the character and development of denomination, beginning with its origin and tracing important features of its tradition through the twentieth century.

TPT518 Planning and Directing the Programme of the Church (3 Credit hours)

This is a study of the principles of planning, organizing, staffing, directing, and evaluating the programme of the local church.

TPT520 Management and Organisational Behaviour (3 Credit hours)

This course focuses on the role, principles and functions of management and organizational behaviour relevant to church administration.

TPT540 Ministerial Leadership (3 Credit hours)

This course focuses on the development of the techniques and skills for pastoral leadership.

TPT542 Church Leadership and Administration (3 Credit hours)

The course addresses specific areas of church administration, including organisational development and planning, conflict and decision-making, stewardship of resources, and legal issues for the contemporary church.

TPT543 Leadership in the Community of Faith (3 Credit hours)

The course looks at the ministry of the ordained leader within the community of “the priesthood of all believers” as a symbol bearer, pastor, proclaimer and prophet.

TPT619 Advanced Christian Stewardship and Church Finance (3 Credit hours)

The course will involve a comprehensive look at stewardship from a Christian perspective. This will include caring for creation, financial planning and management in the local church.

Evangelism

Year 1 Semester 1

TPT 500 History, Issues and Methods of Evangelisation in Sub-Saharan Africa (3 Credit hours)

TPT 506 Evangelism and Doctrine in African Context (3 Credit hours)

TPT 521 Revival and Mass Evangelistic Meetings (3 Credit hours)

Elective (3 Credit hours)

Year 1 Semester 2

TPT 550 Theology of Evangelism in Africa (3 Credit hours)

TPT 552 Issues in Evangelism (3 Credit hours)

Elective (3 credit hours)

Year 2 Semester 1

TPT 553 History of Revivals in Africa (3 Credit hours)

TPT 610 Evangelism, Mission and Culture in Africa (3 Credit hours)

TPT608 The Local Church and its Context (3 Credit hours)

Elective (3 credit hours)

Year 2 Semester 2

TPT614 Dissertation Writing (Evangelism) (9 Credit hours)

TPT500 History, Issues and Methods of Evangelisation in Sub-Saharan Africa (3 Credit hours)

This course is an examination of the history and development of the worldwide missionary enterprise, evangelism and the phenomenon of revivals. Special attention will be given to the evangelisation of sub-Saharan Africa from the fifteenth century onward, examining critically the motives and success of the missionary enterprise.

TPT506 Evangelism and Doctrine in African Context (3 Credit hours)

This course focuses on the understanding of the biblical, theological and cultural importance of doctrine and life situation in evangelism.

TPT521 Revival and Mass Evangelistic Meetings (3 Credit hours)

This course is a study of the history and role of revival and mass evangelistic meetings as an important method of evangelism in the life of the Church. The study will also include a study of some of the prominent personalities as revivalists and evangelists.

TPT550 Theology of Evangelism in Africa (3 Credit hours)

This course will review ways in which the emphasis on evangelism has continually influenced Christian theological traditions.

TPT552 Issues in Evangelism (3 Credit hours)

This course is a study of contemporary issues that have been at the centre of evangelism. One or more topics may be offered during any given year, including travel seminars to revivals or/ and mass evangelistic meetings.

TPT553 History of Revivals in Africa (3 Credit hours)

This course focuses on historical spells of the revivals that took place in Africa at different times.

TPT610 Evangelism, Mission and Culture in Africa (3 Credit hours)

The course is a study of the biblical and theological understanding of the Ministry of evangelism in the changing sociological contexts of Africa. The focus will be on congregations located at mission centres, rural and urban areas.

Homiletics

Year 1 Semester 1

TPT 503 Methods in the Study of Preaching (3 Credit hours)

TPT 561 The Preacher as a Person (3 Credit hours)

TPT 519 Ministerial Ethics and Procedures (3 Credit hours)

Elective (3 Credit hours)

Year 1 Semester 2

TPT 507 Themes and Issues in Preaching (3 Credit hours)

TPT 560 Presentation of Scripture and Sermon (3 Credit hours)

Elective (3 Credit hours)

Year 2 Semester 1

TPT 562 Contemporary Preaching (3 Credit Hours)

TPT 611 Analysis of the Sermons of Great Preachers (3 Credit hours)

Elective (3 credit hours)

Year 2 Semester 2

TPT615 Dissertation Writing (Preaching Title) (9 Credit hours)

TPT503 Methods in the Study of Preaching (3 Credit hours)

The course focuses on various methods used in the study of preaching. Observation, interviews, library search, sermon analysis and book reviews will be some of the aspects to study.

TPT507 Themes and Issues in Preaching (3 Credit hours)

The course focuses on selected themes and issues such as exegesis for preaching, imagination in preaching, African and African-American heritages as seen in the African context, gender issues and a variety of aspects in preaching will be discussed within the contemporary African context.

TPT519 Ministerial Ethics and Procedures (3 Credit hours)

This course looks at the minister's personal and professional roles in parish life as they affect all aspects of ministerial ethics and etiquette.

TPT560 Presentation of Scripture and Sermon (3 Credit hours)

The course explores the practice and study of factors that increase the interest of a sermon as it is preached. The class stresses on word as sound and sensitivity of the preacher to the involvement of the body and feelings in sermon delivery.

TPT561 The Preacher as a Person (3 Credit hours)

The course seeks to understand the preacher as a family person, as an individual, his/her calling to the ministry as a vocation, as well as to understand the preacher's training, cultural, social, intellectual orientation and his/her Christian devotion to God.

TPT562 Contemporary Preaching (3 Credit hours)

This course focuses on life-situation preaching. Attention will be put on cultural, social, political issues and any other issues that should be examined and judged in the light of the gospel.

TPT611 Analysis of the Sermons of Great Preachers (3 Credit hours)

The course consists of a survey of great preachers and an analysis of a selection of their sermons.

Pastoral Care and Counselling

Year 1 Semester 1

TPT522 History and Methods in the Study of Pastoral Care and Counselling (3 Credit hours)

TPT570 Pastoral Care of Marriage and Family (3 Credit hours)

TPT571 Crisis Ministry (3 Credit hours)

Elective (3 Credit hours)

Year 1 Semester 2

TPT508 Major Themes in Contemporary Pastoral Care and Counselling (3 Credit hours)

TPT572 Short-Term Counselling in the Parish (3 Credit hours)

Elective (3 Credit hours)

Year 2 Semester 1

TPT573 The Care of Women (3 Credit hours)

TPT574 Topics in Pastoral Care (3 Credit hours)

TPT626 Analytical Study of Selected Texts in Pastoral Care and Counselling (3 Credit hours)

Elective (3 credit hours)

Year 2 Semester 2

TPT618 Dissertation Writing (Pastoral Care and Counselling) (9 Credit hours)

TPT508 Major Themes in Contemporary Pastoral Care and Counselling (3 Credit hours)

The course identifies and analyzes major themes in contemporary Pastoral Care and Counselling within the African context.

TPT522 History and Methods in the Study of Pastoral Care and Counselling (3 Credit hours)

This course surveys the history and methods in the study of Pastoral Care and Counselling. Selected methods applied in the study of Pastoral Care and Counselling in the African Context are analyzed.

TPT570 Pastoral Care of Marriage and Family (3 Credit hours)

This course focuses on the sociological, biblical and theological understanding of the institution of marriage. It also explores strategies for the pastoral care of families. African perspectives on marriage and family are integrated with theological and biblical perspectives.

TPT571 Crisis Ministry (3 Credit hours)

This course focuses on various dimensions of crisis such as death, loss, grief and bereavement. Attention is given to both individual and communal forms of crisis, trauma and loss, as well as the cultural and social contexts in which these events occur.

TPT572 Short-Term Counselling in the Parish (3 Credit hours)

This course provides an introduction to basic principles of short-term, structured pastoral counselling in the parish, with special attention to pastoral assessment and the ministry of referral.

TPT573 The Care of Women (3 Credit hours)

This course examines various approaches of pastoral care to various interest groups in the parish such as women, youth and men. The impact of issues facing women in both church and society, such as empowerment, sexual and physical abuse, self-esteem and ageing shall also be examined.

TPT574 Topics in Pastoral Care (3 Credit hours)

This course focuses on selected topics and approaches to pastoral care. Attention is given to topics relevant to the contemporary African context such as the care of single parents, orphans, the elderly.

TPT626 Analytical Study of Selected Texts in Pastoral Care and Counselling (3 Credit hours)

This course examines significant works of selected authors in Pastoral care and counselling and how these may be applied in African Church settings.

Worship

Year 1 Semester 1

TPT 509 History and Theology of Worship (3 Credit hours)

TPT 510 Myth, Ritual and Symbol (3 Credit Hours)

TPT 511 Sacrament: An Historical and Theological Overview of Liturgical Practice (3 Credit hours)

Elective (3 credit hours)

Year 1 Semester 2

TPT 512 Worship Design (3 Credit hours)

TPT 581 Theology of the Church and Sacraments (3 Credit hours)

Elective (3 credit hours)

Year 2 Semester 1

TPT 582 Foundation of Christian Spirituality: Theology of Prayer in Worship (3 Credit hours)

TPT 624 The Rites of Christian Initiation (3 Credit Hours)

TPT 625 Advanced Seminar in Worship and Liturgics (3 Credit hours)

Elective (3 credit hours)

Year 2 Semester 2

TPT622 Dissertation Writing (Worship) (9 Credit hours)

TPT509 History and Theology of Worship (3 Credit hours)

This course is a study of worship as practised in various traditions (Catholic, Protestant and African Independent/Indigenous). Attention is given to the nature and principles of worship, the early tradition, Eastern rites, the Roman mass, Protestant forms, and modern tendencies.

TPT510 Myth, Ritual and Symbol (3 Credit hours)

The course examines various theories concerning myth and symbol in worship. Specifically, religious and humanistic content is sought through the study of a wide variety of myths and symbols in various religions.

TPT511 Sacrament: An Historical and Theological Overview of Liturgical Practice (3 Credit hours)

This course is a study of varied liturgical practices of the sacraments of baptism and of the Lord's Supper in historical perspectives, with special attention to the theological convictions that underlie various practices.

TPT512 Worship Design (3 Credit hours)

This is an advanced practicum for developing worship leadership skills appropriate for pastoral ministry.

TPT581 Theology of the Church and Sacraments (3 Credit hours)

This course discusses theological understandings of the church and sacraments.

TPT582 Theology of Prayer in Worship (3 Credit hours)

This course is a study of prayer traditions, focusing on the formative and expressive relationships between prayer and theological reflection on worship.

TPT624 The Rites of Christian Initiation (3 Credit hours)

This course examines the historical, theological and practical aspects of the catechumenate, baptism, confirmation, first communion, and renewal.

TPT625 Advanced Seminar in Worship and Liturgics (3 Credit hours)

This course is an advanced seminar on the doctrine, history and theology of the sacraments/ordinances of constituent denominations, with special concern for liturgical renewal and contemporary practices in the ecumenical church and African congregations in particular.

Religion And Philosophy

Year 1 Semester 1

THR 501 History and Methods of the Study of Religion (3 Credit hours)

THR 502 Religion and African Philosophy (3 Credit hours)

THR 503 Introduction to Philosophy (3 Credit hours)

Elective (3 credit hours)

Year 1 Semester 2

THR505 Introduction to the Study of the Major Religions of Africa (3 Credit hours)

THR506 Major Themes in the Study of Religion (3 Credit hours)

Elective (3 credit hours)

Year 2 Semester 1

THR601 Interfaith Dialogue: Christianity and Islam (3 Credit hours)

THR603 Religion, Culture and Science (3 Credit hours)

THR605 Religion and Conflict (3 Credit hours)

Elective (3 credit hours)

Year 2 Semester 2

THR608 Dissertation Writing (Religion and Philosophy)

THR501 History and Methods of the Study of Religion (3 Credit hours)

This course traces the history and examines the methods of the study of Religion. This includes the analyses of the contribution of individual scholars in their philosophical understanding of and discourse on religion and the analyses of the approaches to religion by other disciplines (e.g., Philosophy, Psychology and Sociology).

THR502 Religion and African Philosophy (3 Credit hours)

This course looks at African thinking about 'life' and 'religion'. The following questions will be investigated: Does African Philosophy exist? What are its sources (tradition, religion, culture, myths, individual African scholars)? What is its relation with African religion(s)? Reference is made to the contribution of African and other scholars in this field.

THR503 Introduction to Philosophy (3 Credit hours)

Although philosophical reflection has been a part of thought systems throughout the world, this course still pursues Western philosophy and its traditions.

THR505 Introduction to the Study of the Major Religions of Africa (3 Credit hours)

This course examines major religious traditions on the African Continent and considers how best they should be studied, the problems particular to interpreting phenomena in each, and the way they interact in a population.

THR506 Major Themes in the Study of Religion (3 Credit hours)

This course will study selected themes and problems in the study of Philosophy of Religion. These themes will include: The existence, nature and knowledge of God, the problems of freedom, self-identify and immorality, evil and suffering, life or death, miracles.

THR601 Interfaith Dialogue: Christianity and Islam (3 Credit hours)

This course aims at surveying Christian and Islamic beliefs and practices, and addresses the basic principles of interfaith dialogue.

THR603 Religion, Culture and Science (3 Credit hours)

This course explores the different ways in which Religion and Science can and do relate to each other, and the way that scientific research can be influenced by religious beliefs, and vice versa.

THR605 Religion and Conflict (3 Credit hours)

The course covers the nature of conflict, how to analyse conflict, how to mediate in order to prevent or stop violence and to strategise towards conflict transformation. The course also looks at the role of religions in either exacerbating or transforming conflict, or both.

Theology

Year 1 Semester 1

TST 501 Methods in the Study of Systematic Theology (3 Credit hours)

TST 505 Patristics (3 Credit hours)

TST 506 Early Modern Theology (3 Credit hours)

Elective (3 Credit hours)

Year 1 Semester 2

TST503 Major Themes in the History of Christian Thought (3 Credit hours)

TST508 African Theology (3 Credit hours)

Elective (3 credit hours)

Year 2 Semester 1

TST604 Liberation Theology (3 Credit hours)

TST605 Analysis of Selected Authors and Theological Texts (3 Credit hours)

TST610 Third World Women Theologies (3 Credit hours)

Elective (3 credit hours)

Year 2 Semester 2

TST619 Dissertation Writing (Theology) (9 Credit hours)

TST501 Methods in the Study of Systematic Theology (3 Credit hours)

This course explores a variety of “theological methods” – historical and contemporary. Standard questions about sources and norms are considered, as are such current perspectives as the implications of contextualisation, liberation, post-modernism and post-colonialism.

TST503 Major Themes in the History of Christian Thought (3 Credit hours)

This course explores selected major themes in the history of Christian thought which include Trinity, Incarnation, Atonement, Ecclesiology, Sacraments.

TST505 Patristics (3 Credit hours)

This course is a critical study of significant aspects of patristic history and theology from the 2nd to the 5th century C.E.

TST506 Early Modern Theology (3 Credit hours)

This course examines the work of selected theologians of the enlightenment period and the philosophies to which they were responding.

TST508 African Theology (3 Credit hours)

This course is a critical study of the three major forms taken by contemporary African Theology which include liberation theology, enculturation theology, and the emerging theologies of African churches.

TST603 Science and Theology (3 Credit hours)

This course examines the relationship between science and Christian theology taking into consideration theological implications of scientific discoveries and theories.

TST604 Liberation Theology (3 Credit hours)

This course is a critical study of various forms of liberation theology in Latin America, Africa, Asia and North America. Commonalities and differences of the theologies are also explored.

TST610 Third World Women Theologies (3 Credit hours)

The course is a critical study of the challenges and contributions of women from Africa, Latin America, Asia and North America to the theological discipline. The origins, methods, sources, commonalities and differences as well as points of tension of these theologies are also covered.

Description of Elective Courses

Biblical Studies

Old Testament

TBS519 Exegesis and Translation of Selected Texts from Monarchic and Prophetic Traditions (3 Credit hours)

The course aims at offering the student further skills in translating the Hebrew text to English and commenting meaningfully from the texts. Examples are selected from the Monarchic and Prophetic traditions.

TBS521 The Old Testament and Environmental Ethics in Africa I (3 Credit hours)

This course seeks to draw lessons from the Old Testament on why we should conserve our natural environment, with particular focus on the African continent.

TBS523 The Old Testament and African Political Ethics I (3 Credit hours)

The course analyses relevant texts from the Old Testament and examines how themes from these texts could be related to and inform the debate on Leadership, Governance and Democracy in Africa.

TBS613 The Old Testament and Environmental Ethics in Africa II (3 Credit hours)

The course continues from TBS521 and seeks to broaden the student's horizons on the issue of natural environment and how the Old Testament can be a starting point in the interpretation of environmental issues in Africa.

TBS615 The Old Testament and African Political Ethics II (3 Credit hours)

The course is a continuation of TBS523 but this second part focuses on Church-state relationships and how the Old Testament can be a hermeneutical key to these relationships.

New Testament

TBS522 The New Testament and Environmental Ethics in Africa I (3 Credit hours)

The course examines relevant texts from the New Testament that relate to issues of the environment in a bid to derive possible lessons for Africa today.

TBS524 The New Testament and African Political Ethics I (3 Credit hours)

The course investigates the possibility of deriving principles of Leadership, Governance and Democracy from the New Testament and examines the relevance of these principles to the African Context.

TBS614 The New Testament and Environmental Ethics in Africa II (3 Credit hours)

The course continues from TBS522 and seeks to further analyse the importance of the natural environment from a New Testament perspective focusing specifically on the African continent.

TBS616 The New Testament and African Political Ethics II (3 Credit hours)

The course continues from TBS524 but this second part focuses on Church-state relationships and how the New Testament could be a hermeneutical key to interpreting these relationships.

TBS621 The New Testament and the Ethics of Economics and Development (3 Credit hours)

The course investigates ways in which the New Testament can inform the reader on issues of Economics and Development.

Church History**THC505 History of Christianity in Africa (3 Credit hours)**

The course examines the introduction of the Christian faith in Africa with case studies drawn from at least a country from North, South, East and West Africa.

THC506 History of African Initiated Churches in Africa (3 Credit hours)

This course is a historical examination of the development of African Initiated Churches from their origin to their present spiritual, cultural, bibliological, pneumatological, and Christian musicological dominance in modern missions of African Christianity.

THC601 Impact of Colonial Christianity in Africa (3 Credit hours)

A study of ways Western Christianity has affected the structure and theology of African Churches.

Ministerial Studies**Christian Education****TPT525 Christian Education and the Art of Teaching (3 Credit hours)**

This course aims at enhancing theological understanding of the teaching dimensions of ministry and the ministry dimensions of teaching.

TPT528 Adults in Faith Development (3 Credit hours)

The course emphasises on how the church can minister to adults on a religious pilgrimage so they can avoid stagnation, rigidity and disillusionment, and how adults can be helped to construct a contemporary spirituality from which they can move out in service and witness.

Church Administration**TPT516 Economics (3 Credit hours)**

The student is expected to be conversant with national accounting, aggregated demand/supply, national economic equilibrium and related issues at elementary level. The course imparts microeconomic fundamentals of consumers and producers facing

scarcity and choice as they both strive to satisfy their unlimited wants in the face of limited resources.

TPT517 Advanced Study of Church Administration (3 Credit hours)

This course will be conducted as a seminar, focusing on special areas such as administration in an urban, rural or mission church.

TPT541 Parish Administration (3 Credit hours)

This course focuses on the importance of knowing one's denominational rules and regulations. Special attention is given to administrative procedures in organizing church members in any given local church, parish or circuit.

TPT621 Financial and Management Accounting (3 Credit hours)

Basic accounting concepts, inventory models, financial statements analysis, cash flow statements, cost systems, cost behaviour and cost-volume-profit analysis, profit reporting for management analysis, budgeting, and cost management are some of the aspects covered in this course.

Evangelism

TPT551 Evangelism and the Camp Meeting Movements in Africa (3 Credit hours)

This course is rooted in the premise that revivalism and evangelism have been among the dominant forces shaping Protestant religious identity in Africa. Significant attention will be given to the leadership and influence of women in shaping the revivalist ethos.

Worship

TPT580 The History and Theology of Eucharistic Worship (3 Credit hours)

This course focuses on the liturgical and theological study of the origins and evolution of the Eucharist and related practices in worship.

Religion And Philosophy

THR504 Study of Some Religious Traditions (3 Credit hours)

This course aims at a practical study of some religious traditions, analyzing their religious beliefs as well as other aspects of religion such as sacred practitioners, buildings, and space in selected religious traditions.

THR507 Contemporary Approaches to Religion and Faith Development for Young People (3 Credit hours)

This course will explore the developmental stages of moral reasoning and formation of faith, especially in adolescents. It will also examine selected contemporary approaches related to the development of religion and faith among the youth.

THR607 Religious Philosophy of Management (3 Credit hours)

This course is a survey of religious principles pertaining to the nature, purpose, policies and praxis of religious management philosophy. Emphasis will be upon religious administration and the differing philosophies of religious formation, organizational structures, planning, decision-making, supervision and human relations in religious management of religious organizations and institutions of higher learning.

Theology**TST601 Jesus Across Cultures (3 credit hours)**

The course explores selected themes in traditional and modern understandings of the person and work of Christ from Western and non –Western perspectives. A variety of contemporary Christological developments occurring in diverse contexts around the globe- in Latin America, Asia, Africa and North America are also examined.

TST605 Analysis of Selected Authors and Theological Texts (3 Credit hours)

Significant works of at least two authors will be studied critically, so as to understand them more faithfully and to find points of convergence and divergence among them. Appropriateness of their interpretations of current African questions will be considered

**FACULTY OF HUMANITIES
AND SOCIAL SCIENCES
(FHSS)**

Background

The Faculty of Humanities and Social Sciences was officially inaugurated in August 1998. However, courses such as Communication Skills and African Studies, presently taught by the Faculty, were offered since the opening of the University. In August 1997, a number of Humanities and Social Sciences courses were united to form the Department of Humanities and Social Sciences and placed within the newly established Faculty of Education. The Faculty is still responsible for teaching an Introduction to African Studies, and Communication Skills to all undergraduate students in the University. In addition, since the implementation of the 'two-language policy', it is also responsible for the teaching of French, Portuguese and English as a Second Language. The Faculty offers a programme in Intensive English for students from non-English speaking countries who need to build up their English language ability. The Faculty provides Humanities and Social Sciences content courses for students registered in the Faculty, as well as for students pursuing their degree from the Faculty of Education.

Mission Statement

The Faculty of Humanities and Social Sciences has, as its mission, to develop students to think independently, communicate clearly, broaden their abilities for critical and aesthetic examination of the humanities and social sciences, and be committed to a variety of intellectual and social responsibilities. The Faculty aims to help students develop the skills necessary to understand ideas and issues, and make 'educated' and humane choices in a changing and increasingly technologically-oriented society. To do this, the Faculty of Humanities and Social Sciences offers students a liberal arts education of considerable breadth and distinctive quality. The Faculty encourages students to develop values and ethics that will lead them to productive, fulfilled lives.

Objectives

The objectives of the Faculty of Humanities and Social Sciences are: · to provide students with knowledge to understand their society through the study of Humanities and Social Sciences; · to assist students to develop critical thinking; · to help students become responsible members of society; · to prepare students for further study and post-graduate work in various fields in Humanities and Social Sciences; and · to conduct research in various fields in Humanities and Social Sciences as they relate to Africa.

Undergraduate Programmes

The Faculty of Humanities and Social Sciences offers Double-Major, Major-Minor, and Honours Degree programmes. These programmes are described below.

a) **The Double-Major Programme:** Each student takes an equal number of credit hours from each of the two subjects s/he is majoring in. This means a total of 3 courses in each subject in Year Two and a total of five 5 courses in each subject in Year Three and five courses in each subject in Year Four. In Year Two the courses are distributed as follows: two (2) courses in Semester I and one (1) course in Semester II or vice-versa. In Years Three and Four they are distributed as follows three (3) courses in Semester I and two (2) courses in Semester II or vice versa.

b) **The Major-Minor Programme:** Each student takes more credit hours in one subject (Major) and less credit hours in the other subject (minor). This means taking four (4) courses in Year Two and six (6) courses in Year Three, and six (6) in Year Four in her/his major and two (2) courses in Year Two and four (4) courses in Year Three and four (4) in Year Four in the minor option.

c) **The Honours Programme:** This is similar to the major/minor programme except that the student takes 4 courses a semester in the fourth year in her/his major. Honours students are expected to produce a research project in their chosen subject of specialization during the fourth year.

Subjects Offered in the Faculty

The following subjects are offered by the Faculty: **Humanities:** English, French, Portuguese, History, Music, Religious Studies · **Social Sciences:** Economics, Sociology, Psychology, Environmental Studies.

Special Regulations for the Undergraduate Programme

The degrees offered by the Faculty are: · Bachelor of Arts (Humanities) for students specializing in Humanities subjects; · Bachelor of Social Sciences (B. Soc. Sc.) for students specializing in Social Science subjects; and · Bachelor of Arts (Humanities and Social Sciences) for students taking subjects from both Humanities and Social Science subject areas.

Entry Requirements

In addition to meeting the general requirements for admission into Africa University, applicants wishing to enrol in the Faculty of Humanities and Social Sciences must meet the following requirements: · Applicants intending to pursue Sociology, Psychology or Economics as one of their subjects must have passed Mathematics at “O” Level (or equivalent) with a credit; and · to qualify for entry into the Honours Programme upon entering Year Four of study, students must have achieved at least a 3.2 Cumulative Grade Point Average (CGPA) at the end of Semester II of their Year Three. In addition, Faculty of Humanities and Social Sciences students must have obtained a minimum cumulative average of 3.2 in Year Three in the subject area they specialize in (i.e. major). The duration of the degree is four years.

a) Applicants with a General Certificate of Education (GCE) “A” Level or equivalent enter the programme in Year Two.

b) Applicants with other qualifications, not equivalent to the GCE “A” Level but acceptable for admission into a recognized university in their own country, enter the programme in Year One to do Foundation courses.

In Year One students are expected to take 12 credit hours of compulsory courses, and 6 credit hours of elective courses per semester.

Compulsory Foundation Courses

Semester One: HEN121 Foundation Studies in English I, HPS121 Introduction to Social Sciences (Psychology and Sociology) I, HSO121 Culture and Society I, and HST121 Introduction to Statistics I. **Semester Two:** HEN 122 Foundation Studies in English II, HPS122 Introduction to Social Sciences (Psychology and Sociology) II, HSO122 Culture and Society (Psychology and Sociology) II, HST122 Introduction to Statistics II.

Elective Foundation Courses

Semester One: HES121 Introduction to Environmental Studies I, HHS121 Africa in World History c. 15th Century to Colonial Rule I, and HMU121 Introduction to Music I.

Semester Two: (The two courses must be in the same area of study selected in Semester One): HES122 Introduction to Environmental Studies II, HHS 122 Africa in World History: From Independence to Present II and HMU122 Introduction to Music II. The work done during the first year will not count towards a degree but will be reflected in the transcript.

Credits towards a degree will start to accumulate during the first semester of the second year.

Required University-wide Courses

A student in any programme on offer is required to register for 19 credit hours of University-wide courses listed below.

	Credit Hours
HAS100 - Introduction to African Studies	3
TEV200 - Ethics and Christian Values	2
HIT100 - Introduction to Information Technology	2
HSL111, HSL112 - English as a Second Language I and II or	
HPO111, HPO112 - Portuguese for Beginners I and II or	6
HFR111, HFR 112 – French for Beginners I and II	
HCS101, HCS102 – Communication Skills I and II	6

Minimum credit hours required per programme are as follows:

- a) Students in the double major programme must take and pass 39 credit hours in each of their majors;
- b) Students taking a major in the major-minor programme must take and pass a minimum of 48 credit hours in the major;
- c) Students in a minor programme must take and pass a minimum of 30 credit hours in the minor subject;
- d) Students in the honours programme must take and pass a minimum of 55 credit hours including a research project in the subject of their specialization.

Honours Programme

The main aim of the Honours Programme is to allow an honours student to specialize in one subject or subject area. The student will also be expected to do independent research in which he/she will demonstrate skills in library research, establishing a research problem, formulating the research structure and writing up the research paper.

Requirements for Admission into the Honours Programme

To qualify for entry into an Honours Programme a student must:

- be in a major /minor Programme classification. Students must declare their major/minor classification by the beginning of the second semester of their Year-Two of studies;
- have a minimum CGPA of 3.20 at the end of Year-Three; and
- have accumulated a CGPA of 3.20 or above in his/her major. This average will be arrived at from grades received in the student's major subject from Year-Two and-Three; and
- undertake a supervised Research Project in the Fourth Year. The length of the project shall be between 8 000 to 10 000 words.

Only students pursuing an Honours Programme, and having a Second Class Lower or better upon graduation will have the designation of 'Honours' placed on their transcript and certificate.

Requirements for Students to Successfully Complete the Honours Programme

To complete an Honours Programme in the Faculty, a student must:

- graduate with a minimum CGPA of 2.80;
- take and pass (with a minimum of grade B) an extra course, each semester in the student's major subject in Year-Four.

Faculty Units

The Faculty of Humanities and Social Sciences is divided into four units, each under the responsibility of a coordinator. These units, and the subjects under their jurisdiction are as follows:

The English Unit**Coordinator****Ms Jennifer Muzamhindo**

Intensive English (A University-wide course)

English as a Second Language (A 'Two-language' Policy course)

Communication Skills (A University-required course)

English

The Modern Languages Unit**Coordinator****Dr. Alex Kasonde**

French for Beginners (A 'Two-language' Policy course)

Portuguese for Beginners (A 'Two-language' Policy course)

French

Portuguese

The Humanities Unit**Coordinator****Mr Kholisile D. Dhliwayo**

Introduction to African Studies (A University required course)

History

Music

Religious Studies

The Social Sciences Unit**Coordinator****Mr David Munasirei**

Geography and Environmental Studies

Psychology

Sociology

Governmental Studies

Economics

Descriptions of Curricula

Each subject has established its own, unique curriculum. What follows are descriptions of these curricula.

English Unit Staff

Senior Lecturers

Dr. William Humbane : EdD (Ball State, USA). M.A. (Ball State, USA), B.A.(Taylor, USA).

Dr. Isaac Machakanja : D.Lit et Phil (UNISA). M.A.(UZ). B.A. Hons (English – UZ). Grad C.E. (UZ). Diploma in Negotiation Skills (N.S.A.S.A). Diploma in Advanced Negotiation Skills.

Lecturers

Mr. Justin Chitakatira

MA (UZ); BA Hon (UNISA) BA (UNISA); CE (UZ).

Ms. Jennifer Muzamhindo : M.A. (Heriot-Watt, Scotland). B.A.(UZ). Grad. C. E. (UZ)

The English Unit

Co-ordinator: Ms J. Muzamhindo

The English Unit serves the University by providing the following University-wide courses, *Intensive English*, the “*Two-language*” *Policy* course, *English as a Second Language*, and the University-required course, *Communication Skills*. In addition, the English Unit offers English as an undergraduate subject.

- o Intensive English (A University-wide course).
- o English as a Second Language (A “Two-language” Policy course).
- o Communication Skills (A University-required course).
- o English

Pre-University: English Language Preparatory Course

HIE101 Intensive English I

HIE102 Intensive English II

Africa University is an international University, which enrolls and enjoys the patronage of students from Anglophone (e.g. Zimbabwe), Francophone (e.g. DRC) and Lusophone (e.g. Angola and Mozambique) countries. This cultural pluralism necessitates a common medium of expression for both instruction and, indeed, for socialization. The status of English as the *lingua franca* of Zimbabwe makes its mastery obligatory, especially for one in an institution such as this.

It is against this background that students from non-English speaking countries are compelled to spend their initial two semesters in the Intensive English course offered by the Faculty of Humanities and Social Sciences. In these two semesters, students must become sufficiently proficient to join the mainstream classes.

Although the basic aim of the two semester course is to enable students to be functional in English, hence the adoption of a mainly functional or communicative approach, it must be understood that learning a language is more than just learning its grammar. It involves, to a large extent, the learning of a whole new host of cultural aspects, and other beliefs that make English-speaking people unique.

The language curriculum of Africa University can only do justice to itself and members of its international community if it tries to emphasize the importance of learning English and, in the same breath, engender respect for all other languages and various cultures represented. The students must view the learning of English as a positive process for functional purposes, as well as for cultural enrichment.

In designing such a course, a student-centered and task-based approach which encourages students to apply and hence consolidate any theory learnt, is considered to be most effective.

Aims

To assist students to:

- develop accuracy of expression in speaking and writing in English, within two semesters, through development of the four basic skills in language learning i.e. listening, speaking, reading and writing; and
- acquire a level of English language proficiency that will enable them to cope with and even excel in their chosen degree programmes and new social environment.

Objectives

At the end of the course students must be able to:

- speak English in a way that can be easily understood by their peers, lecturers and members of the wider society;
- listen, recognize and articulate the sounds of English for accurate and meaningful communication;
- write, using correct grammatical structures for the variety of written exercises; and
- Identify and critically evaluate various genres of written material e.g. descriptive, narrative and argumentative prose; and read both intensively and extensively so as to acquire the language in its totality.

University -Wide Courses

HES 111 English as a Second Language I

HES 112 English as a Second Language II

The English as a Second Language course is designed for students who wish to improve their language skills, pronunciation, grammar and vocabulary in a student-centred environment. The course aims to give students an opportunity to develop their knowledge in all aspects of English as a second language, to develop all language skills- moving towards greater fluency and more precise use of vocabulary. The course also aims to encourage, foster and stimulate an informed interpretation and response to the English Language. English is seen as contributing valuably to personal development and to general communicative ability as well as being useful preparation for many different careers. Primarily, the course is designed to cater for students drawn from all faculties within the University who either have French or Portuguese as their mother tongue and wish to have English as a second language. The course is designed also to cater for students who might have English as a second language, but wish to improve their language skills.

Aims

The course aims to enable students to:

- improve language skills of listening, speaking, reading and writing;
- consolidate knowledge of English grammatical forms and use;
- broaden and extend vocabulary;
- improve pronunciation, stress and intonation; and
- increase knowledge of everyday expressions in English.

Objectives

By the end of the course, the following language skills should be extensively developed and practiced:

- reading for meaning through group analysis of authentic subject-specific texts and articles;
- listening for, and interpreting information through exposure to a variety to authentic materials;
- exploring and articulating opinions effectively through group discussions and topic analysis;
- development and consolidation of grammatical structures and functions of language;
- development of written skills through task-based activities and subject exercises increasing accuracy and fluency through group co-operation activities; and
- activation and extension of relevant vocabulary.

HCS101 Communication Skills I

When students begin their tertiary level studies, it is generally assumed that they have acquired a sufficient level of proficiency in communication skills. However, university experience the world over has revealed that most students commence their

university studies with varied levels of communicative competence. In view of this, universities have deemed it necessary to introduce communication skills courses in order to equip students with basic study, time management, listening, speaking, reading and writing skills.

The general underlying philosophy of the Communication Skills programme is that it is a service or support programme that must fulfil the basic language needs of various faculties within the University. In pursuance of this objective, it is expected faculties will assist in identifying such needs so that they are adequately addressed through appropriately designed communication skills topics.

Aims

The Communication Skills course aims to:

- equip students with the necessary knowledge, skills and attitudes to enable them to study and learn effectively, both during their time at university and throughout their subsequent careers;
- inculcate in students the need to plan and organize their own learning effectively, manage their time productively, balancing their academic studies with recreation;
- develop students' awareness of communication skills, and to increase the students' confidence and competence in their own communication;
- develop the ability to use the English language effectively for purposes of practical communication.
- develop the four basic communication skills namely listening, speaking, reading and writing;
- foster ability to **speak** English in a way that can be easily understood by their lecturers, peers, and members of the wider society;
- improve students' ability to speak more fluently and effectively;
- enable students to explore and articulate opinions effectively through group discussions and topic analysis;
- raise students' ability to communicate in English with at least 80% accuracy with few grammatical errors;
- **listen**, recognize and articulate the sounds of English for accurate and meaningful communication and be able to listen to spoken English with at least 80% accuracy;
- equip students with skills that will improve their listening ability;
- sharpen students' ability to **read** for meaning through analysis of authentic subject-specific texts and articles, be able to present materials read in note form such as using outline or skeleton notes, block notes, spray diagrams or spidergrams, summary notes, branching or tree diagrams;
- read any literature in English with the ability to interpret the contents or respond to questions derived from the text with 80% accuracy;

- **write**, using correct grammatical structures for the variety of written exercises;
- identify various genres of written material, for example, descriptive, narrative and argumentative, expository prose, scientific documents and be able to summarise and analyse these so as to acquire meaning of the language used in its totality;
- interpret pictures, graphs, tables and diagrams;
- write with minimum spelling or grammatical errors, applying satisfactorily the writing skills learned as well as mastering the basic structural forms of the English Language to facilitate correct and appropriate usage;

HCS102 Communication Skills II

The syllabus for Part II of the Communication Skills course is designed to integrate the theory with the application component of the various areas of specialization, where the subject specific nature of skills and procedures is recognized and acknowledged. It is therefore, the aim of Communication Skills II to link these skills areas directly with the main subject content. This can be done by referring students to specific examples of how the acquired skills are relevant in everyday life. Students must be shown, through relevant examples, everyday situations they are exposed to, by drawing on their own experiences, the relationship that exists between the theory and application of effective communication skills. The *Applied* component of the course will demonstrate how communication skills and use of appropriate language are increasingly recognized as playing an important role in facilitating processes in industry, civil society, and politics, among others.

Aims : Communication Skills II

- to develop a dynamic, perceptive, thoughtful and innovative student, capable of relating theory to practice and reflecting on own experiences and responding to challenging situations in a creative and professional manner;
- to produce students who are informed, responsible and committed, who are able to contribute to the process of change in modernisation and nation building the world over, where change is achieved as a result of the flow of information among people;
- enable students to study in depth an area of interest which is related to one of their subjects under study and, through this, enhance their knowledge and awareness of their own communicative ability.

Objectives: Communication Skills II

- to examine the relationship that exists between the theory and practice in communication skills;

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- to demonstrate how acquisition of communication skills enhances decision-making processes, encourages the smooth flow of information and addresses the challenges encountered;
 - to foster the exchange of knowledge and information that can stimulate people's awareness and motivation, allowing them to take informed decisions on the crucial issues affecting their lives;
 - to raise an awareness in students that the ability to communicate effectively is a key element in enabling man to influence and control his environment as well as bring about social change and economic development;
 - to equip students with the necessary knowledge, skills and techniques needed in addressing and evaluating a variety of situations and circumstances.

English Syllabus

The Syllabus offers a broad range of courses in order to accommodate the diverse needs of the students in the Faculty of Humanities and Social Sciences and the Faculty of Education. The courses are designed to take cognisance of the fact that students are likely to enter occupations such as Social Work, Research, Marketing, Human Resources Management, Public Relations, the Media, Teaching, Performing Arts, Human Rights and Gender associations.

Aims

The aims of the programme are to:

- produce a student who has critical thinking skills that can be applied to other related disciplines;
- produce a graduate who is able to appreciate and enjoy works of literature;
- expose students to the different genres of literature;
- develop communicative competence in students;
- produce students who understand and appreciate the relationships between language and society, language and the mind, that is, students who understand the importance of the socio-political and historical context of literature;
- allow for thorough understanding of grammatical structures and
- provide students with areas of specialization as well as a sound base for any further studies in English Language and Literature.

Objectives

By the end of the programme students should be able to:

- critically analyze literary texts;
- identify and appreciate the socio-political, historical and ideological context which informs the written text;
- transfer critical skills gained to other related fields of study;
- read and enjoy works of literature;

- write effectively and coherently;
- distinguish different genres of literature;
- relate language and thought and language and society; and
- specialize in any one of the areas offered in the programme.

Special regulations for the English Syllabus

- English is offered as one of a double major combinations, a major/minor combination or honours. Students opting to study English will be governed by the Faculty's regulations.
- All students majoring in English must take and pass the stipulated core courses:

List of Undergraduate Courses in the English Programme

Year 1

HEN121 Foundation Studies in English I
HEN122 Foundation Studies in English II

Year 2

HEN221 Introduction to Genre : Poetry, Drama, the Novel
HEN102 Introduction to English Grammar
HEN108 Practical Criticism
HEN222 Postcolonial Literature
HEN223 Pan African Studies in Literature

Year 3

HEN106 Contemporary Literary Theory
HEN201 Introduction to Linguistics
HEN203 Discourse Analysis
HEN204 Topical Issues in Modern African and World Literature
HEN205 Sociology of Language and Literature
HEN208 Studies in Drama (African and English)
HEN321 Contemporary African Drama
HEN322 Script Writing for Film and Drama : Text and Performance
HEN323 Literature, Film and Screen Writing
HEN324 Gender Studies I : Language and Literature
HEN325 Language and Gender

Year 4

HEN103 Advanced Grammar
HEN302 African-American and Caribbean Literature
HEN303 Semantics
HEN304 Sociolinguistics
HEN307 Creative Writing
HEN309 Psycholinguistics
HEN422 Women's Writing : Autobiographies, memoirs, journals
HEN423 Race, Class, Ethnicity and Gender
HEN424 Shakespeare for Africa
HEN425 Ritual and Paratheatre in the African Context
HEN426 Drama and Music for Social Development
HEN427 Film, Culture and Literature.
HEN428 Student projects
HEN429 Gender Studies II : Socio-cultural history and popular culture
HEN430 Gender issues in contemporary society : Theory and Practice

Core Courses for students in the Faculty of Education

English as a Major

HEN102 Introduction to English Grammar
HEN103 Advanced English Grammar
HEN108 Practical Criticism
HEN221 Introduction to Genre: Poetry, Drama and the Novel
HEN223 Pan African Studies in Literature
HEN201 Introduction to Linguistics
HEN303 Semantics
HEN308 Shakespeare
HEN325 Language and Gender

English as a Minor

HEN102 Introduction to English Grammar
HEN103 Advanced English Grammar
HEN203 Discourse Analysis
HEN221 Introduction to Genre: Poetry, Drama and the Novel
HEN303 Semantics
HEN308 Shakespeare

Descriptions of Undergraduate Courses in the English Programme

Year 1

HEN121: Foundation Studies in English I**HEN122: Foundation Studies in English II**

The need for this course has arisen from the perception that the Faculty of Humanities and Social Sciences, as well as other faculty, need to address the concerns of students, who for a number of reasons, feel inadequately prepared for mainstream courses. It is assumed that for students to undertake mainstream courses, they will have attained a certain level of knowledge in their proposed degree area. Therefore, students who do not have the level of assumed knowledge should not be prevented from enrolling when their desired program of study begins, but they may be placed at a considerable disadvantage. Any student who has not achieved the recommended level of assumed knowledge is therefore strongly advised that it is in their best interest to undertake a bridging program or other preparatory course. It is in this light that the English Unit has designed an English bridging program of study for students intending to later join main stream degree programmes at Africa University. The course focuses on introducing students to the academic conventions, academic expectations and learning strategies required at tertiary level.

Aims**The Unit aims to:**

- promote the students' personal and academic development, as well as teach skills required in coping with the demands of academic studies (English for Academic Purposes, English for Specific Purposes);
- empower students linguistically with a sufficient knowledge and skills base before proceeding to main degree programme;
- raise and enhance the students' level of competence in all English language skills areas (reading, writing, listening, and speaking) and increase their confidence in using English within an academic context;
- adjust to the academic and cultural conventions of English speaking societies.

Objectives

By the end of the course, students should be able to:

- overcome the problem of time management and planning.
- enhance fluency in English for Academic Purposes (EAP) in-order to help students acquire academic English and develop skills that enable them to succeed in tertiary education.
- learn and acquire the academic conventions, academic expectations and learning strategies required to succeed at tertiary level.

Year 2

HEN221 Introduction to Genre: Poetry, Drama, the Novel

This course is designed to demonstrate how imaginative literature reflects or mirrors society with its achievements and problems, which could be social, political, religious, economic and/or cultural. Different genres such as fiction, drama and poetry will be discussed. Elements of literature such as plot, meaning, atmosphere, tone, setting, point of view, characterization, dialogue and others are isolated and clearly illustrated. Other aspects of criticism that contribute towards what is normally termed “Literary or critical appreciation” are also identified and analysed. Textual material will be obtained from the works of different writers.

HEN102 Introduction to English Grammar

This course is designed to introduce the salient features of English grammatical structure. It will present the basic concepts, categories, and classes of items. The English sentence will be discussed in great detail covering the three basic categories of simple, compound and compound complex. Attention will be paid to the expression of tenses, aspectual and modal contrasts and to some of the related problems for non-native learners and users of English. The course will also discuss such basic sentence processes as those relating to a positive or negative sentence, a statement to a question and a statement to a command. Attention will also be accorded to the problem of sentence fragments. The devices for inter-sentence connection in English will be discussed and there will be some discussion of subject/predicator concord, with special reference to usual problem areas.

HEN108 Practical Criticism

The course focuses on literary and practical criticism as a discipline. The course will provide a study of the essentials of literature, focusing on the essence and functions of literary criticism. Different genres such as fiction, drama and poetry will be discussed. The course also introduces tools of analysis used in these genres in order to demonstrate how they come to be literary. Practice in close reading and textual interpretation will be done. Elements of literature such as plot, meaning, atmosphere, tone, setting, point of view, mood, sense, attitude, character and characterization, and dialogue will be discussed.

HEN222 Postcolonial Literature

The course is designed to “address all aspects of the colonial process from the beginning to the end of colonial contact” (Ashcroft, 1989), and to demonstrate how the literatures produced are grounded in the historical events of imperialism, colonialism and the period after the empire. The literary texts studied mirror society with its achievements and problems, for example, loss of identity, language and culture, migration, slavery, suppression, resistance, representation, difference, race, gender, place and displacement, land (can it be owned?), men’s and women’s roles (and

feminist liberation), nationalism, hybridism (a forced mixing of cultures), the struggle of indigenous African peoples against the legacy of the white oppressor as well as exploring other oppressive structures within the indigenous societies.

HEN223 Pan African Studies in Literature

The course is designed to acquaint students with the different but related meanings of the term “Pan Africanism”. Focus will be on Pan Africanist perspectives of common cause with citizens of African nations as a result of shared history and shared struggles against a number of threats and challenges, among them racism, slavery, colonial exploitation, neocolonialism and imperialism. Explored will also be the notion that all black persons are an “African people” with shared cultural traditions and a common history of struggles against many of the same threats. Analysed also will be writings written in or translated into English from countries such as Angola, Botswana, Namibia, Mozambique, Nigeria, Kenya, Tanzania, Senegal, Ghana, South Africa, Zambia, Zimbabwe and how these reflect the history, social, political, economic, religious achievements/problems of the region as well as the cultures of the region and how each author responds to his/her times. Texts and speeches from renowned writers such as Kwame Nkrumah, Julius Nyerere, Ayi Kwei Armah, W.E. Du. Bois and others will be studied.

Year 3

HEN103 Advanced Grammar

This course is intended as an in-depth study of the grammatical structure of English. The course will examine systems of the clause and negation. The course will also closely examine the various subclasses of the English non-simple sentence and their clausal parts: the component complex sentence and the component coordinate/main and subordinate clause, representing a cross between the compound and complex sentence sub-classes. The course will also present an account of the process of word formation in contemporary English.

HEN106 Contemporary Literary Theory

This course is directed towards a thorough grasp of the historical and theoretical relationship between modern critical theory and the western tradition of thought about literature. This course is an introduction to contemporary literary theory with emphasis on how theory translates into critical practice. It will highlight the necessity for a systematic study of characteristics common to literature from all cultures and will then look at how these common characteristics engender different paradigms of meaning. It will show how different models have arisen, as meaning is examined in the light of specific social and philosophical concerns. The course will include a

study of theories and traditions that deal with the nature and function of literature. The traditions range from classical to modern criticism. Some of the aspects to be covered are Pan-Africanism, Eurocentricism, Feminist Theories, Marxism, Structuralism, Post Structuralism, Post-Colonialism, Structuralism, Psychoanalysis, Speech Act Theory, Marxism, Gender Theory, Reader Reception Aesthetics, and New Historicism.

HEN201 Introduction to Linguistics

The course is intended to give students a broad understanding of the subject. The course will cover linguistic aspects such as morphology, including lexical and inflectional morphology, word borrowing; the structure of the sentence and constituent analysis, semantics, phonology and phonetics.

HEN203 Discourse Analysis

The course is a general introduction to the study of discourse. It focuses on the basic principles and practice of analysing spoken and written texts. The course will consider such matters as the following: the process involved in discourse participants, orientation, turn-taking, and repair mechanism; conversations as discourse unit; cohesion and coherence; thematic progression (or communication dynamism) in texts. Such texts as classroom discourse, courtroom exchanges, casual conversations, students' writing, poems and plays will be analysed.

HEN204 Topical Issues in Modern African and World Literatures

An informative and edifying course dealing with the manner in which literature mirrors significant cultural, social, political, economic and historical controversies that have occurred on the African continent and elsewhere since the Second World War to date. The controversies, as they are, could encompass the following topics: colonial conquest and occupation; the struggle for independence; liberation ideology; negritude, black power, black consciousness and other ideologies of identity; apartheid and other varieties of racism; post-independence disillusionment; generation gap; conflict between the traditional and modern, rural and urban; the center and margin; political revolution; the scourge of AIDS and its impact on a world scale; women's liberation, feminism and other issues of gender.

HEN205 Sociology of Language and Literature

The course focuses on the various ways different authors use the English language in literary texts. It deals with linguistic issues such as transliteration, translation and formal use of language. To illustrate some of these issues, reference is made to experimental works of writers like Gabriel Okara, Amos Tutuola and others who have attempted to approximate African speech idioms and thought patterns in their communication through the medium of English. The course also probes the controversial subject of whether African writers should continue to write in foreign

languages, like English, French, Portuguese and others while most of their potential readership, in Africa, is either semi-literate or fluent in vernacular languages only.

HEN208 Studies in Drama (African and English)

This course will introduce students to drama as a multidimensional form of literary art. They will study a brief history of drama from the birth of Greek tragedy to contemporary texts. They will then be introduced to the literary components of a play, gaining an understanding of the function of plot, setting and character development. Emphasis will then be focused on lifting the drama from the text and transforming it through a performance that will be staged for the public. Students will become familiar with drama as a dynamic art form and will experience for themselves both the difficulties and empowerment arising from the performance of a dramatic text.

HEN321 Contemporary African Drama

The course will explore contemporary African drama and examine how it reflects relevant socio-political issues. It will examine plays from across the continent of Africa and will encourage students to develop an understanding of drama as a powerful tool for change in a social context. It will examine selections from writers such as Wole Soyinka, Ama Ata Aidoo, Ngugi wa Thiongo, Lewis Nkosi, Ben Sibenke, Cont Mhlanga, Athol Fugard and others. It will pay particular attention to how these writers deal with Post-Colonial issues. One text, or a selection of excerpts, will be selected for a performance at the end of the semester.

HEN322 Script Writing for Drama: Text and Performance

This course will concentrate on developing writing skills that are geared towards creating a successful dramatic performance. They will be encouraged to research social and personal issues that are relevant to the cultural and social environments of their choice. They will then learn to develop a script through the process of improvisation. Students will also be made aware of the practical limitations involved in staging drama and will be encouraged to tailor their writing to both the requirements of stage and audience. They will be alerted to the function of action, character development, time and continuity as well as taking cognisance of writing for specific audiences.

HEN323 Literature, Film, and Screen Writing

This course will include a study of how film makes use of the tools of literary criticism and narratology to convey information in a visual form. The goal will be to appreciate the aesthetic and social significance of film as an artistic medium of the twenty first century and to explore the various intersections of film and literature. The course will

also focus on writing for visual presentation. It will teach students how to make use of the different time and space dimensions of film to enhance their writing. Attention will be drawn to the use of special effects such as light and sound as well as voice to enhance the drama. Students will also be introduced to the literary style involved in script writing for film.

HEN324 Gender Studies I: Language and Literature

This introductory course will explore the meaning of gender, the concept of sex, the concept of gender roles, social construction of gender, social institutions and how, through these, gender is perceived as a social institution. A general discussion of gender issues as well as gender concerns will be undertaken. The course will investigate the roles of women and men in society from an interdisciplinary point of view. The course will analyse both the theoretical and practical aspects of gender attribution – how it shapes social roles within diverse cultures and defines women’s and men’s personal sense of identity.

HEN325 Language and Gender

The course focuses on language as a cultural means of communication as well as trace the relationship between language and gender. Gender is approached both as a grammatical category and as a social category of person linked to different kinds of language use. The course explores how patterns of speaking and interpreting reflect, perpetuate and create our experience of gender and how gender interacts with sexual identity, race, class, socio-economic status, age, occupational and socio-familial roles and institutional settings. The investigation of language and gender and of gender-related social movements will be explored from a cross-cultural perspective.

Year 4

HEN301 Poetry

A rather broad course dealing with the origins and stylistic characteristics of African and English poetry. Both oral and twentieth century poetry are examined in order to demonstrate how they have informed modern verse. The main purpose of the course is to instill in students an appreciation of the variety of African and English poetry. Technical aspects of poetic criticism such as scansion, rhyme, rhythm, meter, alliteration, assonance, prosody, caesura, enjambment, personification, onomatopoeia and others should be attended to. Poets representative of this genre on the continent are D. Brutus, Okot p’Bitek and others. A study of major British poets from the Romantic period through the Victorian period, to the present day, with special emphasis on themes, style and influences that determine the content of some of the poetry will be covered. The poets who are most representative of this period are William Blake, William Wordsworth, John Keats, Shelley, G. M. Hopkins, W. B. Yeats, T. S. Elliot and Ezra Pound.

HEN302 African-American and Caribbean Literature

This is a study of African-American literary traditions, from the plantation tradition through the Harlem Renaissance to the present day. Emphasis is placed on how this literature captures the legacy of exclusion that the African-American has endured since the days of slavery and what his/her responses have been to this condition. The course also deals with the literary techniques that the African-American has adopted in order to express his/her experience, techniques that often depart from mainstream conventions. The course will also explore writings from various Caribbean islands, focusing on the way literature reflects the black experience in this part of the world. Emphasis is placed on the diverse nature of the culture, history, and politics of the region. Among some of the authors to be studied in this course are: Phyllis Wheatley, Paul Dunbar, Fredrick Douglas, Ralph Ellison, W.E. B. Du Bois, Claude Mackay, Langston Hughes, Alice Walker, Toni Morrison, Maya Angelou, Alex Hailey, Malcolm X, Richard Wright, Marcus Garvey, Booker T. Washington, Martin Luther King, Derek Walcott, V.S. Naipaul, Braithwaite and others.

HEN303 Semantics

The course introduces students to aspects of meaning such as theories of meaning, causes of semantic shift or change. Students will examine semantic aspects such as synonymy, oppositeness, polysemy, hyponymy, superordinates, metonymy, literary meaning, and figurative meaning.

HEN304 Sociolinguistics

In Sociolinguistics, students will study how language and society are related. Aspects such as language dialects and varieties, pidgin and Creole speech communities, regional and social variation of language and culture, solidarity and politeness, acting and conversing as well as language and gender will be discussed.

HEN307 Creative Writing

The course involves practical instruction in the writing of short stories, drama and poetry. Students are taught how to compose a story, play or poem from a single idea and develop it into a finished product. They are exposed to various elements and techniques of literary writing such as plot and its different patterns, dialogue, point of view, setting and atmosphere, mood, tone, themes and others. More involved techniques of writing such as flashback, stream of consciousness and interior monologue will also be introduced. Later in the course, students are encouraged to attempt full-scale novels, drama and poetry.

HEN308 Shakespeare

This course encompasses the study of Shakespearean plays that will include a tragedy, a comedy, tragic-comedy and a historical play. Special emphasis will be placed on the universality of Shakespeare where his themes, his characterization and his display of the full gamut of human emotion transcend his time and place.

HEN309 Psycholinguistics

Covered will also be an introductory course of the study of Psycholinguistics. The course covers basic aspects such as empiricism and rationalism, theories of first language acquisition and theories of second language acquisition, language development, language and cognition, linguistics relativity, linguistic diversity, speech acts, literacy and oracy, reading as a process, and many others.

HEN422 Women Autobiographies, Memoirs, Journals

The course examines women's autobiographical writings focusing on self-images, self presentation and world views. Also included will be the 'commodification' of women by examining 'political correctness' controversies (e.g. prostitution, surrogate motherhood, marriage contracts). Through these, students will be able to explore the conception that individual women have of themselves – students will be exposed to works produced from a wide cross-section of women writers thereby allowing students to compare and contrast the experiences of different women writers of different ethnicities and generations. A discussion of major issues predominant in women's writings such as poverty and community violence, social stigma, self-esteem and self concept, stereotyping and prejudice, resilience to stressful life events, the politics of culture as discussed in literary works will be undertaken and how, through these writings, women are continuously redefining their political, cultural and social positions.

HEN423 Race, Class, Ethnicity and Gender

Focus will be on explanations of group differences and the construction of race, class and gender. Adult interpersonal relationships as well as cross-national social relationship studies among different countries will be attempted. The course will also explore social class and race as social identities, the relationship between identity and political ideology as well as women's experiences of class mobility as discussed in literary works by different writers.

HEN424 Shakespeare for Africa

This course will give a brief overview of Shakespeare's works and introduce students to the general components of the tragedies, comedies and histories. One play will be selected for an in-depth study, showing students how Shakespeare makes use of certain structures of plot, characterization, language and humour in all of his plays.

This course will aim to demythologise Shakespeare and make his works accessible to a multi-cultural audience. Students will be encouraged to participate in a performance of the selected play in order to gain a better understanding of both the theoretical and practical aspects of Shakespeare's genius. Focusing on a particular text, this course will produce one of Shakespeare's plays with a contemporary African flavour. It will look at current Pan-African socio-political issues and relate these to the context and perspective from which the play will take its direction.

HEN425 Ritual and Paratheatre in the African Context

This course will involve an examination of how cultural and religious rituals use visual symbolism to generate powerful paradigms of meaning. Various forms of paratheatre will be studied, including genres such as street theatre, concerts, political rallies, church services, evangelical tent meetings, variety shows, beauty pageants, circus arts and ordeal art.

HEN426 Drama and Music for Social Development

This course will serve to introduce students to the possibilities of using music and drama as a methodology for social change in the community. It will equip them with the tools necessary for effective communication within community groups such as schools, hospitals, prisons, refugee camps, and other institutions such as those for the handicapped and senior citizens. Students will also be taught to target special issues such as HIV/AIDS prevention, child abuse and gender equality. This course will cultivate student's musical, acting and improvisational techniques in order to develop their interactive skills with a group or audience. The students will learn how to translate the stories, fears, conflicts and other issues of the community into musical drama, using members of the community in the performance.

HEN427 Film, Culture and Literature

This course will examine the manner in which film reflects and/or influences cultural ideology and practice. It will examine a variety of films from across the world, including those produced in Africa, Australia, New Zealand, the Middle East and Asia. The course will also be a comparative study of film and narrative fiction; it will look at how film portrays the various structural aspects of the novel. It will compare aspects such as voice – over techniques and stream of consciousness, and will look at how film makes visual statements that enhance or change the verbal information in the text. It will also compare historical and contemporary productions of classic literature, paying attention to shifts in cultural and political emphasis.

HEN428 Research Project in English

Students will be given an opportunity to choose an area of interest to them and produce a project. Students opting to do a project on film or drama will be expected to write scripts and direct either their own drama or film for public production or

viewing. Students taking this option will be assessed on their creative contribution as well as their technical and administrative abilities. They will be responsible for the entire process of production including writing, casting, rehearsing or filming, publicity and event co-ordination.

HEN429 Gender Studies II: Socio-Cultural History and Popular Culture

This course will focus on the history of women in the third world as a group, as individuals and as members of different classes, and racial, regional, and ethnic communities. Using work, politics and sexuality as organizing concepts, it will focus particularly on the significance of family structure, gender expectations, and gender in determining women's experience, such as the construction of womanhood, the meaning of wars, economic transformations and demographic shifts for women's individual and collective efforts to determine the course of their own histories. Contrasting experiences for women will be emphasized through exploration of their participation in national liberation and politics, of urban and rural lifestyles, educational background and status differences arising from social class and ways in which ethnic, racial, class, gender and sexual differences shape our conceptions of our identities. A study of images of women as revealed through an analysis of a variety of media will be undertaken.

HEN430 Gender Issues in Contemporary Society

The course explores key concepts and theoretical frameworks to analyse women's contemporary issues. The course will look at a spectrum of positions on such issues as: questions of difference and equality, women's health and reproductive health, identity, violence against women, family and human rights, poverty, discrimination in the work place, how ideologies such as capitalism, racism and imperialism affect women's lives. Emphasis will also be on women's interaction with social structures and public policy and how these differ for different women's circumstances. A cross cultural examination of women's status in a range of societies in Africa, the Middle and Far East, Europe and the America will be undertaken.

The Humanities Unit

Co-ordinator: Mr K. Dhliwayo

The Humanities Unit offers three subjects: History, Music and Religious Studies. In addition, the Unit serves the university by providing the University-required course, Introduction to African Studies.

HAS100 Introduction to African Studies

The major objectives of African Studies are as follows:

a) To promote an awareness and appreciation of the rich cultural heritage of Africa and peoples of African descent.

b) To encourage the scholarly exploration of African themes, problems and situations comparatively, while at the same time recognizing regional and local differences.

c) To explore the dilemma and promise of societies that have been:

- historically shaped by a colonial experience;
- economically developed along trajectories of that experience;
- turned socially and culturally plural; and
- politically divided

d) To inspire the process of self-examination that can generate the forces necessary for the economic, social and cultural emancipation of Africa and the people of African descent.

e) To equip students with the cultural and intellectual skills necessary for service and leadership in a complex and rapidly changing world.

History Programme

Aims

The specific aims of the undergraduate programme in history are:

- To inculcate in the students a thorough understanding of African History and Historiography, and to develop in them a critical approach to concepts, perspectives and methods of historical studies.
- To inspire the intensive examination of the historical processes that have produced contemporary African societies and their world contexts.

These aims shall be achieved through lectures, essays and projects in which historical processes and the relevant historiographical problems are studied.

Objectives

By the end of the programme the students should be able to;

- explain the historical forces and developments which have shaped and are shaping the lives of the people of Africa and the rest of the world.
- demonstrate a commitment and capacity for critical thinking and rational judgement.
- apply knowledge in ways that consciously relate to historical forces and developments in order to foster African Unity and the social, economic and political emancipation of Africa.

We offer some courses to meet the special requirements of the Faculty of Education as indicated below:

List of Undergraduate Courses Offered in History

All courses carry 3 credit hours except HHS 407 which carries 6 credit hours.

First Year

Foundation courses (for students without 'A' Levels):
 HHS121 Africa in World History: C15th Century to Colonial Rule;
 HHS122 Africa in World History: Africa since Independence;

Second Year

HHS221 History of Zimbabwe c. 1800 to Present (FOE requirement);
 HHS222 History of Europe from 1789 – 1919 (FOE requirement);
 HHS223 Themes in East African History from 12th Century to the present (FOE requirement);
 HHS224 Themes in West African History since the 19th Century (FOE requirement);
 HHS225 History of North Africa C. 1800 to Present (FOE requirement);
 NB: Core Courses: HHS221, HHS222, HHS224, HHS225.

Third Year

HHS321 Historical Research Methods;
 HHS322 Themes in Southern African History from 1500 to the Present (FOE requirement);
 HHS323 Themes in Central African History C1500 to Present;
 HHS324 History of the United States to 1865 (FOE requirement);
 HHS325 African Environmental History;
 HHS326 European History since 1919 (FOE requirement);
 HHS327/SNS301 History of Health Care in Africa;
 HHS328/MEC207 History of Economic Theory and Methods (FOE requirement);
 NB: Core Courses: HHS321, HHS322, HHS324, HHS326, HHS 328.

Fourth Year

HHS421 Economic History of Africa 1800 to Present;
 HHS422 History of the Far East since 1800;
 HHS423 History of Political Thought (FOE requirement);
 HHS424 Latin American History since 1500;
 HHS425 African Women's History since 19th Century;
 HHS426 Comparative Industrialisation: A Historical Perspective;
 HHS427 History of the United States since 1865 (FOE requirement);
 HHS428 History Research Project.
 NB: Core Courses: HHS421, HHS422, HHS423, HHS424, HHS425, HHS426, HHS427

Descriptions of Undergraduate Courses in History Programme

HHS121 Africa in World History: c. 15th Century to Colonial Rule

This course begins with an examination of the sources and historiographical issues. This is followed by a general overview of the forces directing and shaping historical

change in Africa. Reference will be made to the European capitalist penetration of Africa, slavery and slave trade, the colonial rule and the anti- colonial struggles.

HHS122 Africa in World History: From Independence to present

This course examines Africa's socio-economic and political development since the resumption of independence. Attention will be paid to issues such as the nature of the post – colonial state, Democratization, the African crisis, Globalisation, Structural Adjustment, NEPAD and the HIV AIDS pandemic.

HHS221 History of Zimbabwe c. 1800 to Present

This course examines social and political developments in Zimbabwe from the turn of the 19th Century to the present. Topics will include the impact of the Mfecane, colonization and its impact, UDI, the Liberation War and attempts at internal transformation since independence.

HHS222 History of Europe from 1789 - 1919

By the end of the course students should have some knowledge and imaginative understanding of the nature of European society and its development in the years from 1789; to be able to distinguish rival historical schools of interpretation and comparative analysis; and use some examples of source material in their more detailed treatment of selected topics for long essays.

HHS223 Themes in East African History from the 12th Century to Present

The major themes are long distance trade and state formation. Rise of Swahili culture, European colonization, Independence and the Post-Colonial state.

HHS224 Themes in West African History since the 19th Century

This course examines the main contours of West African History from the end of slavery to the present. The major themes include slavery, slave trade and abolition; Colonization, Decolonisation, Neo-Colonialism, military and one party regimes and Regional integration.

HHS225 History of North Africa C. 1800 to Present

This course explores the processes of the incorporation of North Africa into the international capitalist system. Emphasis will be placed on issues such as debt imperialism, land alienation, decolonisation and the rise of fundamentalist Islam.

HHS321 Historical Research Methods

The purpose of this course is to introduce students to the methods of historical research. This involves an appreciation of the research problem, the collection, collation, and interpretation of historical evidence using oral, archival and bibliographic sources.

HHS322 Themes in Southern African History from 1500 to the Present

The major themes are the predominance of stateless societies before the Mfecane, creation of Gaza, Ndebele, Sotho and Kololo states and their relations with the Portuguese, the Dutch and the English, the significance of gold and diamonds, the creation of the Colonial states of Southern Africa, achievement of independence and the performance of new nations.

HHS323 Themes in Central African History C. 1500 to Present

This course will examine the economy and society of the Central African region with reference to state formation, slavery, colonialism, independence and intergroup relations. Emphasis will be placed on the dynamics shaping social and political development in the region.

HHS324 History of the United States to 1865

This course is intended to enable students to understand the processes by which the thirteen English colonies along the Atlantic seaboard gradually developed into one powerful nation, exercising a tremendous influence among nations.

HHS325 African Environmental History

The course will focus on African Environmental resource endowment and its Utilization, e.g. land management, plant resources utilization and conservation, mining activity, cultural values and traditions. Emphasis will be placed on sustainable utilisation of resources.

HHS326 European History since 1919

At the end of the course students will be expected to understand and be able to evaluate the nature of the debate concerning events which led to the Second World War, the nature of totalitarian dictatorships, the great-power struggles and national interest of the twentieth century.

HHS327 Medical History of Diseases in Africa

This course is concerned with the history of diseases in Africa. Case studies will focus on the social, cultural and politico-economic bases of past and present pandemic and epidemic diseases such as influenza, STDs, e.g. syphilis, HIV, Malaria and bovine diseases e.g. rinderpest and veterinary trypanosomiasis. Environmental factors and vectors will be highlighted.

HHS328 History of Economic Theory And Methods

This course examines the development of mainstream economic thought from the time of the ancient Greeks to the present. The course attempts to impart not only a

historical review of past theoretical contributions, but also something of the intellectual gestalt of each thinker, i.e the framework of ideas handed from one thinker to the next.

HHS421 Economic History of Africa 1800 to Present

The course will examine major themes in African Economic History from the end of slavery to the present. A survey of pre-colonial production and exchange is given as a prelude to understanding the impact of colonialism and capitalism on African societies.

HHS422 History of the Far East since 1800

The course examines the penetration of capitalism in South East Asia and the responses of Japan and China. The impact of World War II, the rise of Chinese Communism and Consolidation of Japanese Capitalism will be highlighted.

HHS423 History of Political Thought

The first part contains selections from the major historical figures who wrote on issues in political philosophy: The list of individuals included in it is broadly representative of traditional political thought. The second part contains the writings of more contemporary political thinkers and topics that have been the subject of popular debate.

HHS424 Latin American History since 1500

The course explores the problems of underdevelopment and political instability, or, more simply, poverty or inequality and the failure of democratic systems to take hold in the Third World.

HHS425 African Women's History since the 19 th Century

The course acknowledges the role of women in African history. It is noted that much of the existing texts on African history have been written largely by men, whose perspectives are predominantly androcentric. This course will examine aspects of women's struggles for socio-economic rights in the pre-colonial, colonial and post-colonial period.

HHS426 Comparative Industrialisation: A Historical Perspective

This course examines industrialisation at the global level. Emphasis will be placed on the comparison of the nature and problems of industrialisation in the old industrial centres and the newly industrialising countries.

HHS427 History of the United States since 1865

The course examines the History of the United States since the Civil War to the emergence of the country as the only super-power. The focus is on the politics of

ending slavery, industrialization, overseas expansion and the role of the country in World War I, World War II and the Cold War.

HHS428 History Research Project

For the purpose of the BA (Hons.) degree requirements, candidates are required to undertake research in selected areas/themes under the close supervision of the teaching staff. The field research is conducted during the long vacation between the third and fourth year. The result of such research is submitted in the form of a dissertation and transcripts of oral interviews. Both the dissertation and material on which it is based are examinable. The dissertation varies in length depending on the candidate's inclinations and the topic chosen. The minimum of 10 000 words, however, is considered advisable. The course provides experience in original, practical research and writing techniques in History and carries three credit hours.

Music Syllabus

The programme provides opportunities for students to learn, in a theoretical manner, and apply, in a practical manner, music concepts through music composing and performing. Students experience a wide variety of music styles, both modern and traditional, including folk, classical, jazz, etc. In addition, the programme equips students with skills needed for creative music making, and enables students to experience music of many cultures of the world, especially African cultures, for developing an appreciation of a variety of musical expressions. The programme also provides the opportunity for students to learn ways to employ music to help improve the lives of people in their local community and in Africa in general. The use of music in the promotion of AIDS awareness and AIDS prevention is emphasised in the programme. The programme extends an opportunity to students to technologically create, perform and preserve music, using contemporary computer hardware. The programme focuses on music in its own musicological context, as well as in its social, political and cultural context to enable students to better understand and appreciate various music traditions and the cultures and societies that employ these music traditions. It equally represents music traditions of both male and female gender and includes studies of both male and female cultural 'heroes', for example, renowned male and female composing and performing artistes. The programme presents music that students may enjoy and learn from through listening, analysing and creating. It further serves to produce musically literate students, promote creative communication of great dimension, and for an extended period of preservation of ideas.

Aims

The aim of the new Music syllabus is to assist and encourage students to perceive and enjoy music through personal involvement in music making. To achieve this, students are given the opportunity to express themselves through composing and

performing music. In addition to the theory of music, students are exposed to a wide and varied repertoire of African and Western music traditions, as well as music traditions from other parts of the world. Students also have the opportunity to use music and Information Technology for making, preserving and performing music traditions.

Objectives

By the end of the Programme, students should be able to:

- recognise and analyse characteristics of and the principal elements of music;
- define and use with clarity terms employed in the study of Music;
- demonstrate an ability to fluently read and write music from tonic-solfa and staff notation;
- demonstrate an ability to perform written music vocally, as well as on selected instruments;
- participate as educated musicians in a wide variety of musical experiences, including ensemble and solo music making;
- demonstrate a critical and analytical understanding of music;
- demonstrate knowledge of the parts of the vocal apparatus and perception of how to use with control, the voice during the process of vocal production;
- demonstrate a high perception of solutions to vocal–technical problems of the human voice;
- demonstrate a reasonably good knowledge of the physiological functions of the vocal mechanism;
- apply and use Information Technology for the creation and dispensation of music especially in the areas of composition, preservation and performance;
- demonstrate abilities in the areas of Choral Conducting, Choral Directing and Choral Management;
- demonstrate knowledge of the principles and practices of Ethnomusicology and the study of World Music;
- demonstrate an ability to transcribe and analyse examples of a variety of, at least, relatively uncomplicated musical expressions from various cultures of the world;
- identify characteristics of musical instruments of the world, with an emphasis on the musical instruments of Africa, from an organological perspective;
- demonstrate knowledge of field research methods for the study of musical traditions; and
- demonstrate ability to use music for the betterment of the lives of the people of their community, for example, through composing music for AIDS awareness and/or prevention.

Special Regulations for Undergraduate Music

Programmes of the Faculty of Education:

For the 4-year student in the Faculty of Education, the Programme offers “content” courses focusing on African and Western Music Theory, World Music Studies,

vocal and instrumental performance in African and Western traditions, and Music Education. Students may select Music as either their “Major” or “Minor” teaching subject. Forty-two (42) credit hours of instruction in Music are required for students “Majoring” in Music and thirty (30) credit hours are required for students selecting Music as their Minor teaching subject. For the 2-year, B.A. (Education) student, the Programme offers twenty-one (21) credit hours of Music content courses. Honours students in Education also have the opportunity of additional course-work in a selected area of Music study and research.

The credit hour requirements of each programme are as follows:

The 4-Year Programme

Major in Music: The Faculty of Education student taking Music as their major teaching subject must take and pass forty-two (42) credit hours in Music that include the stated Core courses (see below). Distribution of these courses shall be as follows: Year One (12 Credit hours), Year Two (12 credit hours), Year Three (6 credit hours) and Year Four (12 credit hours).

Minor in Music: The Faculty of Education student taking Music as their minor teaching subject must take and pass thirty credit (30) credit hours in Music that include the stated Core courses (see below). Distribution of these courses shall be as follows:

Year One (6 credit hours), Year Two (12 Credit hours), Year Three (3 Credit hours) and Year Four (9 credit hours).

The 2-Year Programme

For the 2-year, B.A. (Education) student, the Programme offers twenty-one (21) credit hours of Music content courses. Distribution of these courses shall be as follows: Year One (9 credit hours) and Year Two (12 credit hours).

Programmes of the Faculty of Humanities and Social Sciences

For the 4-year, Bachelor of Arts (Humanities) or Bachelor of Arts (Humanities and Social Sciences) student in the Faculty of Humanities and Social Sciences, the Programme offers courses focusing on African and Western Music Theory, World Music Studies and vocal and instrumental performance in African and Western traditions. The Programme is designed for either

- a) students admitted to Africa University with ‘A’ level qualifications in areas other than Music, but with the desire to take Music in a Double Major programme, or a Minor in a Major-Minor programme; or
- b) students admitted to Africa University with ‘A’ level qualifications in Music (or equivalent) with the desire to take Music as a Major in a Major-Minor or an Honours programme.

The credit hour requirements of each programme are as follows:

Double-Major: The student in the Double Major Programme in Music must take and pass forty-two (42) credit hours in Music that include the stated Core courses (see below). Distribution of these courses shall be as follows:

Year Two (9 Credit hours); Year Three (18 Credit hours); and Year Four (15 Credit hours).

Major in Music in a Major/Minor Programme

The student as a Major in the Major/Minor Programme must take and pass forty-eight (48) credit hours in Music that include the stated Core courses (see below).

Distribution of these courses shall be as follows:

Year Two (12 Credit hours); Year Three (18 Credit hours); and Year Four (18 Credit hours).

Minor in Music in a Major/Minor Programme:

The student as a Minor in the Major/Minor Programme must take and pass thirty (30) credit hours in Music that include the stated Core courses (see below).

Distribution of these courses shall be as follows:

Year Two (6 Credit hours); Year Three (12 Credit hours); and Year Four (12 Credit hours).

Honours in Music: The student in the Honours Programme in Music must take and pass fifty-one (51) credit hours in Music that include the stated Core courses (see below), and must complete and pass the Honours dissertation requirement. Normally, to enter the Honours Programme in Music a student must have been a Music Major starting in Year-Two of his/her studies.

Distribution of these courses shall be as follows:

Year Two (12 credit hours); Year Three (21 Credit hours); and Year Four (18 Credit hours).

First Year Programme in Music from the Faculty of Humanities and Social Sciences

Students from countries not having academic institutions that offer 'A' level are admitted to Africa University with acceptable 'O' level qualifications that would normally allow them to enter a recognised university in their home country. These students may enter the Major-Minor or Double Major programme in Music. Such students, however, will be required to take and pass introductory courses in Music during their first year of study. These required courses are HMU121 Introduction to Music I and HMU122 Introduction to Music II.

Requirements and Regulations of the Course of Study

Faculty of Education (2-year and 4-year Programmes in Music)

- All Music courses are ‘three-credit hour’ courses.
- All students in the Faculty of Education (4-year programme) taking Music as a Major must take and pass the following courses: HMU121, HMU122, HMU101, HMU103, HMU222, HMU321, HMU322, HMU421, and HMU422, plus five (5) electives in Music.
- All students in the Faculty of Education (4-year programme) taking Music as a Minor must take and pass the following courses: HMU121, HMU122, HMU101, HMU103, HMU222, HMU321, HMU421, and HMU422, plus two (2) electives in Music.
- All students in the Faculty of Education (2-year programme) taking Music must take and pass the following courses: HMU101, HMU103, HMU222, HMU321, HMU422, plus two (2) electives in Music.
- All students in the Faculty of Education taking Music must perform on and pass evaluation of performance on the Finalists Concert at the end of their final year of study.
- All students in the Faculty of Education taking Music must attend and sing in rehearsals and performances of the Africa University Choir during both semesters of at least one year of their studies.
- Music courses will be assessed in accordance with the general regulations with the exception of music performance-oriented courses HMU222, HMU322, HMU307, HMU308, HMU311 and HMU423 whose grade of continuous assessment to examination shall be 70%: 30%.

(4-year Programme in Music)

- All Music courses are ‘three-credit hour’ courses.
- All students in the Faculty of Humanities and Social Sciences taking Music as a Double Major must take and pass the following courses: HMU101, HMU103, HMU222, HMU321, HMU329, HMU421, and HMU422, plus seven (7) electives in Music.
- All students in the Faculty of Humanities and Social Sciences taking Music as a Major in a Major/Minor Programme must take and pass the following courses: HMU101, HMU103, HMU221, HMU222, HMU321, HMU329, HMU421, and HMU422, plus eight (8) electives in Music.
- All students in the Faculty of Humanities and Social Sciences taking Music as a Minor in a Major/Minor Programme must take and pass the following courses: HMU101, HMU103, HMU222, HMU321, HMU329, HMU421, and HMU422, plus three (3) electives in Music.
- All students in the Faculty of Humanities and Social Sciences taking Music in the Honours Programme must take and pass the following courses: HMU101, HMU103, HMU221, HMU222, HMU223, HMU321, HMU329, HMU421, HMU422 and HMU312, plus seven (7) electives in Music.

- All students in the Faculty of Humanities and Social Sciences taking Music as a Double Major, a Major in the Major/Minor Programme, or in the Honours Programme must perform on and pass evaluation of performance on the Finalists Concert at the end of their final year of study.
- All students in the Faculty of Humanities and Social Sciences taking Music must attend and sing in rehearsals and performances of the Africa University Choir during both semesters of their year-three of study.
- Students who are enrolled in the Faculty with an 'A' level qualification will commence their studies in the second year.
- Music courses will be assessed in accordance with the general regulations with the exception of music performance-oriented courses HMU222, HMU322, HMU307, HMU308, HMU311 and HMU423 whose grade of continuous assessment to examination shall be 70% : 30%.

Descriptions of Undergraduate Courses in Music

HMU121 Introduction to Music I

This is a foundation course designed to offer students a prerequisite background to the study of Music. This will include a study of sound production and appreciation of the musical sounds that surround us all. Basic concepts and skills of music study and music making will be introduced. Emphasis will be placed on the length and highness or lowness of sound during this semester.

HMU122 Introduction to Music II

This is a foundation course designed to offer students a prerequisite background to the study of Music. This will include a study of various aspects of music performance and music and technology. Basic concepts and skills of music study and music making will be introduced. Emphasis will be placed on harmony and form during this semester.

HMU101 Elements of Music/Musicianship I

The aim of the course is to enable students to better comprehend the processes of music making and thereby gain greater awareness and appreciation of all forms of music. This course is designed to assist students in listening to and analysing specifically **rhythmic** and **melodic elements** as used in the music of different world cultures. The elements of Music are learned and experienced primarily through aural experiences. Focused listening, comprehension of musical terms, and ability to read and perform music from tonic-solfa as well as staff notation are skills that shall be pursued. For the development of musicianship, beginning studies in voice, mbira (nyungwenyungwe tradition), guitar and marimba (Kwanongoma tradition) will be included.

HMU103 Elements of Music/Musicianship II

This course is designed to assist students in listening to, and analysing the elements of music. The focus will be on the elements of **harmony and form** as used in the music of different world cultures. The elements of Music are learned and experienced primarily through aural experiences. For development of musicianship, intermediate voice, mbira, marimba and guitar studies will also be included.

HMU221 Music of Selected Cultures of the World

Music of Selected Cultures of the World provides an introduction to the study of music as a cultural expression and the theory of musical sound usage in various world music cultures. The aim of the course is to introduce students to major writings in Ethnomusicology, including studies concerning the principles and practices of this field of study. The classic studies in World Music will be discussed in depth, as will the major literature in the field of Ethnomusicology on music from well-documented traditions of, specifically, China, Japan, Indonesia, India, the Arab world, Eastern Europe, Western Europe, North and South America and Africa.

HMU222 Instrumental Performance I

In this course, students learn beginning performance techniques for playing keyboard instruments plus one other Western instruments and one African instrument. In addition to the keyboard, the following Western instruments are available: guitar, clarinet, and saxophone. The following African musical instruments are studied at an intermediate level: mbira (nyungwenyungwe tradition), marimba (Kwanongoma College tradition) and African drumming. **Emphasis is placed on ensemble performance experiences.**

HMU223 Music Research

This course is designed to introduce students to effective methods in conducting research in Music. Students consider ways to establish a problem toward which research will be oriented; determine a hypothesis; collect significant evidence to support the selected hypothesis; and present conclusions based on research undertaken. Students begin research on one musical tradition from Zimbabwe following the suggested research methods. They are evaluated by presentation of an in depth, introductory chapter to a research paper that states a problem toward which the study will be oriented and a hypothesis that the student believes the evidence gathered will prove. They also state ways that they will gather evidence to prove the hypothesis.

HMU224 Survey of African Music

Survey of African Music introduces students to the music of Africa as cultural expressions. Students study the major writings in the area of African Music that concern the principles and practices of this field of study. The following topics are focused upon: The History of African Music; Music in African Cultures; Music and Other Arts in Africa, Gender Issues in the Music of Africa, and Using Music for AIDS

Awareness/Prevention in Africa. Classic studies in African Music are discussed in depth, as is the major ethnomusicological literature on music from well-documented traditions in African cultures from many geographical areas of the continent.

HMU321 Music Composition: Western and African

This course is a pre-requisite to HMU322 and HMU329. This is an advanced study of Western Music Composition plus the development of a strong background for the study of composition in African musical traditions. Focus is on advanced melodic and rhythmic considerations in Western and African Music. The course introduces students to the major writings in the study of African Music concerning the principles and practices of composition in this field of study. Emphasis is placed on the theories of musical construction in various African cultures. The classic studies in African Music are discussed in depth, as is the major literature in the field of Ethnomusicology on music from well-documented traditions in African cultures from many geographical areas of the continent.

HMU322 Instrumental Performance II

This course is a pre-requisite to HMU323. In this course, intermediate techniques on the instruments studied in HMU222 are focused upon. Intermediate keyboard skills are studied as a continuation of the techniques introduced in HMU222. Playing in 4-part harmony (choral) style, i.e., two notes in the right hand and two in the left, is introduced in keyboard studies.

HMU323 Instrumental Performance III

Students learn advanced performance skills. Individual instruction on the student's selected Western and Africa instrument continues, as does advanced, individual instruction on the keyboard.

HMU307 Advanced Instrumental Studies I

This course is a pre-requisite to HMU308. The aim of this course is to offer students individual instruction on one selected Western musical instrument, for example, piano, guitar, or clarinet, and one selected African traditional musical instruments, for example, mbira or marimba, demonstrating appropriate quality and style of performance.

HMU308 Advanced Instrumental Studies II

This course is a pre-requisite to HMU311. This course offers students techniques, at advanced level, on the Western and the African instrument they have selected to focus upon. Students taking this course are required to join Fourth-Year students in presenting a Finalists' Concert. In such a concert, students perform major compositions to demonstrate their performance ability on one Western and one African musical

instrument. Students will be evaluated by the competence they demonstrate in the presentation of this concert.

HMU311 Advanced Instrumental Studies III

This course offers students techniques, at advanced level, on ONE musical instrument, Western or African that they have selected to focus upon. Students taking this course are required to join Fourth-Year students in presenting a Finalists' Concert. In such a concert, students perform major, advanced compositions to demonstrate their performance ability on the instrument they specialise in. Students will be evaluated by the competence they demonstrate in the presentation of this concert.

HMU312 Music Research Project (for Honours students only)

This course assists the Honours student in an advanced study in a field to be selected from the following: Music of Zimbabwe (or any other selected country of Africa), The History of African Music, Music Composition, Contemporary Music Traditions of Africa, Vocal Music Traditions of Africa, Instrumental Music Traditions of Africa, Music and AIDS Awareness and Prevention in Africa, Gender and Music in Africa, or a topic related to Music Education in Africa. Areas of research of music outside Africa may also be considered.

HMU317 Music in the Community

The aim of this course is to study the attributes and skills of sensitive community workers, and to use music in activities that will benefit the community. Studies in the fields of Music Therapy and the Psychology of Music make up the course material. In addition, this course is research-oriented, designed to provide students with experience in using and evaluating the success of projects that use music activities in community settings. A primary focus of community Music/Drama activity is AIDS awareness and AIDS prevention. Musical drama presentations are prepared that will highlight these issues and songs are composed, in local languages, and distributed throughout the country to choirs who may try singing them, thus helping to spread messages in the fight against the spread of AIDS.

HMU327 Music Technology I

The course is a pre-requisite of HMU328. This course is designed to equip students with skills required to engage in successful music production and preservation. In addition to learning about sound technology, students compose and notate music using computer software including Sibelius 2.0 and Musicator 4.0 as opposed to tape recorders and analogue mixers. They are introduced to a range of audio and MIDI hardware using the all-in-one recording/mixing/ effecting workstations.

HMU328 Music Technology II

Music Technology II builds on Music Technology I, focusing specifically on writing, recording and mixing. Students learn how to sequence music based on track recording. Also accompaniment tracks are laid for solo and group performances. They will be able to preserve music by recording CD's using CD writers and rewriters.

HMU329 Music Composition: Western and African II

This is an advanced study of Western Music Composition I plus a development of a strong background for the advanced study of composition in African musical traditions. The focus is on harmonic and structural considerations in Western and African Music. The course introduces students to the major writings in the study of African Music concerning the principles and practices of this field of study. Emphasis is placed on the theories of musical construction in various African cultures. The classic studies in African Music will be discussed in depth, as will the major literature in the field of Ethnomusicology on music from well-documented traditions in African cultures from many geographical areas of the continent.

HMU421 Advanced Music Composition: Western and African

The aim of the course is to assist students to explore the major writings in the study of Western and African music composition that concerns the principles and practices of this field of study. Emphasis is placed on the theories of musical construction in various Western and African cultures. This course focuses on larger vocal and instrumental composition forms in Western and African Music. Students compose works for choir and/or instrumental ensembles.

HMU422 Choral Directing I

This course focuses on the rudiments of choral conducting and choral directing. Students learn to teach, conduct and direct choirs for both schools and churches. Students learn conducting patterns for both the left-handed and right-handed persons and in various time signatures. They learn to use body language as part of the art of conducting. In addition, they learn to prepare the choir with regard to the score, voice warm-ups, dynamics, diction and intonation.

HMU423 Finalists Concert Preparation

Students learn advanced performance skills in singing and on instruments. This primarily assists students in preparing an advanced level major composition of at least 10 minutes in length on one Western and one African instrument for presentation on the Students' Finalist Concert at the end of the second semester. Emphasis is placed on providing solo performance opportunities so as to develop the individual's ability at self-expression.

HMU424 History of World Music

The History of World Music is an historical, anthropological and ethnomusicological observation of origins, migrations and usage at various times in history of some music traditions. Emphasis is placed on the history of African music. By learning about music traditions at different times in different places students gain a fuller picture of how musical traditions came to be as they are today. This projects the idea that ‘knowing who we are, is best done by knowing who we were’. The course is designed to introduce students to evidence of early music making traditions in some cultures of the world and to study some scholarly speculations made of the origins of music. The works of Curt Sachs, especially *The Wellsprings of Music* (1961) will be studied carefully in the first quarter of this course.

HMU425 Choral Directing II

This course builds on skills acquired in HMU403. In addition to conducting patterns and other gestures, students study choir management and administration. They acquire skills that are effective for the smooth running of choirs including recruitment, auditioning, repertoire selection, voice selection, rehearsal conducting, planning of concert tours, performance programmes and staging.

Modern Languages Unit

Co-ordinator: Dr. Alex Kasonde

The Modern Languages Programme has a dual responsibility. First and foremost, the Modern Languages Program serves the University by providing introductory level language courses in French and Portuguese, courses from which students from English-speaking countries must select one as a requirement of the “two-language” policy of the institution. In addition, the Modern Languages Programme offers two respective undergraduate disciplines: French and Portuguese.

University-Wide Courses in Modern Languages

HFR111 French for Beginners I

HFR112 French for Beginners II

These are complementary First and Second Semester courses. In these courses for beginners, students will learn basic French grammar and vocabulary, as well as some aspects of French civilization and culture, and the cultures of some other French-speaking countries. Emphasis will be placed on language for use in tourism so that students will not face communication barriers when they are visiting a French-speaking country.

HPO101 Portuguese for Beginners I

HPO102 Portuguese for Beginners II

In this course for beginners, students will learn basic Portuguese grammar and vocabulary as well as some aspects of civilization and culture existing in Portugal, Brazil and African Portuguese-speaking countries. Emphasis will be placed on

language use for tourism so that students will not encounter language problems when they are visiting a Portuguese- speaking country.

French Syllabus

French is one of the major official languages of the African continent. It rivals English as one of the continent's dominant international languages besides Portuguese and Spanish. Africa University has offered it as an academic discipline since 1998. The French language has great utilitarian value on a multi-lingual continent of Africa and in a world that is fast getting inter-connected into a "global village". The French Studies Unit offers the discipline mainly as a foreign language. The **French Studies** degree programme targets students from various backgrounds in response to clearly defined market demands. It will inter alia provide a firm foundation in language and communication skills that will enable the graduating student to interact confidently and effectively with other users of the French language. It will also enable the student who wishes to pursue postgraduate studies in a reasonably wide range of specialist areas, including French for Special Purposes, French Language Teaching, French Interpretation-Translation, etc. Career openings are varied and certainly include the UN and other international and regional organizations, multi-national companies, embassies, government departments, teaching, journalism, and others.

Aims

The aim of the French Studies Programme is to equip the learner with linguistic, cultural and communicative competences that should enable him/ her to function effectively and independently in French in his/ her chosen career path and/ or general interaction as well as develop learning strategies for further study.

Objectives

By the end of the degree programme, the student should be able to communicate effectively in general French by:

- narrating events (past, present and future tenses);
- describing phenomena;
- expressing imaginary/ hypothetical events/ situations;
- expressing facts, opinions, feelings, etc.;
- explaining written or spoken texts;
- summarising written or spoken texts;
- analysing, interpreting and discussing written or spoken texts;
- translating written texts;
- applying appropriate reading skills to given texts;
- debating/ arguing an issue both orally and in writing;
- conduct research, produce a written report and defend it orally (for Honours students only).

Special Regulations

- The subject shall be known as “French Studies” and shall belong to the Humanities group of subjects.
- The French Studies programme shall be four academic years.
- Students enrolling in the French Studies programme shall be exempted from the bilingual policy compulsory courses.
- Students will be required to take two extra hours a week for further practice, such as in conversation and laboratory lessons.
- Students registering with less than ‘O’ Level or equivalent French will be required to first take and pass HFS121 Intensive French I and HFS122 Intensive French II.
- Students will be encouraged to take French as a major so that they can reap maximum benefits from the subject.

Entry requirements:

- Students registering on this programme are not required to have learnt any French before.
- Students registering with at least a pass in ‘O’ Level French may be exempted from First Year courses upon passing an entrance test.

Structure

- The first two years of study shall offer the student intensive training in general language and communication skills.
- Students majoring in French may, in the Third and Fourth Years, choose course combinations designed for particular career paths: (Language Education: HFS302 Thematic Studies I, HFS306 Thematic Studies II, HFS404 Introduction to African Literature in French, HFS406 Introduction to French Literature); (Translation: HFS405 Introduction to Translation, HFS407 Translation); (Business: HFS303 French for Special Purposes I, HFS402 French for Special Purposes II). These special course combinations will be available subject to availability of teaching staff.
- Students taking French as an Honours subject shall be required to carry out a research project as from Semester II of the Third Year.

Assessment and Evaluation

Assessment shall focus on both oral and written proficiency (even for HFR111 and HFR112 where oral and written papers shall be set). Where the oral component is examined, particularly in all French language courses, it shall carry 20% of an end of semester examination grade. French Oral Proficiency courses shall also be covered in this examination. With regard to the oral component the student will be tested for oral comprehension using dictation of French vocabulary, dictation of short French texts, answering questions based on original and DVD, VHS recordings provided by the

Audio-Visual Room of the Jokowi-Yamada Library. French Studies may be taken as honours, major, double-major or minor degree programme as follows:

- Honours (57 credit hours including Research Project)
- Major (48 credit hours);
- Double Major (39 credit hours);
- Minor (30 credit hours).

Detailed specific information concerning the course choices and combinations will be provided by the respective Heads of Unit in collaboration with the Office of the Dean (FHSS).

List of Undergraduate Courses Offered in French

First Year

Elective courses

- (i) HFS101 Intensive French I
- (ii) HFS102 Intensive French II

Second Year

- HFS201 French Language I
- HFS202 French Culture and Civilisation I
- HFS 203 French Language II
- HFS 204 French Language III
- HFS205 French Culture and Civilisation II
- HFS301 French Language IV

Third Year

- HFS302 French Thematic Studies I
- HFS303 French for Special Purposes I
- HFS304 French Language V
- HFS305 French Oral Proficiency I
- HFS306 French Thematic Studies II
- HFS401 French Text Analysis
- HFS408 French Research Project (Honours students only)

Fourth Year

- HFS402 French for Special Purposes II
- HFS403 French Oral proficiency II
- HFS404 Introduction to African Literature in French
- HFS405 French Translation I
- HFS406 Introduction to French Literature
- HFS407 French Translation II
- HFS409 French Text Analysis II (Honours students only)

HFS410 French for Special Purposes III (Honours students only)

Descriptions of Undergraduate Courses in French

HFS101 Intensive French I

This is an introductory course covering *Bienvenue en France* Volume 1 Units 1- 6. The course shall present basic language communication skills in French entailing the comprehension and production of short oral and written texts. Language functions to be taught include greetings, introductions, expressing feelings, obligation, time and age.

HFS102 Intensive French II

This course shall cover *Bienvenue en France* Volume 1 Units 7-13. The main tenses remain the simple present and 'near future' tense but the present perfect tense shall also be introduced. Language functions include the duration of a process, use of demonstrative pronouns, invitations and appointments, more complex descriptions of people and objects, ordering a meal, the weather, and directions. Written and oral comprehension includes more complex sentences and longer texts of a narrative and descriptive nature.

HFS201 French Language I

Expressive ability will be developed to cover detailed narrative and discursive ability. Entry into language will be facilitated by the use of realistic documents (both oral and written). HFS201 shall cover *Panorama 2* Units 7-9. Language functions: making suppositions, stating reservations, necessity and obligation, stating ignorance, describing an organization, expressing certitude or doubt. Reported speech will also be introduced. Vocabulary areas include attitudes, sport, television, disasters, crime, and architecture.

HFS202 French Culture and Civilisation I

This course aims to inform the student about France and the French perspectives of the rest of the world. Themes and vocabulary areas may include: the visual arts, poetry, the couple, social problems, the economy, French values and the French 'mentality', educational matters, immigration and the 'Third World'.

HFS203 French Language II

This course shall cover *Panorama 2* Units 10-12. Vocabulary includes love/ hatred, song, sensations and perceptions, objects and gestures related to domestic life. Texts to be listened to/ read will cover these themes: issues related to gender, French song, ideals and behaviours typical of an era, some contemporary French poets, French people and humour.

HFS204 French Language III

This course shall cover Panorama 2 Units 13-15. Language functions include expressing hypotheses, regrets, warnings, explanations, reassurance as well as telling stories, and criticising. Texts to be listened to/ read will cover these themes: mentalities (French people's fears), social security, medical aid, environmental issues, IT, Strasbourg.

HFS205 French Culture and Civilisation II

This course aims to inform the student about France and the French perspective of the rest of the world. Themes and vocabulary areas may include: taboos, manners, consumer society, social and psychological types, money, and national politics.

HFS301 French Language IV

This course shall cover Panorama 2 Units 16-18. Vocabulary areas include modern technology, professional activity, sciences and medicine, health issues, justice and education. Texts to be listened to/ read will cover these themes: new professional behaviours, advances in science and technology, genetics, controversies around science, health and technology.

HFS302 Thematic Studies I

This course entails research, reflection, discussion, debate and argument around a given theme, eg. war, child labour, education, women's rights, corruption, governance, etc. Research will entail the analysis of a variety of documents such as works of literature, newspaper and magazine articles as well as audio and video documents. Students' production shall include presenting a paper and/ or a long essay leading to discussion and debate.

HFS303 French for Special Purposes I

French for Special Purposes seeks to equip the student for specialized communication in a given professional setting. It offers a choice between different types of French, eg. French for Tourism, French for Business, etc. This initial course shall study simpler forms of communication within the given field.

HFS304 French Language V

This course shall cover Panorama 3 Units 1-3. Students shall study textual coherence, nominalization, the narrative and its tenses, the pluperfect tense, the conditional and subjunctive modes in the expression of wishes, wills, obligations and sentiments. Themes and vocabulary areas: the dictionary, evolution and extinction of languages, souvenirs, time and duration, cinema, character, attitudes, business and employment.

HFS305 French Oral Proficiency I

Oral Proficiency I will develop perception and articulation of sounds and general communicative ability in spoken French. It will be based on the oral content introduced in language courses. The course will present, practice and analyse sounds that are

difficult for the particular group of learners. It will also seek to develop oral expression and communication.

HFS306 French Thematic Studies II

This shall be a research project component. The student shall select a topic of contemporary interest inspired by literature or general culture, research on it and present a long essay in French. The examination shall entail an oral 'defence' of the project before a jury composed of members of the French Section and an External Examiner.

HFS401 French Text Analysis I

This course is based on the principle that texts are produced in a given context for a given audience and purpose and thus they will differ in structure, style, tone, genre, etc. Genres to be covered include the scientific, the journalistic and the literary. The course will develop awareness of the theories behind the production and utilisation of texts, both oral and written.

HFS402 French for Special Purposes II

This course builds on French For Special Purposes I. Students will be able to develop skills learnt in the foundation course preferably in the area of their choice (eg. French for Business). It shall develop more complex vocabulary, and language functions.

HFS403 French Oral Proficiency II

Oral Proficiency II will seek to develop perception and articulation of sounds, general communicative ability in spoken French and expose the student to registers other than the standard. This course will further seek to develop oral expression and communication.

HFS404 Introduction to African Literature in French

Students will be led to discover the idiom of African writers working with the French language through close study of a selection of authors and works. The course will also look at literary movements, eg. la Négritude, post-colonial literature, protest literature, etc.

HFS405 Translation I

This course will seek to introduce the student to basic skills required in translation. Like all other translation courses, HFS405 will develop the student's vocabulary and general language ability in the two languages involved (English and French in this instance). The course will enable the student to consider a given language as a particular perception of the world around us and not as a carbon copy of the next language.

HFS406 Introduction to French Literature

This course is split into two segments. The first segment shall provide a general overview of the history of French literature while the second shall guide the student in the discovery and study of a selected work.

HFS407 French Translation II

This course will sensitize the student to the varieties of French represented by the specialist discourse (“jargon”) of each area of professional specialization, eg. politics, agriculture or religion on which translation work may focus.

HFS408 French Research project

Students will be guided to select a research area (culture, literature, grammar, language education, etc.), carry out research and produce a long essay accounting for the research.

HFS409 French Text Analysis II (Honours students only)

This course will focus mainly on 20th century and contemporary literary production in French. It will offer a perspective from which to approach contemporary francophone cultures and philosophies as seen through textual organization, thematic choices and characterization.

HFS410 French for Special Purposes III (Honours students only)

This course builds on French For Special Purposes II. Students will be able to further develop skills learnt in French for Special Purposes I and II, preferably in the area of their choice (e.g. French for business).

Portuguese Syllabus

The courses of the Portuguese syllabus are a blend of theory and practical training designed to meet the professional needs of students. The programme attempts to prepare students for careers as translators, interpreters, and critics of media and social communication in the Portuguese language, thus enabling them to respond to the labour market in Portuguese, French and English-speaking countries. Thus, alongside Language, Linguistics and Literature courses, practical and career oriented training programmes will be offered in order to sustain the philosophy of training students for employment.

The Portuguese Programme shall be offered as

- Major,
- Double Major, and
- Minor in the programmes of
 - a. Bachelor of Arts (Humanities);
 - b. Bachelor of Arts (Humanities and Social Sciences)

Aims

The aim of the Portuguese programme is to:

- Provide the cultural and intellectual background in Portuguese for developing critical thought, effective communication, research and participation in civic and academic activities.

Objectives

By the end of the programme the students should be able to:

- demonstrate Advanced Communicative competence in Portuguese;
- apply theory in practical studies in linguistics and literary areas written in Portuguese language;
- analyse Portuguese literary and non-literary texts using different approaches;
- demonstrate ability to conduct research in Portuguese studies;
- demonstrate ability to translate from/to Portuguese; and
- demonstrate ability in Portuguese to communicate social issues, especially in mass media.

List of Undergraduate Courses Offered in Portuguese**Second Year**

HPO221 Portuguese Language I

HPO222 Portuguese Language II

HPO223 Portuguese Grammar I

HPO224 General Portuguese Linguistics: A study of structure and historical development

HPO225 Portuguese Literature: a theoretical and introductory approach

HPO226 Introduction to Research Methods in Portuguese Language**Third year**

HPO321 Portuguese Grammar II

HPO322 Lexicology in Portuguese

HPO323 Literature from Portuguese Speaking Countries in Africa

HPO324 Portuguese Literature from Romanticism to Post-Modern Period

HPO325 History of Portuguese Literature I from 12 th to 19 th century

HPO326 Portuguese Syntax

HPO327 Drama in Portuguese

HPO328 Brazilian Literature

HPO329 Bilingualism and Cross-culture in Portuguese: the African Context

HPO330 West African Literature in Portuguese

HPO331 Portuguese Rhetoric

Fourth year

- HPO421 Portuguese Language III
- HPO422 Discourse Analysis and Composition in Portuguese
- HPO423 Portuguese Semantics
- HPO424 Oral Literature: The case of Portuguese Speaking People
- HPO425 Comparative Linguistics
- HPO426 Advertising and Marketing in Portuguese
- HPO427 Introduction to Translation and Interpretation in Portuguese
- HPO428 Introduction to Social Communication in Portuguese
- HPO429 Female Voices through the Literature
- HPO430 From the Portuguese Narrative to the Cinema
- HPO306 Portuguese Research Project (for Honours students only)

Special Regulations for Undergraduates in Portuguese Studies

Students from non-Portuguese speaking countries shall do **Portuguese as a Foreign Language**. They will take specific courses as pointed out below in regulations I, II, III. They will not take Linguistics courses. They will take:

· the following language courses:

HPO221 Portuguese Language I, HPO222

Portuguese Language II, HPO421

Portuguese Language III, HPO223

Portuguese Grammar I, HPO321

Portuguese Grammar II;

· the following Literature courses: HPO225 Portuguese Literature: a theoretical and introductory approach, HPO323 Literature from Portuguese-Speaking Countries, HPO324 Portuguese Literature from Romanticism to Post-Modern Period, HPO327 Drama in Portuguese, HPO 328 Brazilian Literature, and HPO330 West African Literature in Portuguese;

· And career orientated courses like HPO426 Advertising and Marketing in Portuguese, HPO427 Introduction to Translation and Interpretation in Portuguese, and HPO428 Introduction to Social Communication in Portuguese;

· All students taking Portuguese Studies as a Foreign Language must do oral examinations in Portuguese on topics to be selected by the unit in each semester.

All students majoring in Portuguese Studies as a Foreign Language should take and pass 51 credits. Core courses: HPO221, HPO222, HPO223, HPO 321, HPO323, HPO324, HPO421, HPO426, HPO427, HPO428, and HPO 306.

All students in Portuguese Studies as a Foreign Language as Double Major in combination with another language should take and pass 39 credits. Core courses are HPO221, HPO222, HPO223, HPO321, HPO323, HPO324, HPO421, HPO426, and HPO427.

All students taking Portuguese Studies as a Foreign Language as Minor must

take and pass 30 credits. Core courses are HPO221, HPO222, HPO321, HPO323, and HPO421.

Students from Portuguese speaking countries shall do Portuguese as a Second Language. They will take the specific courses below:

- a) Linguistics courses: HPO224 General Portuguese Linguistics: a study of structure and historical development, HP322 Lexicology in Portuguese, HPO318 Bilingualism and Cross-Cultural Studies in Portuguese: the African case, HPO422 Discourse Analysis and Composition in Portuguese, HPO423 Portuguese Semantics;
- b) Literature courses: HPO225 Portuguese Literature: a theoretical and introductory approach, HPO323 Literature from Portuguese –Speaking Countries, HPO324 Portuguese Literature from Romanticism to Post-Modern Period, HPO327 Drama in Portuguese, HPO328 Brazilian Literature, and HPO330 West African Literature in Portuguese;
- c) Career orientated courses: HPO426 Advertising and Marketing in Portuguese, HPO427 Introduction to Translation and Interpretation in Portuguese, and HPO428 Introduction to Social Communication in Portuguese.

All students majoring in Portuguese Studies as a Second Language should take and pass 51 credits. Core courses: HPO224, HPO225, HPO226, HPO322, HPO323, HPO324, HPO423, HPO427, HPO428, HPO306.

All students taking Portuguese Studies as a Second Language as Double Major in combination with Sociology, Psychology, Geography, Economics, Faculty of Humanities and Social Sciences, History, Music and Religious Studies should take and pass 39 credits.

All students taking Portuguese Studies as a Second Language as a Minor must take and pass 30 credits. Core courses are: HPO224, HPO225, HPO323, HPO324, HPO427, and HPO428.

Students from Portuguese Speaking countries in the Faculty of Education shall take specific courses like HPO314 Portuguese Literature from 12th to 19th Century; HPO315 Portuguese Syntax and HPO414 Comparative Linguistics, in order to acquire specific skills and content required in Portuguese Teaching.

Descriptions of Undergraduate Courses in Portuguese

HPO221 Portuguese Language I (4 credit hours)

This course will cover the four skills in communication: listening, speaking, reading and writing. It will focus on the analysis of specific types of authentic and non-authentic texts like dialogs and descriptions with the objective of recreating communicable conversation. Vocabulary and language structure will be studied through both written and oral texts.

HPO222 Portuguese Language II

This course offers students the opportunity for close study of formal texts ranging from commercial to administrative letters, formal reports, exposés and argumentative texts. The main emphasis will be on accuracy of communication at a formal and professional level.

HPO223 Portuguese Grammar I

This course will focus on simple forms: declarative, interrogative, imperative, and exclamative sentences. Affirmative and negative forms will also be studied. The course will also study the structure of the language: morphology and syntax. The study of the morphology will emphasise grammatical categories and their inflection. The emphasis will be on nouns, adjectives and verbs in the simple tenses.

HPO224 General Portuguese Linguistics: a study of structure and historical development

This course will provide an introductory scientific study of language in general and Portuguese in particular. The focus will be on diachronic and synchronic studies, structuralism and functionalism in Linguistics. In addition, aspects of Phonetic and Phonology will be studied. Views from different schools will be discussed, for example, Geneva's School, represented by Saussure, Prague's School, represented by Roman Jakobson and Trubetskoy and the American School represented by Boomfield, Sapir and Chomsky will be taken as paradigmatic cases. In addition, interdisciplinary relations between Portuguese Linguistics and other Social Sciences like Sociology, Psychology, Anthropology, Didactic and Pedagogy will be discussed.

HPO225 Portuguese Literature: a theoretical and an introductory approach

This course will introduce the aesthetic phenomenon in the Portuguese context. The course will also provide opportunities to study the essentials of literature, focusing on nature, functions and values of literature in general, and of Portuguese literature in particular. Concepts like connotation and denotation, literary language, polisemy, fiction, among others will be discussed. A diachronic view from the ancient Greek - Plato and Aristotle - will be discussed with particular emphasis on the concepts of mimesis and verisimilitude. The focus will be on literary criticism, along with the instruments of literary analysis.

HPO226 Introduction to Research Methods in Portuguese Language

Concepts and techniques of research design will be studied for the purpose of preparing students to undertake a research project in Linguistics, Literature and other cultural aspects of Portuguese-speaking people. These instruments will enable students to prepare and conduct research projects, using quantitative and qualitative data analysis.

HPO321 Portuguese Grammar II

This course will focus on the structure of the language: morphology and syntax. The study of morphology will emphasise grammatical categories and their inflection. The emphasis will be on verbs, for example, the differences between the indicative and subjunctive moods and other verbal aspects. A profound study of prepositions and their connections with phrasal verbs will be done. The study of syntax will examine the structure of sentences. A contrastive analysis of the surface and deep structure of sentences will be carried out.

HPO322 Lexicology

The course will cover the multiple forms of composing and creating new words in the Portuguese language from Angola, Brazil, Mozambique, Portugal, and other Portuguese-Speaking Countries. Neologisms and loan words will be discussed and researched. In addition, aspects of etymology: lexical to semantic changes: the Greek and Latin examples will be taken as paradigmatic cases. Lexical solidarity, lexical and semantic fields will be studied.

HPO323 Literature from Portuguese-Speaking Countries in Africa

This course will cover items concerning colonial and national literature. The course will also offer the opportunity to discuss problems concerned with ethnicity, identity and “alteridade” (out-group) i.e., things that concern differences among Portuguese-Speaking people. Comparative analysis in terms of thematic peculiarities, style and structure between both the African novel and poetry will be done focusing on paradigmatic authors e.g. J. Craveirinha (Mozambique), Pepetela (Angola), Corsino Fortes (Cape Verde), A. E. Santo (São Tomé e Príncipe) and Helder Proença (Guine Bissau).

HPO324 Portuguese Literature from Romanticism to Post Modern Period

This course is designed to offer a panoramic study of Portuguese Literature focusing on Romanticism, Realism, Naturalism, Modernism and Post-Modernism. Paradigmatic authors like Almeida Garrett, Eça de Queirós, and Fernando Pessoa e Saramago will be covered as examples. The focus will be on both poetry and novel. In addition, comparisons with authors from other European countries like France, England and Germany will be done.

HPO325 Portuguese Literature from 12th century to 19th century

This course will cover broadly Portuguese Literature, focusing on Portuguese Literature from the Middle Ages to 19th century. Paradigmatic examples will be covered. The difference between religious and profane literature will be discussed in the context of the Middle Ages. Renaissance Literature will be discussed in connection with

historical, political and philosophical aspects. The course will offer the opportunity to discuss some aspects of archaic Portuguese.

HPO326 Portuguese Syntax

This course will provide an in-depth study of the Portuguese sentence structure: phrase structure or the immediate constituents of the sentence, both in traditional and transformational grammar. Deep and surface structure of the sentence will be covered. These include a) simple sentences: declarative, imperative, negative and interrogative forms; b) complex sentences: co-ordinative and subordinative relations. Anaphora and co-reference in simple and complex sentences will be explored. Paradigmatic and syntagmatic relations will be focused. Aspects like Functional Grammar as described by M.A.K. Halliday will be discussed.

HPO327 Drama in Portuguese

The course will provide an opportunity to:

- a) study texts and plays from different periods;
- b) dramatise texts or plays using mimicry and gesture amongst other theatrical devices to reveal the underlying cultural peculiarities present in the texts;
- c) and compare different classical sub genres like comedy and tragedy. Creative writing will be one of the possibilities of the exploiting this subject.

HPO328 Brazilian Literature

The course will cover Brazilian literature focusing on the main periods before and after independence. Authors like P. Vaz de Caminha, Mário de Andrade, Castro Alves, E. Verissimo, Clarice Lispector and Jorge Amado will be studied as paradigmatic cases of the Brazilian Literature. Lusotropicalist theory defended by Gilbert Freire will be discussed.

HPO329 Bilingualism and Cross-Culture in Portuguese: the African case

This course looks at the relationship between language and society, and the mutual influence of language and cultures: loan words, neologism, “new cultures” and code switching. Aspects such as language and person (language in different social contexts by individuals and groups), language and society (language policy: official language, national language, language of wide communication, language in education), bilingualism language in cross-culture situations will be covered. Other aspects like language in contact (the pidgin, Creoles – Cape Verde, Guinea-Bissau, S. Tome e Principe), dialects; “sociolects” will also be discussed.

HPO330 West African Literature in Portuguese

This course offers an opportunity to study literature from different countries and cultures from West Africa. Comparisons between East and West African authors will be done enlightening thematic and other peculiarities connected with ecological,

historical and social aspects. Authors like Achebe, Soyinka, Marise Condé and others will be studied. Aspects like urbanity and rural life, colonialism and independence will be discussed based in selected texts.

HPO331 Portuguese Rhetoric

This course offers a general study of Rhetoric from ancient Greek and Latin to modern times relatively to its development over centuries: Plato, Aristotle, Cícero and Quintiliano. Logic and argumentation as aspects of modern Portuguese Rhetoric will be discussed. In addition, the course will cover the links between literature and Oratory. Connections with legal political contexts will be established.

HPO421 Portuguese Language III

This course offers students the opportunity to use the Portuguese language for specific purposes: business, tourism, law, media, hotel catering industries, immigration and political through textual studies of both authentic and non-authentic texts, role play, situational learning in simulated pedagogical activities.

HPO422 Discourse Analysis and Composition in Portuguese

An approach to strategies of accomplishing specific communication goals –emission and reception - through linguistic devices will be provided. Aspects of Semiotics and Pragmatics will be covered. Production of texts by students will be encouraged. Lexical selection and textual cohesion will be the focus on the production of texts.

HPO423 Portuguese Semantics

This course examines the meaning of linguistic communication units such as word, phrase, sentence and discourse. It also covers communication aspects such as symbolism and interpretation of linguistics and non-linguistics elements. In addition, semantic relations like synonymy and “para- synonymy”, antonymy, and hyponymy will be covered.

HPO424 - Oral Literature: The Portuguese Speaking People

This course sets out to analyse oral literature – its structure, function and value. Proverbs, short stories and variety of meaningful songs and poetry will be covered focusing on the historical, moral, ethic and allegorical and analogical points of view.

HPO425 – Comparative Linguistics

This course prepares students from the Faculty of Education to understand mistakes made by Portuguese learners or native speakers under the influence of Bantu languages. The course explores an introductory approach to Bantu Languages focusing on the structure. Morphology and syntax will be studied in comparison with European languages. Aspects of Phonetic and Phonology will be discussed in connection with graphic representation.

HPO426 – Advertising and Marketing in Portuguese

This course will study the link between language and Psychology, focusing on the structure and philosophy of the appeal. Semiotic and Semantic aspects in connection with communicative factors and functions focusing on receptors will be discussed. Public persuasion means such as affirmation and repetition will be studied. Text production using appeal strategies will also be covered.

HPO427 Introduction to Translation and Interpretation in Portuguese

Theories of translation will be discussed, including the techniques of translating literary and non-literary texts. The approaches to translation will vary from concept of translation as “lexical” equivalence to “functional” translation that emphasises the meaning of texts. Practice of translation and use of specialized dictionaries are part of the tasks of the course.

HPO428 Introduction to Social Communication in Portuguese

This course will offer a general approach to journalistic texts (media language). It will also discuss socio-cultural and political issues as depicted in books, movies, cultural shows and literary criticisms. Students will prepare reports on natural, real or created (fiction) disasters and on dissemination of information connected to social issues like HIV-AIDS, floods, wars, etc.

HPO429 Female Voices through the Literature

The course will treat Literature as a forum for the discussion of gender issues. Discussions will focus on intra-textual voices and extra-textual (the authors) voices as well. Themes like prostitution, social disparity and other social and psychological pressures will be discussed using the texts as a base to understand and discuss the issue.

HPO420 From the Portuguese Narrative to the Cinema

This course will offer the basic concepts of communication and its aesthetics and ethical issues, communication factors and functions. A deep study of communication codes from the narrative structures to the cinematography will be the focus. Text pictures and sounds as structures of the audio-visual means as signs of the audio-visual Semiotics will be analysed. The course will also provide opportunities to read and write arguments.

HPO306 Portuguese Research Project

Students will choose the topic they want for this project provided that it is about the language, literature or culture of Portuguese-Speaking Countries. They will be required to carry out an in-depth study on the topic they choose, culminating in a 20/30 page, typed research paper in Portuguese.

The Social Sciences Unit**Co-ordinator: Mr D. Munasirei**

The Social Sciences Unit offers four undergraduate subjects: Environmental Studies, Sociology, Psychology and Economics.

Geography and Environmental Studies Syllabus

Environmental Studies (with a geographical bias) is a very practical-oriented Subject, with more applications than Geography. Environmental Studies focuses on local and regional concerns (e.g. poor water quality, eutrophication in fresh water bodies, pollution and deforestation), and some continental and global environmental challenges such as desertification, ozone depletion, global warming and acid rain. Environmental Studies is based on the philosophy that several threads of inquiry are of particular importance to the entire spectrum of relationships between people and the environment. Such a philosophical bias helps to address the environmental challenges mentioned above. Environmental Studies is a dynamic blend of natural and social sciences that sometimes questions the ways human beings view and act in the world around them. This interdisciplinary attempt to mirror reality encourages us to evaluate our environmental worldview, values and lifestyles, as well as our economic and political systems. The Environmental Studies programme is designed to be problem-focused, policy-relevant, holistic and self-critical.

The Environmental Studies programme:

- offers a strong balanced foundation of the physical and human aspects of the environment and the intimate connections between them;
- provides a wide range of practical and skills courses that are important in providing the required background to understand environmental challenges;
- emphasizes management aspects of the environment makes it possible to offer a variety of courses with a significant component of the applied aspects; and
- opens up career opportunities in environmental fields.

Environmental Studies is a very encompassing discipline but the Geography content of the courses offered is not lost. As such students from the Faculty of Education studying Geography will concentrate on those courses which have remained unchanged from the previous programme, and those from Environmental Studies whose content is unquestionably geographical. Since Environmental Studies and Geography are overlapping disciplines, students are not allowed to take both disciplines during their programme of study. The programme will therefore offer two parallel areas of study i.e. Environmental Studies for the Faculty and Geography for students in the Faculty of Education. In the former, emphasis is on resource and environmental management.

Aims

The main aims of the undergraduate programme in Environmental Studies are to:

- widen, deepen and promote an understanding of the physical and human environment while focusing on the relationship between the two; and
- help students appreciate a set of values and feelings of concern for the environment and motivate them to participate in environmental improvement and protection.

Objectives

At the end of the programme a student should have:

- acquired useful skills and methodologies required in the analysis, assessment and management of the environment and its resources;
- developed an awareness of and sensitivity to the total environment and its related problems;
- demonstrated a more comprehensive and deeper understanding of the physical and human environments and the relationships between the two at the micro-, meso-, macro- and mega- scales;
- shown a thorough understanding of the practical implications of environmental processes at the micro-, meso-, macro-, and mega scales;
- assessed the impact of humans on the environment and natural resources, and applied ways by which sustainable development can be achieved;
- cultivated an appreciation of the purposes, principles and methods of Environmental Studies; and
- been actively involved at all levels in working towards the solving of environmental problems in the field.

Special Regulations for Undergraduate Programme

(1) All students majoring in Environmental Studies must take and pass the following courses: HGE202, HGE208, HGE306 (Honours), HGE309, HES221, HES222, HES223, HES224, HES225, HES323, HES325, HES326, HES327, HES421, HES422, HES423, and HES426 (Honours).

(2) All students taking Environmental Studies as a double major must take and pass the following courses: HGE202, HGE208, HGE309, HES221, HES222, HES223, HES325, HES326, HES327, HES423, HES424 and HES425.

(3) All students taking Environmental Studies as a minor must take and pass the following courses: HGE208, HES221, HES222, HES224, HES225, HES326, HES327, HES423, and HES424.

(4) All students taking Geography in the Faculty of Education shall choose from the following core courses HGE202, HGE205, HGE208, HGE301, HGE303, HGE306 (Honours), HGE309 (Honours), HGE310, HES221, HES222, HES223, HES224, HES321, HES322, HES324 and HES424.

(5) Students who are enrolled in the Faculty with an 'A' Level qualification will

commence their studies in the second year while those without 'A' level will begin their studies in the first year and must take and pass HES121 and HES 122.

(6) The courses will be assessed in accordance with the general regulations with the exception of practical courses (HGE202; HGE306, HGE309, HES223 and HES323, whose ratio of continuous assessment to examination shall be 1:1. Continuous assessment shall be based on essays, tests, and practicals. There shall be a minimum of two essays and one test per semester.

(7) Fieldtrips organized for a class or a group in a year of study shall be compulsory. Each student will be expected to write a report, whose marks shall form a part of the continuous assessment in the relevant course.

List of Undergraduate Courses Offered in Geography and Environmental Studies

Major (FHSS)

First Year

Core Courses

HES121 Introduction to Environmental Studies I

HES122 Introduction to Environmental Studies II

Second Year

Core Courses

HES221 Introduction to Earth Environment

HES222 Introduction to Human Environment

HES223 Introduction to Quantitative Techniques in Environmental Studies

HES224 Settlements: Principles, Morphology and Environmental Impact

Third Year

Core Courses

HGE202 Introduction to Cartography and Map Work

HGE208 Rural Geography

HGE309 Remote Sensing and Aerial Photography

HES225 Agriculture and Environment

HES325 Rural Survey and Research Methods

HES326 Population Resources and Human Development

Fourth Year

Core and Elective Courses

HGE306 Geographical Information Systems (Honours)

HES327 Environmental Pollution and Control

HES421 Hazardous Waste Generation and Management (Elective)

HES422 Environmental Quality Management
HES423 Natural Resource Management and Economic
HES424 Environmental Hazards and Human Response (Elective)
HES425 Environmental Policy and Legislation
HES426 Research Project in Environmental Studies (Honours)

Double Major (FHSS)

First Year

HES121 Introduction to Environmental Studies I
HES122 Introduction to Environmental Studies II

Second Year

Core courses

HES221 Introduction to Earth's Environment
HES222 Introduction to Human Environment
HES223 Introduction to Quantitative Techniques in Environmental Studies

Third Year (15 credit hours)

Core Courses

HGE202 Cartography and Map Interpretation
HGE208 Rural Geography
HGE309 Remote Sensing and Aerial Interpretation
HES224 Settlements: Principles, Morphology and Environmental Impacts (Elective)
HES225 Agriculture and Environment
HES326 Population Resources and Human Development

Fourth Year

Core and Elective Courses

HES323 Environmental Impact Assessment
HES327 Environmental Pollution and Control
HES422 Environmental Quality Management
HES423 Natural Resource Management and Economics
HES425 Environmental Policy and Legislation

Minor (FHSS)

Core Courses

HGE208 Rural Geography
HES121 Introduction to Environmental Studies I
HES122 Introduction to Environmental Studies II
HES221 Introduction to Earth's Environment
HES222 Introduction to Human Environment
HES224 Settlements: Principles, Morphology, and Environmental Impact

HES225 Agriculture and Environment
HES326 Population Resources and Human Development
HES327 Environmental Pollution and Control
HES423 Natural Resource Management and Economics
HES424 Environmental Hazards and Human Response

Courses Offered to the Faculty of Education

Core Courses

HGE202 Cartography and Map Work
HGE205 Economic Geography
HGE208 Rural Geography
HGE301 The Geography of Africa
HGE303 Population Geography
HGE306 Geographical Information Systems (Honours)
HGE309 Remote Sensing and Air-photo Interpretation (Honours)
HGE310 Meteorology and Climatology
HES221 Introduction to the Earth's Environment
HES222 Introduction to the Human Environment
HES223 Introduction to Quantitative Techniques in Environmental Studies
HES224 Settlements: Principles, Morphology, and Environmental Impact
HES321 Advanced Studies in Geomorphology and Soil Geography
HES322 Advanced Studies in Hydrology and Biogeography
HES324 Urbanization: Principles and Impact on the Environment
HES424 Environmental Hazards and Human Response.

Descriptions of Undergraduate Courses in Environmental Studies

First Year

HES121 Introduction to Environmental Studies I

The main objective of this course is to introduce students to the basic elements and processes in the earth's physical environment. The course will focus on the systems approach of the lithosphere, atmosphere, hydrosphere and biosphere. Here the structure, components and functioning of each system will be considered. The humans as important components of the systems will also be introduced. This is a prerequisite course to HES221.

HES122 Introduction Environmental Studies II

This course is designed to prepare students for the more advanced (HES222) course. The main topics covered include Population Studies, Cultural Geography, Settlement geography, Economic Geography, Rural and Urban Settlements and the Human Impact on the Environment

Second Year

HGE202 Cartography and Map Work

This course is divided into two parts. The first part focuses on cartographic design and production so as to enable students to prepare and produce maps and diagrams using basic skills. The second part comprises the reading, interpretation and analysis of topographic maps both in physical and human aspects of Environmental Studies.

HGE205 Economic Geography

The purpose of this course is to introduce students to how people make a living, dealing with the spatial patterns of production, distribution and consumption of goods and services. The emphasis will be on analysis of factors and processes affecting organization and differentiation of economic activities and systems. The major focus will be on primary, secondary, tertiary and quaternary activities.

HES208 Rural Geography

The objective of this course is to expose students to the evolution and changes of rural landscapes and structures with special emphasis on Africa. Topics covered include rural land use, rural economic systems, rural population and settlement, and degradation and conservation, and rural development.

HES221 Introduction to the Earth's Environment

The main objective of this course is to examine some of the elements of the physical environment in relation to the basic processes involved in the function of geological, geomorphological, atmospheric and biological phenomena and their significance to man's socio-economic activities. Emphasis will be on the "Systems Approach" to show that elements of the environment do not occur singly in nature or culture but rather in a complex interaction of systems or man-environment relationships.

HES222 Introduction to the Human Environment

This course is designed to prepare students for advanced courses in human aspects of the environment in offered in Years 2 to 4. Themes covered include the nature and scope of human geography, major paradigm shifts, factors influencing location and spatial interaction, patterns of world population development, the geography of economic activity, human settlement, development and inter-dependence and introduction to spatial patterns (regional development).

HES223 Introduction to Quantitative Techniques in Environmental Studies

The course introduces students to the role of quantitative data and analysis in environmental research. Various quantitative techniques and their applications are studied including: data collection techniques; data analysis, interpretation and presentation; the use of descriptive techniques which summarize information about places, locations, areas, location patterns or trends and fluctuations through time; the application of inferential techniques, including sampling hypothesis-testing,

analysis of variance, correlation and regression analysis; and model-making techniques.

HES224 Settlements: Principles, Morphology and Environmental Impacts

The course deals with the formation, structure and functions of rural and urban settlements over time and space. The course provides a background for HGE208 Rural Geography, and HES 324 Urbanization: Principles and Impact on the Environment.

HES225 Agriculture and Environment

This course introduces the concepts of Agricultural Geography with emphasis on Agriculture and the economic, social, political and cultural environments. Sustainable Agriculture is focused on in relation to plant and animal production systems.

HGE301 The Geography of Africa

The course will examine key historical, environmental, social and economic issues in thematic ways. Topics to be covered include environmental resources and hazards, settlements, population, economic activities and trade.

HGE303 Population Geography

This course deals with wide ranging population issues and their impact on development. The topics covered include demographic concepts, sources of population data, population growth and morbidity, fertility and migration.

HGE306 Introduction to Geographical Information Systems (GIS)

This course introduces students to spatial analytical techniques using G.I.S. Topics covered include: the nature and usefulness of G.I.S; the principles of G.I.S. development; the building and maintenance of G.I.S. databases; and the use of G.I.S in modeling spatial problems. This is a hands-on course so that by the end of the course, a student should have his/her own G.I.S. project using principles acquired during the course.

HGE309 Remote Sensing and Air Photo Interpretation

The first part of the course introduces different techniques in remote sensing such as sensors and satellite systems, in addition to background information on the electromagnetic spectrum. The second part of the course focuses on photogrammetry and elements of air photo interpretation of the human and physical environment.

HGE310 Meteorology and Climatology

The course aims to bring out the relationship of meteorology and climatology at different scales of operation. It focuses on atmospheric structure and composition and how these play a part in the physical behaviour and processes in the atmosphere

(atmospheric moisture, motion, and energy cascades) as reflected in the climate system. Climatic classification, local and regional climates, climate change, and the role of humans will also constitute an important component of the course. Emphasis will be on tropical climatology.

HES321 Advanced Studies in Geomorphology and Soil Studies

The purpose of this course is to introduce and develop in students an appreciation of concepts in geomorphology and soil geography and their developmental and environmental applications. The topics to be covered in geomorphology include approaches to geomorphology; geological geomorphology, endogenic and exogenic processes and their influence on landforms; climatic geomorphology; and applied geomorphology. Topics to be covered in soil studies include soil in the environment, soil morphology and composition, factors of soil formation, pedogenesis, soil classification, soil survey, land use and mapping, soil fertility and fertilizer use, and soil erosion and conservation. General emphasis will be on soils in Africa.

HES322 Advanced Studies in Hydrology and Biogeography

The aim of this course is to introduce principles of hydrology and biogeography to students. The first part of the course will be to expose students to components and processes that constitute the hydrological cycle. This will enable students to understand aspects of hydraulics necessary for the dynamics of the occurrence of water both as an element of the physical environment and as a resource. Other areas of focus include methods for computing evaporation and evapotranspiration, infiltration, soil moisture, precipitation, velocity and discharge, and water quality. Statistical techniques will also be covered on topics such as stage-discharge relationships and their extension, and water balance equations and scale problems in hydrology. The second part of the course seeks to provide an understanding of factors, which have influenced the distribution patterns of plants and animals. The role of human beings as an agent of the biosphere will be considered along other biotic and abiotic factors. The topics to be covered include: historical biogeography, ecological biogeography; island biogeography; anthropogenic influences (domestication of plants and animals, population increase, agriculture, and industrialization).

HES323 Environmental Impact Assessment (EIA)

The main objective of this course is to expose students to the purposes, principles and methods of EIA as an environmental planning and management tool. The course is structured around the following themes: The Ecosystem concept; the value of undertaking EIA; the EIA process; analysis of impacts (biophysical and social – economic); economic evaluation; EIA in Zimbabwe; EIA preparation and management ; and case study applications.

HES324 Urbanization: Principles and Impact on the Environment

The course briefly considers the principles of urbanization: definition of urbanization, urban settlement patterns, internal structure of cities, central place theory and the differentiation of urban functions and their interaction with the population. In more detail the course will focus on the urban environment, urban agriculture, energy concentrations, rural-urban migration, industrial productivity, pollution problems and the means of dealing with waste disposal. Urbanization will be considered in terms of concepts of regionalism, urban planning and environmental management.

HES325 Rural Survey and Research Methods

The course focuses on capturing socio-economic data essential to rural development planning as a means of solving practical socio-economic problems in rural areas. Topics will include an analysis of the problem, survey design, literature review, logistical planning, elements of research proposal, and the use of descriptive and analytical surveys, and the analysis of survey data and presentation of results. Other research solutions will also be covered including the historical and experimental methods, rapid rural appraisal and participatory rural appraisal. Local field-based case studies and regular classroom exercises will give students the required hands-on experience with survey methodology.

HES326 Population Resources and Human Development

The course intends to demonstrate the close relationship between population, Development and the environment, and the outright statements about positive and negative implication of population growth must be studied within the specific spatial context. Course topics include: trends in population development dynamics, environmental dynamics on population development and environment, the global situation, case studies of Africa and Southern Africa.

HES327 Environmental Pollution and Control

The course introduces students to the basic principles relating to the main types of pollutants, their causes and sources, effects and control. The topics to be covered include air pollution, water pollution, radiation pollution, solid and hazardous wastes, noise pollution, and eco-technological control measures and monitoring strategies.

HES421 Hazardous Waste Generation and Management

This course covers general principles: definition of hazardous waste; problems of hazardous waste; administrative and legal aspects; planning of disposal facilities; collection, transportation, and storage; management, treatment and disposal; trans-frontier transport; and enforcement of waste management regulations. Types of wastes; waste generation from various sources; solid waste disposal and recycling; chemical and fluid wastes; radio active wastes and its interaction with soils and rocks; gaseous

waste; municipal, industrial, and domestic waste disposal practices; hydrological implications of waste disposal; and interaction between wastes and natural materials.

HES422 Environmental Quality Management

This course introduces students to the evolution and concepts of environmental quality management. Other topics which will be dealt with in detail are life cycle assessment, cost benefit analysis, environmental impact assessment, environmental audits, environmental management systems, green management and primary environmental care.

HES423 Natural Resource Management and Economics

The course highlights the economic aspects of natural resources and environmental change. The course topics will include: the development potential of natural resources; environmental change and economic growth/development; environmental constraints to development; environmental failures of markets and prices; valuation of natural resources and resource depletion; optimal use of renewable and non-renewable resources; international trade; environment and poverty; environmental change and macroeconomic conditions and policies (e.g. foreign debts, structural adjustment policies); environment and economic project appraisal (e.g. EIA, BC); economic incentives.

HES424 Environmental Hazards and Human Response

This course deals with natural, quasi-natural and man-made hazards as well as the human response. Specific hazards covered include earthquakes, volcanic activity, tropical cyclones, drought, pollution (air and water) and nuclear accidents. Biological hazards especially HIV/AIDS will also be considered. The last part of the course will consider long-term hazards resulting from environmental changes such as global warming, ozone depletion, loss of bio-diversity and land degradation. Emphasis will be given to all aspects of human response as conceptualized in the Disaster Management Cycle.

HES425 Environmental Policy and Legislation

The course offers an introduction to environmental policies and legislation at the national and international levels. Central to the course is the fact that environmental concerns cannot only be addressed in environmental policies, but should be incorporated in sectoral policies such as agriculture and industry. Course topics include: Environmental policies; interpretation of environmental concerns in sectoral policies; the role of the public in policy making and implementation of policy objectives; customary and modern legislation, economic instruments, consultative instruments; policy implementation, monitoring, and adjustment; policy effectiveness and efficiency; trends in international environmental policies in Southern Africa; and the Zimbabwe case study.

HES426 Research Project in Environmental Studies

This course is compulsory for honours students. Under supervision and guidance of staff, a student will be expected to carry out an independent investigation into a chosen problem and write a comprehensive report that will illustrate his or her understanding of issues pertaining to the problem. The report should also demonstrate, among other things, some competence in research methodology and analysis and appreciation of relevant literature.

Psychology Syllabus

Psychology is the study of human behaviour and experiences. It is a subject which is not fully appreciated in many developing countries. However, with the advent of a host of social problems, Psychology is becoming more important. Among the problems are HIV/AIDS, child sexual abuse, spousal battery and drug abuse. Psychology is considered the essential key to unlock doors to the answers of some of the world's social problems. It is a versatile discipline, which covers a broad range of subjects. The proposed programme aims to offer a foundation in understanding psychology. There will be core courses for all students. Emphasis is placed on courses related to Industrial and Counselling Psychology, which are in demand, especially in the private sector. Psychology is offered as:

- a) a Major
- b) a Double-Major
- c) a Minor
- d) an Honours

It is offered in two programmes:

- Bachelor of Social Sciences
- Bachelor of Humanities and Social Sciences

Aims

The programme aims to:

- Cultivate an appreciation of Psychology as a useful discipline by introducing students to the basic principles, methods and findings in Psychology which provide a background for work in various fields.
- Equip students with the necessary skills in the use of assessment tools, data gathering, analysis and interpretation for application in the psychological realm.

Objectives

By the end of the programme, the students should be able to:

- apply the skills and knowledge required to analyze human behaviour;
- demonstrate the ability to explain human behaviour;
- apply the skills and knowledge to predict human behaviour;

- display the ability to carry out research, that is, information collection, data analysis and presentation;
- demonstrate the ability to critically analyze research on psychological issues.

List of Undergraduate Courses Offered in Psychology

First Year (for students without 'A' Levels)

HPS121 Introduction to Social Sciences I
HPS122 Introduction to Social Sciences II

Second Year

HPS 101 Introduction to Psychology
HPS223 Introduction to Social Psychology
HPS201 Research Methods in Psychology
HPS224 Statistics in Psychology
HPS208 Psychopathology

Third Year

HPS 321 The Psychology of Learning
HPS323 Tests and Measurement
HPS325 History and Systems in Psychology
HPS309 Consumer Psychology
HPS304 Environmental Psychology
HPS202 Developmental Psychology
HPS328 The Psychology of Gender
HPS330 Practicum
HPS313 Psychology Research Project (for Honours students only).

Fourth Year

HPS 209 Personnel Psychology
HPS423 Labour Relations
HPS425 Organizational Psychology
HPS427 Group Dynamics and Human Relations
HPS313 Psychology Research Project
HPS 322 Counselling Theories and Practices
HPS424 Unique Groups in Counselling
HPS426 Ethics and Techniques in Counselling
HPS428 The Psychology of Culture and Human Development.

Special Regulations for Undergraduate Psychology Students Students without 'A' Levels

All students without 'A' Levels will be required to take and pass HPS 121 Introduction to Social Science I and HPS122 Introduction to Social Science II courses in Year I. Students with 'A' Levels will commence their studies in the second year.

Psychology Major

All students majoring in Psychology must take and pass the following courses: HPS101, HPS201, HPS202, HPS209, HPS223, HPS224, HPS304, HPS 309, HPS323, HPS325, HPS328, HPS422, HPS424, HPS425, HPS426, and HPS427.

Psychology Double Major

All students taking Psychology as a Double Major must take and pass the following courses: HPS101, HPS201, HPS202, HPS223, HPS224, HPS 304, HPS324, HPS325, HPS328, HPS422, HPS424, HPS425, HPS426, and HPS427.

Psychology Honours

To be admitted on the Honours Programme in Psychology a student must take and pass all the courses in the Psychology Major Programme. Students must have acquired a cumulative grade point average of 3.20 or better by the end of their second year. In addition, they are required to present a Research Project (HPS313) in their area of specialization in their fourth year.

Psychology Minor

The students taking Psychology as a Minor must take and pass the following courses: HPS 101/HPS223 HPS201, HPS328, HPS325, HPS422, and HPS425.

Specialization in Counselling and Industrial Psychology

Psychology Honours, Major and Double Major students wishing to courses: HPS202, HPS208, HPS209, HPS328, HPS422, HPS424, HPS425, HPS426, and HPS427.

· Psychology Honours, Major and Double Major students wishing to specialise in Industrial Psychology should take and pass the following courses, HPS209, HPS304, HPS309, HPS328, HPS422, HP 423, HPS424, HPS425, and HPS427.

NB: The courses have been arranged in such a way that it is possible to specialise in both Counselling and Industrial Psychology. This has been necessitated by the fact that knowledge in Counselling is needed in Industry and indeed in all fields of Psychology.

Descriptions of Undergraduate Courses in Psychology**HPS 101 Introduction to Psychology**

This course introduces the students to the main features of Psychology. It looks at the scientific study of Psychology and all the other factors which play a major role in the field. Topics will include genetic, biological, cultural and environmental factors

influencing human behaviour, perception, learning, memory, intelligence, motivation, emotion, stress, coping strategies and personality.

HPS201 Research Methods in Psychology

This course equips students with the methods and skills involved in carrying out social and behavioural science research. The processes to be learnt include data collection, analysis using statistics, interpretation and writing the reports. Other topics included are critical review of literature, research and the use of statistical software e.g. Statistical Package for Social Sciences (SPSS).

HPS202 Developmental Psychology

The course examines the development of a child from conception to adolescence. It deals also with research on theories in relation to biological, perceptual, physical, cognitive, emotional and social aspects of child development at home, school and in society in general.

HPS208 Psychopathology

The course focuses on behaviour disorders labeled as abnormal by society. It explores the empirical, anatomical and theoretical aspects of human behavioural and personality disorders. This includes the etiology of various Psychological disorders, classification systems for behaviour disorders, intervention and prevention strategies, therapy programmes and assessment techniques.

HPS209 Personnel Psychology

The main thrust of this course is to cover the issues pertaining to the management of personnel in organizations. It involves the application of psychology in the work place. Issues to be examined include training, job analysis, selection, recruitment and performance appraisal. Its focus is on the individual in the work setting.

HPS223 Social Psychology

The course examines individual's relationships by way of thoughts, feelings and behaviour within the social environment. The course will also look at theories propounded to explain human behaviour in society. The topics to be covered will include conformity, prejudice, aggression, altruism, discrimination, attitudes, social cognition, and group dynamics.

HPS304 Environmental Psychology

The course examines the relationship between the environment and human behaviour. It will look at the impact of human influence on the environment. This will be done by studying the effects of disasters and pollution. It will also examine, the perception that humans have of their environment, and how it influences their behaviour.

HPS309 Consumer Psychology

The course examines the factors which influence people's decisions when it comes to the purchase of products. It will explore those factors related to consumers, for example social class, income, culture, education, in order to assess their impact on consumer behaviour. The influence of advertising on buyer behaviour and the principles involved in advertising will also be examined.

HPS321 The Psychology of Learning

Emphasis on this course will be on the theories and on scientific analysis of the learning process. The theoretical views will be analysed on their ability to answer questions about learning. The course will also examine the application of learning principles and techniques in the learning process.

HPS323 Tests and Measurement

This course looks at psychological tools of measurement such as test construction, reliability, validity, test interpretation, ethics and the consequences of testing. The students will also be given opportunities to use the latest versions of assessment tests, for example, the revised version of the WISC – R.

HPS328 The Psychology of Gender

The course analyses gender issues from a societal and traditional point of view. It looks at how Psychology can be used to explain the behavioural patterns of women, men, the girl and boy child. The factors which influence the lives of women and the girl child such as sexuality, emotional adjustment, hormonal functioning, and identify are examined.

HPS313 Psychology Research Project

The main thrust of the research project is application of the research skills that incorporate knowledge from the course's Research Methods in Psychology and Statistics.

HPS432 Labour Relations

The focus of this course will be on how to deal with those issues pertaining to the relationships between the employer and employee. These include conflict resolution, grievance handling, bargaining and negotiation. Industrial relations between the worker, the labour movement. The employer and the state machinery will be examined through the Labour Relations Act of Zimbabwe.

HPS325 History and Systems in Psychology

The course examines the History of Psychology and major theoretical frameworks that have had an impact on human behaviour.

HPS422 Counselling Theories and Practice

The course will focus on the major theoretical approaches which counselors have to be aware of, which include Psychoanalysis by Freud, Behaviorism by Skinner and Watson, Person Centered Theory by Carl Rogers, and Cognitive Theories by the Gestalt Psychologists.

HPS424 Unique Groups in Counselling

The course will cover five major groups which are vulnerable and have unique needs. These are adolescents, women, gays, the aged, and the terminally ill. Counsellors have to be aware of the unique needs of each group before offering counselling.

HPS425 Organizational Psychology

This course examines how Psychology can be applied to the work settings. It covers topics which deal with group behaviour in organisations. The topics included are motivation, leadership and job satisfaction.

HPS426 Ethics and Techniques in Counselling

Students have to be aware of ethical codes to in the profession. The dilemmas which counsellors find themselves in will be looked into. The student has to have some knowledge of the basic techniques in counselling like interviewing, listening, establishing rapport and communication. This course provides some hands-on practical experience.

HPS427 Group Dynamics and Human Relations

The course explores the development of skills such as active listening, paraphrasing, empathy, phrasing open-ended questions, assertiveness and conflict resolution. The course also examines small group characteristics. It will explore the research and theories which explain the behaviour of groups. It will also examine how the group affects the behaviour, thinking and adjustment of its members.

HPS428 The Psychology of Culture and Human Development

This course explores the relationships among the variables relating to ecology, culture and psychology. It examines the influence of culture on perception and cognition, personality, cognitive and social development, social relations, interpersonal and inter-group behaviour as well as psychology.

Sociology Syllabus

Sociology seeks to understand the causes and consequences of human social behavior in groups of all sizes. Sociologists study how social structure and culture shape individual attitude, and also how collective human action can change the social environment and structure. In the face of emerging issues like globalization, conflict, HIV/ AIDS and environmental problems, it is hoped that the Sociology

programme should give students a broad understanding of local and global processes and development. The programme aims to build a foundation for students to be able to understand and make practical use of

Sociology. The programme consists of both core courses and electives. The courses offered should help students to join the private sector, development and humanitarian agencies, academia and research.

Aims

The undergraduate programme in Sociology aims to:

- give students an understanding of the sociological perspectives as well as the various competing theoretical perspectives within the discipline, and allow students to use the ‘Sociological Perspective’ to understand human behaviour and to respond to issues in a changing environment;
- teach students about basic sociological concepts, giving them a framework with which to analyse past, present, and future social issues relevant to the globe and Africa in particular; and
- impart to students, through lectures, tutorials, research and hands – on experience, an understanding of how social processes operate within human groups of all sizes and types.

Objectives

At the end of the programme students should be able to:

- recount and critically analyze the history of sociological thought and the ideas of major theorists;
- appropriately apply sociological concepts to a variety of everyday issues;
- understand group dynamics;
- understand how social structure, culture and social institutions affect human behavior and how human collective action can bring about change;
- conduct social research, interpret findings and present data;
- predict and measure human behavior using sociological researches;
- specialize in a field of their own choice after they have graduated.

Special Regulations for Undergraduate Sociology Programme

Sociology will be offered as:

- a) a Double Major
- b) a Major
- c) a Minor

It shall be offered in the following degree programmes:

- Bachelor of Social Sciences
- Bachelor of Arts (Humanities and Social Sciences)

Specific Expectations/ Requirements

- All students intending to study Sociology must have passed Mathematics at ‘O’ Level.
- All students majoring in Sociology must take and pass the following courses: HSO101, HSO102, HSO201, HSO207, HSO209, HSO221, HSO222, HSO223, HSO227, HSO306, HSO428, HSO429, HSO430, HSO424, and HSO 431.
- All students taking Sociology as a double major must take and pass the following courses: HSO101, HSO102, HSO201, HSO207, HSO221, HSO222, HSO223, HSO227, HSO301, HSO306, HSO429, HSO430, HSO424, HSO428, and HSO431.
- All students taking Sociology as a minor must take and pass the following courses: HSO101, HSO102, HSO221, HSO222, HSO223, HSO306, HSO432, and HSO434 and HSO424.
- Students who are enrolled in the Faculty with an ‘A’ Level qualification will commence their studies in the second year while those without ‘A’ Level will begin their studies in the first year and must take and pass HSO121 Culture and Society 1, and HSO122 Culture and Society 11).

Descriptions of Undergraduate Courses in Sociology

HSO101 Introduction To Sociology

This course focuses on the origin and development of sociology as a social science, with emphasis on sociological theories, the sociological perspectives, major sociological concepts, and an overview of the sub -fields of sociology. This course is a prerequisite to all sociology courses.

HSO102 Sociology of Social Problems

This course is aimed at exploring sociological perspectives on the construction of social problems in a changing world. Focus will be on the structure of social institutions and cultural factors that constitute threats to society, e.g. poverty, justice, war, health, family, and population growth. Attention will also be given to the possible intervention strategies necessary for the various social problems or conditions.

HSO201 Introduction to Social Research

This course introduces students to the logic and process of social research. Topics covered will include the relationship between theory and methods, the formulation of research questions and hypotheses, selection of variables and sample, the strengths and weaknesses of various qualitative and quantitative research methods, the stages of the research process and the ethics of research.

HSO202 Social Stratification and Bureaucracy

The course explores a broad view of the sociological theories and approaches to socio-economic stratification and bureaucracy in terms of domestic, comparative-historical and international dimensions. Focus will be on major theorists: Marx, Dahrendorf, Weber, Sorokin, Pareto, Sociometry and field studies on social groups are also considered.

HSO203 Group Dynamics

This field of inquiry explores knowledge about the nature of social groups, their development and interrelations with individuals, other groups and larger institutions. Issues to be covered: types of social groups, significance of groups, sociometry and field studies on social groups.

HSO204 Industrial Sociology

This course is concerned with the world of work. Students will be exposed to sociological theories which analyse the relationship between industry and other subsystems or institutions in society. The course therefore applies a general frame of reference, variables and explanatory models to the complex array of activities concerned with production, distribution, exchange, consumption and industrial relations.

HSO206 Sociology of the Family

This course explores the family as one of the major institutions in human societies making use of historical and cross-cultural perspectives. The course will give special attention to traditional African patterns of marriage, fertility, socialisation and kin relations and how these have been affected by Western contact.

HSO207 Poverty and Development

This course looks at poverty as a social phenomenon and a social problem to development. Content will focus on; definition and measurement of poverty, forms of poverty, the nature of poverty and the extent of poverty in Africa. Theories of poverty will also be explored. Focus will also be on the nature of development in poor countries. Theories of development e.g. modernization, dependency will also be analysed.

HSO209 Sociology Research Project (for Honours Students only)

The main thrust of the dissertation is that, it requires students to put the research skills that they have learnt into practice. This will be in the form of a formal research project. It will incorporate knowledge from Introduction to Social Research and Applied Social Research. This course also allows the student to demonstrate an ability to analyse and critically evaluate research literature that is available on the subject of the problem under investigation.

HSO221 Basic Research Skills

This is an introductory course to HSO201: Introduction to Social Research. It is designed to equip students with general skills to do research. The course gives basic research skills and basic understanding of what research is all about. Furthermore, the students will be able to understand the logic and process of social research.

HSO222 Introduction to Social Anthropology

This course focuses on different cultures with particular emphasis on the religious, economic, political and social systems of “preliterate” societies. It infuses sociological thinking into the understanding of the “other” smaller societies. This is a compulsory course for all First Years.

HSO223 Social Theory

This course surveys the development of social theory from its origins to the present day. Social thinkers’ perspectives are broad and wide-ranging and touch on philosophy as well, and the aim is to link these with social reformers sociological issues. The course is aimed at encouraging a critical appraisal of social reality.

HSO227 Sociology of Organizations

This course analyses the behaviour of people in organisations. Students will undertake case studies of large organisations of various types (business, government, NGOs etc), and learn about effective communication within and between organisations, as well as about how organisations are affected by both exogenous and endogenous factors.

HSO300 Childhood (Special Area Study)

This course explores a broad view of the sociological theories and approaches to issues related to childhood. The course is concerned with the development of the child and the processes and factors that constrain and facilitate the “best interests of the child.”

HSO301 Power, Politics and Society

This course introduces students to the Sociology of politics from both global and local perspectives. Content covers concepts and theories of power, theories on the role of the state, theories of ideology, and analysis of relevant social institutions in Africa.

HSO306 Gender and Development

This course focuses on gender relations in African societies past and present. Focus is on those areas in which women are currently at a disadvantage, and on policies intended to alleviate these disadvantages.

HSO321 Social Policy and Social Administration

This course examines the processes through which social policies are formulated and implemented. The ideal and actual relationships between research, policy-making, and implementation receive special attention.

HSO322 Applied Social Research

The course focuses on the practical aspects of social research including selection of appropriate methods and sample, operationalization of variables, constructing and administering survey questionnaires, interviewing one-on-one and in focus groups, observing, taking field notes, coding, analysing, interpreting data, and writing a research report. The course also includes some exposure to statistical computer software used in data analysis.

HSO422 Social Thought in Africa

This course analyses Afro-centric writings on Africa, and encourages students to appraise world processes using home-grown ideas. Other perspectives about social issues will not be ignored but their relevance to the development goal in Africa will be explored.

HSO424 Rural Development

This course examines past and present theories, research strategies and practical approaches related to rural development, assessing the successes and failures in various attempts to bring the advantages of modern life to rural communities.

HSO427 Sociology of Disasters and Relief Work

This course surveys sociological research on how people contribute and respond to a variety of human-engendered and natural disasters, such as industrial accidents, war, famine, floods and earthquakes. The problems of refugees of such disasters and the role of international aid agencies receive special attention.

HSO428 Sociology of Health and Illness

This course examines the social correlates of the occurrence, transmission, treatment, and long-term consequences of disease and other conditions of poor health. Diseases prevalent in the tropics receive the most attention. Traditional and Western medical beliefs and practices are considered as well.

HSO429 Sociology of Deviant Behaviour

This course surveys sociological definitions of and explanations for deviant behavior of all types, with emphasis on non-criminal forms of deviance. Societal responses to deviance and the effect these responses have on deviant individuals are discussed.

HSO430 Criminology

This course considers various types of crime and criminal offenders, both adult and juvenile. Topics include sociological explanations for the causes of crime, variation in crime rates, and the consequences of crime for individuals, families and communities.

HSO431 Social Control

This course focuses on societal attempts to prevent, control and punish deviant behavior, particularly crime. The role of informal controls, law enforcement agencies, the law, the courts and prisons are all considered.

ECONOMICS SYLLABUS

To be admitted to study Economics as one of their two subject areas of study, students are required to have “O” level Mathematics. Students shall not be allowed to select Economics as a Double Major. Rather, a student wishing to study Economics must either major or minor in the subject. Courses that are required for studying Economics as a major or minor are as follows:

Year Two

Economics majors and minors must take and pass the following courses:

Semester I

MMS101 Mathematics for Business I

MEC101 Economic Principles I

Semester II

MMS105 Mathematics for Business II

MEC102 Economic Principles II

Year III

Economic **Majors** (within the Major/Minor option) must take and pass the following courses:

Semester I

MEC201 Intermediate Microeconomics

MEC203 Mathematics for Economists

MEC205 Money and Banking

Semester II

MEC204 Intermediate Macroeconomics

MEC206 Public Sector Economics

MEC207 History of Economic Thought

2. Economics **Minors** (within the Major/Minor option) must take and pass the following courses

Semester I

MEC201 Intermediate Microeconomics
MEC203 Mathematics for Economists

Semester I

MEC204 Intermediate Macroeconomics
MEC207 History of Economic Thought

Year IV

1. Economics **Majors** (within the Major/Minor option) must take and pass the following courses:

Semester I

MEC401 Management Economics
MEC402 International Economics II (Finance)
MEC403 Development Economics

Semester II

MEC404 Resource and Environmental Economics
MEC405 Monetary Economics
MEC406 Business Cycles and Forecasting

2 Economics **Minors** (within the Major/Minor option) must take and pass the following courses:

Semester I

MEC402 International Economics II (Finance)
MEC403 Development Economics

Semester II

MEC404 Resource and Environmental Economics
MEC405 Monetary Economics

For the course descriptions see Faculty of Management and Administration

**FACULTY OF HEALTH
SCIENCES (FHS)**

Mission Statement

The mission of the Faculty of Health Sciences is to develop a leadership cadre of medical, nursing and community health practitioners who will be able to function adequately in sub-Saharan African countries as care givers, district health managers and coordinators of district level HIV/AIDS prevention and control programmes. The training will focus on service in the rural areas, which are very often underserved by the health systems in many less developed countries on the African continent.

Undergraduate Programmes

The Faculty of Health Sciences offers the following undergraduate programmes:

a) 2-year Post-Basic Bachelor of Science in Nursing (BSN) degree:

The overall aim of the post-basic Bachelor of Science in Nursing degree programme is to provide higher education to Registered Nurses (RN,) that will enable them to offer quality nursing care in hospitals and in the community at the preventive, promotive, curative and rehabilitative level, as well as to equip them to work as nurse educators or participate in nursing research.

b) 4-year Bachelor's degree in Health Service Management (BHSM).

The Bachelor of Health Service Management degree programme is the first comprehensive undergraduate degree programme in sub-Saharan Africa aimed at preparing a well-informed cadre of health service managers with relevant background knowledge of health and diseases well as an appreciable understanding of issues relating to health promotion, disease prevention and patient care. The curriculum emphasizes the application of information technology as a management tool in their day-to-day activities, which include programme planning, programme implementation and evaluation, financial management, accounting and human resources management. The degree is offered in conjunction with the Faculty of Management and Administration, the Department of Computer Sciences and the Africa University Information Technology Centre.

The Post-Basic Bachelor of Science Nursing (BSN) Degree programme.**Aim**

The overall aim of the post-basic Bachelor of Science degree in nursing programme is to provide higher education to Registered nurses (RN) to enable them give quality nursing care in hospitals and communities at the preventive, promotive, curative and rehabilitative level.

Objectives

The Bachelor of Science programme will equip graduates to be able to carry out the following functions:

A. Use the Nursing Process in clinical practice to:

- Assess the health status of patients
- Make nursing diagnosis
- Plan nursing interventions
- Implement nursing interventions
- Evaluate care.
- Integrate knowledge from the behavioural and natural sciences and information technology in the planning and provision of care.
- Provide quality-nursing care to individuals of all age groups, family, and community.
- Integrate education and counselling in the planning and implementation of care.
- Implement the plan of care by collaborating with professional colleagues and act independently when the need of the patient and the nursing practice so indicates.

B.

- Manage basic nursing training schools
- Develop education programmes for nurses, other health care workers, as well as for patient, family and community.
- Conduct educational programmes using appropriate education theories.
- Evaluate education programmes using appropriate evaluation principles.

C.

- Apply management theories in nursing practice.
- Apply quality models in the development and evaluation of nursing management and clinical practice.
- Demonstrate leadership skills in various nursing situations
- Undertake operational research with enhanced efficiency in planning, implementing and evaluating the nursing education programmes.
- Supervise lower cadres of health care workers and nursing personnel.

D.

- Develop research proposals relevant to health and nursing practice.
- Conduct operational research studies.
- Evaluate research studies for their adherence to the research process, appropriateness, relevance, and completeness.
- Use research findings to improve nursing practice.

E

Demonstrate skill in the use of information technology,
Demonstrate communication and counseling skills while interacting with patient's relatives, community and team members
Critically observe ethical and legal parameters of service and care
Maintain professional competence through continuing education.

ADMISSION REQUIREMENTS

To be eligible for admission to the BSN programme:

Candidates must be in possession of diplomas or State Certificates in nursing.

Candidates must be currently registered to practice as nurses by the respective nursing councils or appropriate health professions' registration body in their respective countries.

Candidates must have had at least 2 years full-time professional experience

Candidates must satisfy the basic entry requirements for admission to Africa University, i.e. candidates must show evidence that they have at least a credit pass in English Language, Mathematics or Applied Statistics, Biology and Chemistry, at "O" or "A" Levels or their equivalents.

Candidates 25 years of age or older at the time of registration may enter through the Mature Age Entry Scheme of Africa University. Further information on this special provision may be obtained from the Senior Assistant Registrar for Academic Affairs at the University.

The medium of instruction is English language. Non-English speaking candidates who fail to satisfy the University Admissions Board in the diagnostic test for competence in English language, but otherwise fulfil the other admission criteria, may be required to undertake a one-year Intensive English course before they can proceed to the BSN programme

COURSE DESCRIPTIONS**University-wide courses**

Students enrolled in the 2-year post-basic Bachelor of Science degree in Nursing programme are required to take the following University-wide courses whose descriptions can be found elsewhere in the prospectus: HAS 100, HIT100, TEV200 and a second language (HFR/HPO/HESL) as appropriate.

Interfaculty courses

The Faculty of Health sciences also requires BSN students to enroll for some courses which are offered by other faculties solely or in collaboration with FHS. These courses form part of the essential core courses for the programme-: ECI 309, HSO 101 and HPS101

FIRST SEMESTER**HIT 100 Introduction to Information Technology (2 Credit hours)**

This course will offer students practical skills in Information technology which will be of use to them immediately in their University career and beyond: to develop intellectual skills of enquiry, information search for manuals, books, help screens and to introduce the common document preparation and manipulating packages. Students will become familiarized with the basic components of a computer and with common application package. This course will aim to equip students with some basic knowledge of what a computer is and the way it functions, the different hardware components of a computer, and the different peripherals and application software that are available in a networked environment.

SNS307 Foundations of Nursing (3 Credit hours)

The course focuses on nursing and nursing care concepts, ethics and legal aspects in nursing as a profession. Holistic and primary health care concepts are reviewed. The course also emphasizes on nursing process, including the practical aspects of health assessment. Theories of nursing, quality assurance, nursing standard, and trends in nursing are also covered.

HSO101 Introduction to Sociology (3 credit hours)

The course focuses on strengthening the theoretical and application of concepts related to sociology; society, culture, family and coping behaviour of family in illness. The course also emphasizes on social structure including social stratification, groups and group dynamics, social change and social control. The role of nurse in relation to health and illness in social perspective is also emphasized. The course provides opportunity to nursing students to identify the social problems through field visits.

HPO101 Introduction to Psychology (3 Credit hours)

The course will introduce the students to human behaviour as a field of scientific study. It will look at the factors, which influence human behaviour i.e. biological and environmental. The focus of this course is to highlight the significance of Psychology to nursing. It will deal with psychological issues relevant to nursing, issues which nurses can relate to and make practical use of their profession. The course will deal with these issues under the following headings, Social Psychology, Developmental Psychology, Learning, Motivation and Perception. Various theories of human behaviour including psychopathology will be examined

HFR111/HPO111/HESL111 Foreign languages (3 Credit hours)

For course description, please see under Faculty of Humanities and Social Sciences in the university prospectus.

SNS312 Communicable and Non Communicable Diseases (3 Credit hours)

This course describes the communicable and non communicable diseases of public health significance, internationally, continentally, regionally and nationally. A major focus is the epidemiology, prevention, investigation, control and management of these diseases. Students will be given the opportunity to acquire practical experience in medical and surgical care and management of communicable and non communicable diseases.

SNS407 Health Legislation (2 Credit hours)

This course provides the legal and theoretical foundations for the practice of nursing. Major components include the evolution and achievements of public health internationally, continentally, regionally and nationally, as well as the impact of relevant international, continental, regional and national agencies/organizations on public health.

Second Semester**HAS100 African Studies (3 Credit hours)****TEV200 Ethics and Christian Values (2 Credit hours)**

Students explore the meaning of “right” and “wrong” and “duty” and become familiar with basic ways of addressing ethical questions. Factors that enter into ethical decision-making are explored, as are selected religious and philosophical ethical systems. The several stages of biblical reflection on responsibility to God and to fellow human beings are studied. These offer foundation for reflecting on contemporary ethical questions and dilemmas. Some attention to the origin and to the nature of the authority of the biblical texts is included. Selected on-going issues in Christian ethics are explored historically. Examples are war/peace, ethnic identity/universal humanity, gender distinction/human nature, and stewardship of wealth/resources. The “thread of common commitment” and the diversity of views are both examined.

SNS313 Anatomy, Physiology and Pathophysiology (3 Credit hours)

The emphasis of the course for the Post Basic Nursing students is to review, strengthen and apply the knowledge of anatomy and physiology of various systems of the human body. Practicum to include observation of post mortem examinations.

SNS305 Communication and Counselling Skills (3 Credit hours)

The course is designed for the Post Basic B.Sc. Nursing students to enable them to update their knowledge and skills in communication with patients, relatives and team members, and use appropriate techniques for effective communication and counselling. The course also emphasizes on different approaches to effective

communication and counselling of clients in varied circumstances and from different cultural backgrounds.

ECI309 Principles of Teaching and Learning for nurses (3 Credit hours)

The five main areas to be covered will be: Teaching and Learning, General and content methods of instruction and training, Lesson planning and evaluation, Classroom Management and Discipline and Instructional Technology.

HFR112/HPO112/HESL112. Foreign Languages (3 Credit hours)

For course description, please see under Faculty of Humanities and Social Sciences in the university prospectus

Third Semester

SNS314 Biosciences (Microbiology, Applied Biophysics, Biochemistry) and Pharmacology (3 Credit hours)

This course builds on related knowledge from the basic nurse training programme and covers selected areas from microbiology, biochemistry, immunology and biophysics. The course on pharmacology is designed to update the knowledge and skills in relation to the properties of essential drugs, mechanisms of drug toxicity and different hazards of drug administration. The course also focuses on drugs for current and re-emerging health conditions with emphasis on HIV/AIDS, TB and Malaria.

SNS308 Research Methodology (2 Credit hours)

This course focuses on the development of skills in research methods. Emphasis is on research design and the application of statistical principles to data collection, analysis and interpretation. Public Health methods are discussed and form an integral part of the course. Identification of a research problem relevant to health and nursing and the formulation of a research design for problem solving with due consideration for ethical and legal issues are included.

SNS310 Health Services Management I (3 Credit hours)

The evolution of Management thought and influencing factors as well as future trends in management are examined. Classical, Behavioural, Systems, Contingency, Proactive and Total Quality management approaches will be discussed. The management process is then reviewed and further elaborated. The present policies within the health service in selected Africa countries influencing management will be analyzed.

SNS401 Epidemiology/Biostatistics/ Health Informatics (3 Credit hours)

The course is built upon knowledge of fundamentals of epidemiology acquired in the basic Nursing Education programme. It provides basis for disease surveillance, prevention and control. There is integration of scientific principles and elements of research methodology and biostatistics with epidemiology in determining levels of health of individual, family, and community in an effort to prevent diseases and promote health. Selected statistical methods are explored that support students' interpreting and conducting nursing research. This course also focuses on the use of computerized systems in nursing education, clinical practice, continuing education, and administration. Ethical, social and legal issues associated with using information technology in the health care environment are emphasized. Students have the opportunity to use selective computer application packages to complete course project.

SNS315 Community Health Nursing and Health Promotion (3 Credit hours)

The course focuses on nursing care using culturally sensitive framework with clients living in the community emphasizing the continuum of care concepts. The nursing process and concepts of public health science, caring, professionalism and change are incorporated while working with clients. Students develop partnerships through professional communication, collaboration, critical thinking and shared learning. The course also introduces students to the concepts and models of health promotion including international, continental, regional and national policies, charters and declarations. Issues and barriers to health promotion are explored. Health promotion strategies, programmes and various approaches are discussed. The Ministry of Health's policy and international reports on health promotion are analysed.

SNS316 Care of Vulnerable (Elderly, Mentally ill & Disadvantaged Children) (3 Credit hours)

This course critiques and applies social and biological theories of aging, development of mental ill health and psychosocial models of growth and development throughout different stages of life. Epidemiological, demographic and socio-economic determinants are explored, as well as issues and implications of emotional and physiological changes and community initiatives and resources. International and national declarations and standards are applied to meet the needs of the vulnerable. The community health nursing roles as case finder, collaborator, coordinator, and case manager are explored in such settings as schools, work sites primary care.

Electives

Every student is required to select one elective course during the third semester.

SNS317 Nursing Education (3 Credit hours)

Students will have the opportunity to synthesize learning and experiences into strategies which will be further explored and designed for nursing education. Multiple teaching and learning theories, designs and strategies will also be tackled.

SNS318 Health Services Management II (3 Credit hours)

A strategic approach to planning including management of resources and facilities are covered. An expectation of the course is the practical application of aspects of course content to the public health field of practice. The monitoring and evaluation processes as applied to health services will be described.

**Fourth Semester
Consolidated Practicum**

SNS403 Nursing Education/Teaching Practice (9 Credit hours) (option A)

Working with a preceptor, students have the opportunity to synthesize learning and experiences into strategies and designs for nursing education. Multiple teaching learning theories, designs and strategies are employed. Included in this practicum is direct contact with nurse trainees in the classroom and clinical environment

SNS405 Management (9 Credit hours) (Option B)

Students will be attached to health institutions to enable them to acquire experience in the following areas:

- Ward administration
- Management of health care facilities

The students will be assigned to situations where they can demonstrate leadership in nursing practice and in the organization of health care facilities.

SNS412 Project Assignment (5 Credit hours)

Students will develop individual proposals, undertake and submit reports on projects related to their chosen area of interest.

Evaluation

Students enrolled in the BSN programme will be evaluated on a continuous basis throughout the course of their academic studies. Each course shall consist of both continuous assessment and an end of Semester evaluation. Sixty percent (60%) of the final course grade will be determined by the end of semester examinations with the remaining forty percent (40%) determined by continuous assessment. Evaluation of nursing practice will be based on reports and practical performance appraisals.

End of Semester University Examinations will be conducted according to schedule under the control of the Registrar. In every University examination there shall be a Faculty Examiners' Board, which shall consist of internal examiners at the end of the first, second and third semesters; and both internal and external examiners at the end of the fourth and final semester. The University Senate shall appoint the external examiner(s). Grading of students performance will be based on approved university regulations in force at the time of the examination.

Bachelor of Health Services Management (BHSM) Degree Programme

The health indices of most African countries are among the poorest in the world. In sub-Saharan Africa the health sector is currently experiencing an acute shortage of human resources in all aspects and at all levels of the health care delivery system. Financial and material resources for health promotion, disease prevention and patient care are inadequate or lacking due to the poor state of the economies of the countries, poor planning and resources management. The health sector is one of the least favoured compared to other sectors for allocation of resources by governments within the national development programmes. Until national economies improve, there is a great need for better planning and more efficient management of the less than optimal resources and facilities that are currently available for health services in these resource-limited settings. Efficient management of the available resources should significantly contribute to an improvement of the healthcare delivery system. Priority should therefore be given to the development of human resources who have the requisite expertise to plan, and efficiently manage the facilities and programmes that exist at all levels of the health services. To be effective, the cadre of managers must be given the background that will make them perform effectively. The background must include knowledge of public health and principles of management of resources be it in the public or private sector, financial and human resources management, programme evaluation and the interpretation of findings.

Admission Requirements to the BHSM Degree Programme

To be eligible for admission to the undergraduate degree programme of Bachelor of Health Services Management, candidates must satisfy the requirements for admission to Africa University.

Five "O" Level subjects or equivalent, with no less than credit level passes in English Language, Mathematics and any three of the following subjects :

Biology, Chemistry, Physics, Physics with Chemistry, Geography, Statistics, Integrated Science, Computer Studies, Business Studies. Accounts, Commerce,

At least two subjects at Advanced Level from recognized examination boards or equivalent qualifications in the following subjects:

Biology, Geography, Chemistry, Physics, Statistics, Accounting, Economics,

Mathematics/Applied Mathematics, Management of Business.

The medium of instruction at Africa University is the English language. Applicants from non-English speaking background who have passed 'A' level examinations or equivalent will be required to demonstrate proficiency in the English language or must have successfully completed the Intensive English studies programme at Africa University *before* they can be considered for admission into the Bachelor of Health Services Management degree programme.

Course Descriptions

Students enrolled in the 4-year Bachelor of Health Services Management degree programme are required to take the following courses:

Year One Semester 1

HCS101 Communication Skills I (3) AU Prospectus (FHSS)

HESL/HFR/HPO111 Foreign Languages (3) AU Prospectus (FHSS)

HIT100 Introduction to Information Technology (2) AU Prospectus (FHSS)

MAC101 Foundations of Accounting (3) AU Prospectus (FMA)

MMS103 Introduction to Management (3) AU Prospectus (FMA)

SHS100 Human Biology (3 Credit hours)

This course focuses on the structure and function of the human body in health and illness. The course will describe how the body is organized from cells, tissues, organs and systems. During the course the student will be helped to appreciate the interdependence and interrelated nature of the various systems of the body and how malfunctioning of one affects others.

Total 19 Credit Hours

Year One Semester II

HAS100 African Studies (3) AU Prospectus (FHSS)

TEV200 Ethics and Christian Values (2) AU Prospectus (FOT)

HESL/HFR/HPO II Foreign Language (3) AU Prospectus (FHSS)

MAC102 Foundations of Accounting II (3) AU Prospectus (FMA)

MEC102 Economic Principles II (Macroeconomics) (3) AU Prospectus (FMA)**SNS305 Communication and Counseling Skills (3 Credit hours)**

The course is designed for the Post Basic B.Sc. Nursing students to enable them to update their knowledge and skills in communication with patients, relatives and team members, and use appropriate techniques for effective communication and counselling. The course also emphasizes different approaches to effective communication and counselling of clients in varied circumstances and from different cultural backgrounds.

SHS101 Human Genetics Microbiology and Immunology (2 Credit hours)

The course will describe the chromosomal and chemical bases of inheritance, the science of manipulating and tracking genes and its applications. The course will describe examples of single gene disorders, autosomal dominant and recessive inheritance, and sex-linked inheritance. The student will be introduced to the concept of genetic counselling which is the emphasis in clinical genetics. Information will be given on the Human Genome Project and its possible consequences for medicine and biology. Biotechnology topics, gene cloning, recombinant DNA technology and genetically modified organisms will also be discussed. The course will also include a study of microorganisms focusing on the structure, reproduction, classification and metabolism as well as the principles and application of microorganisms and their relationship to various disease processes. The role of microorganisms in health and disease and the environment at large is highlighted. The principles of immunology, concepts of immunity and immunodeficiency and the immunological basis of health protection through vaccination are also covered.

Total 19 Credit Hours

Year Two Semester I

MMS201 Organizational Behaviour (3) AU Prospectus (FMA)

HSO101 Introduction to Sociology (3) AU Prospectus (FHSS)

HPS101 Introduction to Psychology (3) AU Prospectus (FHSS)

SHI100 Health Informatics I (3 Credit hours)

The Health Organization as an Information system; E-Health Systems; Administrative Systems and Care Delivery Systems; Legal issues; Security Issues; Introduction to practical project areas – Hospital; Primary Care; Home Care continuous medical education; retrieval of health and medical information by citizens; Trading Health Products. HIT 100 is a prerequisite for this course.

SHS201 Prevention and Control of Communicable Diseases (Including HIV/AIDS and other STIs) (3 Credit hours)

Focus is on Epidemiology, prevention and control, diagnosis and management of priority endemic and epidemic diseases of public health importance in sub Saharan Africa. Topics to be covered include HIV and AIDS, Tuberculosis, Malaria, Sexually transmitted infections, yellow fever, diarrhoeal diseases, cholera and meningitis. A major focus is the prevention, investigation and control of emerging and re-emerging communicable diseases of public health significance, internationally, regionally, and nationally. It also examines the non medical issues that contribute to the spread of HIV including factors like social status of women, poverty, stigma and discrimination. Students are given assignments to critically review their home countries' HIV/AIDS, sexually transmitted infections and other communicable diseases data and policies and evidence-based examples of successful national intervention programmes.

SNS301 History of Health Care in Africa (2 credit hours)

History of endemic and epidemic diseases in Africa. Case studies will focus on the social, cultural and politico economic bases of past and present pandemic and epidemic diseases that have severe consequences for economies and health of the countries. Environmental factors will be highlighted. The history, nature and uses of traditional medicine in Africa, the merits and demerits of traditional medicine. The impact of Christian missionaries in the provision of health care and health services in the colonial and postcolonial era.

Total 17 Credit Hours

Year Two Semester II

HGE303 Population Geography (3 Credit hours) AU Prospectus (FHSS))

CIS102/SHI101 Health Informatics II/Microcomputer applications (3Credit hours)

Knowledge work productivity concepts; advanced software functionality to support personal and group productivity such as templates and macros and functions; advanced concepts in organization and management of data (sorting, filtering, data analysis) via spreadsheets and database tools; accessing organizational and external data; information search strategies, tool use optimization and personalization, professional document design; image processing; Web page design and publishing.

SHS110 Health and the Environment (2 Credit hours)

Unit 1.Environmental Hygiene: Health and the environment, housing, water and, industrial and environmental pollution. The student will learn the principles of hazard evaluation, waste disposal and food hygiene.

Unit 2: Occupational Health and Safety: Definition of occupational health. Discussion of the development of occupational health programmes in selected countries. The objectives of occupational health programmes. The burden of occupation related health problems will be discussed as and social benefits policies and legislation related to occupational health. The roles of the government agencies, International Labour Organization and Trade Unions in promoting workers health and safety.

SHS107 Health Promotion (2 Credit hours)

Concepts and models of health promotion including international, continental, regional, and national policies, charters and declarations are discussed. Issues of, and barriers to health promotion are explored. Health promotion strategies and programmes and various approaches to health promotion are the major areas of focus for this course. A comparative study is made of national health promotion policies, programmes and strategies of several ministries of health. Analysis of international reports on health promotion is also resented

SNS402 Prevention and Control of Non Communicable Diseases (2 Credit hours)

This course describes the epidemiology, management and prevention of chronic non-communicable diseases: hypertension, cancers, leukaemias, chronic anaemias, cardiovascular, genetic, metabolic and neurological diseases and syndromes of public health importance in sub-Saharan Africa.

SHS202 Family Health (3 Credit hours)

This course examines the family as a social institution in a changing society. Theoretical and actual alternatives to the family patterns as well as contemporary trends are reviewed from the functionalist, Conflict and Humanist perspectives. The role of the family in health promotion at all stages: infancy, adolescent, adult including postmenopausal and post-androposal stages are discussed.

Gender issues and health are examined. Awareness of ways of reducing mortality and morbidity amongst women through promotion of education of the girl child, advocacy for equality in services, advocacy for women's rights to control their own fertility, encouraging income generating activities and advocacy for equal job opportunities. Social support systems and the care of the elderly in developing countries are examined. Attention is drawn to the epidemiology, prevention and care of the common diseases of infancy and childhood. The consequences of health and disease experiences in early childhood and their impact on the child's social, mental and physical development and family life will be examined. The course will also critically examine the current response of national health and social systems to the needs of the child.

Total 15 Credit Hours

Year Three Semester I

MMS302 Human Resources management (3) AU Prospectus (FMA)
MAC301 Management Accounting (3) AU Prospectus (FMA)

MAC302 Accounting Information Systems (3) AU Prospectus (FMA)

MAC305 Auditing Principles (3) AU Prospectus (FMA)

MMS306 Management Theory and Practice 11(3) AU Prospectus (FMA)

HPS209 Personnel Psychology (3) AU Prospectus (FHSS)

Total 18 Credit Hours

Year Three Semester II**SHI300 Health Informatics III (3 Credit hours)**

This course covers the factors necessary for successful management of information systems development or enhancement projects. Both technical and behavioral aspects of projects management are applied within the context of an information systems development project.

SHA300 Health Services Organizations (2 Credit hours)

This course describes the types of Health Services in the region and selected countries of other regions of the world. A realistic model of an African administrative area provides participants with the opportunity to plan “their” health care system allocate available resources and maximize the coverage. They then evaluate the outcome: the extent to which the health needs of the target population are met by “their” system.

SHS301 Health Care of special populations, displaced persons and refugees (2)

Unit 1: Reasons for an increase in the numbers of refugees and displaced persons with particular reference to sub-Saharan Africa. Methods of assessment of public health needs of such persons and how to set up refugee health units to address such needs. Emphasis will be placed on mental health including trauma counseling; nutrition; prevention and control of STIs, HIV/AIDS and epidemic diseases such as malaria and cholera.

Unit 2: Discussions will also include disaster preparedness at national, provincial and district levels.

SHS302 Nutrition and Health (2 Credit hours)

This course deals with the Interaction between nutrition and health, nutritional diseases, an overview of vitamins and minerals. It also examines socio-economic factors that contribute to malnutrition. Students are given assignment to review national and international policies on nutrition.

SHS303 Introduction to Epidemiology and Biostatistics (3 Credit hours)

The course deals with the history, basic concepts and methods of epidemiology. It covers the tools used for measurement of disease prevalence, incidence, their sensitivity and specificity. Different study designs are reviewed such as prospective, case comparison, cross-sectional studies and clinical trials. Various methods employed for organization and analyses of data as well as the interpretation, presentation of numerical data essential for epidemiological purposes are taught. Statistical packages will include EPI-INFO. The course also covers descriptive statistics, probability, sampling distributions, hypothesis testing, simple linear regression, correlation, one-way analysis of variance, categorical data analysis, and nonparametric methods. Students will complete short exercises using analytical methods.\

SHS304 Research Methods and Ethics in Health Care (3 Credit hours)

This course teaches skills in research methods that is, Research design and the application of statistical principles to data collection, analysis and interpretation. Public Health methods are discussed and form an integral part of the course. Identification of a research problem relevant to health and the formulation of a research design for problem solving with due consideration of ethical and legal issues are included. Historical overview of the discipline of bioethics is discussed. Students will philosophically examine contemporary bioethical issues. Topics include organ transplantation, drugs and vaccine trials, human genetics, death and dying, and the implications of the genome project and reproductive technology.

Total 15 Credit hours

Year Four Semester I**SHS401 Field Attachment I Report (3 Credit hours)**

At the end of the second year the students will be attached to a health institution such as a district hospital and learn the duties of a health services administrator in such an institution. At the end of the attachment the students should produce a report highlighting their observations with regard to the institution, the organization structure, services offered and recommendations. A summary of the report will be left with the institution.

SHA301 Health Economics and Health care Financing (2 credit hours)

Different methods of financing health services in different parts of the world, their

merits and demerits and their impact on the health of the general population, vulnerable groups, community and individual health. The contribution of health sector to national economies and development.

Total 17 Credit hours

Year Four Semester II

SHA401 Health Services Administration and Management (3 Credit hours)

The management process is reviewed and further elaborated. The course prepares the student for the role that managers play within health and welfare services. The policies within the health and welfare services in selected African countries and their impact on the availability and management of resources and facilities. Management of change and leadership issues will be discussed and insights developed into factors influencing motivation and use of power.

CIS202 Programming I (3 Credit hours)

Fundamental concepts of programming. Topics include data types, control structures, an introduction to array and string data structures and algorithms, abstraction using functions and procedures. Compilation and debugging techniques. Introduction to object-oriented paradigm. Foundations of human-computer interfaces. Problem-solving strategies and the role of algorithms in problem solving process.

CIS301 Database Systems (3 Credit hours)

Information systems design and implementation within a database management system environment. Topics include conceptual, logical and physical data models, and modelling tools; mapping conceptual schema, entity and referential integrity, relational algebra and relational calculus. Database query languages (Structured Query Language (SQL)). Relational database design, transaction processing, and physical database design (storage and file structures). Database implementation including user interface and reports.

CIS403 Web Application Development (3 Credit hours)

Modern application software in Business environment. Topics include Enterprise Web Application Development and Security: Web Service and XML in the enterprise, Hands-on experience using current technology to build business-to-business (B2B) and business to computer (B2C) applications.

SHA302 Health Programme Development and Evaluation (3 Credit hours)

Areas to be explored include the concept of programme development, programme planning, programme implementation. Determination of the effectiveness of a programme and interpretation of results of programme implementation. Choice of indicators, criteria/standards for programme evaluation, gathering of evidence and

drawing of conclusions by comparing the evidence and the criteria. Communication of evaluation findings.

SHA403 Project Report (ELECTIVE FOR HONOURS STUDENTS) (3 Credit hours)

The students should produce a report highlighting his observations with regard to the Type of Organization, the organization structure, services offered and recommendations.

Total 15(18) Credit hours

Grand Total 135(138) Credit hours

*** Joint Supervision by FMA and FHS

Postgraduate Programmes

Aim of the Postgraduate Programme in Public Health

The overall aim of the postgraduate programme in public health is to provide training opportunities to university graduates in the discipline of Public Health, so as to enable them to contribute to the general improvement of the health of communities through participation in public health programmes in the public and private sectors, as well as those supported by non governmental organizations. The graduates of the programme should be able to provide service as project managers at district and community levels, administer field programmes run by non governmental organizations (NGOs) and manage environmental and workplace-related occupational health and safety programmes.

Master of Public Health (MPH) Degree

This is a 2-year full time programme. Candidates must attain a minimum CGPA of 3.00 at the end of the second semester in order to proceed to the third semester of the MPH programme. A student who fails to attain a CGPA of 3.00 at the end of the second semester, but has a score of 2.60 and above, may be awarded the Diploma in Public Health (DPH) certificate. A student, whose CGPA falls below 2.60 in any semester, will be required to withdraw from the programme.

Candidates seeking admission into the master's degree programme who are currently employees of a private or public sector organization must forward their applications through their respective employers and attach a letter from the employer granting permission to register for the programme at Africa University.

Programme Objectives

The Master in Public Health programme will equip graduates with skills so that they will be able to carry out the following functions:

A.

Use the Public Health approach to:

Assess the health status of communities and population groups

Make community diagnoses

Plan and propose public health interventions

Implement public and community health interventions

Evaluate the outcome of interventions

Integrate knowledge from the epidemiological, behavioural and statistical information in the planning and provision of public health interventions

Use information technology in the planning and provision of care.

Participate in public and community health programmes by collaborating with professional colleagues and act independently when the need of the community so indicates.

B.

Manage basic community health projects

Develop education programmes for community health care workers, as well as for groups and community

Conduct community health educational programmes using appropriate education theories

Evaluate community health education programmes using appropriate evaluation principles.

C.

Apply management theories in the management of community health projects.

Demonstrate leadership skills in various community health projects

Undertake operational research with enhanced efficiency in planning, implementing and evaluating community health practice.

Supervise lower cadres of health care workers

D.

Develop research proposals relevant to the health of groups and communities

Conduct research studies.

Evaluate research studies for their adherence to the research process, appropriateness, relevance, and completeness.

Use research findings to improve community health practice.

E

Demonstrate skills in the use of information technology, communication and counseling skills while interacting with groups and communities and team members

Understand and critically observe ethical and legal parameters of service and care

Maintain professional competence through continuing education.

Admission Requirements

In order to be eligible for admission into the MPH programme, candidates must be in possession of a good first degree in any branch of Health or Social Science and related disciplines. Candidates who possess equivalent registrable professional qualifications obtained through formal study and practical training from an accredited professional body in applied Health Science disciplines may be considered.

Candidates should preferably have acquired at least two years working experience after graduation from university in the relevant profession or working with health and social development-related projects sponsored by national or international NGOs.

The medium of education and training at Africa University is the English Language. Candidates seeking admission into the programme must therefore present evidence of their competence in English language to the university.

Course Descriptions**Module Number One: Introduction to Public Health (4 Credit hours)****SPH 501 Principles of Public Health (2 Credit hours)**

This course is concerned with the history of diseases in Africa. Case studies will focus on the social, cultural and politico economic bases of past and present pandemic and epidemic diseases such as influenza, STIs, and HIV as well as zoonotic diseases that have occurred in epidemic proportions and with severe consequences for economies and health of the countries. Environmental factors will be highlighted, and past and present epidemics will be examined for continuities and disjuncture in a number of key areas, e.g., gender relations and sexuality, patterns of population mobility and official and popular responses to epidemic diseases. The course will describe the history, nature and uses of traditional medicine in Africa, an overview of early attempts at prevention and care of diseases, history of modern medicine in Africa, the impact of Christian missionaries in the provision of health care, types of health care services in the colonial and postcolonial era. The student will be expected to provide information on the patterns of health care in existence in selected African countries including his/her own country of origin.

SPH502 Ethics in Health care and Research (1 Credit hour)

This course begins with an historical overview of the discipline of bioethics. Students will philosophically examine contemporary bioethical issues. Topics include organ transplantation, drugs and vaccine trials, human genetics, death and dying, and the implications of the genome project and reproductive technology.

SPH503 Health Legislation (1 Credit hour)

This course provides the legal and theoretical foundations for the practice of public health. Major components include the evolution and achievements of public health internationally, continentally, regionally and nationally, as well as the impact of relevant international, continental, regional and national agencies/organizations on public health

Module Number Two: Introduction to Epidemiology And Biostatistics (6 Credit hours)**SPH504 Health Informatics (1 Credit hour)**

This course focuses on the use of computerized systems in health management, continuing education clinical practice and administration. Ethical, social and legal issues associated with using information technology in the public health and health care environment are emphasized. Students have the opportunity to use selective computer application packages to complete course project.

SPH505 Demography and Community Health Surveys (1 credit Hour)

The course focuses on the structure and distribution of populations in developing and developed countries and the implications for public health and the environment. The student is learns how to plan, implement and interpret the findings of community health surveys.

SPH506 Epidemiology and Biostatistics (4 Credit hours)

The course is an introduction to the history, basic concepts and methods of epidemiology. Topics include measurement of disease prevalence incidence, effect, sensitivity and specific analyses. Different study designs are reviewed such as prospective, case comparison, cross-sectional studies and clinical trials. The course includes discussion of such topics as descriptive statistics, probability, sampling distributions, hypothesis testing, simple linear regression, correlation, one-way analysis of variance, categorical data analysis, and nonparametric methods. Students will complete short exercises using analytical methods. Focus will be on building data analysis skills and in the appropriate interpretation of results. Statistical packages will include EPI-INFO.

Module Number Three: Health Promotion And Community Health Education (4)**SPH507: Community Mobilisation for health promotion (1)**

The course introduces the student to the concepts and models of health promotion including international, continental, regional, and national policies, charters and declarations. In addition, issues and barriers to health promotion are explored. Health promotion strategies and programmes and various approaches to health promotion are the major areas of focus for this course. The Ministry of Health's policy, programmes and strategies on health promotion are emphasized. An analysis of international reports on health promotion is also presented.

SPH508: Health and the Environment (1 Credit hour)

This course discusses the relationship that exists between health and the environment such as housing, water and environmental pollution. The student will learn the principles of hazard evaluation, waste disposal and food hygiene.

SPH509: Occupational Health and Safety (1 Credit hour)

This course will define occupational health and discuss the development of occupational health programmes in selected countries. The objectives of occupational health are defined and factors influencing employees and workers health described. The burden of occupational related health problems will be discussed as well as primary, secondary and tertiary preventive measures employed in the work settings to promote workers health. The course will also describe services that should be available for employees at the worksite, identify and explain social benefits that are available for employees, discuss policies and legislation related to occupational health. The role of the following in occupational health will be highlighted: Ministry of Health, Ministry of Labour, International Labour Organization and Trade Unions.

SPH510: Nutrition and Health (1 Credit hour)

This course provides information on the interaction between nutritional and health status, describes the nutritional diseases commonly seen in African populations, and gives an overview of vitamins and minerals relevant to public health in Africa. It further examines the influence of socio-economic and political factors that contribute to malnutrition as well as those that promote successful nutrition programmes. Students are given an assignment to critically review selected examples of national and international policies and nutrition programmes.

Module Number Four: Maternal And Child Welfare (3)**SPH 511: Reproductive Health (2 Credit hours)**

This course focuses on the anatomy and physiology of the reproductive organs and the reproductive cycle, the various changes that occur at the different stages throughout the lifespan of the male and female. It also considers the promotion of a

safe and healthy reproductive life and the prevention and management of diseases related to reproduction.

SPH513 Childhood diseases and their prevention (1 Credit hour)

The course focuses on the epidemiology, prevention and care of the diseases of infancy and childhood. The consequences of health and disease experiences in early childhood and their impact on the child's social, mental and physical development and family life will be examined. The course will also critically examine the current response of national health and social systems to the needs of the child.

Module Number Five: Mental Health (3 Credit hours)

SPH514 Psychology (1 Credit hour)

SPH515 Psychopathology (1 Credit hour)

This course focuses on behaviour disorders labelled as abnormal by society. The course explores the empirical, anatomical, and theoretical aspects of human psychopathology. This includes the aetiology of various psychological disorders, classification systems for behaviour disorders, intervention and prevention strategies, therapy programmes and assessment techniques.

SPH516 Mental Health (1 Credit hour)

This course focuses on the application of theory and research relating to the causes of mental illness. Environmental factors that promote mental well-being mental health maintenance, mental health care policies and rehabilitation are examined and critically reviewed.

Module Number Six: Principles of Disease Control And Prevention (6 Credit hours)

SPH517 Communicable Diseases (2 Credit hours)

This course describes the epidemiology, prevention and control of priority endemic and epidemic diseases of public health importance in sub Saharan Africa. Topics to be covered include Tuberculosis, Malaria, Sexually transmitted infections, Yellow fever, diarrhoeal diseases, Cholera and Meningitis. A major focus is the prevention, investigation and control of emerging and re-emerging communicable diseases of public health significance, internationally, regionally, and nationally. The student will prepare a proposal on the prevention and control of a communicable disease of his or her choice in a resource-limited district.

SPH518 Non Communicable Diseases (2 Credit hours)

This course describes the epidemiology, management and prevention of chronic non communicable diseases: hypertension, cancers, leukaemias, chronic anaemias, cardiovascular, genetic, metabolic and neurological diseases and syndromes of public health importance in sub-Saharan Africa.

SPH519 Prevention and Control of HIV/AIDS (2 Credit hours)

This course describes the epidemiology, diagnosis and prevention of HIV, and further discusses management of persons living with HIV/AIDS (PLWHA). It also examines the non medical issues that contribute to the spread of HIV including factors like social status of women, poverty, stigma and discrimination. Prevention of mother to child transmission of HIV is given prominence in the course

Students are given assignments to critically review their home countries' HIV/AIDS data and policies in the light of evidence-based examples of successful national intervention programmes.

Module Number Seven: Health Management I (5 Credit hours)**SPH520/MMS103 Introduction to Management (3 Credit hours)**

An examination of the evolution of Management thought and influencing factors: the Schools of Management thought-Classical, Behavioural, Systems and Contingency, and their proponents (Fredrick Taylor, Henry Fayol, Max Weber, Elton Mayo, Douglas McGregor etc). Future trends in management: Proactive, Total Quality management, Global, structure, etc.

SPH521 Elective: Management of Health projects (2 Credit hours)

Student will be attached to a field project in the public or private sector, or to a programme managed by a non governmental organization.

Module Number Eight: Project Proposal (3 Credit hours)**SPH522 Project design (1 Credit hour)**

This course focuses on the development of skills in research methods. Emphasis is on research design and the application of statistical principles to data collection, analysis and interpretation. Public Health methods are discussed and form an integral part of the course. Identification of a research problem relevant to health care and the formulation of a research design for problem solving with due consideration for ethical and legal issues are included.

SPH523: Proposal writing (3 Credit Hours)

Students will develop individual proposals, undertake and submit reports on a project related to their chosen area of interest.

Module Number Nine: Health Management II (3 Credit hours)**SPH524 Principles of Health Services Management**

The management process is reviewed and further elaborated. The course will prepare the student for the role he/she would be expected to play as a manager within health

and welfare services programmes. Areas to be explored include project concepts and approaches, the environment of project implementation, planning and organizing for project implementation. The policies within the health and welfare services in selected African countries influencing the availability and management of resources and facilities will be covered. Management of change and leadership issues will be discussed along with insights developed into factors influencing motivation and use of power.

SPH525 Types and organization of Managed Health care services

Two case studies

SPH 526 Evaluation of Health services

The student will be attached to a district health institution – a hospital, health center or health department, to study and evaluate the activities and utilization of the institution in relation to the health needs of the population in the catchment area.

Module Number Ten: Research And Dissertation (6 Credit hours)

SPH527 Research and Dissertation

With the permission of the Programme Director, the student will be required to develop a research protocol or proposal in collaboration with a supervisor appointed by the Faculty of Health Sciences at Africa University. The proposal/protocol will be submitted for approval by the Higher Degrees Committee of the University, before the candidate can proceed with data collection, analysis and writing of the dissertation.

Evaluation

Students enrolled in the MPH programme will be evaluated on a continuous basis throughout the course of their academic studies. Each course shall consist of both continuous assessment and an end of Semester evaluation. Sixty percent (60%) of the final course grade will be determined by the end of semester examinations, with the remaining forty percent (40%) determined by continuous assessment. Evaluation of nursing practice will be based on reports and performance appraisals.

End of Semester University Examinations will be conducted according to schedule under the control of the Registrar. In every examination there shall be a Faculty Board of Examiners, which shall consist of internal examiners at the end of the first semester and both internal and external examiners at the end of the second and final semesters of the programme. The University Senate shall appoint the external examiner(s) for the examinations. Grading of students performance will be based on approved University regulations in force at the time of the examinations.

Candidates who attain a sufficiently high CGPA as approved by the University Senate for postgraduate programmes will proceed to the second year of the programme, which includes undertaking a research project, field attachment and preparation of a dissertation leading to the award of the Master of Public Health (MPH) degree.

**INSTITUTE OF PEACE,
LEADERSHIP AND
GOVERNANCE (IPLG)**

Background

The twenty-first century sees Africa still embroiled in numerous major challenges in the political, social and economic development domains. In addition, the reality of globalization challenges African institutions to transform themselves into more effective instruments for Africa's participation in the new world order. However, opportunities to launch sustainable processes for African development have been severely constrained by political instability, leadership, management and governance problems, civil strife and abject poverty. These conditions prevent Africa from achieving the transformation it needs to face the challenges of a highly competitive and open global environment.

The situation calls for sustained efforts to provide the leaders, organized interests and civil society groups in Africa with opportunities to develop appropriate skills and attitudes. The creation of the Institute of Peace, Leadership and Governance at Africa University is a bold attempt to respond to this need. The Institute seeks to contribute to a culture of peace, good governance, security and socio-economic development across the entire continent through research, teaching, networking and community-level action.

Vision and Mission Statement

The vision of the Institute is to contribute to the building of a peaceful and prosperous Africa through the development of good governance in all institutions. Its mission is to provide a forum for debate, training and research needed for the promotion of peace, responsive leadership and good governance to meet the challenges facing the continent today.

Objectives

The Institute is designed to:

- Provide a focus for training, research and documentation with a view to developing the skills of students and practitioners in the areas of peace, leadership and good governance in Africa;
- Provide opportunities for the co-ordination of existing security, democratic governance and development activities, as well as a forum for networking among institutions pursuing similar objectives;
- Integrate and continuously nurture the networks so that they can effectively carry out their work on governance in their respective environments and where possible, assist in peace-making and conflict management;
- Develop a documentation and learning resource centre on peace, leadership and governance of international standing;
- Provide a framework for the development, in the African context, of a definition of the concepts of peace, international development, security and governance. Development agencies have grappled with the 'conceptualization problem', but a

consensus is yet to be found. Even if, and when such a consensus is found, there is still need to find a definition that is acceptable to leaders and civil society in Africa; one that can be used as a working definition across the continent;

- Establish a centre for conflict resolution and mediation where specialists, with the assistance of African eminent personalities, will support the search for peace and security in Africa;
- Develop and strengthen local centres of excellence in peace, leadership and governance in various parts of Africa and;
- Offer high quality professional, academic and training programmes on a cost recovery basis.

Expected Outputs

The Institute's programmes are intended to contribute to the achievement of the following results in terms of Africa's development:

1. Nurture political leaders, parliamentarians and civil society leaders across Africa able to perform their functions more effectively;
2. Train personnel for development agencies, governing institutions, community service organizations, non-governmental organizations and organizations representing disadvantaged groups;
3. Help members of civil society within the wider African community to be aware of their obligations and rights;
4. Impart techniques and mechanisms for conflict resolution, mediation and conflict management; successful interventions to prevent war and build peace (through the establishment of a Centre for Mediation and Conflict Resolution);
5. Network with organizations and institutions that promote dialogue and sharing of information and experiences among their membership;
6. Improve public and private sector organizations, which are equipped with the appropriate methodologies and techniques for dealing with or alleviating poverty and promoting economic growth and development; and
7. Create a documentation and Learning Resources Centre that provides the best opportunity in Africa for research on peace, leadership and governance.

Non-Academic Programmes

In addition to conventional academic activities the Institute serves as a base for non-degree activities including training, debate and exchange of ideas and experiences. The Institute runs workshops, conferences and retreats for leaders, professionals and practitioners in public and private sectors and civil society institutions. These

thematic activities are intended to provide opportunities for groups of leaders and potential leaders in Africa to consider topical issues in the Institute's areas of concern. Some of the activities are organized in collaboration with, or on behalf of, other institutions and organizations. They last from a few days to a few weeks. At the end of the activity participants are normally awarded a certificate of attendance.

The Institute runs an **Executive Development Programme** which is intended to upgrade the skills of leaders in the public and private sectors and civil society (including traditional leadership, women and youth) in dealing with the challenges of the new democratic environment in Africa. This is done by means of workshops, conferences and retreats. Another established non-degree programme, run in cooperation with the Outreach Office, involves the in-service training of practitioners in **Disaster and Emergency Management**. The Institute does this through a series of two- and six-week workshops sponsored by **Action by Churches Together** and the **United Methodist Committee on Relief (UMCOR)**. Participants are drawn from organisations involved in disaster and emergency management in Africa. A number of Asian countries have joined the programme.

Undergraduate Diploma and Certificate Programmes

The Institute, in conjunction with the University Faculties, plans to introduce courses leading to the award of a two-year Diploma and a one-year Certificate in the areas of peace, leadership, Governance and Conflict Management.

Undergraduate Degree Programmes

The University plans to introduce into relevant existing undergraduate programmes appropriate content to enable students in first-degree courses to pursue introductory studies in Peace, Leadership and Governance. Undergraduate studies will be an integral part of the existing degree programmes in the relevant Faculties at Africa University.

Graduate Programmes

Objectives

The main objectives of the Graduate programmes in IPLG are:

- i. To develop knowledge and skills in the area of peace, leadership, governance and development
- ii. To promote just and gender sensitive responses to issues on peace leadership, governance and development in Africa
- iii. To equip students with competent leadership skills in the core thematic areas including Intellectual Property
- iv. To develop professional and research skills in peace, leadership and governance.

Grading of the Diploma

The grading and assessment will be in accordance with the University general regulations.

Progression within the Graduate Diploma programme

- i. To proceed from the first to the second semester a student must obtain a minimum Grade Point Average of 2.3
- ii. A student who obtains a Grade Point Average of between 1.95 and 2.29 will be allowed to proceed but will be placed on probation.
- iii. A student who obtains a Grade Point Average of less than 1.95 will be discontinued.

Progression to the Masters in Peace and Governance

A student must obtain a cumulative Grade Point Average of at least 3.2 (Grade B) in the Graduate Diploma to be allowed to enroll into the Masters programme.

Masters in Peace and Governance Programme (MPG)

Special Regulations

These regulations should be read in conjunction with the University general regulations.

Entry requirements

Applicants must satisfy the requirements spelt out in the general regulations for Masters degrees. In addition, applicants must normally possess a minimum of two years working experience in a relevant field.

Structure of the Programme

Duration

The duration of the programme shall be four semesters full-time and eight semesters part-time. The maximum period allowed for a student to complete the requirements for the award of the Masters in Peace and Governance is in accordance with the University general regulations.

Course load

The course load shall normally be a minimum of 12 and a maximum of 15 credit hours per semester and six credit hours for part-time studies. A student must accumulate a minimum total of 36 credit hours to complete the programme.

Core courses

The programme offers specialization in three areas:

- i. Peace Studies and Conflict Management (PPC)**
- ii. Leadership in Africa (PLA)**
- iii. Governance and Civil Society (PGS).**

All students must take and pass the following *core courses*:

PGS 510 Governance in Africa	(3 Credit hours)
PLA 510 Leadership: Theory & Practice	(3 Credit hours)
PPC 510 Peace and Conflict: Theory and Practice	(3 Credit hours)

PLG 500 African Social, Economic and Political Environment (3 Credit Hours)

PLG 501 Research methodology	(3 Credit hours)
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Specialisation Courses

For the purpose of specialization students are required to take two additional courses from any one of the following areas:

Peace Studies and Conflict Management

PPC 511 Peace Keeping and Peace Building	(3 Credit hours)
PPC 512 Applied Conflict Management in Africa	(3 Credit hours)
PPC 513 Institutions of Peace and Security	(3 Credit hours)
PPC 514 Conflict, Peace and Development	(3 Credit hours)

Leadership in Africa

PLA 511 Leadership in Peace and Governance	(3 Credit hours)
PLA 512 Comparative Leadership in Africa	(3 Credit hours)

PLA 513 Leadership in Private Sector
and Social Development (3 Credit hours)

Governance and Civil Society

PGS 511 Civil Society in Africa (3 Credit hours)
 PGS 512 Human Rights and the Rule of Law (3 Credit hours) PGS
 513 Democratisation in Africa (3 Credit hours)
 PGS 514 Media, Democracy and Development (3 Credit hours)
 PGS 515 Youth in Development (3 Credit hours)

Electives

In addition, students are required to select two relevant courses from the above list or other approved graduate courses offered in any of the University Faculties.

Sequence of courses

Students will take the courses in the following sequence:

First semester (15 Credit hours)

PLG 500 African Social, Economic and Political Environment

PLA 510 Leadership: Theory and Practice

PGS 510 Governance in Africa
 PPC 510 Peace and Conflict: Theory and Practice
 PLG 501 Research methodology

Second semester (12 Credit Hours)

2 Courses from chosen area of specialization
 2 Electives

Third semester (9 Credit hours)

Internship 3 Credit hours
 Dissertation 6 Credit hours

Internship/Attachment

Each student shall undergo internship/attachment for a minimum of one semester in an approved organization. The work done during the internship/attachment will carry three credit hours. The internship / attachment will take place at the end of the coursework and no student will be allowed to proceed to this stage until he/she has completed all the coursework requirements. At the completion of the internship/

attachment each student will be expected to submit a report, which will be 5 000 to 8 000 words in length.

Assessment of the internship/attachment will be in accordance with the University General Regulations.

Student Evaluation

Students shall be evaluated on the basis of both continuous assessment and final examination. The ratio of continuous assessment to final examination shall be 50:50. Continuous assessment grades will be based on class activities such as essays, seminar presentations and term papers.

Dissertation

Every student will be required to produce a dissertation of not less than 18 000 and not more than 20 000 words in length. A proposal must be submitted at the end of the second semester. The format of the dissertation shall be in accordance with the University general regulations for graduate degree programmes. The dissertation will account for six credit hours.

Progression

Progression will be in accordance with the University general regulations for Masters degrees. To proceed from coursework to dissertation a student must have successfully completed all the required courses and obtained a Grade Point Average of not less than 2.6.

Graduation requirements

To be awarded the degree a student must:

- i. Successfully complete at least 36 credit hours, including all the required courses;
- ii. Obtain a cumulative Grade Point Average of not less than 2.6;
- iii. Successfully complete an internship programme and submit a satisfactory report; and
- iv. Submit a satisfactory dissertation

Course descriptions

Core courses

PLG 500 African Social, Economic and Political Environment (3 Credit hours)

The course offers a geo-political and socio-economic background to the study of peace, leadership and governance issues on the continent ; and examines relationships

between the environment and natural resources, transition to sovereignty, contemporary African political systems and how they influence and impact on peace, conflict, leadership and governance.

PPC 510 Peace and Conflict : Theory and Practice (3 Credit hours)

The course examines conflict and peace theory in relation to observed conflict situations in Africa. Students are able to identify the key determinants of conflict and its principal characteristics in the African setting . They also develop an understanding of the relationship between conflict, religion, ethics, human rights, security and peace.

PLA 510 Leadership: Theory and Practice (3 Credit hours)

The course examines leadership theories and models in the context of traditional and contemporary Africa. It analyses the dynamics and impact of leadership within and between the public and private sectors and civil society, in relation to ethical, gender and equitable development principles; and identifies effective leadership styles in a variety of contexts including institutional, community, national, regional and global levels.

PGS 510 Governance in Africa (3 Credit hours)

The course seeks to develop critical understanding of the concept and values of good governance. It examines contemporary African governance systems and challenges; and students are able to identify, analyze and formulate governance profiles in the national, regional and international contexts.

PLG 501 Research Methodology (3 Credit hours)

This course introduces students to basic methods of empirical research including experimental, quasi-experimental and ex-post factor research design; basic quantitative and qualitative techniques in social science research. It develops basic skills in the formulating of research proposals, including developing and testing hypotheses, sampling, data collection, analysis and interpretation, writing and presentation of reports.

COURSES IN AREAS OF SPECIALIZATION

Peace Studies and Conflict Management

PPC 511 Peace Keeping and Peace Building (3 Credit hours)

The course provides a framework for the study of the principles of peace keeping and peace building and approaches in post-conflict peace building. It analyses peacekeeping strategies in Africa at national and regional levels, including governmental and civil society frameworks for conflict resolution and peace building; and examines the phenomenon of child soldiers in African conflicts.

PPC 512 Applied Conflict Management in Africa (3 Credit hours)

The course examines causes and characteristics of conflict within states, and conflict in the context of race, ethnicity, statehood, nationalism and constitutional making and electoral processes. It analyses leadership roles in conflict management, and highlights the contribution of traditional and women leaders and the role of the military in relation to civil society development.

PPC 513 Institutions of Peace and Security (3 Credit hours)

The course examines the structure and functioning of institutional frameworks for promoting and enforcing peace and security in Africa, at the regional and international levels.

PPC 514 Conflict, Peace and Development (3 Credit hours)

This course enables the study of the theory and practice of development and the relationship between development aid and peace; between culture and development and between conflict and modes of development delivery.

Leadership in Africa

PLA 511 Leadership, Peace and Governance (3 Credit hours)

The objective of the course is to examine critically key issues in leadership in relation to strategies for conflict prevention, peace building and peace keeping and the promotion and maintenance of good governance. It also focuses on leadership relationships between the public and private sectors and within civil society, and in development.

PLA 512 Comparative Leadership in Africa (3 Credit hours)

The course provides for a comparative study of leadership styles and profiles in the context of political and economic challenges in Africa. It examines case histories, and focuses on the phenomenon of military regimes of the 1960s and 1970s, women leaders, and the contribution of African leadership at regional and international levels.

PLA 513 Leadership in Private Sector and Social Development (3 Credit hours)

The course examines the growth of African entrepreneurship and the dynamics of its relationship with the public sector in social development. It offers a framework for studying the development of productive working partnerships between the public and private sectors as a critical element in Africa's renewal and development.

Governance and Civil Society**PGS 511 Civil Society in Africa (3 Credit hours)**

The course seeks to widen the students' understanding of the concept of civil society and its role in governance and social and economic development. It highlights the relationship between the State, religion and civil society; and examines the development of civil society in Africa from the pre-colonial, colonial and immediate post-colonial perspectives.

PGS 512 Human Rights and Rule of Law (3 Credit hours)

The course provides for a study of issues of human rights, rule of law, cultural relativism and the universality of human rights and their promotion in the international and African contexts. Content includes a strong focus on national, regional and international frameworks for the protection of human rights, and role of human rights in social and economic development in Africa

PGS 513 Democratization in Africa (3 Credit hours)

The course analyzes the dynamics of the democratization process in Africa from a historical perspective and the contribution of constitution making, electoral, and parliamentary systems. It focuses on political pluralism, the role of the State and the contribution of civil society to the process and examines the role and position of women, minority and disadvantaged groups, and international cooperation in sustaining a democratic culture.

PGS 514 Media, Democracy and Development (3 Credit hours)

The course examines the role of the media in the promotion of peace, the democratic process, good governance and development in Africa. It examines the concept of press freedom in the democratization process and in nation building.

PGS 515 Youth in Development (3 Credit hours)

The course focuses on the contribution of young people in Africa to the political and democratic process, and to social and economic development. Students are able to analyze the position of the youth in society both as a beneficiary group for community and national initiatives and as a pool for potential future leaders.

PLG 503 Internship (3 Credit hours)

Internship is intended to enable the student to link theory and practice through observation and involvement in programmes and activities in real life situations.

PLG 504 Dissertation (6 Credit hours)

The Dissertation is designed for the student to demonstrate in-depth knowledge and understanding, capacity to analyse and link theory and practice to contemporary thematic issues in peace, leadership, governance and development in Africa.

MASTERS IN INTELLECTUAL PROPERTY PROGRAMME Programme (MIP)

Justification

Africa University's programmes, particularly those of IPLG, have a primary focus on conflict prevention, conflict management and governance of systems and processes. As the core of its mission, IPLG seeks to contribute to capacity development for proper governance processes in Africa. This focus provides an appropriate context and framework for developing and managing the WIPO and ARIPO-sponsored programme in intellectual property studies at Africa University. A fundamental aspect of the IPLG programme that is of direct relevance to WIPO's and ARIPO's mission is the focus on the guiding principles in the management of conflict of interest between individuals, institutions, organizations and nations as a key area of governance. The national and international protection of intellectual property represents a high profile issue particularly in the field of development, and an important challenge to governance both within countries and internationally. Graduates of the MIP programme will be informed citizens, practitioners and managers in various sectors who will contribute to the development of a culture that recognizes the value of intellectual and creative effort.

Aims and Objectives

The MIP programme is designed mainly for people already in employment and who wish to receive training in intellectual property management, or advance their training in the case of those who already have some training in this field. The overall aim of the programme is to assist practitioners acquire appropriate knowledge and skills in the management of intellectual property systems. Its objectives are to:

1. Develop knowledge and skills in the area of intellectual property and intellectual property rights management and protection;
2. Promote a culture that values, respects and protects the results of creative thought, innovation and invention in Africa;
3. Equip students with analytical skills for identifying issues in the application of the principles underlying the concept of intellectual property rights, and for contributing to the development of the intellectual property industry in the national context;

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4. Develop professionals with competent research skills and capacity to design and deliver training programmes in one or more areas in the field of intellectual property.

Course Codes and Numbering

The coding of MIP courses is explained as follows: **P** identifies the course with the Institute of Peace, Leadership and Governance; **IP** stands for the Intellectual Property area of study; and **500** indicates that the course is at Masters degree level.

The numbering of the courses is explained as follows:

500 - 509:	General courses in Intellectual Property
510 – 519:	Courses in Copyright and Related Rights
520 – 529:	Courses in Patents
530 – 539:	Courses in Trademarks

Special Regulations

These regulations should be read in conjunction with the University general regulations.

Entry requirements

Applicants must satisfy the requirements spelt out in the general regulations for Masters degrees. In addition, applicants must normally possess a minimum of two years working experience in a relevant field.

Structure of the Programme

Duration

The duration of the programme shall be 12 months of intensive course work. The maximum period allowed for a student to complete the requirements for the award of the Masters in Intellectual Property is in accordance with the University general regulations.

Course load

A student must accumulate a minimum total of 39 credit hours to complete the programme.

Sequence of courses

Students will take the courses in the following sequence:

PART I Distance Learning Phase (12 Credit hours)

- PIP500(DL101) Introduction to Intellectual Property (3 Credit Hours)
- PIP510(DL201) Copyright and Related Rights I (3 Credit Hours)
- PIP520(DL208) Introductory Course on Patents (3 Credit Hours)
- PIP501 Research Methodology (3 Credit Hours)

PART II Residential Phase (18 Credit hours)

- PIP502 Intellectual Property Law, Business and Ethics (3 Credits hours)
- PIP521 Advanced Course on Patents (3 Credit Hours)
- PIP530 Trademarks, Industrial Designs and Geographical Indications (3 Credit Hours)
- PIP511 Copyright and Related Rights II (3 Credit hours)
- PIP503 Traditional Knowledge, Folklore and Genetic Resources (3 Credit hours)
- PIP504 Technology Transfer, IP Asset Management and Competition (3 Credit Hours)

This phase will include two-weeks of practical sessions at the African Regional Intellectual Property (ARIPO) Headquarters in Harare

PART III Distance Learning Phase (6 Credit hours)

- PIP505 (DL 202) Intellectual Property and E-Commerce (3 Credit hours)
- PIP531 (DL204) Advanced Course on Trademarks (3 Credit hours)

PART IV (3 Credit hours)

- PIP506 Project (3 Credit hours)

Student Evaluation

Students shall be evaluated on the basis of both continuous assessment and final examination. The ratio of continuous assessment to final examination shall be 40:60. Continuous assessment grades will be based on class activities such as essays, seminar presentations and term papers.

Project

Every student will be required to produce a Project of not less than 15 000 and not more than 17 000 words in length. A proposal must be submitted at the end of the Part III Distance Learning Phase. The format of the Project shall be in accordance with the University general regulations for graduate degree programmes. The Project will account for three credit hours.

Graduation requirements

To be awarded the degree a student must:

- i. Successfully complete at least 39 credit hours, including the practical sessions;
- ii. Obtain a cumulative Grade Point Average of not less than 2.6;
- iii. Submit a satisfactory Project

Course Descriptions**PIP500 (DL101) Introduction to Intellectual Property (3 Credit hours)**

The course offers a comprehensive introduction to the fundamental areas of IP and lays the foundation for in-depth analysis in the areas of copyright, patents, trademarks, industrial designs and international registration systems required by subsequent courses.

PIP501 Research Methodology (3 Credit hours)

The course introduces students to the theory and practice of research in the area of intellectual property studies. The course provides a firm theoretical grounding, practical knowledge and skills in quantitative and qualitative research methodologies commonly used in the analysis of property right issues. As such, the course explores issues of problem identification, research design, ethics, data collection and analysis techniques using both manual and computer aided packages relevant for conducting research in the areas of intellectual property studies.

PIP502 Intellectual Property Law, Business and Ethics (3 credits hours)

This general background course introduces students to basic knowledge and understanding of legal systems and the laws and statutes that govern intellectual property from a business and ethical perspective. It also focuses on the role of intellectual property in national development, research and the global economy, in the context of relevant work by particular regional and international organizations such as the United Nations Food and Agricultural Organization (FAO) with reference to access to genetic resources and the promotion of small, medium and large enterprises in the life of an innovation.

PIP503 Traditional Knowledge, Folklore and Genetic Resources (3 Credit hours)

The course explores the perspectives on traditional knowledge systems, folklore and genetic resources, and the development of databases for patent search in Africa. It also examines emerging global issues on the relationship between intellectual property and the Internet, as well as the role of alternative approaches to settling intellectual property disputes.

PIP504 Technology Transfer, IP Asset Management and Competition (3 Credit hours)

The course focuses on the transfer of technology and how it is licensed and examines the role of intellectual property in business development, intellectual property asset management and inter-firm strategic planning. Through simulation exercises, tutorials and case studies the course analyses utility models, trade secrets, the risks of over-protection and unfair competition.

PIP505 (DL 202) Intellectual Property and E-Commerce (3 Credit hours)

The course is structured at three levels. Level one provides a foundation for understanding the basic concepts involved in E-Commerce and IP. Level two covers the IP aspects of E-Commerce in three main areas: Trademarks, Patents and Copyright. At level three various sub-topics in each of the above areas are addressed in greater detail including, protection of databases and software, domain names and Internet business.

PIP510 (DL201) Copyright and Related Rights I (3 Credit hours)

The course presents the basic principles of international copyright law, including related rights, and the applicable international treaties. It also describes the system of collective management of rights and the role of WIPO in the global protection of copyright and presents recent developments and trends in the protection of copyright in the digital environment.

PIP511 Copyright and Related Rights II (3 Credit hours)

The course builds on the foundation of the intellectual property system with narrowing of focus on copyright and related rights. It seeks to give students a strong grounding in the fundamental concepts and issues on copyright and the key international treaties that protect copyright internationally. The course also critically examines the challenges of copyright protection within the digital environment and the need for collective management of copyright and related rights with regard to traditional cultural expressions.

PIP520 (DL208) Introductory Course on Patents (3 Credit hours)

The course introduces students to the scope and conditions of patent rights, and examines why patents are necessary, the kind of protection patents offer and the conditions under which patents are granted.

PIP521 Advanced Course on Patents (3 Credit hours)

The course builds on the introductory course on Patents and develops further analyses on the scope of protection and conditions of patentability, the ownership and registration procedures of patents. It provides a deeper understanding of the main sources and principles on the application of national, regional and international patent laws.

Field visits to local companies that deal with marketing, branding and trademarks form part of the course.

PIP530 Trademarks, Industrial Designs and Geographical Indications (3 Credit hours)

Trademarks and industrial designs form the core areas of the course - examining the nature and importance of trademarks, principles of trademarks, how they are protected, licensed and enforced at national, regional and international levels. The course also explores the history, contractual agreements and the economics of industrial designs.

PIP531 (DL204) Advanced Course on Trademarks (3 Credit hours)

The course covers the enforcement of trademarks and the challenges that piracy and counterfeiting create as well as dealing with the role of litigation in the protection of intellectual property. Through case analysis the course critically examines the conventions and agreements aimed at protecting the various trademarks at national, regional and international levels.

PIP 506 Project (3 Credit Hours)

The Research Project will be built around challenges, principles and practice relating to: copyright trade marks and industrial designs. The prime objective of the Research Project is to demonstrate that the strategic use of the intellectual property system adds value for economic growth and development.

**THE JOKOMO/YAMADA
LIBRARY**

A. General Information

Historical Note

The Library reflects the rapid growth rate of Africa University since 1992 both in physical provision and in the range and volumes of library materials acquired in support of evolving academic programmes. The original Library accommodation at the old campus was a refurbished farm workshop from which the Library relocated in 1994 to the ground floor of the Kulah / De Carvalho multi purpose building where it was housed until December 2000. In March 2001 the new state-of-the-art and purpose-built Jokomo /Yamada Library Phase 1 was officially opened. Funded by the United States Agency for International Development through the American Schools and Hospitals Abroad (USAID / ASHA) programme, Library Phase 1, a two-and-a-half storey wing, has space for 70 000 volumes of multimedia resources (about 6 years' additional growth) and seating for 200 readers. The Library is fully air-conditioned and features a computerised network and Internet access, electronic book security system and an Archives collection.

The Jokomo / Yamada Library is jointly named in honour of Bishop Christopher **Jokomo**, the late Bishop of the Zimbabwe Annual Conference of the United Methodist Church which hosts Africa University in Zimbabwe), and Dr. Ken **Yamada** (former Assistant General Secretary, United Methodist Church General Board of Higher Education and Ministry).

Mission Statement

The Jokomo / Yamada Library seeks to support Africa University's teaching, learning and research programmes by acquiring and organising access to information resources in a variety of formats and by equipping the academic community with the skills necessary to exploit these resources.

Information Literacy Skills Training Programme – All First Year Undergraduate and Graduate students in all Faculties are required to attend Library Orientation and Library Information Literacy Skills Training upon University registration. The Information Literacy Skills Training programme is offered by Faculty Librarians at notified times.

Hours of Opening

The Library shall open at such times as may be determined by the University. Current Hours of opening are:

Semester Time

Mondays to Thursdays	9:00am to 10:00pm
Fridays	9:00am to 8:00pm
Saturdays	9:00am to 1:00pm

Sundays and Public Holidays CLOSED unless prior arrangements have been made.

Vacation Time

Mondays to Thursdays	9:00am to 4:30pm
Fridays	9:00am to 4:00pm
Saturdays	CLOSED
Sundays and Public Holidays	CLOSED

Admissions to use the Library

Admission and use of the Library and its materials are conditional upon strict observance of Library regulations. It is the responsibility of every user to acquaint themselves with the Library Regulations set out in this prospectus. The following persons are entitled to use the Library facilities to the extent specified and subject to the Regulations:

Members of the Africa University Community

- Teaching and research staff and registered students of the University
- Administrative and Support staff and families of staff
- Board of Directors
- Alumni of the University

Approved Readers

Although primarily serving the academic community, the Library extends reference facilities to several categories of Approved readers who are not members of the University. Approved Readers may be admitted to use the Library for Reference purposes only upon application and payment of an annual subscription fee: These include:

- Full time registered students of other universities and other tertiary institutions
- Gainfully employed persons and persons pursuing further professional qualifications.
- Employees of business enterprises, government departments and non-governmental organisations, upon recommendation.

B. Library Collections

The Library provides resources to support programmes offered in the Faculties of Agriculture and Natural Resources; Education; Health Sciences; Humanities and Social Sciences; Management and Administration; Theology and the Institute of Peace, Leadership and Governance. Future developments will include information provision for Science and Technology.

For the convenience of clients, the Library resources are organised in the following categories. The location of each item is clearly reflected in the Online Public Access Catalogue.

Open Access Collection – The bulk of the Library’s book stocks are located on open shelves on the First Floor. Clients may select and borrow reading materials from the open stacks for out-of-the library use for specified loan periods.

Reference Collection – Located in a separate sequence on the Ground Floor, reference books such as atlases, bibliographies, encyclopaedia and dictionaries are for use in the Library only and may not be borrowed.

Reserve Collection – Located behind the Circulation Counter on the Ground Floor, the Reserve Collection caters for rapid circulation of items in high demand. Reserve items are issued for short periods only, usually for part of a day, overnight or over the weekend. Research reports, dissertations, theses, hard copies of past examination papers and other loose-leaf materials are also kept on Reserve for greater security.

Special Collections As more library space becomes available, several Special Collections will be developed. The June Ammons Memorial Humanities Collection is located on the First Floor as well as in the Reference Collection on the Ground Floor. “The American Corner” is another special collection being established. Some of the special collection materials are for reference use only.

Periodicals Collection The Library subscribes to a selection of local and international academic journals, magazines and newspapers and receives others as donations. Loose issues of journals and newspapers are located in a separate sequence on the Ground Floor and may be used in the Library only. Current issues are displayed by subject while the superceded issues are shelved in boxes in one alphabetical sequence. An increasing number of journals is also available online and on CD ROMs.

Multimedia Resources Collection The Library has a Multimedia Resources Collection on the First Floor. The Library houses a number of DVD / CD-ROM databases on the Local Area Network and on stand-alone computers. DVDs / CD ROMs cover a variety of information for all the Faculties. The Multimedia Resources staff and Faculty Librarians have got lists of all DVDs / CD-ROMs available, listed by subject. The Duty Librarian stationed at the Enquiries Desk would be happy to provide assistance in searching for them. Audio visual resources equipment are also available in the Library. These include TV sets, Radios, DVD and VCR players, Video and Audio cassettes, CD ROMs, and LCD projectors. Digital Satellite Television (DSTV) facility providing educational and news channels for Library clients, is also available.

The Multimedia Resources staff and Faculty Librarians offer training and assistance

to clients.

Electronic Information Resources

Electronic resources are information resources that are accessed through computers, and more commonly via the World Wide Web (the Internet) on a networked computer. Electronic resources offer clients potential solutions to information. Clients are constantly made aware of Library electronic resources acquired by purchase or as subscriptions and those on open access. Currently, the Library has access to over 20,000 electronic journals and books. *The full list and links to these electronic resources by subject is available on the Intranet and the Online Public Access Catalogue (OPAC).* Library computers are dedicated for this academic research purpose. Please feel free to contact your Faculty Librarian or the Duty Librarian at the Enquiries Desk for assistance.

The Digital Library

The Jokomo / Yamada Digital Library is an organised LAN collection of electronic documents in various formats (such as text, image, audio or video), that permit easy access by information users and proper maintenance by Librarians. The Digital Library seeks to preserve and archive information in a form that encourages easy access by clients. The Digital Library provides indexed access to up-to-date full text literature available for academic purposes.

Information resources in the Africa University Digital Library include past examination papers; theses and dissertations; research projects; authoritative newspaper and journal articles; research, seminar and conference papers and academic publications.

The Digital Library access address is the same as the University/Library website and On-line Public Access Catalogue.

Archives Collection – Located on the eastern wing on the Second Floor of the Library, the Kent M. Weeks Archives Hall houses historical research archives for Africa University and the United Methodist Church. Although the Archives is still being developed it has in its collections documents relating to the establishment of Africa University and historical materials relating to the establishment of the United Methodist Church at Old Mutare. By their unique nature archival materials can only be used in the Archives and are not for loan to clients.

Enquiries Desk – The Enquiries Desk, situated on the Ground Floor, is manned by the Duty Librarian who attends to reference queries and other Library enquires.

C. The On-line Public Access Catalogue (OPAC)

The Library Catalogue is a computerised database of bibliographic records of books, journals, audio-visual resources and other printed materials held in the University Library. The OPAC now also includes access to Electronic Information Resources.

Accessing the Catalogue

Library clients can access the Catalogue at any computer terminal within the Library, at the University, anywhere in the world or from home via the Internet.

Clients Accounts / Suggestions

Clients can also view resources they have borrowed and make suggestions on resources and Library operations through the OPAC. Please refer any enquiries to the Duty Librarian at the Enquiries Desk or to your Faculty Librarian.

D. Library Regulations

- Avoid disciplinary action and loss of Library privileges by observing Library Regulations.
- It is your responsibility to acquaint yourself with the full text of Library Regulations and due penalties.
- **REMEMBER:** Ignorance of Library Regulations on your part does not absolve you from the consequences of their infringement!

1. Personal Conduct

- i. Silence shall be observed in all parts of the Library at all times.
- ii. Smoking, consumption of foodstuffs and use of mobile phones in any part of the Library is forbidden.
- a. No bags, cases, folders or parcels shall be brought into the Library. Patrons shall utilise the baggage storage facility at the Entrance to the Library, at owners' risk.
- iii.

2. Library Security

Library stock is protected by the 3M electronic book security and CCTV surveillance systems. Before leaving the Library, clients shall ensure that all Library materials are properly issued. All items, including laptop cases leaving the Library must be presented to the Security Staff at the Library Exit.

3. Damage to, Theft and Loss of Library Resources

- i. No client shall write in or otherwise mark, deface or cut Library materials.
- ii. Clients shall be held responsible for any loss or damage occurring to Library materials while in their charge and shall be required to pay the full replacement and administrative costs of damaged or lost materials.

iii. A student found guilty of theft, attempted theft or mutilation of Library property shall be subject to the disciplinary procedures laid down in the Rules of Student Discipline. All students shall be required to acquaint themselves with the penalties likely to be imposed for infringement of Library Regulations.

iv. A member of staff found guilty of any of these offences shall be subject to disciplinary provisions laid down in the relevant Terms and Conditions of Service.

v. Library defaulters shall be subject to suspension of their Library privileges.

vi. Any person who repeatedly breaches or constantly disregards any part of the Library Regulations shall be excluded from all use of the Library and shall be subject to any other penalty imposed by the University in terms of the appropriate disciplinary rules.

vii. Any borrower relinquishing use of the Library must return all outstanding materials and clear all outstanding fines in order to obtain Library Clearance.

4. Borrowing by Students

- i. Each new student enrolling at the University shall be required to register with the Library during Orientation Week by presenting a valid Africa University Student Identity Card and by completing a Library Registration Card.
- ii. A valid Africa University Identity Card must be presented to the Security Officer at the Entrance and to Library staff at the Circulation Counter when borrowing or returning items. Identity Cards shall be for the exclusive use of the owner only and may not be swapped among friends. **No ID No Service!**
- iii. Student Account Activation – At the beginning of every Semester every student must activate his / her Library Account.
- iv. Each Undergraduate student may borrow 4 Ordinary Loan items and 1 Reserve item. Graduate students may borrow up to 5 Ordinary items and 1 Reserve item at any one time.
- v. The loan for each Ordinary issue shall be 4 days for Undergraduate students and 14 days for Graduate students.
- vi. Ordinary books already on loan to a student may be recalled or reserved by other clients. Recalled items must be returned to the Library immediately.
- vii. Fines for overdue ordinary items are charged daily including weekends and public holidays.
- viii. Borrowers must observe the hours of issue / return of Reserve items as follows:

Daily	9:00 am - 6:00 pm (for use in the Library only)
Overnight	6:00 pm - 9:00 am
Saturday	9:00am - 12:00 noon (for use in the Library only)
Weekend	12:00 noon on Saturday to 9:00 am on Monday

- ix. Reserve items in greater demand shall be restricted to 3 hour loan.
- x. Fines for overdue Reserve items are charged by the hour.
- xi. Upon return, every Library item lent shall be inspected and any damage / loss shall be made good by the borrower in terms of the Regulations.

5. Students Borrowing for Practical Attachment

Students proceeding to Practical Attachment may register with the Faculty Librarian for special loan upon the recommendation of the Dean of Faculty. A maximum of 2 items shall be lent to each approved student for this purpose at any given time.

6. Borrowing by Staff

Academic Staff Loans

- i. The teaching staff shall be entitled to borrow a total of not more than 5 items per course for one month.
- ii. All borrowed materials shall be returned by the end of the loan period.
- iii. Loan items no longer required shall be returned to the Library immediately notwithstanding the loan period.
- iv. Loans may be renewed after the initial issue period. Applications for renewal shall normally be made personally by presenting the items in question to Circulation Counter Staff.
- v. All items may be subject to Recall by the Librarian.
- vi. Overdue loans shall be subject to a fine to be determined from time to time by the Library Committee.
- vii. Staff who fail to return borrowed items at the end of the initial loan and / or renewal period shall be debited for the full replacement value of the unreturned item plus a processing fee.

Administrative Staff Loans

- i. Members of the Senior Administrative Staff shall be entitled to borrow 5 items. Each item shall be issued for a period of 14 days.
- ii. Members of the Junior Administrative Staff may borrow a total of 2 items. Each item shall be issued for a period of 4 days.
- iii. Administrative Staff loans shall be subject to Rules 6.ii, 6.iii, 6.v, 6.vi and 6.vii above.
- iv. Approved readers and Africa University Alumni shall use resources in the Library for reference purposes only and shall not borrow them for out of the Library use.

7. Fines

- i. All Library materials not returned by due date or time in terms of the specific loan period shall be subject to payment of a fine plus a processing fee.
- ii. Failure to return any material after due date or time shall attract a fine in respect of each day or part of a day by which the materials are overdue. Fines not cleared within seven days shall be calculated at the current rate and shall attract an administrative fee.
- iii. Fines for various categories of materials shall accrue at a rate determined by the Library Committee.
- iv. A fine shall in no case exceed the total cost of replacing the material in respect of which the fine is incurred.v. A student who at the end of a Semester fails to clear all Library dues shall forfeit release of examination results and / or registration for the next Semester until all Library dues are cleared.
- vi. A member of staff who fails to pay fines accumulated after date due shall be subject to a non refundable penalty equal to the cost of replacement of the item plus an administration fee. Defaulting staff members shall be subject to deduction of any sums from the borrower's salary or other monies due to the borrower.
- viii. Library material(s) shall NOT be issued to persons who have not paid fines as required, or to persons who hold overdue library items.
- ix. All fines referred to the Business Office attract an administration fee which shall be determined from time to time.

8. Inter Library Loans

Materials borrowed from other libraries shall be subject, in each case, to the condition imposed by the lending library.

9. Photocopying and Copyright Regulations

The Library offers a commercial photocopying service at prevailing rates. All photocopying made from books or periodicals belonging to Africa University Library or obtained through Inter-Library Loan is subject to the international 'fair copying' declaration. The Copyright Act is available in the Library for the guidance of clients (see Statute Law of Zimbabwe Vol. 5, Chapter 26:01 Sub-section 4).

OTHER SERVICE UNITS

The Information and Communication Technology (ICT) Department

The rapid rise in the use of ICTs in every facet of Africa University makes the role and function of the ICT Department indispensable. The ICT Department, initially conceived as the Computer Services Department (CSD), has elevated itself into a department providing various information and communication technology services.

In order to enhance teaching and learning effectiveness and to ensure that our students can keep pace with the ICT capability to meet rapid changes and new challenges in the future, the ICT Department provides the following services:

- VSAT and Wireless Intranet and Internet facilities
- Web-based Teaching and Learning Service – using Moodle
- Web-based email Service
- Support services in the following areas – network, information systems, computer hardware and user training.

Electronic communication has been adopted as one of the official media of communication making it part and parcel of the university's life.

The following units make up the ICT Department:

The Systems & Software Unit

The ICT Department is currently involved in the development of the university's information management systems (student information system and staff information). This unit is also responsible for administering the various systems and carrying out the necessary backup of data and information. The most important guiding factor as we develop these systems is that they must 'talk' to each other in order to increase efficiency in our business processes. The Systems and Software Unit is also responsible for the development and maintenance of the Africa University website and intranet.

The Outreach Unit

The purpose of the ICT Outreach Unit is to create a computer-literate campus community and surrounding community. The computer skills taught in this unit range from computers appreciation to using productivity software such as office suite, graphics, web design and statistical analysis. We are also an accredited CISCO Academy and a registered ICDL Training Center.

The Network and Hardware unit

This unit is responsible for designing, implementing and maintaining the Africa University network. The total bandwidth available to Africa University remains a challenge - with a 1.5Mbps internet satellite connection. The University is working to increase this capacity so that distance learning becomes a viable option. In terms of

hardware acquisition, the ICT Department uses a mixture of branded and non-branded equipment.

Educational Technologies Unit

The Educational Technologies Unit (ETU) was established in 2005 to support the academic staff of the University in the areas of teaching, research, and administration. ETU services all the faculties at AU. Academic staff at the university are taught and assisted in instructional design techniques and production of teaching materials. ETU also gives advice on teaching-learning issues and techniques such as online teaching methods, preparing objectives, course planning, and evaluation.

Other aspects related to educational technologies that the unit deals with include Best Practices for online tutoring and moderation, Content packaging, Computer-assisted instruction and learning, Distance education, Flexible scheduling, and Online content design and development.

Besides all these, ETU offers short courses and workshops on teaching-learning issues and techniques. Academic staff can also learn how to use smart classroom equipment, computer packages, graphics, and desktop publishing at the computer laboratory. Emphasis is given on the development of self-learning packages, teaching materials, and audio-visual programmes. Teaching-learning materials developed at the unit are tested, evaluated, and modified until a good package emerges.

Equipment Loan - the unit has laptops that can be loaned out for lecture preparation and content development. It also offers facilities for the projection of presentations, slides, or videos for lectures and special events.

Computer Laboratory Facilities

The University has a range of state-of-the-art Computer Laboratories in which students can conduct their research, and for Lecturers to conduct ICT-related lectures. These computer laboratories are located in the ICT building. Additional ones are located in the Faculty of Agriculture and Natural Resources building, the Library and the Faculty of Health Sciences.

Teaching laboratories and Smart classrooms for lectures, workshops and conferences are also available upon request.

Other Technical Services

Students have access to a high quality, high-speed, laser printing service available in our ICT laboratories and Help-Desk. Printers are accessed using a print pages token system. Tokens can be purchased from the Cashier in the Business Office.

Help and Advice

Our staff offer help and support via email, over the telephone and in person. If there is a problem that needs personal assistance, students and staff can contact our Help-

Desk via email or telephone. There is also the opportunity to attend an induction so that a new member of staff or student is given an overview of all the ICT facilities at Africa University.

Information and Public Affairs Office

The Information and Public Affairs Office at Africa University exists to provide internal and external publics with accurate, relevant and timely information about the institution, its mission and goals, leadership, community activities, development and future outlook.

The office supports the University's mission and development agenda in the areas of documentation (photography, print and electronic), publicity, promotion, special events management, visitor and alumni relations, student recruitment, institutional advancement and community relations.

The efforts of the Information and Public Affairs Office provide the University with intelligence on the quality of its relations with internal and external constituencies. Its efforts build awareness of the University and appreciation for its work. The Office assists in the continued growth and development of the University by encouraging persons, agencies and institutions to support and/or enter into partnership with the institution. Office staff and volunteers are committed to courteous, friendly and helpful interaction with the institution's various publics.

The Office serves as a bridge between the University community and the world, and as such endeavors to enhance the University's image and reputation as an international, private higher education institution serving the African continent.

Publications of the Information and Public Affairs Office

These include:

This is Africa University- General Brochure

AU Point of View- A Quarterly Newsletter

Fact Sheets on the various faculties and their programmes

AU at a Glance

The Year Book- Annual publication

**PHYSICAL PLANNING
DEPARTMENT**

Function

The Physical Planning Department falls under the Vice Chancellor's Office. The chief function of the Department is to ensure all construction projects, on and off campus, are planned and developed in line with the University Master Plan under the direction of the Vice Chancellor. The Department develops the project brief, oversees the design and implementation of all construction projects for the University, ensuring the high standards of design and finish are maintained. The Department provides a full Project Management service to the University.

General Services

The Unit provides a conducive learning environment for students through the maintenance of existing physical infrastructure, a clean environment and a reliable and efficient transport service. The Unit is divided into four sections which are:

1. Maintenance
2. Transport
3. Laundry
4. Landscaping and Cleaning

Maintenance

Most buildings on Campus are new but a comprehensive preventative maintenance programme is in place to ensure that buildings and services therein are kept in their present state for as long as possible. The Unit employs a number of artisans in various fields namely electrical, automotive, carpentry, plumbing and bricklaying.

Work is carried out upon submission of a work request form to the Unit through the respective Heads of Department. A training programme is provided for students from Poly Technical Colleges on industrial attachment.

Transport

Members of staff and students on official University business are provided with transport by the Unit. A team of highly experienced drivers are delegated to take students and staff to such functions as sporting activities, field practice, field supervision, educational tours, choir assignments, workshops, research activities etc. Although every endeavour will be made to meet all transport request, allocation will be on merit and on a first come first served basis whenever demand outstrips resources

Laundry

All University linen, curtains, staff uniforms and protective clothing washing is done in the Laundry. The Laundry has two staff members who are ably assisted by students on work study programme.

Landscaping and Cleaning

The University has got very beautiful state-of-the-art buildings which are kept clean by a team of dedicated cleaning and grounds personnel under the direction of a grounds supervisor. This section prepares venues for University functions such as examinations, graduations, matriculation, public lectures, workshops etc.

University Farm

Africa University owns a mixed enterprise farm, adjacent to the campus, which is operated somewhat autonomously. Whilst the farm is expected to be a commercially viable enterprise, it offers to the University facilities for research by staff, graduate students and undergraduate honors students. It also serves as a demonstration farm and offers indispensable training facilities for both undergraduate and graduate students, and for farmers under the University's outreach programmes. Produce from the farm is sold to the University Food Services Department, to staff and to the local community.

On the cropping side, arable cultivated land amounts to 100 hectares, 20 of which are under sprinkler irrigation. Maize, soybeans, winter wheat, sorghum, sugar beans and vegetables are among some of the crops grown. In addition, there are greenhouses, plots with fruit trees and agro-forestry lots.

The livestock section comprises a small dairy herd, a 20-sow pig unit, a 6000 capacity layer unit, an 8000 capacity broiler unit, a small goat herd, and a fishery unit.

The farm operates a fleet of tractors and a complement of implements and machinery needed for the cropping program and for the processing and provision of feed to the livestock.

Over the years, the farm has and continues to receive generous donations from the University's well-wishers and supporters.

Bookshop

The University Bookshop is located on the ground floor of the Bishop Arthur Kulah Wing, which it currently shares with the Faculty of Management and Administration and the Institute of Peace, Leadership and Governance.

The University Bookshop provides a sales outlet on Campus for the purchase of

- student textbooks recommended by the Faculties;
- a selection of general books on the subjects taught;
- a limited stock of general interest books;
- essential stationery and supplies;
- some stocks of cellphone accessories, recharge cards, etc
- a selection of musical tapes and CDs; and
- curios and postcards, local and international newspapers and magazines.

The Bookshop also provides a sales point for Africa University's public materials, official publications, and memorabilia. Staff and students may suggest items to be added to the Bookshop stock by completing the Suggestion for Purchase Forms at the Bookshop, and suggestions for the general operation of the Bookshop may also be made. Although principally established to serve Africa University students and staff, the Bookshop is open to other institutions and students of higher learning.

Hours of Business

The Bookshop is open Monday through Friday during normal University business hours. The Bookshop is closed on weekends and public holidays

Security**Broad Aim/goal:**

Security is a unit in the Registry Department that provides security services round the clock to members of the Africa University community and their visitors. These services are provided by both out-sourced guards and the University's own security personnel.

Objectives:

To achieve its broad goal, security personnel at AU commit themselves to:

1. Being proactive in their approach to general security and safety issues with the aim of preventing loss of life and reducing crime on campus by:
 - i) Advising management on security policies and issues that improve the safety and security of all AU property. Informing workers and residents on AU properties on safe security practices that do not only protect AU property but also theirs, and guarantee their safety.
 - ii) Imparting to all hired guards certain skills, knowledge and attitudes that prevent/reduce crime.
2. Attend to all security problems expeditiously once a report has been made by Faculties, departments, units and individuals (students, employees and visitors).
3. Investigate thoroughly, diligently and without fear or favour all cases reported to security or detected on campus and other AU properties with the aim of recovering property and identifying the perpetrators.

4. Report to the Police and assist them in investigating all criminal cases brought to the security office.
6. Prepare security guards for any natural disaster management and recovery.
7. Attend to all natural disasters that affect AU with the aim of reducing the effects.

We in security, have high respect for academic excellence. As a result, our support for this cause transcends our normal call of duty. For example, where a student has to go and report a case to the Police, we take that responsibility by recording his/ her statement and later make a follow up of the case with the Police, without the student. The students' time is thus left to his/her academic work

UNIVERSITY COMMITTEES

1. Committees of the Senate

1.1 Senate Executive Committee

Terms of Reference

- to exercise such functions as Senate may delegate;
- to take decisions on behalf of Senate whenever it is not possible to convene the whole Senate;
- the decisions of the Senate Executive Committee must be endorsed by Senate.

Membership

- (i) The Vice Chancellor (Chairperson)
- (ii) Associate Vice Chancellor
- (iii) Deputy Vice Chancellor
- (iv) The Deans of Faculties
- (v) Two Senate representatives
- (vi) The Registrar (Secretary)
- (vii) Librarian

1.2 The Library Committee

Terms of Reference

- to advise the Senate in its consideration of matters of Library policy;
- to advise the Senate on all matters concerning the acquisition of books, computing hardware and software for teaching and research;
- to endeavour to ensure the equitable, efficient and economical, acquisition and distribution of library facilities throughout the University;
- to take note of all computing facilities within the University, so as to be able to advise members of the University who wish to use, acquire or expand them;
- to provide an avenue of cooperation between the Communications Skills Centre and all the Faculties and to assist in the formulation of policies to be adopted by the Centre. The Committee meets as and when necessary and reports directly to the Senate, although Faculty representatives on the committee are authorized to report back to their Faculty Boards any business which is of immediate concern to their Faculty.

Membership

- (i) The Deputy Vice Chancellor (Chairperson)
- (ii) The Librarian
- (iii) One academic staff representative from each Faculty/IPLG
- (iv) One representative from the Senate
- (v) One Student Representative from each Faculty/IPLG
- (vi) Registrar

- (vii) Bursar (in attendance)
- (viii) Director of Information and Public Affairs (in attendance)
- (ix) Assistant Librarian (Secretary)

1.3 The Research Committee

Terms of reference

- to administer the allocation of general funds having to do with the research activities of the University e.g. student research assistantship and fellowship, studentship and support of research projects of members of the academic staff, research students and fellowships;
- to administer the University's Teaching and Learning Methods Unit and to advise the Senate in areas of improving the teaching effectiveness of academic staff.

Membership

- (i) Chairperson: (appointed by the Senate)
- (ii) Two Senate Representatives
- (iii) Two Representatives from each Faculty/IPLG
- (iv) Administrative Assistant: Academic Affairs (Secretary)

1.4 Honorary Degrees Committee

Terms of reference

- to invite the University community including the Board of Directors and alumni nominations for the award of honorary degrees;
- to set deadlines for the receipt of nominations for the award of honorary degrees;
- to evaluate the credentials of nominees for the award of honorary degree and make recommendations to the Board of Directors through Senate;
- to review from time to time the guidelines and procedures of the award of honorary degrees.

Membership

- (i) The Vice Chancellor (Chair)
- (ii) The Associate Vice Chancellor Institutional Advancement Africa University Committees
- (iii) Deputy Vice Chancellor
- (iv) The Deans of Faculties/ Director of IPLG
- (v) One academic staff representative from each Faculty/IPLG
- (vi) One Senate representative
- (vii) One member of the Board of Directors, nominated by the Chairperson of the Board
- (viii) Registrar
- (ix) Director of Information and Public Affairs (in attendance)
- (x) Assistant Registrar, Academic Affairs (Secretary)

1.5 Computer Services Committee

Terms of reference

- has overall responsibility for meeting the computing needs of the University;
- is responsible for the upkeep and security of all the University computer hardware;
- to implement the computer policy of the University;
- to co-ordinate the teaching of computer courses in all the faculties;
- to identify and provide the necessary training and assistance to computer users in the University;
- to assess the computer hardware and software requirements of the University; and
- to conduct continuing education courses to staff members and develops computing skills to members of the University.

Membership

- (i) Chairperson (selected by the Vice Chancellor)
- (ii) Director of Computer Services
- (iii) One Senate Representative
- (iv) Registrar
- (v) Librarian
- (vi) Bursar
- (vii) One academic staff representative from each Faculty
- (viii) Systems Engineer (Secretary)

1.6 Admissions Committee

Terms of Reference

- to formulate a comprehensive admissions policy for the University;
- to determine and recommend to Senate the general entry requirements for all categories of persons applying for admission to undergraduate degree or diploma programmes;
- to recommend the number of students to be admitted to each programme of study (quotas);
- to consider general academic regulations governing progression from one year to the next and recommend the same to the Senate;
- to prepare and keep up – to – date a general information handbook on entrance requirements, regulations, the Faculties and programmes of the University, level of fees, scholarships and other related matters;
- to keep under constant review entrance requirements and academic requirements and academic regulations of the University.

Membership

- (i) Deputy Vice Chancellor (Chairperson)

- (ii) One academic staff representative from each Faculty
- (iii) Registrar
- iv) Assistant Registrar Student Affairs (Secretary)

1.7 Publications Committee

Terms of reference

- to administer publication of all items appearing with the University imprint;
- to exercise editorial functions on behalf of the University in respect of the University publications and appointing referees where necessary for this purpose;
- to administer funds for the cost of publications;
- to edit and manage the journal of the University;
- to organize public lectures.

Membership

- (i) Vice Chancellor or nominee (Chair)
- (ii) One Senate representative
- (iii) Press Manager
- (iv) The Librarian
- (v) One academic staff representative from each Faculty
- (vi) Director of Information and Public Affairs
- (vii) Director of Computer Services
- (viii) Assistant Registrar, Academic Affairs
- (ix) Administrative Assistant -Academic Affairs (Secretary)

1.8 Graduate Studies Committee

Terms of Reference

- to recommend to Senate specific entry requirements for admission to postgraduate programmes;
- to determine, in general, policies regarding progression for students on postgraduate studies;
- to determine quotas for postgraduate programmes upon recommendation of the Faculties concerned.

Membership

- (i) Vice Chancellor or nominee (Chair)
- (ii) One academic staff representative from each Faculty
- (iii) Administrative Assistant, Academic Affairs (Secretary)

1.9 Bookshop Committee

Terms of Reference

- to supervise the overall operations of the Campus Bookshop;

- to provide a means of communication between the Contractor of the Bookshop and representatives of the academic staff and students in order to improve the effectiveness of the communication between the University and the Contractor for the operation of the Bookshop;
- to consider any issues within the operation of the existing Campus Bookshop.

Membership

- (i) Chairperson (Vice Chancellor's nominee)
- (ii) The Librarian
- (iii) The Dean, Faculty of Humanities and Social Sciences
- (iv) One academic staff representative from each Faculty
- (v) The Press Manager
- (vi) The Registrar
- (vii) The Assistant Registrar, Students Affairs
- (viii) The Director of Information and Public Affairs(Secretary)
- (ix) One Student Representative from each Faculty

2. Administrative Committees

2.1 The Vice Chancellor's Cabinet

Terms of Reference

To serve as an Advisory Body to the Vice Chancellor and to act as an information centre to managerial staff.

Membership

- (i) The Vice Chancellor (Chair)
- (ii) The Assistant Vice Chancellor for Institutional Advancement
- (iii) Deputy Vice Chancellor
- (iv) The Deans of Faculties
- (v) The Bursar
- (vi) Librarian
- (vii) Director of Information and Public Affairs
- (viii) Founding Vice Chancellor
- (ix) Director of IPLG
- (x) The Registrar (Secretary)
- (xi) Interim Director (IPLG)
- (xii) Chaplain

2.2 Work For Pay Committee

Terms of reference

The work for pay programme is meant to provide opportunities for students to work to help meet educational expenses. The programme should be considered as only one means of student support. Other means should include personal savings, scholarships, help from relatives, work done during vacation periods. While the University will help students, the responsibility of funding their education rests with the students themselves. The work study programme is therefore designed:

- to help students make some money for tuition, fees, personal needs and books;

- to provide students with work experiences which will prepare them for jobs following graduation. These include working according to certain requirements and conditions under supervision as well as learning particular skills;
- to help students appreciate the value and meaning of work as a means of obtaining money;
- to help students appreciate all kinds of labour including physical labour and not to look down upon such labour.

Membership

- (i) Vice Chancellor's nominee (Chairperson)
- (ii) One academic staff representative from each Faculty
- (iii) The Librarian
- (iv) The Bursar
- (v) Food Services Manager
- (vi) General Services Superintendent
- (vii) Two student representatives appointed by Student Representative Council
- (viii) The Registrar or Nominee
- (ix) Assistant Registrar, Student affairs
- (x) Financial Aid Officer (Secretary)

2.3 Student Welfare Committee

Terms of reference

- to make itself aware of and provide help in all matters of a personal and non-academic nature affecting the student body or individual students which may have an adverse effect on the academic well being of the student body as a whole or of Africa University Community or individual students;
- to advise on arrangements for students health.

Membership

- (i) The Vice Chancellor (Chair)
- (ii) The Associate Vice Chancellor for Institutional Advancement
- (iii) The Deputy Vice Chancellor
- (iv) The Deans of Faculties
- (v) The Chaplain
- (vi) The Librarian
- (vii) The Registrar
- (viii) The Food Services Manager
- (ix) The Bursar
- (x) General Services Superintendent
- (xi) Six student representatives selected by the Student Representative Council

- (xii) The Warden
- (xiii) The Assistant Registrar, Student Affairs (Secretary)
- (xiv) The Director of Information and Public Affairs
- (xv) Sports Director

2.4 Farm Management Committee

Terms of Reference

- to develop basic facilities for practical agricultural training of students;
- to operate or manage the Farm profitably;
- to produce high value crops;

Membership

- (i) Dean of the Faculty of Agriculture and Natural Resources (chairperson)
- (i) The Bursar
- (ii) Four staff representatives from the Faculty of Agriculture and Natural Resources
- (iii) One staff representative from each one of the other Faculties/IPLG.
- (iv) Registrar's Nominee
- (v) Farm Manager - Secretary

2.5 University Spiritual Life Committee

Terms of reference

- is established to make policies concerning the spiritual life of the Africa University community on the campus;
- assesses the programme of spiritual and social activities as prepared by the University Chaplain.

Membership

- (i) The Dean of Faculty of Theology (Chair)
- (ii) Two representatives from the Faculty of Theology
- (iii) One staff representative from each Faculty/IPLG
- (iv) One lecturer in Music and Culture
- (v) One student representative from each Faculty
- (vi) One University organist
- (vii) One representative from the University Choir
- (viii) Director of Information and Public Affairs
- (ix) Chaplain – (Secretary)
- (x) Two representatives from the Senior Administrative and Academic Staff

2.6 Food Services Committee

Terms of reference

- ensures that the community's dietary needs are met;
- ensures that the services provided are of acceptable standards;

- ensures that complaints are dealt with through dialogue;
- ensures that the department has adequate operating resources;
- monitors meal prices in the Dining Room and makes necessary recommendations for review.

Membership

- (i) Vice Chancellor's Nominee (chairperson)
- (ii) The Assistant Registrar, Students Affairs
- (iii) The Bursar or representative
- (iv) One representative from the Academic and Senior Administrative Staff
- (v) One representative from the Junior Administrative and Technical Staff
- (vi) Three student representatives appointed by the SRC
- (vii) The Registrar
- (viii) Food Services Manager (Secretary)

2.7 Finance Committee**Terms of reference**

- to compile, after consultation with all Faculties and Departments, an annual budget for submission to the Board of Directors;
- to control, allocate and account for all University funds;
- to amend the budget and staff establishment of any department/faculty;
- to control budgetary expenditure;
- to undertake all such matters as may be referred to it by the Planning Committee and the Board of Directors.

Membership

- (i) The Vice Chancellor (Chairperson)
- (ii) Associate Vice Chancellor for Institutional Advancement
- (iii) Deputy Vice Chancellor
- (iv) The Bursar – (Secretary)
- (v) The Deans of Faculties
- (vi) The Librarian
- (vii) The Projects Manager
- (viii) Registrar
- (ix) The Director of Information and Public Affairs
- (x) Chaplain
- (xi) Food Services Manager
- (xii) Assistant Registrar, Personnel and Administration (in attendance)
- (xiii) Assistant Bursar
- (ivx) Director of ICT

- (xv) Director of IPLG
- (xvi) Press Manager
- (xvii) Assistant Registrar, Student Affairs

2.8 The Students Financial Aid Committee

Terms of reference

- To set criteria for determining students eligible for financial aid or scholarships.
- To award financial aid or scholarships (partial or full) to deserving students.
- To supervise the Work Study Programme for students who have been granted financial aid or scholarships.
- To monitor progress of students on scholarships or financial aid.

Membership

- (i) Vice-Chancellor or nominee (Chairperson)
- (ii) Registrar
- (iii) One senate representative
- (iv) One academic representative from each Faculty
- (v) Librarian
- (vi) The Assistant Registrar, Students Affairs
- (vii) The Director of Information and Public Affairs
- (viii) Chaplain
- (ix) Bursar
- (x) Assistant Registrar, Academic Affairs
- (xi) Financial Aid Officer (Secretary)

2.9 Academic Ceremonies Committee

Terms of Reference

- to organise all ceremonies, e.g. graduation, matriculation;
- to review constantly the various University ceremonies and recommend improvements;
- recommend names of speakers at University functions.

Membership

- (i) Registrar (Chairperson)
- (ii) One academic staff Representative from each Faculty
- (iii) Chaplain
- (iv) General Services Superintendent
- (v) Food Services Manager
- (vi) Director of Information and Public Affairs
- (vii) One Representative from IPLG
- (viii) Assistant Registrar, Academic Affairs
- (ix) Admin. Asst. Academic Affairs (Secretary)

2.10 Housing Committee

Terms of Reference

- to develop and review housing policy;
- allocate housing to University staff;
- constantly review rents for university houses and flats;
- consider any matter relating to housing and make appropriate recommendations.

Membership

- (i) Registrar (Chairperson)
- (ii) One representative of Academic Staff
- (iii) Chairperson, Farm Operations Committee
- (iv) General Services Superintendent
- (v) One representative of senior Administrative Staff
- (vi) Programme Liaison Officer, Outreach Office
- (vii) Bursar or Nominee
- (viii) Dean Faculty of Theology
- (ix) Assistant Registrar, Personnel and Administration
- (x) Administrative Assistant, Personnel and Administration (Secretary)

2.11 Staff And Social Welfare Committee

Terms of Reference

- coordinates activities and events relating to the arrival of new employees;
- coordinates collection of donations in cases of funeral and account for their usage;
- coordinates collection of gifts for persons leaving Africa University as well as account for them.
- coordinates the sourcing of donations or funds to buy staff groceries and other requirements, and to ensure distribution of the same.

Membership

- (i) Vice Chancellor or Nominee (Chairperson)
- (ii) Three Representatives from Academic and Senior administrative staff
- (iii) Three representatives from Junior Administrative and Technical staff
- (iv) Assistant Registrar, Personnel and Administration
- (v) Administrative Assistant, Personnel and Administration (Secretary)

2.12 Games And Sports

Terms of reference

- responsible for formulation of policies on student and staff sporting activities
- responsible for the wholesome interpretation of sporting regulations to students and staff

Membership

- (i) Chairperson (nominated by Vice Chancellor)
- (ii) Sports Director (Secretary)
- (iii) Two Representatives of Academic and Senior Administrative Staff
- (iv) Two representatives of Junior Administrative and Technical staff
- (v) Three student representatives chosen by SRC
- (vi) Warden
- (vii) Assistant Registrar Students' Affairs

2.13 Conditions of Service for Academic and Senior Administrative Staff**Terms of Reference**

- keep conditions of service under constant review
- recommend any necessary changes to the conditions of service for academic and senior administrative staff
- consider any complaints from staff on any aspect of conditions of service
- consider any other matter relating to conditions of service

Membership

- (i) Vice Chancellor (Chairperson)
- (ii) Associate Vice Chancellor for Institutional Advancement
- (iii) Deans of Faculties
- (iv) Four Representatives from the Academic and Senior Administrative Staff
- (v) The Registrar
- (vi) Bursar
- (vii) Assistant Registrar Personnel and Administration (Secretary)

2.14 Conditions of Service – Junior Administrative and Technical Staff**Terms of Reference**

- as above for Academic and Senior Administrative Staff

Membership

- (i) The Registrar (Chairperson)
- (ii) Associate Vice Chancellor Institutional Advancement
- (iii) Deans of Faculties of-
 - (a) Agriculture and Natural resources
 - (b) Management and Administration
- (iv) Seven Representatives from Junior Administrative and Technical Staff
- (v) Works Superintendent
- (vi) Food Services Manager
- (vii) Assistant Registrar, Student Affairs
- (viii) Assistant Bursar

(ix) Assistant Registrar- Personnel and Administration

(x) Administrative Assistant- Personnel and Administration (Secretary)

UNIVERSITY PRIZES

The mission of Africa University is to provide higher education of high quality, to nurture students in Christian values, and to help the nations of Africa achieve their educational and professional goals. Africa University strives to play a critical role in educating the new leadership of African nations. The University is therefore not sparing any effort to encourage its students to aspire towards the achievement of these goals. The University is determined to bring out the very best intellectual abilities and human qualities of its students. One way to do this is to award prizes and trophies for high achievements either in academic work or service to the community.

University-wide Prizes

1. **Award for the best all-round graduating student at Africa University**
— Donated by the Zimbabwe Reinsurance Corporation (ZIMRE). The following criteria for the award of the prize will be used:
 - i *Academic Achievement* - Student must obtain a GPA of 3.0 or above;
 - ii *Character and Conduct* - Student must have good character and conduct throughout his/her period of studies at Africa University;
 - iii *Public Service* - Student must have done some public service on behalf of or to the University within or outside of the University;
 - iv *Sports and Other Activities* - Student should have taken part in some sports and/or other commendable activities not covered by (i) to (iii) above.
2. **Community Service Prize** — This prize is awarded to a student who has made a substantial contribution to the work of the community.
3. **Mutare Garment Manufacturer's Prize** for the best female graduating student with the highest CGPA.
4. **Guardian Security Prize** for graduating female student with outstanding Performance in Sport.
5. **Guardian Security Prize** for graduating male student with outstanding Performance in Sport.

Vice Chancellor's Prizes

The Vice Chancellor's prizes are awarded to the following:

1. **Best Final Year Student** in each of the disciplines/areas in each Faculty;

The criteria used for the selection of prize winners are

- i attainment of a CGPA of 3.0 or above in the programme of study;
- ii candidates should not have failed, repeated or supplemented in any course in that particular year of study; and

iii candidates should not have been found guilty of any disciplinary activities anywhere within or outside the University.

The value of the Vice Chancellor's Prizes will be determined annually.

Prizes in the Faculty of Agriculture and Natural Resources

1. **Vice Chancellor's Prize** for the Best Graduating Student in Agribusiness
2. **Vice Chancellor's Prize** for the Best Graduating Student in Horticulture
3. **Vice Chancellor's Prize** for the Best Graduating Student in Natural Resources.
4. **Vice Chancellor's Prize** for the Best Graduating Student in Animal Science
5. **Vice Chancellor's Prize** for the Best Graduating student in Crop Production
6. **The Beta Prize** for the Best Graduating First Year Student in the Faculty — Donated by TNT Investments
7. **The Beta Prize** for the Best Graduating Student in Horticulture
8. **The Beta Prize** for the Best Graduating Student in Agribusiness
9. **The Dydmus Matongo Prize** for the Best Graduating female student in FANR
10. **The Garikai Magadzire Prize** for the Best Overall Graduating Student in the Faculty — donated by the Zimbabwe Farmers Union
11. **The Irvines Prize** for the Best Graduating student in Animal Production
12. **The Mutare Garment Prize** for the Best Graduating Student with the Best Research Project.
13. **John Kurewa Scholarship** for the best Student in Agribusiness

Prizes in the Faculty of Education

1. **Vice Chancellor's Prize** for the Best Graduating Student in the 4-year B.A. with Education programme
2. **Vice Chancellor's Prize** for the Best Graduating Student in the 2-year B.A. with Education degree programme
3. **Vice Chancellor's Prize** for the Best Graduating Student in the 4-year B.Sc.Ed. programme.
4. **The Beta Prize** for the Best Graduating Student in Curriculum and Instruction
5. **The Beta Prize** for the Best Graduating Student in Educational Foundations
6. **The Mutare Garment Manufacturers' Prize** for the Best Graduating Student in Teaching Practice.

Prizes in the Faculty of Humanities and Social Sciences

1. **Vice Chancellor's Prize** for the Best Graduating Student in the Humanities
2. **Vice Chancellor's Prize** for the Best Graduating Student in English
3. **Vice Chancellor's Prize** for the Best Graduating Student in the Social Sciences
4. **Vice Chancellor's Prize** for the Best Graduating Student in the Faculty

5. **Art Corporation's Prize** for the Best Overall Student in the Faculty
6. **Art Corporation's Prize** for the Most Improved Student in the Faculty
7. **The Mutare Garment Manufacturers Prize** for the Best Graduating Student in Sociology
8. **The Professor Bhila Prize** for the Best Graduating Final year Student in History
9. **The Shepherd Muchinguri Memorial Prize** for the Best Graduating Female Student in Psychology
10. **The Shepherd Muchinguri Memorial Prize** for the Best Graduating Male Student in Psychology
11. **The Bere Brother's Prize** for the Best Graduating Student in Music

Prizes in the Faculty of Management and Administration

1. **Vice Chancellor's Prize** for the Best Graduating Student in Accounting
2. **Vice Chancellor's Prize** for the Best Graduating Student in Economics
3. **Vice Chancellor's Prize** for the Best Graduating Student in Management/Marketing
4. **The Mutare Garment Manufacture's Prize** for the Best Graduating Student in Master of Business Administration
5. **Art Corporation's Prize** for the Best Overall Student in Accounting
6. **Art Corporation's Prize** for the Most Improved Student in Accounting
7. **Art Corporation's Prize** for the Best Overall Student in Economics
8. **Art Corporation's Prize** for the Most Improved Student in Economics
8. **Art Corporation's Prize** for the Best Overall Student in Business Studies (Marketing)
9. **Art Corporation's Prize** for the Most Improved Student in Business Studies (Marketing)
10. **Art Corporation's Prize** for the Best Overall Student in Business Studies (Management)
11. **Art Corporation's Prize** for the Most Improved Student in Business Studies (Management)
12. **The Institute of Chartered Accountants of Zimbabwe Prize** for Best Graduating Student in the Final Part Accounting
13. **The Institute of Chartered Accountants of Zimbabwe Prize** for Best Overall Graduating Student in Accounting
14. **First Banking Corporation Prize** for the Best Graduating Female Student in Accounting
15. **The Bere Brothers' Prize** for the Best Graduating Student in Business Law
16. **The Bere Brothers' Prize** for the Best Graduating Student in Company Law
17. **Zimsun/Holiday Inn Prize** for the Best Graduating Male Student in the Faculty

18. **Zimsun/Holiday Inn Prize** for the Best Graduating Female Student in the Faculty
19. **The Nicoz Diamond Insurance Prize** for the Best Graduating Female student in Economics
20. **The Nicoz Diamond Insurance Prize** for the Best Graduating Male student in Economics

Prizes in the Faculty of Theology

1. **Vice Chancellor's Prize** for the Best Graduating Student in Biblical Studies
2. **Vice Chancellor's Prize** for the Best Graduating Student in Church History
3. **Vice Chancellor's Prize** for the Best Graduating Student in Theology
4. **Vice Chancellor's Prize** for the Best Graduating Student in Church and Society
5. **Vice Chancellor's Prize** for the Best Graduating Student in Ministerial Studies
6. **Vice Chancellor's Prize** for the Best Graduating Student in Religion and Philosophy
7. **Vice Chancellor's Prize** for the Best Graduating Student in Pastoral Theology
8. **The Chancellor's Emeritus Prize (Bishop Emilio J.M. and Mrs M. de Carvalho Prize)** for the Best Graduating Student in Church History.
9. **The Mutasa Nyanga District Prize** for the Best Female Graduating Student in Ministerial Studies
10. **The Mutasa Nyanga District Prize** for the Outstanding Performance in Field Work

Prizes in the Faculty of Health Sciences

1. **Vice Chancellor's Prize** for the Best Graduating Student in Bachelor of Science in Nursing.
2. **Art Corporation's Prize** for the Most Improved Student in the Faculty
3. **The Mutare Garment Manufacturer's Prize** for Best Graduating Student in Health Sciences
4. **The Mutare Garment Manufacturer's Prize** for the Best Graduating Student with the Best Research Project.

Prizes in the Institute of Peace, Leadership and Governance

1. **The Mutare Garment Manufacturers Prize** for the Best Graduating student with the Best Research Project.
2. **The Kingdom Bank Prize** for the Best Graduating Student in Peace Studies
3. **Bishop Emilio J. De Carvalho Special Prize** for the Student who has demonstrated Best Leadership Potential

4. **Justice Tujilane Chizumila Prize** for the Best Graduating student in the Faculty.

COLOPHON

This is the fourth Prospectus to be published by Africa University Press (AUP). AUP is the publishing arm of Africa University, a private United-Methodist affiliated university in Mutare, Zimbabwe. Africa University Press strives to support the University by publishing useful and commercially viable books for the academic community. It also envisions publishing school textbooks and other forms of literature in different genres.

The Africa University 2009-12 Prospectus was compiled and designed by Edward Chinhanhu with Adobe PageMaker 7.0 Plus, and uses Times New Roman 10 point font throughout.

According to the *Bundu Book of Trees, Flowers and Grasses* (ISBN 582 57532 X) there are more than 40 species of native and introduced *Acacia* in Zimbabwe. Most of the introduced species are from Australia, and differ from the native species because they generally do not have thorns. The most common *Acacia* in southern Africa is *Acacia karoo*.

Keith Coates Palgrave's *Trees of Southern Africa* (ISBN 1 86825 171 3) lists more than a dozen commercial uses of *Acacia karoo*, including cattle fodder, tanning, antidote for cattle poisoning from tulips, a gum usable for confectionary or adhesives, needles, low-grade wood products such as furniture and textiles such as ropes or carpets. In fact, Mr. Palgrave writes that the uses of *Acacia karoo* are "almost unlimited".

However, the flat-topped silhouette of the Africa University logo is probably not an *Acacia karoo*. Instead, it is more probably an *Acacia abyssinica*, also known in English as the Inyanga Flat-top, or *Acacia rehmanniana*, the Silky Acacia. In Shona, the dominant indigenous language in Zimbabwe, these Acacia are recognised by their thorns, and so they are called *Mubayamhondoro*, a word which can be literally translated into English as "that which pierces the lion". It is also called *Muunga* in the Eastern Districts of Zimbabwe, and *Isinga* in Ndebele, the main indigenous language of Southwestern Zimbabwe.

Both *Acacia abyssinica* and *Acacia rehmanniana* can grow as tall as 15 metres, and are less widespread throughout southern Africa than *Acacia karoo*. However, they are more common than *Acacia karoo* in the Eastern Highlands of Zimbabwe, the location of Africa University. *Acacia abyssinica* usually grows in groups in high-altitude woodland areas of Zimbabwe, and they usually flower in October or November, although occasionally later.

