NORTHRISE UNIVERSITY

Online Learning Guide

Author	Online Studies Center
Version	1.0
Revision	2021
Published Date	14-Sep-2021

NORTHRISE UNIVERSITY

Copyright Disclaimer

Academic Year 2021 - Online Learning Guide

Copyright © 2021 – Northrise University

This document cannot be redistributed without prior express permission

from Northrise University

Author: Northrise University Online Studies Office

FOR INFORMATION, UPDATES, REQUESTS AND CONTACTS

Please visit our website: http://www.northriseuniversity.com

Email us: onlinestudies@northrise.net

NORTHRISE UNIVERSITY

Table of Contents

Welcome Note **6**

1.0 Introduction to Online Learning **7**

1.1 Benefits of Online Learning *7*

1.2 Comparison of On-Campus (Traditional) Class and Off-campus (Online Class) *8*

1.3 Are You Ready for Online Learning? *8*

2.0 Technical Requirements for Online Learning **9**

2.1 Software Requirements *9*

2.2 Hardware Requirements *10*

3.0 Application and Admission Procedure **11**

3.1 Registration Process *11*

3.1.1 New Student Registration *11*

3.2 Online Registration process *11*

4.0 NU Online Educational Programs **14**

4.1 Programs Offered *14*

4.1.1 Bachelor of Business Administration (BBA) 14

4.1.2 Bachelor of Finance and Accounting (BFA) 15

4.1.3 Executive Master of Business Administration (EMBA) 15

4.1.4 Diploma in Human Resource Management (DipHRM) 16

4.1.5 Post Graduate Diploma in Teaching Methodology (PGDTM) 16

4.1.6 Bachelor of Laws (LLB) 16

4.1.7 Bachelor of Theology (BTH - Pastoral studies) 17

4.1.8 Bachelor of Information Technology in Web and Software Development (BIT(WSD)) 18

5.0 Online Program Duration **20**

5.1 Undergraduate Degree Programs *20*

5.2 Postgraduate Degree Programs *20*

5.3 Academic Structure (Course Path Options & Payment plans) *20*

5.3.1 Course Path Option 1 (Standard Course Path) 20

5.3.2 Course Path Option 2 (Fast-Track Course Path) 23

5.3.3 Course Path Option 3 (WS Course Path) 25

5.3.4 Course Path Option 4 (8-Week Block Structure) 27

6.0 Course fees **31**

6.1 Course Fees *31*

6.2. Mandatory Fees *31*
6.2.1 Other Fees 32
6.3 Online Payment Procedure *32*
6.3.1 Financial Aid 32
6.4 Refund Policy *32*
7.0 Online Academic Learning Procedures 34
7.1 Course Add/Drop *34*
7.2 Course/Program Withdrawal *34*
7.3 No-Shows *34*
7.4 Incompletes *35*
7.5 Requests for Re-Enrollment *35*
7.6 Course Evaluations *35*
7.7 Accessing Results *35*
8.0 Submission of Assignments 36
8.1 Discussion Forum Policy *37*
8.1.1 Online Week 37
8.1.2 Privacy and Confidentiality in the Online Classroom 37
8.1.3 Copyright Violations 38
8.1.4 Google Classroom Time Stamps and Recommended Due Dates 38
8.1.5 Discussion Questions 38
8.1.6 Participation 39
8.1.7 Feedback 40
9.0 Academic integrity 41
9.1 Plagiarism Policy *41*
9.1.1 How to Avoid Plagiarism 42
9.1.2 Anti-Plagiarism Software 42
9.2 Appeal of Final Grades *44*
9.3 Taking a Break in Study *45*
10.0 Exams 46
10.1 Missed Exam Policy *46*
10.2. Exam Re-Sit Policy *47*
10.2.1 Exam Re-sit Application 48
10.3 Withdrawal from The University On Grounds Of Academic Failure *48*
10.4 Academic Advising *48*

10.4.1 Role of Academic Advisor 49
10.4.2 Academic Advising Process 49
10.5. Academic Probation *50*
10.5.1 Students Accepted on Probation 50

11. Student Life Services 52

12. Online Course Etiquette 53

13. Tips on Successful Online Learning 54

13.1 Expect to put more time into online courses 54

13.2 Don't expect online classes to be easier than traditional classes 54

13.3 Expect to have a more flexible schedule 54

13.4 Don't procrastinate! 54

13.5 Expect to wait for a reply from your instructor 55

13.6 Log on to your course every single day or at least 4-5 times a week 55

13.7 Be self-motivated and self-disciplined 55

13.8 Have access to a computer, Internet (preferably high speed) and any required software or additional hardware. 55

13.9 Make sure you have a private space where you can study and take exams 55

13.10 Establish a support network 56

13.11 Be willing to "speak up" if problems arise 56

13.12 Participate! 56

13.13 Apply what you learn 56

13.14 Be able to think ideas through before responding and be able to clearly communicate your response(s) 57

13.15 Accept critical thinking and decision making as part of the learning process 57

13.16 Be polite and respectful 57

Appendix I: Frequently Asked Questions (FAQs) 58

Appendix II: Online Learning Agreement 65

Appendix III: The Northrise University Virtual Learning System (NU VLS) 68

Appendix IV: Google Classroom 69

Appendix V: Library Resources 70

Welcome Note

We are excited to welcome you to Northrise University. Online learning presents special learning conditions. The purpose of this handbook is to provide information that will help you adequately prepare and have a pleasant experience as you study online with Northrise University. This handbook will also enable you to evaluate your level of preparedness to succeed in online (ONL) learning. The Online Student Handbook sets forth the important policies, procedures, and benefits related to online courses but does not replace the Northrise University Student Handbook. You are therefore advised to refer to the Northrise University Student Handbook for policies and procedures not explicitly stated in the Online Student Handbook. We hope that the information presented here will help you navigate the challenges and opportunities that you may encounter in online learning and propel you to great success.

If you have any questions about being an online student, feel free to contact the Online Studies Centre via email: onlinestudies@northrise.net

1.0 Introduction to Online Learning

Online learning is the generic term that is used to refer to education that uses Internet-based tools for instruction. Traditional learning is a generic term that refers to physical face-to-face interaction between teacher and student in a physical classroom environment. Now at Northrise University (NU), students who are not able to study traditionally have the opportunity to gain a recognized qualification via online study. Students will be able to log on and participate in a classroom environment from any location where the Internet is available.

1.1 Benefits of Online Learning

Online courses provide greater flexibility of schedule and convenience of access to you as a student, while allowing you to meet the same learning outcomes and level of rigor achieved in traditional courses. Some of the benefits include:

- There are no transport costs involved as the student can attend classes virtually.
- Flexible learning schedules: Because an online class offers more freedom, it is your responsibility to be self-motivated and disciplined to keep up with your course work.
- As students and instructors engage in learning through the use of technology, the student becomes more familiar with technology by using it.
- Affordable tuition rate
- Convienence

1.2 Comparison of On-Campus (Traditional) Class and Off-campus (Online Class)

Traditional Class	Online Class
In a classroom at a campus	Anywhere there is a computer with an internet connection
Reading, writing, class discussion, videos, research	Reading, writing, online discussion, videos, research
Instructor directs instruction	Instructor directs instruction
Regular face-to-face interaction with the instructor	Online interaction with the instructor
Degree Accredited	Degree Accredited
Students take exams on campus	Students take exams online
Assignments submitted electronically	Assignments submitted electronically
Course Materials and course objectives provided electronically	Course Materials and course objectives provided electronically
	Email is the official mode of communication

Please take a moment to review the information below to determine your level of preparation. You are strongly advised to consult additional information regarding online programs available at NU by consulting the NU Website. Search for Online Programs at Northrise University.

1.3 Are You Ready for Online Learning?

A Self-Test for Online Learning Readiness

Please ensure you fill in and submit the Online Learning Student Readiness Form. This is to ensure that you are prepared and to help us and yourself before the beginning of the semester. The Online Learning Student Readiness Form is availed by the Online Studies Centre to all new online students.

2.0 Technical Requirements for Online Learning

Online courses are delivered via the Google Classroom Learning Management System. This is a cloud-based learning management system that NU uses to deliver online courses. (For more information, refer to **Appendix IV** on "Google Classroom" in this handbook.) This application has been developed to enable you to log on and review your courses, communicate with your fellow students and instructors, as well as access course materials. To be able to log on to this system, your computer will need to meet the requirements listed below. Please note that the computer and technical criteria listed below are minimum requirements for participation in an online course. If you are planning to participate in an online course, be sure your computer meets these requirements. These criteria are standard minimums; your instructor or the nature of the course may require you to have a computer that meets other types of technical specifications. In such a case, your course instructor will communicate before the commencement of the course.

2.1 Software Requirements

Regardless of the hardware device being used, each device should have:-

- Web Browser (preferably: Firefox, Chrome or Microsoft Edge)
    - For Examinations
    - For checking University emails
    - For accessing the Student Management System (SMS)
    - For Google Classroom access
    - For Virtual Learning System (VLS) access
    - For NU main website access
    - For access to e-databases (e-library) like (JSTOR, EBSCOHost)

- Word Processing Application (preferably: Google Docs, Microsoft Word,) – this is important for typing your assignments. Students are advised to type their assignments and Discussion Questions (DQ) in Microsoft Office Word application before posting to Google classroom

for correction of typos and spell-check. Student copies and posts the DQ into the discussion forum and copies the assignment into Google Docs. Currently, students are not allowed to submit or upload assignments in Microsoft Office Word format. The instructor will only accept assignments in Google Docs format and students are encouraged to run an originality check on the assignment in Google Classroom before submission as a requirement for the plagiarism policy. Please refer to the Plagiarism Policy under Academic Integrity in this handbook.

- Spreadsheet Application (preferably: Excel, Google Sheets)
- PDF Reader
- Note that individual courses may have additional software requirements. This may include video or audio playing software or a specific software application.

2.2 Hardware Requirements

- Tablet (preferably running a version of iOS)
- Personal Computer (Compatible Operating System: Windows 7, 8 or 10, Mac OS, Linux Distributions)
- Note that the exams cannot be taken on an android device. Please refer to the ExamSoft Student User Manual on the minimum system requirements.
    - It is a requirement for ONL students to have a computer for online activities.

3.0 Application and Admission Procedure

3.1 Registration Process

Student Registration 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. Below are the steps to getting started as an online student.

3.1.1 New Student Registration

New students will be registered automatically in the Student Management System (SMS) using Advisor System. However, students who may require exemptions are advised to start the exemption process in good time so that the right courses are registered. Students wishing to be exempted from certain courses are advised to apply and provide all required documents. The application form for exemption can be accessed via the Virtual Learning System (VLS). Once the application form is filled in, you can send a zip folder containing all required documents to the Registrar's office.

3.1.2 Returning student registration

Returning students must register for the courses via the SMS. Using the respective program course path, the Advisor will regulate access to courses by following the course pre-requisites, course level, and progression rules. Students will be able to register for courses remotely and hence students are not required to be on campus for this process.

3.2 Online Registration process

The following are the steps that students will follow in the online registration process:

Step 1: Return of Admission Documents

Before commencing classes, students are required to fill in the following documents and return to the Admissions office:

- Intent to Register Form
- Minimum Class size Form
- Sponsors Agreement Form

- Online Learning Student Readiness Form

The deadline to return the above-mentioned forms is in the Acceptance Letter issued to successful applicants. The forms can either be brought in person or scanned and sent via email to apply@northrise.net. Once applicants pay their Intent to register fees, they matriculate into new students. At this point, the Admissions office will be contacted to confirm the reserved place, ID number, and dates for orientation on Ndola Main Campus or online. Before orientation, online students are required to send a clear portrait picture of themselves to the Admissions office. This is done to capture their biometrics for the identification process.

Stage 2: Orientation

Orientation is an enrolment prerequisite for any new students to commence studies at NU. Student orientation allows new students to familiarize themselves with Northrise University's policies, procedures, services, systems, and supports. During these sessions, you will also learn about your responsibilities as a student, your expectations as a student, and the rules and regulations you must follow while at the university. New students are required to attend one-week orientation in the last week of January.

- Using the email address, students will be invited to an online orientation class called ORT101 NU Orientation Class an orientation class where materials for the orientation can be accessed.

- To access the ONL orientation class, the students will need to login to their NU email e.g 500000@northrise.net

Note: Attendance of the orientation is mandatory for one to commence their online studies.

Orientation objectives:

- DAY 1: Academics and Accounts
- DAY 2: Registration, Exams, Library, Research and Online Studies
- DAY 3: Computer Systems Orientation
- DAY 4: Recruitment and Admissions
- DAY 5: Student Life

After the online orientation has been completed, the following week ONL students will be contacted by the student advisor team. Student advisors are members of staff tasked with providing quality customer service to new students by getting in touch with them post orientation. This is done to ensure a smooth transition for online students from orientation to attending class.

Stage 3: Seminars

Seminars come in the week after orientation. A seminar is a five-day course carrying one credit. Undergraduate students are required to take Introduction to University studies, and Introduction to Post Graduate Studies (for postgraduate students). Skills taught during the seminars position new online students to excel in their academic journey at Northrise University. Seminars will be taught, assessed, and examined online.

Stage 4: Start of Classes

Classes begin immediately after seminars are concluded. New Students at this point begin accessing materials and instructions from instructors taking the respective courses they have been enrolled into for a particular intake. Once enrolled, students can log into their online platform to begin engaging with school materials. Only those students or applicants that have paid their first installment on their invoice will be invited into their courses. If you have not been invited to Google Classroom, please log into your SMS and check for payments on your account.

4.0 NU Online Educational Programs

Northrise University has two faculties with respective schools in each of the faculties. The two faculties are Faculty of Business and Law and Faculty of Science and Human Development. Northrise Business School, NU School of Law, NU School of Nursing, the Center for ICT (Information and Communications Technology), and the School of Theology are some of the schools in the two faculties.The various schools that are operational offer courses as outlined below and as described in detail under the various related sections in this handbook.

4.1 Programs Offered

5.1.1 Bachelor of Business Administration (BBA)
5.1.2 Bachelor of Finance and Accounting (BFA)
5.1.3 Diploma in Human Resource Management (DipHRM)
5.1.4 Bachelor of Theology (BTH- Pastoral studies)
5.1.5 Bachelor of Laws (LLB)
5.1.6 Post Graduate Degree in Teaching Methodology (PGDTM)
5.1.7 Executive Master of Business Administration
5.1.8 Bachelor of Information Technology (BIT)

4.1.1 Bachelor of Business Administration (BBA)

The objectives of this program are to:

i. Apply an understanding of the concepts, processes, and procedures relevant to public and private organizations to business administration
ii. Identify and evaluate the environments within which business is conducted.
iii. Impart 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. Facilitate students' development of effective communication skills

vii. Demonstrate an understanding of the importance of high ethical standards in business decision-making

viii. Help students gain knowledge that will prepare them for further studies in various disciplines related to business administration

4.1.2 Bachelor of Finance and Accounting (BFA)

The objectives of this program are to:

i. Identify, analyze and solve finance and accounting problems in different decision contexts

ii. Impart an understanding of the principles of accounting, finance, economics, taxation, and business law

iii. Apply specific theoretical knowledge, practical skills, and analytical techniques relevant to the areas of finance and accounting

iv. Equip students to perform a broad range of accounting tasks, from keeping financial records, to producing financial statements, to analyzing and interpreting financial statements, among others

v. Equip students with a broad range of financial management skills such as investment appraisal, portfolio management, identifying and undertaking projects, and sourcing for financing, among others

vi. Prepare students to utilize an understanding of the local tax system in order to provide advice to managers and ensure the adherence of organizations to applicable tax policies

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 finance and accounting

4.1.3 Executive Master of Business Administration (EMBA)

The program has the following objectives:

i. Analyze theories and models that can be used to solve organizational and business problems

ii. Develop management and leadership skills suitable for organizational success and development
iii. Develop and utilize research and investigative skills aimed at solving business problems
iv. Enhance communication skills of the learners through the use of practical communication strategies

4.1.4 Diploma in Human Resource Management (DipHRM)

The objectives of this program include:

i. Introduce Zambian labor laws and any other laws applicable to human resource management practice
ii. Introduce theories and models applicable to human resource management
iii. Develop human resource management and research skills and equip learners for intermediate human resource management practice

4.1.5 Post Graduate Diploma in Teaching Methodology (PGDTM)

The objectives of this program are to:

i. Enhance the teaching ability of current and aspiring teachers
ii. Impart a working knowledge of teaching methodology and perspectives
iii. Facilitate the development of students' own philosophy of education
iv. Analyze learner characteristics and needs
v. Teach students to develop curricula and course content to meet the needs of learners
vi. Help students to discern how to effectively deliver course content
vii. Teach students to apply the most appropriate techniques for evaluating learning
viii. Equip students with skills in relevant technologies and techniques for teaching

4.1.6 Bachelor of Laws (LLB)

The objectives of this program include:

i. Develop graduates knowledgeable about legal science and the operation of the Zambian legal system
ii. Development of knowledgeable, skilled legal practitioners capable of applying the relevant law in respect of resolving disputes both out of court and through a court process
iii. Develop learner research knowledge and skills useful in dealing with legal issues
iv. Equip students to deal with legal issues
v. Prepare students to be ethical legal practitioners

4.1.7 Bachelor of Theology (BTH - Pastoral studies)

The objectives of this programme are to:

i. Apply understanding of the major types of writings in the Christian Bible (Old Testament and New Testament), contents, their basic literary characteristics, major figures and religious themes, current scholarly approaches, and major accepted results of scholarly investigations to students' professional practice;
ii. Impart knowledge of the history of Christianity from beginnings through to the current period, and with the spread and diversification of Christianity in various cultures worldwide (Europe, North America, Latin America, Asia, Africa);
iii. Explore the major traditional doctrines and issues in Christian theology, including key historic figures and the ideas with which they are associated, with critical reflection on Christian theology (e.g. issues, figures, developments);
iv. Examine issues and approaches involved in critical discussion of Christian ethics;
v. Analyze and appropriately apply the practice of Christian faith in various settings: church, society and politics;
vi. Critically analyze the encounter between Christianity and other major religions (Islam, Hinduism, and so on), with special reference to the current time, including key examples of Christian theological approaches to non-Christian religions;
vii. Depending on the 'Major' and 'Minor' subjects chosen, advance knowledge and understanding of selected subject areas or disciplines in theological studies (for

example, New Testament, Old Testament, Christian Ethics, Practical Theology, and so on);

viii. Develop and promote confidence in the Bible as God's inspired Word and authority for faith and practice;

ix. Critically analyze current trends and theological issues in Christianity today, with biblical answers to those trends and issues;

x. Inculcate 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;

xi. Present Biblical truth, a methodology for studying theology, and instruction in the use of appropriate tools for theological and ministry-related research;

xii. Facilitate the development within students of the skills necessary for public and private communication of scriptural truth.

4.1.8 Bachelor of Information Technology in Web and Software Development (BIT(WSD))

The BIT (WSD) programme is specifically designed to provide familiarity with the tools and rigorous methodologies used to develop mission-critical and safety-critical software systems. At the end of the course, learners will be able to:

i. Critically evaluate design paradigms, languages, algorithms, and techniques used to develop large-scale and complex software systems.

ii. Explain the importance of software architecture, testing, documentation, and maintainability.

iii. Develop software and Web solutions using Software Engineering and Software Development techniques and languages such as Object-Oriented, Procedural, Web and Mobile Development, Java, Python and C++/C#.

iv. Describe key processes for software acquisition, development, and maintenance.

v. Select the most appropriate life cycle for given software development.

vi. Estimate the effort, resources, and time required to execute a project.

vii. Perform Open Source or .NET technology jobs as a: Software Engineer, Software Developer, and System Analyst.

viii. Effectively undertake computer programming, documenting, testing, and bug fixing.

5.0 Online Program Duration

5.1 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. For more information refer to the section on the Academic Structure (course path options).

5.2 Postgraduate Degree Programs

The minimum time it takes for a student who has passed all courses as outlined in the course path to complete a postgraduate program is two (2) years. The maximum allowed time is 4 years. Students should refer to the course path options below.

5.3 Academic Structure (Course Path Options & Payment plans)

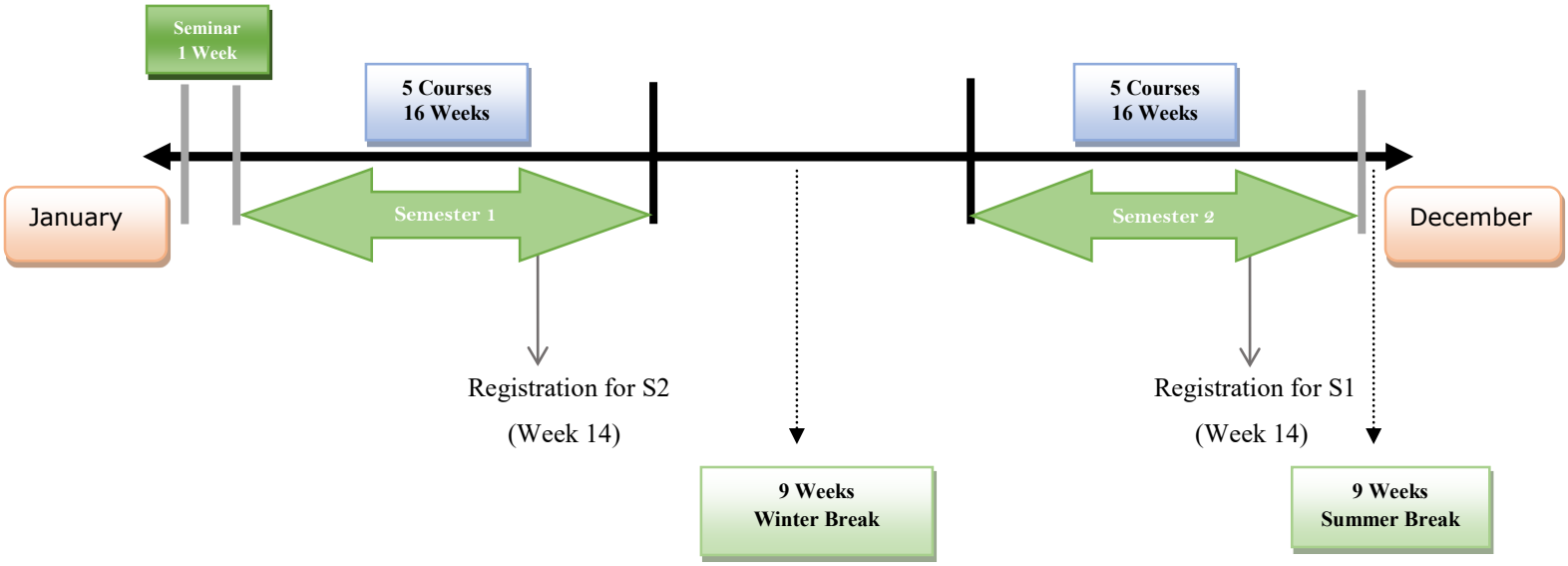
A course path is a road map of courses that students will need to take to complete their program. A course path shows the courses to be taken and the semester in which the courses will be taken. ONL students have four (4) course path options to choose from. These options have been developed to offer flexibility to the students in their academic workload. Students are advised to select an option that best fits their work schedule. Below are the various options and associated payment plan for each option.

5.3.1 Course Path Option 1 (Standard Course Path)

- *Semester 1 Commencement Week* – **2nd Monday of February**
- *Semester 2 Commencement Week* – **2nd Monday of August**
- *Number of Courses per Year* – **10 Courses**
- *Number of Courses per Semester*– **5 Courses**
- *Final Exam Week* – **16th Week**
- *Semester Duration* – **16 Weeks**
- *Winter School Block?* – **No**
- Payment Plans? - **Yes**

- *Payment Plans Applicable*
  - *FTP – Full Tuition Payment*
  - *HCP – Half Course Payment*
  - *PPP – Prorated Payment Plan*
  - *MPP – Monthly Payment Plan*
- *Program Completion Duration*
  - *Postgraduate* - **2 Years**
  - *Undergraduate* – **4 Years**

Academic Year Structure for a Standard Course Path



Postgraduate Standard Course Path

NORTHRISE UNIVERSITY

POSTGRADUATE STANDARD COURSE PATH OPTION

Academic Year	Semester	Start Dates	# of Three (3) Credit Courses to be Taken	# of One (1) Credit Seminars to be Taken	# of Service Learning Credits to be Taken	# of Chaple Attendance Credits	# of APA Credits	# of Final Year Research Project to be taken	# of Semesters @ NU	Program Duration
1	1	2nd Monday of February	5	1	0	0	1		1	2 Years
	Winter Break				Winter Break (June & July)					
	2	2nd Monday of August	5		0	0			2	
	Summer Break				Summer Break (December & January)					
2	1		3	0	0	0			3	
	Winter Break				Winter Break (June & July)					
	2		0		0	0		1	4	
	Summer Break				Summer Break (December & January)					
Totals			13	1	0	0	1	1	4	0

Undergraduate Standard Course Path

NORTHRISE UNIVERSITY

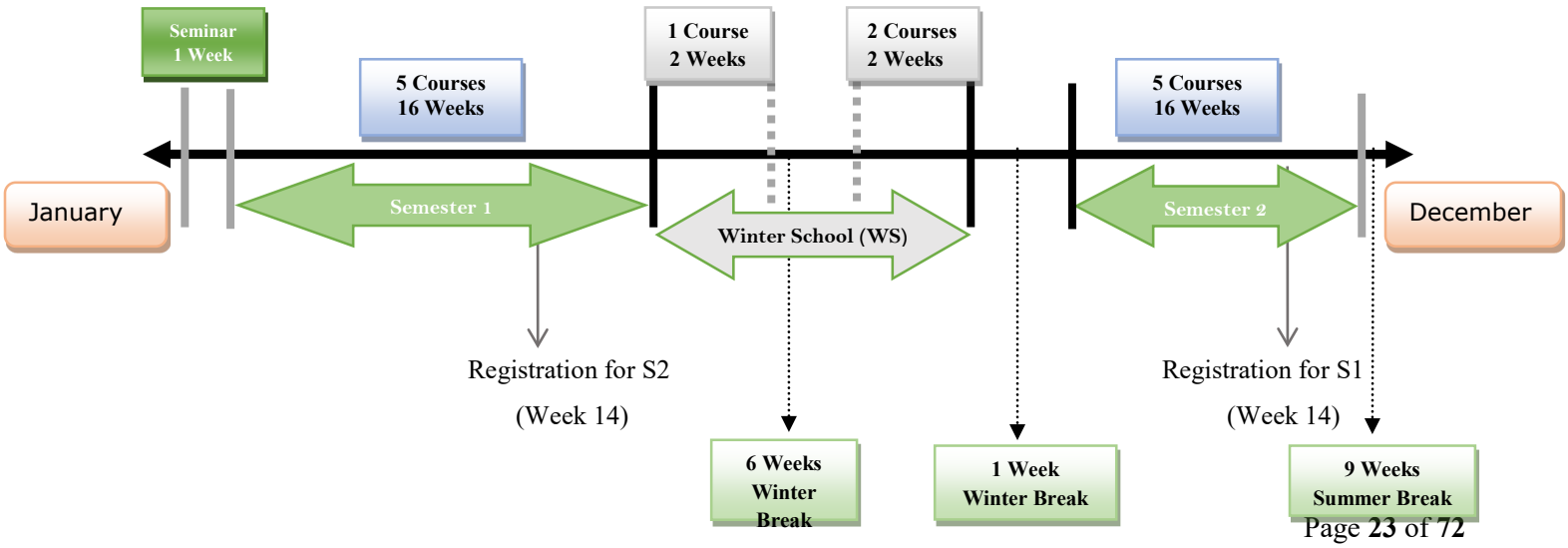
STANDARD COURSE PATH OPTION

Academic Year	Semester	Start Dates	# of Three (3) Credit Courses to be Taken	# of One (1) Credit Seminars to be Taken	# of Service Learning Credits to be Taken	# of Chapel Attendance Credits	# of APA Credits	# of Final Year Research Project to be taken	# of Semesters @ NU	Program Duration
1	1	2nd Monday of February	5	1	1	1	1		1	4 Years
	Winter Break				Winter Break (June & July)					
	2	2nd Monday of August	5		1	1			2	
	Summer Break				Summer Break (December & January)					
2	1		5	1	1	1			3	
	Winter Break				Winter Break (June & July)					
	2		5		1	1			4	
	Summer Break				Summer Break (December & January)					
3	1		5	1	1	1			5	
	Winter Break				Winter Break (June & July)					
	2		5		1	1			6	
	Summer Break				Summer Break (December & January)					
4	1		5	1	1	1			7	
	Winter Break				Winter Break (June & July)					
	2		0		1	1		1	8	
Totals			35	4	8	8	1	1	8	0

5.3.2 Course Path Option 2 (Fast-Track Course Path)

- *Semester 1 Commencement Week* – **2nd Monday of February**
- *Semester 2 Commencement Week* – **2nd Monday of August**
- *Number of Courses per Year* – **13 Courses**
- *Number of Courses per Semester*– **5 Courses** (4 Payment plans are available in each semester)
- *Final Exam Week* – **16th Week**
- *Semester Duration* – **16 Weeks**
- *Winter School Block?* – **Yes**
  - *WS-Block 1* **– *1* Course**
  - *WS – Block 2* **– 2 Courses**
- Payment Plans? - **Yes**
  - *Payment Plans Applicable*
    - *FTP – Full Tuition Payment*
    - *HCP – Half Course Payment*
- *Program Completion Duration*
  - *Postgraduate* - **1.5 Years**
  - *Undergraduate* – **3.5 Years**

Academic Year Structure for Fast-Track Course Path



Postgraduate Fast-Track Course Path Template

NORTHRISE UNIVERSITY

POSTGRADUATE FAST-TRACK COURSE PATH OPTION

Academic Year	Semester	Start Dates	# of Three (3) Credit Courses to be Taken	# of One (1) Credit Seminars to be Taken	# of Service Learning Credits to be Taken	# of Chaple Attendance Credits	# of APA Credits	# of Final Year Research Project to be taken	# of Semesters @ NU	Program Duration
1	1	2nd Monday of February	5	1	0	0	1		1	1.5 Years
	WS	1st Monday of June	3						2	
	Winter Break				*Winter Break (Mid-June to Mid-July)*					
	2	2nd Monday of August	5		0	0			3	
	Summer Break				*Summer Break (December & January)*					
2	1		0	1	0	0		1	4	
	WS		0							
	Winter Break				*Winter Break (Mid-June to Mid-July)*					
	2		0		0					
	Summer Break				*Summer Break (December & January)*					
Totals			**13**	**2**	**0**	**0**	**1**	**1**	**4**	**0**

Undergraduate Fast-Track Course Path Template

NORTHRISE UNIVERSITY

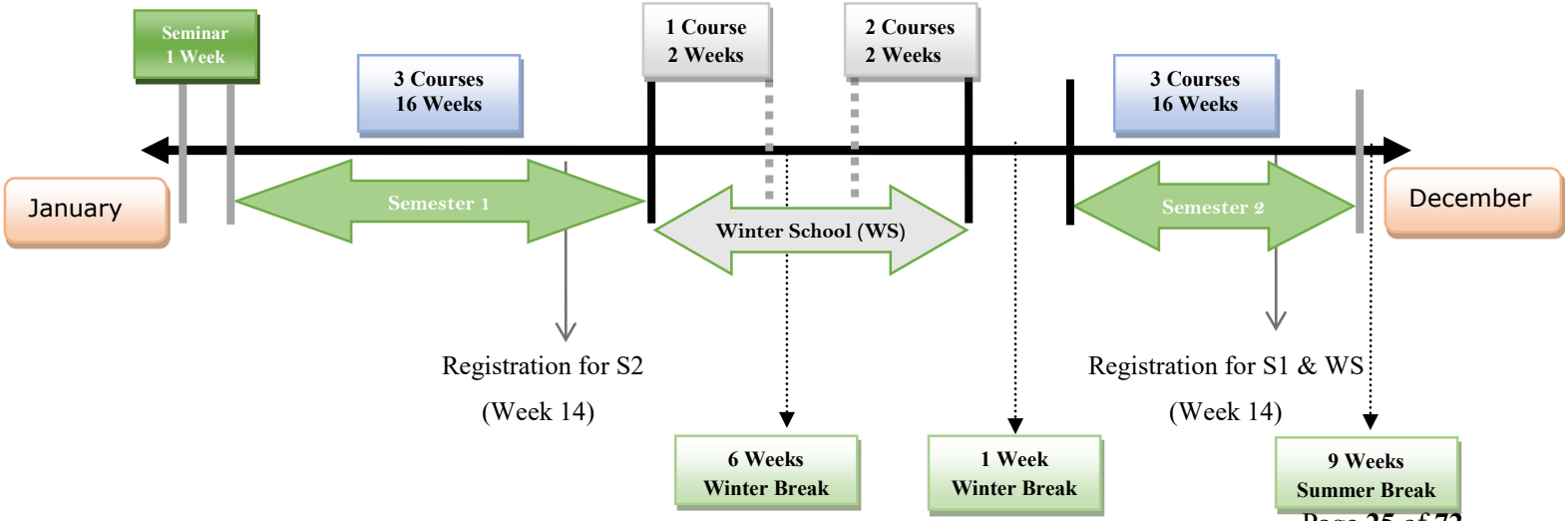
FAST-TRACK COURSE PATH

Academic Year	Semester	Start Dates	# of Three (3) Credit Courses to be Taken	# of One (1) Credit Seminars to be Taken	# of Service Learning Credits to be Taken	# of Chapel Attendance Credits	# of APA Credits	# of Final Year Research Project to be taken	# of Semesters @ NU	Program Duration
1	1	1st Monday of February	5	1	1	1	1		1	3 Years
	WS	1st Monday of June	3						2	
	Winter Break				*Winter Break (Mid-June to Mid-July)*					
	2	1st Monday of August	5		1	1			3	
	Summer Break				*Summer Break (December & January)*					
2	1		5	1	1	1			4	
	WS		3						5	
	Winter Break				*Winter Break (Mid-June to Mid-July)*					
	2		5		1				6	
	Summer Break				*Summer Break (December & January)*					
3	1		5	1	2	1			7	
	WS		3						8	
	Winter Break				*Winter Break (Mid-June to Mid-July)*					
	2		1		2	1		1		
	Summer Break				*Summer Break (December & January)*					
4	1		0	1		1				
	WS		0							
	Winter Break				*Winter Break (Mid-June to Mid-July)*					
	2		0			1				
Totals			**35**	**4**	**8**	**7**	**1**	**1**	**8**	**0**

5.3.3 Course Path Option 3 (WS Course Path)

- *Semester 1 Commencement Week* – **2nd Monday of February**
- *Semester 2 Commencement Week* – **2nd Monday of August**
- *Number of Courses per Year* – **9 Courses**
- *Number of Courses per Semester* – *3* **Courses** (4 Payment plans are available in each semester)
- *Final Exam Week* – **16th Week** (***Aligned with DAY Academic Structure***)
- *Semester Duration* – **16 Weeks**
- *Winter School Block?* – **Yes**
  - *WS-Block 1* – ***1 Course***
  - *WS – Block 2* – **2 Courses**
- Payment Plans? - **Yes**
  - *Payment Plans Applicable*
    - *FTP – Full Tuition Payment* (***Aligned with WS***)
    - *HCP – Half Course Payment* (***Aligned with WS***)
- *Program Completion Duration*
  - *Postgraduate* - **2 Years**
  - *Undergraduate* – **4 Years**

Academic Year Structure for WS Course Path



Postgraduate WS Course Path Template

NORTHRISE UNIVERSITY

POSTGRADUATE WINTER SCHOOL COURSE PATH OPTION

Academic Year	Semester	Start Dates	# of Three (3) Credit Courses to be Taken	# of One (1) Credit Seminars to be Taken	# of Service Learning Credits to be Taken	# of Chapel Attendance Credits	# of APA Credits	# of Final Year Research Project to be taken	# of SP @ NU	Program Duration
1	S1	2nd Monday of February	3	1	0	0	1		1	2 Years
	WS-BLOCK 1	1st Monday of June	1						2	
	6 Weeks Winter Break				*6 Weeks Winter Break*					
	WS-BLOCK 2	2nd Monday of July	2						3	
	1 Week Winter Break				*1 Week Winter Break*					
	S2	2nd Monday of August	3		0	0			4	
	9 Weeks Summer Break				*9 Weeks Summer Break*					
2	S1		3	1	0	0			5	
	WS-BLOCK 1		1						6	
	6 Weeks Winter Break				*6 Weeks Winter Break*					
	WS-BLOCK 2		0							
	1 Week Winter Break				*1 Week Winter Break*					
	S2		0		0			1	7	
	9 Weeks Summer Break				*9 Weeks Summer Break*					
Totals			**13**	**2**	**0**	**0**	**1**	**1**	**6**	**0**

Undergraduate WS Course Path Template

NORTHRISE UNIVERSITY
WINTER SCHOOL COURSE PATH OPTION

Academic Year	Semester	Start Dates	# of Three (3) Credit Courses to be Taken	# of One (1) Credit Seminars to be Taken	# of Service Learning Credits to be Taken	# of Chaple Attendance Credits	# of APA Credits	# of Final Year Research Project to be taken	# of SP @ NU	Program Duration
1	S1	1st Monday of February	3	1	1	1	1		1	4 Years
	WS-BLOCK 1	1st Monday of June	1							
	6 Weeks Winter Break				*6 Weeks Winter Break*					
	WS-BLOCK 2	2nd Monday of July	2						2	
	1 Week Winter Break				*1 Week Winter Break*					
	S2	1st Monday of August	3		1	1			3	
	9 Weeks Summer Break				*9 Weeks Summer Break*					
2	S1		3	1	1	1			4	
	WS-BLOCK 1		1						5	
	6 Weeks Winter Break				*6 Weeks Winter Break*					
	WS-BLOCK 2		2							
	1 Week Winter Break				*1 Week Winter Break*					
	S2		3		1				6	
	9 Weeks Summer Break				*9 Weeks Summer Break*					
3	S1		3	1	2	1			7	
	WS-BLOCK 1		1							
	6 Weeks Winter Break				*6 Weeks Winter Break*					
	WS-BLOCK 2		2						8	
	1 Week Winter Break				*1 Week Winter Break*					
	S2		3		2	1			9	
	9 Weeks Summer Break				*9 Weeks Summer Break*					
4	S1		3	1		1			10	
	WS-BLOCK 1		1							
	6 Weeks Winter Break				*6 Weeks Winter Break*					
	WS-BLOCK 2		2						11	
	1 Week Winter Break				*1 Week Winter Break*					
	S2		2			1		1	12	
Totals			**35**	**4**	**8**	**7**	**1**	**1**	**8**	**0**

5.3.4 Course Path Option 4 (8-Week Block Structure)

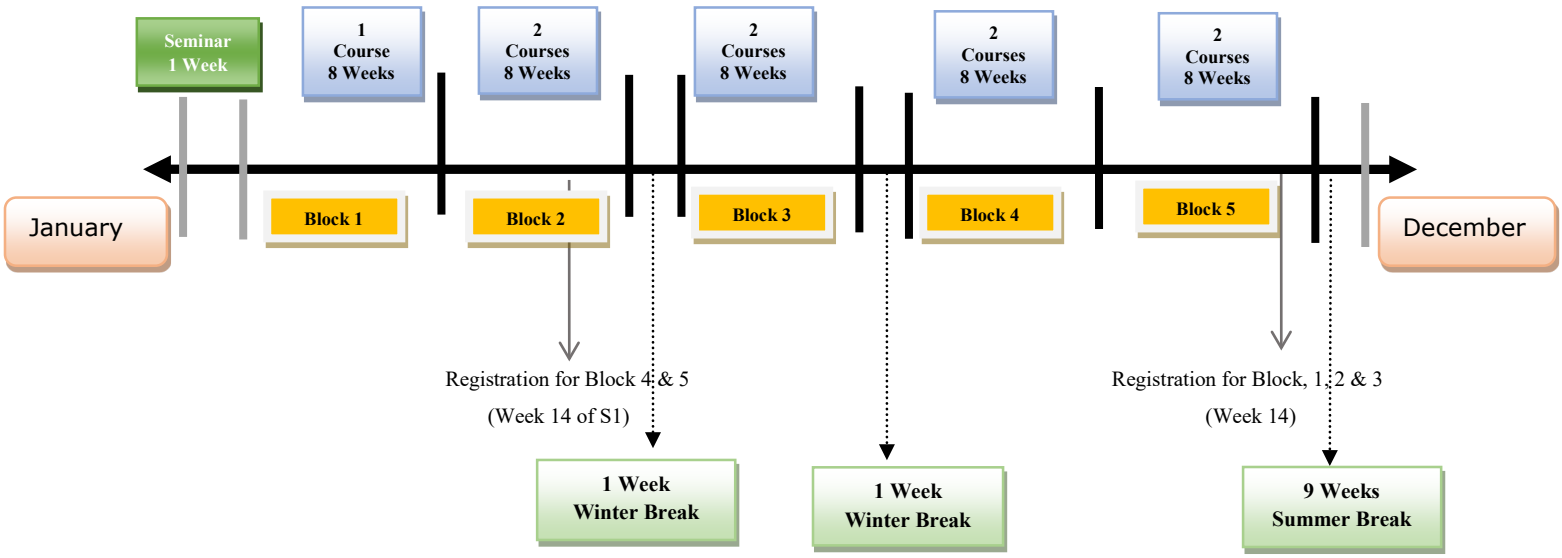
The year is divided into five (5) Study Blocks of eight (8) weeks each. Blocks 1 and 2 run synchronously with S1 while Blocks 4 and 5 run synchronously with S2. Block 3 run synchronously with Winter School (WS).

- *Block 1 Commencement Week* – **2nd Monday of February (*Aligned to the S1 Commencement Dates*)**
- *Block 2 Commencement Week* – **1st Monday of April**
- *Block 3 Commencement Week* – **1st Monday of June (*Aligned to the WS-Block 1 Commencement Dates*)**
- *Block 4 Commencement Week* – **2nd Monday of August (*Aligned to S2 Commencement Date*)**

- *Block 5 Commencement Weeks* – **1st Monday of October**
- *Number of Courses per Year* – **9 Courses for first year students and 10 courses for subsequent years**
- *Number of Courses per Study Block – 2* **Courses** (First year students will start with one (1) course in the first block to allow them settle)
- *Final Exam Week –**8th Week and* **16th Week** - ***Aligned as follows***
    - Block 1 Final Exam to S1 DAY Mid-Semester Exam
    - Block 2 Final Exam to S1 DAY Final-Semester Exam
    - Block 3 Final Exam to WS-Block 2 Final Exam
    - Block 4 Final Exam to S2 DAY Mid-Semester Exam
    - Block 5 Final Exam to S2 DAY Final-Semester Exam
- *Block Duration* – **8 Weeks**
- *Winter School Block?* – **No**
- Payment Plans? - **Yes**
    - *Payment Plans Applicable*
        - *FTP – Full Tuition Payment*
        - *HCP – Half Course Payment **Aligned as follows***
            - *Block 1*
                - *1st Installment with S1 First Installment*
                - *2nd instalment with S1 2nd Installment for MPP*
            - *Block 2*
                - *1st Installment with S1 3rd Installment for MPP*
                - *2nd Installment with S1 4th Installment for MPP*
            - *Block 3*
                - *WS Payments*
            - *Block 4*
                - *1st Installment with S2 First Installment*
                - *2nd instalment with S2 2nd Installment for MPP*
            - *Block 5*
                - *1st Installment with S2 3rd Installment for MPP*
                - *2nd Installment with S2 4th Installment for MPP*
- *Program Completion Duration*
    - *Postgraduate – 2 years*

- *Undergraduate – 4 Years*

Academic Year Structure for ONL Block Structure



Postgraduate Block Structure Course Path Template

NORTHRISE UNIVERSITY

POSTGRADUATE 8-WEEKS COURSE PATH OPTION

Academic Year	Block	Start Dates	# of Three (3) Credit Courses to be Taken	# of One (1) Credit Seminars to be Taken	# of Service Learning Credits to be Taken	# of Chapel Attendance Credits	# of APA Credits	# of Final Year Research Project to be taken	# of Semesters @ NU	Program Duration
1	1	2nd Monday of Feb	1	1	1		1		1	2 Years
	2	1st Monday of April	2						2	
	1 Week Break				1 Week Break					
	3	2nd Monday of June	2						3	
	1 Week Break				1 Week Break					
	4	2nd Monday of Aug	2						4	
	5	1st Monday Oct	2						5	
	9 Weeks Break				*9 Weeks Break*					
2	1		2	1	1				6	
	2		2						7	
	1 Week Break				1 Week Break					
	3		1						8	
	1 Week Break				1 Week Break					
	4		0					1	9	
	5								10	
	Totals		14	2	2	0	1	1	2	0

Undergraduate Block Structure Course Path Template

NORTHRISE UNIVERSITY

S1 2021 INTAKE

8 WEEKS COURSE PATH (2 COURSES PER "BLOCK")

General Course Structure

Academic Year	Block	Start Dates	# of Three (3) Credit Courses to be Taken	# of One (1) Credit Seminars to be Taken	# of Service Learning Credits to be Taken	# of Chapel Attendance Credits	# of APA Credits	# of Final Year Research Project to be taken	# of Semesters @ NU	Program Duration
1	1	2nd Mon of Feb	1	1	1		1		1	4 Years
	2	1st Mon of April	2						2	
	1 Week Break				1 Week Break					
	3	2nd Mon of June	2						3	
	1 Week Break				1 Week Break					
	4	2nd Mon of Aug	2						4	
	5	1st Mon Oct	2						5	
	9 Week Break				*9 Week Break*					
2	1	14-Feb-22	2	1	1				6	
	2	4-Apr-22	2						7	
	1 Week Break				1 Week Break					
	3	4-Jun-22	2						8	
	1 Week Break				1 Week Break					
	4	8-Aug-22	2						9	
	5	3-Oct-22	2						10	
	9 Week Break				*9 Week Break*					
3	1	13-Feb-23	2	1	1				11	
	2	10-Apr-23	2						12	
	1 Week Break				1 Week Break					
	3	12-Jun-23	2						13	
	1 Week Break				1 Week Break					
	4	7-Aug-23	2						14	
	5	2-Oct-23	2						15	
	9 Week Break				*9 Week Break*					
4	1	12-Feb-24	2	1	1				16	
	2	8-Apr-24	2						17	
	1 Week Break				1 Week Break					
	3	10-Jun-24	2						18	
	1 Week Break				1 Week Break					
	4	12-Aug-24	1					1	19	
	5	7-Oct-24	0						20	
	Totals		**36**	**4**	**4**	**0**	**1**	**1**	**3**	**0**

6.0 Course fees

6.1 Course Fees

Regulations concerning fees will be prescribed and advised to online students and any other interested parties by the start of an Academic Year. The level of Tuition fees for individual courses will vary according to the nature of the course and the circumstances of the students. Fees per program will be payable for each academic term in the amounts specified by the relevant University Regulations.

Payment of fees will be made by cash, by ***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.

6.2. Mandatory 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. Mandatory fees are compulsory and non-refundable service fees applicable to all students. Any student, who fails to pay the required fee will not be allowed to participate in the activity for which that fee is applicable. Unless explicitly stated, all fees apply for each Registration Period.

a. Registration Fee (or Late Registration Fee). Late registration is not applicable in the first semester for new students.

b. Student Council Fee

c. Library Fee

d. ICT Services Fee

e. Examination Fee

g. Higher Education Authority Fee

6.2.1 Other Fees: These refer to optional fees that a student may incur upon requesting a particular service: They will however include the following:

1. Application fee
2. Intent to register fee
3. Graduation Fee
4. Transcript Fee
5. Exam Re-sit .
6. Test out fee
7. Re-examination Fee
8. Assessment Appeal Fee

Other fees are applied as deemed appropriate.

Note: For the latest tuition and other fees, please check the current Academic Year documentation of the "Fee Schedule and Refund Policy" as shared by the Accounts Department via the Communications Team.

6.3 Online Payment Procedure

Students must first obtain the reference code which is made available by the Accounts Department. Reference codes for online payments have suffix ONL after the student ID. For example, the payment reference for online tuition will look like this TMF2009999ONL. The accepted currencies for payment of University fees will include: Zambian Kwacha (ZMK), US Dollar (US$), UK Pound sterling (UK£), and any other foreign currency prescribed by the University administration.

Note: There is no platform yet which allows a student to make payment using the Northrise University portal as a form of online payment. Payments must be made via Bank transfer or any other form of transfer that allows a student to add a reference code.

6.3.1 Financial Aid

Financial Aid is available to assist Theology students who may have financial needs and is funded by friends of Northrise, partner churches, and organizations. Theology students in need of financial aid must apply for it. Note that NU reserves the right to award FA based on the funds available. Please refer to Financial Aid terms and conditions in the NU Student Handbook.

6.4 Refund Policy

For valid reasons acceptable to the University, a refund on tuition fee charges is allowed when a student withdraws from a course. Students wanting to drop out of the program will only

be allowed to do so within the first three weeks of course commencement and will be given a 50% refund on the fees paid. Students dropping out of the course after three weeks will not be eligible for a refund.

Online Course Refund Policy

	Course Duration						
Weeks	**20 Weeks**	**18 Weeks**	**16 Weeks**	**12 Weeks**	**10 Weeks**	**8 Weeks**	**4 Weeks**
Week 1	80%	80%	80%	80%	80%	80%	80%
Week 2	50%	50%	50%	50%	50%	50%	50%
Week 3	25%	25%	25%	25%	25%	0%	0%
Week 4	0%	0%	0%	0%	0%	-	-

Intensive Course Refund Policy

	Course Duration	
DAYS	**2 Weeks**	**5 Days**
Day 1	80%	80%
Day 2	50%	0%
Day 3	0%	

Note:

The Course Refund Policy also includes Online Courses that are taken in any of the course durations above. Overpayments will be credited to a student's account if they will be coming back to NU. Cash will only be given if a student decides to leave NU permanently after all the debts (if any) with the school have been settled including graduation fees if one is a graduating student.

7.0 Online Academic Learning Procedures

For you to be successful in your studies, it is important to pay attention to academic procedures that apply online. Northrise University will adhere to the following procedures as they relate to the handling of no-shows, drop requests, absentee drops, and incompletes:

7.1 Course Add/Drop

As per NU policy, students are allowed to drop/add courses in the course add/drop week. For online students, this will be done via the SMS. Students can request for "Add" or "Drop" a course via the SMS. The Registrar's Office will either "Approve" or "Reject" the request specifying reasons for either decision. Students will consequently receive an alert of the decision via email.

7.2 Course/Program Withdrawal

As per the NU course/program withdrawal policy, students will be required to submit electronic forms via SMS requesting withdraw from the program or course. Withdrawal refers to a situation where a student have attended at least one class session and then decides not to continue with the course. This can only be done within the first four weeks of the program. The withdrawal request must include the course name, code, and the reason the student wishes to withdraw from the course(s).

7.3 No-Shows

A participant who has paid intent to register fee but does not pay tuition fees within the first two weeks.

a. Within the first seven days of the course, the Online Studies Manager will encourage participants to accept and join the course/s through a minimum of three e-mails:
   i. Pre-course: welcome e-mail before the course officially begins
   ii. Reminder email: reminder e-mail to join the course at the end of day two.
   iii. Day six e-mail: final reminder to accept and join the course. By this time all paid students should have accepted and joined the course.
b. NU will drop anyone that has not joined or participated in the course by week 4 of the semester.

7.4 Incompletes

A participant who starts the course but does not finish all course requirements with a passing score is considered an "incomplete." This includes participants who do not complete all coursework within the given timeframe for each module. Twenty-one days after the course has officially ended, attendees will be able to retrieve their course results from their Northrise University student account.

7.5 Requests for Re-Enrollment

An online course participant who has been a no-show, withdrawal request, absentee withdrawal, or incomplete in an online course may contact the Registrar to request for re-enrollment into the same course. Participants who re-enroll into the same course will be required to start the course over from the beginning. Original coursework and grades will not be transferred to the course.

7.6 Course Evaluations

Course evaluation of academic experiences is an integral part of the University student's online learning assessment and faculty member's performance evaluations. The principal purpose of the course evaluation is to improve course content and instructional practice in ways that enhance student online learning. In addition to providing useful information for improving courses, course evaluations provide an opportunity for you to reflect and provide feedback on your own learning. Northrise University will administer course evaluations via the SMS during registration week. Students will only be allowed to register for the new course after evaluating the current/previous course.

7.7 Accessing Results

To ensure that students have access to their progress in an online course, the NU advisor system will be used to access results. Twenty-one days after the course has officially ended, students will be able to retrieve their course results from the Advisor system once verified by the Registrar's Office. Students will access the system remotely and view their results. Please refer to the fee schedule for the applicable fees for official transcripts.

8.0 Submission of Assignments

NU expects online course participants to complete their assignments during the designated module weeks, be an active and contributing member of the course, and communicate with their online facilitators should they require more time to complete coursework or if they will be offline for any length of time. Students are expected to perform professionally in preparing the 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:

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

Further Assignment Guidelines:

i. 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.
ii. All assignments must be completed according to the NU Course Standards.
iii. All assignments must be presented in APA. **It is the responsibility of each student to learn and apply APA in all their academic writing.**
iv. 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:

i. The death of a nuclear member of the student's family a day before the assignment falls due, and

ii. 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)

8.1 Discussion Forum Policy

8.1.1 Online Week

The course week begins on a Monday and ends on a Sunday. The week is defined as follows:

Day 1 – Monday
Day 2 – Tuesday
Day 3 – Wednesday
Day 4 – Thursday
Day 5 – Friday
Day 6 – Saturday
Day 7 – Sunday

Therefore, the electronic class week begins on Monday (Day 1) and ends on Sunday (Day 7). For example, when an assignment is due on Day 3, it must be posted no later than 11:59 p.m. Zambian time (GMT + 2hrs) on Wednesday of that week. (All Learning Management Systems forum messages are automatically date and time stamped using Central African Time(CAT) GMT + 2hrs.

8.1.2 Privacy and Confidentiality in the Online Classroom

One of the highlights of Northrise University academic experience is that learners can draw on the wealth of examples from their organizations in class discussions and in their written work. However, it is imperative that learners should not share information that is confidential, privileged, or proprietary in nature. Learners must be mindful of any contracts they have agreed to with their companies.

8.1.3 Copyright Violations

It is a violation of copyright laws to post entire articles or lengthy excerpts of published work in class forums, even if citations and references are used. To avoid copyright infringement, do not paste lengthy passages of published material into any forum. Instead, summarize the passage in your own words and provide a complete in-text citation and reference so that others can retrieve the source from a public website or database.

8.1.4 Google Classroom Time Stamps and Recommended Due Dates

All Google Classroom postings are time stamped in Zambian time (GMT + 2hrs).

Learners are highly encouraged to complete all online activities by the recommended due dates to keep up with the accelerated pace of the course. Please note that there is lateness penalty for posting after the indicated due date. Further, learners are encouraged to complete all course activities to maximize success in the program.

Note: the late submission policy applies to all course postings.

8.1.5 Discussion Questions

Online courses include discussion questions. The discussion questions will be posted by the instructor in the week of the discussion. Each student is required to submit an initial posting to the discussion question by end of Day 3 of the discussion week. Subsequently, each student is required to respond to at least two peer submissions. All responses must be submitted within the four remaining days of the week i.e. day four to day seven.

Note that Discussion Questions carry a set of credit points.

Discussion Question posts/responses must meet the following requirements:

i. Maximum of one APA page or 250-300 words
ii. Integrate course readings, research, and/or professional experience
iii. Integrate in-text citations and references, as appropriate
iv. Provide specific examples and substantiating evidence
v. Avoid unsubstantiated opinions

8.1.6 Participation

Participation is very important as it contributes to the overall learning and enjoyment of the class. For full participation credit, **students are required to post two substantive messages in response to peer submissions on day 4 to day 7 of the week.**

Participation consists of messages sent in response to discussion question as well as peer submissions on a discussion topic. Both quantity and quality are important considerations when posting substantive messages. For example, "I agree" does not constitute participation because it does not add anything of substance to the discussion. In order to earn full participation points, the messages must be related to the course topics for the week and include new ideas, personal perspectives and examples, or relevant follow-up questions.

Note that the maximum length of a discussion submission is one APA page or 250-300 words. Subsequent responses to discussion questions are also limited to one APA page or 250-300 words.

Students are required to post two substantive responses on day 4 to day 7 of the week. A participation post must be ***a reply to someone else's post*** within the designated discussion threads. A typical substantive post should have the following:

i. Maximum of one APA page or 250-300 words
ii. Integrate theory, research, and/or professional experience
iii. Include specific examples and/or substantiating evidence
iv. Include in-text citations and references in APA format
v. Stay on topic and address the weeks course objectives
vi. Demonstrate proper spelling, grammar, and scholarly tone
vii. Add value to the discussion
viii. Challenge comments
ix. Ask insightful questions
x. Answer facilitator and peer's questions
xi. Provide real-life examples

Participation is also assessed with the following measures:

i. The quality of responses
ii. The timeliness of responses
iii. The ability of one's comments to motivate others in a collaborative effort.

The following items ***do not*** count toward participation:

i. Posts that merely state agreement or reiterate a previous post
ii. Initial responses to Discussion Questions (DQs)
iii. Posts to Learning Team forums
iv. Formal assignments (individual or team)
v. Notes sent to the instructors email address

8.1.7 Feedback

Feedback on all individual and team assignments will be posted within 6 days of the assignment submission date beginning in Week 2. For Weeks 2 through 7, weekly feedback on discussion questions and participation will be posted to the learner's Individual grades forum within 6 days of the end of the online week.

9.0 Academic integrity

9.1 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 Dean of their Faculty. 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 if found guilty on multiple occasions.
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 student 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 offense could be expelled from NU.

d. **Avoid plagiarism at all costs!**

9.1.1 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 Library. 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 a 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 with your research.

c. **For First-Year Students Only.** Considering that the course COM101 – Communications and Study Skill I is taught in the first semester of study, the following Plagiarism Policy will apply:

    i. Students found guilty of plagiarism fail that particular assignment, in other words, zero marks are awarded for the assignment.

    ii. The highest grade that a student can attain in that particular course is a “D” or 50% regardless of how well the student performs in the course.

Note:

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

9.1.2 Anti-Plagiarism Software

As was previously mentioned, instructors utilize tools that enable them to detect

plagiarism. Northrise University requires the use of Originality Reports in Google Classroom for all submitted assignments. As such, students are required to submit all assignments in Google Classroom using Google Docs unless the nature of an assignment specifically requires another format. However, it should be noted that such tools are not the only factor to be considered regarding plagiarism, but they are merely a tool to help students to minimize and instructors to identify plagiarized content. Students can also be found guilty of plagiarizing in ways that are not tracked by the Originality Report (e.g. not citing paraphrased material).

The Plagiarism Threshold on Flagged and Cited Content Policy states that:

- Any turned-in Google Docs assignment with greater than 20% plagiarized content according to the Originality Report is to be considered plagiarized.
- Assignments containing plagiarized content that does not pass the threshold of 20% according to the Originality Report will not fail the assignment but can still lose marks for the content that was plagiarized.
- Assignments that require formats other than Google Docs will be assessed for plagiarism manually.
- For courses that require a greater number of assignments than the maximum number of assignments for which Google Classroom allows the enabling of Originality Reports, instructors will choose which assignments will use Originality Reports. The remaining assignments will be assessed for plagiarism manually.

Examples

- *Scenario 1:* When the assignment is submitted, the Originality Report shows that the flagged content of the assignment is greater than 20%.
- *Action:* The instructor will review and verify if the flagged text is plagiarized. If verified, the assignment will be considered plagiarized and the penalties will be applied according to the NU plagiarism policy.

- *Scenario 2:* When the assignment is submitted, the Originality Report shows the total

flagged and cited content as greater than 20%.

- *Action:* The instructor will review and verify if the flagged text is plagiarized. The instructor will also review the cited content to see if it is plagiarized (i.e. copied and pasted without any indication that it is a direct quote). If the combined flagged and cited content are verified to be plagiarized and are greater than 20%, the assignment will be considered plagiarized and the penalties will be applied according to the NU plagiarism policy.

9.2 Appeal of Final Grades

If a student has a good reason to believe a mistake has been made in the assessment of the original grade, an appeal of the assigned grade may be made. A student may enter an appeal, through the Registrar's Office, for assessment of one or more grades following the posting of grades by the faculty/school/department. Grades are released by the Registrar's Office as they are received from faculties and schools. Appeals must be submitted in writing by filling in the *Application for Regrading of an Examination* Form to the Office of the Registrar within fifteen (15) days of the exam release date for the examination in question. The Registrar 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 timeline are not acceptable reasons for failure to meet this deadline and do not constitute extenuating personal circumstances.

Grounds for an Appeal

a. 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.
b. Students who bring to the appeal panel an answer not present on the marking guide.
c. A 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.

9.3 Taking a Break in Study

The University shall have a scheme for facilitating students who need to take a break in their studies. The break may either be planned or may be caused by unforeseen circumstances. Planned breaks will include periods when students take a term or semester off in order to earn some money to finance the remainder of their course, and when students opt for work place exposure to complement University training as will be provided for in relevant course regulations. Individual faculties will administer these schemes, inclusive of course exit and re-entry conditions.

10.0 Exams

The word exam shall refer to tests, quizzes, mid-semester exams and final exams and these will be taken online. 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:

10.1 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:

i. 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.
ii. If the student could not sit for the exam on account of failure to produce an ID at the exam entry point.
iii. If the student could not sit for the exam on account of having reported late to the exam venue.
iv. 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/ONL). 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***.

10.2. 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 40% in the course continuous assessment (CA)

c. A maximum grade of "D" is awarded on the successful passing of an exam re-sit

d. Failing to meet point's a. or b. above will require the student to take the entire course whenever it falls due. 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.

10.2.1 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.

10.3 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.

10.4 Academic Advising

Academic Advising is the process by which Northrise University (NU) takes intentional steps in partnership with the students to help them as they progress in their academic endeavors. Northrise University aims to fulfill the following objectives through Academic Advising:

i. To provide students with accurate information about academic progression and degree requirements.
ii. To assist students in understanding NU academic policies, procedures and programs.
iii. To help student's access campus resources that will enhance their ability to be academically successful.
iv. To assist students in overcoming educational and personal problems.

v. To identify systemic and personal conditions that may impede student academic achievement and developing appropriate interventions.
vi. To review and use available data about students' academic and educational needs, performance, aspirations and problems.
vii. To increase student retention by providing personal contact that students often need and request, thereby connecting them to the institution.
viii. Assisting students with academic decision-making and thereby career direction.
ix. Helping students understand and comply with institutional requirements.
x. Referring students to appropriate resources, on and off-campus.
xi. Evaluating student progress towards established goals.
xii. Collecting and distributing data regarding student needs, preferences and performance for use in refining or revising institutional/agency decisions, policies and procedures.

10.4.1 Role of Academic Advisor

i. The academic advisor serves as a reference point for the student academically, personally, socially and financially: Academically by following up on the students' academic performance; personally by diagnosing whether a student needs to be referred to a counselor/therapist if needed; socially to promote the ethics, professionalism and values of the profession; and financially by trying to locate financial aid when the need arises.
ii. Academic advisors assist their students in course selection and plan of their stay in the Program.
iii. Academic advisors follow up on their students' academic performance (especially when a faculty member notifies the advisor of low academic performance) and offer assistance to support students' success.

10.4.2 Academic Advising Process

i. After results are released, the Registrar's office identifies all students who meet Probation status.

ii. Student Records Manager will change their Academic Status in the SMS (Probation)

iii. Registrar will write to the students informing them of their Academic Status and directing them to do a Self-Assessment on the SMS

iv. During Academic Advising, the Self-Assessment is to be reviewed together with the student.

10.5. 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 that 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 perform below a term GPA of 2.00 for three consecutive terms after they were placed on academic probation, they will be expelled from Northrise University.

10.5.1 Students Accepted on Probation

Student Life staff will regularly monitor and help students who have been accepted on probation. The department will get the list of such students in the 4th week of every semester as and when the University enrolls new students. These students will not be scheduled for

Academic Advising but will be having regular sessions with Student Life to assess the performance in class and generally how the student is working towards achieving their academic goals. However, the students will be scheduled for Academic Advising after one year.

11.0 Student Life Services

The Student Life department provides services to all Northrise University students. These services include academic and spiritual counselling and other extra curricula activities. Student Life is available to ensure that the 'whole student' is catered for, from the enrolment day until graduation day. Northrise University through Student Life is interested in the academic, spiritual, emotional, social and personal lives of the students.

Students can get in touch with the University Chaplain through Student Life by sending an email to studentlife@northrise.net. The University Chaplain is available to offer spiritual support, you can call him anytime of the day using the University's phone number and he will be able to attend to you and treat your circumstance as priority. He is available for counseling and always ready to talk to you, he will pray for you and with you. Any issue to do with spiritual life, he is available and remember that he is there for you, he is a friend you can trust. In case you want prayer or counseling, you can send an email to studentlife@northrise.net.

Online students should note that certain activities are not applicable to them at the moment. Extra curricula activities such as service learning, work study, and chapel are not applicable to online students. However, online students are encouranged whenever possible to attend online chapel and to participate in the online chapel assessments that are shared by the Student Life.

12.0 Online Course Etiquette

All NU students participating in online courses are expected to conduct their communications in a professional, respectful manner. Below are the general expectations for online courses:

- Email is the official mode of communication, students must read their emails at least every 24 hours and also any assigned readings and course assessments carefully to make sure that they understand the content.
- If you are responding to a message, either include the relevant part of the original message in your message or make sure you refer to the contents of the original message.
- Be specific, especially when asking questions. Proofread for errors in grammar, punctuation, and spelling as these kinds of mistakes can confuse the recipient and also decreases the chances of you getting a satisfactory response.
- It is quite common to be misunderstood in online interactions. In your discussion responses, ensure that you read and re-read responses before you send them. Double-checking ensures that your responses are clear.
- Take your discussion posts seriously. Participating is the number one rule for online discussions, but posting for the sake of posting wastes other people's time. Always remember to add something new to the conversation and not repeat something that someone else has already said. Most importantly, stay on topic.
- Use proper punctuation when typing, use upper/lower cases appropriately. Do not use all capital letters as it gives the appearance of shouting and can seem rude.

Just because you are learning online does not mean that you can be rude. Respond to other learners with courtesy avoiding posting anything that you would not say face to face. This is important in promoting a healthy and collaborative atmosphere for learning.

13.0 Tips on Successful Online Learning

13.1 Expect to put more time into online courses

Online learning may be a more convenient way to take courses, but it is not an easier way. A 3-hour online course will require you to spend at least 6-12 hours per week working on your course. Some students think that if they spend 3 hours on-line that they have completed their required time. The "general rule" of 3 hours contact time plus 3 hours of studying applies to online classes. As a matter of fact, it is probably magnified with online classes because of the isolation from instructor and peers.

13.2 Don't expect online classes to be easier than traditional classes

Online classes are not easier than traditional classes. You still have all the same objectives to master as with a traditional class. In addition, you also have the challenges of online classes – technology requirements, self-motivation, isolation from peers and instructors, delay in feedback from the instructor, challenges of study teams via the Internet, and so on.

13.3 Expect to have a more flexible schedule

Online classes do provide more flexibility. However, there may be assignments that require group interaction either with classmates and/or instructors. Plan and have back-up plans for when technology glitches occur.

13.4 Don't procrastinate!

Start early on your assignments and attempt to post your assignments several days before the due date. Emails on Monday to your instructor containing excuses why you could not post your assignment or discussion post will result in loss of marks for the assignment.

13.5 Expect to wait for a reply from your instructor

Instructors do not sit in front of the computer 24 hours a day, 7 days a week. Therefore, you may not receive immediate feedback to electronic communications. Reasonable response time will depend on the instructor, but it could be 24-48 hours (weekends excluded). Be patient. However, if you have not heard back from your instructor in 3-4 days, try contacting them again. It is possible that he/she did not receive your message. Feedback on assignments will not be immediate but should be timely.

13.6 Log on to your course every single day or at least 4-5 times a week

The more often you log on and receive feedback from your instructor and/or classmates, the better off you will be. If you delay in logging on, it could increase the response time between you and your instructor and/or classmates. For example, if it takes two days for your instructor to respond and two more days to get the message because you have not logged on, then it could be up to a week before a resolution can be reached. If you let too many days go by without logging on to your course, you may get behind and find it very difficult to catch up.

13.7 Be self-motivated and self-disciplined

With the freedom and flexibility of the online environment comes responsibility. The online process takes a real commitment and discipline to keep up with the flow of the process.

13.8 Have access to a computer, Internet (preferably high speed) and any required software or additional hardware.

The communication medium is a computer, phone line, and Internet; the learner must have access to the necessary equipment.

13.9 Make sure you have a private space where you can study and take exams

This will help lend importance to what you are doing as well. Your own space where you can shut the door, leave papers laying around, and work in peace is necessary. If you try to share study space with the dining room or bedroom, food or sleep might take priority over studying.

13.10 Establish a support network

Elicit the support of your colleagues, family, and friends before you start out on your online adventure. This built-in support system will help you tremendously since there will be times when you will have to sit at your computer for hours at a stretch in the evenings and on weekends. When most people are through with work and want to relax is most likely when you will be bearing down on your course work. It helps to surround yourself with people who understand and respect what you are trying to do.

13.11 Be willing to "speak up" if problems arise

Many of the non-verbal communication mechanisms that instructors use in determining whether learners are having problems (confusion, frustration, boredom, absence, and so on.) are not possible in the online paradigm. If a learner is experiencing difficulty on any level (either with the technology or with the course content), they must communicate this immediately. Otherwise the instructor will never know what is wrong.

13.12 Participate!

Be open-minded about sharing life, work, and educational experiences as part of the learning process. The online learning experience eliminates the visual barriers that hinder some individuals in expressing themselves. Contribute your ideas, perspectives, and comments on the subject you are studying, and read about those of your classmates. Your instructor is not the only source of information in your course. You can gain great insight from your peers and they can learn from you as well.

13.13 Apply what you learn

If you are able to apply everything you learn as you learn it, you will remember it more readily. If it is possible, take the things you learn in your online course today and use them in your workplace tomorrow. Also, try to make connections between what you are learning and what you do or will do in your job. Contributing advice or ideas about the real-world as it applies to the subject matter you are studying helps you to internalize what you are learning. Your

classmates may also say that it counts for them, as they will gain valuable insight from the experiences you share.

13.14 Be able to think ideas through before responding and be able to clearly communicate your response(s)

Meaningful and quality input into the virtual classroom is an essential part of the learning process. Time is given in the process to allow for the careful consideration of responses. The testing and challenging of ideas is encouraged; you will not always be right, just be prepared to accept a challenge.

13.15 Accept critical thinking and decision making as part of the learning process

The learning process in both traditional and online classes requires the learner to make decisions based on facts as well as experience. Assimilating information and executing the right decisions requires critical thought.

13.16 Be polite and respectful

Just because you are anonymous doesn't mean you should let yourself "go." Remember, you are dealing with real people on the other end of your modem. Being polite and respectful is not only common sense, it is absolutely obligatory for a productive and supportive online environment. In a positive online environment, you will feel valued by your instructor, valued by your classmates, and your own work will have greater value as well.

14.0 Appendix I: Frequently Asked Questions (FAQs)

1. **Are online degrees accredited?**

Yes**.** Several types of accreditation may be given to a college or university. NU is accredited by the Higher Education Authority of Zambia so are all its online programs.

2. **Are online degrees as good as on-campus degrees?**

When considering an online college or university and an online degree, the reputation of the school and specific program is of great importance. Schools that are renowned for a given program of study will offer degrees that are useful to students whether they earn their credentials in person or through distance education. However, the prestige of the school is not the only consideration when weighing the value of a degree. In many cases, *the skills you gain during your studies will eclipse the degree that you earn***.** If this is true for you, then you need to seek an online university with a positive track record in its quality of education. NU promises to deliver high quality education through the online programs.

3. **Is online education effective?**

If you feel comfortable "flying solo", an online degree program may be right for you. If this is your first attempt at managing your educational affairs without the assistance of parents or teachers, make sure you are up to the challenge, that you are using all the support services available to you, and that you have somebody in your corner, be it a family member or a professional tutor, to help you through the early stages of transition and hold you accountable. *Your performance at an online university is determined in large part by the way that you have historically approached education.*

4. **What are the advantages of taking classes online?**

Convenience and flexibility are the most common advantages of online classes. Taking classes online is ideal for someone who wants to continue working or doing business while earning a degree just as one who attends face-face classes with instructors. Online classes allow you to fit school into your schedule when it's convenient for you.

5. **What is a typical schedule for an online class?**

A three (3) credit course will typically last 16 weeks. The syllabus outlines the requirements for the course with objectives for each week. Students typically have several weekly readings, assignments, and discussions due in specific weeks of which they post a response to a question or assignment and then later respond to other students' posts. Quizzes, tests, and exams are also completed online. This is a typical schedule of online activities.

6. **When can I start taking online classes?**

The academic year is composed of two 16-week semesters and two 2-week winter blocks. New students are admitted in S1 (February intake) and S2 (August intake).

7. **How much time should I spend on one class every week?**

The time you spend on a class can vary. Plan to spend 10-15 hours a week on a full course load

8. **What is a full course load?**

Course load is the number, of course, a student takes per study period. The full course load is currently five (5) courses per semester.

9. **Can I take one course at a time?**

Yes, you can but you will take more time to complete your program.

10. **How is the material available online?**

Online classes are delivered using a learning management system, called Google Classroom. Students log into Google Classroom and can select their Class Cards. Once a student is in their class, they can access course materials, PowerPoint slides, assignments, readings, documents, videos, links, and discussion forums.

11. **Is there interaction with other online students?**

Yes! There is quite a bit of interaction between other students including online discussion forums and general class discussions. You can contact individual students via the in-buit email system in Google classroom.

12. Are there group projects within online courses?

For now, no group projects have been incorporated into the learning plan.

13. How are online classes graded? What are the instructor's expectations?

Online courses are graded just like traditional classroom courses. High-level critical thinking is required, and students leave the course with an understanding of the subject and an ability to apply their knowledge in a real-world setting. Standard assignments include reading the course text and additional materials, active participation in online discussions, quizzes or tests, writing papers, etc. Assignments, Discussion Questions, and exams will be based on the course objectives. Be sure to understand the objectives of the course and the individual session objectives.

14. Are tests available online?

Yes. Students may sign an ethical agreement saying they will not copy or share their exam, and that the person taking the test is the person registered for the course. Tests may be timed, and do not typically allow for open-book responses. Be sure to understand the exam rules before taking an exam online.

15. Can I access NU library facilities if I'm taking online classes?

The library will provide library facilities to all online students electronically. You don't need to visit the campus to access the library facilities.

16. Can I go on vacation while taking an online class?

Online courses require weekly logins, assignments, exams or class discussions, and weekly readings. Students must ensure they can meet the course requirements throughout the semester.

17. Are there specific login or online participation times?

Online classes may include online chat room engagements that require a specific time commitment. Students should expect weekly due dates for assignments that require them to participate in the online course throughout the week. You are advised to login to the class at least once every 24 hours.

18. I have registered for an online course. What happens next?

If this is the first time you enrolled in a class at Northrise University, you will be assigned a Student ID number. You will need a Student ID number to participate in your class, gain easier access to your results, email, access library services, and Student Management System. After making payments, you will be invited to the online classes. If you have not received an invitation after 48hrs of making payments for the courses, please contact the Registrar's Office. All students enrolling in an online course are encouraged to contact the Registrar's Office if not invited to classes after 48hrs of making payments.

19. What technology do I need to be successful?

Students are expected to be confident with their skills regarding standard computer applications for completion of their coursework.

20. What if I have technological difficulties?

The Systems Administrator's Office is available Monday to Friday from 08:00Hrs to 17:00Hrs. Please contact the Systems Administrators at systemadmin@northrise.net. For quality purposes, all complaints or challenges must be documented via email.

21. What if I change my mind and want to drop my class?

You may drop a class by completing a Add/Drop Course form within the first week of class. After the first week, a withdraw form must be completed and refund policy will be effected. At this point, a student will be charged for one week of class attendance or two weeks depending on the time of withdrawing. Please refer to the withdrawal policy in the NU Student Handbook.

22. Is financial aid available?

At the moment financial aid is not available for all online programs except Theology. Theology students are therefore eligible to apply for FA.

23. Will the credits I earn online count toward my degree requirements?

Yes, all courses that are taken online count towards the degree requirements. The course content taught online is the same as the traditional classroom, therefore the degree to be obtained by an online student is the same as students attending onsite classes.

24. How do I get my grade?

Approximately one month after the end of your class you may log into the Advisor system to access your grades. A notification will be sent to the student when grades are ready.

25. What kind of student does well with online learning?

Students who excel in online courses are generally organized, motivated, independent, and have good time-management skills.

26. Is there a class outline (syllabus)?

Yes, just like onsite classes, online classes will be assigned course materials. For new students, once you receive your student ID number, login into the Google Classroom to access the course material and other class information. If not, please contact the Registrar's Office if you have paid for the course and not invited to class. If you have been invited but no course material is available, you may contact your course instructor or the Online Studies Manager.

27. What do I do if I have questions about an assignment?

Online learning takes place in a virtual classroom, but the skills used to succeed in it are very similar to those needed for an on-campus class. Questions about assignments or any part of the class should be directed to the instructor via email or discussion forum in class. It is recommended that students use the classroom discussion forum so that the instructor may respond to the benefit of other students in the class.

28. Will classes meet at a specific time?

With online learning, you may view the course materials on your schedule. The content will be available to all students 24/7. Online students are not mandated to attend classes.

29. Will I ever have to physically come to NU?

You will not need to physically come to NU unless you have questions that cannot be answered via the discussion board or email. If you need to come to campus, make an appointment with the instructor, or come during the instructor's office hours.

30. Will I have to come to campus at all for an online class?

Online classes that are considered Web-based courses are delivered completely online and do not require time on campus.

31. How are assignments turned in?

All assignments will be submitted via Google Classroom on the set due dates. Generally, all course work must be submitted in Google Classroom.

32. How do I receive and hand in assignments?

All assignments are available in Google Classroom. Each course's activities are organized in the course's lesson plan. You can view all assignments and due dates to help you plan. All assignments are handed in via Google Classroom.

33. Will I need to use a word processing program for written assignments?

Yes and No! Yes. You should get into the habit of typing all of your assignments, regardless of whether they are research papers, emails, discussion board postings, etc., in a word processing program like Microsoft Word. That way, you can check your work for spelling and grammar errors before submitting it. No in the sense that you will only be allowed to submit your assignment in Google Docs.

34. Are the exams and quizzes open book, can a friend help me?

Exams for these courses are an assessment of your knowledge of the material after reading and studying the material. It is not intended for each question to be looked up. The exams are not intended to be an open book/open friend. They are intended to assess your knowledge.

35. How do I access the exams and quizzes?

Information will be provided before the Exams.

36. Are there prerequisites or language requirements?

There are no prerequisites unless stated. NU courses are open to students of all backgrounds who meet the entry requirements. All courses are conducted in English. We recommend students have a conversational knowledge of English when pursuing a program at NU.

37. What are some of the challenges when taking online classes?

One of the most important keys to being a successful online student is self-discipline. Because you are not required to be in class at a specific time you have to be self-motivated to get the work done on your own. If you have a family and/or a full-time job while you are taking online classes you must establish a schedule of when and how you will get your work done. **We highly recommend this.** If you don't understand an assignment it is important to ask questions for clarification weeks before it is due so you don't fall behind. Instructors make themselves available to students via e-mail, virtual office hours, and conference calls. Make an appointment if necessary.

38. Who should I contact if I am in trouble?

Category	Contact	Email
Course registration, published results, Google Classroom invitations, course paths, etc.	Registrar	registrar@northrise.net
Payment related queries	Accounts	accounts@northrise.net
Student social, spiritual, and health welfare	Student life	studentlife@northrise.net

IT-related issues, password reset, access to computer systems etc	Systems Administrator	systemadmin@northrise.net
Exam related issues	Exam manager	exammanager@northrise.net
Library related issues	Librarian	librarian@northrise.net
Online Studies related matters	Online Studies Manager	onlinestudies@northrise.net

15.0 Appendix II: Online Learning Agreement

The following policy statement needs to be accepted by all interested students prior to their enrolment onto the Northrise University Online Learning Program. Please read the following policy statements before continuing. By continuing with the enrolment process, you signal your agreement and compliance with NU's online learning policies.

Copyright License Agreement
This Copyright License Agreement ("Agreement") is a legal agreement between Northrise University and you ("Licensee"). By continuing with the enrolment process and accessing the online learning course and/or printing any materials from any online course, Licensee agrees to be bound by this Agreement's terms and conditions.

NORTHRISE UNIVERSITY owns or licenses all intellectual property rights (including, where applicable, copyright, trademark, domain name, trade secret, and patent rights) in all materials provided by NORTHRISE UNIVERSITY in connection with this Agreement ("Course Materials"), including without limitation any and all materials or other works created by NORTHRISE UNIVERSITY relating to the delivery of all online courses, including any structure or code developed or created by NORTHRISE UNIVERSITY.

NORTHRISE UNIVERSITY hereby grants a limited, non-exclusive license to Licensee to use the Course Materials for the sole and exclusive purpose of preparing to take the examinations, and include keeping materials for personal reference, making notes and checklists, and creating working tools to be utilized in connection with his/her preparation for the examination. These licenses do not include the right to use Course Materials to provide any training to any person, party or entity for any purpose including, but not limited to preparing such persons for taking the course examination. Licensee may not sublicense or disclose the Course Materials (or any derivative products created from them) to third parties in any form for any reason. NORTHRISE UNIVERSITY owns any derivative products created by Licensee except any portions that include Licensee's own confidential information or pre-existing intellectual property (or that of any third party). Licensee will not alter, develop derivative products, or otherwise use the Course Materials as a whole or in part in any form or any purpose other than preparing for the examination without the prior written consent of NORTHRISE UNIVERSITY. Licensee will not remove NORTHRISE

UNIVERSITY's copyright and trademark on the Course Materials and will add NORTHRISE UNIVERSITY copyright on the NORTHRISE UNIVERSITY owned portion of all derivative works created by Licensee. If any of these terms and conditions is not met, NORTHRISE UNIVERSITY reserves the right to revoke the license granted by this Agreement.

As a participant in NORTHRISE UNIVERSITY online course, Licensee owns any original material that Licensee creates and enters online as part of the course, including Licensee's comments and testimonials about the quality of the course and the instructor ("Testimonials"), messages posted in chat and threaded discussion, and project deliverables (collectively "Licensee's Material") submitted online or sent via email to the course instructor. Licensee hereby gives NORTHRISE UNIVERSITY a license to share Licensee's email address with other students in certain team-based courses, use Licensee's Testimonials for marketing purposes, share all other Licensee's Material with other NORTHRISE UNIVERSITY students and to use Licensee's material for NORTHRISE UNIVERSITY's own business purposes. Except for the Testimonials (which NORTHRISE UNIVERSITY may use for marketing purposes) the Licensee agrees not to sell, license, or otherwise make Licensee's Material available to any party other than NORTHRISE UNIVERSITY and its students.

NORTHRISE UNIVERSITY does not warrant or guarantee that the Course Materials will satisfy the intended use by Licensee. NORTHRISE UNIVERSITY IS NOT LIABLE FOR ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, OR FOR LOSS OF PROFITS, REVENUE, OR DATA, WHETHER IN AN ACTION IN CONTRACT, TORT, PRODUCT LIABILITY, STATUTE OR OTHERWISE, EVEN IF ADVISED OF THE POSSIBILITY OF THOSE DAMAGES. NORTHRISE UNIVERSITY's liability with respect to the Course Materials provided hereunder will not exceed the amount that Licensee paid for the online course, even if any term of this Agreement fails of its essential purpose.

Licensee hereby indemnifies and will defend and hold NORTHRISE UNIVERSITY harmless against all claims, damages, injuries or deaths, judgments, liabilities and expenses (including legal costs and attorney fees) arising from or in connection with Licensee's breach of the conditions to this License, or Licensee's negligence or violation or alleged violation of NORTHRISE UNIVERSITY's proprietary information, trademark, copyright, or patent. The obligation to indemnify will survive the termination of this Agreement.

This is the entire Agreement between the parties as to the subject matter hereof and supersedes all other agreements, express or implied, written or oral. No modification of, or amendment to, this Agreement shall be binding unless in writing and signed by both parties. Invalidity or unenforceability of one or more provisions of this Agreement shall not affect any other provision of this Agreement. Licensee may not assign this Agreement without the prior written consent of NORTHRISE UNIVERSITY. Neither failure nor delay on the part of any party to exercise any right, remedy, power, or privilege hereunder nor course of dealing between the parties shall operate as a waiver thereof, or of the exercise of any other right, remedy, power, or privilege. The Agreement will be governed by and construed according to the laws of the Republic of Zambia. Any notices required or authorized to be given hereunder shall be deemed to be given when mailed by certified or registered mail, postage prepaid, as follows:

To NORTHRISE UNIVERSITY: ONLINE STUDIES CENTRE, 30029 Kitwe- Ndola Dual carriage Highway P O Box 240271 Ndola Zambia.

16.0 Appendix III: The Northrise University Virtual Learning System (NU VLS)

Overall Design of The VLS

The NU VLS is a course management system – a software package designed to help educators easily create quality online courses. Such e-learning systems are sometimes called Learning Management Systems or Virtual Learning Environments (VLE)

The VLS promotes a social constructionist pedagogy (which includes collaboration, activity-based learning, critical reflection, and so on). It is suitable for 100% online classes as well as supplementing face-to-face learning. It has a simple, lightweight, efficient, compatible, low-tech browser interface.

Course listings show descriptions for every course on the server, including accessibility to guests. Courses are categorized and searched – one VLS can support thousands of courses

Most text entry areas (resources, forum postings, journal entries, and so on) can be edited using a capable, embedded WYSIWYG HTML editor.

As an online student you can download all student forms from the VLS. Student forms such as the assignment cover sheet, add/drop course, transcript request, course/program withdrawal. You can also find APA documents to help you understand the APA formatting standard.

Support Contact Information

If you experience problems using the NU VLS, you can contact the Systems Administrators via systemadmin@northrise.net

17.0 Appendix IV: Google Classroom

Google Classroom is a web service developed by Google for schools, colleges and universities that aim at simplifying the process of creating, distributing and grading of student assignments. Schools, colleges and universities can use Google Classroom to streamline assignments, boost collaboration and foster communication between teachers and students. Students can interact with the platform using a web browser or the google classroom app on android or iOS. Students will primarily be using Google Classroom to access learning materials, upload assignments, answer discussion questions, and interact with instructors and classmates. Also note that students can use Classroom with other Google apps that they already know such as Gmail, Google Docs, Calendar, Drive etc.

18.0 Appendix V: Library Resources

In addition to using other resources like Google Scholar, NU has subscribed to the following databases for access to e-books, journals, and academic publications.

EBSCO-Host

EBSCOhost is an easy to use web-based research platform used by educational institutions and millions of users worldwide. EBSCOhost helps researchers from various industries and fields to find the information they need within a short timeframe due to its high quality databases and search functionalities. Students will be able to access EBSCOhost resources using their student email address.

JSTOR

JSTOR is a digital library for the intellectually curious and it provides access to more than 12 million academic journal articles, books, and primary sources in 75 disciplines. It will help you explore a wide range of scholarly content through a powerful research and teaching platform.

As a Northrise University student, you can have access to JSTOR at any location as long as you have an internet connection. You have options to download, save and cite a resource in the format you desire as provided on the resource. Below is a step by step instruction on how to use JSTOR:

Access JSTOR using one of the following ways:

- Northrise University student portal: http://www.northrisestudent.net , then click Jstor
- Or JSTOR website: http://www.jstor.org

On the Jstor home screen either,

- Login if you already have an account or
- Register an account with your student email address e.g. 50000000@northrise.net.

NOTE: Using your NU email address is what will enable access to the University's resources on JSTOR

Log in with your new account credentials

Once logged in, you can search, access and download parts of any resources available under Northrise University.

Note*: After successfully logging in using your NU student email account, at the top of every page on JSTOR.org, it should read: "Access provided by Northrise University".*

Student Management System (SMS)

The Student Management System (SMS) is the application that students can use to register for courses remotely and access their invoices, payment statements, course evaluation, track courses, etc. The SMS can be accessed via the NU student portal. Students are encouraged to keep track of their payments especially if they are not on a full payment plan. This is the first place to check if students don't have access to Google Classroom. Students are advised to check for payments before contacting the Registrar's Office on invitations to Google Classroom.

Gmail

The University's primary means of communication is via email. Northrise University uses Gmail as the sole email service provider. Students have access to their Northrise student emails from anywhere as long as they have an internet connection. Student emails can be accessed through the browser, an email client such as MS Outlook, or Gmail application on their phones or tablets available on android or iOS.

All communication sent through NU electronic mail (email) by NU 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. Students are advised to synchronize their NU email with phone applications to receive alerts. Students should check emails at least once in 24 hours.

NOTE: If you have a personal Gmail account, you are advised to check the default email account on your device (phone, laptop, tablet). Please ensure you log into your northrise.net account to have access to your Google Classroom.
You will not access the Google Classroom app if your default email account is not your NU email account. Be sure to sign out of your personal Gmail account or add the NU email account as your default email.

Google Docs

Google Docs is a word processor included as part of a web-based Google Docs suite offered by Google within its Google Drive service. Students have access to Google Docs as long as they have a good internet connection and a web browser. Students are required to submit their assignments in Google Docs file format unless otherwise stated by their course instructors.

Academic Advisor System

Student records, including report cards, academic transcripts, assessment reports, and academic progression report, are managed accurately, securely, and privately as per NU policy using the Advisor. The Advisor system is used to securely store unofficial transcripts and students' grades. The system can be accessed by the students remotely and provide information on completed courses, hours, credits, and pending credits. All transcripts kept on Advisor are unofficial until stamped and signed by the Registrar's Office. Students wishing to collect official transcripts should apply for a transcript and pay towards the processing of the official transcript as per the NU procedure.