# STUDENT HANDBOOK

# NORTHRISE UNIVERSITY

BEING EXCELLENT AT WHAT IS GOOD



# Northrise University

30029 Kitwe-Ndola Road Dual Carriageway

P.O Box 240271

Ndola, Copperbelt

Zambia

Voice: +260-212-622-195

Fax: +260-212-622-198

Website: www.northriseuniversity.com

 $Email: \underline{info@northrise.org}$ 

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# 2. FOUNDER'S STATEMENT

Northrise University (NU) was conceived through the experiences of its founders, Doreen and Moffat Zimba. Born in Zambia, both Doreen and Moffat suffered from the lack of educational opportunities for high school graduates that still characterize their country.

Through God's grace, hard work, perseverance, faith, and the generosity of supporters Moffat was able to gain an accounting qualification and to work in this profession within Zambia. They then moved to Australia where they both completed undergraduate theological studies, and later Doreen commenced computer studies.

From Australia they moved to the United States where Moffat completed his doctorate in Theology and Doreen gained an MBA in Technology Management.

While on this educational journey, God strengthened Doreen and Moffat's vision of starting a school in Zambia. Over time He nourished their desire to impact the living conditions of Zambians through higher education. Thus, the concept of NU, an institution that could empower Zambians by providing an education that nourishes and develops the spiritual and economic capacity of the Zambian people, was initiated.

Doreen's and Moffat's passion for the Northrise vision, their faith, and above all God's guidance, brought other people to the vision so that support groups were founded in Australia, the United States, and Zambia. Many people brought intellectual and financial resources, prayer, and commitment to the project, and in January 2004 the vision of Doreen and Moffat Zimba was realized: NU commenced teaching in Ndola, Zambia. Doreen and Moffat are eternally grateful to God for making His vision a reality.

# 3. OUR MISSION

The mission of NU is to sustain a Christ-centered university that transforms and equips men and women to serve in ministry and business while working in unison for the spiritual and economic health of Zambians.

As devoted Christians, we believe that a person's life cannot be complete without a personal relationship with God. At the same time, we are aware that men and women must be equipped to thrive in their personal lives and careers. We share in God's vision to empower the people of Zambia, to bring economic revitalization, and to foster an environment of both spiritual and economic hope for future generations.

# 4. OUR FUNCTIONS

The functions of the NU include:

- a. To create and communicate knowledge by means of teaching and research of the highest quality;
- b. To encourage undergraduate and postgraduate study and research;
- c. To provide facilities and courses for Zambians and international students for higher; education generally, and for professional occupations particularly;
- d. To award undergraduate, postgraduate degrees, diplomas, and certificates in its own right, jointly with other institutions, or as otherwise determined by the university's Council while always partnering with high quality organizations with the potential to make significant contributions to their communities;
- e. To foster lifelong learning in graduates and others alike;
- f. To encourage students to maintain the highest ethical values wherever they serve; and
- g. To pursue community activities, which benefit society at large.
- h. In the exercise of its functions the university pays special attention to the laws of the Government of the republic of Zambia.

# 5. OUR CORE VALUES

At NU God inspires our core values.

- a. Commitment and Dependency We desire each day to follow and honor Jesus Christ in all we do. We are committed disciples of Jesus and acknowledge our dependence on Him through prayer, worship, and obedience.
- b. Biblical We desire to be guided by the Holy Spirit, living out a biblical worldview through academic study, meditation on Scripture, prayer, and community action.
- c. Love and Service We seek to be a place where Christian love and service is evident and we are committed to respecting and treating all people as equals—and to do this in a way that allows God's overwhelming love to shine through us.
- d. Faith We recognize that God's evangelical mission has made us into a redemptive community, which, acting out of faith, is being transformed into the likeness of Christ.
- e. Spiritual We pursue spiritual development of all university students and staff members.
- f. Faithful Stewardship We desire to honor God by being thankful, faithful, and respectful of all the resources He provides for us as we use them to His honor and glory.

# 6. OUR CODE OF HONOR

The Code of honor for NU arises directly from our core values.

The basic principles, which guide the development of Christian character and govern Christian behavior, are to be found in the Scriptures. Moral law is the gift of God and is fully revealed in the teachings of Jesus Christ.

The student, by virtue of his or her enrollment, agrees to abide by the rules and moral precepts, which govern the University community. Because of the University's commitment to the lordship of Christ over every area of life, wholehearted obedience to moral law as set forth in the Old and New Testaments and exemplified in the life of Christ applies to every member of the University community, regardless of position.

While the Bible does not provide specific teaching regarding all social practices, its emphasis on general principles is unmistakable, particularly in circumstances where lack of self-restraint would be harmful or offensive to others, or bring disrepute to the University. Out of these general principles come certain concrete expectations, which should be viewed not negatively but as practical guidelines for conduct and for a productive way of life;

- a. To uphold at all times and in all places, both on and off campus, the University's Mission Statement.
- b. To protect the personal rights of others, refraining from any physical or verbal abuse and exemplifying courtesy, consideration, and respect.
- c. To protect the property rights of others from theft, damage, or misuse.
- d. To adhere to all university policies and regulations, including the rules governing the use of facilities, housing on and off the campus, and campus organizations.
- e. To obey, respect, and uphold the law of the land, unless that law is contrary to the scriptures.
- f. To refrain from the possession, use, or distribution of alcoholic beverages and illegal drugs or controlled substances.
- g. At all times, to exhibit good taste, decency, and restraint, refraining from disorderly conduct or indecent, profane, or obscene expression.
- h. To be honest in all behavior, never cheating, plagiarizing, or knowingly giving false information.
- i. To abstain from any sexual relations outside the bonds of marriage. For those who are single to abstain from fornication.

j. To exemplify high principles of honor, integrity, and morality and to help others fulfill their obligations under this code.

## 7. OUR PHILOSOPHY OF EDUCATION

The cornerstone of NU is a commitment to prepare people for both professional and voluntary leadership in the church and in the business community. We believe that true Christian service is born out of reflection, study, intellectual investigation, and personal involvement in some form of ministry.

## 8. OUR PARTNERS

In our efforts to expose students to a global perspective of learning and application of knowledge, we have over the years, entered into partnership agreements with several universities, colleges, and other stakeholders around the world. We believe that through these partnerships the learning experience of our students and that of our partners is enhanced as together we apply knowledge in different contexts. NU is in partnership with many higher learning and other academic institutions including Dordt College, Cal Poly Luis Obispo, Shanghai Normal University, Fontys University, Baylor University, Sterling Theological College, Mary Begg Clinic, First Quantum Minerals, ZICA, ACCA, and others. For more details on our partners, please visit our website at northriseuniversity.com.

# 9. EDUCATIONAL PROGRAMS

NU has several schools (faculties), Northrise Business School (NBS), the Center for ICT (Information and Communications Technologies) (CICT), the Faculty of Law (FOL), the Faculty of Theology (FOT), and the Faculty of Health and Social Sciences (FHSS). Plans are under way to introduce a School of Agriculture in the near future. The various schools that are operational offer courses as outlined below and as described in detail under the various related sections in this handbook.

# 9.1. PRE-UNDERGRADUATE PROGRAMS

# 9.1.1. Certificate in Christian Ministries (CCM)

This is a one year online program for the laity and clergy, who wish to cement their understanding of fundamental principles of the Word of God.

# 9.1.2. Database Support Technician Certificate (DSTC)

A one year program focusing on strong programming fundamentals, database connectivity, hands-on type projects and front-end graphical user interface (GUI) programming with emphasis to database technologies. The DSTC is an outcomes based program designed for the novice or professional information technology worker who has little to no experience in database administration and support.

## 9.1.3. Network Support Technician Certificate (NSTC)

A one year program focusing on strong programming fundamentals, network connectivity, hands-on type projects, front-end graphical user interface (GUI) programming with emphasis to computer networking. Graduates are prepared to perform services as a novice network administrator to set up and configure a server or local area network and provide information technology help desk support.

# 9.1.4. Pre-Nursing Program

The Pre-Nursing program at NU is designed for students who will transition into the Bachelor of Science in Nursing four-year degree program. Under per-nursing, students gain a general academic background in nursing as well as aptitude, time-management, and other skills required to pursue a career in nursing.

#### 9.2. UNDERGRADUATE PROGRAMS

# 9.2.1. Bachelor of Information Technology in Web and Software Development (BIT, WSD)

This is a four year program in the study of information technology with an emphasis on web-based and traditional client-server computer software development

# 9.2.2. Bachelor of Information Technology in Database Technologies (BIT, DBT)

This is a four year program in the study of information technology with an emphasis on database management systems.

# 9.2.3. Bachelor of Science in Computer Science (BSc, CS)

This is a four year program focusing on the practical and theoretical dimensions of computer science. It prepares students for careers in the fields of software development, computer networking and security.

## 9.2.4. Bachelor of Business Administration (BBA)

This is a four year program concerned with the question of how an enterprise's resources (personnel, equipment, finance, and so on) can be deployed as effectively and efficiently as possible.

# 9.2.5. Bachelor of Finance and Accounting (BFA)

This is a four year program that has been developed in partnership with the Zambia Institute of Certified Accountants. The program embarks on the study of organizational business and finance. Students who graduate with the BFA are eligible to do the last level of CIMA and attain that qualification upon successful completion.

# 9.2.6. Bachelor of Project Management (BPM)

This is a four year program designed for individuals who require an understanding of the process for planning, managing, monitoring and evaluating complex projects and assignments within a specified time period and resources to achieve specific goals objectives.

## 9.2.7. Bachelor of Commerce in Entrepreneurship (BCom, ENT)

This is a four year program designed to equip students to deal with the challenges of operating their own business. These challenges include the intense competition both locally and internationally, dealing with people and technology, and managing the financial aspects of the business.

# 9.2.8. Bachelor of Theology (BTh)

A four year program aimed at preparing men and women to acquire coherent knowledge of the Holy Scriptures for the responsibility of effectively caring for God's people and communicating the substance of Christian knowledge as leaders in the church.

# 9.2.9. Bachelor of Social Work (BSW)

This is a four year theoretical and practical program, aimed at producing graduates with skills that are relevant in changing society. The program is built around the core values of the field of social work and those of NU; values centered around transformation by Christian values and integrity.

# 9.2.10. Bachelor of Laws (LLB)

This is a four year program which prepares students to serve in the legal profession once they have been trained in logical and clear thinking, expression of complex ideas, understanding of composition, fair use of evidence and rules, the art of argument and negotiation as well as a sound grasp of legal disciplines that govern society.

## 9.3. POSTGRADUATE PROGRAMS

# 9.3.1. Executive Master of Business Administration (EMBA)

This is an eighteen month program in the study of business. The program equips top executives in managing today's global business demands, in excellence, critical thinking, communication skills, cultural awareness, gaining and applying exceptional knowledge.

# 9.3.2. Master of Project Management (MPM)

This is a two year program aiming at enhancing project management skills for top notch Project Managers, who may already be in practice or heading there. To achieve its goal, the program is designed from a professional and ethical stand point. The MPM covers a number of key project management areas fostering not only knowledge intake but infusing cutting edge skills development that every contemporary manager should possess.

## 9.3.3. Master of Organizational Leadership (MOL)

This is a two year program whose objectives are to develop leaders for new organizational models fit for the new world, to enhance prior leadership learning to achieve excellence in organizational leadership skills, to develop leaders that welcome change rather than resist it and to realize that people power, not robot power is the only long term choice in organizational leadership that is applied in decision making.

# 9.3.4. Master of Public Health (MPH)

The Master of Public Health at NU is crafted to provide a firm and broad comprehension of wide-ranging public health and epidemiological disciplines. The program aims to firmly ground students in data analysis given the large of volumes of data generated by various institutions that are not adequately analyzed to inform decision making. The aim of the program is to produce graduates with well-developed data analysis skills sets, leadership skills in public health research and other health-related institution. Our program will also endeavor to produce a cadre of professional who will be intelligent consumers of research and program findings.

## 9.3.5. Master of Information Technology (MIT)

The Master of Information Technology (MIT) program has been developed to equip students with the skills to take up advanced responsibilities in information technology related fields. Graduates of this program will be able to make sound IT decisions and implement IT solutions for business problems and situations.

# 10. GENERAL PROGRAM AND COURSE INFORMATION

## 10.1. DURATION TO COMPLETE A PROGRAM

## a. Undergraduate Degree Programs

The minimum time it takes for a student who has passed all courses, as outlined in the Course Path, to complete an undergraduate program is four (4) years. The maximum time allowed is 8 years. In special circumstances students may complete undergraduate programs in less time.

# b. Postgraduate Degree Programs

The minimum time it takes for a student who has passed all courses as outlined in the schedule to complete a postgraduate program is two (2) years. The maximum allowed time is 4 years.

#### Note:

- Generally speaking, the maximum time allowed to complete a program shall be double the minimum duration. For example, if minimum time allowed is 1 year, then maximum time allowed will be 2 years.
- For a student who does not complete in the maximum allowed time, additional requirement may apply.
   For example, the student may be required to fulfill additional credits, apply for continuation, and financial aid withdrawal.
- Once the maximum time limit expires without the student completing their program, they will be required to reapply for admission and new courses added to their Course Path.

## 10.2. GENERAL GRADUATION INFORMATION

- a. Students completing an academic program must satisfy all the requirements for the award within the maximum time allowable, if any, as specified in program accreditation documentation and/or the current Student Handbook\_(Refer to item 10.1). The time taken to complete these requirements will be counted from the date of commencement of study in the program.
- b. By the mid-April in each calendar year, the Registrar shall confirm the graduation of students whom the Vice President of Academics has certified as having completed the requirements to graduate.
- c. Students who have completed the requirements of a program shall apply to the Registrar by the prescribed date to attend the relevant graduation ceremony or commencement. No student shall be permitted to graduate who has a debt to the University.
- d. Graduands unable to attend a graduation ceremony shall have the appropriate award conferred by Council "in absentia."
- e. Academic regalia shall be worn by graduands at graduation ceremonies.
- f. Graduates of the University are entitled to become members of the NU Alumni Association, display the University award conferred, and wear the academic dress of the University to signify the award conferred upon them by the University Council.

## 10.3. STUDY MODES

# 10.3.1. Day Studies (DAY)

Day students take their courses for a minimum of sixteen (16) or eighteen (18) weeks depending on the program of study. The weeks are divided into two semesters per year.

# 10.3.2. Distance e-Learning Program (DEL)

NU has adopted the DEL teaching model as a way of providing education opportunities to candidates who are unable to physically attend class sessions and those who opt to study from their locations. Students who are not able to study in the traditional way have the opportunity to gain a recognized qualification via the DEL program. DEL largely employs Internet based tools for instruction. Students are required to learn and effectively apply the learning technology in use.

The following conditions apply to DEL:

- a. New Students are required to attend orientation, where all program modalities are explained. **Students who**do not attend orientation will not be allowed to undertake DEL studies.
- b. Each student is required to meet all course requirements, including taking exams at the stipulated times.
- c. The bulk of the course objectives are covered via self-study. The course instructor shall provide course guidelines via the course material.
- d. Students are required to attend residential school (RS). RS provides opportunities for extensive course revision. Students may also meet their professors for academic related matters, during residential school.

# 10.3.3. Online (ONL) Studies

NU has designated some courses to run as ONL courses. ONL courses are delivered using a combination of class sessions, team sessions, individual study, and online interactions.

The following conditions apply to ONL learning:

- a. All DAY and CPS undergraduate students are required to take one ONL course during each semester or registration period.
- b. The university shall designate specific courses for online learning.
- c. Students taking ONL courses are required to attend the first session without fail
- d. DAY students are expected to attend three class sessions whereas CPS students are expected to attend two class sessions.
- e. Students taking ONL courses are required to actively participate in learning teams as well as fulfill all other course requirements.

# 10.3.4. Center for Professional Studies (CPS)

At NU we understand that today's professionals constantly need to increase their knowledge and skills at their work place because the professional world is dynamic and hence constantly evolving. We believe that education must be accessible to all and therefore we provide learners with the opportunity to broaden their educational horizons beyond their disciplinary comfort zones. Learners in our Center for Professional Studies (CPS) programs have an opportunity to participate in the process of learning in a way that best suits their abilities and needs. Under the CPS study model, working adults attend classes one night in a week for each course enrolled for, and on rare occasions, on weekends. A single course is studied for a duration of seven (7) weeks. The maximum number of courses a student may take in any seven-week period is two. These students are also required to participate in Learning Teams that meet outside of class at least once a week to complete team assignments. Please refer to Appendix A in this handbook to view the layout of an Academic Year and course offerings structure.

The course format of seven weeks per course assists students to get more done efficiently by focusing on a narrower study area in comparison to the number of courses taken by our day students. The courses are taught sequentially, not concurrently, so each course builds upon the previous courses taught, providing the context for better understanding. The courses emphasize interactive discussion over lecture because this is the way adult learners grasp concepts best. The CPS mode of learning also stretches learners to acquire skills such as learning how to learn, creativity and managing

team dynamics. In addition, students have access to library research materials and the expertise of their instructor, who more often than not, is currently working in the field. Our instructors take a transdisciplinary approach to learning and research, simulating real life problem solving. We have further developed strong partnerships with business and industry both locally and internationally to remain relevant in the market.

The CPS model of study has been designed in such a way that students complete the same courses that are done by DAY students on the same program of study. For example; a CPS student pursuing a degree in Business Administration will be required to fulfill the same course requirements as a student pursuing the same degree in the DAY.

Our goal is to stretch you as a student by empowering you with tools for life-long learning beyond the degree and provide you with an opportunity to experience how knowledge is formed and research is inspired through a thread of similarities and differences between a variety of our course offerings.

## 10.4. MAJOR STUDIES

A Major is a concentration of courses that give a student an in-depth knowledge of a field of study. A Major prepares one to go on for graduate work in the same field or for particular types of professions. A business Major, for example, typically prepares a student to take a master degree in business or to take a job in an environment where they would use their business skills. The number of Major courses at NU varies for each program.

## 10.5. MINOR STUDIES

Students in many programs are required to take a Minor study. A Minor study is a group of courses designed to provide students with an area of knowledge and skills that either:

- a. Draw from a recognized discipline and are designed to contribute to the Major, or
- b. May transcend traditional disciplinary boundaries, but complement the objectives of the program.

Students are given the opportunity to select four Minor courses from courses offered at undergraduate level. It is advisable to consider the whole range of Minor studies offered. However the availability of these studies may be limited by a number of factors, including:

- a. The authorization of the student's choice by the Academic Adviser and Faculty
- b. The satisfactory completion of prerequisite courses by the student
- c. Timetabling constraints
- d. Availability of faculty to teach the Minor courses

Note: Minor studies should be taken in a structured sequence.

## 10.6. CHRISTIAN THOUGHT AND PRACTICE COURSES

At NU, we believe that the integration of faith and learning is at the essence of authentic Christian higher education and should wholeheartedly be implemented across the campus and across the curriculum. We begin building our thinking on this vital subject by affirming the love for God and the love for study, the importance of devotion and the importance of instruction, the place of spirituality the place of scholarship, the priority of affirming and passing on tradition and the significance of honest intellectual inquiry. These matters are in tension, but not in contradiction – and if rightly understood they can be seen as connectives, bound together, not matters of exclusivity.

We begin with a faith commitment that informs all learning, which also shapes expectations for living. The moral and spiritual virtues have vital cognitive significance and hence strengthen both teaching and learning. Thus we believe that humility strengthens and arrogance hampers the learning process. Not only humility, but faith, love, gratitude, integrity, and other like virtues are essential for a balanced approach to Christian higher education.

Thus at NU we believe that loving God with our minds--thinking Christianly--points us to a unity of knowledge, a seamless whole because all true knowledge flows from the One Creator to His one creation. At NU we are intentional about integrating faith and learning in every discipline not as a cliché, or public relations watchword, but as a foundational reality. We are intentional about a commitment to truth, for by Him and for Him are all things held together.

## 10.7. COURSE CREDIT STRUCTURE

A single credit is intended to represent a prescribed nominal period of active student input in the learning process. Credits indicate a quantity of assessed learning and contribute to a cumulative indication of the modules or topics, which a student has completed as specified by relevant course regulations. Credits are gained by satisfying the Board of Examiners as specified in relevant academic regulations. Generally, course credits at NU are structured as shown below. Exceptions may be made to the structure by the Head of Faculty in consultation with the Vice President of Academics.

**Note:** Seminars, Service Learning and Chapel Attendance are not considered to be courses and are denoted by an \* in the table below.

General Credit Structure for Undergraduate Programs			
	Total		
	Courses	Individual Credits	Credits
Seminars*	4	1	4
Bridging Courses	6	3	18
Foundation Courses	8	3	24
Majors	12	3	36
Minors	4	3	12
Christian Thought			
and Practice	4	3	12
Projects	1	6	6
Service Learning*	4	2	8
Chapel Attendance*	4	2	8
TOTAL			131

General Credit Structure for EMBA Program			
			Total
	Courses	Individual Credits	Credits
Orientation/Seminar*	1	1	1
Core Courses	11	3	33
Research Project	1	6	6
TOTAL	12		40

General Credit Structure for EMBA Programs With Major/Concentration			
	Courses	Individual Credits	Total Credits
Orientation/Seminar*	1	1	1
Postgraduate Courses	11	3	33
Major/Concentration			
Courses	5	3	15
Research Project	1	6	6
TOTAL	17		55

General Credit Structure for Other Postgraduate Programs			
	Courses	Individual Credits	Total Credits
Orientation/Seminar	1	1	1
Postgraduate Courses	13	3	39
Research Project	1	6	6
Major/Concentration			
Courses	4	3	12
TOTAL	18		58

General Credit Structure for Postgraduate Diploma Programs				
	Courses	Individual Credits	Total Credits	
Orientation	1	0	1	
Core Courses	7	3	21	
Research Project	1	6	6	
TOTAL	8		27	

Credit Structure for Online Professional Diploma in HRM				
			Total	
	Courses	Individual Credits	Credits	
Core Courses	11	3	33	
Individual Project	1	6	6	
TOTAL	12		39	

Credit Structure for Online Certificate in Christian Ministries				
	Courses	Individual Credits	Total Credits	
Core Courses	4	3	12	
Ministerial Project	1	6	6	
TOTAL	5		18	

# 10.8. SERVICE LEARNING

Education at NU includes the opportunity to serve the people of Zambia, in particular, the City of Ndola. This is partially accomplished by the link of academic study to community service. Service-learning is a method by which students learn and develop through active participation in organized service, which is conducted in and meets the needs of the community. This service is integrated into and enhances the academic curriculum and provides students with structured opportunities for critical reflection on their service experience. It also enhances students' appreciation of themselves, societal and civic issues, as well as encourages students' commitment to be active citizens throughout their lives.

In summary, Service Learning is an educational method and experience:

- a. Through which students learn and develop by means of active participation in thoughtfully organized service experiences that meet actual community needs.
- b. That is integrated into the students' academic curriculum and provides structured time for students to think, talk or write about what they did and saw during the service activity.
- c. That provides students with opportunities to use newly acquired skills and knowledge in real life problem solving situations in the community.
- d. That enhances student learning beyond the classroom and fosters a clearer sense of servant hood and living as Kingdom citizens.

In the first two years at NU, Service Learning is implemented in partnership with social sector organizations that work for the benefit of the community. Thereafter students will be permitted to undertake Service Learning with other organizations, including profit driven entities to prepare them for placement upon successful completion of their academic studies. Service Learning has two credits awarded to students each Academic Year. Each student works a minimum of twenty (20) hours each semester.

For CPS students; service learning test-out exams are taken instead of service learning. This is due to the constraints experienced by these students in finding time to work outside their organizations during the week. Service learning test-out exams test students on all the course work offered during each Academic Year for purposes of awarding service learning credits. However, CPS students can opt to do service learning instead of service learning test-out exams. Such students are required to declare this option at enrollment. Refer to the section on Test-Out Exams for details of the Service Learning test-out exams. The Service Learning Tests (SLT) shall be administered at the end of P3 and P6.

#### Note:

CPS students who wish to opt out of the test must participate in Service Learning during day hours. Such arrangements must be made with Student Life Department.

# 10.8.1. Chapel

As an academic institution whose values are rooted in the teachings of the Lord Jesus Christ, NU has a mandate to pass on these values to members of its community. One way this is accomplished is through attending chapel sessions that held on campus at least once a week.

# 10.8.2. Chapel Attendance

Students are required to attend Chapel on a regular basis. However, students are allowed to miss 20% of chapel attendance during a semester. If they miss chapel for more than that threshold they will not earn the one credit in that semester towards graduation. Students who miss 20% of chapel will also not be considered for Financial Aid in the upcoming Award Period.

## 10.8.3. Online Chapel

Northrise University provides an opportunity for students to fulfill Chapel requirements without physically attending chapel. Students taking online chapel access online chapel activities and meet all requirements as directed by the student Life department. Students earn the applicable chapel credits upon fulfillment of the stipulated chapel requirements. The following conditions apply to online chapel.

#### 1. Eligibility Criteria:

- a. Only fourth (4th) year students in their final semester of study, who have secured employment or internship, can participate in online chapel
- b. Participants must have a GPA of at least 2.00 to be eligible for online chapel. Online chapel applicants must submit proof of having secured a job or internship in week twelve (12) of the semester. Failure to do so will attract late registration fee
- c. Participants must have completed their service learning hours at the time of applying

- d. Participants must be poised for graduation based on their individual GPA as advised by the registrar's office
- e. Participants must have been approved to take their final year project at the time of applying

#### 2. Responsibilities of Online Chapel Participants:

- a. Register for online chapel in week twelve (12) of the semester
- b. Submit proof of having secured a job or internship in week twelve (12) of the semester
- c. Please note that the late submission policy applies to online chapel assignments. Access online chapel activities and meet all requirements as directed by the student Life department

#### 3. Attendance:

Participants must fulfill the attendance policy. Attendance is based on submitted work. Please note that the late submission policy applies to online chapel assignments.

# 10.9. GRADE POINT AVERAGE (GPA)

GPA stands for Grade Point Average. It is a measure of a student's academic achievement. The GPA system is used by many higher learning academic institutions for evaluating the overall scholastic performance of students. There are many "scales" used to calculate GPA. Currently, NU uses the 4.33 scale. It is the responsibility of the student to know how to calculate the GPA in the first Semester when they matriculate at NU.

All NU courses satisfying the diploma and degree requirements must be completed with a grade point average of at least 2.00 for undergraduate programs. If a student enrolled in a diploma or degree program achieves a GPA of less than 2.00 at program completion, they will be awarded a "lesser" qualification than the award they initially applied for.

The minimum GPA for graduation in postgraduate programs is 2.50. If a student enrolled in a graduate program achieves a GPA of less than 2.50 at program completion, they will be awarded a "lesser" qualification than the award they initially applied for.

## 10.10. GRADING SYSTEM

Courses are graded accordingly based on performance. The following chart shows the grading system used to determine a student's Grade Point Average.

Letter	Numerical	Grade
Grade	Grade	Points
A+	90 - 100	4.33
Α	80 - 89	4.00
B+	75 - 79	3.33
В	70 - 74	3.00
C+	65 - 69	2.67
С	60 - 64	2.00
D+	55 - 59	1.67
D	50 - 54	1.00
F	0 - 49	0.00

Overall grades upon completion of all courses:

- High distinction (Honors) for Grade Point Average 3.50 and above
- Distinction for Grade Point Average of 3.00 to 3.49
- Merit for Grade Point Average of 2.50 to 2.99
- Credit for Grade Point Average of 2.25 to 2.49
- Pass for Grade Point Average of 2.00 to 2.24

#### Note:

It is the responsibility of every student to know how to calculate their GPA and ensure that they are meeting GPA requirements towards the completion of their program.

# 11. EXAMS

The word exam shall refer to tests, quizzes, mid-semester, and final exams, whether online or paper based. Students are required to sit for and pass an exam for every course that they take unless otherwise stated. The exam manager shall handle matters related to exams. The following policies shall apply to exams:

## 11.1. MISSED EXAM POLICY

#### a. Missing an Exam

Failure to attend a formal examination without written approval is a very serious matter and will normally result in a 'Fail' grade being awarded for the course. Misreading the Final Examination Timetable will not be accepted as a reason for failing to attend an examination. Students are expected to attend examinations unless serious circumstances beyond their control prevent them from doing so.

## b. The Policy:

Students who miss a scheduled exam must apply to sit for a missed exam using the Student Management System (SMS). In this case, the word exam can refer to tests, quizzes, mid-semester, and final exams (Note that assignments are specifically excluded from this policy). Only students who miss exams for the following reasons may apply to sit for the missed exam:

- 1. If the student missed an exam due to sickness or other unforeseeable circumstances. In this case supporting documents must be submitted to the Registrar's office.
- 2. If the student could not sit for the exam on account of failure to produce an ID at the exam entry point
- 3. If the student could not sit for the exam on account of having reported late to the exam venue
- 4. If they were disqualified from the exam for reasons other than exam malpractice

#### Note:

- a. For a student to be eligible for a missed exam in a given course, the student must have missed no more than one exam in that course.
- b. If the student missed more than one exam in a given course, the student will be awarded an F (Fail) grade. This means that the students must re-take the course at full cost.
- c. Students who apply for a missed exam will be awarded an incomplete grade, i.e., "I" until the exam is re-written and a new grade awarded.
- d. Students who miss the missed exam on the scheduled date will automatically receive a grade of F (Fail) for that course. This is because there is no other way for the student to fulfill all the course requirements for that particular course.
- e. The missed examination must be taken no later than one Academic Year from the issuance of the incomplete grade and in the same Study Group (DAY/CPS/ONL/DEL). Failure to do so will result in the "I" grade updated to an "F" grade.
- f. The University will prescribe a fee to prepare, administer and grade missed exams. Please refer to the latest "Fee Schedule and Refund Policy" document for details.

#### 11.2. EXAM RE-SIT POLICY

Students who fail a course are offered an opportunity to re-sit that exam before or during the following Registration Period. The purpose of this exam re-sit policy is to enable students to proceed with their normal course of study assuming that they manage to pass the re-sit exam instead of having to wait for the next Academic Year the course is offered. Students will only be eligible to re-sit the exam under the following conditions:

- a. If the student obtained between 40 49% in their overall course result (Course here refers to the course which the student failed)
- b. The student must have earned at least 50% in the course continuous assessment (CA)
- c. A maximum grade of "D" is awarded on successful passing of an exam re-sit
- d. Failing to meet points a. or b. above will require the student to take the entire course whenever it falls due
- e. The University will prescribe a fee to prepare, administer and grade exam re-sits

Note:

Please check the current "Fees Schedule and Refund Policy" document for more details.

# 11.2.1. Exam Re-sit Application

After results have been published, students who meet the above criteria for an exam re-sit should fill in the exam re-sit application form and submit it to the Registrar's office. Once the form has been processed, students will be informed of the exam re-sit timetable.

## 11.3. SERVICE LEARNING TEST-OUT EXAMS

## a. Participation:

All CPS undergraduate students are required to take four Service Learning Test-Out exams during the course of their studies at NU. This policy is specifically tailored for CPS students. The four Test-Out exams are demarcated in accordance with the students' respective course paths. Each exam covers a total of nine courses, excluding Seminars. The structure of Service Learning Test-Out exams is as follows:

Test-Out Exam	Level	Courses Covers
1	1	First 9 courses
2	2	Second 9 courses
3	3	Third 9 courses
4	4	Last 9 courses

#### b. Schedule of Exams:

Two Service Learning Test-Out Exam sessions shall be conducted each academic year. The first session shall be conducted the week before the commencement of P3, the week of the break, and the second session shall be conducted the week following P6.

#### c. Format of Test-Out Exams:

Test-Out exams shall be VLS based. The duration of each exam shall be 3 hours taken during CPS time. Each exam shall take three hours and contain a minimum of 180 questions based on the principle that one mark will-be allocated for each minute taken to answer a question. A maximum of two marks shall be allocated to each quiz question.

#### d. Pass Mark:

The pass mark of Service Learning Test-Out exams shall be 60%. Students who do not meet this requirement shall be required to repeat the exam the next time it is offered.

#### e. Student Responsibility:

It is the responsibility of each student to monitor their Course Path and register for Test-Out exams when they are offered. All CPS students are required to sit for all the four Test-Out exams for their program except if they opted to do Service Learning.

## f. Consequences of not Taking Service Learning Test-Out Exams:

Credits for Test-Out form part of the graduation requirements. As such, students who fail to meet this requirement will not have fulfilled their graduation requirements. This will lead to delay or failure of the student to graduate with the intended qualification.

#### g. Charges:

At the moment fees for Test-Out Exam are covered under this Service Learning Test-Out Systems are covered in the tuition fees.

#### h. Allowed Exam Attempts/Re-sits:

At the moment there is no limit in the number of times that a student can attempt each Test-Out Exam.

## 11.4. COURSE EXEMPTION TEST-OUT EXAMS

Course exemption test-out exams are available to students under the following circumstances:

- 1. Where students realize that they are familiar with the subject matter of a given course choose to "test-out" of the course.
- 2. Students who apply for course exemptions but do not meet the required C+ grade for the award of course exemptions.

#### Note:

Only selected courses are available for testing out. Contact the office of the Vice President of Academics for details. In order to standardize the handling of students who wish to test out of a class, the following guidelines will apply:

- 1. Students must apply by filling out the Course Test-Out Form.
- 2. Students wishing to test out of a class must have satisfied all of the prerequisites to be qualified to register for the class.
- 3. Appropriate fees must be paid for the course for the exam and the for the course exemption.
- 4. Testing out is offered only at the convenience of the program coordinator or Head of Faculty. Some courses may not qualify for test out, or some may offer test out opportunities on an ad hoc basis.
- 5. As a minimum, the test out must consist of a comprehensive written exam and, if the course has a laboratory component, a comprehensive practical exam.
- 6. It is strongly recommended that the written exam be given first to see if the student has sufficient knowledge to attempt the practical exam.
- 7. Both exams should be passed with a 65% minimum to establish credit.
- 8. Failing to pass either exam means that the student must take the entire course.
- 9. If the student is successful in the test out, the grading instructor must complete a form "Report of Directed Credit" and present the form to the office of the Vice President of Academics for processing.
- 10. Only one test-out attempt per student is permitted in any course. A student is only allowed to test out three courses for a given program.
- 11. It is strongly recommended that any student considering testing out must consider this policy in conjunction with the course syllabus.

#### 11.5. EXAM REGULATIONS

All exams shall be governed by exam regulations and all students are required to abide by the set regulations. Students who fail to adhere to the regulations risk being disqualified from the exam. Students disqualified from the exam shall face the applicable penalties. Please refer to the exam regulation policy on the <u>university website</u>.

#### 11.6. ASSESSMENT APPEAL

- a. This appeal process is only available for students who have failed an assessment or who believe that they have not been fairly assessed.
- b. An applicant who has received a failing score on a written assessment shall be eligible to appeal to the Vice President of Academics for a review of the assessment results. The department shall only consider appeals regarding significant procedural errors or adverse environmental conditions during the assessment administration.
- c. The appeal shall be filed with the department within fifteen (15) days after the date of publication of assessment results. The appeal shall be made in writing, by filling in the Assessment Appeal Form and shall state the reason for appeal.
- d. The review of the appeal shall be conducted by one or more department staff, or the department's designee, to determine if there is clear and convincing evidence to sustain the applicant's appeal. The director or director's designee shall make the final determination on the appeal.
- e. Within thirty days after the department has made a determination on the appeal, the applicant shall be notified in writing of the results.
- f. In acting on appeals, the department may take such action as it deems appropriate.

## **Assessment Appeal Process:**

A students who submits an appeal within 15 days of publication of assessment results has the right to view a copy of his/her failed exam, answer sheet, a copy of the Course Grading Sheet which indicates the mark received on each question, and a copy of the answer guide used by the markers. An assessment may only be appealed once.

Appeals must be submitted in writing to the Library within 15 days of the exam results release date for the examination in question. The Vice President of Academics is authorized to permit an extension to this deadline in documented situations involving extenuating personal circumstances. Waiting for results in other examinations and ignorance of the 15-day time line are not acceptable reasons for failure to meet this deadline and do not constitute extenuating personal circumstances.

Appeals will be received and reviewed through written submissions only recorded on the Application for Regrading of an Exam Form. All written appeals will be reviewed in an anonymous manner, and the only identifier for appeal materials forwarded to the appeal panel will be the Student ID.

Applicable fees for appealing an assessment must be paid at the time of submission of the appeal.

#### Grounds for an Appeal:

The appeal must be based upon an error made in the marking of one or more specific questions within an assessment, i.e., noncompliance with the marking guide by the marker, Students who bring to the appeal panel an answer not present on the marking guide, claim, on stated grounds, that the mark awarded was incorrect.

The following do not constitute grounds for appeal:

- a. A claim that the examination does not adequately assess the student's knowledge of the areas assessed in the exam.
- b. An appeal that does not outline specific grounds and which is in essence a request for another grade.
- c. Appeals for compassionate reasons will not be reviewed. Under no circumstances may any other supporting documentation not directly related to the examination question(s) be submitted with an appeal.

#### **Appeal Panel:**

Appeals will be reviewed by a two-person appeal panel consisting of, where practical, the Department or Section Head (or designate) from the course in question and a full time faculty member who is a professional in the study area of the course.

#### Requirements for the Appeal Submission:

For all appeal submissions, only the student name should appear on a separate cover sheet. The student number should be used as an identifier on all other pages submitted.

A student may submit up to one page (one sided) of text for each of the questions, or parts of the questions, that are being challenged. Appeal panelists will deal with page one only and ignore all information contained on additional sheets submitted in respect of any individual appeal item. The text is to be typewritten with a 12 point font size and with margins of at least one inch on each side of the page. Students must also submit a copy of the relevant portion(s) of their assessment with the items highlighted on all copies. Students must succinctly identify the specific portions of their response that they feel should have received additional value. (There is no need to copy or submit portions of the assessment that are not in question.) Students may also submit other relevant documentation in relation to the appeal items such as excerpts from the reference materials, but they must provide four (4) copies.

Each appeal is to be submitted to the Office of the Registrar with an original and three (3) copies, highlighted as appropriate on all copies.

## **Appeal Resolution:**

The appeal process is not the same as a re-grade of the entire examination paper; only those items in question will be reviewed. For each of these items, the appeal may be allowed and additional marks may be awarded (the marks may, or may not, match those requested), or the appeal may be denied, in which case the mark remains as it was or be lowered as determined by the mark assigned to the appeal item by the appeal panel. As a result, the total score on the examination may be lowered as a result of the appeal. However, only examination scores that increase the total score will result in a change of the student's record.

A confirmation of results will be made available within 30 days of the filing of the appeal. This decision is final. If a student needs to make an examination appeal, they should collect a document titled "Assessment Appeal" from the Library.

# 11.7. STUDENT RESULTS DECLARATION

Students are required to declare person(s) who can be allowed to collect results on their behalf. Students may declare such persons as parents, guardians, or sponsors as the case may be. Students who do NOT declare any person will be the only ones who can access their results.

# 12. COURSE STANDARDS

# 12.1. COURSE FORMAT AND TEACHING STYLE

The courses taught focus on the teaching of theory and the development of skills in the participating students. To fully develop these skills in students, computer-related programs are combined with theoretical lectures, practical laboratory sessions, and student projects.

Theoretical Lectures are taught in lecture and discussion format without computers in front of each student. Based on assigned course texts, each lecture session lasts for 2 to 3 hours, depending on the course, and possibly followed by a laboratory session or focused teaching session. Text reading is assigned at the end of each lecture. Theoretical lectures comprise 40% - 45% of the student's learning experience. Each lecture starts with a devotional focused on the teachings of Jesus Christ and how they apply to our everyday lives. This gives us the opportunity to share our faith with the students while at the same time encouraging moral and ethical behavior.

Practical laboratory sessions enable students to experience first-hand lessons taught in the lecture. In these 1 to 2 hour sessions each student is assigned exercises to complete. Depending on the class, instructors are on-hand during the laboratory sessions to monitor student activity and answer questions. Extra credit assignments may also

be provided to challenge the more advanced students. Laboratory sessions may comprise 40% - 45% of the student's learning experience.

Team assignments are also given from time to time to challenge students to use the learned skills in simulated real-world settings. Student projects comprise 10% - 20% of the student's learning experience.

Students have laboratory sessions during the weekdays and occasionally on Saturdays. During this time, students are encouraged to complete advanced extra-credit assignments, work on individual or team projects, and further investigate what they have been taught.

# 12.2. COURSE OBJECTIVES

At Northrise University, we teach by objectives. Each course has a minimum of three and a maximum of five course objectives. Additionally, each session has a minimum of three and a maximum of five session objectives. Course and session objectives are stipulated in the course material.

## 12.3. COURSE CREDITS

A single Credit is intended to represent a prescribed nominal period of active student input and instructor interaction with the student during the learning process. Credits indicate a quantity of assessed learning and contribute to a cumulative indication of the Courses which a student has completed as specified by relevant course regulations. Credits are gained by satisfying the Faculty Board of Examiners as specified in relevant academic regulations. Please refer to the course material for information on the course credits.

## 12.4. COURSE MATERIAL

Each course taught at Northrise University is guided by a set of guidelines found in the course material document. Course materials include the course syllabus, course module, and course articles.

#### Note:

It is the responsibility of every student to ensure that they access the relevant course material for each course registered for.

# 12.5. COURSE ASSIGNMENTS

Each student is required to do a minimum of two individual assignments for each course registered for. Additionally, year 3 and 4, and post graduate students are required to do at least one learning team assignment and one team presentation. All assignments must adhere to the Northrise University writing standard and fulfill additional requirements that may be provided. All course assignments are specified in the course material.

# Note:

It is the responsibility of each student to learn the applicable writing style and implement it in all academic writing.

#### 12.6. LATE SUBMISSION POLICY

Refer to the late submission policy in this student handbook.

# 12.7. COURSE EXAMS

All Northrise University courses attract exams unless otherwise stated. Course exams include quizzes, tests, midsemester exams, and final exams. The course lesson plan shall indicate the applicable exams for the course registered for. <u>See the exams section</u> in this handbook for details about exams.

#### 12.8. COURSE PREREQUISITES

Some courses have course prerequisite. A course prerequisite is a course, say a foundation course, which a student is required to fulfill before doing a stated course. For example; Introduction to Accounting is a prerequisite to Financial Accounting. This means that students doing Financial Accounting must have taken and passed Introduction to Accounting.

#### Note:

It is the student's responsibility to ensure that you fulfill all course prerequisites before registering for a course. Students will not be allowed to take courses for which they have not fulfilled the course prerequisites.

# 12.9. ATTENDANCE POLICY

Refer to the attendance policy under Academic Policies in this document.

## 12.10. COURSE REQUIREMENTS

At least 50% overall score is required for each course.

## 12.11. LEARNING TEAMS

A learning team is a group of four to five students who work together in a particular course in order to accomplish assigned course requirements. Learning Teams are an integral part of student development at NU. We realize that when our students graduate, they will be part of a wider professional community in which they will be expected to positively contribute to shared objectives. Therefore, learning teams provide an environment where students can develop the skills needed to succeed when our students are in "the real world".

# 12.11.1. Learning Team Requirements

- a. Each student must participate in a learning team for each of the courses being taken
- b. Each student must fully participate in the activities of the assigned learning teams such as discussions and presentations. Failure to participate in a learning team will lean to an incomplete assessment and effectively a failing grade
- c. Each learning team must submit the required learning team documents

# 12.11.2. Benefits of a Learning Team

A learning team can be beneficial in many ways. Here are the most important benefits:

- a. A support team can "pick you up" when you find that your motivation to study is slipping. The other team members can be a source of encouragement.
- b. You may be reluctant to ask a question in class. You will find it easier to do so in a small learning team.
- c. You may become more committed to study because the team members are depending on your presentation and participation. You will not want to let them down.
- d. Team members will listen and discuss information and concepts during the study sessions. These activities add a strong auditory dimension to your learning experience.
- e. One or more team members are likely to understand something you do not. They may bring up ideas you never considered.
- f. You can learn valuable new study habits from the other team members.

- g. You can compare your class notes with those of the other team members to clarify your notes and fill in any gaps.
- h. Teaching/explaining information and concepts to the other team members will help you reinforce your mastery of the information and concepts.
- i. Let's face it studying can sometimes be a lonely experience. Interacting with the team group members can make studying enjoyable.
- j. Learning team activities form part of the student's 10% to 20% learning experience.

# 13. ADMISSION TO NORTHRISE UNIVERSITY

## 13.1. ADMISSION POLICY

- a. The University shall seek to admit all prospective students who are considered to have a reasonable chance of success in the program for which they apply.
- b. The University shall maintain a register of students admitted to a program of study.
- c. Admission of a student to a program may be denied if:
  - 1. Such admission would exceed the quota; or
  - 2. The student has not demonstrated sufficient proficiency in specified preliminary studies as defined in program regulations.
- d. Each student's admission shall be subject to the student's acceptance of the Academic Policies and Procedures of the University.
- e. Provision shall be made for students seeking enrollment in individual courses, who wish to enhance their knowledge in particular areas or who wish to undertake individual courses to gain an award from another institution, to be admitted to a non-award program subject to any resource constraints.
- f. The University recognizes that preparation for tertiary study is not restricted to formal educational attainment and that it may receive applications from persons who have not met the published admission criteria. The Vice President of Academics shall ensure the maintenance of appropriate records on decisions to admit students where those students have not met the published admission criteria.

# 13.2. GENERAL ADMISSION REGULATIONS

- a. Persons seeking admission to programs are required to submit by the date prescribed in the University Handbook acceptable evidence that their qualifications satisfy the specified minimum requirements for these programs.
- b. Applications for admission to a program shall be made on the prescribed form and lodged in the manner prescribed.
- c. Students who are or have previously been enrolled in an undergraduate program of the university may apply directly to the university to transfer to another undergraduate program of the university.
- d. Admission of persons who are currently excluded or suspended from a tertiary institution will be at the discretion of the Vice President of Academics.
- e. The Vice President of Academics may admit any person to a program offered by that School (or Faculty) unless that person has been excluded from all programs of the University.

- f. Students' registrations may be canceled if statements made by students in their admission applications are shown to be false.
- g. Acceptance of an offer of a place shall be taken to constitute acceptance of all published regulations that may pertain to programs, courses, and the lawful instructions of the University and its agents.
- h. The Registrar may cancel the registration of students in programs where the students have not been enrolled in any course of those programs for one academic year and have not sought or been granted leave of absence or deferment. Such students who seek to continue studies at the University must re-apply for admission in the normal way.
- i. A student shall be deemed to be no longer enrolled in a program at the University if:
- j. Registration in the program has been terminated, or
- k. The student has been excluded on academic or disciplinary grounds
- The student has not attended classes for a year without communication that they would be coming back to the University.

# 13.3. REQUIREMENTS FOR ADMISSION

# 13.3.1. Admission to Undergraduate Programs

#### a. Standard Admission

To be admitted, applicants will normally have such minimum University Entrance Requirements as the University may determine for a specified program in a specified year based on agreed Examinations Council of Zambia (ECZ) schedules which assess formal study at Year 12 or equivalent level, tertiary, preparatory, professional, or vocational qualifications or experience.

Applicants desiring to be considered for enrollment at NU must meet the following minimum requirements:

- 1. Satisfactory completion of a Grade 12 High School certificate in accordance with the requirements of the Examinations Council of Zambia or other examining bodies.
- 2. Sit for an aptitude test. For students in the Northrise Business School, this is a test in Basic English, Mathematics, and Logical Thinking. Students in Theology programs may be required to take a test depending on whether they are coming in as mature students or school leavers.
- 3. After the student has written the appropriate tests, those who pass may be called for a personal interview.

#### b. Alternative Admission

Successful completion of the University's Bridging Program in accordance with Faculty requirements makes applicants eligible for admission to an undergraduate program provided other requirements (such as course enrollment requirements, minimum GPA attained) are met.

#### c. Admission Prerequisites

Prerequisites may be required for admission to any of the undergraduate programs offered by the University.

Notwithstanding the above, any applicant may be admitted to a program offered by a Faculty if the Vice President of Academics office considers that the applicant has a reasonable chance of success.

#### d. Conditional Offers

In circumstances where applicants do not meet the minimum requirements for admission to a program, the Vice President of Academics may offer a place subject to stated conditions. Any financial requirements needed to satisfy these conditions shall be met by the applicants.

#### e. Other Admission Requirements

Applicants for admission to a particular program may be required to attend an interview and/or audition, present a portfolio, or perform some other activity as detailed in university documentation for entry to a particular program.

# 13.3.2. Admission to Postgraduate Programs

Applicants desiring to be considered for enrollment to graduate programs at NU must meet the following minimum requirements:

- a. Satisfactory completion of an undergraduate degree from an accredited and recognized higher learning institution.
- b. Sit for an aptitude test. For students in the Northrise Business School, this is a test in basic English, Mathematics, logical thinking and other assessment as may be deemed appropriate by the University. Students in Theology programs may be required to take a test depending on whether they are coming in as mature students or school leavers.
- c. Prerequisites may be required for admission to any of the postgraduate programs offered by the University.

# 13.3.3. Pre-Graduate Requirement

Depending on their undergraduate program and the postgraduate program they wish to matriculate in, students may be required to take undergraduate courses in order to fulfill requirements in an area of study. This applies to students holding an undergraduate degree in an area not closely related to the program they wish to matriculate in. For example, a student who holds an undergraduate degree in chemistry and wishes to study business administration or project management will typically be required to take at least two business or project management courses respectively at undergraduate level before matriculating in their postgraduate program.

## 13.3.4. Admission of International Students

Other than being required to demonstrate proficiency in the use of the English language, international applicants are subject to the same entry requirements as Zambian applicants. Academic qualifications recognized for standard entry are based on comparison of Zambian Year 12 (Grade 12) or United Kingdom "A" level examinations, or both. Satisfactory results equivalent to the above levels are, therefore, acceptable for admission.

# 13.3.5. English Proficiency

To be admitted to academic programs below the level of Bachelor's degree, international applicants must have achieved an International English Language Test Score (IELTS) of 5.5 or equivalent, provided an appropriate amount of additional English studies and development of study skills are incorporated in the program of study. The decision regarding suitability of the additional materials and the period of the study rests with the Vice President of Academics.

Applicants who do not meet requirements for English proficiency will be required to take an English aptitude test at NU.

Applicants should note that these are minimum requirements and that additional requirements may apply.

# 13.3.6. Mature Entry Requirements

An applicant who lacks the minimum admission requirements may apply as a Mature Student provided that the applicant is at least 25 years of age at the commencement of the program plus one of the following:

- a. Successful admission testing
- b. Successful completion of College English or equivalent, or two post-secondary credit courses
- c. Successful completion of a recognized Grade 12 equivalency certificate for undergraduate programs
- d. Successful completion of an accredited and recognized diploma for graduate programs. The applicant will be required to take four (4) courses before being admitted to the program
- e. At least three (3) years' work experience in an area related to Program applied for

#### Note:

Mature Student applicants must also meet any specific entrance requirements of the program to which they are applying

## 13.4. APPLICATION PROCEDURE

To apply for admission into NU, please complete the following procedure:

- a. Obtain and fill out a NU publication titled "Application for Admission" from the university administrative office or from the university website. This document identifies the latest application procedure and includes all the forms you need for admission into NU. You will be required to submit the following documents with your application:
  - 1. Certified copies of all certificates and testimonials
  - 2. A signed passport photograph
  - 3. A copy of the National Registration Card (or Passport) or a copy of your Study Permit if you are an international student

#### Note:

- The application procedures in the Application for Admission document supersede the procedure in the Northrise Student Handbook.
- By the "Preliminary Application Results Published" date, you will be notified if you meet the minimum requirements for admission and of the need for additional aptitude testing, essays, interviews, and/or other items where applicable.
- If you do not hear about the results of your Preliminary Application from NU by the "Preliminary Application Results Published" date, contact the administrative office immediately by phone or in person.
- b. Complete aptitude testing and interviews conducted by NU.

By the "Aptitude Testing Results Published" date you will be notified of:

- 1. Non-acceptance into a NU program. In this case, you will need to wait until the next Academic Year to apply to NU.
- 2. Additional interviews and/or other items that may be required for acceptance into a NU program. If you do not hear about the results of your Aptitude Testing from NU by the "Aptitude Testing Results Published" date, contact the administrative office immediately by phone or in person.

By the published "Applicant Acceptance Notification Date" you will be notified of:

- 1. Non-acceptance into a NU program. In this case, you will need to wait until the next Academic Year to apply to NU.
- 2. Acceptance into a NU program. In this case you will be informed which program you have been accepted into.

3. Placement on a waiting list for a NU program. In this case you have not been formally accepted or denied admission into NU. In the event that a person who has been accepted into NU does not wish to enroll, then applicants on the waiting list will be accepted into the university.

If you do not hear about the results of your Application for Admission from NU by the "Applicant Acceptance Notification Date," contact the administrative office immediately by phone or in person.

If you have been accepted into a NU program, you must sign the "Intent to Register" response form and return it together with the Intent to Register Fee to the Registrar at NU before the "Intention to Register Due Date." Failure to notify the Registrar of NU in written form by the "Intention to Register Due Date" may result in the automatic withdrawal of your acceptance into NU and allocation of your space to another prospective student. We recommend that you deliver this form in person or email it to the Registrar at NU and obtain a receipt for your response. Optionally, you can fax the document to the administrative office and call to verify that they have received the document. Do not rely on mail or delivery services to deliver your response by the due date.

- c. Register for your classes and pay tuition fees during "Registration Week." After you register, you will know exactly what your schedule of classes will be and where they will be conducted.
- d. Attend the scheduled Student Orientation session. During this session you will learn more about NU, your responsibilities as a student, your expectations as a student and the rules and regulations you must follow while at the university.

#### 13.5. RESERVATION TO DENY ADMISSION

NU reserves the right to select its students and deny admission to the University or any of its programs as the University, in its sole discretion, determines appropriate based on an applicant's suitability and the best interests of the University.

## 13.6. USE OF NATIONAL REGISTRATION CARD NUMBER

Applicants are required to include their correct National Registration Card (NRC) numbers. The University uses the National Registration Card to identify students and locate some of their records.

# **14.STUDENT REGISTRATION**

Student Registration (or Registration in short) is the process by which NU collects information about courses that are on offer which a student wishes to take in an upcoming Registration Period. A Registration Period refers to a time frame in which a particular course or group of courses is offered. For example, CPS and online students study under "Study Periods" (or Periods in short), which are seven weeks long. DAY and DEL students study under Semesters which are sixteen weeks long. Please refer to Appendix A in this handbook for details of when Registration is conducted during each Academic Year.

## 14.1. REGISTRATION TIPS

- a. To avoid inconvenience, please ensure that you register within the Registration Period. A Late Registration Fee is charged for students who register after the registration deadline.
- b. Follow your Course Path regarding which courses to register for. If in doubt consult the Registrar's office for an Academic Adviser to assist you. Registering for wrong courses will result in delays when you report for classes.
- c. Ensure that you select the correct Payment Plan in the Student Management System (SMS).
- d. Ensure that you confirm your registration in the SMS. Unconfirmed registrations will not be processed.

#### Note:

For additional help on how to register using the SMS please consult the Student Management System Self Registration Manual located on the VLS.

# 15. STUDENT FEES AND PAYMENT PLANS

## 15.1. COURSE FEES

Regulations concerning fees will be prescribed and advised to students and any other interested parties by the start of an Academic Year (AY). The level of tuition fees for individual courses may vary according to the nature of the course and the circumstances of the students.

## 15.2. TUITION FEES

This is the sum of money charged for course delivery. Full-time students will also pay membership for the Student Council. This is a compulsory fee for all students to help the Student Council function. (NB. There will be a provision for students to opt out of membership, but the fee is still payable by all students). Part-time students may join the Student Council on application and subsequent payment of the appropriate fee.

Students must, at the time of registration, give the full name and address of the sponsor to which the Tuition fee invoice must be addressed. Tuition fees payable by award granting or sponsoring bodies must be paid in full within prior agreed periods with the University. All students must pay Tuition in full when they register or by commencement of classes. Failure to do so will result in students not being allowed to attend classes. Tuition fees per program will be payable for each Academic Semester (for DAY and DEL students) or Study Period (for CPS students) in the amounts specified by the relevant University Regulations.

Payment of fees will be made by cash deposit, certified cheque drawn on a Zambian bank, or by bank transfer into a prescribed University account. In all bank transfers undertaken by the student or his/her sponsor, the student must accept full liability for bank charges and any differences arising from foreign currency exchange losses. A deposit slip must be sent to the University prior to commencement of classes as proof of payment.

#### 15.3. MANDATORY FEES

Mandatory fees are fees charged by NU in each Registration Period for ongoing services to students. These exclude tuition fees. Currently the following fees are mandatory and are included on a student's invoice in addition to tuition fees:

- a. Registration Fee (or Late Registration Fee)
- b. Student Council Fee
- c. Library Fee
- d. ICT Services Fee
- e. Examination Fee
- f. Medical Fee (DAY students only)
- g. Higher Education Authority Fee

## 15.4. ACCOMMODATION FEES

Accommodation fees will only be payable to NU if a student takes up residence in accommodation provided by the University. When an applicant or student is notified that a place in University accommodation has been allocated to them, they will be furnished with details of the appropriate fees and relevant regulations governing tenancy.

# 15.5. OTHER FEES

In the spirit of cost recovery for any service provided, the University will determine and charge other fees as will be deemed appropriate. Relevant details will be provided to concerned parties as need be. These fees will exclude Tuition and Accommodation fees. They will however include the following:

- a. Application Fee Intent to Register Fee
- b. Field Work Fee
- c. Medical Fee
- d. Reset Examination Surcharge
- e. Graduation Fee
- f. Transcript Fee
- g. Meal Fees

- h. Excursions, Visits and Field Trip Fees
- i. Refundable Caution Fee
- j. Assessment Appeal Fee
- k. Test Out Fee
- I. Instructional Material Fees
- m. Exam Re-sit Fee
- n. Other fees as deemed appropriate

Any student who fails to pay the required fee will not be allowed to participate in the activity for which that fee is applicable.

## 15.6. PAYMENT OF FEES

Fees will be payable to the University through the Accounting Office.

## 15.7. ACCEPTED CURRENCIES

The accepted currency for payment of University fees is the Zambian Kwacha. Please note that only bank certified cheques are acceptable.

## 15.8. EXAMINATION FEES FOR EXTERNALLY VALIDATED COURSES

Examination fees for externally validated or certified courses for which the University provides tuition services will be determined by the relevant institutions. NU will however be at liberty to include an appropriate administration fee to cover operational costs. Details of such fees will be made available to a student at the commencement of the course. Any changes pertaining thereto will however be communicated as information becomes available.

## 15.9. NONPAYMENT OF FEES

Students will not be allowed to attend class without prior payment of fees. Additionally, no person shall be conferred an award upon successful completion of a course of study unless he/she has paid in full all prescribed fees and any other sums of money due to the University.

## 15.10. SCHOLARSHIPS, BURSARIES, STUDENTSHIPS, AND PRIZES

It is the intention of the University to avail access to university education to as many individuals as possible. In pursuance of this, the Accounts office, office of the Vice President of Academics, the Library, Student Life, and individual faculties will be encouraged to provide information with regard to available local and international scholarships, bursaries, studentships, and prizes for NU students. Please <u>refer to the "Financial Aid Policy" section</u> in this student handbook for more information.

#### Note:

For the latest tuition and other fees, please check the current Academic Year documentation of the "Fee Schedule and Refund Policy" on the Virtual Learning System (VLS).

# 15.11. PAYMENT PLANS

NU offers three (3) payment plans to give students alternatives in the way they pay for tuition and accommodation fees, thereby help ease the financial pressure. To avoid inconvenience, please plan ahead of time so that by the payment

due date - based on the payment plan chosen (see below) -your tuition fees would have already been paid. Contact the accounts office at <a href="mailto:accounts@northrise.net">accounts@northrise.net</a> for details of the following payment options offered:

# 15.11.1. Full Tuition (FT) Payment Plan

This is a plan where students pay for their course (s) in full at the beginning of each Semester or Study Period (SP), including courses taken during double up periods for the Center for Professional Studies (CPS).

# 15.11.2. SP/Semester (SP or Semester) Payment Plan

This option allows a student to pay a prorated amount at the beginning of each SP or Semester in a given Academic Year (AY). The tuition fees for a given AY will be paid either per Semester or per Study Period based on the tuition fee amount, the number of courses to be taken in an AY, and the duration of the course. For example, let's assume a CPS student is supposed to take 9 courses at a fee of K1, 300 per each three-credit course, over six Study Periods. The total tuition for the AY comes to K11, 700. When this amount is prorated over the six Study Periods of the Academic Year, students would pay K1, 950 (K11, 700 /6 SPs) in each SP regardless of whether they are doubling up or not.

# 15.11.3. Half Course (HC) Payment Plan

Under this option a student pays half of the tuition fees for the course (s) at the beginning of each course. The other half is required in the 4th week of the course for CPS. If a student fails to pay by the 4th week, they would not continue with the course, forfeit the fees paid so far (to cover the classes attended up to this point) and the course would need to be redone. This payment plan is applicable to DAY scholars as well. The only difference is that they are required to pay the second half of the fees in the 7th week just before the mid semester exams. Further, this option is not available should a student fail to make the required half tuition payment before the beginning of each course. Consequently, such a student is mandated to follow the Full Tuition (FT) Payment Plan for the Study Period or Semester in question.

Without exception, all tuition, accommodation, course exemption, examination appeal and alternative exam fees (where applicable) must be paid by bank deposit. Please fill in the bank deposit slip exactly as shown on the sample from the Accounts Office.

#### Note:

For Account Number; Account Name; Bank Name; Branch Name and Currency, please use the details shown on the sample deposit slip. In the section labeled "For Bank Use Only", your student details must be indicated exactly as shown - First Initial, followed by Last Name, Student ID (in brackets) and the purpose of the payment, in this case - Tuition. For students and applicants residing outside Ndola, you can also pay Application, Registration, Transcript, and Graduation fees using bank deposit.

## 15.11.4. DEL Prorated Payment Plan (DEL PPP)

The DEL PPP adds flexibility in tuition payments for students who are taking DEL courses. Details of this payment plan are as follows:

- a. Under this plan students will pay three installments towards their total tuition fee for the semester as follows:
  - i. 1st installment 34% of the invoice total, which is due before class commencement
  - ii. 2<sup>nd</sup> installment 33% of the invoice total, which is due in Week 5 on Thursday
  - iii. 3<sup>rd</sup> installment 33% of the invoice total, which is due in Week 10 on Thursday will be pay
- b. Failure to make the last payment by deadline, would result in deregistration from class and students would not be eligible to attend Residential School. They would have to redo their courses (comparable to the HC PP).
- c. To avoid being deregistered in all five courses, students will be allowed to choose course(s) they will be deregistered from if payment made thus far only covers other remaining course(s). This would be similar to HC PP where a student can pay the second installment on chosen course(s) in the event they cannot settle all five courses.

Please note that the DEL PPP does not apply to DAY students and CPS Students. The current HC and FT payment plans are also applicable to DEL.

## 15.12. PAYMENT PROCESS

Once you make the bank deposit, for persons who are physically on campus, please bring the original deposit slip (make a copy for your records) and present it at the Cashier's office. You will be issued with a receipt which you must retain for your records. Alternatively, you can scan and submit your bank deposit slip and email it to accounts@northrise.net as is the case for online and international students.

#### 15.13. PAYMENT TIPS

- a. Ensure that you selected the correct Payment Plan during Registration.
- b. Always submit your deposit slip to the Accounts office. Just paying at the bank does not complete your payment process.
- c. The deadline for paying your tuition and exam fees is the Thursday before the week of class commencement or the week of exams respectively.
- d. Should you pay your tuition fees within less than 24 hours before the commencement of class you will not be allowed in class for that week.
- e. Should you pay your exam fees within less than 24 hours before the commencement of exams, you will not be allowed to sit for your exam.
- f. The reason for the last two points above is that NU needs at least 24 hours for processing of both class and exam registers.

## 15.14. GENERAL REFUND POLICY

For valid reasons acceptable to the University, a refund on tuition fee charges is allowed when a student withdraws from a course. Tuition refund is based on a students' Study Group, that is, whether they are CPS or DAY students. The following table indicates refund rates for each group:

Course Duration	1st We	eek Refund	2nd V	Veek Refund	3rd W	eek Refund	4th W	eek Refund
	CPS	DAY/ DEL	CPS	DAY/DEL	CPS	DAY/ DEL	CPS	DAY/ DEL
16 Weeks	90%	90%	25%	80%	0%	25%	0%	0%
10 to12 Weeks	90%	90%	25%	80%	0%	25%		
8 Weeks	90%	90%	25%	80%	0%	0%		
4 Weeks	90%	90%	25%	80%	0%	0%		
2 Weeks	90%	90%	25%	80%	0%	0%		
	1st D	ay Refund	2nd	Day Refund	3rd D	ay Refund		
5 Days	CPS	DAY/DEL	CPS	DAY/DEL	_		_	
	90%	90%	0%	0%				

**Note:** The latest refund rates are documented in the Fees Schedule Refund Policy document for the current Academic Year.

#### 15.15. REFUND ASSUMPTIONS

It is assumed in the table above that for courses scheduled for seven (7) and sixteen (16) weeks, students will be attending class once a week. CPS students will be required to attend at least five (5) learning team sessions while DAY students will be required to attend thirteen (13) learning team sessions.

#### Note:

- a. Assumption a. above does not apply to DEL students.
- b. Students attending a two (2) weeks class will be attending class once every day. Additionally, students will be attending labs and/or learning team sessions once every day.
- c. Students attending a one (1) week seminar will be required to attend class every day.
- d. If a student is eligible for a refund, money is not given back to them unless they decide not to complete their studies at NU. Refund fees for tuition go toward the student's next course(s). If the project is the only course needed for a student to complete their studies, then the funds will go to the project whenever they wish to resume.

## 15.16. REFUND POLICY FOR NU ACCOMMODATION

Refunds for students residing in accommodation managed by Northrise will be applicable as per Tuition Refund Policy. Students wishing to leave the dorm in the first week of the semester will be refunded 90% of their boarding fee and transport fee. In the second week a student will be refunded 80% of the accommodation and transport fee. 25% will be refunded on accommodation fee and transport fee in the third week and no refund will be given to students leaving the dorm after the 3rd week of the semester.

Students requesting accommodation at any point after the semester has commenced will pay the equivalent to the monthly payment of the accommodation fee for the semester.

#### 15.17. OVERDUE ACCOUNTS

Students whose tuition, housing, or library accounts are not current will not be able to register for the next Registration Period, receive diplomas, or have transcripts issued. Persons whose accounts are not current may be subject to legal collection procedures.

# **16.NORTHRISE UNIVERSITY FACULTIES**

NU currently consists of five faculties (schools), namely, the Northrise Business School (NBS), the Center for Information and Communication Technologies (CICT), the Faculty of Theology, the Faculty of Law, and the Faculty of Health and Social Sciences (FHSS). Following is a summary of the programs offerings by each faculty:

## 16.1. PROGRAMS BY FACULTY

16.1.1. Northrise	.1. Northrise Business School (NBS)		
Level	Program		
Pre-Undergraduate	Professional Diploma in Human Resource Management (DipHRM)		

Undergraduate	Bachelor of Business Administration (BBA)	
	Bachelor of Human Resource Management (BHRM)	
	Bachelor of Project Management (BPM)	
	Bachelor of Finance and Accounting (BFA)	
	Bachelor of Finance (BFin)	
	Bachelor of Commerce in Entrepreneurship (BCom (ENT))	
Graduate	Executive Master of Business Administration (MBA)	
	MBA in Organizational Leadership (MBA,OL)	
	MBA in Project Management (MBA, PM)	
	Master of Organizational Leadership (MAOL)	
	Master of Project Management (MPM)	
	Postgraduate Diploma in Business (PGD,BA)	
	Postgraduate Diploma in Project Management (PGD, PM)	
	Postgraduate Diploma in Organizational Leadership (PGD, OL)	

# 16.1.2. Center for Information and Communications Technologies (CICT)

(CICT)	
Level	Program
Pre-Undergraduate Networking Support Technician Certification (NSTC)	
	Database Support Technician Certification (DBTC)
Undergraduate Bachelor of Information Technology in Software and Web Development (BIT (WSD))	
	Bachelor of Science in Computer Science (BSc, CS)
	Bachelor of Science in Networking Technology (BSc, Net)
Graduate	Master of Information Technology (MIT)

l6.1.3. Faculty of Theology (FOT)	
Level	Program
Pre-Undergraduate	Certificate in Christian Ministries (Cert, CM)
Undergraduate	Bachelor of Theology (BTH)

16.1.4. Faculty of Law (FOL)		
Level	Program	
Undergraduate	Bachelor of Laws (LLB)	

16.1.5. Faculty of Health and Social Sciences (FHSS)		
Level Program		
Undergraduate	Bachelor of Science in Nursing (BSN)	
	Bachelor of Social Work (BSW)	

The following section details the objectives of each faculty and the programs offered under each.

#### Note:

For a description of all the courses please refer to the latest "Program and Course Listing" document

# **FACULTY AND PROGRAM OBJECTIVES**

#### 16.1.6. Northrise Business School (NBS)

#### Overview:

The Northrise Business School is dedicated to training business and other organizational leaders. The faculty is composed of high school graduates as well as full-time working business professionals who bring their expertise and practical experience to the classroom. Through personalized interaction the faculty's programs give students a relevant education that integrates business theory with realistic goals and practices.

The curriculum seeks to provide every business student with excellent knowledge and skills along with moral, ethical, and values within the context of a biblical worldview. This is accomplished through the exploration of modern theories, concepts, and principles designed to develop our business students into critical thinkers, who are able to identify problems, collect data, weigh alternatives, and identify solutions. Through a biblically integrated curriculum, students will be equipped to assume positions of leadership, influence, and responsibility in business, community, church and other organizations, both locally and globally.

## Northrise Business School (NBS) Programs

The following are the program offerings under the NBS faculty.

## A. Bachelor of Finance and Accounting (BFA)

This Bachelor of Finance and Accounting (BFA) is a four year program which equips students with knowledge of financial environments and modern analytical techniques. Students learn to understand a broad range of finance areas including business finance, accounting, investment management, international financial management and financial economics. Graduates will be equipped for a career in stock brokering, financial services and business. Upon successful completion, students will have a variety of career options to select from including financial services, banker, insurance, financial planner, financial adviser, funds manager, financial analyst, industrial analyst, investment analyst, investment banker, security analyst, underwriter, options/future trader, treasury, foreign exchange trader/officer, share trader, lending officer, finance officer, corporate or policy adviser, business consultant, research officer, business economist and so on.

The objectives of the Bachelor of Finance and Accounting are to enable graduates to:

- i. Demonstrate strong communication skills
- ii. Identify, analyze and solve problems in different decision contexts
- iii. Think constructively and logically
- iv. Make effective and creative use of modern technologies
- v. Acquire specific knowledge and skills relevant to their major study areas
- vi. Demonstrate an understanding of the principles of accounting, finance, economics and business law

- vii. Satisfy educational entrance requirement of relevant professional bodies such as the Zambia Institute of Certified Accountants (ZICA)
- viii. Prepare students for further studies in computer finance and accounting

#### **BFA Award Eligibility**

To be eligible for the award of the BFA, students must satisfy the following requirements:

1. Completion of the six (6) Foundation courses as stipulated annually

(3 Credits each)

- Introduction to Law
- Managing Organizations
- Economics
- · Macroeconomics for Business & Finance
- Marketing
- Business Statistics Total = 18 Credits
- 2. Completion of the following eight (8) Accounting Major courses:

(3 Credits each)

- Cost Accounting
- Management Accounting
- Financial Accounting I
- Financial Accounting II
- Auditing I
- · Financial Reporting or Auditing II
- Taxation I
- Taxation II Total = 24 Credits
- 3. Completion of the following eight (8) Finance Major courses:

(3 Credits each)

- Financial Markets
- Business Finance
- Credit analysis & Lending Management
- Finance Theory & Applications
- Money & Capital Markets
- Risk Management
- Personal Financial Planning
- Investment Analysis & Portfolio Management Total = 24 Credits
- 4. Completion of Leadership or Business Strategy **Total = 3 Credits**
- 5. Completion of Business Research Concepts **Total = 3 Credits**
- 6. Completion of Business & Personal Ethics **Total = 3 credits**
- 7. Completion of Internship **Total = 4 Credits**
- 8. Completion of one (1) Research Project Total = 6 Credits
- 9. Completion of six (6) Bridging courses Total = 18 Credits
- 10. Completion of four (4) Christian Thought and Practice Total = 12 Credits
- 11. Not less than eighty (80) percent Chapel (2 Credits each/yr.) Total = 8 Credits
- 12. Attend an Introduction to University Studies Seminar 1 Credit
- 13. Attend an HIV/AIDS Seminar 1 Credit
- 14. Complete a Community Development Seminar 1 Credit

15. Complete a Career Development Seminar

1 Credit

Total = 4 Credits

16. Complete (4) Service Learning participations

(2 Credits each/yr.) Total = 8 Credits

**Overall Total= 135 Credits** 

BFA Program Major: The Majors for the BFA degree are Accounting and Finance.

**BFA Program Minors:** The BFA program has no minors.

#### **BFA Summary Graduation Requirements**

In addition to general university requirements for graduation (<u>see Admission to NU General: Graduation</u> <u>Requirements</u>), the student must accomplish the following to graduate from this program:

- 1. Successfully complete 119 credits of instruction, including all of the required courses in the program Major and Bridging courses (exclusive of chapel and service learning credits).
- 2. Successfully participate in and contribute to a research project as defined in the Research Project course
- 3. Successfully attend internship
- 4. Successfully participate in Service Learning (CPS and DEL students are required to fulfill the service learning credits by taking the required service learning test-out exams)
- 5. Successfully participate in chapel
- 6. Attain a minimum GPA of 2.00. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them
- 7. Adapt their styles of written, oral, and non-verbal communication and their modes of delivery to the needs of a particular audience

#### B. Bachelor of Finance (BFin)

The Bachelor of Finance (BFin) is a four year program degree programing Finance, which prepares students with knowledge of financial environments and modern analytical techniques. Students learn to understand a broad range of finance areas including business finance, stock broking, investment management, international financial management and financial economics. Graduates will be equipped for a career in stock broking, financial management, investment analysis, and portfolio management.

The purpose of the Bachelor of Finance program is to equip students with strong financial management skills that will enable them to function in diverse financial environments in Zambia and world over. At the end of the program, students will be able to:

- i. Apply the relevant tools and techniques to manage investments
- ii. Manage their personal finances as well as those of their organizations
- iii. Undertake sound investments decisions while mitigating the associated risks
- iv. Implement and manage financial accounting information systems
- v. Prepare and interpret relevant financial reports to meet diverse needs of stakeholders

#### **BFin Award Eligibility**

To be eligible for the award of the degree Business Administration (BFA), students must satisfy the following requirements:

- Completion of the six (6) Foundation courses as stipulated annually in this handbook or other University documentation:
   (3 Credits each)
  - Introduction to Accounting
  - Introduction to Law
  - Economics
  - · Managing Organizations

- Business Statistics
- Cost Accounting Total = 18 Credits
- 2. Completion of the following eleven (11) Finance Major courses:

(3 Credits each)

- Financial Accounting I
- Management Accounting
- Financial Accounting II
- Financial Markets
- Macroeconomics for Business & Finance
- Credit Analysis & Lending Management
- Business Finance or Entrepreneurial Finance
- Finance Theory & Applications
- · Money & Capital Markets
- Investment Analysis & Portfolio Management

	3	
	Financial Risk Management	Total = 33 Credits
3.	Completion of Leadership or Business Strategy	Total = 3 Credits
4.	Completion of Personal Financial Planning	Total = 3 Credits
5.	Completion of Business & Personal Ethics	Total = 3 Credits
6.	Completion of Business Research Concepts	Total = 3 Credits
7.	Completion of one (1) Research Project	Total = 6 Credits
8.	Completion of four (4) Minor courses	Total = 12 Credits
9.	Completion of six (6) Bridging courses	Total = 18 Credits
10.	Completion of four (4) Christian Thought and Practice	(3 Credits each) Total = 12 Credits
11.	Not less than eighty (80) percent Chapel Attendance	(2 Credits each/yr.) Total = 8 Credits

12. Attend an Introduction to University Studies Seminar

13. Attend an HIV/AIDS Seminar

14. Complete a Community Development Seminar

15. Complete a Career Development Seminar

**Total = 4 Credits** 

1 Credit

1 Credit

1 Credit

1 Credit

16. Complete (4) Service Learning participations

(2 Credits each/yr.) Total = 8 Credits

**Overall Total= 131 Credits** 

BFin Program Major: The Major for the BFin degree is Finance.

BFin Program Minors: The BFin program has minors in:

- 1. **Management:** The Management minor focuses on general organizational management principles such as human resource management, quality management, and leadership. With this minor, students are equipped to
- 2. **Accounting:** The Accounting Minor equips prospective business executives with tools for intelligent analysis, planning, control, and decision making. In addition, emphasis is placed on the processes for analyzing and reporting the economic activities of organizations and communicating that information to decision makers.

#### Note:

Please check courses associated with the above minors under the section (NU Course List) or other University documentation. Please note that program Minors are subject to change for each academic year.

#### **BFin Summary Program Graduation Requirements:**

In addition to general university requirements for graduation (<u>see Admission to NU General: Graduation</u> <u>Requirements</u>), the student must accomplish the following to graduate from this program:

- 1. Successfully complete 115 credits of instruction, including all of the required courses
- 2. Successfully participate in and contribute to a research project as defined in the Research Project course to obtain 6 credits
- 3. Successfully participate in Service Learning (CPS and DEL students are required to fulfill the service learning credits by taking the required service learning test-out exams)
- 4. Successfully participate in chapel
- 5. Attain a minimum GPA of 2.00. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them
- 6. Successfully complete the BFin Minor courses
- 7. Adapt their styles of written, oral, and non-verbal communication and their modes of delivery to the needs of a particular audience

## C. Bachelor of Accounting (BAcc)

### **Program Overview:**

The Bachelor of Accounting (BAcc) is a four year degree program in Accounting. The programs provides for minors in Finance and Management as well as a final year accounting research project. The program equips students for careers in various aspects of accounting. Each student is required to earn credits in core accounting issues such as taxation, auditing, cost & management accounting, financial accounting, and financial reporting. Students are also helped to take responsibility of their career progression. Students who graduate from this program are able to exercise appropriate accounting, management, communication, and leadership skills.

## **BAcc Program Objectives:**

On successful completion of the Bachelor of Accounting graduates will be able to:

- i. Undertake various accounting functions such as book-keeping, bank reconciliations, financial and management reporting, taxation, internal & external auditing and budgeting.
- ii. Undertake sound investment and management decisions that support the operations and sustainability of business operations while paying attention to corporate social responsibility issues
- iii. Make sound accounting decisions in line with the Zambian legal system as well as the international financial reporting standards.
- iv. Manage their own finances as well as that of the public
- v. Conduct accounting operations in a sound and ethical manner in line with the accounting code of conduct.

#### **BAcc Award Eligibility**

To be eligible for the award of the degree Bachelor of Accounting (BAcc), students must satisfy the following requirements:

- Completion of the six (6) Foundation courses as stipulated annually in this handbook or other University documentation:
   (3 Credits each)
  - Introduction to Accounting
  - Introduction to Law
  - Economics
  - Managing Organizations
  - Business Statistics
  - Cost Accounting
     Total = 18 Credits

2. Completion of the following eleven (11) Accounting courses:

(3 Credits each)

- Financial Accounting I
- Management Accounting
- Financial Accounting II
- · Macroeconomics for Business and Government
- Financial Markets
- Taxation I
- Auditing I
- Auditing II
- Taxation II
- Financial Reporting

	Company Law	Total = 33 Credits
3.	Completion of Business strategy or Leadership	Total = 3 Credits
4.	Completion of Business and Personal Ethics	Total = 3 Credits
5.	Completion of Personal Financial Planning	Total = 3 Credits
6.	Completion of Business Research Methods	Total = 3 Credits
7.	Completion of Internship	Total = 4 Credits
8.	Completion of one (1) Accounting Project	Total = 6 Credits
9.	Completion of 4 Minor courses	Total = 12 Credits
10.	Completion of six (6) Bridging courses	Total = 18 Credits
11.	Completion of four (4) Christian Thought and Practice	(3 Credits each) Total = 12 Credits
12.	Not less than seventy (80) percent Chapel Attendance	(2 Credits each/yr.) Total = 8 Credits

13. Attend an Introduction to University Studies Seminar

14. Attend an HIV/AIDS Seminar 1 Credit

15. Complete a Community Development Seminar 1 Credit

16. Complete a Career Development Seminar 1 Credit

Total = 4 Credits

1 Credit

17. Complete (4) Service Learning participations

(2 Credits each/yr.) Total = 8 Credits

**Overall Total = 135 Credits** 

**BAcc Program Major:** The Major for the BAcc degree is Accounting.

**BAcc Program Minors:** Students who study the BAcc have options for Minors in:

- Finance: The Finance Minor focuses on foundations of finance aspects of the finance major with the intention
  of equipping students to take up minor responsibilities in finance. The finance minor includes topics in financial
  markets, theory and practice, and business finance.
- 2. **Management:** The Management minor focuses on general organizational management principles such as human resource management, quality management, and leadership. With this minor, students are equipped to undertake various aspects of organizational management.

#### Note:

Please check courses associated with the above Minors under the <u>section</u> "NBS Undergraduate Minor Course List) or other University documentation. Please note that program Minors are subject to change for each academic year.

#### **BAcc Program Summary Graduation Requirements:**

In addition to general university requirements for graduation (<u>see Admission to NU General: Graduation</u> <u>Requirements</u>), the student must accomplish the following to graduate from this program:

- 1. Successfully complete 119 credits of instruction, including all of the required courses
- 2. Successfully participate in and contribute to a research project as defined in the Research Project course
- 3. Successfully attend internship
- 4. Successfully participate in Service Learning (CPS and DEL students are required to fulfill the service learning credits by taking the required service learning test-out exams)
- 5. Successfully participate in chapel
- 6. Attain a minimum GPA of 2.00. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them
- 7. Successfully complete the BAcc Minor courses
- 8. Adapt their styles of written, oral, and non-verbal communication and their modes of delivery to the needs of a particular audience

## D. Bachelor of Business Administration (BBA)

#### **Program Overview:**

The Bachelor of Business Administration (BBA) is a four-year degree which provides broad-based knowledge that prepares students for a wide range of careers in a global economy. This BBA Major enables the student to pursue a general degree which provides a broad-based foundation in such business disciplines as management, marketing, and accounting. It provides maximum flexibility for the student with unique career objectives to tailor studies to meet individual needs. Grounded in the functional areas of business—finance, marketing, and operations—this major prepares the graduate to pursue a career in a dynamic and diverse work environment. Students apply essential competencies such as business law, management theories, problem solving, decision-making, organizational behavior, entrepreneurship, global business issues, and leadership.

#### Program objective(s):

On successful completion of the Bachelor of Business Administration graduates will be able to:

- i. Demonstrate an understanding of the concepts, processes and procedures relevant to public and private organizations.
- ii. Identify and evaluate the environments within which business is conducted.
- iii. Demonstrate a working knowledge of the principles of accounting, economics, quantitative methods and information systems.
- iv. Relate organizational theory and behavior to a business enterprise.
- v. Identify, analyze and solve business problems.
- vi. Demonstrate effective communication skills.
- vii. Demonstrate an understanding of the importance of high ethical standards in business decision-making.
- viii. Gain knowledge that will prepare them for further studies in various disciplines related to business administration.

#### **BBA Award Eligibility**

To be eligible for the award of the degree Business Administration (BBA), students must satisfy the following requirements:

- 1. Completion of the seven (7) Foundation courses as stipulated annually in this handbook or other University documentation: (3 Credits each)
  - Economics

- Managing Organizations
- Business Statistics
- Introduction to Law
- Social Issues
- Marketing
- Organizational Behavior Total = 24 Credits
- 2. Completion of the following eleven (11) Major courses:

(3 Credits each)

- Business Logistics
- Human Resource Management or Employee Relations
- Managerial Decision-Making
- Financial Accounting I or Cost Accounting
- Entrepreneurship in Small Business Enterprises
- Business Finance
- Quality Management
- E-Commerce
- Business Information Systems
- Business Strategy

	• Leadership	Total = 33 Credits
3.	Completion of Business and Personal Ethics	Total = 3 Credits
4.	Completion of Business Research Concepts	Total = 3 Credits
5.	Completion of Personal Financial Planning	Total = 3 credits
6.	Completion of one (1) Accounting Project	Total = 6 Credits
7.	Completion of four (4) Minor courses	Total = 12 Credits
8.	Completion of six (6) Bridging courses	Total = 18 Credits
9.	Completion of four (4) Christian Thought and Practice (3 Credits each	ch) Total = 12 Credits
10.	Not less than seventy (80) percent Chapel Attendance	(2 Credits each/yr.) Total = 8 Credits
11.	Attend an Introduction to University Studies Seminar	1 Credit
12.	Attend an HIV/AIDS Seminar	1 Credit
13.	Complete a Community Development Seminar	1 Credit
14.	Complete a Career Development Seminar	1 Credit

Total = 4 Credits

15. Complete (4) Service Learning participations

(2 Credits each/yr.)Total = 8 Credits

**Overall Total= 131 Credits** 

**BBA Program Major:** The Major for the BBA degree is Business Administration

**BBA Program Minors:** Students who study the BAcc have the following options for Minors:

- 1. **Accounting:** The Accounting Minor equips prospective business executives with tools for intelligent analysis, planning, control, and decision making. In addition, emphasis is placed on the processes for analyzing and reporting the economic activities of organizations and communicating that information to decision makers.
- 2. **Finance:** The Finance Minor focuses on foundations of finance aspects of the finance major with the intention of equipping students to take up minor responsibilities in finance. The finance minor includes topics in financial markets, theory and practice, and business finance.

 Project Management: The project management minor focuses on topics to equip students in basic project management principles. Students will gather knowledge in project planning as well as scope, time, and cost management.

#### Note:

Please check courses associated with the above Minors under the section "NBS Undergraduate Minor Course List) or other University documentation. Please note that program Minors are subject to change for each academic year.

#### **BBA Summary Program Graduation Requirements:**

In addition to general university requirements for graduation (<u>see Admission to NU: General Graduation Requirements</u>) the student must achieve the following to graduate from this program:

- 1. Successfully complete 115 credits of instruction, including all of the required courses in the program Major and Bridging courses
- 2. Successfully participate in and contribute to a research project as defined in the Research Project course
- 3. Successfully complete the BBA Minor courses
- 4. Successfully participate in Service Learning (CPS and DEL students are required to fulfill the service learning credits by taking the required service learning test-out exams)
- 5. Successfully participate in chapel
- 6. Attain a minimum GPA of 2.00. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them
- 7. Adapt their styles of written, oral, and non-verbal communication and their modes of delivery to the needs of a particular audience

## E. Bachelor of Commerce in Entrepreneurship (BCom (Ent))

#### **Program Overview:**

This program is designed to equip students to deal with the challenges of operating their own business. These challenges include the intense competition both locally and internationally, dealing with people and technology, and managing the financial aspects of the business. Entrepreneurship involves identifying an opportunity and using innovation to pursue that opportunity to create value and wealth for all stakeholders. Whether one operates in the corporate or private business environment, entrepreneurship is an essential ingredient for success in the business field. Entrepreneurs act as agents for economic growth by proactively recognizing business opportunities and finding innovative ways to leverage those opportunities.

#### **BCom (Ent) Program Objectives:**

On successful completion of the Bachelor of Commerce in Entrepreneurship, graduates will be able to:

- i. Explain entrepreneurship within the context of society, organizations and individuals.
- ii. Lead or belong to teams that successfully establish new ventures.
- iii. Understand entrepreneurial risk and strategies for its management.
- iv. Identify and evaluate opportunities, as well as plan the development of new ventures.
- v. To develop a venture plan that can be used as a planning tool for a specific potential opportunity and idea.
- vi. Understand and articulate the impact of entrepreneurship on the economy.
- vii. Identify the leadership styles of entrepreneurs who have been successful in given business settings both in Zambia and internationally.

## BCom (Ent) Award Eligibility:

To be eligible for the award of the degree Business Administration (BBA), students must satisfy the following requirements:

- Completion of the eight (7) Foundation courses as stipulated annually in this handbook or other University documentation: (3 Credits each)
  - Economics
  - Managing Organizations
  - Business Statistics
  - Introduction to Law
  - Social Issues
  - Marketing
  - Organizational Behavior

Total = 24 Credits

2. Completion of the following ten (10) Major courses:

(3 Credits each)

- Introduction to Entrepreneurship
- Entrepreneurship in Small Business Enterprises
- Introduction to Venture Development
- Entrepreneurial Finance & Private Equity
- SME Growth Strategies
- E-Commerce

7.

• Business strategy or Leadership

Completion of one (1) Research Project

12. Attend an Introduction to University Studies Seminar

- Managerial Decision-Making
- Human Resource Management or Fundamentals of Human Resource Management or Employee Relations

	Business Communication and Critical Thinking	Total = 30 Credits
3.	Completion of Business Information Systems	Total = 3 Credits
4.	Completion of Business and Personal Ethics	Total = 3 Credits

5. Completion of Business Research Concepts Total = 3 Credits

6. Completion of Personal Financial Planning **Total = 3 credits** 

8. Completion of 4 Minor courses Total = 12 Credits

9. Completion of six (6) Bridging courses Total = 18 Credits

10. Completion of four (4) Christian Thought and Practice (3 Credits each) Total = 12 Credits

11. Not less than seventy (80) percent Chapel Attendance (2 Credits each/yr.) Total = 8 Credits

13. Attend an HIV/AIDS Seminar 1 Credit

14. Complete a Community Development Seminar 1 Credit

15. Complete a Career Development Seminar 1 Credit

Total = 4 Credits

1 Credit

**Total = 6 Credits** 

16. Complete (4) Service Learning participations (2 Credits each/yr.) Total = 8 Credits

**Overall Total= 131 Credits** 

BCom (Ent) Program Major: The Major for the BCOM (ENT) degree is Entrepreneurship.

BCom (Ent) Program Minors: Students who study the BCOM (ENT) have the following options for Minors:

- Finance: The Finance Minor focuses on foundations of finance aspects of the finance major with the intention
  of equipping students to take up minor responsibilities in finance. The finance minor includes topics in financial
  markets, theory and practice, and business finance.
- 2. **Management:** The Management minor focuses on general organizational management principles such as human resource management, quality management, and leadership. With this minor, students are equipped to undertake various aspects of organizational management.

#### Note:

Please check courses associated with the above Minors under the section "NBS Undergraduate Minor Course List) or other University documentation. Please note that program Minors are subject to change for each academic year.

#### **BCom (Ent) Summary Program Graduation Requirements:**

In addition to general university requirements for graduation (<u>see Admission to NU: General Graduation Requirements</u>) a BCom (Ent) student must meet the following requirements to graduate from this program:

- 1. Successfully complete 115 credits of instruction, including all of the required courses in the program Major and Bridging courses
- 2. Successfully participate in and contribute to a research project as defined in the Research Project course
- 3. Successfully participate in Service Learning (CPS and DEL students are required to fulfill the service learning credits by taking the required service learning test-out exams)
- 4. Successfully participate in chapel
- 5. Successfully complete the BCom (Ent) Minor courses
- 6. Successfully participate in Service Learning and Chapel
- 7. Attain a minimum GPA of 2.00. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them

## F. Bachelor of Project Management (BPM)

## **Program Overview:**

The Bachelors in Project Management degree is designed for individuals who require an understanding of the process for planning, managing, monitoring and evaluating complex projects and assignments within a specified time period and resources to achieve specific goals objectives. Students are taught a wide variety of skills including decision making, contracts and procurement management, management accounting, contract law among others.

The degree is four years in duration and students will normally work as project managers, consultants, entrepreneurs, managers of resources upon successful completion. The program has been designed to deliver both conceptual and practical skills to students in a wide variety of project management situations.

#### **BPM Program Objectives:**

At the completion of the program, students should be able to:

- i. Develop comprehensive project proposals for stakeholders
- ii. Acquire the ability to design, implement, monitor and evaluate complex projects
- iii. Use a variety of software applications to manage projects.
- iv. Understand the legal and regulatory aspects of project management

#### **BPM Award Eligibility:**

To be eligible for the award of the degree Bachelor of Accounting (BPM), students must satisfy the following requirements:

1. Completion of the seven (7) Foundation courses as stipulated annually in this handbook or other University documentation: (3 Credits each)

- Introduction to Law
- Managing Organizations
- Economics
- Social Issues
- Marketing
- Business Statistics
- Organizational Behavior Total = 21 Credits
- 2. Completion of the following ten (10) Major courses:

(3 Credits each)

- Introduction to Venture Development
- Fundamentals of Project Management
- · Managing Project Risk
- · Managerial Decision-Making
- Motivation Project Teams
- Project Planning
- Quality Management
- Project Scope, Time, & Cost Management
- Project Contracts & Procurement

	Law of contracts	Total = 30 Credits
3.	Completion of Project Management Information Systems	Total = 3 Credits
4.	Completion of Business Research Methods	Total = 3 Credits
5.	Completion of Business and Personal Ethics	Total = 3 Credits
6.	Completion of Personal Financial Planning	Total = 3 Credits
7.	Completion of one (1) Project Management Research Project	Total = 6 Credits
8.	Completion of 4 Minor courses	Total = 12 Credits
9.	Completion of six (6) Bridging courses:	Total = 18 Credits
10.	Completion of four (4) Christian Thought and Practice	(3 Credits each) Total = 12 Credits
11.	Not less than seventy (80) percent Chapel Attendance	(2 Credits each/yr.) Total = 8 Credits
12.	Attend an Introduction to University Studies Seminar	1 Credit
13.	Attend an HIV/AIDS Seminar	1 Credit
14.	Complete a Community Development Seminar	1 Credit
15.	Complete a Career Development Seminar	1 Credit

Total = 4 Credits

16. Complete (4) Service Learning participations

(2 Credits each/yr.)Total = 8 Credits

**Overall Total= 131 Credits** 

BPM Program Major: The Major for the BPM degree is Project Management

**BPM Program Minors:** Students who study the BPM have the following options for Minors:

- 1. **Management:** The Management minor focuses on general organizational management principles such as human resource management, quality management, and leadership. With this minor, students are equipped to undertake various aspects of organizational management.
- 2. **Business Information Systems:** The Business Information Systems minor provides an overview of the major technical functions in IS, such as design of systems and the development and management of databases.

In addition, the student explores the applications of IS to business problems in either the e-commerce or e-business context. The Minor is designed to complement applicable Majors by providing students with the foundation to effectively utilize information technology in their chosen field or career.

3. **Entrepreneurship:** The Entrepreneurship Minor provides foundational training in entrepreneurship. With sufficient coverable of topics in new venture management, small and medium enterprise development, and managing organizations, students will be equipped to start and manage enterprises.

#### Note:

Please check courses associated with the above Minors under the section "NBS Undergraduate Minor Course List) or other University documentation. Please note that program Minors are subject to change for each academic year.

#### **BPM Program Summary Graduation Requirements:**

In addition to general university requirements for graduation (<u>see Admission to NU: General Graduation Requirements</u>) the student must achieve the following to graduate from this program:

- 1. Successfully complete 115 credits of instruction, including all of the required courses in the program Major and Bridging courses
- 2. Successfully participate in and contribute to a research project as defined in the Research Project course
- 3. Successfully complete the BPM Minor courses
- 4. Successfully participate in Service Learning (CPS and DEL students are required to fulfill the service learning credits by taking the required service learning test-out exams)
- 5. Successfully participate in chapel
- 6. Attain a minimum GPA of 2.00. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them

#### G. Executive Master of Business Administration (EMBA)

#### **EMBA Overview:**

The EMBA program is designed for individuals who seek to advance their careers and enter leadership positions in their organization and community. Reaching the top levels of global business today demands excellence, critical thinking, exceptional knowledge, communication skills and cultural awareness. All of which the Northrise EMBA program is designed to nurture. The program has been designed through a partnership involving NU in Zambia, California Polytechnic State University and Dordt College in the United States of America. This program brings internationally renowned managerial concepts and techniques in a Christian learning context to Zambia. This is what one of the aspects that makes our MBA degree unique and different from the others. Not only will students be provided with the requisite knowledge in the key management disciplines, but this will be done based on Christian principles.

Students will be required to use a variety of qualitative and quantitative skills in analyzing common management problems. They will also be expected to evaluate the consequences of their decisions and appraise these against stakeholder and shareholder expectations, legal and regulatory requirements and current ethics. Students will also be equipped to create awareness of regional and international business environment

Understanding the impact of the growing economic and political integration with the Common Market for Eastern and Southern Africa (COMESA) and Southern African Development Community (SADC) is a requirement for students. Students will be given the conceptual tools to effectively analyze the socio-political, legal and regulatory environment governing regional and international trade.

Leadership development is a core component of the MBA program. Students will learn how to develop and maintain their leadership abilities at work and in the community. Students will also learn business ethics and social responsibility based upon Christian centered values. Furthermore, students will be equipped with the knowledge and understanding necessary to develop organizational policies and programs that provide an organization with values that support and sustain its dealings in a responsible and Christ centered manner.

#### **EMBA Program Objectives:**

Course participants who successfully complete the MBA program will be able to:

- i. Demonstrate the knowledge and skills needed to identify and solve organizational problems using a systematic decision-making approach.
- ii. Demonstrate the knowledge and skills needed to manage, develop, and motivate personnel to meet changing organizational needs in a global business environment.
- iii. Apply critical analysis of alternatives under conditions of uncertainty.
- iv. Develop awareness of their own values and the effect of those values on organizational decision-making.
- v. Assess whether an organization's plans and actions align with its values.
- vi. Comprehend the application of a significant amount of business administration knowledge within the domains of the set courses
- vii. Develop problem analysis and solving skills
- viii. Target Attendees:
- ix. People who are interested in seeking employment, or are currently seeking employment, or are currently employed in business.
- x. Individuals who are business leaders or aspire to be leaders in business.
- xi. People who wish to create positive organizational culture and
- xii. People who would like to understand the role of ethical values and practices within business organizations
- xiii. Individuals who would like to understand how changes in the external and internal business environments impact the functional areas of business.

#### **EMBA Award Eligibility:**

To be eligible for the award of the EMBA degree, students must satisfy the following requirements:

. Completion of the following nine (9) Major courses:

(3 Credits each)

- Communication Strategies
- · Management Theory & Practice
- Human Capital Management
- Managerial Economics
- Marketing
- Business Law
- Corporate Finance
- Organizational Leadership
- Strategic Planning & Implementation

2. Completion of Business Ethics

3. Completion of Business Research Concept

4. Completion of one (1) MBA Project

5. Attend an Introduction to the MBA program Seminar

Total = 27 Credits

Total = 3 Credits

Total = 3 Credits

Total = 6 Credits

Total = 1 Credit

**Overall Total= 40 Credits** 

EMBA Program Major: The EMBA major is Business Administration.

EMBA Program Minors: The Executive MBA program has no minor.

**EMBA Summary Graduation Requirements:** 

In addition to general University requirements for graduation (see Admission To NU - General Graduation Requirements in the student handbook), the student must perform the following to graduate from the EMBA program:

- 1. Successfully complete at least 34 credits of instruction, including all of the required courses in the chosen program Major
- 2. Successfully complete a research project or dissertation
- 3. Attain a minimum GPA of 2.50 at completion of their required program of study. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them
- 4. Successful attendance of learning team sessions

## H. Executive Master of Business Administration (EMBA) (Pre-MBA)

#### (EMBA) (Pre-MBA) Award Eligibility:

To be eligible for the award of the EMBA degree, students must satisfy the following requirements:

1. Completion of the following thirteen (13) Major courses:

(3 Credits each)

- Economics
- Organizational Behavior or Managing Organizations
- Communication Strategies
- · Management Theory & Practice
- · Human Capital Management
- Business Statistics
- Managerial Economics
- Marketing
- Corporate Finance
- · Introduction to Accounting
- Organizational Leadership
- Business Law

Strategic Planning & Implementation

Total = 36 Credits

Total = 3 Credits

2. Completion of Business Ethics

Total = 3 Credits

3. Completion of Business Research Concepts

Total = 6 Credits

4. Completion of one (1) MBA Project

Total = 1 Credit

5. Attend an Introduction to the MBA program Seminar

Overall Total = 49 Credits

EMBA (Pre-MBA) Program Major: The Major for the EMBA (Pre-MBA) degree is Business Administration.

EMBA (Pre-MBA) Program Minors: The EMBA (Pre-MBA) program has no minor.

## **Pre-EMBA Summary Graduation Requirements:**

In addition to general University requirements for graduation (<u>see Admission To NU - General Graduation</u> <u>Requirements</u> in the student handbook), the student must perform the following to graduate from the EMBA program:

- 1. Successfully complete at least 43 credits of instruction, including all of the required courses in the chosen pre-MBA program
- 2. Successfully complete a research project or dissertation

- 3. Attain a minimum GPA of 2.50 at completion of their required program of study. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them
- 4. Successful attendance of learning team sessions

## I. Master of Business Project Management (MPM)

#### **Program Overview:**

The Master of Project Management aims at enhancing project management skills for top notch project managers, who may already be in practice or heading there. To achieve its goal, the program is designed from a professional and ethical stand point. The MPM covers a number of key project management areas fostering not only knowledge intake but infusing cutting edge skills development that every contemporary manager should possess. In a world of consistent flux, a myriad demands impact on the adept manager from every side. It is therefore imperative that those that would lead the complex projects must be equipped with the right academic, ethical, moral and professional skills. The Northrise MPM achieves just that; destined to churn out world quality project results.

#### Program Objective(s):

The program has several objectives that it aims at achieving as given below:

- i. Train world class cadre of project and portfolio managers.
- ii. Raise a generation of competent managers imbued with exceptional skills and yet ethical, moral and passionate about their work.
- iii. Trigger a new wave of project management thinking that is contextual, relevant and in sync with the contemporary context.
- iv. Enhance the skills of project managers in Zambia
- v. The MPM will equip the student for action in a changing world. Most projects are either completed late or delayed but with this cutting edge training, the student will quickly distinguish themselves in their application of acquired project management skills. This program is unique in many senses and taught by a cadre of both experienced and outstanding professionals in the field. This builds students' profiles and exposes them to real and actual world events.

#### MPM Award Eligibility:

To be eligible for the award of the MPM, students must satisfy the following requirements:

1. Completion of the following fourteen (14) Major courses:

(3 Credits each)

- Communication Strategies
- Management Theory & Practice
- Human Capital Management
- Project Management Principles
- Business Law
- Project Financing, Budget and Reporting
- Project Planning
- Sustainable Program & Portfolio Management
- Leading and Managing Project Teams
- Supply Chain Management
- Planning for risk, uncertainty and complexity
- Executing, controlling and closing project
- Monitoring, implementation and evaluation
- Environmental management

Total = 42 Credits

2. Completion of Business Ethics Total = 3 Credits

3. Completion of Business Research Concepts Total = 3 Credits

4. Completion of one (1) Project Management Research Project Total = 6 Credits

5. Attend an Introduction to the MPM Program Seminar Total = 1 Credit

**Overall Total= 55 Credits** 

MPM Program Major: The Major for the MPM degree is Project Management.

MPM Program Minors: The Executive MPM program has no minor.

## MPM Summary Graduation Requirements:

In addition to general University requirements for graduation (<u>see Admission To NU - General Graduation</u> <u>Requirements</u>), the student must perform the following to graduate from the MPM program:

- 1. Successfully complete at least 49 credits of instruction, including all of the required courses in the MPM program
- 2. Successfully complete a research project or dissertation
- 3. Attain a minimum GPA of 2.50 at completion of their required program of study. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them
- 4. Successful attendance of learning team sessions

## J. Master of Organizational Leadership (MOL)

The Master of Organizational Leadership degree (MOL) is an intensive, integrated learning experience that provides preparation for effective leadership in a rapidly changing, global marketplace. The Master of Organizational Leadership program has been developed as part of NU's degree offering restructure for the Academic Year 2016. For a number of years now since NU has been graduating students in undergraduate business program, there has been a lack of flexibility and focus in terms of graduate programs offered to such students. The introduction of the MOL is a solution to address this dearth.

#### **MOL Program Objectives:**

The MOL program aims to achieve the following learning outcomes:

- i. Distinguish between multiple approaches to exercising leadership in order to harness collective talent and confront complex issues within organizations.
- ii. Interpret organizational dynamics, group dynamics and engage in systems thinking in order to promote the development of a learning organization capable of creating innovation, and adaptation.
- iii. Evaluate ethical issues and aid organizational members in creating ethical culture appropriate to the organizational and/or global arena that supports operating in environments of diversity, uncertainty and unpredictability.
- iv. Distinguish between the functions of authority or power and the understanding of leadership and be able to apply diverse leadership skills, utilize frameworks in order to serve organizational purposes.
- v. Utilize emerging technology, presentation skills and communication both in face-to-face and virtual environments.
- vi. Utilize dialogue and other forms of inquiry with groups and teams in order to create collective problem solving and strategic plans.
- vii. Create frameworks to determine how decisions made might impact ethical culture, support sustainability practices and serve the organizational purpose.
- viii. Identify quality scholarship and research and demonstrate the potential application of emerging leadership theory and knowledge to real world scenarios and simulations.
- ix. Integrate knowledge and skills from multiple disciplines in order to utilize critical thinking, synthesize information, manage conflict, and create collective problem solving capacity.

#### MOL Award Eligibility:

To be eligible for the award of the MOL, students must satisfy the following requirements:

1. Completion of the following fourteen (14) Major courses:

(3 Credits each)

- Communication Strategies
- · Management Theory & Practice
- Human Capital Management
- Strategic Thinking
- · Managing Organizational Resources (need to
- Resource Mobilization
- Leadership Ethics Case Studies
- Leadership development
- Legal Aspects of Organizational Leadership
- Servant leadership
- Strategic Leadership
- · Transformational Leadership
- · Visionary Leadership
- Strategic Planning and Implementation
- 2. Completion of Business Ethics
- 3. Completion of Business Research Concepts
- 4. Completion of one (1) Leadership Research Project
- 5. Attend an Introduction to the MOL Program Seminar

Total = 42 Credits

Total = 3 Credits

Total = 3 Credits

Total = 6 Credits

Total =1 Credit

Overall Total = 55 Credits

MOL Program Major: The Major for the MOL degree is Organizational Leadership.

**MOL Program Minors:** The Executive MOL program has no minor.

**MOL Summary Graduation Requirements:** 

In addition to general University requirements for graduation (see Admission to NU - General Graduation Requirements), the student must perform the following to graduate from the MOL program:

- 1. Successfully complete at least 49 credits of instruction, including all of the required courses in the MOL Major
- 2. Successfully complete a research project or dissertation
- 3. Attain a minimum GPA of 2.50 at completion of their required program of study. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them
- 4. Successful attendance of learning team sessions

## K. Postgraduate Diploma in Business Administration (PGD (BA))

The Postgraduate Diploma in Business Administration provides students with a broad range of skills to take their career to the next level. It is a generalist business qualification aimed at equipping learners with the tools to improve business performance and practice, as well as develop a sound knowledge of business processes, relationships in business organizations, and the business environment.

#### PGD (BA) Program Objectives:

Students who graduate with a PGD in Business Administration program are expected to:

- i. Accelerate their personal and professional growth.
- ii. Improve crucial business skills.
- iii. Build business and industry competence.
- iv. Excel and succeed without compromising on values or ethics.
- v. Prepare to study for a higher academic qualification such as an MBA or other equivalent degree.

#### PGD (BA) Award Eligibility:

To be eligible for the award of the PGD (BA), students must satisfy the following requirements:

1. Completion of the following six (6) Major courses:

(3 Credits each)

- · Communication Strategies
- · Management Theory & Practice
- Managerial Economics
- Business Law
- Marketing

•	Corporate Finance	Total = 1	8 Credits
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2. Completion of Business Ethics

Total = 3 Credits

3. Completion of Business Research Concepts

Total = 3 Credits

4. Completion of one (1) Business Research Project

Total = 6 Credits

Total = 1 Credit

5. Attend an Introduction to the PGD (BA) Seminar

Overall Total = 31 Credits

PGD (BA) Program Major: The Major for the PGD (BA) degree is Business Administration.

PGD (BA) Program Minors: The Executive PGD (BA) program has no minor.

## **PGD (BA) Summary Graduation Requirements:**

In addition to general University requirements for graduation (<u>see Admission to NU - General Graduation</u> Requirements), the student must perform the following to graduate from the PGD (BA) program:

- 1. Successfully complete at least 25 credits of instruction, including all of the required courses in the PGD (BA) program Major
- 2. Successfully complete a research project or dissertation
- 3. Successful attendance of learning team sessions
- 4. Attain a minimum GPA of 2.50 at completion of their required program of study. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them

## L. Postgraduate Diploma in Project Management (PGD (PM))

#### **Program Overview:**

The PGD (PM) is aimed at developing project and program managers who can assume a key role in planning, management and the delivery of complex projects and programs in a range of industry settings. The program enhances the capacity of managers to improve production and service delivery thereby contributing to organizational effectiveness. It also provides for greater understanding of quantitative skills in project finance and project management in general.

#### PGD (PM) Program Objectives:

The objectives of the PGD in Project Management program are to train graduates to:

- i. Explain key theoretical project management frameworks and apply them to a range of project management scenarios
- ii. Design, develop and implement comprehensive project management plans which meet stakeholder expectations
- iii. Contribute to the enhancement of project management skills in Zambia and beyond
- iv. Excel and succeed without compromising on values or ethics
- v. Prepare to study for a higher academic qualification such as an MBA or other project management related degree

## PGD (PM) Award Eligibility:

To be eligible for the award of the PGD (PM), students must satisfy the following requirements:

1. Completion of the following six (6) Major courses:

(3 Credits each)

- · Communication Strategies
- · Management Theory & Practice
- Project Management Principles
- Project Financing, Budget and Reporting
- Project Planning

Leading and Managing Project Teams

Total = 18 Credits

2. Completion of Business Ethics

Total = 3 Credits

Total = 3 Credits

3. Completion of Business Research Concepts

Total = 6 Credits

4. Completion of one (1) Project Management Research Project

Total =1 Credit

5. Attend an Introduction to the MBA program Seminar

Overall Total = 31 Credits

**PGD (PM) Program Major:** The Major for the PGD (PM) degree is Project Management.

**PGD (PM) Program Minors:** The Executive PGD (PM) program has no minor.

## PGD (PM) Summary Graduation Requirements:

In addition to general University requirements for graduation (see Admission to NU - General Graduation Requirements), the student must perform the following to graduate from the PGD (PM) program:

- 1. Successfully complete at least 25 credits of instruction, including all of the required courses in the program
- 2. Successfully complete a research project or dissertation
- 3. Successful attendance of learning team sessions
- 4. Attain a minimum GPA of 2.50 at completion of their required program of study. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them

## M. Postgraduate Diploma in Organizational Leadership (PGD (OL))

The Postgraduate Diploma in Organizational Leadership prepares students to be effective team leaders at all organizational levels. The program offers students the opportunity to develop skills in organizational structure and behavior, guiding decision-making, operations and training and development. It is targeted at professionals who are responsible for providing leadership or who want to take up leadership roles in their career industry as well as in the larger society.

#### PGD (OL) Program Objectives:

Students who graduate with a NU PGD in Organizational Leadership program are expected to:

- i. Improve critical organizational leadership skills
- ii. Exhibit greater understanding of the various characteristics of leaders
- iii. Excel and succeed as a leader in an organization without compromising on good values or ethics
- iv. Contribute to the effective functioning of organizations using team based approaches
- v. Prepare to study for a higher academic qualification in leadership such as an MBA or other related leadership studies

#### PGD (OL) Award Eligibility:

To be eligible for the award of the PGD (OL), students must satisfy the following requirements:

1. Completion of the following six (6) Major courses:

(3 Credits each)

- Communication Strategies
- Management Theory & Practice
- Essence of Organizational Leadership
- Servant Leadership
- Transformational Leadership

Organizational Leadership Development

Total = 18 Credits

2. Completion of Business Ethics

Total = 3 Credits

Total = 3 Credits

3. Completion of Business Research Concepts

Total = 6 Credits

5. Attend an Introduction to the MBA program Seminar

4. Completion of one (1) Organizational Leadership Research Project

Total = 1 Credit

**Overall Total= 31 Credits** 

PGD (OL) Program Major: The Major for the PGD (OL) degree is Organizational Leadership.

**PGD (OL) Program Minors:** The Executive PGD (OL) program has no minor.

#### **PGD (OL) Summary Graduation Requirements:**

In addition to general University requirements for graduation (see Admission to NU - General Graduation Requirements), the student must perform the following to graduate from the MPM program:

- 1. Successfully complete at least 25 credits of instruction, including all of the required courses in the program
- 2. Successfully complete a research project or dissertation
- 3. Successful attendance of learning team sessions
- 4. Attain a minimum GPA of 2.50 at completion of their required program of study. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them

## 16.1.7. Center for Information and Communications Technologies (CICT)

#### **Faculty Overview:**

The Center for Information and Communication Technologies (CICT) is committed to offering students with the highest quality of computer technology skills to enable them serve businesses and other organizations in an efficient manner. In addition to this goal, the center aims to contribute to scientific and technological innovation in education with a primary thrust in two areas: Curriculum Development and Program Improvement and Innovation. Curriculum Development encompasses the design and implementation of new curricula, courses, laboratories and instructional materials. Program Improvement encompasses faculty and teacher development, student academic support and formal partnerships with industry, government, educational institutions and other stakeholders.

The center envisions the promotion of innovative, relevant and viable research and development initiatives. Believing in the complexity and diversity of human development, the center promotes a multi-disciplinary and multi-stakeholder approach in its research and development program. Objectives of the Center for Information and Communication Technology support the aims and objectives of NU and relate directly, to those of the Center for ICT. The faculty endeavors to:

- i. Equip students with the latest theoretical and practical knowledge in the IT industry
- ii. Provide curriculum, content, resource and other support materials to equip students with the skills and knowledge required in today's ICT workforce
- iii. Enhance education through utilization of Information and Communication Technologies
- iv. Develop courses and academic tracks relevant to the advancement of the center's research and development thrust
- v. Design and deploy relevant and viable technology solutions to address developmental issues and concerns
- vi. Be a significant contributor to the body of knowledge in the area of ICT

#### **CICT Programs**

The following are programs offered under the Center for ICT.

## A. Bachelor of Information Technology in Web and Software Development- BIT (WSD)

The BIT Web and Software Development program emphasizes the acquisition of software design and development skills. Students pursing this program will learn how to develop innovative and usable software, describe key processes for software acquisition, development and maintenance, select the most appropriate life cycle for a given development as well as estimate the effort, resources and time required to execute a project. The course will explore software development from a managerial perspective putting emphasis on the selection of appropriate development life-cycle for the problem at hand, estimating effort and development times, in understanding the unintended consequences of common project management actions within and across projects and challenges of outsourcing and working with distributed teams.

#### BIT (WSD) Program Objectives:

After the course, students should be able to:

- i. Perform background research and a feasibility study prior to embarking on a development project.
- ii. Develop and customize quality software solutions applicable to Zambia and the international market.
- iii. Understand software development methods and practices, and their appropriate application in Zambia.
- iv. Demonstrate basic competency in Web development, programming and deployment.
- v. Collect and analyze user requirements using a formalism such as UML, including business process modeling
- vi. Explain and apply Web design and usability principles applicable to a Zambian context.

## BIT (WSD) Award Eligibility:

To be eligible for the award of the degree BIT in Software and Web Development, students must satisfy the following requirements:

- 1. Completion of the five (5) Foundation courses as stipulated annually in this handbook or other University documentation: (3 Credits each)
  - Introduction to Accounting
  - Organizational Behavior

Programming with C

- Introduction to Programming
- Information Systems Concepts

**Total = 15 Credits** 

2. Completion of the following nineteen (19) Major courses:

(3 Credits each)

- Database Design
- Introduction to SQL
- Introduction to Networking
- Introduction to Web Development
- Algorithms and Data Structures
- Object Oriented Programming with C++
- Multimedia Publishing
- Programming with C#
- Systems analysis and Design
- Software Quality Management
- Advanced Web Development
- Software Engineering
- **XML**
- Programming with PHP
- MySQL Database Administration
- **Active Server Pages**
- Mobile Application Development
- Advanced Java Programming Programming with Joomla
- 3. Completion of Business and Personal Ethics
- 4. Completion of one (1) Final Year Project
- 5. Completion of six (6) Bridging courses
- 6. Completion of four (4) Christian Thought and Practice
- 7. Not less than seventy (80) percent Chapel Attendance
- 8. Attend an Introduction to University Studies Seminar
- 9. Attend an HIV/AIDS Seminar
- 10. Complete a Community Development Seminar
- 11. Complete a Career Development Seminar

Total = 4 Credits

1 Credit

1 Credit

1 Credit

1 Credit

**Total = 60 Credits** 

Total = 3 Credits

**Total = 6 Credits** 

**Total = 15 Credits** 

(3 Credits each)Total = 12 Credits

(2 Credits each/yr.)Total = 8 Credits

12. Complete (4) Service Learning participations (2 Credits each/yr.)Total = 8 Credits

**Overall Total= 131 Credits** 

BIT (WSD) Program Major: The Major for the BSc Computer science Program is Web Development BIT (WSD) Program Minor: BIT in software and Web Development Program has no program minor.

#### **BIT (WSD) Summary Graduation Requirements:**

In addition to general University requirements for graduation (<u>see Admission to NU - General Graduation</u> Requirements), the student must perform the following to graduate from the MPM program:

- Successfully complete at least 115 credits of instruction, including all of the required courses in the chosen program Major
- 2. Successfully complete a research project
- 3. Successful attendance of learning team sessions
- 4. Attain a minimum GPA of 2.00 at completion of their required program of study. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them

## B. Bachelor of Information Technology in Database Technologies - BIT (DBT)

#### BIT (DBT) Program Overview:

The Database Technologies Major provides students with a systematic education in databases, stressing database application development and database administration skills. The Program emphasizes the essentials of database architecture, database management systems, and database systems. Principles and methodologies of database design, and techniques for database application development are studied under this Major.

#### **BIT (DBT) Program Objectives:**

To prepare students for a technical career in the computer database administration and design field, the program is designed to provide learning experiences that prepare graduates with a firm background of solid hands-on training directly related to database administration, design and implementation. On successful completion of the BIT (DBT) graduates will be able to:

- i. Understand user requirements/views and analyze existing and future data processing needs.
- ii. Develop an enterprise data model that reflects the organization's fundamental business rules.
- iii. Develop and refine the conceptual data model, including all entities, relationships, attributes, and business rules.
- iv. Apply normalization techniques and derive a physical design from the logical design taking into account application, hardware, operating system, and data communications networks requirements.
- v. Utilize prototyping as a rapid application development (RAD) method to implement a PC database (e.g., Microsoft Access).

#### BIT (DBT) Award Eligibility:

To be eligible for the award of the degree BIT in Database Technologies, students must satisfy the following requirements:

- Completion of the five (5) Foundation courses as stipulated annually in this handbook or other University documentation:
   (3 Credits each)
  - Introduction to Accounting
  - Organizational Behavior
  - Introduction to Programming
  - Information Systems Concepts
  - Introduction to SQL

Total = 15 Credits

2. Completion of the following nineteen (19) Major courses:

(3 Credits each)

- Introduction to Networking
- · Programming with C
- Relational Database Concepts
- · Algorithms and Data Structures

- Computer Hardware
- Introduction to Web Development
- Data Modeling Concepts
- · Database Administration
- · Systems analysis and Design
- Oracle Database Administration
- Data Communications and Security
- Database Development
- Programming with PHP
- Computer Server Administration
- MySQL Database Administration
- Active Server Pages
- · Networks and Distributed Systems
- Database Optimization

•	Database Security	Total = 57 Credits

- 3. Completion of Business and Personal Ethics
   4. Completion of one (1) Final Year Project
   Total = 3 Credits
   Total = 6 Credit
- 5. Completion of six (6) Bridging courses Total = 15 Credits
- 6. Completion of four (4) Christian Thought and Practice (3 Credits each) Total = 12 Credits
- 7. Not less than seventy (80) percent Chapel Attendance (2 Credits each/yr.)Total = 8 Credits
- 8. Attend an Introduction to University Studies Seminar 1 Credit
- 9. Attend an HIV/AIDS Seminar 1 Credit
- 10. Complete a Community Development Seminar 1 Credit
- 11. Complete a Career Development Seminar 1 Credit

12. Complete (4) Service Learning participations (2 Credits each/yr.) Total = 8 Credits

Overall Total= 131 Credits

Total = 4 Credits

BIT (DBT) Program Major: The Majors for the BIT in Database Technologies is Database Technologies.

BIT (DBT) Program Minor: The BIT in Database Technologies Program has no program minor.

BIT (DBT) Summary Graduation Requirements:

In addition to general University requirements for graduation (see Admission to NU - General Graduation Requirements), the student must perform the following to graduate from the program major:

- Successfully complete at least 115 credits of instruction, including all of the required courses in the chosen program Major
- 2. Successfully complete a research project
- 3. Successful attendance of learning team sessions
- 4. Attain a minimum GPA of 2.00 at completion of their required program of study. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them

## C. Bachelor of Science in Computer Science - BSC (CS)

#### BSc (CS) Program Overview:

The Bachelor of Science in Computer Science BSc (CS) degree is a four (4) year program that is specifically designed to provide:

- Technical knowledge, skills and background in the design and organization of computer systems.
- The ability to critically evaluate design paradigms, languages, algorithms, and techniques used to develop complex network systems.
- The ability to evaluate and respond to opportunities for developing and exploiting new technologies.

The program focuses on the practical and theoretical dimensions of computer science, and prepares students for careers in the fields of software development, computer networking and security. The concentration in networking focuses on network infrastructure and network security aspects and prepares students to handle information technology (IT) security infrastructure challenges that arise in the design, analysis, and implementation of computer networks. This concentration emphasizes the theory and technology behind network design, operation, performance, and defense against security threats

#### **BSc (CS) Program Objectives:**

The objectives of the Computer Science program are to enable graduates to:

- i. Acquire and develop in-demand knowledge, skills and experiences that enable graduates to:
- ii. Be valued employees in a wide variety of occupations in industry, government and academia, in particular as computer scientists and software engineers;
- iii. Model, simulate, and solve computational problems using appropriate theoretical and experimental methods, producing reliable and secure network systems;
- iv. Design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs.
- v. Apply mathematical foundations, algorithm principles, and computer science theory in the modeling and design of computer-based systems in a way that demonstrates comprehension of the trade-offs involved in design choices.
- vi. Analyze a problem, and identify and define the computing requirements appropriate to its solution

#### BSc (CS) Award Eligibility:

To be eligible for the award of the degree BSc in computer science, students must satisfy the following requirements:

- Completion of the five (5) Foundation courses as stipulated annually in this handbook or other University documentation:
   (3 Credits each)
  - Introduction to Accounting
  - Organizational Behavior
  - Computational Mathematics
  - Introduction to Programming
  - Information Systems Concepts

2. Completion of the following twenty one (20) Major courses:

- Total = 15 Credits
- (3 Credits each)

- Introduction to Networking
- · Programming with C
- Introduction to Operating Systems
- Database Design
- Numerical Analysis
- Computer Hardware
- Cryptography

- · Algorithms and Data Structure
- Advanced Networking
- Computer Architecture
- · Systems analysis and Design
- · Network Security & Firewalls
- Advanced Operating Systems
- · Compiler Theory and construction
- Microprocessor Systems
- Human Computer Iteration
- Object Oriented Programming with C++
- Contemporary Issues in computer Science
- Networks and Distributed Systems

	Artificial Intelligence	Total = 60 Credits
3.	Completion of Business and Personal Ethics	Total = 3 Credits

- 4. Completion of one (1) Final Year Project
- 5. Completion of six (5) Bridging courses: **Total = 15 Credits**
- 6. Completion of four (4) Christian Thought and Practice (3 Credits each) Total = 12 Credits
- 7. Not less than seventy (80) percent Chapel Attendance (2 Credits each/yr.) Total = 8 Credits
- 8. Attend an Introduction to University Studies Seminar
- 9. Attend an HIV/AIDS Seminar
- 10. Complete a Community Development Seminar 1 Credit
- 11. Complete a Career Development Seminar 1 Credit

Total = 4 Credits

Total = 6 Credits

1 Credit

1 Credit

12. Complete (4) Service Learning participations (2 Credits each/yr.)Total = 8 Credits

**Overall Total= 131 Credits** 

**BSc Computer Science Program Major:** The Major for the BSc Computer science Program is Computer Science.

BSc Computer Science Program Minor: The BSc Computer Science Program has no program minor.

**BSc Computer Science Summary Graduation Requirements:** 

In addition to general University requirements for graduation (<u>see Admission to NU - General Graduation</u> Requirements), the student must perform the following to graduate from the BSc Computer Science program:

- 1. Successfully complete at least 115 credits of instruction, including all of the required courses in the chosen program Major
- 2. Successfully complete a research project
- 3. Successful attendance of learning team sessions
- 4. Attain a minimum GPA of 2.00 at completion of their required program of study. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them

## D. Master of Information Technology - MIT

#### **Program Overview:**

The Master of Information Technology (MIT) program has been developed as part of NU's degree offering restructure for the Academic Year 2016. For a number of years now since NU has been graduating students in undergraduate IT

programs, there has been a gap in terms of continuity for such students in the IT area. The introduction of the MIT is a solution to address this gap.

The Master of Information Technology program aims to build up from students' undergraduate learning in principles of information technology and the business context in which information technology decisions are made. In so doing, students can implement better information technology solutions that reflect the demands of today's evolving business environment.

#### **MIT Program Objectives:**

The objectives of the MIT program are to:

- i. Strengthen students' understanding of software development, database systems, the general business environment and how IT plays an integral part in business organizations.
- ii. Prepare students to take up managerial positions in the IT industry.
- iii. Attune graduates to current trends in IT.
- iv. Student demonstration of acquired skills by taking part in a substantial research project.
- v. Contribute to the growth of IT knowledge in Zambia as an emerging economy.

#### MIT Award Eligibility:

To be eligible for the award of the MIT, students must satisfy the following requirements:

1. Completion of the following fourteen (14) Major courses:

(3 Credits each)

- Communication Strategies
- · Management Theory & Practice
- Human Capital Management
- Information Technology Infrastructure
- Software Engineering
- Advanced Database Principles & Application
- Management of IT Projects
- Current Trends in Applied Information Technology
- · E-Commerce Technologies
- Information and Network Technology
- Systems Development Process
- Cloud computing
- Advanced Data Communications

Mobile computing
 Total = 42 Credits

2. Completion of Business Ethics

3. Completion of Business Research Concepts Total = 3 Credits

4. Completion of one (1) MIT Research Project

5. Attend an Introduction to the MIT Program Seminar Total =1 Credit

**Overall Total= 55 Credits** 

Total = 3 Credits

Total = 6 Credits

MIT Program Major: The Major for the MIT degree is Information Technology.

MIT Program Minors: The MIT program has no program Minor.

## **MIT Summary Graduation Requirements:**

In addition to general University requirements for graduation (see Admission to NU - General Graduation Requirements), the student must perform the following to graduate from the MIT program:

1. Successfully complete at least 49 credits of instruction, including all of the required courses in the MIT program Major

- 2. Successfully complete a research project
- 3. Successful attendance of learning team sessions
- 4. Attain a minimum GPA of 2.50 at completion of their required program of study. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them

## E. Network Support Technician Certification - NSTC

#### **Program Overview:**

The Network Support Technician Certificate (NSTC) program focuses on strong programming fundamentals, network connectivity, hands-on type projects, front-end graphical user interface (GUI) programming with emphasis to computer networking. Graduates are prepared to perform services as a novice network administrator to set up and configure a server or local area network and provide information technology help desk support. The NSTC program will be offered through the Centre for Professional Studies (CPS) and DEL.

#### **NSTC Award Eligibility**

To be eligible for the award of the NSTC, students must satisfy the following requirements:

- 1. Completion of one (1) bridging course
- 2. Completion of the following eight (8) Major courses:

(3 Credits each)

- Information Systems Concepts
- Hardware
- · Operating Systems
- Networking I
- · Network Design and Setup
- Programming with C
- Networking II
- Principles of Computer Support and Maintenance

Total = 27 Credits

#### **NSTC Summary Graduation Requirements:**

In addition to general University requirements for graduation (<u>see Admission to NU - General Graduation</u> <u>Requirements</u>), the student must perform the following to graduate from the NSTC program:

- 1. Successfully complete at least 27 credits of instruction, including all of the required courses in the chosen program Major
- 2. Successfully complete a research project
- 3. Successful attendance of learning team sessions
- 4. Attain a minimum GPA of 2.00 at completion of their required program of study. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them

## F. Database Support Technician Certificate (DSTC)

## **Program Overview**

The Database Support Technician Certificate (DSTC) program focuses on strong programming fundamentals, database connectivity, hands-on type projects and front-end graphical user interface (GUI) programming with emphasis to database technologies. The DSTC is an outcomes based program designed for the novice or professional information technology worker who has little to no experience in database administration and support. The DSTC program will be offered through the Centre for Professional Studies (CPS) and Distance electronic Learning (DEL).

#### **Program Objectives:**

On successful completion of the Database Support Technician Certificate graduates will be able to:

- Configure and administer database servers to support contemporary Zambian business environments, including:
- ii. Use a relational database: query, report, data input.
- iii. Administer or manage a relational database for a small to medium size company.
- iv. Document administrative work performed
- v. Design and implement database applications to support contemporary Zambian business environments.
- vi. Analyze common business functions and identify, design, and develop appropriate information technology solutions (in web and database applications) applicable to Zambia
- vii. Learn future technologies through acquired foundational skills and knowledge and employ them in new business environments

#### **DSTC Award Eligibility:**

To be eligible for the award of The Database Support Technician Certificate (DSTC), students must complete the following courses:

- Writing Skills
- Computer Literacy Basics
- Mathematics
- Hardware
- · Information Systems Concepts
- Relational Database Concepts
- Fundamentals SQL
- Database Administration
- Principles of Database Support and Maintenance

**Total = 29 Credits** 

## **DSTC Summary Graduation Requirements:**

In addition to general University requirements for graduation (see Admission to NU - General Graduation Requirements), the student must perform the following to graduate from the DSTC program:

- 1. Successfully complete at least 29 credits of instruction, including all of the required courses in the chosen program Major
- 2. Successfully complete a research project
- 3. Successful attendance of learning team sessions
- 4. Attain a minimum GPA of 2.00 at completion of their required program of study. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them

## 16.1.8. Faculty of Theology (FOT)

## Overview:

The faculty seeks to provide an in-depth knowledge of the tools to exegete the Holy Scriptures with integrity, thereby establishing and strengthening skills in the beliefs and practices of theology, ministry and service with a biblical understanding of God and the church. Students equipped for ministry are responsible, mature, proficient, and devoted to serving the Lord Jesus Christ both in the Church and business associations.

#### Programs Offered Under The Faculty Of Theology:

The following are programs offered under the Faculty of Theology:

## A. Certificate in Theology - CertTH

#### Overview:

This Certificate in Theology is an introductory program to theology for pastors, lay preachers or individuals who seek to acquire a more comprehensive understanding of Scripture. Students will be introduced to the Old Testament and New Testament, Biblical Interpretation, Church History, Foundations for Ministry amongst other disciplines. At the end of this one year certificate program, students will be able to:

- i. Acquire a more informed understanding of the Bible
- ii. Understand how to plant and grow ministry
- iii. Develop skills at Evangelism
- iv. CertTH Award Eligibility

To be eligible for the award of the Certificate in Theology (CertTH) students must complete the following requirements:

1. Completion of the following twelve (12) core courses

(3 Credits each)

- · GEN101 Study and Writing Skills
- Spiritual Formation
- Old Testament Survey
- New Testament Survey
- Introduction to Biblical Interpretation
- · Foundations in Ministry
- Church History
- · The Mission of the people of God
- Evangelism
- · Theology of Christian Leadership
- Marriage and Family
- A Biblical Theology

2. Completion of the Theology Individual Project Research

Total = 36 Credits

(6 Credits)

**Overall Total = 42 Credits** 

## **CertTH Summary Graduation Requirements:**

In addition to general University requirements for graduation (see Admission to NU - General Graduation Requirements), the student must perform the following to graduate from the CertTH program:

- 1. Successfully complete at least 42 credits of instruction, including all of the required courses in the program
- 2. Successfully complete a research project
- 3. Successful attendance of learning team sessions
- 4. Attain a minimum GPA of 2.00 at completion of their required program of study. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them

# B. Bachelor of Theology (BTH)

#### Overview:

The Bachelor of Theology (BTH) is a four year degree designed to provide an in-depth knowledge of the tools to exegete the Holy Scriptures with integrity. Through a biblically integrated curriculum, students will be equipped to assume positions of leadership, influence, and responsibility in church, community, schools and other organizations, both locally and globally. The program aims to equip students with knowledge and understanding of the following kinds:

- a. The major types of writings in the Christian Bible (Old Testament and New Testament), their contents, their basic literary characteristics, their major figures and religious themes, and current scholarly approaches to them along with major accepted results of scholarly investigations
- b. The history of Christianity from its beginning to the current period along with the spread and diversification of Christianity in various cultures world-wide (Europe, North America, Latin America, Asia, and Africa)
- c. The major traditional doctrines and issues in Christian theology, including key historic figures and the ideas with which they are associated, and acquaintance with critical reflection on Christian theology, including its issues, figures, and developments
- d. Issues and approaches involved in critical discussion of Christian ethics
- The practice of Christian faith in various settings, including the church, society, politics, and personal devotion
- The encounter between Christianity and other major religions (Islam, Hinduism, etc.), with special reference to the current time, including key examples of Christian theological approaches to non-Christian religions
- Depending on the 'Major' and 'Minor' subjects chosen, advanced knowledge and understanding of selected subject areas or disciplines in theological studies, such as New Testament, Old Testament, Christian Ethics & Practical Theology, etc.)
- h. The development and promotion of confidence in the Bible as God's inspired Word and authority for faith and practice
- i. Current trends and theological issues in Christianity today, with biblical answers to these trends and issues
- Values for the work of the ministry through developing an understanding and appreciation of various opportunities and challenges common to the Lord's work with an emphasis on ministry in the local church
- k. Presentation of Biblical truth, a methodology for studying theology, and instruction in the use of appropriate tools for theological and ministry-related research
- Development within students of the skills necessary for public and private communication of scriptural truth

## BTH in Pastoral Studies Award Eligibility:

To be eligible for the award of the degree BTH in Pastoral Studies, students must satisfy the following requirements:

- Completion of the eight (8) Foundation courses as stipulated annually in this handbook or other University documentation: (3 Credits each)
  - Introduction to Biblical Interpretation
  - Hebrew Bible Survey
  - Foundations in Ministry
  - **New Testament Survey**
  - Church History I
  - Introduction to Pastoral Care
  - Church History II
  - Introduction to Evangelism

Total = 24 Credits

Completion of the following twelve (12) Accounting courses:

(3 Credits each)

Preaching

Greek I

- Spiritual Formation
- African Church History
- Marriage and Family

- The Minister's Spirituality
- The Pentateuch
- Small Group Ministries
- Church Administration
- · Pastoral Care in Loss
- · The Theology of Missions
- Christian Ethics

•	The Theology of Leadership	Total = 36 Credits
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3. Completion of Research Methods

Total = 12 Credits

4. Completion of four (4) Minor courses

Total = 18 Credits

Total = 3 Credits

5. Completion of six (6) Bridging courses6. Completion of a Final Research Project

Total = 6 Credits

7. Completion of three (3) Christian Thought and Practice

(3 Credits each) Total = 9 Credits

8. Not less than eighty (80) percent Chapel Attendance

(2 Credits each/yr.) Total = 8 Credits

9. Attend an Introduction to University Studies Seminar

1 Credit

1 Credit

10. Attend an HIV/AIDS Seminar

, orcare

11. Complete a Community Development Seminar

1 Credit 1 Credit

12. Complete a Career Development Seminar

Total = 4 Credits

13. Complete (4) Service Learning participations

(2 Credits each/yr.) Total = 8 Credits

**Overall Total = 131 Credits** 

**BTH in Pastoral Studies Program Major:** The Major for the BTH in Pastoral Studies is Pastoral Care **BTH in Pastoral Studies Program Minors:** The Minors for the BTH are:

- 1. Education
- 2. Biblical Studies

Please check courses associated with the above Minors under the section "BTH Undergraduate Minor Course List) or other University documentation. Please note that program Minors are subject to change for each academic year.

## BTH in Biblical Studies Award Eligibility

To be eligible for the award of the degree BTH in Biblical Studies, students must satisfy the following requirements:

- Completion of the eight (8) Foundation courses as stipulated annually in this handbook or other University documentation: (3 Credits each)
  - Introduction to Biblical Interpretation
  - Hebrew bible survey
  - Foundations in Ministry
  - New Testament Survey
  - Church History I
  - Introduction to Pastoral Care
  - Church History II
  - Greek I

    Total = 24 Credits
- 2. Completion of the following eleven (11) Accounting courses: (3 Credits each)
  - The Book of Hebrews

- · African Church History
- The Book of Psalms
- The Pentateuch
- · The Book of Romans
- · Church Administration
- Beginning Greek II
- Christian Education
- Old Testament Theology
- Greek III

	The Theology of Leadership	Total = 36 Credits
3.	Completion of Christian Ethics	Total = 3 Credits
4.	Completion of Research Methods	Total = 3 Credits
5.	Completion of four (4) Minor courses	Total = 9 Credits
6.	Completion of six (6) Bridging courses	Total = 18 Credits
7.	Completion of a Final Research Project	Total = 6 Credits
8.	Completion of four (4) Christian Thought and Practice	(3 Credits each)Total = 12 Credits
9.	Not less than seventy (70) percent Chapel Attendance	(2 Credits each/yr.)Total = 8 Credits
10.	Attend the Introduction to University Studies Seminar	1 Credit
11.	Attend an HIV/AIDS Seminar	1 Credit
12.	Complete a Community Development Seminar	1 Credit
13.	Complete a Career Development Seminar	1 Credit

Total = 4 Credits

14. Complete (4) Service Learning participations

(2 Credits each/yr.)Total = 8 Credits

**Overall Total = 131 Credits** 

**BTH in Biblical Studies Program Major:** The Major for the BTH in Biblical Studies is Biblical Studies **BTH in Biblical Studies Program Minors:** 

The Major for the BTH in Pastoral Studies are:

- 1. Education
- 2. Pastoral studies

Please check courses associated with the above Minors under the section "BTH Undergraduate Minor Course List) or other University documentation. Please note that program Minors are subject to change for each academic year.

# **BTH Summary Graduation Requirements:**

In addition to general University requirements for graduation (see Admission to NU - General Graduation Requirements), the student must perform the following to graduate from the BTH program:

- 1. Successfully complete at least 115 credits of instruction, including all of the required courses in the chosen program Major
- 2. Successfully complete a research project
- 3. Successful attendance of learning team sessions
- 4. Attain a minimum GPA of 2.00 at completion of their required program of study. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them

# 16.1.9. Faculty of Law

#### Overview:

Law is sometimes wrongly judged as a dull discipline pursued by ethically dubious persons, whereas the truth is it's a vivid and varied subject which affects every part of our lives. In fact knowing the law is one of the most empowering steps a person can take. Physics, history, languages, business, medicine, and other subjects are all vital academic disciplines but law permeates into every cell of social, personal and professional life. Law governs everything from birth to death. Law regulates the air we breathe, the food and drink that we consume, our travel, relationships, family relationships, our property, sport, science, employment, education, and health, everything in fact from neighbor disputes to war.

A university law degree is the most adaptable of academic qualifications. While many law graduates in Zambia proceed on to ZIALE (Zambia Institute of Advanced Legal Education) and receive a bar exam, equally many use the qualification to become successful in companies, academic research, the media, the civil service, local government, teaching, NGOs and politics. Many world leaders have a background in law – Nelson Mandela and Gandhi to name a few. Also staggering twenty five out of forty-four US presidents are/were lawyers. At NU Faculty of Law you will get a unique opportunity to achieve invaluable skills such as:

- i. Logical and clear thinking
- ii. The art of articulating and expressing complex ideas
- iii. Understanding of the composition and art of argument and negotiation
- iv. The fair use of evidence and rules, and a sound understanding of the rules and legal disciplines that govern society such as constitutional law, administrative law, public international law, human rights law, criminal law, media law and more, as well as the rules that govern our interactions as human beings such as contract law, the law of torts, property law, company and corporate law, intellectual property law
- v. Applying ethical and biblical principles in the practice of the various disciplines in law

Expect an education that will require a lot of independent work from you. But this is your opportunity to grow, and achieve excellence, and we are there to support you every step of the way.

## LLB Award Eligibility:

To be eligible for the award of the degree LLB, students must satisfy the following requirements:

- 1. Completion of the two (2) Foundation course as stipulated annually in this handbook or other University documentation: (6 Credits each)
- 2. Economics
- 3. Legal Writing Methods

4. Completion of the following nineteen (19) Major Courses:

Total = 9 Credits
(3 Credits each)

- Contract Law
- Torts
- Family & Succession Law
- Constitution Law
- Criminal Law
- Land Law
- Public International Law
- Human Rights
- · Criminal & Civil Procedure
- Evidence
- Administrative Law
- · Commercial Law
- Alternative Dispute Resolution (ADR)

- Immigration & Refugee Law
- Jurisprudence
- Information Technology Law
- · Company & Insolvency Law
- Intellectual Property Rights Law

• Employment Law/Labour Law Total = 57 Credits

5. Completion of one (1) Elective Total = 3 Credits

6. Completion of Research Methods Total = 3 Credits

7. Completion of Business & Personal Ethics Total = 3 Credits

8. Completion of seven (7) Bridging courses Total = 15 Credits

9. Completion of a Final Research Project **Total = 6 Credits** 

10. Completion of four (4) Christian Thought and Practice (3 Credits each) Total = 12 Credits

11. Not less than seventy (80) percent Chapel Attendance (2 Credits each/yr.) Total = 8 Credits

12. Attend an Introduction to University Studies Seminar 1 Credit

13. Attend an HIV/AIDS Seminar 1 Credit

14. Complete a Community Development Seminar 1 Credit

15. Complete a Career Development Seminar 1 Credit

16. Complete (4) Service Learning participations (2 Credits each/yr) Total = 8 Credits

Overall Total = 131 Credits

**LLB Program Major:** The Major for the LLB is Law. **LLB Program Minors:** The LLB program has no minor.

## **LLB Summary Graduation Requirements:**

In addition to general University requirements for graduation (see Admission to NU - General Graduation Requirements), the student must perform the following to graduate from the LLB program:

- 1. Successfully complete at least 115 credits of instruction, including all of the required courses in the chosen program Major
- 2. Successfully complete a research project
- 3. Successful attendance of learning team sessions
- 4. Attain a minimum GPA of 2.00 at completion of their required program of study. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them

# 16.1.10. Faculty of Health and Social Sciences (FHSS)

# A. Bachelor of Social Work (BSW)

#### **Program Overview:**

NU has designed this baccalaureate program (BSW) to help make a difference in the country of Zambia through the professional field of social work. The program is intended to attract individuals who not only enter the field in order to have a profession but individuals with the call to bring change and hope for the country of Zambia and the world at large. This program is both theoretical and practical, aimed at producing graduates with skills that are relevant in changing society. The program is built around the core values of the field of social work and those of NU; values centered around transformation by Christian values and integrity.

# **BSW Program Objectives:**

This program is designed to prepare students who are:

- Servant leaders willing to sacrifice for the well-being of society.
- Critical Thinkers who utilize tools of assessment in an attempt to understand and devise appropriate interventions to help meet community needs.
- iii. Community practitioners who work with communities and their leaders to identify and mobilize community
- iv. Advocates who understand national and international policy to advocate for social justice.
- v. Informed practitioners who utilize knowledge of human development, theories and best practice interventions to bring community transformation.
- vi. Culturally informed practitioners who understand culture and its role in community development.
- vii. Researchers, writers, and excellent professional practitioners.

#### **BSW Award Eligibility:**

To be eligible for the award of the degree BSW, students must satisfy the following requirements:

- Completion of the nine (9) Foundation courses as stipulated annually in this handbook or other University documentation: (3 Credits each)
  - Introduction to Social Work
  - Human Behavior/Social Environment
  - Introduction to sociology
  - Introduction to Psychology
  - Introduction to Community Development
  - Human Behavior/Social Environment 2
  - **Business Statistics**
  - **Economics**
  - Introduction to Law **Total = 24 Credits**
- Completion of the following twelve (12) Major Courses:

(3 Credits each)

- Rural Social Work
- Introduction to Social Policy
- Practice-Communities & Organizations
- Social Work Administration
- Practice with Groups
- Social Work Methods
- Sociology & Family
- Zambian Policy
- Managing Project Risk
- Health & Community
- Family & Succession Law
- Counseling I
- 3. Completion of Project Planning
- 4. Completion of Business & Personal Ethics Total = 3 Credits
- Completion of the Leadership course
- 6. Completion of Research Methods

Total = 36 Credits

Total = 3 credits

Total = 3 Credits

Total = 3 Credits

7. Completion of Internship 1 & 2 Total = 8 Credits

8. Completion of five (5) Bridging courses Total = 15 Credits

9. Completion of a Final Research Project **Total = 6 Credits** 

10. Completion of four (4) Christian Thought and Practice (3 Credits each) Total = 12 Credits

11. Not less than seventy (80) percent Chapel Attendance (2 Credits each/yr.) Total = 8

**Credits** 

12. Attend an Introduction to University Studies Seminar 1 Credit

13. Attend an HIV/AIDS Seminar 1 Credit

14. Complete a Community Development Seminar 1 Credit

15. Complete a Career Development Seminar 1 Credit

Total = 4 Credits

16. Complete (4) Service Learning participations (2 Credits each/yr.)Total = 8 Credits

Overall Total = 132 Credits

BSW Program Major: The Major for the BSW is Social Work

**BSW Program Minors:** The BSW Minor is a combination of management and project management courses.

Please check courses associated with the above Minors under the section "BSW Undergraduate Minor Course List) or other University documentation. Please note that program Minors are subject to change for each academic year.

### **LLB Summary Graduation Requirements:**

In addition to general University requirements for graduation (see Admission to NU - General Graduation Requirements), the student must perform the following to graduate from the BSW program:

- 1. Successfully complete at least 115 credits of instruction, including all of the required courses in the chosen program Major
- 2. Successfully complete a research project
- 3. Successful attendance of learning team sessions
- 4. Attain a minimum GPA of 2.00 at completion of their required program of study. If a student does not attain the minimum GPA, a "lesser" certificate will be awarded to them

# B. Master of Public Health (MPH)

### Overview:

The Master of Public Health at NU is crafted to provide a firm and broad comprehension of wide-ranging public health and epidemiological disciplines. The program aims to firmly ground students in data analysis given the large of volumes of data generated by various institutions that are not adequately analyzed to inform decision making. The aim of the program is to produce graduates with well-developed data analysis skills sets, leadership skills in public health research and other health-related institution. Our program will also endeavor to produce a cadre of professional who will be intelligent consumers of research and program findings.

### MPH Program Objectives:

The objectives of the MPH program are to graduate students who are able to:

- i. Contribute to the public health profession in Zambia through sound professional public health attitudes, values, concepts and ethical practices.
- ii. Analyze the quality of research findings and assess the applicability to a particular health policy issue.
- iii. Participate in professional development, scholarship, service, and educational activities that contribute to public health.

- iv. Apply the appropriate quantitative tools and methods to conduct evidence-based health policy analysis and program evaluation.
- v. Apply core public health knowledge to public health policy issues using principles from the fields of epidemiology, biostatistics, environmental health sciences, management, and academic and research ethics.

## MPH Award Eligibility:

To be eligible for the award of the degree Master of Public Health (MPH) students must meet the following requirements:

- 1. Completion of the following fourteen (14) courses:
  - Communication Strategies
  - · Management Theory and Practice
  - · Fundamentals of Public Health
  - Epidemiology I
  - Biostatistics I
  - Public Health Surveillance and Re-emerging Infectious Diseases
  - Environmental Health
  - · Global Communicable and Non-Communicable Diseases
  - Epidemiology II
  - Biostatistics II
  - Monitoring and Evaluation
  - Research Proposal Development and Grant Writing
  - Design and Conduct of Epidemiological Studies

• Communication Public Health and Research Information Total = 42 Credits

2. Completion of Business Ethics

3. Completion of Business Research Concepts Total = 3 Credits

4. Completion of the MPH Research Project

5. Attend an Introduction to the Postgraduate program Seminar Total = 1 Credit

6. Satisfactory attendance at Learning Team sessions

**Overall Total = 55 Credits** 

Total = 3 Credits

Total = 6 Credits

### Note:

Students wishing to take the MPH must have an undergraduate degree in the health.

## **LLB Summary Graduation Requirements:**

In addition to general University requirements for graduation (see Admission to NU - General Graduation Requirements), the student must perform the following to graduate from the MPH program:

- 1. Successfully complete at least 49credits of instruction, including all of the required courses in the chosen program Major
- 2. Successfully complete a research project
- 3. Successful attendance of learning team sessions
- 4. Attain a minimum GPA of 2.50 at completion of their required program of study. If a student does not attain the minimum GPA, a "lesser" qualification will be awarded to them

# C. Pre-Nursing Program

#### **Program Overview:**

The Pre-Nursing program at NU is designed for students who will transition into the Bachelor of Science in Nursing four-year degree program. Under per-nursing, students gain a general academic background in nursing as well as aptitude, time-management, and other skills required to pursue a career in nursing.

### **Program Objectives:**

The major objective of this program is to prepare students for nursing studies.

# 17. GENERAL POLICIES AND PROCEDURES

## 17.1. NON-DISCRIMINATION POLICY

NU is committed to equal opportunity for all, regardless of national origin, gender, age, marital status, religion, or disability. NU provides equal opportunity in employment, admissions, recruitment, financial aid, counseling, and curricula for students. These are recognized by the University as foundational to our equal opportunity goals.

Since NU is a non-denominational Christian institution, we ask all teachers and managers employed by NU to sign and adhere to a Statement of Christian Faith. The purpose of doing this is to ensure a uniform understanding of faith amongst our leadership and to help the University perpetuate the core values in which we so strongly believe. Non-management employees and students are not required to sign or adhere to our Statement of Christian Faith.

# 17.2. NATIONAL ORIGIN AND DISABILITY

No person shall, on the basis of national origin, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in admission to any program at NU.

# 17.3. AGE, MARITAL STATUS, GENDER AND RELIGION

NU does not discriminate on the basis of age, marital status, gender, or religion in the educational programs or activities it conducts. Such programs and activities include admission of students and employment. Although we are a Christ-centered university, we accept students from all religious persuasions and backgrounds.

# 17.4. SEXUAL HARASSMENT

Discrimination on the basis of sex is prohibited. Sexual harassment refers to the unwanted imposition of sexual attention usually in the context of a relationship of unequal power, rank, or status, as well as the use of one's position of authority in the University to bestow benefits or impose deprivations on another. This applies equally to all students, staff, faculty, and administrators at NU. Harassment includes verbal, nonverbal, and/or physical conduct that has the intent or effect of unreasonable interference with individuals' or groups' education or work performance. This may also include actions that create an intimidating, hostile, or offensive working or learning environment. Both men and women can be the victims of sexual harassment. Students who believe they are victims of sexual harassment should contact the office of Student Life. The staff can explain the informal and/or formal complaint procedures available to students.

# 17.5. HIV/AIDS POLICY

AIDS is a serious progressive illness caused by the Human Immunodeficiency Virus (HIV) in which the immune system is disabled. Infection with HIV (the virus that causes AIDS) may make a person highly vulnerable to serious and life-threatening conditions. Presently, there is no known cure for AIDS.

Transmission of the virus is highly associated with sexual intercourse with an infected person, injection using an infected needle, transfusions of infected blood, and transference to children through pregnancy or breast-feeding. Casual contact has not been shown to result in the spread of the virus.

At NU we are committed to providing a safe environment, in which all students and employees can live, learn, and work without fear of harassment or other forms of discrimination based upon HIV (Human Immunodeficiency Virus) infection or AIDS (Acquired Immune Deficiency Syndrome). Although we hold to a Christian world view and in this way differ from secular institutions, we are aware that we do not operate in a vacuum and have an obligation to address such contemporary socio-cultural issues by means of Christian principles.

This HIV/AIDS policy is designed to address the concerns and needs of students and employees and to preserve the rights of the members of the university community. This policy is based on the most recent information concerning HIV infection and AIDS, which indicates there is no known risk of transmission of HIV through ordinary work or study relationships and activities. This policy may be revised as more facts about the disease are discovered.

NU's policy is to be consistent with and act in conjunction with applicable Zambian laws and standards. NU will exercise reasonable care to protect the safety and health of its students, employees and community together with an ongoing commitment to education and counseling.

The University accepts its responsibility to educate its students regarding HIV and AIDS.

# **Statement of Equal Opportunity**

- a. NU supports equality of educational and employment opportunity in accordance with government laws. No person will be denied admission to any educational program or activity or be denied employment based on HIV infection. We will comply with the following:
- b. Employees or applicants for employment who have HIV infection or AIDS will not be discriminated against in recruitment, hiring, training, promotion, transfer, or any other terms and conditions of employment based on their condition.
- c. Instructors or teaching personnel with HIV infection or AIDS will not be discriminated against in terms and conditions affecting their employment with the university based on their condition.
- d. Employees with HIV infection or AIDS will be allowed to continue working as long as they are able to perform the essential functions of the job, with or without a reasonable accommodation.
- e. Students or applicants for study with HIV infection or AIDS will not be discriminated against in admissions or financial aid decisions based on their condition.
- f. Students with HIV infection or AIDS will not be discriminated against based on their disabilities in education, residential, extracurricular, or other opportunities made available by the university.
- g. Students with HIV infection or AIDS will be allowed to continue studying as long as they are in compliance with all university rules and regulations.

# Confidentiality

- a. NU will adhere to the legal requirements and obligations concerning confidentiality of medical records and will maintain the personal privacy of any student or employee who is antibody positive or is diagnosed as having AIDS. No student or employee of NU will keep any list or record specifically identifying anyone who has been diagnosed as having HIV infection or AIDS. An employee or student's medical diagnosis and counseling records are personal information and such information, if known, shall not be released without the individual's written consent to release of that information. If an individual chooses to self-identify his or her condition, the University will respond to that individual as it would for any other serious illness.
- b. Students/employees testing positive for HIV antibody or having been diagnosed as having AIDS, shall be permitted to attend classes and utilize university services in an unbiased manner.
- c. Counseling and/or referrals to appropriate community services will be offered if sought.
- d. The University reserves the right to take whatever actions are, in its judgment, necessary or appropriate to protect persons from exposure to infection if the university becomes aware of any activity that poses a significant risk of exposure.

#### **Special Situations**

Unusual situations may arise when a person's medical condition may affect public health and safety; making modified or limited access to certain facilities, activities, or services necessary. Such determinations will be made on a case-by-case basis, after careful consideration of the particular facts. As an example, if someone is bleeding they will be provided with medical attention.

## **Violation of Policy**

Any employee or student found to have violated NU's policy on AIDS or found guilty of discriminating or harassing an individual afflicted with AIDS, as determined by the appropriate decision-making body, will be subject to existing disciplinary mechanisms and procedures, including possible suspension, terminations, or expulsion. Any employee or student with HIV infection or AIDS who believes that he or she is being discriminated against or harassed, knows or suspects the occurrence of AIDS discrimination or harassment, or desires counseling for coping with potential harassment is strongly urged and encouraged to immediately contact the office of Student Life.

#### Changes in this Policy

This policy will be changed as necessary to reflect additional information when it becomes available.

### 17.6. COMPUTER USAGE POLICY

For the benefit of students, staff and faculty, NU has made a significant investment in computer equipment and software. To keep this investment available for use and in good working order, the University community is required to adhere to the following policies and procedures. Violation of these policies or procedures may result in loss of use of the equipment, disciplinary action, termination or expulsion.

- a. Installation or removal of software from computers. Students and staff may not install or remove software on any computer workstation or server without the prior written authorization from the NU Systems Administrator and without technical supervision from the Information Systems Department staff.
- b. Software licenses. Any software installed on a NU computer workstation or server must be properly licensed, and the license must be owned by NU
- c. Moving of equipment or removal of equipment. Students and staff are prohibited from moving equipment within the NU facility, or removing equipment from the facility, without prior written authorization from the NU Systems Administrator. Laptop computers that are assigned to specific employees are exempt from this restriction.
- d. Disabling or removal of anti-virus or firewall software. In the background of all computer workstations is anti-virus software and possibly firewall software to protect the computer workstation from viruses, worms, hackers, and other destructive mechanisms. Students and staff are prohibited from disabling, removing, or rendering this software useless.
- e. Access or display of pornographic, obscene or morally reprehensible material. Students and staff are not allowed to use NU computer equipment for the creation of, access to, or transmission of pornographic, obscene, violent, demonic, abusive, or morally reprehensible material. This includes, but is not limited to, web sites they access and e-mail they send. NU has installed an Internet firewall that will filter content from web sites accessed by students and staff. Upon access to an inappropriate web site, the firewall will display a message on the user's computer that access to the web site has been blocked, and the NU Administrator will be notified of the violation. Continued attempted access to web sites with this type of material will result in revocation of computer usage privileges and possibly termination or expulsion.
- f. Access to restricted areas. Each student or staff member has been given a User ID and Password to use the NU Information Systems. Students and staff are prohibited from logging into the system as another user, or attempting to access or accessing areas of the computer system that they are not authorized to access. Student and staff are also not allowed to give their User ID and Password to another person. Violators of this policy will be severely punished.

- g. Hacking. The term "hacking" refers to the intentional disregard for prior authorization to access data or services and to proactive attempts to bypass security systems. "Hackers," when detected and caught, will be immediately expelled. Students and staff are also required to report immediately "hacking" activity to NU administration, whether it originated inside or outside of the University.
- h. Spam. "Spamming" is the sending of e-mails to many recipients for the purpose of advertising, soliciting, or selling products or services, or for the purpose or result of clogging e-mail traffic, disrupting e-mail services, or perpetuating a hoax. Students and staff of NU are not allowed to participate in this type of activity and are required to report this type of activity to Northrise Administration if it is known to originate from NU. To make sure students do not participate in this type of activity, they should send e-mail only to a known recipient or known recipients for the purpose of conducting University activities.
- i. Streaming of Audio or Video. Contemporary web sites now have the ability to "broadcast" video and audio signals. Unfortunately, these types of "broadcasts" take an immense amount of resources to operate. Due to the limited bandwidth connection that NU has to the Internet, students and staff are currently forbidden to "stream" audio or video from the Internet.
- j. Playing music or audio tracks in the laboratory. Students are not allowed to play music or audio tracks while using their computer workstation in the laboratory. In addition, students may not play music in any other public places around campus.
- k. Computer lab time. Please be courteous to other students scheduled for lab time, and vacate your computer workstation by or before the end of your lab time. Students will be disciplined for violating this policy.
- I. Use of teacher's computers at the front of the classroom. Computer workstations at the front of the classroom are reserved for teachers and for use in the classroom or lab. Students are not allowed to use these computers, even if the classroom is not being used for instruction, and the workstation is not being used by the teacher. Students are only to use computers during their class or during their assigned lab times.
- m. Taking care of computers. Students and staff are required to wash their hands before using the computer. This simple procedure helps keep the keyboards and monitors clean and helps stop the spread of germs and illness to other people.

## 17.7. SECURITY POLICY

No student, guest or employee of NU shall be allowed access to the premises without the issuance and obvious display of a NU Identification Badge (ID) issued by the NU ICT office. This may be a personal badge issued to the student, guest or employee, or a generic Visitor Badge.

A replacement fee associated with a personal NU Identification Badge and new lanyard shall be charged in the event that any member of the University community loses these items.

A personal NU Identification Badge may not be used by anyone other than the person to whom the badge was issued.

A lost or stolen personal NU Identification Badge must be reported immediately to the NU administrative office.

# 17.8. CHAPEL ATTENDANCE POLICY

At NU, we view chapel attendance as an integral part of the educational process. Nothing in the routine of a Christian's life can take the place of personal quiet time with the Lord. The core values of the University, the morality and spirituality of biblical Christianity, and the student's development of a vibrant spiritual life, are all topics of concern in chapel.

Chapel attendance is more critical to the spiritual formation of a student than class attendance. For this reason, chapel attendance is mandatory for DAY students unless they have extenuating circumstances. If so, students must seek permission from the Head of Student Life. Unless otherwise announced, chapel is held every Monday from 08:00 to 09:00 hours for morning classes. The required chapel attendance is 80%. Student who violate this attendance will not be awarded full chapel credits and as such, will not fulfill graduation requirements. Please note that chapel attendance

is a graduation requirement. Additionally, Financial Aid will be withdrawn from students as chapel attendance is one of the qualifying requirements for FA.

# 17.9. POLICY ON ALCOHOL AND OTHER DRUGS

NU is committed to maintaining an alcohol and drug-free campus. The University cares deeply about the health and safety of our students and is committed to educating students about the physical, emotional, social and spiritual dangers of alcohol abuse.

NU recognizes the heightened dangers in some social settings off-campus and thus discourages students from attending establishments where the principal purpose is known to be the sale and/or consumption of alcoholic beverages or illegal drugs. The history of activities associated with these establishments such as alcohol abuse, underage drinking and drunkenness is counter to our Christian values and lifestyle. NU is committed to challenging students to make decisions and choices that ultimately glorify God as these extend far beyond the university experience.

Because of its commitment to the health and safety of the students and the university community, Northrise University will seek full compliance with the University policy by discouraging by every means possible the use of alcohol and other drug abuse, promote sobriety, provide social and recreational alternatives to the use of alcohol and drug abuse and to offer confidential and redemptive assistance to students who seek help for substance misuse problems.

In accordance with our educational mission, and for the well-being of our students and the NU community, the University has established the following policies related to alcohol and drugs:

- a. The possession, consumption or distribution of alcoholic beverages and illicit drugs on campus is strictly prohibited. Further, any student present where alcohol or drugs are found on campus may be subject to disciplinary action. It is the responsibility of all persons to report any occurrence of policy breach.
- b. Alcohol is prohibited at all University-sponsored events (including off campus events). Any NU provided channels of communication may not be used to promote or advertise any event (on or off campus) that involves alcohol.
- c. Any officially recognized student clubs (regardless of legal drinking age of its members) is prohibited from hosting or participating in any formal group event (on or off-campus) that involves alcohol.
- d. Intoxicated persons coming on campus or at a University-sponsored event will be sanctioned. Intoxication will be defined as any impaired, disruptive, destructive, hazardous, vulgar, or uncontrolled behaviour during or following the consumption of alcoholic beverages.
- e. Alcohol paraphernalia (such as glassware commonly used to serve alcoholic beverages; empty beer bottles or cans; posters, clothing, or signs promoting alcohol, etc.) is not permitted on campus.
- f. Local neighbourhood disturbances of the peace caused by NU students may result in disciplinary action. Where alcohol is involved, additional or further sanctions may apply. A disturbance involving alcohol will be defined as an event in which alcohol is present and one or more of the following occur: the student(s) fail(s) to maintain control of the event, complaints are reported, and/or police respond to the scene.

#### University sanctions

Students who are found guilty of violating the University policy concerning the possession, consumption, or distribution of alcohol or related disturbances will be subject to one and/or a combination of the following sanctions:

- a. **Warning:** Oral warning to the student that he or she is engaging in misconduct by violating university rules, regulations, or policies.
- b. Reprimand: Written warning that continuation or repetition of misconduct may result in a more severe sanction.
- c. **Probation:** Written notice explaining the serious nature of misconduct and outlining the terms of probation. It is possible for the terms of probations to prohibit a student from participation in specific university activities. Probation may also mean a referral to a service in the community.

- d. **Restitution:** Requirement to reimburse or otherwise compensate another for damage or loss of property resulting from a student's misconduct. Common assessment or group billing may be made to students in the hostel for damages occurring in common areas shared by groups of residents.
- e. **Eviction:** Probation or removal from the hostel or other campus facilities as designated in the written notification. No fees will be refunded to the student when evicted.
- f. **Suspension:** Termination of student status at the university for a specified period of time with no refund of any fees paid.
- g. **Expulsion:** Termination of student status at the university permanently or for an indefinite period of time. A student who has been suspended or expelled will be given notification of the time within which the student is expected to leave the campus after his or her relationship to the university has been terminated.

## 17.10. DRESS POLICY

To a large extent, any organization is judged by the people who make up that organization. As a university that endeavors to present Christian values, students of NU are requested to dress modestly. In circumstances where it is deemed that a student is not modestly dressed, they will be requested to leave University premises or asked to change their attire.

#### **Dress Code**

(Adapted, with limited amendments, from the Baylor University standard)

The purpose of the NU is to conduct an education program, and the University considers this program an activity second to none in its importance and believes it should be so regarded by the students. Thus, a mature attitude should be demonstrated by the dress and appearance of students while attending classes or engaging in the other academic pursuits about the campus. Students are expected to maintain the same standards of dress and personal grooming about the campus which would ordinarily be maintained by those engaged in other serious pursuits. It is recognized that specific policies or rules of dress and grooming to maintain such standards are difficult to draft and to enforce. For this reason, considerable discretion must be vested in the Head of Student Life (in association with the office of the Vice President-Academics (VPA) and his or her associates to maintain these standards.

Obvious violation of these standards, such as failure to cover the torso adequately, cover sensitive body parts (e.g. bare back, transparent garments or muscle T-Shirt/vests) or to wear shoes to class, in cafeterias, in University offices, and at other appropriate places and times, may subject a student to disciplinary action. It is hoped that the reasonable suggestions (based on Biblical, culturally and contextually appropriate perspectives) of the Head of Student Life (in association with the office of VPA) and his or her associates as to dress and other aspects of personal appearance and grooming will be accepted by students, but refusal to comply with such specific reasonable requests will be grounds for University disciplinary action under the Student Conduct Code.

Students are expected to wear proper dress, both on and off campus. It is inappropriate for students to go to breakfast, or any other meal, in sleepwear, whether as prank or by demand of a student. No student may modify his or her manner of behavior or appearance in order to prevent recognition unless the student has received the express permission of the University to do so. Any student found guilty of violating this policy may be subject to University disciplinary action.

## 17.11. FINANCIAL AID POLICY

Financial Aid (FA) refers to funds donated by sponsors to a fund which is administered by NU. Please note that financial aid awarded to students is a privilege and not a right.

# 17.11.1. FA Application Process

- 1. Fill out and submit the FA Application form
- 2. Meet with a FA Counselor (if necessary)
- 3. FA Committee determines awards and amounts

- 4. Applicants are notified of awards and amounts
- 5. Applicant Selection Criteria and Award Determination

#### Note:

All students who fill out the Financial Aid Application form and apply for aid will be considered for eligibility to be awarded financial aid. Applicant selection will be determined based on the following criteria:

# 17.11.2. Applicant Selection Criteria and Award Determination

## FA awarded to students at NU is a privilege and not a right.

Processing of FA awards is a challenging task for a place like Zambia where most students are coming from financially challenged backgrounds. If we were to base awards on need alone, almost all the students would express it. In coming up with the award criteria, considerations have been given to allow the process to be considerate, fair to all applicants, and not laborious for the FA Committee. All students who fill in the Financial Aid Application Form and apply for aid will be considered for eligibility to be awarded financial aid.

The major determining factor of how many students receive FA in any given Academic Year will be the availability of funds for both full and partial scholarships. The selection process is different for incoming (first year) students from those in subsequent years. Following is how each of these groups are processed.

#### **Award Criteria for First Year Students**

The following requirements apply to first time students who are matriculating into their first semester at NU:

- 1. Students have been accepted to enroll in a program at NU.
- 2. Students have filled in the Intent to Register form and have paid the initial deposit determined by the University.
- 3. Students have submitted their Financial Aid Application Form by the Financial Aid Application deadline.

### Note:

Commencing in Academic Year, 2016 (for enrollment in 2017), students accepted into a program that qualify for FA at NU will be informed of the availability of FA during the application process, requested to download the application form from the NU website, and submit it to the Admissions office by the FA Application deadline.

The FA Committee will administer FA for first time students to NU based on the following process:

- a. High school grades for all FA applicants will be made available to the committee by the University Advancement department through their Admissions team.
- b. Applicants will be arranged in the following categories:

# Partial Scholarships:

- 6 to 12 Points of Grade Twelve High School Points Applicants with a low number of grade twelve high school points. This group will consist of students who have scored a minimum of 6 to a maximum of 12 points. The FA award for this group will be 75% of their tuition fees
- 2. 13 to 19 Points of Grade Twelve High School Points Applicants with a moderate number of grade twelve high school points. This group will consist of students who have scored a minimum of 13 to a maximum of 19 points. The FA award for this group will be 50% of their tuition fees
- 3. 20 to 30 Points of Grade Twelve High School Points Applicants with a high number of grade twelve high school points. The third group will consist of students who have scored a minimum of 20 to a maximum of 30 points. This group will be awarded 25% of their tuition fees.

#### **Full Scholarships:**

A full scholarship is an award that pays 100% of the course fees. However, full scholarships are not available to first year students. The reason for this is that NU would like a student to be enrolled for at least one year before they can invest in them. A duration of one year would give NU an opportunity to observe the student's commitment to their education.

The above award criteria (use of high school grades) will apply in S2 as well for first year students at NU. This is because S1 results are not available by the time students are applying for FA for the second semester. In summary, FA award criteria for first year students will be as follows:

Summary of FA Award Criteria - First Year Students

		FA Tuition Award		
Award Category	Award Description	Percentage	<b>Number of Students</b>	Notes
Full Scholarship	Biological child of an NU employee	100%	10 only	Employee must have worked at NU for at least 5 years.
6 to 12 Grade Twelve Points	Applicant scored 6 to 12 points at G12	75%	Based on scholarship funds available in Award Period	
13 to 19 Grade Twelve Points	Applicant scored 13 to 19 points at G12	50%	Based on scholarship funds available in Award Period	
20 to 30 Grade Twelve Points	Applicant scored 20 to 30 points at G12	25%	Based on scholarship funds available in Award Period	

## **Award Criteria For Returning Students**

Students who have matriculated or are already studying at Northrise will be informed of FA application deadlines through NU email. The following requirements for FA apply to all students who have matriculated into NU:

- 1. Students have attained a cumulative GPA of at least 2.00 in the last year at NU
- 2. Students have been satisfactorily participating in the Work Study Program
- 3. Students have not missed chapel and class attendance for more than 30%
- 4. Student are in Good Standing with NU

In other words, before FA is considered for any student, the above requirements must be fulfilled by all applicants. The FA Committee will administer FA for returning NU students based on the following process:

## **Partial Scholarships:**

- a. Student grades and GPA for the Award Period for all FA applicants will be made available to the Committee by the Registrar's office.
- b. Work Study records for the previous Award Period will be made available to the FA Committee by the office of Business Operations through the Maintenance department.
- c. Chapel attendance records will be made available to the committee by the Student Life department.
- d. Class attendance records should be made available to the committee through the Registrar's office
- e. Applicants will be arranged in the following categories:
  - 1. GPA of 3.50 to 4.33 Students with a GPA of 3.00 to 4.33 will be awarded 100% of their tuition fees.
  - 2. GPA of 3.00 to 3.49 Students with a GPA of 3.00 to 3.49 will be awarded 75% of their tuition fees.
  - 3. GPA of 2.50 to 2.99 Students with a GPA of 2.50 to 2.99 will be awarded 50% of their tuition fees.
  - 4. GPA 2.00 to 2.49 Students with a GPA of 2.00 to 2.49 will be awarded 25% of their tuition fees.

### **Full Scholarships:**

The number of full scholarship (100%) tuition will be determined by the sponsoring organization. If more students meet this criterion, a first-come, first-served basis will be employed. This entails checking and verifying dates and times of when the applications for FA were received by the Admissions Office and the FA Committee.

Summary of FA Award Criteria - Returning Students

		FA Tuition Award	
Award Category	Award Description	Percentage	Number of Students
GPA of 3.50 to 4.33 (Full Scholarship)	Student has Cum. GPA of 3.00 to 4.00	100%	Based on scholarship funds available in Award Period
GPA 3.00 to 3.49	Student has Cum. GPA of 3.00 to 3.49	75%	Based on scholarship funds available in Award Period
GPA of 2.50 to 2.99	Student has Cum. GPA of 2.50 to 2.99	50%	Based on scholarship funds available in Award Period
GPA of 2.00 to 2.49	Student has Cum. GPA of 2.00 to 2.50	25%	Based on scholarship funds available in Award Period

Before any student is considered for FA, they must meet the minimum conditions outlined under the <u>section</u> "Award Criteria for Returning Students" in this document. In the event that a NU student does not fulfill that criterion, they will be excluded for FA in that Award Period. The minimum criteria include the following:

- 1. Students have attained a cumulative GPA of at least 2.00 in the last year at NU
- 2. Students have been satisfactorily participating in the Work Study Program
- 3. Students have not missed chapel and class attendance for more than 30%
- 4. Student are in Good Standing with NU

# 18. GPA CRITERIA

The requirement for a 2.00 GPA is because this is the minimum value for an undergraduate student to graduate at NU. Any cumulative GPA less than 2.00 entails that a student is not eligible for graduation. NU would like to encourage students to focus on and work toward successful completion of their program of study and graduation and not be burdened by the funding their studies and fail to graduate.

# 19. WORK STUDY (WS) REQUIREMENT

As a way of inculcating a good work ethic and of appreciating donors' contribution to their education, any student on FA is required to participate in the WS Program. Failure to do so results in students being taken off FA.

# The WS Program

WS is a program designed for students enjoying the benefit of Financial Aid at the University to participate in manual and clerical work either individually or in groups for a specified number of days and hours weekly as assigned. WS areas could either be on campus or off campus but within the WS Period, namely, Semester or Study Period. This program will require the student to work in assigned positions on the NU campus for no more than 20 hours per week.

The WS program serves the purpose of ensuring that FA beneficiaries express their appreciation for the percentage they are awarded off their tuition fees and also to encourage them to contribute towards the operational costs of the University as well as towards the University's community outreach programs.

The weekly work schedule for WS will vary from student to student, depending on the on the total amount of Financial Aid awarded to them by the University during their Academic and Financial Aid period.

WS assignments within the Campus will include unlimited range of chores in functions such as dining services, facilities maintenance, cleaning services, library services, grounds maintenance, special projects, University events, special assignments and other tasks as deemed appropriate by the University.

WS assignments off campus will include participating in community service or working in nonprofit organizations such as orphanages, community schools and other organizations as may be assigned from time to time by the University.

A student on WS will receive a job description outlining the range of responsibilities for the assigned function as per Work Study Period.

#### Note:

Student participation in the WS program will be based on the percentage of the FA that is awarded to the student. A number of hours that a student must work per week will be determined by the Financial Aid Committee. Note that work hours per week are subject to change at any time according to NU's discretion. Northrise University reserves the right to update FA award criteria and conditions based on its sole discretion.

# 20. CHAPEL AND CLASS ATTENDANCE REQUIREMENT

As an academic institution whose values are rooted in the teachings of the Lord Jesus Christ, NU has a mandate to pass on these values to members of its community. One way this is accomplished is through attending chapel sessions that are held on campus at least once a week. Students are allowed to miss 30% of chapel attendance during a semester. If they miss chapel for more than that threshold for unsubstantiated reasons, they are taken off Financial Aid for the upcoming Award Period, as this is an indication that their interest is not for them to develop in spiritual matters.

The same criteria apply to class attendance. A student may miss 20% attendance. Beyond that, they are deregistered for the semester, and are not eligible for FA in the upcoming Award Period. It is hoped that this requirement for chapel and class attendance is a way to instill, among other virtues, discipline, commitment, perseverance, community, and responsibility.

# 21. GOOD STANDING REQUIREMENT

Now and again some members of the student body may engage in behavior that is not in line with who NU is. They may violate moral, academic, relational, or other standards as documented in the Student Handbook or other NU documents. In such times, it may be necessary to exclude a student from the NU community. If such is the case, a student is excluded from Financial Aid until the issue or issues at hand are resolved.

Please note that the idea with all requirements pertaining to FA is for NU to be redemptive rather than punitive.

# 22. FINANCIAL AID RULES

- a. NU Financial Aid (NUFA) is awarded for a specific time period (class, academic term, or academic year as specified). The student must re-apply to receive Financial Aid for the next time period.
- b. Receipt of FA by students during one period does not automatically mean that they will receive Financial Aid for the next period. The student must re-apply to receive Financial Aid for the next Registration Period, and several factors will be considered when determining if the student will again receive FA. These factors include, but are not limited to:
  - 1. The total amount of FA available to all students. Financial aid will only be awarded based on the availability of funds.
  - The student's NU financial status (all outstanding balances must be paid) All financial obligations to NU must be met at the beginning of each term. Failure to do so will result in the student not qualifying for financial aid for the next time period.

- 3. The student's attendance record. Students who are absent from class or chapel for 20% of the attendance record without satisfactory reasons will not be considered for additional Financial Aid.
- 4. Students must maintain a cumulative grade point average (GPA) of 2.0 or above to continue to be considered for additional Financial Aid.
- 5. The student's grade point average for the prior Financial Aid time period. Only students with a total grade point average above or equal to 2.0 will qualify to reapply for financial aid. A GPA of 2.0. or better is good standing. A GPA of less than 2.0 for one term is probationary standing but is eligible for additional Financial Aid. A GPA of less than 2.0 for two consecutive terms is suspension standing and is no longer eligible for additional Financial Aid.
- 6. Student adherence to NU rules and regulations. Students who have been found to be in violation of any rules and regulations of NU as outlined in the Student Handbook and Student Housing Policy will not be considered for additional Financial Aid. Please request for a copy of the housing policy from the Student Life office and familiarize yourself with it.
- 7. Satisfactory participation in the NU Work Study Program is required.
- 8. Unused Financial aid does not apply to another period. Unused financial aid is due to factors such as:
  - a. Failing a prerequisite
  - b. Withdrawing from the program (due to ill health, pregnancy, and so on.)
  - c. Communication with sponsor as assigned is required.
- 9. Financial Aid that has been awarded may be withdrawn by the Financial Aid Committee. In the event that awarded Financial Aid is withdrawn, as of the notification date, Financial Aid cannot be applied to outstanding or future student fees. Reasons for withdrawing Financial Aid include:
  - a. Violation of NU rules and regulations
  - b. A student misses thirty percent (20%) class or chapel attendance
  - c. Failure to participate satisfactorily in the Work Study Program
- 10. NUFA can only be used to pay for the NU cost of tuition, lab fees, books, or meals as specified by the particular FA award. This financial aid cannot be used to pay for non-NU costs or items specifically denied by the particular financial aid award.
- 11. When NUFA is awarded to a student, no money exchanges hands. Rather, the amount awarded will be appropriately applied to NU fees until the award amount is fully depleted. The balance of any fees not covered by NUFA (if any) must be paid by the student.
- 12. NUFA awarded to one student is not transferable to another student. The awarded Financial Aid must only be used to pay for costs of the particular student specified by the award.
- 13. Financial Aid is not available to international students.
- 14. Repeated courses do not qualify for Financial Aid.
- 15. NUFA is a non-refundable award. A student eligible for a tuition refund cannot claim a refund for Financial Aid.

# 22.1. STUDENT RESPONSIBILITIES

NU is committed to meeting the needs of all students. The following code of student responsibility serves as a practical guide and embodies a common respect and understanding for varying points of views necessary to experience successfully the learning process at NU.

- a. Acknowledge and demonstrate respect for the personal and professional growth of oneself and others in interactions with faculty, fellow students, and University staff.
- b. Demonstrate respect for faculty, fellow students, and staff regardless of gender, ethnicity, religious and political background.

- c. Accept responsibility and accountability for one's own actions, verbal and written communications, and interactions with faculty, students, and staff.
- d. Acknowledge that conflicts and resolution of conflicts between individuals and among groups are integral to the learning process while demonstrating responsibility for resolving these conflicts while maintaining respect for all individuals involved regardless of the outcome.
- e. Maintain confidentiality and acknowledge personal privacy in the communication of personal or professional information about one's employer, other students, or their employers.
- f. Accept responsibility for working together in the learning process and for the achievement of the learning outcomes associated with group performance.
- g. Maintain the highest ethical standards in interactions with faculty, students, and staff, in the preparation and submission of required course work, and in the completion of examinations.

# 22.2. STANDARDS OF STUDENT CONDUCT

All students are expected to conduct themselves as responsible members of the University community. Inappropriate conduct by students or by applicants for admission is subject to discipline as follows:

## **Expulsion, Suspension, and Probation of Students**

Any student may be expelled, suspended, placed on probation, or given a lesser sanction for one or more of the following causes:

- a. Presenting another person's academic, professional, or personal credentials as one's own.
- b. Cheating or plagiarism in connection with an academic program at a campus.
- c. Forgery, alteration, or misuse of university documents, records, or identification or knowingly furnishing false information.
- d. Obstruction or disruption, on or off campus property, of the university educational process, administrative process, or other campus function
- e. Physical abuse on or off campus property of the person or property of any member of the university community, of members of his or her family, members of the public, or the threat of such physical abuse.
- f. Theft of, or non-accidental damage to, campus property or property in the possession of, or owned by, a member of the campus community.
- g. Unauthorized entry into, unauthorized use of, or misuse of campus property.
- h. On campus property, the sale or knowing possession of drugs, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction, or analysis.
- i. Knowingly possession or use of explosives, dangerous chemicals, or deadly weapons on campus property or at a campus function without prior authorization of the campus principal.
- j. Engaging in lewd, indecent, disorderly, or obscene behavior on campus property or at a campus function.
- k. Abusive behavior or language directed toward a member of the campus community or others.
- I. Violation of any order at a campus, notice of which had been given prior to such violation and during the academic year in which the violation occurs.
- m. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, or probation pursuant to this Section.
- n. Engaging in any actions that may bring or have brought the University in disrepute.

o. Providing false information to the University, members of the university community, the press, or outsiders with intent to defraud, mislead, or misinform the University, its community or outsiders.

## 22.3. SEXUAL STANDARDS AND CONDUCT POLICY

NU is committed to a policy that maintains an environment where employees and students abide by biblical injunctions regarding sexual activity and refrain from sexual immorality.

A person's desire for sexual intimacy is a creational and often very strong characteristic in human nature.

NU believes, based on its understanding and interpretation of the Bible that the only appropriate and permissible context in which sexual intimacy may be expressed as overt sexual interaction is in the marriage partnership of a man and a woman. The university expects all students, faculty, and staff to live in accord with this understanding of sexual interaction as long as they are members of the university community.

NU believes that the Bible encourages us to maintain a loving and supportive attitude towards each other and that there should be mutual respect for members of the opposite gender, as well as a loving and supportive attitude toward those who struggle with restricting their sexual interaction to marriage. The university will make efforts to work in a counseling context with individuals who find it difficult to restrict their sexual activity within the institution of marriage.

#### **Unacceptable Sexual Conduct**

NU specifically holds as unbiblical and therefore prohibits:

## a. Homosexual relations.

It is unacceptable to have sexual relations with someone of the same gender as long as one is a member of the university community, whether on or off campus. NU also prohibits promoting or advocating such activity.

#### b. Extramarital sexual relations.

Sexual activity with anyone other than with one's spouse is prohibited. If such relations result in pregnancy affected students will be required to withdraw from the university for a period of one year. This also applies to students who conceal their pregnancy, have a baby and continue their studies. They will need to reapply after one year and go through counseling before being reinstated in the university community.

## c. Promoting or advocating sexually immoral activity.

This does not prohibit members of various academic disciplines, including students and faculty, from studying, discussing, or examining such issues as they affect individuals, society, or others.

- d. Sexual activity with some one of the same gender or with someone other than one's spouse is prohibited. An employee or student involved in such activity shall be dismissed from the university.
- e. NU is committed to maintaining an environment free of sexual harassment. Members of our community have the right to work, study, and communicate with each other in an atmosphere free from unsolicited and unwelcomed communication of a sexual nature.
- f. All students and employees are responsible to determine if they can abide by this sexual standards and conduct policy. If any individual doubts or questions his or her ability to do so, that person should speak to the Head of Student Life or the Vice President of Business Operations to receive guidance and/or instruction.

# 23. OFFICIAL COMMUNICATION

All communication sent through NU electronic mail (email) by NU administrators is considered to be official. Students must check their email frequently to find out any important announcements from NU administrators. NU will not take responsibility for any consequences that ensue as a result of students not reading their email.

### 23.1. ACADEMIC ETHICAL STANDARDS

- a. All work submitted by a student must represent the student's original attempts. When outside sources are used, the student should identify the source and state the extent to which the source has been used.
- b. **Cheating.** Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving a grade or obtaining course credit. Typically, such acts occur in relation to examinations. Any student found cheating in an exam will be immediately asked to leave the exam room and his/her results annulled.
  - It is the intent of this definition that the term cheating not be limited to examinations situations only, but that it include any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means.
- c. **Plagiarism.** An offence of plagiarism is committed when a person uses other people's work and submits as if it were his/her own.
  - Work which is not undertaken in an Examination room under supervision of an Invigilator but forms part of the assessment for award of a Degree, Diploma, or Certificate must be the candidate's own. It must not contain any plagiarized material. Such work shall include: Dissertations, Essays, Project work, Experiments, Observations, and specimen collection.
- d. **Fabrication of results.** It is an academic offence for a student to claim either to have carried out experiments, observations, interviews or any form of research which he/she has not in fact carried out, or claim to have obtained results which have not in fact been obtained.

# 23.2. STUDENT DISCIPLINARY PROCEDURES

- a. **Disposition of Fees.** The Disciplinary Committee of NU may place on probation, suspend, or expel a student for one or more of the reasons outlined under Student Responsibility in this handbook. No fees or tuition paid by or for such student for the semester in which he or she is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester in which he or she is suspended, no additional tuition or fees shall be required of the student on account of the suspension.
- b. **Interim Suspension.** The Disciplinary Committee may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within 10 days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the Disciplinary Committee or designated representative, enter the NU campus other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.
- c. **Conduct by Applicants for Admission.** Admission or readmission may be qualified or denied to any person who, while not enrolled as a student, commits acts which, were he or she enrolled as a student, would be the basis for disciplinary action. Admission or readmission may be qualified or denied to any person who, while a student, commits acts which are subject to disciplinary action as recorded under Student Responsibility and Nondiscrimination Policy in this handbook.
- d. **Disciplinary Procedures.** Refer to the NU Disciplinary Code of Practice on the <u>university website</u>.

## Note:

The Disciplinary Committee may from time to time revise the code of student disciplinary procedures. Subject to other applicable law, this code shall provide for determinations of fact and sanctions to be applied for conduct which is a ground of discipline and for qualified admission or denial of admission under Standards of Student Conduct.

# 24. ACADEMIC POLICIES

## 24.1. ACADEMIC PROGRESSION POLICY

NU has put in place an Academic Progression policy to guide the development of a student through their study.

#### **Progression Rules:**

- a. All students must complete and pass all year 1 and 2 courses before they can be allowed to progress to year 3.
- b. Students must attain a minimum Grade Point Average (GPA) of 2.00 in order to proceed to year 3.
- c. Students who fail to attain a GPA of 2.00 will be provided with an option of repeating selected courses to improve their performance or the student may be expelled on academic grounds.
- d. All students must meet all course prerequisites before they can be allowed to take a course.

#### 24.2. ACADEMIC ADVISING

Students who are not sure of which courses they should be registering for in any given Registration Period must contact the Office of the Registrar. The office of the Registrar, in conjunction with Student Life and the Academics Office, will arrange for a meeting with an Academic Advisor who will advise what courses the student should register for.

# 24.3. PLAGIARISM POLICY

Plagiarism is a serious academic offense. The World Wide Web has become a popular source of information for student papers, and many questions have arisen about how to avoid plagiarizing these sources. You are responsible as a student to educate yourself about plagiarism as much as possible. Students fail courses at and are expelled from NU as a result of committing plagiarism. This information is intended to inform you of what plagiarism is; why it brings severe penalties at NU, and how to avoid it.

Plagiarism is a form of dishonesty or cheating that occurs when a person passes off someone else's work as their own. It comes in many shapes and forms including failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the Internet or handing in a paper written by another student.

Please take note of the following:

- a. **Plagiarism is a serious offense at NU.** Instructors utilize tools that enable them to detect plagiarized work and report all instances of plagiarism to the Office of the Vice President of Academics. In other words, in addition to dealing with the course instructor, students who plagiarize must also deal with the University. Students found guilty of plagiarism will have the incident recorded on their file and may be expelled from the university.
- b. **All parties to plagiarism are considered equally guilty.** If you share your coursework with another student and they plagiarize it, you are considered as guilty as the one who has plagiarized your work, since you enabled the plagiarism to take place. Under no circumstances should you make your coursework available to another student unless the instructor gives explicit permission for this to happen.
- c. Students found guilty of plagiarism fail the course. Without exception, any students found guilty of plagiarism fail that particular course. The reason is that they would be missing part of their assessment to fulfill course requirements. A student with a prior record of plagiarism who is found guilty of the same offence will be expelled from NU.

## d. Avoid plagiarism at all costs!

# How to Avoid Plagiarism

a. **Cite All Sources Properly -** Copying someone's work is the most extreme act of plagiarism. Ensure that you appropriately cite all sources used in your work by using the APA standard of writing. A copy of these standards

is available from the Vice President of Academic's office. In any specific case, if you are unsure about what is acceptable and what is not, the best thing is to ask your instructor. In general, it is better to err on the side of over-citation than under-citation. Besides, this shows that you are taking your research work seriously.

- b. **Develop Your Research and Comprehension Skills -** The temptation to commit plagiarism often reflects lack of confidence in one's own skills and knowledge. Once you research a given topic and understand it thoroughly, it becomes easier for you to bring in your own analysis and support it by your research.
- c. **For First Year Students Only -** Considering that the course ENG102 Writing Skills is taught in the first semester and period of study, the following Plagiarism Policy will apply:
  - 1. Students found guilty of plagiarism fail that particular assignment, in other words, zero marks are awarded for the assignment.
  - 2. The highest grade that a student can attain in that particular course is a "D" or a 50% regardless of how well the student performs in the course.

#### Note:

This only applies to courses taken in the first semester or period of one's studies at NU.

## 24.4. CLASS ATTENDANCE POLICY

Each student is expected to attend at least 80% of all course sessions. Course sessions include class sessions and learning team sessions. The following table indicates course attendance requirements for courses offered under CPS, DAY, DEL and ONL.

Sessions	CPS	DAY	DEL	ONL	
				CPS	DAY
Class Sessions	5	12	Nil	2	3
Learning Team Sessions	5	11	Nil	5	7
Total Sessions	10	23	Nil	7	10
Required 80% Attendance	8	18	Nil	6	8

Students are expected to be punctual for sessions as well as to be present for the entire duration of each session. **Students who violate the class attendance policy will be deregistered from the respective course.** Such students will be required to take the course at a later time.

Travel problems will not be acceptable as a valid reason for poor or unsatisfactory attendance or performance. Students arriving late for classes will not be allowed to join the class and will be marked absent. If students are aware of a situation that may result in their showing up late for class, they should call the instructor in advance.

Students pursuing undergraduate courses (i.e. First Degree, Diploma, and Certificate level) will normally be required to attend prescribed courses in the University extending over periods specified in the relevant academic regulations. These periods may include weekends and occasionally public holidays. Students will be expected to be regular and punctual in their attendance at all programs teaching/learning sessions prescribed by the Head of Faculty or Department.

### Note:

- 1. CPS and DAY students have their first assignments due in weeks 3 and 4 respectively.
- 2. In view of the above, all CPS students are required to report by week two of each period and DAY students are required to report by week three of each semester.
- 3. Reporting late is not an excuse for violating the late submission policy.

## **Working Full Time**

In general, full time students who attend classes during the day are encouraged not to undertake full-time employment while an academic Semester is in session. Exceptions to this rule are only allowed after administrative review and approval. Please contact the Office of the Registrar to obtain this approval.

### 24.5. ABSENCE AND COURSE PROGRESSION

Non-audit students who are absent without good cause for other than occasional days may not meet the requirements of satisfactory attendance and progress. As a consequence, the award of course module credits or certificate may be withheld. Students who miss 20% of course attendance will not be allowed to progress with the course.

Students whose attendance and/or progress in their course is deemed to be unsatisfactory by their Head of Department (including failure to submit prescribed course work), may be refused permission to sit their examinations at the normal time and be required to repeat the entire or part of their course. In extreme cases a student course may be terminated. In such a situation the student will be availed the opportunity for appeal to an appropriate academic committee before the final decision is taken.

Absence during the Semester or Registration Period will not entitle anyone to a reduction in the fees payable, save for cases where such an arrangement has been provided for.

# 24.6. CHANGE IN PROGRAM OF STUDY

Students wishing to change their main course of study should first discuss the matter with their respective Academic Advisor before applying for the change. Secondly, agreements must be obtained from the Head of Faculty which the student wishes to leave, as well as with the Head of Faculty which the student wishes to enter. The change must be completed within two weeks of the Registration Period.

## 24.7. WITHDRAWAL FROM THE UNIVERSITY ON GROUNDS OF ACADEMIC FAILURE

Where a student fails to satisfy the examiners, the relevant Academic Committee will discuss the case and make recommendations to the Senate, or an appropriate Studies Committee appointed to act on behalf of the latter.

The candidate may be advised to transfer to another course, retake the course and the examination, retake the examination without further residence, or to withdraw from the University. However, a student's course will not be terminated before he/she has been given at least one opportunity to retake the examination he/she failed.

If the Faculty Academic Committee recommends that a student's course should be terminated and that they should be required to withdraw, they will be given an opportunity for an appeal before the final decision is taken. That appeal will be before a Senate appointed committee, which has powers to confirm or alter the recommendation of the Faculty Academic Committee. However, the Senate appointed committee cannot change the decision of the examiners to fail the candidate but only the recommendation consequent upon that failure.

# 24.8. TAKING A BREAK FROM STUDYING

NU has a scheme for facilitating students who need to take a break from their studies. The break may either be planned or may be caused by unforeseen circumstances. Planned breaks will include periods when students take a Semester off in order to earn some money to finance the remainder of their courses, and when students opt for work place exposure to complement University training as may be provided for in relevant course regulations. Students who have been on break for over a year must reapply for admission. A re-admission fee applies. Individual faculties will administer these schemes, inclusive of course exit and re-entry conditions.

# 24.9. ELIGIBILITY FOR AN AWARD OF THE UNIVERSITY

A student shall be deemed to be a graduate of NU if:

- a. The University Council has conferred such award on the student
- b. The student has completed and passed a minimum of the following credits:

Program	Minimum Credits
All undergraduate programs	131

Executive MBA (EMBA)	40
MBA program with a specialization in Organizational Leadership (MBA (OL)	52
MBA program with a specialization in Project Management MBA (PM))	52
Master of Information Technology (MIT)	55
Master of Organizational Leadership (MAOL)	55
Master of Project Management (MPM)	55
Postgraduate Diploma in Business Administration (PGD(BA))	31
Postgraduate Diploma in Project Management (PGD(PM))	31
Postgraduate Diploma in Organizational Leadership (PGD(OL))	31
Network support Certification (NSC)	27
Database Support Certification (DBSC)	27

- c. The minimum GPA requirement for the given program must be attained. <u>See the section "Grade Point Average"</u> in this handbook for details.
- d. Students must submit and pass their program research requirement.

#### 24.10. GRADUATION REQUIREMENTS

Students pursuing programs at NU are required to satisfy the following graduation requirements:

- a. Successful completion of a minimum of 60 credits for Diploma programs with at least 30 credits being completed at NU
- b. Successful completion of a minimum of 131 credits for Bachelor programs with at least 50% of the credits being completed at NU
- c. Successful completion of a minimum of 40 credits for Master Programs with at least 20 credits being completed at NU
- d. A minimum residence of four (4) academic Semesters for undergraduate programs, except for Distance e-Learning (DEL) students
- e. A minimum residence of one (1) year for postgraduate programs, except for DEL students
- f. Successful completion of a minimum stipulated student contact hours at approved practicum placements
- g. The filling in of all necessary forms in accordance with the timetable provided by the University
- h. Successful completion within the maximum allowed time limit of five (4) years of graduate requirements that were in effect at the time of student's entrance into the program and a maximum of eight (8) years for undergraduate programs
- i. Settlement of all financial obligations to NU

### Note:

- 1. Students are individually and ultimately responsible for knowing and completing the graduation requirements that apply to them, including completing the requirements for their Major and Minor, calculation of their GPA, and fulfilling other program distribution requirements. In most cases, the rules that must be satisfied in order to graduate are based on the General Academic Announcements that are in effect at the time of matriculation. It is also possible to graduate under the requirements of the General Academic Announcements that are in effect at the time a student graduates.
- 2. NU reserves the right to update graduation requirements based on the academic conditions at the time of students' graduation.

# 24.11. AWARDING OF CERTIFICATES, DIPLOMAS, OR DEGREES

Completion is the process of successfully completing the courses and requirements of a Program, and the subsequent award of a Certificate, Diploma, or Degree by NU. Completion typically occurs from eight to ten weeks after the Academic Semester in which the student has completed the courses and requirements of the Program. Final results will typically be available after this period of time.

Graduation is a ceremony in which recent graduates are recognized for their academic achievements and Certificates, Diplomas or Degrees are awarded. Students may not participate in a Graduation until they have gone through a Completion in their enrolled Program. A student does not have to participate in a graduation ceremony in order to graduate in their enrolled program. Graduation for NU is held once a year. Awards are only given to students following a Graduation when a student has completed their studies.

## 24.12. RESEARCH PROJECTS

All students pursuing degree and higher qualifications are required to undertake a final project. Projects are usually research based unless, otherwise stated. The following will apply for all CPS, DAY, and DEL final year projects:

- a. Projects will only be undertaken by students in the same Study Group e.g. DAY students will NOT be allowed to undertake final year projects in the CPS and vice versa
- b. Postgraduate students will be expected to defend their final project thesis submissions
- c. Students must undertake their projects within the stipulated time i.e. 16 weeks for undergraduate projects and 24 weeks for postgraduate students.
- d. Students are required to know and adhere to the project timeline as shall be provided by the research coordinator
- e. The late submission policy shall apply to all projects
- f. Students who fail the research projects may opt for a second attempt
- g. Subsequent project attempts will attract the total project fees
- h. It is the responsibility of each student to make the necessary arrangements to withdraw from the project should they wish to do so.
- Please refer to the section on Withdrawal from Courses/Programs in this Student Handbook.
- j. Failure to make submissions according to any given timeline shall attract a penalty. This shall be stipulated on the research project timeline.
- k. Students are required to obtain at least 50% on their project proposals. Students who fail the project proposal shall be automatically withdrawn from the research project. Students who are withdrawn from the project shall be refunded no more than 75% of the total project fee. Such students will be required to reapply for the research project when it is offered next.
- I. A failed project attempt must be re-taken in its entirety according to the NU Academic calendar. All necessary registration must be done in a stipulated Registration Period.
- m. Students must pay at least 50% of the total course fees at the start of the research project.

# 24.13. ATTENDANCE POLICY FOR RESEARCH PROJECTS

a. All students doing research must attend a class session in the first week of the research project. This session covers the requirements and standards for student research. Students who fail to attend this meeting will not be allowed to proceed with their research projects. Alternatively, students with valid reasons for missing

the session may apply for an alternative session in order for them to proceed with the research. This session subject to the following conditions:

- 1. The student must pay the applicable fee for the session,
- 2. The availability of a faculty member to take the extra session, and
- 3. It must be feasible to hold the session in the first week of the research project timeline.
- b. All students must meet their research supervisors as stipulated in the research project timeline. The class attendance policy shall apply to the research project meetings.

# 24.14. REFUND POLICY FOR RESEARCH PROJECTS

Research projects are treated differently when it comes to refunds because of two issues:

Firstly, students do not normally attend classes as they would for regular courses. Additionally, the duration of the projects may exceed the duration of other courses i.e. undergraduate research projects run for 16 weeks while postgraduate research projects run for 24 weeks. In the case of the Center for Professional Studies (CPS), the duration of the projects is longer than one Registration Period. Research projects for DEL post graduate programs will run for 24 weeks. Therefore the following refund policy applies to both undergraduate and postgraduate students for research projects:

## Undergraduate and Postgraduate Research Withdrawal and Refund Policy

Withdrawal Period	Applicable Refund
Withdrawal in Week 1 of the project	90% of total project Tuition Fee
Withdrawal in Week 2 of the project	85% of total project Tuition Fee
Withdrawal in Week 3 of the project	80% of total project Tuition Fee
Withdrawal in Week 4 of the project	75% of total project Tuition Fee
Withdrawal in Week 5 of the project and beyond	0%

## Notes:

- a. There shall be no refund for withdrawals after the first four weeks of each project timeline.
- b. Students who withdraw after Week 4 shall receive a grade of "F" meaning the student would have failed the project. The **only possible** exception (consideration for a grade of "W") is the case of **Hardship Withdrawal**. (Please <u>refer to "Hardship Withdrawal</u>" in this handbook for details).

# 24.15. COURSE DELIVERY

Courses will be delivered according to the guidelines of the course material. Course material refers to course specific guidelines that are provided for each NU course. The course material includes the syllabus, course module, and relevant course articles. The syllabus provides such information as the course description, overview, objectives, required texts, instructor details, policies, lesson plan, course prerequisites, assignments, and the grading scale. The lesson plan includes details of the meeting times, topics to be covered, assignment due dates and weightings, exam weeks and weightings, and any other relevant information specific to covered topics e.g. learning team sessions will be indicated as such.

The course module provides details of the topics to be covered as well as session objectives. Summary notes may also be provided in the course module.

### Note:

It is the responsibility of each student to download course material from the Google classroom.

For each credit unit conducted in a Registration Period, course evaluation will be conducted to assess the performance of an instructor, the learning environment, the course content and the understanding level of students. These evaluations

serve as a means to identify training needs for the instructors as well as assessment for student materials used in a given course.

# 25. POLICY ON INCOMPLETE AND LATE ASSIGNMENTS

Students are expected to perform professionally in preparing work required for each class. All papers must be submitted by their due date; late papers will be treated according to the following late submission policy:

#### Late submission policy:

The following penalties shall apply to late submissions:

- a. The first 24 hours (day 1) that an assignments is late, 5 % shall be deducted
- b. The next 24 hours (day 2) that an assignment is late, an additional 5% shall be deducted
- c. The third 24 hours (day 3) that an assignment is late, a further 5% shall be deducted
- d. 0% shall be awarded where assignments are late for more than 3 days

#### **Further Assignment Guidelines:**

- 1. All assignments must be submitted within the study period or semester. Failure to submit an assignment shall attract an F (Fail) Grade. In this case, the student will be required to re-take the course at full cost.
- 2. All assignments must be completed according to the NU Course Standards.
- 3. All assignments must be presented in APA. It is the responsibility of each student to learn and apply APA in all their academic writing.
- 4. Students not completing all assignments due to unavoidable circumstances will receive an "I" (Incomplete) grade and will have one week from the due date to turn in all assignments. Official documentation (such as sick notes) as to why students did not hand in the assignments will be required. If the omitted assignment is not received at the end of one week, the "I" grade will automatically change to reflect a failing grade ("F" grade) for the course. This is because there is no other way for the student to fulfill all the course requirements for that particular course.

#### Note:

Unavoidable circumstances are circumstances related to:

- 1. The death of a nuclear member of the student's family a day before the assignment falls due, and
- 2. The student being hospitalized a day before the assignment is due up to three days after the due date (as this results in a failing grade for the assignment)

# 25.1. GRADE CORRECTION POLICY

A grade correction is possible only in the case of a declared clerical error. A correction in the letter grade must be approved by the Vice President of Academics by the last day of the semester following the semester the grade is posted to the student's record. The definition of clerical error is an error made by the instructor or assistant in grade determination or posting. Under no circumstances, except for completion of work when an "I" was issued, may a grade change be made as the result of work completed or presented following the close of a grade period. Grades cannot be changed to "W," nor can they be changed from a letter grade to Credit/No credit.

A grade correction after the semester following grade award will be allowed only if the course instructor and Head of the department where the course was offered submit the grade change and an explanation for the late grade correction to the Registrar. In the case where the course instructor and/or head of department is unavailable, the department faculty or a Academic Committee must approve the grade correction. In such a case, a statement of the nature of the exception, the department's method of approval, and the date of approval must be forwarded with the grade correction.

### 25.2. INCOMPLETE GRADE POLICY

A grade of "I" may be awarded only at the end of a semester when all but a minor portion of the course work has been satisfactorily completed and all the assessment of the course graded. The grade of "I" is not to be awarded in place of a failing grade or when the student is expected to repeat the course. In such a case, a grade other than "I" must be assigned. Students should make arrangements with the instructor to receive an Incomplete grade before the end of the Registration Period.

Instructors are required to use the Report of Incomplete Grade form as a contract with the student as to what course work must be completed by the student for an "I" grade to be removed and replaced with another grade. On the form, the instructor states which assignments or exams should be completed and when, how this work will be graded, and how the student's course grade will be calculated. Both the instructor and student must sign this agreement and both should retain copies.

After the course work is completed (a year will be allowed; otherwise the "I" grade turns to a Fail (F) grade), the instructor should assign the appropriate grade on a Change of Grade form and submit it to the Office of the Registrar for processing. After processing, the new grade will be included in the calculation of the GPA. The student must "enroll" and retake this course.

#### 25.3. COURSE EXEMPTION POLICY

This policy outlines the principles that apply to students seeking exemption in one or more courses. For the partial fulfillment of program requirements, NU may grant course exemption for student's relevant prior tertiary studies and vocational and/or professional experience and training under the following conditions:

- 1. The exemption must be for an equivalent academic or professional qualification, i.e. a degree obtained from a recognized institution may have certain courses exempted for another degree offered by NU
- 2. You must have completed a course that is **equivalent** or superior to the course for which they desire to be exempted i.e. the content course objectives must be **90%** materially similar in detail and content.
- 3. You cannot expect to be exempted when you have a lower qualification except if that lower qualification is a major in one of the courses applied for exemption.
- 4. The level of **examination** must be appropriate as determined by ourselves
- 5. The candidate must have **passed(with at least a C+)** the equivalent course with a satisfactory grade. Note that the candidate may be asked to do a test in situations where he/she barely passed the course. NU may require the student to write and pass a course exemption test-out exam if the student did not obtain the required grade for the award of an exemption. Where an exam is required, an exam fee, to be advised by the Accounts office, shall apply
- 6. The candidate must pay an exemption fee of 50% of the prevailing course fees.
- 7. The maximum number of courses for which a student can get exemptions is 50% of the total number of courses covered under the applicable program of study
- 8. Exemptions will only be considered for individuals who obtained their qualification in the last five years.
- 9. A personal interview may also be requested by the appropriate faculty for the course exemption applied for

# **Course Exemption Process**

- a. Seek academic advising
- b. Submit a Course Exemption Form,upon admission to your academic program, at least one month prior to the semester or period's start date

# Note:

Ensure that the Academic Advisor signs on the course exemption form

- c. Submit the following documents with the exemption form:
  - 1. Course syllabus

- 2. Course description and objectives
- 3. Reading list (books that were used for the course)
- 4. Course Assignments
- 5. At least one example of the work done for the course such as a paper or exam
- 6. A verified transcript of your past academic records indicating the course/subject(s) completed, year completed and grade obtained (including details of the grading system), and weighting of the course/subject as a portion of the total program;
- 7. Narrative statement that explains how the proposed course meets the equivalency for the NU course
- d. Obtain feedback from the Vice President of academics as shall be advised
- e. Where the exemption is approved, pay the relevant course exemption fees for the exemption to be effected
- f. Where approval depends on the results of the course exception exam, arrange to take the exam with the office of the Vice President of Academics

#### Note:

- 1. Exemption may be awarded for courses within a program on the basis of the prior completion of courses within the parameters of this policy. It refers to the approved accreditation of subjects (specified or unspecified) with associated credit points toward a program of study on the basis of approved recognized prior studies (at an equivalent level) that reduces the amount of credit points required for the completion of the current program to which the student has been admitted and for which the credit applies, i.e., it usually reduces the length of a program by the amount of credit points accredited.
- 2. Exempted courses are not factored into the calculation of the
- 3. A student will not normally be granted more than 50% exemption towards the coursework component of the program in which he/she is enrolled. Students will not be granted exemption for research reports, minor theses subjects, or research project subjects.

# 25.4. TEST-OUT POLICY

# 25.4.1. Course Exemption Test-Out Exams

Course exemption test-out exams are available to students who apply for course exemptions but do not meet the course exemption criteria. Refer to the Exams section of this handbook for details of the course exemption test-out exams.

# 25.4.2. Service Learning Test-Out Exams

Education at NU includes the opportunity to serve the people of Zambia, in particular, the City of Ndola. This is partially accomplished by the link of academic study to community service. Service-learning is a method by which students learn and develop through active participation in organized service, which meets the needs of the community. Students earn a total of eight credits through service learning. However, most of the CPS students are engaged in full time employment and as such are unable to meet the Service Learning requirements. Additionally, the DEL program is structured in such a way that students are unable to fulfill service learning requirements. As such, all CPS and DEL undergraduate students are required to take the Service Learning Test-Out option in order to earn the eight credits. Refer to the policy on service learning test-out exams under the exams section of this handbook.

## 25.5. FAILING A COURSE

Students who receive an "F" or no grade in a course do not receive credit in the course. Thus, if the course is a required course for the certificate, diploma, or degree, the student must re-take the course and receive a passing grade to qualify for the certificate, diploma, or degree. This includes re-registering for the course, paying tuition for

the course, attending the class sessions and labs for the course, and completing all of the class assignments, labs, and exams. The "F" grade is included in the calculation of the student's GPA. Only after the student passes the course will the new grade factor in the GPA. The original F grade will still display on the transcript.

#### Note:

The "F" does not affect the GPA calculation if the student repeats and passes the course.

## 25.6. ACADEMIC PROBATION

Academic probation is a trial period in which a student is given time to improve failing grades or bad conduct. Broadly speaking, all NU students must maintain a grade point average (GPA) of 2.00 or else face the reality of academic probation. This means that all students must earn at least a C grade in every class taken.

Academic probation is a very serious step because it means the University's administrators have officially acknowledged a student's lack of progress. Academic probation, as the name implies, is a probationary condition. A student will be placed on probation during the period of low performance or bad conduct, and after the trial period, if the student's performance does not improve, measures will be taken to counsel the student and help them to improve. If after being counseled the student does not improve, disciplinary measures which may eventually lead to expulsion will be taken.

Students on academic probation are still eligible for enrollment in classes, but must take direct steps towards improvement. Students placed on academic probation may receive intensive counseling from an Academic Advisor and will be required to take part in an Academic Intervention Self-Assessment. This process allows a student to review obstacles that may be factors in their low performance, including study habits, time management skills, personal, or career factors.

Students will be monitored closely for changes in grades. If a student continues to have a GPA of less than 2.00 for three consecutive semesters or nine consecutive periods after they were placed on academic probation, they will be expelled from NU.

## 25.7. STUDENT INDEBTEDNESS

A student may become indebted to the University as a consequence of failure to:

- a. Pay certain fees prescribed as a condition of enrollment
- b. Pay penalties associated with breaches of University policies and regulations, or the use of the library
- c. Meet repayments on loans granted to the student
- d. No candidate for a degree or diploma of the University who is indebted shall:
  - 1. Be admitted to a program
  - 2. Be given documentary evidence of their academic record or standing in the University
  - 3. Be permitted to re-enroll in the University

# 26. INDEPENDENT STUDY POLICY

## Purpose:

When available, Independent Study is carried out under the guidance of a member of faculty. Students are limited to twelve credits of independent study in the baccalaureate degree, and may not take more than one course independent study in a single semester. Refer to current academic documentation for courses available under Independent Study.

### Eligibility:

Independent Study is available only to registered students who have a GPA of at least 3.00. Students must apply by filling in the Application for Independent Study Form.

#### Contracts:

For all Independent Study programs a contract must be completed in detail and approved by the supervising instructor. The contract is submitted to the Office of the Registrar at the time of registration. The student's contract must:

- a. Show competence and background to deal with the subject proposed.
- b. Present an outline of proposed study which indicates an amount of work equivalent to the lecture and study time devoted to a regular class. This equates to a minimum of 90 hours for one course. The proposed study must include a resume of the unique character of the course activities, the educational value of the proposed study in the student's total program of study, the specific objectives, and the justification for taking an individual study program.
- c. Provide the bibliographic references and resources which will be part of the Independent Study. Interviews planned or other resources should be specified. While substitutions and additions may be made as the study progresses, resource planning is an integral part of the contract.
- d. Provide a regular schedule for reporting progress on the study, for reporting to the supervising instructor, and for final completion of the project. Regular conferences with the supervising instructor are expected. Therefore, the student and instructor are expected to be on campus. It is possible to arrange to do the work off-campus provided adequate reasons are given. Satisfactory arrangements must be made for faculty supervision of the work.

# 27. FULL AND PART TIME STUDY

Students are considered full-time in any Semester if they have registered for a minimum of fifteen (15) credits. For a Study Period a full time student is registered for a maximum of six (6) credits course work in a "double up" Period. Students who do not meet these course work requirements are considered part-time.

# 28. DROPPING AND ADDING OF REGULAR COURSES

Dropping a course refers to a situation where a student has registered for a course(s) for which they have not yet attended any class session and decide not to take the course or to add an additional course(s) to the ones they registered for. The Drop/Add period for courses that a student had initially registered for or courses they wish to take is the first one week (5 class days) in each Registration Period. There is no penalty for dropping and adding courses during this period, and no record of enrollment will appear on the student's transcript if a course is dropped. Students are encouraged to discuss all changes with their Academic Advisor. The Drop/Add Form requires the signature of the course Academic Advisor. A completed form for each change must be submitted to the Office of the Registrar. Please refer to the Academic Calendar for due dates.

# 29. DROPPING OF RESEARCH PROJECT COURSES

Students can only drop research project courses the week BEFORE the project commencement date, that is, the week before the first day of class of the Registration Period. Therefore, by the first day of class of the Registration Period, it is assumed that a student is enrolled in the research project class.

This is contrary to how dropping of courses is handled in regular courses in which students can drop courses without consequence in the first week. Therefore, a student who has not dropped their project before the week of project commencement is bound to the policy for refunds for projects, even when they did not attend the first mandatory session. Please <u>refer to "Refund Policy for Projects" section</u> in this handbook for more details.

# 30. WITHDRAWAL FROM COURSES/PROGRAMS

Withdrawal refers to a situation where a student have attended at least one class session and then decides not to continue with the course. Students may withdraw from a course by written petition to the Vice President of Academics

at any time prior to the date by which all course requirements are to be completed (date of final exam or due date of final paper). This must be done by filling in the Request for Withdrawal form and must include the course name and number and the reason the student wishes to withdraw. Only following approval of the petition by the Vice President of Academics can the student withdraw from the course(s) or program. If the student wishes to continue with their studies, the course(s) must be repeated and do not qualify for Financial Aid (FA).

# 31. WITHDRAWAL PERIODS AND GRADES OF W AND WF

Students will receive a grade of W or WF for any class they withdraw from depending on whether or not they have exceeded their limit of withdrawals with a grade of W (see the section on Limits on Withdrawals with a Grade of W below). Specifically, students will automatically be awarded a W if they have not exceeded their limit and a WF if they have. Grades of W and WF appear on the student's transcript. (Note: A grade of WF is treated as an F for GPA calculation purposes).

#### Note:

Students are not allowed to make a voluntary withdrawal by and after the fifth week (for twelve week courses). CPS, DEL, and Online students are not allowed to make a voluntary withdrawal by and after the 4th week. A voluntary withdrawal is any withdrawal other than the ones addressed under "Hardship Withdrawal" in this Student Handbook or other University documentation. For more information, consult your Academic Advisor.

## 31.1. LIMITS ON WITHDRAWALS WITH A GRADE OF W

Undergraduate students are allowed to withdraw with a grade of W a maximum of four times in their undergraduate study at NU. There is no withdrawal limit for graduate students.

The limit on withdrawals does not apply if a student withdraws from all classes during a Semester before the fifth week and during a Study Period or Online Period before the fourth week. However, students are only allowed to withdraw from all classes prior to the fifth week and prior to the fourth for DAY and CPS/Online students respectively, twice during their study at NU without having their withdrawals count against the limit. Students who withdraw from all courses a third or subsequent time will automatically receive a grade of WF in their courses if they have reached their limit of Ws

It is possible that a student will withdraw from more than one course in a particular Registration Period and not have enough Ws left to use a W in all those courses. In that case, courses will be awarded a W based on the date and time the student initiated the withdrawal from that course. For example, if a student had taken three Ws in their study at NU and then withdrew from two of the three courses in which the student was enrolled, the student's fourth W allowed would be assigned to the course from which the student withdrew first. The student would receive a WF in the other two courses. In these cases, students may make an appeal to their Academic Advisor to shift the W from one course to another. Such requests must be made no later than the end of the Registration Period after the one in which the student withdrew from the courses. (Whether a student is enrolled in the Registration Period after the term in which the student withdrew from the courses does not change this time limit.) Students may not shift Ws between Registration Periods.

## 31.2. HARDSHIP WITHDRAWAL

Students may be granted hardship withdrawals when non-academic emergency situations occur which prevent them from completing their coursework (for example, severe medical problems, traumatic events/circumstances that cause them to miss numerous classes). Hardship withdrawals are subject to the following restrictions:

- a. Students are not eligible for hardship withdrawals in any course in which they have completed the course requirements (e.g., taking the midterm and final exams or submitting the final project).
- b. Students must initiate an application for a hardship withdrawal no later than one Registration Period after the Registration Period in which the course(s) were taken.

c. Hardship status normally applies to all the courses a student took in a Registration Period but in some cases may be granted for some of a student's courses. Students requesting a hardship withdrawal in some but not all of their courses must provide documentation to justify such a partial withdrawal. If a student is granted a hardship withdrawal (full or partial), the instructor(s) of the courses from which the student is withdrawing must award a grade of "W" or "WF," depending on whether the student was doing passing work as of the effective date of the hardship.

# 32. AUDITING COURSES

Students may audit any course with the consent of the Registrar. Audited courses appear on the student's transcript with no credit assigned and no grade given. Students registered as auditors must meet class attendance requirements and prepare for and participate in class discussion. The course instructor must submit to the office of the Vice President of Academics a note confirming that the student complied with these requirements in order for the course to appear as an audit on the student's transcript. No certificates are issued for audited courses.

#### Note:

- a. Students must register to audit courses. If the candidate is not a student, they must first apply to NU and be accepted before registering to audit a course
- b. Audit students are not required to do assignments
- c. Course auditing does not apply to DEL and Online courses

## 33. READMISSION TO NU POLICY

Students who take a break in their study such that they must apply for readmission must, if they are readmitted, resume study under such program rules and regulations as are in place at the time they are readmitted. Students who withdraw from the University in good standing and have been away for a year or more may request readmission. Such students must reapply by filling in an Application for Readmission Form. The application first goes to the Admissions Office and then to the Registrar, who then consults with the chairperson of the Faculty in which the student was enrolled. Readmission depends on availability of space in the program. If the student has been away for more than two years, he/she may be required to repeat courses. An interview is conducted before readmission.

Students who have left the University and are not in good standing at the time of departure are not guaranteed readmission. To gain readmission to Northrise, students must meet with the Vice President of Academics or the Head of Student Life, who will review the reasons for suspension or dismissal and will make a contract with them if they are readmitted. To be considered for readmission to the University, if the student left due to academic difficulty, the student is required to write a letter which describes the reason for the problem, and what has been or will be done to assure that the difficulty will not recur. This letter is considered by an Academic Committee, who recommends action to the Vice President of Academics. The final decision rests with the Vice President of Academics. Readmission depends on availability of space in the program. If the student has been away for more than two years, he/she may be required to repeat courses. Students who have failed more than five courses or more may not be readmitted.

# 34. BOARD OF REGENTS

The Board of Regents is the official governing body of Northrise University. The board comprises of members from Zambia, USA, and Australia.

# **Duties of the Board:**

- a. To provide advice on the development and implementation of both award and non-award course activity and curriculum
- b. To provide guidance on all academic matters to the President of NU
- c. In the first instance to act as the academic Board/Senate of NU for the consideration of all academic matters

- d. To assist in the development of academic networks and relationships for NU
- e. To ensure that the quality of courses offered by NU are acceptable to the international educational community
- f. To provide oversight of audit and finances,
- g. To provide oversight of Academics through the Academic Senate,
- h. To provide oversight of capital projects,
- i. To spearhead the development of colleges within Northrise University through the BOR Academic Committee & student life,
- j. To work with NUI USA and NAI Australia to raise funds for Northrise University operations and capital.
- k. To provide oversight of overall operations of the University.
- I. To develop University Partnerships

# 35. DEFINITION OF TERMS AND ACRONYMS

The following definitions shall apply in the regulations pertaining to the Academic registration of a student:

- 1. **Academic Advisor.** A member or team of faculty assigned to assist students in planning their studies. The academic advisor assists students to attain on their academic progress, course selection, career and major options.
- 2. Academic Calendar. NU offers courses in six periods in CPS and DEL, and two 16 weeks semesters in a calendar year. Winter School Classes are optional.
- **3. Academic Program.** A combination of courses and related activities organized for the achievement of specific learning objectives as defined by the university
- **4. Academic Year.** An academic year is a period of study consisting of two (2) consecutive Semesters. An Academic Year typically begins in early January of one year and ends in early December of the same year.
- 5. Academic Progression Policy. The policy is a guide to guide the development of the student through their study.

Students who attain a minimum Grade Point Average (GPA) of 2.00 will be permitted to proceed onto any Social Science degree (as specified by the University) and a GPA of 2.50 onto any Natural Science degree (as specified by the University). For example, all Theology and

- Business degrees (except the Bachelor in Finance and Accounting, which requires a minimum GPA of 2.50) require a minimum GPA of 2.00 to progress into the third year of study whereas all programs under the Centre for ICT studies will require a minimum GPA of 2.50.
- 6. APA. American Psychological Association writing style which NU has adopted for all academic writing.
- **7. Assignment Cover Sheet.** A standard template that students are required to use for their assignments. Note that students will be guided on the specific cover sheet to use for research projects.
- **8. Assessment.** Assessment standards will be prescribed in each course's outline, which will be provided to the student at the commencement of the course.
- 9. Audit Students. Students may take university courses without credit by a process called "audit" in which they are expected to meet all the requirements of the course with the exception of the examinations. Admission requirements and fees are the same for audit courses as for those carrying University credits. In order to audit a course, the audit must be declared by the end of the registration period and may not be changed thereafter. Auditors will not receive credit applicable to satisfaction of program requirements. Students must meet all class requirements except tests in order to complete successfully an audit and have a grade of "AU" recorded on their transcript. Audit Students will only be enrolled into a Class at the discretion of NU.
- **10. Bachelor's Degree.** An award earned after completing a program of study, usually designed to be completed in four academic years sometimes referred to as a baccalaureate degree.
- **11. Bridging Courses.** Courses that students must take to help students transition from high school to university education.
- **12. Certificate.** Award given after completing a program of study usually designed to be completed in two academic years. There are certain programs designated as certificate programs
- 13. Class. A specific offering of a Course, during a particular Academic Term, at a particular time of day, on specified days, in a particular room. A Class is also a series or grouping of Class Sessions. Example: IS150 Microsoft Office I Word and
- **14. Class Session or Session.** A single specific contiguous meeting of a Class. Example: IS150 Microsoft Office I Word and Outlook, Session 1, Monday, January 22nd 2012, 8:00 12:00 hours, Room 320.
- 15. Class Time Table. A schedule of class sessions including class times and venues
- **16. Course.** A subject of study in a specified Program, which is self-contained and attracts a prescribed number of learning credits (e.g. 3 credits). Courses are classified according to levels corresponding to the year of study and will ultimately be scheduled as a Class offered to students. Example: IS150 Microsoft Office I Word and Outlook.
- 17. CPS. Stands for Center for Professional Studies. This is the center where working
- 18. CTP Courses. Christian Thought and Practice courses. Each student is required to take four CTP courses

- 19. Credit. A single Credit is intended to represent a prescribed nominal period of active student input and instructor interaction with the student during the learning process. Credits indicate a quantity of assessed learning and contribute to a cumulative indication of the Courses which a student has completed as specified by relevant course regulations. Credits are gained by satisfying the Faculty Board of Examiners as specified in relevant academic regulations.
- **20. Completion.** The process of successfully completing the courses and requirements of a Program and the subsequent award of a Certificate, Diploma, or Degree by NU.
- 21. Course ID: A combination of letters and numbers assigned to a course to distinguish it from another course.
- **22. Course Material.** A collection of information related to a specific course. This includes course syllabus and course module
- 23. Course Module. A combination of session objectives and summary notes
- **24. Course Path.** A document indicating the all the courses and seminars required for a specific program of study and the order in which the courses are taken.
- **25.** Course Prerequisite Course. A course that must be completed before registering in other dependent courses e.g. Financial Accounting 1 is a prerequisite for Financial Accounting II.
- **26. Course Registration.** The dates and times that a student can register for courses. Students will receive e-mail communication regarding course registration
- **27. Course Syllabus.** This includes course code, course name and description, required text, course requirements, prerequisites, assignments, instructor details, lesson plan, and grading scale.
- 28. DEL. Distance e-Learning.
- 29. Double-Up. A situation under CPS in which students take a maximum of two (2) courses in a Study Period.
- **30. Elective Courses.** Courses that students may take by choice in order to help them specialize within their major or work towards a minor. Some courses do not have electives. Where available, a list of courses to select from will be provided.
- **31. Examination (Exam).** An Examination comprises the totality of assessment applicable to Courses taken at a particular stage of a course of study, as determined by the appropriate regulations, upon which progression and/or award classification are based. Examination assessment may be by means of written papers, coursework, or orally. The word Examination can be used to refer to a test, quiz, mid-semester exam, and final exam.
- **32. Faculty.** Academic division or school e.g. Northrise Business School.
- **33. Final Examination.** An examination conducted at the end of the class, which covers all of the material taught in the class or all of the material taught in the class since the last mid-term examination. A final exam may or may not be conducted depending on the requirements for each course. The Course syllabus will specify whether or not a final exam is required for a given class.
- 34. Foundation Courses. Preparatory courses for students to take up program majors
- 35. GPA. GPA stands for Grade Point Average. It is a measure of a student's academic achievement.
- **36. Google Classroom.** A learning platform for schools that aims to simplify creating, distributing and grading assignments in a paperless way.
- **37. Grading Sheet or Rubric.** A template used to grade student assessments. The grading sheet provides details of how marks are allocated for each assessment piece.
- **38. Graduation.** A ceremony in which recent graduates are recognized for their academic achievements and the awarding of Certificates, Diplomas, or Degrees. Students may not participate in a graduation until they have completed the requirements from their enrolled Program. A student does not have to participate in a graduation to graduate from his/her enrolled Program.
- **39. Learning Team.** A team of students constituted for the purpose of meeting specific course related objectives. Each student is required to be part of a learning team for each course registered for.
- **40. Learning Team Toolkit.** A set of documents pertaining to learning teams, including the team charter, team project and task planning, weekly log, and the guide to completing the team charter. The learning team toolkit is accessible via the VLS.

- **41. Major Studies.** A Major is a concentration of courses that give a student an in-depth knowledge of a field of study. It is the area of one's main studies. Some programs are designated as double majors e.g. BFA.
- **42. Mark.** A Mark is a numerical indication of the quality of the assessed work completed by a student in each Class as approved by the relevant Faculty Board of examiners.
- **43. Minor Studies.** A minor study is a group of courses designed to provide students with an area of knowledge and skills that either:
  - a. Draw from a recognized discipline and are designed to contribute to the major study, or
  - b. May transcend traditional disciplinary boundaries, but complement the objectives of the program

Students are given the opportunity to select four minor courses from courses offered at undergraduate level. It is advisable to consider the whole range of minor studies offered. However the availability of these studies may be limited by a number of factors, including:

- a. The authorization of the student's choice by the Academic Adviser and Faculty
- b. The satisfactory completion of prerequisite courses by the student
- c. Timetabling constraints
- d. Availability of faculty to teach the minor courses
- e. Minor studies should be taken in a structured sequence.

Students are required to declare their minors an opportune time

- 44. NU. Northrise University
- **45. Part-time Student.** For part-time classification, a student carries less than fifteen (15) credits per semester for DAY students less than three (3) credits in a "double up" Study Period for CPS students. Students who have not been accepted in a program and are only interested in taking single courses may take up to three (3) courses per year on a part time basis. Thereafter, they have to declare interest in a program being offered at NU.
- 46. ONL. Online Studies.
- **47. Period of Study.** A period referred to a consecutive 7 weeks' timeframe when students are required to take and complete a course or two. There are a total of six periods in a year.
- **48. Plagiarism.** Plagiarism is a form of dishonesty or cheating that occurs when a person passes off someone else's work as their own.
- **49. Program.** A set of Courses satisfying the requirements for a particular Degree, Diploma, or Certificate and requiring a specified total or aggregated number of learning credits. Example: Diploma in Christian Ministries.
- 50. Research Project. A supervised systematic enquiry based on their area of study.
- **51. Seminar:** A collection of discussion sessions conducted to meet specific academic and professional objectives. Each students must attend four mandatory seminars
- **52. Semester.** A division of the Academic year consisting of approximately sixteen (16) weeks of teaching, coursework, revision, assessment and consultation.
- **53. Service Learning (SL).** A system where students learn through community participation. All DAY students are required to participate in SL.
- **54. Study Period (SP).** A duration of study consisting of (7) seven weeks under the Center for Professional Studies (CPS).
- 55. Student. A person who is enrolled part time, full time, or auditing a class at NU.
- **56. Transcript.** An official record of all courses a student has taken and marks earned for the duration of one's stay at the university
- **57. VLS.** Virtual Learning system an online teaching platform.
- **58. Winter School.** This is where specified courses are taught during the semester winter break i.e. June. Each course runs for a duration of 10 days.

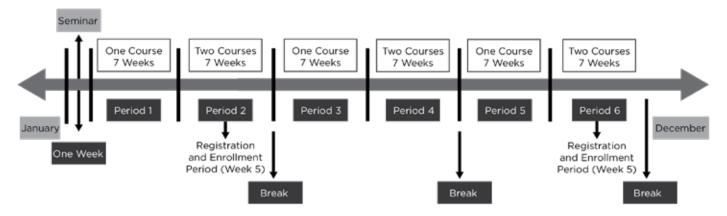
# 36. APPENDIX A - NU ACADEMIC YEAR STRUCTURE

#### **NU - Academic Year Structure**

Below is information which shows how the NU Academic Year is structured for evening (Center for Professional Studies or CPS), Day, and Online students.

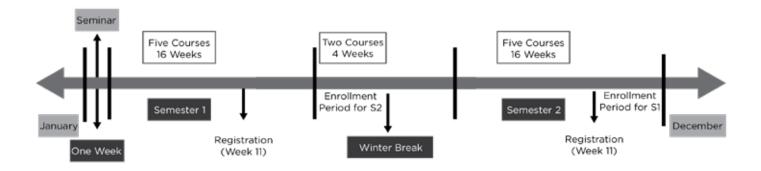
## The Study Period and Online Structure

CPS and Online students study in what is called a Study Period (SP or Period for short). There are six (6) Periods throughout an Academic Year. Each Period is composed of a total of seven (7) weeks. CPS and Online Students must register for their courses in Period 2, Period 4, and Period 6. One course each is taken in Period 1, Period 3 and Period 5, while two courses are taken in Period 2, Period 4 and Period 6. A maximum of two courses may be taken in each SP.



#### The Semester Structure

DAY students use the Semester structure to study in an Academic Year. There are two (2) Semesters in one Academic Year and each is composed of sixteen (16) weeks. DAY students must register for courses in week 11. A maximum of five courses may be taken in each Semester and at least one seminar in the week preceding Semester 1. A maximum of two (2) courses may be taken in a Winter School break, except for students studying under the Fast Track stream who may take five (5) courses.





MAIN CAMPUS: 30029 Kitwe-Ndola Dual Carriage Highway PO Box 240271 | Ndola, Zambia

> northriseuniversity.com +260 212 622 195