

ARRUPE JESUIT UNIVERSITY

STUDENT HANDBOOK

Academic Year 2019 - 2020

REVISED Edition

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@ Arrupe Jesuit University

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OUR MISSION

To be an African Jesuit Centre of academic excellence, making a quality contribution to integral human formation through the development of women and men of intellectual competence, compassion, conscience and commitment in the service of justice and love based on research and innovation.

OUR VISION

To be a world class African Jesuit University offering integral human development.

OUR CORE VALUES

Excellence

Accountability

Service

Innovation.

UNIVERSITY MOTTO:

Ever to Love and to Serve

HISTORY AND AIMS

1.0 Arrupe Jesuit University (AJU) is an autonomous international academic institution, owned by the Zimbabwe Province of the Society of Jesus on the behalf of the Jesuit Conference of Africa and Madagascar (JCAM). The Society of Jesus is a religious order of priests and brothers within the Roman Catholic Church. The Jesuit University is named after Father Pedro Arrupe, who was Superior General of the Jesuits from 1965 to 1983.

1.1 Arrupe Jesuit University grows out of Arrupe College which was founded in 1994 with the initial aim of providing part of the training needed by young Jesuits on their way to effective Christian ministry, either as priests or as brothers. Today it has become an excellent centre for learning, educating responsible men and women through the Ignatian and Jesuit pedagogy. It is also the preferred school for philosophical and humanistic formation for a number of other religious congregations operating within Zimbabwe and in neighbouring countries. Since 1996, the College has enjoyed the status of “association” with the University of Zimbabwe, and “affiliation” with the Pontifical Gregorian University in Rome. The Zimbabwe Council for Higher Education (ZIMCHE) granted Arrupe College a provisional charter as a university on December 7, 2017, as Arrupe Jesuit University. The JCAM President, and Chancellor of the University, Fr. Dr. A.E. Orobator, SJ, inaugurated AJU on February 24, 2018. ZIMCHE granted AJU the full accreditation on December 3, 2018, on the Feast day of St. Francis Xavier, SJ. And on 30 May, 2019, Arrupe

graduated its first Master of Arts in philosophy students.

AUTHORITIES, ACADEMIC STAFF, ASSISTANTS

2.0 BOARD OF TRUSTEES

President: Rev. Fr. Dr. Orobator Agbonkhianmeghe SJ

2.1 University Council

Chairperson: Rev. Fr. Chiedza Chimhanda, SJ

2.2 ADMINISTRATION

Fr. Munyoro, Gibson Francis SJ (Rector)

Dr. Kiyimba, Kizito SJ (Vice-Chancellor)

Dr. Ekwueme, Evaristus SJ (Pro Vice-Chancellor – Academics/ Dean of Studies)

Dr. Mardai, Gilbert SJ (Pro Vice-Chancellor Administration/Finance/Development/Registrar) –

Fr. Aman, Gerald W. SJ (Administrator)

Fr. Okoh, Martins SJ (Bursar)

Dr. David Kaulem, (Acting Dean of School of Philosophy & Humanities)

Dr. Stephen Nzyioki, SJ (Acting Dean of School of Education & Leadership)

Fr. Chuks Mueme, SJ (Dean, Student Life)

Mr. Zangairai, Francis (Asst. Dean, Academics)

Mr Karenga, Fundasi (Deputy Registrar, HR and Marketing)

Mrs Tsitsi Chigodo (Acting Program Coordinator ICT Programmes)

Prof. Eddy Murphy, SJ (Chief Librarian)

Fr. Roland von Nidda, SJ (Chaplain)

2.2.1 Programme Directors

Dr. Buckland, Stephen SJ (Director of Master's Programme)

Prof. Chennells, Anthony (Acting Director of Centre for African Studies)

Fr. von Nidda, Roland SJ (Director of Service Programme)

Prof. Chennells, Anthony (Director of Humanities)

Dr. Mardai, Gilbert SJ (Director of Language Programme)

Mr. Ubalijoro, Theo (Director of ICT)

Fr. Okoh, Martins SJ (Director of Development)

Dr. Ekwueme, Evaristus, SJ (Director of Research, Innovation, Media and Publication)

Dr. Kaulem, David (Director of Centre for Ethics in Society)

Mr. Isingizwe, Bonaparte, SJ (Acting Director of the Department of Short Courses)

Mrs Chikwekwete, Dadirai, (Administrator of AFCAST)

Dr. Sr. Mandeya, Annah (Director of Child Protection Programme)

2.3 ACADEMIC STAFF

2.3.1 Full-time Academic Staff

Dr. Buckland, Stephen SJ, BA (Rhodes Univ.), BA (Heythrop College), M.Th. (Heythrop College), PhD. (Cambridge)

Prof. Chennells, Anthony, BA Hons (Univ. of Natal), DPhil (Univ. of Zimbabwe)

Dr. Ekwueme, Evaristus SJ, BA (Univ. Of Zimbabwe), BTh (CUEA Nairobi), MA (Boston College), MSCIS (Boston University), PhD. (Boston College)

Dr. Kaulem, David, BA General, BA Honours (University of Zimbabwe), MA (University of Zimbabwe), MA (University of Oxford, United Kingdom), Certificate in Training Management, Personnel Management of Zimbabwe, PhD (University of Zimbabwe)

Dr. Kiyimba, Kizito SJ, BA (Pont. Urban Univ.), Lic. in Phil (Kimwenza), BTh (CUEA, Nairobi), STL (Frankfurt), PhD (LSE, London)

Dr. Mardai, Gilbert SJ, Dip (Spiritual Missionary Seminary, Tanzania), BA Hons. (Univ. of Zimbabwe), MA (Heythrop College, Univ. of London), BTh (Institut de Théologie de la Compagnie de Jésus, Abidjan, Côte d'Ivoire), MA Christian Theology (Heythrop College, Univ. of London), DPhil (St. Augustine College, South Africa)

Dr. Muhigirwa, Bernard, SJ, BA (Canisius College, Congo DRC), BTh (Hekima College, Kenya), MA, PhD (University of San Francisco, USA)

Prof. Murphy, Edward SJ, BSc, STL, PCE, Head Librarian, Ombudsman.

Dr. Nyachowe, Monica, OP, Dip in Edu., (Bondolfi Teachers College, Zimbabwe), BEdu, BEdu (Hons) (University of South Africa), MEdu (Newcastle University Upon Tyne, UK), PhD (University of KwaZulu Natal, South Africa)

Dr. Nzyoki, Stephen, SJ, BA, (Arrupe College/University of Zimbabwe), BTh (Hekima College, Kenya), MA, PhD (University of San Francisco, USA)

Fr. Mueme, Chuks SJ, MA (Creighton University, Nebraska, USA), BTh (Hekima College, Catholic University of Eastern Africa, Nairobi, Kenya), BA Honours (Arrupe College, University of Zimbabwe).

Fr. Mutelo, Isaac, OP, MA, BA (Hons) (University of KwaZulu Natal, South Africa), BA, BTh (St. Joseph's Theological Institute, Cedara), Certificate in Education (Chongwe College of Education, Lusaka)

Fr. Okoh, Martins, SJ, MBA (Clara University, California, USA), BTh (Hekima College, Catholic University of Eastern Africa, Nairobi Kenya), BA Honours (Arrupe College, University of Zimbabwe)

Fr. von Nidda, Roland SJ, STL (Heythrop College, Univ. of London), B. Div (Univ. of London)

Mrs. Chigodo, Tsitsi, Eva, BMMIT (Catholic University of Zimbabwe), MSc (Midland State University, Zimbabwe)

Mr. Isingizwe, Bonaparte SJ, BSc (National University of Rwanda), MA (Arrupe Jesuit University/University of Zimbabwe)

Mr. Zangairai, Francis, MA, BA (Hons) (Univ. of Zimbabwe)

Emeritus Professors

Prof. Emeritus. Stacer, John SJ, BA (Spring Hill), MA (Spring Hill), STL (St Albert de Louvain), PhD (Tulane)

2.3.2 REGULAR PART-TIME LECTURERS

Prof. Daka, L.

Prof. Ngara, E.

Prof. Makuru, S.

Dr. Chidavaenzi, I.

Dr. Nyambara, P.

Dr. Chikutuma, T. OP

Mr. Karani, D.

Sr. Mandeya, A.

Fr. Makamure, K.

Fr. Mahlahla, J.

Br. Zvaiwa, A.

Fr. Matsepane, SJ

2.4 LIBRARY

Prof. Murphy, Edward SJ, BSc, STL, PCE, Head Librarian

Mrs Munemo, P. (Senior Assistant Librarian)

Ms Andrea, P. (Library Assistant)

Mr Kutsawa, E. (Library Assistant)

Mr Matuta, F. (Library Assistant)

2.5 ADMINISTRATIVE ASSISTANTS

Mr Matope, L. SJ (Assistant Administrator)

Mrs Mawoyo, L. (Administrative Assistant)

Ms Musimurimwa, S. (Receptionist)

2.6 ARRUIPE JOURNALS

Mr. Hubert Niyahoro, SJ (Editor-in-Chief, Chiedza – Lighting Africa)

Mr. Joseph Ghansah, SJ (Editor-in-Chief, Arrupe Insider)

2.7 STUDENT ASSOCIATION COUNCIL

Mr. Mashiri, Lovemore, SJ (President)

Mr. Dakamire, Joseph, (Vice President)

GENERAL REGULATIONS

3.0 These regulations must be read together with the University Charter, Statutes, Lecturers' Guide and Student Handbook. This General Academic Regulations shall guide each school, department, centre or institute.

3.1 NON-DISCRIMINATION POLICY

In the tradition of Jesuits, and Catholic heritage, AJU is dedicated to research, innovation and intellectual excellence in all its forms. It embraces and recognises the diversity of the human family and their unique contributions especially in its staff and students. It therefore supports and advances the right of each individual to exist and to pursue their intellectual goals and ideals in mutual respect and gratitude. AJU, conscientious of its African heritage, dedicates itself to fostering and maintaining a humane environment for all peoples irrespective of race, colour, continental or national origin, sex, religion, culture, disability, age, marital or parental status, sexual orientation, military status, generic information or medical family history, social media status or other recognisable status morally binding.

AJU unequivocally rejects, condemns and will not in practice or in theory support any forms of harassment, wrongful discrimination and disrespect. The University will comply with Zimbabwean laws and international laws prohibiting discrimination in its business dealings, employment and educational programmes. And thus, every student and employee ought to be familiar and wholeheartedly accept the induction pledge.

Arrupe Jesuit University Induction Pledge

- **I PLEDGE:**
- That I may commit myself to respect and conduct my affairs with integrity in my pursuit of rigorous holistic life at Arrupe Jesuit University.
- That I may be honest in all my activities in and out of the campus;
- That I may conduct myself wisely, respectfully, without discrimination, towards all members of Arrupe Jesuit University community at all times as we live and work honourably together.

So help me God, Amen.

AJU has designated an office for Institutional Diversity to ensure its compliance with this regulations and with the Zimbabwean Constitution: Chapter 2, Part 2 Fundamental Human Rights and Freedoms, Section 56 Equality and Non-discrimination, Subsection 3. "Every person has the right not to be treated in an unfairly discriminatory manner on such grounds as their nationality, race, colour, tribe, place of birth, ethnic or social origin, language, class, religious belief, political affiliation, opinion, custom, culture, sex, gender, marital status, age, pregnancy, disability or economic or social status or whether they were

born in or out of wedlock.” Thus, any employee or student whosoever feels such discrimination should notify the director for Institutional Diversity. (Consult the University directory for contact details).

3.2 Admissions

Inquiries about admission are to be made to the Office of University Admissions, from whom application forms may be obtained. These should be returned duly completed and signed, accompanied by certified copies of birth certificate, school leaving transcripts, certificates, degrees, statement of purpose, a typed writing sample, and recommendation letters before the advertised closing date. Prospective students may also fill out the same applications online at the University website. Late applications may be considered upon payment of the prescribed late application fee. Application results will be communicated to all candidates through email.

3.3 Registration, Terms and Conditions of Enrolment

Registration will take place at least two weeks before the beginning of each semester as published in the University Academic Calendar. A student’s registration shall not be confirmed until he or she has fulfilled the requirements for the payment of fees as prescribed by this regulation. In order to retain one’s admission, students must pay at least 50% of their fees before the beginning of each semester. A student may be withdrawn from his/her program for non-payment of fees. All students must to read and sign the Terms and Conditions of Enrolment before the commencement of all classes.

3.3.1 The University shall have two intakes, August and January of each year.

3.3.2 Withdrawal and Leave of Absence

The University respects a student’s right to take leave of absence or to withdraw from a programme or from the University. Therefore, leave of absence could be voluntary, personal, medical and involuntary. Any student who intends to take voluntary, personal or medical leave should contact the Office of the Dean for Student Life at least four weeks in advance. They are also to contact the same office at least six weeks in advance before the beginning of the semester in which they intend to re-enrol. Leave is not granted for more than two semesters at a time. Appropriate documentation will be required in any case. It is considered involuntary leave of absence when a student’s absence is beyond their control. However, such situation should also be communicated through the respective deans of the schools. A student may withdraw from a course or from the university after registration. However, the proceedings established by the University must be followed in this instance. See the Student Handbook for details for course withdrawal or university withdrawal.

3.4 Course Attendance

A student registered for any programme of studies is expected to attend all classes prescribed for that programme (irrespective of mode of delivery), including tutorials, seminars, and any practical sessions that may be required. For absences on grounds other than of health, prior permission of the Dean of the School shall be necessary. If a student is unable to attend classes for health reasons, he or she must notify the appropriate

authority as soon as possible, and for absences longer than 3 teaching days must submit in support thereof certification by a registered medical practitioner. Lecturers are authorized to take attendance and present evidence of absences to the Dean of the School before deducting the prescribed 10-15% of overall mark for participation.

3.5 Absenteeism

Any student who is absent from classes for nine cumulative hours in one or more courses per semester, without prior permission, may be suspended for one or two weeks as long as the evidence of such truancy can be presented to the Dean of the school.

3.6 Plagiarism

To plagiarise is to present the words or ideas of another as if they were one's own. This includes presenting the works of a course, class or school mate as your own. Thus plagiarism is an academic offence in the sense that theft is in ordinary daily life; it lessens the quality of a student's work, diminishes rather than develops a student's capabilities. Appropriate use of other people's words or ideas requires one explicitly to acknowledge one's sources by an in-text parenthetical reference following a quotation or paraphrase or by explicit mention of the source in one's introduction to the quotation or paraphrase. Every direct quotation of four lines or less should be placed within quotation marks; every longer quotation should be indented. Students should ask a faculty member if in doubt about how to acknowledge a particular quotation or idea.

Arrupe Jesuit University at present uses Ephorus software to detect possible plagiarism in every BA Honours, MA and PhD dissertation. Supervisors, lecturers and programme directors are not limited to Ephorus. They ought to use other means like Google or hard copies to check for possible plagiarism. Thus, all dissertations must be submitted in soft copy as well as hard copy in order to be checked by Ephorus, and every department must forward to the University an Ephorus report regarding every dissertation along with a marker's evaluation of what Ephorus reports as possible plagiarism. No dissertation will be judged to contain significant actual plagiarism without the carefully discerned consensus of the supervisor, the second marker, and the Dean of the school or another whom the Dean appoints. When appropriate and necessary these three will be in conversation with the appropriate officers. The student has the right of appeal to Arrupe's Ombudsman, who may call for a meeting of Arrupe's Disciplinary Committee.

3.6.1 If a dissertation is judged to contain significant actual plagiarism, the candidate may not re-submit a dissertation on the same topic but must write a new dissertation on a different topic to be submitted before the end of the following semester, that is, before the end of June or December. The new dissertation will be awarded a maximum mark of 50%.

3.6.2 If the new dissertation is judged to contain significant actual plagiarism, the Faculty Board and the Disciplinary Committee, will take disciplinary action either to suspend or expel the student.

3.6.3 All students shall be required to submit each course's major essay or essays in soft copy as well as hard copy so that they may be checked by Ephorus, and beginning then

director will forward to the University Ephorus reports concerning major essays along with a marker's evaluation of what Ephorus reports as possible plagiarism.

3.6.4 If a lecturer detects plagiarism in an ordinary coursework essay, it will be reported to the Dean of the school who will check the record to know whether it is first, second, or third offence.

3.6.4.1 In case of a student's first offence, the lecturer and a colleague chosen by the Dean of the school judge whether there is actual and significant plagiarism and then, if appropriate, award a mark of zero for the submitted work and give the student a lecturer's warning that is recorded by the Dean. If the student had plagiarised a course mate in the same assignment, both students will be awarded a mark of zero and will both receive lecturer's warning.

3.6.4.2 In case of a second offence, the Dean of the School joins the lecturer and the colleague in judging whether there is actual and significant plagiarism and then, if appropriate, awards a mark of zero for the submitted work and gives the student a Dean's warning and one or two weeks' suspension. If the student had plagiarised a course mate in the same assignment a second time, both students will be awarded a mark of zero and will both receive the Dean's warning and one or two weeks' suspension.

3.6.4.3 In case of a third offence inclusive of a course mate plagiarism, the University's Student Disciplinary Committee judges whether there is actual and significant plagiarism and then, if appropriate, awards a mark of zero for the submitted work, gives the student(s) a Disciplinary Committee's warning, and may recommend to the Senate a disciplinary action either to suspend or expel the student.

3.6.4.4 Also, all cases of academic delinquency shall be judged in the same manner as plagiarism. Every student must personally do all his/her essays, practicals, labs assignments and examinations. Other than the officially stipulated fees by the University, students and staff shall not charge or pay anyone (in person or online) fees neither to proxy, impersonate nor to write his/her essays, assignments, practicals, labs and examinations for him/her. All such cases shall be handled by the appropriate disciplinary committee and shall carry stiff reprimands such as warning, suspension for a semester, and expulsion or termination.

3.6.4.5 No student and staff shall demand, give or receive sexual gratifications or other such favours in exchange for any academic work, marks, awards or certificates. All such cases shall be handled by the appropriate disciplinary committee and shall carry a stiff reprimands such as warning, suspension for a semester, and expulsion or termination.

3.7 Examinations

To be admitted to any formal examination, a student must be a registered student of the University, must have fulfilled and passed all the course work, and must have fulfilled all the requirements for the payment of fees. Students must familiarise themselves with the University regulations governing the examination process. For examination schedules, refer to the department or school.

3.6.1 If a student is unable to take an examination due to ill health, he/she should report immediately to the Dean of the school before the examination. In addition, should a student fall sick during an examination, he/she will notify the invigilator immediately before leaving the examination hall. A medical report from a qualified medical doctor must be presented to the Dean of the School within two weeks of the incident. A 'first-attempt' examination shall be considered for such a student.

3.8 Deferments, Suspension, Expulsion and Termination

Without prejudice to 3.3.2, any student can defer his/her studies for a period of one year. Any religious student who is withdrawn from any programme by his/her religious superiors, will be considered withdrawn by the University for a minimum of one year or two years following a review by the University admissions office. Any student can terminate his/her studies with the consent of his/her sponsors where applicable. (See Code of Conduct of Students for details).

4.0 Entry Regulations for undergraduate programmes

The University will admit only candidates who fulfilled its requirement for various programmes. For admission all must have passed English language, Mathematics and a local African language at least at the Ordinary level. For a BA or BSc degree, for a Zimbabwean candidate, five Ordinary Level passes and at least two Advanced Level passes, or four Ordinary Level passes, at least three at the Advanced Level in the relevant subjects of their application. Mature entry is for males 30 years and females 25 years and older and requires at least five passes at the Ordinary level, or relevant accredited certifications and experience in virtue of which the University considers them ready for a degree programme. With respect to all international students, the University will consider for admission students who have met the basic requirement for university admission in the country where they obtained their high school education. For instance, in English-Speaking West African countries, a candidate is considered for admission if they obtained at least six credits or better in the West African Examination Council.

4.1 The University will also admit religious students, especially in the School of Philosophy & Humanities who have satisfied requirements for admission to a degree programme of universities of their home country, provided they have passed English language and four other subjects at least at Ordinary level. These are considered to be similar to Zimbabwean students accorded mature entry, because prior to receiving a university degree these 'religious' students have three or four years of education beyond that of a Zimbabwean who begins studying at the university with Ordinary levels: one more year of primary and secondary education, one or two years' study of spirituality at a religious novitiate, and four years of university rather than three. For non-religious foreign students, the regular admission requirements apply.

4.2 Each school, institute or department will grant two types of exemption, both based on a student's past study and experience for which evidence is given in the application. The Admissions Committee effects exemption from two years or one year of study. The Dean of the school effects exemption from a particular course. See departmental regulations for further details of exemptions.

5.0 Arrupe Competency and Aptitude Test (ACAT)

Each student admitted to undergraduate or postgraduate degree programme would sit for an aptitude test administered by the University. This is to better prepare the students for studies. The test will cover the following areas:

- (a) English Language: essay writing, reading and listening comprehensions, and verbal reasoning.
- (b) Quantitative reasoning: statistics, geometry, trigonometry and numerical reasoning.
- (c) Critical and Analytic Reasoning: this section will not focus on any particular content or authors but general questions on natural analytic and critical reasoning abilities of students.
- (d) Ethical and judgmental reasoning: Also, this will not focus on any particular ethical theories or theological teachings, but simply on the students' ability to reason out ethical questions and dilemmas. The passing grade for the overall test is 60% for undergraduates and 70% for postgraduate degrees. Any student who does not meet the requirement may be dropped from the programme or be required to take preliminary courses before being admitted to the intended programme.

6.0 Programme Components

In maintaining its rich heritage in the liberal arts, AJU will require its undergraduate students to take the following four core curriculum courses: African history, mathematics, Information and Communication Technology and ethics or psychology. Deans and programme directors will determine the courses offered that fulfil these requirements. All programmes will have work placement, field trips, cultural or language immersion and service programmes. All programmes will have intra-African exchange and international exchange components where possible. All laboratory experiments, library, workshops and symposium are required components of all programmes.

6.1 A programme consists of ordinary courses, elective courses, and seminars. Credit is given for each course Notional Study Hours (NSH) as determined by ZIMCHE and ZIMCATS. The following is a summary of Student Workload and Total Study Time

- Contact Time (CT): Lecturers contact with students in lectures, seminars, tutorials, practical, workshops, field trips, webinar or online tutorials
- Independent Study Time (IST): Time it takes an average student to study on his own with his peers.
- Assessment Time (AT): Time taken in preparing for and writing assignments, examinations, quizzes and tests.
- Total Study Time = $CT + IST + AT = E / 10$
- Example - $CT (50) + IST (90) + AT (10) = 150 \text{ Hours} / 10 = 15 \text{ Number of Credits}$.
- Assumptions: Average student spends 8 hours per day, 40 hours per week, and 1,200 hours per year.

- 10 Notional hours = One Credit

On the average the total number of credits for a 150 NSH is 15 Credits. Such a course will meet at least three hours a week or more. The total number of credits for a four-year programme is (120 – 180 per year) and (540 – 700 per undergraduate degree).

6.2 All programmes of study are guided by these regulations 6.0, 6.1 and the specific details are determined by the schools' and departments' regulations.

6.3 Each student, in consultation with the Chairperson of the department, chooses an academic advisor from his/her department. Each school's regulations shall determine the advisory or tutorial methods according to its discipline.

(i) to appreciate better the content of their courses,

(ii) to integrate various courses with one another and with their overall lives,

(iii) to develop habits of organisation of time, study and communication that can be used throughout later studies and later life, and

(iv) to recognise their strengths and interests in the context of societal needs.

6.4 After the first two class weeks of the semester, no student may add or drop any registered course. Late registration fee will be charged for each change. See fee structures for details.

7.0 Marking and Examinations

7.1 In its undergraduate degree programme, the University uses the following:

75 +	=	First Division
65 – 74	=	Upper Second Division
60 – 64	=	Lower Second Division
50 – 59	=	Third Division
Below 50	=	Fail
Ungraded	=	Incomplete (Missing a final paper or examination).

7.2 The University interprets these categories as follows:

7.2.1 First Division

This category indicates that the candidate has excelled in his or her understanding of the material and in development of language skills. Further, by diligence and competence he or she has shown an exceptional capacity for study and gives promise of an ability for research.

7.2.2 Upper Second Division

This category indicates that the candidate, while not in the first rank of students, has nevertheless shown a capacity for study and a comprehensive grasp of the material and skills clearly above the average students in the programme.

7.2.3 Lower Second Division

This category indicates that the candidate has a competent knowledge of the basic material in the course and is able to handle the ordinary difficulties that can be posed. In addition, he or she has achieved a good competence in the requisite skills.

7.2.4 Third Division

This category indicates that the candidate has attained an adequate knowledge of the basic material in the course and is familiar with the main issues involved in the various subjects. Further, the candidate has acquired a basic competence in the required skills.

7.3 Normally, evaluation of a student is based upon (i) assessment of work during the course, i.e., written or oral assignments, essays, midterm tests, and projects; and (ii) a final examination. Course work assessment is worth 50% of the mark for the course, the formal examination worth 50%. The Senate must approve exceptions to this weighting.

7.4 In accordance with the purpose of each course, each lecturer will determine the relative weighting of the course's various items for continuing assessment, items that together are worth 50% of the mark for the course. Each school or departmental chair must approve each course outline before the semester begins. The course outline will state the approved weighting, summary of student workload and the notional study hours. Every lecturer will maintain a written record of each student's performance and return their assignments to them on time.

7.5 Guided by an external examiner for each school or department when appropriate, the full-time academic staff acts as a Board of Examiners which recommends to the Special Senate the marks students can earn and each lecturer tentatively awards for courses each semester.

7.6 Once the appropriate authorities have approved all marks, students receive their report cards or transcripts, containing cumulative averages and GPA.

8.0 Proceeding in Programmes

8.1 The Special Senate decides which students have attained the goals of each semester of the academic programme and are prepared to move to the next semester or academic year whether conditionally or unconditionally. The Special Senate decides in accordance with the guidelines that follow.

8.1.1 A student who passes all courses in a semester proceeds unconditionally to the next semester of the programme. Each school or department will determine the details of the courses.

8.1.2 In a two-semester course, if the first semester is failed with a mark between 40 and 49, a student may proceed conditionally to the next semester. If either semester is failed with a mark between 40 and 49 that fails by fewer marks than the other semester was passed, a mark of 50 may be given for the failed semester and the mark for the passed semester reduced by the number of marks added to the failed semester. If the first semester is failed with a mark of 39 or below, the student will be required to repeat that semester of the course, and will not proceed to the next semester of the course until the first semester has been passed.

8.1.3 If during one semester a student fails only one or two courses with marks between 40 and 49, the student may proceed conditionally to the next semester while preparing to take a supplementary examination or examinations. The student who fails three courses in a semester will ordinarily be asked to withdraw from the programme.

8.2 A supplementary examination must be passed within 13 months after the conclusion of a course failed with marks between 40 and 49. If time permits, a student is urged to prepare for and write a supplementary examination during the next free period after being informed of the supplementable failure, but it is more important that an examination be prepared for and taken seriously than that it be taken quickly. If the supplementary examination is passed, the student receives a mark of 50 for the course. If the supplementary examination is failed, the student must repeat the course.

8.3 If a course is failed with a mark below 40, ordinarily it must be repeated. The student may proceed conditionally in the programme while carrying the failed course. The repeated course will take the place of an elective as soon as possible later in the programme, and the student will graduate with fewer credits. Ordinarily a student may not be required more than twice throughout a programme to repeat a course, and no single course may be repeated more than once. A student who is required for a third time to repeat a course will normally be asked to withdraw from the programme.

8.4 Normally a student shall not be allowed to proceed to the final semester of a programme unless he or she has completed all the requirements of at least all but the previous semester of that programme. A student who fails a course in the final semester will not receive a degree until a supplementary examination has been passed (for failures with marks between 40 and 49) or the course has been repeated in some form approved by the Special Senate.

8.5 In the case of a course requiring to be repeated, the board may use its discretion to authorise the substitution of another appropriate course.

8.6 Guided, when appropriate, by an external examiner, the Special Senate determines which students have attained the prescribed standard of proficiency and are otherwise fit to be granted a degree, and reports its recommendation to the proper authorities of the University who will decide about granting the degree. The classification of the degree depends on the average of all the courses taken.

8.7 A student who did not write or complete an examination due to ill health may be required to rewrite the examination for the full mark, if approved by the Special Senate for a 'First Attempt.'

9.0 General Regulations on Post-Graduate Studies

The school and departmental regulations will be drawn from this regulation.

9.1 Senate shall be the final authority for the interpretations of these Regulations.

9.2 Senate reserves the right to alter, amend, cancel, suspend or replace any of these Regulations.

9.3 Senate has the power to exempt any student from any of the regulations.

9.4 A student who has started a programme of study following one set of regulations shall not be affected by regulations subsequently adopted unless agreed to in writing by the student.

10.0 Entry Requirements for Post-graduate degrees

10.1 In order to be considered for admission into a post-graduate degree programme, an applicant must have a good honours degree (2.1 or better) in the same subject or its comparable equivalent. Exemptions can be made for candidates with a 2.2 only at the discretion of the school dean. On no account should an applicant without an undergraduate degree be admitted into a post-graduate degree programme.

10.2 Arrupe Competency and Aptitude Test (ACAT)

All postgraduate students will be required to sit for the ACAT in accordance to Regulation #5.0.

11.0 Structure of Programmes

11.1 Post-graduate programmes at the Master's level by course work shall consist of two Parts: Part 1 will be the course work component and Part 2 the research component. There will be block release programmes and distance learning (online) programmes as may be applicable to a programme. Block release and Distance learning post-graduate programmes will be regulated by this document and the faculty regulations.

11.1.2 Post-graduate programme at the doctoral level shall consist of two parts, Part 1 will be for course work, and Part 2 for research component. Generally the doctoral programme will have course work, doctoral comprehensives, and doctoral defence of dissertation and language requirement, teaching seminar and Service Programme. Each faculty will determine in detail the applicability of these components.

11.1.2.1 Entry Requirement for Doctoral Studies

All programmes must require a Master's degree in the same subject with a passing grade of Merit or better before an applicant is admitted to the PhD programmes.

11.2 All programmes will normally commence either in August or in January.

11.3 For full-time students, the dissertation will normally be submitted on or before June 30 or 30 November of the third semester, and part-time students will normally submit on or before 30 June or 30 November of the sixth semester. See further details in faculty, school or departmental regulations.

12.0 Examinations

12.1 Examinations shall be conducted in accordance with the General Academic Regulations #3.5 and #3.6.

12.2 Formal examination of a taught course shall take place at the end of the semester in which it is taught, each course being examined by one three-hour paper or a substantive research project.

13.0 Assessment of Courses

13.1 The formal examination of a course shall constitute 60% and continuous assessment 40% of the overall mark.

13.2 The research component shall be assessed through a dissertation.

14.0 Processing of Examination Results

14.1 Examination results shall be processed in accordance with these General Academic Regulations.

14.2 In postgraduate programmes the following marking scheme shall be adopted for all courses and for the programme as a whole:

80% and above:	1	- D	= Distinction
70 – 79%:	2.1	- M	= Merit
60 – 69%:	2.2	- C	= Credit
50 – 59%:	3	- P	= Pass
40 – 49%:		F/S	= Fail/Supplement
0 – 39%:		F/R	= Fail/Repeat

15.0 Determination of Results

15.1 A student's results shall be determined in accordance with the General Academic Regulations.

15.2 To be eligible to proceed to Part 2, a student must pass all required courses studied.

15.3 A student who fails a course may be allowed to repeat that course or an approved substitute, in accordance with the General and Faculty Regulations.

15.4 Supplementary examinations may be permitted in accordance with the General Academic Regulations.

16.0 Award of the Degree

The degree shall be classified in accordance with the provisions of the General Academic Regulations.

17.0 Academic Offences and Penalties

Academic offences and penalties as specified in the General Academic Regulations shall equally apply to these Regulations.

18.0 Posthumous and Aegrotat Provisions

The posthumous and aegrotat provisions of the General Academic Regulations shall apply to these Regulations.

19.0 Publication of Results

The results of a student shall be published in accordance with the provisions of the General Academic Regulations.

20.0 Student Appeals against Published Results

Student appeals against Published Results, as specified in the General Academic Regulations for Postgraduate Degree Programmes by Coursework, shall equally apply to these Regulations.

21.0 Academic Transcript

Each graduate having been registered on any programme, shall receive ONE copy of a formal transcript of his/her complete academic record at the successful completion of his/her programme. A fee may be charged for subsequent copies requested through the Office of the University Registrar.

22.0 Award of the Degree Certificate of the University

The award of a degree certificate of the University will be in accordance with this general regulation.

23.0 The Notional Hours and Credits per course shall be guided by General Academic Regulation #6.1.

The total number of credits for a two-year programme is (270-340 credits). Each school will determine the credit hours according to this regulation.

24.0 MPhil/DPhil - Doctoral programmes Programme Structures (Provisional)

24.1 The doctoral level degrees will be offered in two forms (SADC - Qualification Framework Level 10).

EITHER

a. both coursework and research based programme

OR

b. a research based programme.

The structure of the programmes shall be determined by the schools and departmental regulations in view of this general regulations.

24.2 Structure of the Programme (Both Coursework and Research based)

There will be four parts to the programme.

- (i) Part One, course work: All PhD candidates will take 10-16 courses covering 270-320 credits.
- (ii) Part Two, Doctoral Comprehensive. It is expected that between one to two years into the programme a candidate will sit for the Doctoral Comprehensive. This will include of four parts: (a) Dissertation Proposal; (b) a systematic Problem; (c) key themes in the discipline (d) key authors in the area of research.
- (iii) Part Three: Research and writing of the dissertation. Having successfully defended the doctoral dissertation proposal the candidate now writes it. Prior to writing a dissertation proposal, a candidate chooses a supervisor who will advise him/her on the procedure and who will advise him on the possible date for the doctoral defense.
- (iv) Part Four: And finally a public defense of the doctoral dissertation will be conducted by the supervisors, and select members of the department according to the Academic Regulations.

24.3 Structure of the Programme (Research based)

There will be three parts to the research-based programme.

- (i) Part One will consist of formulating a Dissertation Proposal which will describe the area of study that the dissertation intends to address and the issues that it will seek to address and resolve by providing a bibliography of some of the existing literature on the area of study and where the candidate believes it is inadequate in answering questions that the dissertation will identify.
- (ii) Part Two The candidate will defend the Dissertation Proposal before a Higher Degrees Committee which will include members with specialist knowledge of the area of study. If the candidate successfully defends the Dissertation Proposal, he or she chooses a supervisor or supervisors. If the dissertation is being written on the full time basis, the minimum writing of the dissertation is 3 years and the maximum 5 years. If the dissertation is being written on a part time basis, the minimum writing of the dissertation is 4 years and the maximum is 6 years.
- (iii) Part Three: When the candidate has completed the dissertation to his or her own and the supervisor's satisfaction the supervisor will ask the school to constitute an examining panel that will consist of one internal examiner who is on the academic staff of the university and two external/internal examiners who have expertise in the field that the dissertation is concerned to address. The three examiners will allocate a grade to the dissertation and if these grades indicate that the dissertation has the merit to proceed they will convene an examining panel and the candidate will have to make a public defence of the dissertation.

24.4. Language Requirement

PhD applicants are required to be proficient in English, and any other European, Arabic or Asian language, and an African language as may be demanded by their research. These requirements can be waived if the student provides proof or take an examination as substitute.

24.5 Duration of the Program

For full time candidates, the minimum duration is 3 years and maximum 5 years.

For part time candidates, the minimum duration is 4 years and maximum is 6 Years.

24.6 Core Curriculum and Programme components

All post-graduate programmes will have a core curriculum that will include require courses in ethics, research methodology and teaching seminar where applicable. As a requirement all programmes will have Service Program components and work placement.

25.0 Grade Changes

After grades are approved by the Senate, changes shall not be allowed, unless it is a typo that must be corrected with the approval of the Pro Vice-Chancellor for Academics, the Dean of the School and the University Registrar. Grades submitted by each school are considered final unless a student is granted "incomplete". Such incompletes may be adjusted after the student completes his/her work. Incompletes should only be granted only in serious cases, which are beyond the control of the student.

26.0 Good Standing

A student's final grades determine his/her academic standing. A student will not be considered for graduation if he/she is not in good standing.

27.0 Academic Grievances

Every school or department shall have designated committee for academic grievances. Thus, any student who believes and has evidence to prove that he/she has been treated unfairly in academic matters should consult with the Dean of the school.

28.0 Graduation and Graduation Ceremony

All post-graduate students who have completed their required academic programme should submit a graduation form to the Graduation and Events Committee through their respective deans.

29.0 Undergraduate Fee Structure. Local Rate of \$.

The fees may vary according to schools and departmental unique requirements.

Certificate or Short Courses**

Diploma Programme***

Tuition fees (per semester)	1500.00
Accommodation (per year)	TBA
Lunch on Campus (optional)	250.00
Application fees	20.00
Health fees (per year)	250.00
Students' Association (per year)	50.00
Technology fees	60.00
Laboratory fees	40.00
Registration fees	30.00
Late registration fees (2 Weeks after resumption)	20.00
Late late registration fees	40.00
Library fees	50.00
AJU ID Card fees	05.00

OTHER FEES

Appeals fee (per course)	25.00
Student Permit fees	200.00
Certificate replacement	150.00
Result transcript fees (excluding postage)	30.00
Supplementary Examination fees	20.00
Graduation fees	75.00
Lost Password fees	03.00

Postgraduate Fee Structure (Master's level)

Tuition fees (per semester)*	1700.00
Accommodation (per year)	0.00
Lunch on Campus (optional)	250.00
Application fees	20.00
Health fees (per year)	250.00
Students' Association (per year)	50.00
Technology fees	60.00
Laboratory fees	40.00
Registration fees	30.00
Late registration fees (2 Weeks after resumption)	20.00
Late late registration fees	40.00

Library fees	50.00
AJU ID Card fees	05.00

OTHER FEES

Appeals fee (per course)	25.00
Student Permit fees	200.00
Certificate replacement	150.00
Result transcript fees (excluding postage)	30.00
Supplementary Examination fees	20.00
Graduation fees	75.00
Lost Password fees	03.00

*** PhD tuition fees for all programmes is between 1,500-2,000**

**** Generally fees for certificate or short courses is 200 - 300**

***** Diploma Programme fees is 800.**

SCHOOL OF PHILOSOPHY AND HUMANITIES

Academic Regulations and Programmes

B.A. HONOURS IN PHILOSOPHY

4.0 Introduction

4.1 This programme focuses first on developing language skills and appreciation of our shared African experience, then on developing and deepening realistic and critical reflection on this experience, and later on forming a personal synthesis. In this way the aim is to enable a student to acquire a capacity for self-education and thus become a responsible educator throughout life. The programme aims to form a person who lives by authentic values, is prepared for genuine dialogue, and is available for the service of others. Such a person will be able to judge a situation reasonably, decide and act responsibly for the good of all, and educate others to do the same.

4.2 The academic programme is inspired by the Spirit and fulfils the norms of *Sapientia Christiana*, the decree on the Reform of Ecclesiastical Studies of Philosophy as set by the Congregation for Catholic Education and promulgated by Pope Benedict XVII, 2011 and the General Norms for Jesuit Studies; the Apostolic Constitution, *Veritatis Gaudium*, promulgated by Pope Francis, 2017 and the General Norms for Jesuit Studies.

5. Entry Regulations

5.1 The School shall propose students for admission to the University who fulfils the requirement for a BA honours degree in philosophy according to the General Academic Regulation. Normal admission for those who completed their high school in Zimbabwe: five ordinary level passes, including English Language and Mathematics; and two Advanced level passes or four Ordinary level passes, at least three at the Advanced level. Mature entry is for males 30 years and females 25 years and older and requires at least five passes at the Ordinary level and experience in virtue of which the University considers them ready for a degree programme.

5.2 The School will also admit religious students who have satisfied requirements for admission to a degree programme of universities of their home country, provided they have passed English language and four other subjects at least at Ordinary level. These are considered to be similar to Zimbabwean students accorded mature entry, because prior to receiving a university degree these religious have three or four years of education beyond that of a Zimbabwean who begins studying at the university with Ordinary levels: one more year of primary and secondary education, one or two years' study of spirituality at a religious novitiate, and four years of university rather than three. For non-religious foreign students, the regular admission requirements apply.

5.3 The School grants two types of exemption, both based on a student's past study and experience for which evidence is given in the application. The Admissions Committee effects exemption from two years or one year of study. The Dean of the School effects exemption from a particular course.

5.3.1 Students who apply for admission into the BA Honours in Philosophy programme after having obtained a degree in a philosophically relevant discipline and having

obtained an overall pass of 2.1 (upper second) or better, and students with a three-year Diploma in Philosophy and Theology from the University of Zimbabwe through Arrupe College and having obtained an overall pass of 2.1 (upper second) or better, may be admitted into the third year and will need to achieve a minimum of 270-300 credits to graduate.

Students who apply for admission into the BA Honours in Philosophy programme after having obtained some other diploma in philosophy with an overall pass of 2.1 (upper second) or better may be admitted into the second year and will need to achieve a minimum of 300-350 credits to graduate.

5.3.2 The Dean may exempt particular students from particular courses for two main reasons. For a student admitted into a shorter programme in accord with 5.3.1, in order to avoid needless repetition and to maximise a student's learning, the Dean may require or allow substitution of some elective or some course from a different year for a course taken by most other students of the year. The Dean may exempt students from French-speaking areas from Elementary and Intermediate French (APH 101 and APH 102), taking care that every four-year student earns at least 600 credit during the years at Arrupe. The Dean may also exempt students from Portuguese-speaking countries from French language study, but they may take extra English language. French language may be substituted for Portuguese language study.

5.3.3 Arrupe Competency and Aptitude Test (ACAT)

All candidates must take the ACAT before they are considered for admission (General Academic Regulation #10.2)

6.0 Programme of Study

6.1 The four-year academic programme comprises three years of philosophy, one year of religious studies/Theology and other humanities. The programme seeks to integrate these three major components as outlined in the introductory paragraph (4.1) above.

6.2 The programme consists of ordinary courses, elective courses, and seminars. Credit is given for each course according to the number of hours (periods) assigned to it in a week. A course that has three periods per week during the fourteen-week teaching semester is a fifteen-credit course. The total number of credits for the four-year programme is normally 650, and at least 540.

6.3 All students from the second, third and fourth years (with exceptions approved by the Dean) are to choose, from a list of proposed electives for each semester, at least one elective (and not more than two) in consultation at least with their academic advisers and with the Dean. The Registrar and the Dean must approve all electives before they are offered to students. There should be no bilateral arrangement of courses between faculty members and students. Any such arrangements will not be credited by the School. Electives are offered only during the August and January Semesters. Religious students are encouraged to consult also their directors of formation. Electives are meant to prepare an individual for future work or study; they may be in subjects one is likely to teach or study, in languages needed for future study, or in other areas helpful to the individual.

Electives may be taken in seminar groups or as independent study directed by faculty of the School or other faculty, or when scheduling and directors of formation permit students may follow courses outside Arrupe. During the four-year programme, each student must select at least one elective course from those classified as courses on “Major Thinkers”. All elective courses are for fifteen-credits unless otherwise stated by the Dean.

6.4 Each student in the first and second years of the programme has a personal academic adviser with whom the student consults regularly and from whom he or she receives academic direction and help. At the beginning of the first year the Dean will assign each student an adviser or consultation group according to the General Academic Regulation. With the Dean’s approval or at the Dean’s initiative, the adviser may be changed prior to or during the first month of the second semester or prior to or at the beginning of the second year. Conversations with advisers help students (i) to appreciate better the content of their courses, (ii) to integrate various courses with one another and with their overall lives, (iii) to develop habits of organisation of time, study and communication that can be used throughout later studies and later life, and (iv) to recognise their strengths and interests in the context of societal needs.

6.5 After the first two class weeks of the semester, no student may add or drop any registered course. An administrative fee of \$20 will be charged for any changes after the due date.

6.6 The academic programme may be summarised as follows:

FIRST YEAR	
DEVELOPING COMMUNICATION SKILLS AND APPRECIATION OF SHARED AFRICAN EXPERIENCE	
First semester [18]	Second semester [18]
APH 101 Elementary French [3]	APH 102 Intermediate French [2]
APH 103 Academic Writing [3]	APH 104 Argumentative Writing [3]
APH 105 Afr. Thought in Afr. Lit. I [2]	APH 106 Afr. Thought in Afr. Lit. II [2]
APH 107 Variety in Hist. of Afr. Peoples [3]	APH 108 Religions of Africa [3]
APH 109 The Second Vatican Council [3]	APH 110 African Philosophy/Philosophy of African History [3]
APH 111 Method & Research Skills [2]	APH 112 Logic [3]
APH 113 Introduction to Philosophy [2]	APH 114 Oral Communication [2]

FIRST LONG BREAK

Most students study languages within Africa.

SECOND YEAR**DEVELOPING REFLECTION WITHIN EXPERIENCE**

First semester [17]

Second semester [17]

APH 517c Introduction to
Statistical Analysis [3]

APH 518a ICT and Philosophy
[3]

APH 203 Classical Greek
Drama [2]

APH 204 Issues in
Contemporary Literature [2]

APH 205 Religions of the
World [3]

APH 206 Histories of
Encounters and
Interactions among
Peoples Worldwide [3]

APH 207 Egypt/Greek
Philosophy [3]

APH 208 Christian Philosophy
[3]

APH 211 Philosophical
Anthropology [3]

APH 209 Sociology/Social
Anthropology [3]

APH 212 Personality: Theories
& Dynamics [3]

APH 210 Ethics [3]

SECOND LONG BREAK:

Most students do Service Programmes

THIRD YEAR**DEEPENING REFLECTION ON LIFE AND WORLD**

First Semester [15-18]

Second Semester [16-19]

APH 502b Islamic Philosophy
[3]

APH 302 European Philosophy
[3]

APH 303 Philosophy of Science
[3]

APH 403 Philosophy of
Education [2]

APH 305 Political Philosophy
[3]

APH 403A Methods of
Education [3]

APH 305a Legal Philosophy [3]

APH 307a Social
Philosophy/Social Analysis [3]

APH 307 Economic
Philosophy [3]

APH 406 Metaphysics [3]

APH 501 (etc.) Elective [3]

APH 308 OT Foundations: The
Prophets [3]

APH 501 (etc) Elective [3]

THIRD LONG BREAK:

Most students do Service Programme in consultation with the
Dean of Studies

FOURTH YEAR	
FORMING A SYNTHESIS	
First Semester [16-19]	Second Semester [16]
APH 401 Seminar: African Philosophies [3]	APH 402 Dissertation in Philosophy [4]
APH 405 Epistemology & Hermeneutics [3]	APH 404 Religious Education [3]
APH 306 Philosophy of Religion [3]	APH 408 Overview of Catholic Theology [3]
APH 407 NT Foundations: A Synoptic Gospel [3]	APH 409 Seminar: Preparation for Oral Comprehensive Examination [3]
APH 516 Environmental Studies and Ethics	
APH 410 Preparing to Write a Dissertation [2]	APH 501 (etc.) Elective [3] Major Thinker
APH 501 (etc.) Elective [3]	
FINAL ORAL COMPREHENSIVE EXAMINATION: All students undergo an individual oral comprehensive examination based half on their Dissertation in Philosophy, lasting for an hour, before a panel of three examiners	

7.0 Marking and Examinations

The marking and examinations shall be in accordance with the General Regulations #7.

8.0 Proceeding in the Programme

8.1 This degree programme consists of eight parts, eight semesters.

8.2 The full-time/Part Time faculty members act as a Faculty Board of Examiners that decides which students have attained the goals of each semester of the academic programme and are prepared to move on to the next semester, whether conditionally or unconditionally. The board decides in accord with the guidelines that follow.

8.3 A student who passes all courses in a semester proceeds unconditionally to the next semester of the programme.

8.4 All philosophy courses and most other courses are one-semester courses. Because they develop capabilities cumulatively and progressively, only the following are paired to become two-semester courses: Academic Writing with Argumentative Writing, and Elementary French Language Study with Intermediate French Language Study.

8.5 In a two-semester course, if the first semester is failed with a mark between 40 and 49, a student may proceed conditionally to the next semester. If either semester is failed

with a mark between 40 and 49 that fails by fewer marks than the other semester was passed, a mark of 50 may be given for the failed semester and the mark for the passed semester reduced by the number of marks added to the failed semester. If the first semester is failed with a mark of 39 or below, the student will be required to repeat that semester of the course, and will not proceed to the next semester of the course until the first semester has been passed.

8.6 If during one semester a student fails only one or two courses with marks between 40 and 49, the student may proceed conditionally to the next semester while preparing to take a supplementary examination or examinations. The student who fails three courses in a semester will ordinarily be asked to withdraw from the programme. And a student who fails (Repeats and Supplements) up to five courses in an academic year may be required to repeat the year.

8.7 A supplementary examination must be passed within 13 months after the conclusion of a course failed with marks between 40 and 49. If time permits, a student is urged to prepare for and write a supplementary examination during the next free period after being informed of the supplementable failure, but it is more important that an examination be prepared for and taken seriously than that it be taken quickly. If the supplementary examination is passed, the student receives a mark of 50 for the course. If the supplementary examination is failed, the student must repeat the course.

8.8 If a course is failed with a mark below 40, ordinarily it must be repeated. The student may proceed conditionally in the programme while carrying the failed course. The repeated course will take the place of an elective as soon as possible later in the programme, and the student will graduate with fewer credits. Ordinarily a student may not be required more than twice throughout the four-year programme to repeat a course, and no single course may be repeated more than once. A student who is required for a third time to repeat a course will normally be asked to withdraw from the programme.

8.9 Normally a student shall not be allowed to proceed to the eighth (or final) semester of the programme unless he or she has completed all the requirements for the first six semesters (or at least all but the previous semester) of that programme. A student who fails a course in the final semester will not receive a degree until a supplementary examination has been passed (for failures with marks between 40 and 49) or the course has been repeated in some form approved by the board.

8.10 In the case of a course requiring to be repeated, the board may use its discretion to authorise the substitution of another appropriate course.

8.11 Guided, when appropriate, by an external examiner, the Senate determines which students have attained the prescribed standard of proficiency and are otherwise fit to be granted a degree, and reports its recommendation to the proper authorities of the University of Zimbabwe, (where applicable) who will decide about granting the degree. The classification of the degree depends on the average of all the courses taken all four years.

8.12 All Plagiarism cases will be guided by the General Academic Regulations.

COURSE DESCRIPTIONS

FIRST YEAR COURSES

9.0 Elementary French Language Study (APH 101) and Intermediate French Language Study (APH 102)

During the long break at the end of the first year, most Jesuit students spend about two months in a French-speaking area of Africa; other students of the University may join them. The first year's degree-level courses are intended partly to prepare for this immersion, partly to develop progressively greater capability in reading French literature, philosophy, and other French writing. (15 Credits Each).

9.1 Alternative or Additional Elementary and Intermediate Language Studies I and II (APH 115 and APH 116)

Elementary and intermediate courses in languages other than French may be provided for students who, for reasons approved by the School, may be exempted from French Language Study or may benefit from an additional language. (15 credits).

9.2 Academic Writing (APH 103)

Arrupe admits to its degree programme only students who have already mastered English sufficiently to use the language in studies at degree level. This course is designed to help students further develop and polish their skills in specifically academic writing, particularly in philosophy and other humanities. Students are guided through the process of preparing, writing, and presenting formal papers. Exercises are designed to develop students' talents in various modes of written communication, including descriptive, narrative, expository, and argumentative writing, especially philosophical writing. Reviews of grammar, mechanics, and usage are conducted. As their skills develop, students are encouraged to develop their own personal style or voice. The issue of plagiarism is explored in detail, and effective ways to avoid plagiarism are presented. (15 Credits).

9.3 Argumentative Writing (APH 104)

Students are helped to refine their skills in written communication in English and also to continue to define their own personal style. Exercises are conducted to develop skills in expressing ideas fluently and precisely without the use of weak verbs and passive voice. The primary emphasis is on establishing and defending a thesis after considering a wide range of views. Proper use of sources is also stressed. (15 Credits).

9.4 African Thought in African Literature I (APH 105)

The purpose of the course is to show students how topics that are central to African thought are revealed through narratives and other literary devices. These topics will include how the present relates to the past, the relative authority of individuals and communities, the different forms that communities assume within the narratives and how the narratives accept or criticise these forms, and finally the role of the spiritual in the lives

of both individuals and communities. The texts for this course will be drawn from Zimbabwe and Kenya. (10 Credits)

9.5 African Thought in African Literature II (APH 106)

The purpose of the course is to examine novels and dramas that identify important secular issues in contemporary Africa and contrast these with novels and dramas that while reproducing contemporary Africa are deeply imbued with African religion. The course will involve discussions of whether either the secular or the religious texts have distorted Africa's self-understanding or whether both provide insights into African realities or whether the distinction between secular and religious is invalid in most African literatures. The texts will be drawn from West Africa and Angola. (10 Credits).

9.6 Variety in Histories of African Peoples (APH 107)

Coming to Arrupe and to university-level studies from different parts of the continent, students encounter a diversity which can be baffling. This course reflects on diverse histories experienced, remembered, recounted and often in some ways invented by peoples from various communities. Recognition and appreciation of this diversity can help Africans transform a source of bafflement into a source of wisdom, energy, and respect for others and for themselves. In-depth case studies from different periods of history and different parts of the continent are undertaken to develop students' capability to read histories critically and enable those histories to shed light on current events and on reasonable hopes for the future. (15 Credits).

9.7 The Second Vatican Council (APH 109)

A study of the Second Vatican Council (1962-65) begins with its theological and ecclesial context and focuses on its central documents and speeches. The course tries to help the student appreciate the underlying theologies of these texts, especially by contrasting them with prior church teachings. The course concludes by assessing the successes and failures of the council's implementation, and by proposing agenda for the next ecumenical council (Nairobi, or Delhi, or Rio de Janeiro I). (15 Credits)

9.8 Methodology and Research Skills (APH 111)

The aim of this course is to equip students with time-management and study skills which will enable them to work efficiently and effectively at degree level. They are helped to identify and use receptive capabilities in reading and listening, communicative capabilities in writing and speaking. Skills emphasised include maximising learning in lectures and seminars as well as from reading, reviewing and retaining what has been learned, taking helpful notes, writing papers, and preparing for written and oral tests and examinations. A comprehensive exploration of the School's style sheet is conducted so that students will be thoroughly acquainted with how to include appropriate references in their academic papers and with how to construct lists of sources for those papers. (10 Credits)

9.9 Introduction to Philosophy (APH 113)

This course will begin by encouraging students to engage with one of the shorter Platonic dialogues. The emphasis here will be on student participation and debate. Against the background of a very brief account of the usual ways of dividing up the matter of philosophy, the course will then take up a number of classical philosophical problems, such as knowledge, God, good and evil, mind, language, and culture. In the final part of the course, against the background of a very brief account of the usual ways of dividing the history of philosophy, a number of styles of philosophical thinking and writing will be outlined and illustrated. (10 Credits)

9.10 Religions of Africa (APH 108)

The course introduces students to the basics of African traditional religions: their principal rites, ethical practices, and beliefs. The course also compares and contrasts these religions among themselves and with Christianity and other world religions. (15 Credits)

9.11 African Philosophy/Philosophy of African History (APH 110)

Students come from different ethnic and historical heritages, including European and or Arab colonial influences. This course focuses on the common history of the African peoples based on the archaeological findings, linguistic commonality and the geo-political relations. Students will gain a deeper and broader historical consciousness of their common ancestral heritages and common destiny as a people. The works of Chiekh Anta Diop and Theophil Obenga are invaluable in this course. It continues introducing students to the practice of philosophising by examining African philosophies. The focus is on central topics and themes, including interpretations of time, nature, gods/God, person (including the stages of the human life cycle), community (social roles and ethical norms), politics and political structures, virtues and vices, death and life after death. (15 Credits)

9.12 Logic (APH 112)

This course is designed (a) to illustrate by constant reference to everyday life examples the importance of logical thought and its practical implications; (b) to help detect everyday fallacies and their potential to mislead people; (c) to explain and illustrate the correct processes of deductive reasoning, and to differentiate this from inductive thought; and (d) to develop the ability to react critically to information however it is presented, whether by direct argument or indirect persuasion. (15 Credits)

9.13 Oral Communication (APH 114)

We do not attempt to eliminate accents or dialects, but we aim at speech that is clear, firm and vital with firm, clear consonants and open, unclipped vowels. We consider vocal dynamics (stress, slide, pace, pause), address particular individual problems with diction, and give instruction in non-verbal communication (posture, gesture, movement, facial expression). The course is scheduled so that often the class can be divided into groups to facilitate exercises. The work done on oral communication this semester will be supplemented by public reading, presentation of papers, and other appropriate exercises in speech done throughout all eight semesters. (10 Credits)

SECOND YEAR COURSES

9.14 Optional Elective: African Literature in French and French Conversation I and II (APH 201 and APH 202)

Following upon their immersion in a French-speaking area, the students read a variety of contemporary French literature written in Africa, for enjoyment and appreciation. Each week the class gathers as a whole for one period of lecture and separates into groups of five or so each for one period of conversation. (10 Credits each semester)

9.14a Introduction to Statistical Analysis (APH 517c)

Numeracy is another aspect of human understanding that is seriously lacking in most modern education. The emphasis is usually placed on reading and writing languages in European or Arabic languages. This course will introduce students to statistical arguments, analysis and numeracy. Students will grasp statistical data through the exploration of probabilities, trigonometry, and operations research. This course will also expose students to basic statistics and the use of statistical data in decision making, management and in accounting. (15 Credits)

9.14b Information & Communication Technology and Philosophy (APH 518c)

In the contemporary information age, students are bombarded with information through social media, internet, telephones and ICT based technologies like smart phones, and other computing devices. This course will deal with the theoretical and practical dimensions of the creation and use of ICT. It will also deal with the fundamental philosophical and ethical implications of the use of ICT. It will also explore the future of ICT and robotics and its social and spiritual implications. This course seeks to introduce students to the philosophical world of computing and information technology. It will consider the intrinsic nature and basic principles in computing and information systems and their interface with humanity. The emergence of computing devices, mobile phones, the internet, artificial intelligence, robotics and virtual reality has given rise to a new world order of info-sphere. These new technologies permeate every aspect of contemporary life and therefore raise numerous pertinent philosophical questions. For instance, can computers really think? Is virtual life more real than physical existence? What are the cultural effects of web-life? What are the effects of ICT on human social existence?

Is it moral to tell lies online? (15 Credits)

9.15 Classical Greek Drama (APH 203)

This course will be studied alongside APH 207, The History of Ancient Philosophy. While the course will show that the Greek dramatists were preoccupied with the same issues as were the philosophers, literary epistemologies are different from those of philosophy and the dramas often arrive at different conclusions from those that may be arrived at in philosophy. (10 Credits)

9.16 Issues in Contemporary Literature (APH 204)

Because contemporary literature is so huge a topic, each year we will study literature from a different tradition such as that of Latin America, the United States or Britain. Whatever the area or country whose literature we are studying, we will observe how its literature expresses its contemporary intellectual preoccupations and how the texts that we are reading derive their form from the preoccupations or give them formal expression. (10 Credits)

9.17 Religions of the World (APH 205)

This course is a sympathetic investigation of the beliefs and practices of such major world religions as Hinduism, Buddhism, and Islam. Parallels and dissimilarities with aspects of religious faith already known should help illuminate the study. (15 Credits)

9.17 Egypt/Greek Philosophy (APH 207)

Most students and teachers of "ancient" philosophy will always start from the Greeks and in most cases ignore Egypt of Africa. This course will put Egypt at its rightful place as the foundation of philosophy and abstract thought. It will explore the academic and political relationships between the Egyptian priests and the Greek students and the philosophies that come out of those relationships. Afrocentric Egyptology will build a firmer foundation for a better understanding and truthful view of the origin of philosophy as a discipline. (15 Credits)

9.19 Sociology/Social Anthropology (APH 209)

The course aims to introduce students (a) to the idea of culture as a socially produced system of meaning; (b) to the possibility of, the need for, and some familiarity with the tools necessary for an in-depth and responsible practice of social analysis. This requires knowledge of basic concepts and methods of sociology and anthropology as well as their application to the contemporary and rapidly changing situations in Africa. (15 Credits)

9.20 Philosophical Anthropology (APH 211)

We consider first the mutual relations between an individual and various human communities; then freedom and determinism, noticing how both inner and outer factors may limit free choice. Metaphysical reflection includes a consideration of final causation and efficient causation exemplified in experiences of invitation, free choice, and action. Material cause and formal cause are exemplified in the metaphysics of the human person, which reflects on self-transcendence, the reality of the spiritual, the unity of body and soul, and life after death. These topics are considered from African perspectives as well as from others. (15 Credits)

9.21 Histories of Encounters and Interactions among Peoples Worldwide (APH 206)

As the internet and DSTV have developed, peoples experience vicariously events and their interpretations from around the world. For many, today's globalisation of experience may lead to a sense of being powerless in a big, complex world gone out of control. Yet "Knowledge is power" (Francis Bacon); understanding some patterns of historical interaction among peoples of various places and times can empower African peoples. This course considers in some depth selected case histories, particularly of liberating and unifying events and movements which may serve as exemplars empowering Africans to move from being overly influenced by other peoples toward becoming more influential for the good of all. (15 Credits)

9.22 Christian Philosophy (APH 208)

Christianity encounters philosophy in a very unique way as can be found in the works of Christian philosophers. The Christian spirituality, theology, scriptures and cosmology embraces and Christianizes philosophy. This course will focus on the Christian philosophers and the synergy they create using Christian views and Egypt-Greek thoughts. Christianity had to respond to the questions that were posed by the philosophers, with special attention to Saints Augustine, Bonaventure, and Thomas Aquinas. (15 Credits)

Historically Christian philosophy takes its tenets from the African and Arabic philosophers who preserved the Egypt-Greek philosophies. It is commonly understood to extend from the close of late roughly 300AD (After the Death of Christ) to Christendom of Europe.

9.22a Islamic Philosophy (APH 502b)

Despite the contemporary aversion towards Islam and Islamic fundamentalists, Islam has created a reservoir of philosophical works. As one of the first slave traders in Africa and a dominant religion in the continent, Islamic philosophy and religion present a way for students to engage Islam in a dispassionate way. Students will be exposed to the full extent of Islamic thoughts and their relevance in the contemporary world. It will focus on some of the major Arabic and Islamic philosophers such as Avicenna, Averroes and Al-Ghazali. (15 Credits)

9.23 Ethics (APH 210)

Descriptions and interpretations of morality as social practices: teleology, deontology, and virtue ethics. Ethical issues examined include lying, war, sexuality, and population policy. Part of the course treats African and other ethical/religious traditions on these issues. A question to be asked throughout the course is whether moral standards across cultures are one and/or many. (3 credit-hour)

9.24 Personality: Theories and Dynamics (APH 212)

The objective knowledge of the structure and intra-psychic functioning of the person is fundamental to self-knowledge and the knowledge of the other. The course is designed to cover some themes of personality. The contents place emphasis on the intra-psychic dimension rather than on the inter-personal dimension. It is important to understand the

inner dynamics and functions first. This introductory course gives a brief overview of the main approaches to the study of personality. (15 Credits)

THIRD YEAR COURSES

9.25 European Philosophy (APH 302)

All philosophies are not Western or European. This course will deal with key European thinkers against the background of European modern science, industrial revolution, European enslavement of Africans, extermination of indigenous peoples and cultures. Students will learn in a new perspective to judge the merit of European philosophies against their relations to the rest of the world. European and especially African histories will be relevant for students to better appreciate the philosophies that created these histories. The works of Descartes, Kant, Hegel will form part of the discourse. And themes such as pragmatism, rationalism, empiricism existentialism, analytical philosophy, and phenomenology will be covered in the course. (15 Credits)

9.26 Philosophy of Science (APH 303)

In this course, students will be exposed to and examine the most important philosophical problems that have accompanied the progress of science, such as epistemological and metaphysical issues concerning the nature of time, space, and causation, for example, as well as problems of realism and anti-realism, the succession of scientific paradigms, the relationships between science and technology, science and ethics, science and the philosophy of God, and science and politics. (15 Credits)

9.27 Philosophy of Education (APH 403)

Major contemporary issues in the philosophy of education are explored. These include: the purposes and aims of education; what constitutes the acceptable inclusivity or exclusivity of education; who should teach, supervise, assess and fund educational programmes; and the appropriate role of the state in the educational process. Contemporary articulations of Jesuit education are examined to help students learn from their own experience of being educated and educating. (10 Credits)

9.28 Political Philosophy (APH 305)

Students live in politically charged atmospheres. This course will bring together both the historical political philosophies and contemporary political issues, especially in Africa and its relations to the rest of the world. It will focus on major political thinkers and introduction to political science in order to draw relevant data for debates. Issues of international relations, sovereignty, security, democracy and international political organizations will be studied. The electoral process and democracy will be studied using statistical analysis and arguments. The course seeks to introduce students to some of the central issues and concepts in political philosophy. In dealing with the subject, a philosophical approach to texts and issues will be developed. This is aimed at helping students appreciate the contribution philosophy can make in dealing with contemporary political problems. The course will deal with general political themes and apply these to the African context as much as possible.

Political philosophy will examine alternative ways of ordering public life: monarchy, oligarchy, theocracy, aristocracy, democracy and their social and cultural presuppositions as demonstrated by some major political thinkers. Particular attention will be given to African debates about constitutional democracy and alternatives to it, and the relation of government with civil society (business and voluntary associations, churches, mass media, etc). (3 Credit hours)

9.28a Legal Philosophy (APH 305a)

This course will focus on legal theories, human rights, people's rights and constitutional rights of citizens. The judicial systems of different countries and the practice of law in the African continent will be covered. Customary, Sharia and constitutional laws of different countries and their practices will form part of the philosophical debates in this course. Jurisprudence and the law of evidence in court cases will be studied in relation to religion, morality and African values. The course seeks to introduce students to some of the central issues and concepts in legal philosophy. In dealing with the subject, a philosophical approach to texts and issues will be developed. This is aimed at helping students appreciate the contribution philosophy can make in dealing with contemporary legal problems. The course will deal with general legal themes and apply these to the African context as much as possible.

Under legal philosophy, the course will give account and assessments of alternative legal structures through reading classical texts with focus on interpretations on human rights. Debates about the responsibility of citizenship will also be examined. The course treats the accounts of the legal and constitutional arrangements to guarantee the full range of human rights. (3 Credit hours)

9.29 Economic Philosophy (APH 307)

The undergraduate course is meant to introduce students to a short history of the subject and more importantly, to reflect critically by applying relevant philosophical concepts in appreciating the nature of concrete economies. It will deal with the economy at various levels including the ethical and philosophical issues arising out of how people deal with scarcity in macroeconomics and the issues that arise in dealing with economic growth and consumer and firm behavior in microeconomics. The course will examine different models of economic organization and justification – e.g. centralized planning, market oriented and various forms of mixed economies. These discussions will be placed in the context of the global economic architecture and against the current African realities. Special attention will be given to contemporary policy debates, focusing on the dominant market oriented neo-liberal paradigm and its various major critics. Space will be given to discussing emerging theory and practice of the social economy and the solidarity economy alternatives. These discussions will be held in the light of relevant normative values and principles especially those suggested in Catholic Social thought. (15 Credits)

9.29a Social Philosophy/Social Analysis (APH 307a)

This undergraduate course analyses the underlying assumptions, values, and principles used in examining the different forms in which society has been conceptualized and organized. The course will prioritize African social and cultural experiences while placing

them in a global and historical context. Special attention will be given to reflecting on the meaning of the self and of society in the late modern age. Philosophical reflections on major social institutions and phenomena characterizing African modernity and modernity in general will be considered. The class will discuss the nature and changing modes of family, ethnicity, gender, class, race and other relevant phenomena in order to help students appreciate their significance for social development, justice and the dignity of all creation. Social institutions and phenomena will be explored in the context of the post-traditional social order that is influenced by capitalism, globalization, technology, mass and social media, climatic change and environmental issues. The course will be aimed at helping students to appreciate the institutional reflexivity of modernity, especially how modernity shapes the day-to-day individual experiences and relationships and how the personal, in turn, influences the world at large. Effort will be made in this course to help students understand the nature of social forces, organizations and traditions of modernity that impact on people's self-understanding, social relations and institutional practices. Special attention will be given to discussing the transforming nature, role and contribution of religion, spirituality and the church in high modernity. In this context, students will be encouraged to engage literature in Catholic Social thought. (3 Credit hours)

9.31 Metaphysics (APH 406)

Wondering, giving free rein to our unrestricted natural desire to know, we strive to impose no artificial limits on the breadth and depth of our questioning. Is every reality somehow good? True? Beautiful? Unified? Active? Is all reality material or is there some spiritual reality whose powers go beyond those of matter? Was Plato right to say, "the coming to be of civilised order is the victory of persuasion over force"? Aristotle to say, "The inviting final cause is the cause of causes and moves by being loved"? Levinas to say, "Philosophising does not begin with ontology but with the human face of the Other calling for a response"? This course invites students to appreciate and enjoy their questioning. (15 Credits)

9.32 Old Testament Foundations: The Prophets (APH 308)

This course is a study of prophets and prophecies, especially in relation to issues of social justice and community renewal, in the classic prophetic books of the Old Testament. (15 Credits)

9.33 Methods of Education (APH 403A)

This course is designed to assist students to identify, design, implement and assess variety of teaching-learning strategies suitable for use in secondary schools. Interactive methodologies for a wide range of subject areas are presented. Since the course is taken prior to the students' supervised teaching practice, it emphasizes the skills of scheming from the syllabus and planning lessons appropriate for the age and ability of pupils. Both the construction and marking of assessment instruments are considered in detail. (15 Credits)

FOURTH YEAR COURSES

9.34 Seminar: Philosophies of Africa (APH 401)

A seminar on a selected topic or topics in African philosophies. Each student writes and presents a seminar paper (in some ways similar to the first part of a dissertation done for an honours degree at the University of Zimbabwe) on some aspect of the seminar topic. (15 Credits)

9.35 Epistemology and Hermeneutics (APH 405)

The traditional problems of epistemology (knowledge of self, of others, of the world; the nature of truth) are set in the context of an understanding of culture as a communal process of inquiry, understanding and interpretation within a web of conversations, practices, and texts. The sociology and politics of knowledge and its relations with power of various sorts, especially in various African situations, are also examined. (15 Credits)

9.36 New Testament Foundations: A Synoptic Gospel (APH 407)

This course reflects on one selected synoptic gospel against the background of all three, paying particular attention to the development of gospel narrative. Attention is paid to the evolution of methods of interpretation and to the significance of the narratives for contemporary Africans. (15 Credits)

9.37 Philosophy of Religion (APH 306)

The conventional problems of metaphysics need to be situated within the historical context of the Enlightenment transformation of metaphysics and the nineteenth century development of the social sciences. Without ignoring the gains of the Enlightenment, we need to retrieve a traditional metaphysics which expresses a 'religious' outlook of wonder and poses a question which remains open to a response of faith. An account of the language of metaphor and symbol must show how this wonder-question-response is not alien to human language and ritual but can be expressed by them. This approach is consistent with a phenomenology of the sacred as it is encountered in religions of the world, with special emphasis on religions of Africa. (15 Credits)

9.38 Preparing to Write a Dissertation in Philosophy (APH 410)

During the first semester of a student's final year, each finalist writes first a tentative proposal and then a tentative outline of the honours dissertation in philosophy to be completed in the final semester. The proposal of 400 to 600 words is due in week 8. It includes a concise sketch of a tentative topic, some burning issue which the finalist wishes to address philosophically. The proposal lists 4 to 6 major sources which the student expects to find helpful, and it suggests two or more possible supervisors whom the Dean might appoint. The tentative outline of 600 to 1000 words is due in week 14. It is developed in consultation with the supervisor, outlines tentatively how the dissertation might develop, and lists further sources thought to be helpful. At the end of the first semester's examination period, the outline is to be defended orally before the supervisor and another faculty member appointed by the Dean. (10 Credits)

9.39 Dissertation in Philosophy (APH 402)

Working with the guidance of a supervisor particularly during the first half of the final semester, each writes a dissertation of 8000 to 10,000 words which develops a point that the student considers to be of central importance within his or her general philosophical position. It need not attempt a synthesis of the range of philosophical topics covered in the programme; rather it sets out an analytical and critical exposition of a particular concern, issue or question, and ordinarily argues for a particular approach or response to it. This dissertation will be defended during one half hour of the oral comprehensive examination. (4 credit-hours)

9.40 Religious Education (APH 404)

This course aims to assist students in acquiring and developing effective strategies for teaching religious education in various settings; in developing an enquiring, critical and sympathetic approach and the ability to interpret the different syllabi. It includes the study of theories of religious and moral development and promotes an understanding of the theological concepts underlying the teaching of religious education. (15 Credits)

9.41 Overview of Catholic Theology (APH 408)

The new Catechism of the Catholic Church is used to guide a study of Catholic theology as a whole. This course helps students to review and synthesise the programme's theological component at the same time as they write personal philosophical syntheses. It builds on the opening course, The Second Vatican Council, and enables students to integrate their studies of African traditional religions, other world religions, and scripture into a perspective of contemporary Catholic theology. It illustrates both the relation between philosophy and theology, and the content and context for religious education. (15 Credits)

9.42 Oral Comprehensive Examination (APH 409)

At the end of the final semester, each student is questioned orally for one hour by a board of three examiners chosen by the School, one of whom is the student's supervisor. The exam centres half on the student's dissertation and half on twenty-five broad philosophical questions, with two to four questions from each of the major subject areas, namely Philosophical Anthropology, General Ethics, Social and Economic Philosophy, Political and Legal Philosophy, Metaphysics, Philosophy of God, Philosophy of Science and Philosophy of Nature, Epistemology, and Hermeneutics. During each week of the second half of the semester, students are urged to meet in small groups to prepare themselves to respond orally to the examiners' questions. (15 Credits)

9.42a Environmental Studies and Ethics (APH 516)

This course responds to the challenge that Pope Francis makes in *Laudato Si'*. It aims at helping students to be alert to the challenges posed by the environment in today's world. Focusing on Netherlands' Jesuit tradition and the Jesuit Ecological Project of 2011 of "Healing the Broken World", the course will encourage students to gain scientific knowledge about the natural environment, appreciating the beauty of the natural world as well as the damage that human activities have contributed to its woundedness. The course will challenge students to develop ethical and spiritual awareness that will help them consider the major moral questions around the environment and to critically discuss personal lifestyles, human cultures and practices as well as public policies that affect the environment. The course will ultimately aim to motivate students to action focused on healing the earth. Issues to be considered will include the decreasing bio-diversity, shrinking natural resources, renewable sources of energy, diminishing fresh water sources, declining food quality and availability, and changing global climate.

**BACHELOR OF PHILOSOPHY [PUG]
(Pontifical Gregorian University)**

10.0 The University will propose as candidates for a Bachelor's degree in philosophy from the Pontifical Gregorian University, those who meet the requirements for entry to the B.A. Honours programme as detailed in paragraphs 5.1 and 5.2 above, and who have successfully completed a programme of philosophical subjects selected from those offered for the B.A. Honours programme above that satisfies the School and the Senate as well as the Dean and Faculty of Philosophy of the Gregorian University.

10.1 The entry requirement is at least six years of secondary school (O' Level and A' Level), five credits at O' Level and two passes at A Level, or six credits/passes including English Language and Mathematics in senior secondary examinations. See 5.1ff for more details.

10.2 The program is generally for three years full time. However there could be instances whereby a student is required to take four years by the recommendation of the Admission Committee.

10.3 Marking and Examinations

The grading scale can be clearly seen in the next page.

THE NEW PUG GRADING SCALE

Letter Grade	Grade Description	Order	Breakoff	UZ /AJU Compare	
10	Summa Cum Laude	1	100%	First Division	100
10	Summa Cum Laude	2	99%		
10	Summa Cum Laude	3	97.5%		
9.7	Summa Cum Laude Minus	4	97%		
9.7	Summa Cum Laude Minus	5	96%		
9.7	Summa Cum Laude Minus	6	94.5%	First Division	75
9.3	Magna Cum Laude Plus	7	94%	Upper Second	74
9.3	Magna Cum Laude Plus	8	93%		
9.3	Magna Cum Laude Plus	9	92%		
9.3	Magna Cum Laude Plus	10	90.5%		
9	Magna Cum Laude	11	90%		
9	Magna Cum Laude	12	89%		
9	Magna Cum Laude	13	87.5%		
8.7	Magna Cum Laude Minus	14	87%		
8.7	Magna Cum Laude Minus	15	86%		
8.7	Magna Cum Laude Minus	16	84.5%	Upper Second	65
8.3	Cum Laude Plus	17	84%	Lower Second	64
8.3	Cum Laude Plus	18	83%		
8.3	Cum Laude Plus	19	81.5%		
8	Cum Laude	20	81%		
8	Cum Laude	21	80%		
8	Cum Laude	22	79%		
8	Cum Laude	23	77.5%		
7.7	Cum Laude Minus	24	77%		

7.7	Cum Laude Minus	25	76%		
7.7	Cum Laude Minus	26	74.5%	Lower Second	60
7.3	Bene Probatus Plus	27	74%	Third Division	59
7.3	Bene Probatus Plus	28	73%		
7.3	Bene Probatus Plus	29	72%		
7.3	Bene Probatus Plus	30	71%		
7	Bene Probatus	31	70%		
7	Bene Probatus	32	69%		
7	Bene Probatus	33	67.5%		
6.7	Bene Probatus Minus	34	67%		
6.7	Bene Probatus Minus	35	66%		
6.7	Bene Probatus Minus	36	64.5%		
6.3	Probatus Plus	37	64%		
6.3	Probatus Plus	38	63%		
6.3	Probatus Plus	39	62%		
6.3	Probatus Plus	40	60.5%		
6	Probatus	41	60%		
6	Probatus	42	59%		
6	Probatus	43	58%		
6	Probatus	44	57%		
6	Probatus	45	56%		
6	Probatus	46	54.5%	Third Division	49.5 %
5	Esame non superato	47	54%	Fail Supp.	49.4 %
4	Esame non superato	48	40%	Fail supp.	40
3	Esame non superato	49	30%	Fail retake C	39
2	Esame non superato	50	20%	Fail Retake C	20
1	Esame non superato	51	10%	Fail Retake C	10
0	Riservato Ai Casi Di Plagio	52	0%	Fail Retake C	0

10.4 Application of Gregorian Three Years

FIRST YEAR

PUG Credits		PUG Credits	
1st Semester		2nd Semester	
Introduction to Philosophy	3	African Philosophy	3
French/ Spanish/ Portuguese	3	Logic	3
*Philosophy of Man	4	*Moral Philosophy (Ethics)	3
Egypt/Greek Philosophy	3	Christian Philosophy	3
Methodology And Research Skills	3	+Deepening of Phil of Man	3
Elective: Phil. Writing, <i>Phil Subject</i>	3	Religions of Africa	3
Latin	4	Argu. Writing, <i>Phil Subject</i>	3
Introduction to Statistical Analysis	3	African Lit, <i>Reading Course</i>	2
		ICT & Philosophy	3

SECOND YEAR

PUG Credits		PUG Credits	
1st Semester		2nd Semester+	
Political Philosophy	3	*Metaphysics	4
Islamic Philosophy	3	European Philosophy	3
+Deepening of Moral Philosophy	3	Phil. of Education, <i>Phil. Subj.</i>	2
Economic Philosophy	3	Methods of Ed., <i>Hum. Sci.</i>	3
African History, <i>Reading Course</i>	3	Elective: Major thinker	3
Legal Philosophy	3	Social Phil./ Analysis	3
Ignatian Spirituality, <i>Relig. Format</i>	3	Soci & Soc Anthropol, <i>Read Crs.</i>	3
Personality Th. & Dyn, <i>Read Crs.</i>	3	Oral Comm, <i>Human Sci</i>	2
Latin	4		

THIRD YEAR

PUG Credits		PUG Credits	
1st Semester		2nd Semester	
*Natural Theology	4	Reason & Christian Faith	3
Environmental Studies & Ethics	2	+Deepening of Natural Theo	3
+Deepening of Metaphysics, <i>Seminar</i>	3	Reli Education, <i>Relig. Format.</i>	3
*Philosophy of Nature	4	Position Paper in Phil.	4
*Philosophy of Knowledge	4	Oral Comprehensive Exam	4
Prep to Write Ps Pr 2, <i>Phil Sub, Rd Cr</i>	3		

Total credits 117

**POSTGRADUATE IN PHILOSOPHY
(BRIDGING PROGRAM)**

11.0 The Bridging Program as it was formally called was started as a preparation for the Jesuit students who had degrees in other disciplines but wished to do Masters in Philosophy. It is a three-semester certificate that prepares the students adequately to engage in philosophy at a Masters level. A non-terminal internal diploma from the University will be offered to such students who complete this program. The diploma will also carry all the courses that they would have done within the three semesters. In combination with the three-semester MA degree, a religious student studying towards Catholic priesthood fulfils the mandatory three years of philosophy. PGD entry requirement is the same for the MA including Aptitude Test.

YEAR ONE - 1ST SEMESTER	
I.	Egypt-Greek Philosophy
II.	Islamic Philosophy
III.	Philosophical Anthropology
IV.	Methodology and Research Skills
V.	Philosophical Writing
VI.	Introduction to Statistical Analysis (I)
VII.	Variety in Histories of African Peoples
(One of the following)	
African Thought in African Literature I	
Personality: Theories & Dynamics	
Ignatian Spirituality (SJ only)	
2ND SEMESTER	
I.	Metaphysics
II.	Christian Philosophy
III.	European Philosophy
IV.	Logic
V.	Religions of Africa
VI.	Histories of Encounters and Interactions among Peoples Worldwide
VII.	African Philosophy/Philosophy of African History
(One of the following)	
Sociology/Anthropology	
African Thought in African Literature II	
Practicum in Ignatian Spirituality (SJ only)	

YEAR TWO – 1 ST SEMESTER
<ul style="list-style-type: none"> I. Philosophy of Religion II. Philosophy of Science III. Political Philosophy IV. Legal Philosophy V. Economic Philosophy VI. Social Philosophy/Social Analysis VII. Philosophy of Education VIII. Environmental Studies & Ethics
2 ND SEMESTER
<p>Oral Comprehensive Examination (Any uncompleted courses may be taken in this semester)</p> <p>Those who already have 2.1 Average will be enrolled in the MA program. The Oral Comprehensive Examination will be done at the end of the 3rd Semester of studies.</p> <p>Those with the 2.1 overall average will take the MA courses.</p> <p>Those who do not meet this requirement may be considered for the BA program as long as they have enough courses to proceed further.</p>

11.1 Final Mark & Transfer to Master’s Degree

Students who earn a 2.1 average in their overall mark will be admitted into the master’s degree. (See BA Honours Degree program for Long Break details)

11.2 Honours Degree Admission to Second Year APH

There are some students who are admitted to the second year in the APH program. The following are the list of courses that they have to take to fulfil their requirement.

2 ND YEAR APH – 1 ST SEMESTER
APH 103 Philosophical Writing APH 113 Intro to Phil APH 205 World Religions APH 207 Egypt/Greek Phil APH 211 Phil Anthropology APH 212 Personality: Theories & Dynamics APH 517c Introduction to Statistical Analysis (I)
2 ND SEMESTER
2 ND Year APH APH 108 Religions of Africa APH 110 African Philosophy/Philosophy of African His. APH 112 Logic APH 208 Christian Philosophy APH 210 Ethics APH 209 Sociology/Social Anthropology or Elective APH 518a ICT and Philosophy
3 RD YEAR APH – 1 ST SEMESTER
APH 305 Political Phil. APH 305a Legal Phil. APH 211 Phil Anthropology APH 301 Islamic Phil APH 303 Phil of Science APH 307 Econ Phil Elective
3 RD YEAR APH – 2 ND SEMESTER
APH 302 European Philosophy APH 210 Ethics APH 406 Metaphysics APH 403 Philosophy of Education APH 307a Social Philosophy/Social Analysis APH 308 OT Foundations: The Prophets Elective

4TH YEAR APH - 1ST SEMESTER
APH 401 Seminar: African Philosophies APH 405 Epistemology & Hermeneutics APH 306 Philosophy of Religion APH 407 NT Foundations: A Synoptic Gospel APH 410 Preparing to Write a Dissertation APH 516 Environmental Studies & Ethics Elective
4TH YEAR APH - 2ND SEMESTER
APH 402 Dissertation in Philosophy APH 404 Religious Education APH 408 Overview of Catholic Theology APH 409 Seminar: Preparation for Oral Comprehensive Examination Elective

FIRST LONG BREAK Most students study languages within Africa.
THIRD LONG BREAK Most students do Service Programs in consultation with the Dean of Studies
FINAL ORAL COMPREHENSIVE EXAMINATION All students undergo an individual oral comprehensive examination based half on their Dissertation in Philosophy, lasting for an hour, before a panel of three examiners
Please note that every student is required to engage him/herself in Service Programme during the long breaks - e.g. Teaching. This is supervised by an Academic staff. All relevant documents can be obtained from the Office of the Dean.

MA IN PHILOSOPHY

12.0 Application of these Regulations

12.1 These regulations should be read in conjunction with the General Academic Regulations for Masters Degrees by coursework, hereinafter referred to as the General Regulations.

12.2 The General Academic Regulations shall take precedence over the Faculty Regulations and these Regulations.

12.3 Senate shall be the final authority for the interpretations of these Regulations.

12.4 Senate reserves the right to alter, amend, cancel, suspend or replace any of these Regulations.

12.5 Senate has the power to exempt any student from any of the regulations.

12.6 A student who has started a programme of study following one set of regulations shall not be affected by regulations subsequently adopted unless agreed to in writing by the student.

13.0 Definition of Terms

Terms used in these Regulations are as described in the General Academic Regulations.

14.0 Programme

The Master of Arts in Philosophy degree programme is offered by AJU.

15.0 Entry Requirements

15.1 An applicant for this programme must satisfy the provisions of the General Academic and Faculty of Arts Regulations.

15.2 To be considered for admission an applicant must have a good Honours degree (2.1 or better) in Philosophy or an approved equivalent.

15.3 Arrupe Competency and Aptitude Test

See General Regulations. A student who does not meet the required may be considered for one preliminary semester before admission.

16.0 Structure of Programme

16.1 The programme consists of two Parts: Part 1 will be the course work component and Part 2 the research component.

16.2 The programme will run for three (3) semesters on a full-time basis, or six (6) semesters on a part-time basis. Each semester will normally consist of 15 weeks.

16.3 Part 1 of the programme will be offered on full-time basis for two (2) semesters and part-time basis for four (4) semesters.

16.4 Part 2 will be offered full-time for a period of one (1) semester, and part-time for a period of two (2) semesters.

16.5 The programme will normally commence either in August or in January.

16.6 A student shall register for eight (8) courses for Part 1, four of which shall be core courses and four optional. Optional courses will be chosen from a range of options available in any one year. Each course shall normally consist of at least 30 hours of teaching and is single weighted. Also, students will be required to participate in the non-credit courses – Methodology & Research Skills and Masters Seminar. If a student has already taken any of these courses, an advanced level of the same course will be offered, for instance African Philosophy, an major African thinker will be studies.

16.7 For full-time students, the dissertation will normally be submitted on or before 30 June or 30 November of the third semester, and part-time students will normally submit on or before 30 June or 30 November of the sixth semester. The degree certificates are usually issued in June of each year for the students who completed all the requirements on or before May 30.

17.0 Examinations

17.1 Examinations shall be conducted in accordance with the General Academic Regulations.

17.2 Formal examination of a taught course shall take place at the end of the semester in which it is taught, each course being examined by one three-hour paper.

18.0 Assessment of Courses

18.1 The formal examination of a course shall constitute 60% and continuous assessment 40% of the overall mark.

18.2 The research component shall be assessed through a dissertation.

19.0 Processing of Examination Results

19.1 Examination results shall be processed in accordance with the General Academic Regulations.

19.2 In this programme the following marking scheme shall be according to the General Regulations #14.2.

20.0 Determination of Results

20.1 A student's results shall be determined in accordance with the General Academic Regulations.

20.2 To be eligible to proceed to Part 2, a student must pass all eight (8) courses studied.

20.3 A student who fails a course may be allowed to repeat that course or an approved substitute, in accordance with the General and Faculty Regulations.

20.4 Supplementary examinations may be permitted in accordance with the General Regulations.

21.0 Award of the Degree

The degree shall be classified in accordance with the provisions of the General Academic Regulations.

22.0 Academic Offences and Penalties

Academic offences and penalties as specified in the General Academic Regulations shall equally apply to these Regulations.

23.0 Posthumous and Aegrotat Provisions

The posthumous and aegrotat provisions of the General Academic Regulations shall apply to these Regulations.

24.0 Publication of Results

The results of a student shall be published in accordance with the provisions of the General Academic Regulations.

25.0 Student Appeals against Published Results

Student appeals against Published Results, as specified in the General Academic Regulations for Postgraduate Degree Programmes by Coursework, shall equally apply to these Regulations.

26.0 Academic Transcript

Each graduate of the University, having been registered on this programme, shall receive ONE copy of a formal transcript of his/her complete academic record, in accordance with the provisions of the General Academic Regulations.

27.0 Award of the Degree Certificate

The award of a degree certificate shall be in accordance with the provisions of the General Academic Regulations.

28.0 Courses

28.1 Part 1

Core Courses

Code	Description	Duration	Weighting
MPA 501	Epistemology	3 hrs	1
MPA 502	Ethics	3 hrs	1
MPA 513	Logic	3 hrs	1
MPA 514	African Philosophy	3 hrs	1

Optional Courses

MPA 503	Hermeneutics	3 hrs	1
MPA 504	Metaphysics	3 hrs	1
MPA 505	Philosophy of Religion	3 hrs	1
MPA 506	Phil. Anthropology	3 hrs	1
MPA 507	Economic Philosophy	3 hrs	1
MPA 508	Social Philosophy	3 hrs	1
MPA 509	Political Philosophy	3 hrs	1
MPA 510	Legal Philosophy	3 hrs	1
MPA 511	A Major Philosopher	3 hrs	1
MPA 512	A Special Subject	3 hrs	1
MPA 515	Egypt/Greek Phil.	3 hrs	1
MPA 516	Business Ethics	3 hrs	1
MPA 517	European Philosophy	3 hrs	1
MPA 518	Issues in Science & Reli.	3 hrs	1
MPA 519	Medical Ethics	3 hrs	1
MPA 520	Christian Philosophy	3 hrs	1
MPA 521	Islamic Philosophy	3 hrs	1
MPA 522	Philosophy of Art	3 hrs	1
MPA 523	Philosophy of Education	3 hrs	1
MPA 524	Philosophy of History	3 hrs	1
MPA 525	Philosophy of Language	3 hrs	1
MPA 526	Philosophy of Literature	3 hrs	1
MPA 527	Philosophy of Mind	3 hrs	1
MPA 528	Philosophy of Science	3 hrs	1
MPA 529	Philosophical Writing	3 hrs	1
MPA 530	Philosophy of Action	3 hrs	1
MPA 532	Ethics of War	3 hrs	1
MPA 533	Computer Ethics	3 hrs	1
MPA 534	Phil. of IT	3 hrs	1
MPA 535	Phil of Artificial Intel	3 hrs	1

28.2 Part 2

MPA 570	Dissertation (20 000-40 000 words)		3
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30.0 SYLLABUS

The detailed syllabus for this Programme does not constitute part of these Regulations but shall be kept in the Faculty Office for reference

SCHOOL OF EDUCATION AND LEADERSHIP

**BACHELOR OF ARTS HONOURS IN TRANSFORMATIONAL
LEADERSHIP**

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PROGRAMME

Bachelor of Arts (Honours) in Transformational Leadership

Programme Description

The degree course consists of four years of education at the Arrupe Jesuit University campus. The first and second years of the programme will consist of courses taken on twelve-week basis and followed by a field project. The third and fourth years consist of theoretical courses and a final project. The applied field work in the home communities of the students supported by experienced mentors. The unique nature of this course lies in its emphasis on the transformation of destructive development structures through the conscientization and mobilization of disempowered people. The focus is predominantly aimed at community-level activism although it includes policy analysis and advocacy. The course methodology is based on the work of Paulo Freire and other similar development thinkers, and the content renewed and contextualized to address the particular problems of the 21st century.

Goals of the Program

1. To build a new level of leadership in the development education field that is grounded in good theory and practice.
2. To build the knowledge base, analytic abilities and skills of teams from NGOs and community organisations to empower local self-reliant community development efforts and to link these efforts within wider global and national movements within civil society.
3. To build the confidence and skills of students to work with and challenge their governments to ensure the adoption of macro-economic policies that are to the advantage of the marginalized.
4. To deepen the vision, values and commitment to justice, peace and a culture of caring.

Objectives.

1. To review development problems and issues locally, nationally and globally.
2. To examine how development processes respond to fundamental human needs.
3. To examine behavioral manifestations of inappropriate responses to human needs.
4. To introduce the concept of gender and feminism in development.
5. To examine the impact of culture on development.
6. To explore the role and effect of eco-spirituality in development.
7. To highlight the importance of an awareness of HIV/AIDS and best practice in dealing with this issue.
8. To examine different ways of learning and to highlight the role of critical pedagogy and popular education in facilitating change processes.
9. To contribute to the building of social movements.
10. Skills in facilitation animation.
11. Freire conscientization.

Entry Requirement

The entry requirement for the degree programme will be five O Level passes including English and two A Level passes.

Special Entry

The special entry is for students who have completed a certificate or a diploma in training for transformation from the Grail Centre in South Africa or elsewhere. Special consideration will be given for the following candidates:

- women and men who have been trainers, with at least 2 – 3 years of experience with grassroots groups, willing to analyse their programmes and their commitment
- people who work directly with grassroots groups
- people capable of understanding their national economy, and who demonstrate the ability to see beyond their local community and to study global trends
- people who will commit themselves to their organisation and to this programme for a minimum of three years

Assessment and Examinations

In its undergraduate degree programme, the University uses the following marking scale:

75 +	=	First Division
65 – 74	=	Upper Second Division
60 – 64	=	Lower Second Division
50 – 59	=	Third Division
Below 50	=	Fail

The University interprets these categories as follows:

First Division

This category indicates that the candidate has excelled in his or her understanding of the material and in development of language skills. Further, by diligence and competence he or she has shown an exceptional capacity for study and gives promise of ability for research.

Upper Second Division

This category indicates that the candidate, while not in the first rank of students, has nevertheless shown a capacity for study and a comprehensive grasp of the material and skills clearly above the average students in the programme.

Lower Second Division

This category indicates that the candidate has a competent knowledge of the basic material in the course and is able to handle the ordinary difficulties that can be posed. In addition, he or she has achieved a good competence in the requisite skills.

Third Division

This category indicates that the candidate has attained an adequate knowledge of the basic material in the course and is familiar with the main issues involved in the various subjects. Further, the candidate has acquired a basic competence in the required skills.

Normally, evaluation of a student is based upon (i) assessment of work during the course, i.e., written or oral assignments, essays, midterm tests, and projects; and (ii) a final examination. Course work assessment is worth 50% of the mark for the course, the formal examination worth 50%. The Academic Council must approve exceptions to this weighting.

In accord with the purpose of each course, each lecturer will determine the relative weighting of the course's various items for continuing assessment, items that together are worth 50% of the mark for the course. The Dean will approve this weighting, and the lecturer will communicate it to all students at the beginning of the course. The lecturer will maintain written records of each student's performance during the course.

Activities expected of students before course one

1. To commit themselves to a team from their area, which will work under the guidance of an appointed mentor for a period of three years.
2. To attend a workshop on the Paulo Freire methodology and read Book I of Training for Transformation before the course commences; and
3. To do a listening survey with other team members in order to assess peoples' perception of problems, needs and potential in their area. Students will also be provided with a comprehensive soft copy reader containing prescribed reading material, which has to be read systematically during the course.

Programme of Study

Credit is given for each course according to the notional hours assigned to it in a week. The twelve weeks of teaching per semester will be 480-560 for the four-year program.

YEAR 1:	
FIRST SEMESTER (84 Credits)	SECOND SEMESTER (82 Credits)
TFT101 Introduction to Capacity Building Studies (12)	TFT106 Introduction to Spirituality (12)
TFT102 Introduction to Transformative Development (12)	TFT107 Gender Studies (12)

TFT103 Adult and Popular Education (12)	TFT108 Introduction to Organisational Development (12)
TFT104 Paulo Freire in Practice I (24)	TFT109 Strategic Thinking and Planning (12)
TFT105 Introduction to Political Economy (12)	TFT110 Lobbying & Advocacy (12)
TFT111 Academic Writing (12)	TFT112 Oral Communication (10)
	TFT113 Introduction to Theories of Development (12)
YEAR ONE FIELD PRACTICE DURING HOLIDAYS (16 Credits)	
TFT114 Year One Field Practice: Learning Teaching Teams (10)	
TFT115 Field Placement review and reviewing Freire (6)	
YEAR 2	
FIRST SEMESTER (84 Credits)	SECOND SEMESTER (84 Credits)
TFT201 Strategic Community Life Management (12)	TFT208 Paulo Freire in Practice II (12)
TFT202 Global Transformative Development Studies (12)	TFT209 Eco-spirituality (12)
TFT203 Culture & Development (12)	TFT210 Climatic Change and Conflict Transformation (12)
TFT204 Political economy (12)	TFT211 Gender reconciliation (12)
TFT205 Social Business (12)	TFT212 Social research (12)
TFT206 Sustainable Organisational Development (12)	TFT207 Social movements and Organisation (12)
Elective: (12)	Elective: (12)
YEAR TWO FIELD PRACTICE DURING HOLIDAYS (12 Credits)	
TFT208 Year Two Field Practice: Practical Application Of Part One Of An Action Research Project (12) e.g. Compiling A Literature Review And Conducting Interviews On A Specific Relevant Social Issue	
YEAR 3	
FIRST SEMESTER (81 Credits)	SECOND SEMESTER (78 Credits)
TFT301 Personal development and group dynamics (12)	TFT306 Ethics and the philosophy of development (12)
TFT302 Society Studies (12)	TFT307 Ignatian Spirituality (12)
TFT303 Transformative development and	TFT308 ICT and Development (15)

Education (15)	
TFT304 Contemporary Theories of development (15)	TFT313 Leadership and Governance Studies (12)
TFT305 Philosophy of Paulo Freire (15)	TFT309 Research Methodology (12)
Elective: (12)	TFT310 African Economic history (15)
YEAR 4	
FIRST SEMESTER (22 Credits)	SECOND SEMESTER (48 Credits)
TFT411 Field Research and Preparing to Write a Dissertation (12)	TFT412 Dissertation (24)
TFT501 Service Programme (10)	Elective: (12)
	Elective: (12)

YEAR ONE: TWO SEMESTERS - EACH SEMESTER IS TWELVE WEEKS RESIDENTIAL

Each course consists of between 35 and 40 contact hours. Some of these will be spent teaching, and some on the facilitation of the processing and personal integration of course material.

SEMESTER I

1. TFT101 Introduction to Community Capacity Building

Description: Based on the understanding that “change begins with me” and that we are inherently social beings, this combination of two modules focuses on the two interrelated domains of personal development and group formation. It emphasizes and enhances the skills of self-awareness and relatedness to others while simultaneously increasing group cohesion and a sense of community.

Content:

- Theory and practice of introspection
- Personal and collective expectations and intentions
- Contracting group norms and values
- Life story sharing
- Personal goal setting (learning goals)
- Time management
- Perceptions and assumptions of self and others
- Identifying support mechanisms to meet needs
- Giving and receiving feedback
- Team building

Duration: Two weeks: Credits: 12

2. TFT102 Introduction to Transformative Development

Description: This module explores different dimensions of development as contextualized in lived reality and experience of the world. By working towards a common understanding of the meaning of “transformation”, “development”, and “liberation”, this module introduces the concept of transformative development, and is comprised of two interwoven sections:

- Tools of transformative development
- Global trends in Development: Themes include: migration, conflict, state formations.

Content:

- Understanding the shape of our world: local and global influences on our community and regional realities
- Local and global analysis
- Images of development
- Needs assessment and exploring fundamental human needs
- Interrogating various approaches to poverty
- Values that facilitate and hinder development
- Global trends and development

Duration: Two weeks: Credits: 12

3. TFT103 Adult and Popular Education

Description: This module explores the development and theoretical underpinnings of popular education, and familiarizes students with the work of Paulo Freire.

Content:

- Brief outline of adult education and its theoretical underpinnings
- The difference between adult education and popular education
- Brief outline of popular education and its theoretical underpinnings
- The role of adult and popular education in Freire’s work in Latin America
- Contemporary images of popular education
- Other popular education theories/methodologies that have transformational goals, objectives and applications, such as the theories formulated by the Feminist and Environmental movements, by Liberation theologians, and other forms of experience-centered learning
- Freire’s principles and popular education

Duration: Two weeks: Credits: 12

4. TFT104 Paulo Freire in Practice I

Description: This module focuses on the application of theory and assists students in understanding and practising the various skills needed for conducting a learning event using the Freirian problem-posing method.

Content:

- Freire and Training for Transformation methodology
- Conducting a listening survey
- Developing problem-posing materials from a generative theme in the community
- Designing and conducting a learning event in teams
- Facilitation/animation skills
- Giving and receiving feedback

Duration: Four weeks: Credits: 24

5. TFT105 Introduction to Political Economy

Description: Framed by a historical understanding of development from the colonial era to present - using the lens of economics - this module unpacks the meaning and discourse of political economy. It explores the various ways in which global power relations shape issues of survival at local levels in society.

Content:

- A review of the history of development, from the colonial age to the present, with particular emphasis on economic development, during particularly the period from 1945 to the present;
- The meaning of Political Economy
- Political economy as a framework for analysis
- The Gramscian Dynamic model
- Social indicators in development work
- GDP and its alternatives

Duration: Two weeks: Credits: 12

6. TFT111 Academic Writing

This course is designed to help students further develop and polish their skills in specifically academic writing. Students are guided through the process of preparing, writing, and presenting formal papers. Exercises are designed to develop students' talents in various modes of written communication, including descriptive, narrative, expository, and argumentative writing. Reviews of grammar, mechanics, and usage are conducted. The issue of plagiarism is explored in detail, and effective ways to avoid plagiarism are presented.

Duration: Two Weeks: Credits: 12

SEMESTER II

7. TFT106 Introduction to Spirituality

Description: This module is a broad, introductory exploration of the concept of spirituality. It reflects on the link between spirituality and values, nature and issues of social justice.

Content:

- Personal interpretations of spirituality
- The difference between religion and spirituality
- Images of God
- Spirituality and values
- Spirituality and social justice

Duration: Two weeks: Credits: 12

8. TFT107 Gender Studies

Description: This course introduces the concept of gender, looking at the social construction of gender roles and the meaning and manifestation of patriarchy at various levels of society.

Content:

- The difference between sex and gender
- Our gendered experiences of development from childhood
- Dominant gender roles and the social construction of gender
- Defining Patriarchy
- Identifying how patriarchy works privately and publicly in society

Duration: Two weeks: Credits: 12

9. TFT108 Introduction to Organisational Development

Description: Based on the theoretical framework of a learning organization, this course unpacks the various elements and phases in the life of an organization. It also interrogates the ways in which goals, roles and relationships impact on the work of the organization.

Content:

- Defining organizational development
- What is a learning organization?

- Phases and elements of organizational life
- Organisational leadership versus management
- Working towards coherence between organizational vision, mission, objectives and action
- Goal, roles and relationships within an organization

Appreciative Inquiry

Duration: Two weeks: Credits: 12

10. TFT109 Strategic Thinking and Planning

Description: This course focuses on the increasing the capacity for setting goals, accessing strategic information and alliances in organizing for action.

Content:

- The process and skills related to strategic thinking
- The steps and context of strategic planning
- Programme design and the implementation of a plan in the field.

Duration: Two weeks: Credits: 12

11. TFT110 Lobbying & Advocacy

Description: This course considers best practice in strategies of lobbying and advocacy around relevant developmental issues. This includes the ability to conduct a stakeholder analysis.

Content:

- Definitions of lobbying
- Definitions of advocacy
- Stakeholders analysis
- Understanding government policy making procedures
- Strategic entry points for lobby and advocacy networks, relations and work
- Practical skills of lobbying and advocacy

Duration: Two weeks: Credits: 12

12. Oral Communication

This course is not attempt to eliminate accents or dialects, but aim at speech that is clear, firm and vital with firm, clear consonants and open, unclipped vowels. It considers vocal dynamics (stress, slide, pace, pause), address particular individual problems with

diction, and give instruction in non-verbal communication (posture, gesture, movement, facial expression). The course is scheduled so that often the class can be divided into groups to facilitate exercises. Public reading, presentation of papers, and other appropriate exercises in speech done throughout all eight semesters will supplement the work done on oral communication this semester.

13. TFT111 YEAR ONE FIELD PRACTICE: LEARNING TEACHING TEAMS

Description: In this practical course students put the theory and learning into practice by designing and conducting a learning event in the community on a theme that is relevant to that specific community. It is expected that students will spend at least 100 -150 hours on the field practice.

Content:

- Conducting a listening survey
- Designing and conduct a learning event in community
- Writing a report on the learning event

Duration: 6 – 8 Weeks: Credits: 10

14. TFT112 Field Placement review

Description: A reflection on the experience of the practical field placement, exploring and building on the learning and areas of growth from putting theory into practice

Content:

- Sharing of experiences of the field placement, critiquing and evaluating the following pre-determined indicator areas and related themes:
- The educational design of the field placement experience
- The socio-economic/ cultural /political profile of community
- Listening survey and identifying the generative theme
- Facilitation skills
- Team relations
- Transformational action or practice
- Allies developed or built
- Leadership styles used during their practice period

Personal growth

Duration: Two weeks: Credits: 6

YEAR TWO: TWO SEMESTERS - EACH SEMESTER IS TWELVE WEEKS RESIDENTIAL

12 Courses

SEMESTER I

1. TFT201 Strategic Community Life Management

Description: This course combine a focus on the healthy and optimal functioning of the both the individual and the group. They unpack and explore what a renewal of mind, body and spirit would look like for each person and for the group as a collective.

Content:

- Personal and collective expectations and intentions
- Contracting group norms and values
- Personal goal setting (learning goals)
- Time management
- Self care Of mind, body and spirit
- Unpacking the dimensions of a healthy lifestyle
- Self management and personal leadership
- Placing the individual within the collective (the Holon and Integral theory)

Duration: Two weeks: Credits: 12

2. TFT202 Global Transformative Development Studies

Description: This course looks at mega trends in development, under specific themes including: migration, conflict, and state formations.

Duration: Two weeks: Credits: 12

3. TFT203 Culture & Development

Description: This course unpacks the concept of culture and critically interrogates the role it plays in development theory and practice.

Content:

- The meaning of culture and its distinction from tradition and ethnicity
- The underlying belief systems within a culture which influence the cultural forms in a given society
- Positions on how culture operates in society
- An analysis of ways in which culture may be expressed, and how this may be influenced by different actors (who names the problem, and how that impacts on cultural issues of different kinds)
- An in-situ analysis of cross-cultural and inter-cultural relations and communication, particularly relating to differences across dimensions of 'race', class and sex

Duration: Two weeks: Credits: 12

4. TFT204 Political economy

Description: This course builds on year one's introduction to the history of colonial settlement and the trade patterns that followed. It shows how power relations determine the flow of resources and money within and between countries which affects local economies. It explores approaches for communities to stimulate local economic development.

Content:

- Historical overview of trade and development
- Current globalization of the economy
- Non-regulated corporate capitalism and financial speculation
- Theoretical perspectives: the Modernization/Neo-Liberal perspective, Dependence theory, and the Regulation approach.

Duration: Two weeks: Credits: 12

5. TFT205 Social Business

Description: This course is a response to the growing interest in social entrepreneurship as an approach to transformative change. Social business - 'business for a common good' emphasises creating values that are relevant for society as opposed to shareholder value ('impact versus profits'). Social entrepreneurs work based on 'patient' capital, not grants.

Content:

- What is social business?
- Why is it important?
- What are the values and principles underpinning social business?
- How does a social business work?
- Creative exercises for generating innovative ideas for social business

Duration: Two weeks: Credits: 12

6. TFT206 Sustainable Organisational Development

Description: This course builds on the introductory level course on organizational development to deal with sustainable organizational development. It will interrogate theories of leadership and their sustainability trends in the life of an organization.

Duration: Two weeks: Credits: 12

SEMESTER II

7. TFT207 Social Movements and Organization

Description: This course focus on collective strategies for action to achieve specific social justice goals, facilitating change through a range of players engaged in inter-related and complementary efforts at the grassroots, governmental and civil society organizations.

Content:

- Movement-building processes and skills
- The difference between organizing and mobilizing
- What is a social movement?
- Power dynamics in group settings;
- Networking and alliance building
- Media strategies for social mobilization.

Duration: Two weeks: Credits: 12

8. TFT208 Paulo Freire in Practice II

Description: This course focuses on the application of theory and assists students in understanding and practicing the various skills needed for conducting a learning event using the Freirian problem-posing method. This course builds on the first level of Paulo Freire in Practice I

Content:

- Conducting a listening survey
- Developing problem-posing materials from a generative theme in the community
- Designing and conducting a learning event in teams
- Facilitation/animation skills
- Giving and receiving feedback

Duration: Two weeks: Credits: 12

9. TFT209 Eco-spirituality

Description: This course explores the link between spirituality, ecology and development and interrogates the role of spirituality in ecological social justice. In so doing and using spirituality as a resource, it considers transformative development through the lens of ecology and our natural ecosystem.

Content:

- Revisiting the concepts of Spirituality, Ecology and Development
- The need for an ethical perspective on ecological issues

- beliefs about the environment in indigenous knowledge systems and more conventional development approaches
- The meaning of ecological justice and its interface with spirituality and development ethics
- The nature of sustainable development.
- Self-reflection on our position within the ecosystem
- Unlearning personal behavior patterns that are harmful to the nature and the ecosystem.

Duration: Two weeks: Credits: 12

10. TFT210 Climate Change and Conflict Transformation

Description: This course explores how communities define, survive and cope with climate change and the increased risk of natural disasters. It will also examine the different ways of building peace in the face of deteriorating environment or national disasters. It is an introduction to the field of working with conflict and uses a transformational framework to explore conflict at personal, interpersonal, communal, national and international levels.

Content:

- Theoretical approaches to understanding conflict and its sources
- Contributions of cultural wisdoms from the East and South to understanding conflict and its transformation
- The transformational framework of working with conflict and a comparison with other schools of thought in the field (mediation, resolution, management, etc.).
- The exploration of conflict at personal, communal, national and international levels.
- A critical examination of the underlying assumptions and beliefs about conflict that are personally held, and patterns of response to conflict.
- An exploration of issues related to conflict like communication styles, role of power, analysis of systems, dynamics of change and approaches of intervention to conflict (interpersonal, organizational and intergroup).

Duration: Two weeks: Credits: 12

14. TFT211 Gender Reconciliation

Description: This is an experiential course of transformational healing between women and men. It involves listening to and sharing stories of the wounds of gender injustice experienced by women and men and aiming to foster new levels of mutual trust, respect, communication and joyful partnership.

Duration: Two weeks: Credits: 12

15. TFT212 Social Research

Description: An introduction to social research and participatory action research.

Content:

- Reviewing Freire's principles and the link to research
- Outlining different paradigms of research
- Unpacking what is action research
- The main components of a social research project

The difference between qualitative and quantitative research

Duration: Two weeks: Credits: 12

TFT208 Year Two Field Practice: Practical Application Of Part One Of An Action Research Project

E.g.: Compiling A Literature Review And Conducting Interviews On A Specific Relevant Social Issue

YEAR THREE: TWO SEMESTERS - EACH SEMESTER IS TWELVE WEEKS RESIDENTIAL SEMESTER I

1. TFT301 Personal Development and Group Dynamics

Description: This course emphasizes and enhances the skills of self-awareness and group relatedness. It guides students in a process of self-reflection in which ideas and concepts, feelings, intuitions and practical insights will be explored to enable participants to reflect on their being in the world, on their personality, and on how their behaviour impacts on those around them.

Duration: Two weeks: Credits: 12

2. TFT302 Society Studies

Description: In this course, students are guided to undertake a community level analysis of the political, economic, social and relational aspects of a community in which they have been actively engaged in development work or have conducted any recent fieldwork practice. Attention will also be paid to gender and other aspects of identity theory.

Duration: Two weeks: Credits: 12

3. TFT303 Transformative development and Education

Description: During this course students will interrogate various foundational Adult Education theories about the work of a number of Adult Education theorists, their relevance to transformative development and their applicability in our African contexts. Additionally, this course considers critical pedagogy as well as contemporary critique and application of Freire.

Duration: Two weeks: Credits: 15

4. TFT304 Contemporary Theories of development

Description: This course will briefly return to unpacking the notion of development and will engage with a number of specific development theories. These will include:

- Modernisation theories
- Dependency and other Marxist theories
- The Capability and Human Development Approach
- Social Justice theories
- Social Movement Theories, including the analysis of civil society
- Identity theories, including Gender and Feminism
- Ethnomethodology

Duration: Three weeks: Credits: 15

5. TFT305 Philosophy of Paulo Freire

Description: This course will be an in-depth study of the major philosophical works of Freire. During this course, students will investigate through his philosophy the transformative power of his ideas and discover their own ideas. Students will be exposed to the inner insights of Freire and thereby appreciate their programme on training for transformation.

Duration: Two weeks: Credits: 15

SEMESTER II

6. TFT306 Ethics and the philosophy of development

Description: "Unexamined life is not worth living," said the ancients. This course will explore the interpretations of morality as social practices: teleology, deontology, and virtue ethics and their relationship with development. It will examine the issues of moral corruption and their consequences in human, social, political and economic development. Part of the course will treat particular issues of ethics in religious traditions.

Duration: Two weeks: Credits: 12

7. TFT307 Ignatian Spirituality

Description: There are different religious traditions and there are numerous spiritualities. However, this course will focus on Christian spiritualities that recognize the importance of the "other" in human relations and in relations with the divine. This course will recognize and acknowledge the various backgrounds of the students and urge them to reflect more about their motivations and their general spiritual well being.

Duration: Two weeks: Credits: 12

8. TFT308 ICT and Development

Description: In the contemporary information age, students are bombarded with information through social media, internet, telephones and ICT based technologies like

smart phones, and other computing devices. The emergence of computing devices, mobile phones, the internet, artificial intelligence, robotics and virtual reality has given rise to a new world order of info-sphere. These new technologies permeate every aspect of contemporary life and therefore raise numerous pertinent philosophical and development questions. In this course, therefore, students will learn on the implications of ICT on development and how best to leverage ICT in their work of transformation.

Duration: Three weeks: Credits: 15

9. TFT313 Leadership and Governance Studies

Description: During this course the participants will learn both how to lead their own personal lives, and how to lead others in a group or as a corporate body. They will learn about motivational leadership and servant leadership; they will also learn the managerial skills necessary for success such as strategic thinking and planning, change management, peace and conflict management, corporate governance and team leadership.

Duration: Two weeks: Credits: 12

10. TFT309 Research Methodology

Description: This course will equip students with the necessary social science research and statistical skills to conduct, tabulate, and analyze their research projects using tools like SPSS and Matlab.

Duration: Three weeks: Credits: 12

11. TFT310 African Economic history

Description: This course reflects on diverse histories experienced, remembered, recounted and often in some ways invented by peoples from various communities. Recognition and appreciation of this diversity can help Africans transform a source of bafflement into a source of wisdom, energy, and respect for others and for themselves. In-depth case studies from different periods of history and different parts of the continent are undertaken to develop students' capability to read histories critically and enable those histories to shed light on current events and on reasonable hopes for the future.

Duration: Three weeks: Credits: 15

YEAR FOUR

SEMESTER I

The first semester of the fourth year is spent on field research and gathering of data.

1. TFT411 Field Research and Preparing to Write a Dissertation

The student chooses with the help of the programme coordinator and a supervisor a field research.

Duration: Twelve Weeks: Credits: 12

2. TFT501 Service Programme

As a requirement, the students have to spend sometime also serving a community in need with the skills they have learnt. The Service Programme Coordinator will ensure that each one gets a placement and write a reflection about their experiences.

Duration: Four Weeks: Credit: 10

SEMESTER II

1. TFT412 Dissertation

Description: Working with the guidance of a supervisor particularly during the first half of the final semester, each writes a dissertation of 8000 to 10,000 words, which develops a point, that the student considers to be of central importance within his or her general position. This dissertation will be defended during one half hour of the oral comprehensive examination.

Duration: Eight Weeks: Credits: 24

2. **Electives:** **TFT401** Project Management, **TFT402** Corporate Governance, **TFT413** Disaster Management and Trauma Counseling, **TFT403** Peace Studies and Conflict Management, **TFT414** Philosophy and the Meaning of Life, **TFT415** Introduction to Statistics, **TFT416** Law and Order in Society, **TFT417** Child Protection and Human Rights, **TFT418** Social Entrepreneurship, Languages (Sign Language, French, Shona, Spanish, Kiswahili etc may also be taken as electives). The elective courses may be chosen from the second year of the programme.

GENERAL COMMENTS

All other information shall be found in the General Academic Regulations. All questions should be directed to the Director of the Programme or to the Dean of Studies.

**SCHOOL OF ENGINEERING, INFORMATION AND
COMMUNICATION TECHNOLOGIES (ICT)**

BACHELOR OF SCIENCE HONOURS IN ICT

BACHELORS OF SCIENCE IN INFORMATION AND COMMUNICATION TECHNOLOGY (ICT): Networking and Software Development

Programme Description

The programme focuses on building the students' mathematical, analytical and programming skills relevant to the information age. It is an interdisciplinary major for students who wish to combine information technology with management, leadership and entrepreneurship. The students will learn cutting edge technology, web design, systems programming, software development, and computer and mobile networking information, and communication technologies. They will also learn other social and business skills for delivering information using creative, intelligent and innovative methods. It is a practice-oriented, critical analysis, development and maintenance of computer infrastructure in a highly professional and ethical manner. The programme seeks innovation and creativity from the students to solve business, government, medical, academic and every day problems using sustainable ICT.

Learning Outcomes and Competences

Upon successful completion of the program, the graduates should be able to demonstrate programming, web design, networking, entrepreneurship skills. The graduates should be able to demonstrate competences in different programming languages especially on web design and development. They should be able to develop and maintain software, network infrastructures, and mobile networks. The graduates should be able to design, administer ICT networks, computer-based systems, and mobile infrastructures. They should be able to demonstrate the authentic examined moral life, service to others and respect for all humanity.

Career Opportunities

Career Opportunities.

- High school ICT tutor
- Web design
- Computer programmer
- Network administrator
- Systems Analyst
- Systems Administrator
- Network Technician
- Software Developer
- Software support
- Networking Solutions consultant
- Web Designer and developer

The graduate should be able to join an organization as a entry-level technician. The degree also prepares students to setup their own ICT based companies, as individuals and as groups in any of the areas of competence. The degree also prepares students to further their studies in the masters level programs on ICT.

Programme Description and Plan of Action

Programme of Study

The four-year academic programme comprises four years of information and communication technology studies. The programme seeks to integrate philosophy, leadership, management and entrepreneurship. It consists of eight semesters, and an industrial attachment.

The programme consists of ordinary courses, elective courses, and seminars. Credit is given for each course according to the hours assigned to it in a week. The twelve weeks of teaching per semester will cover 70-90 Credits, 150-180 Credits per year and 540-600 for the four-year program. All the courses carry 12 Credits, except the Final Project II, which is 22 Credits. The Internship Project and Presentation shall cover 100 Credit-hours. There shall be 100 Credit Hours for Service Programme which must be completed before graduation.

The minimum period of internship is six months in semester six. During the internship students are expected to fulfil the integration courses. The final project is written in the seventh and eighth semesters of the program. The project is examined and graded in the final semester.

Mode of Delivery

The programme will be taught online and onsite. The University has acquired the necessary bandwidth to facilitate the delivery of the programme online. In general the practical courses will be taught onsite to ensure maximum participation from all the students.

BSC IN INFORMATION AND COMMUNICATION TECHNOLOGY - MAJOR

YEAR 1:	
FIRST SEMESTER (82 Credit-Hours)	SECOND SEMESTER (80 Credit-Hours)
Ict 1111- Algorithms And Data Structures (12)	Ict1245- Introduction To Discrete Mathematics (12)
Ict1115- Ict And Society (12)	Ict1240-Computer Law & Intellect. Property (10)
ICT1120- Internet Technologies (12)	ICT 1145- Fundamentals Of Information/Communication Systems (12)
ICT1150 Digital Literacy (12)	BUS1210-KNOWLEDGE LEADERSHIP & DEVELOPMENT (10)
Egl1110- English Language (10)	Ict1235-Emerging Web Technologies (12)

Mth1101- General Mathematics (12)	Cs-3210-Computer Architecture (12)
Ict3001- Research And Statistical Methods (12)	Ict2130- Programming In Python (12)
During The Long Break, Generally Students Engage In The Service Programme	
Year 2	
FIRST SEMESTER (82 Credit-Hours)	SECOND SEMESTER (80 Credit-Hours)
Ict2132- Programming In Java (12)	Ict2231- Operating Systems (12)
Engl2110 Technical Writing (10)	Ict2230- E Business And Web Design (12)
Ict2140- Computer Network Fundamentals (12)	Ict3110-Systems Analysis & Design (12)
Ict2135- Introduction To Databases (12)	Ict3420 -Database Design & Management (12)
Ict2220- Object Oriented Analysis And Design (12)	Ict2260-Ethics & Professional Conduct (10)
Ict3201-Information System Administration (12)	Ict2125 Object Oriented Programming (12)
Elective: (12)	Bms3050-Entrepreneurship (10)
During The Long Break, Generally Students Engage In The Service Programme	
Year 3	
First Semester	Second Semester
Internship	Internship
ITP3910 Internship Project (60 Credit-Hours) ITP3911 Internship Project Presentation (40 Credit-Hours)	
Year 4	
FIRST SEMESTER (80 Credit-Hours)	SECOND SEMESTER (76 Credit-Hours)
Ict3225-Network Design & Implementation (12)	Ict4201-It Policy And Strategy (10)
Ict4110-Data Mgt. Com. & Networking (12)	Ict4203-It Service Management (10)
Ict4120-E-Government (10)	Ict4900-Final Project Ii (22)
Ict4900- Final Project I (10)	Ict4410 Project Management (10)
Cs4430-Cloud Computing (12)	Cs4461 Machine Learning (12)
Ict4202-Information Security (12)	Electives: (12)
Cs4460-Artificial Intelligence (12)	

DESCRIPTION OF COURSES

1. MTH1101- General Mathematics

This course examines key concepts from algebra, pre-calculus, and calculus that are valuable to students at the undergraduate level. The algebra component focuses on the study of functions including graphs, operations, and inverses. It includes polynomials, rational, exponential, logarithmic functions and their applications, and systems of equations. The pre-calculus and calculus components will focus on single-variable calculus. Included are topics such as limits, continuity, derivatives, differentiation, integration and the Fundamental Theorem of Calculus. Emphasis is placed on the growth of required mathematics skills for higher coursework. Students will gain experience solving real-world problems involving functions and calculus, including problems in business, economics, natural sciences and social sciences.

2. EGL1110- English Language Study

This course seeks to develop students' competences in the English language. While the learners' general competence in English Language is envisaged, aspects of English (grammar) Language noted to pose serious problems to students in written production are given more attention, rendering the course partly remedial and usage-based. Students will: read texts from a wide range of backgrounds to be exposed to variation of forms of expression and lexical development; read texts from diverse sources to develop their cognitive skills; learn language forms that will develop their communicative expressions (oral and written); listen to tapes to develop listening skills and get familiar with different accents; and write for general audiences to express their view points on both technical and non-technical topics.

3. ICT 1111- Algorithms and Data Structures

This course aims at training the students in fundamental algorithms and data structures for implementation, techniques for solving problems by programming, Linked lists, stacks, queues, directed graphs. Trees: representations, traversals. Searching (hashing, binary search trees, multiway trees). Garbage collection, memory management. Internal and external sorting.

4. ICT1115-ICT & Society

This course examines the use of ICTs, Internet applications, multimedia tools and other advanced applications for the provision of multiple services to society, including areas that have little exposure to the outside world. This course provides the participant with a unique opportunity to learn about the application of ICTs in resource-poor environments. This course exposes "best practice" models for ICTs in society.

5. ICT1220-Internet Technologies

This course embodies Internet technology such as: protocol and services, common network operating systems, and physical devices and networks. It is centered on a broad understanding

of how to use and implement networks, such as an introduction to physical and logical network design. It will offer students the understanding of networking and Internet Protocols they will use to construct small- to mid- sized business networks.

6. ICT1150- Digital Literacy

The goal of Digital Literacy is to teach and assess digital concepts and skills so that students can use computer technology in everyday life to develop new social and economic opportunities for themselves, their families, and their communities. Some of the programs that we will utilize in our course are word processing, publishing, database, spreadsheet, digital editing, social media, elearning and online blogging.

7. ICT1202- Communication Skills

The course provides a comprehensive understanding of the design, preparation and delivery of effective business presentations. It places emphasis on integration of skills in speech and digital communication software to deliver effective, informative and persuasive presentations in any business or organization. The course will increase students' abilities to communicate in the workplace.

8. BMS1210-Knowledge Leadership & Sustainable Development

The course deals with leadership and corporate governance in businesses. It will equip students with the leadership skills necessary in the business world of today. The course will cover all the dimensions of generic and Christian leadership.

9. ICT1235-Emerging Web Technologies

With the advent of new web technologies, an explosion of new social software tools has emerged enabling users to create, organize, share, and collaborate in an online space. Today's Web users are organizing their favorite bookmarks, collaborating on shared documents, cataloguing their personal collections, and sharing their information with others. This course will explore the features and functionality of emerging web technologies such as blogs, wikis, RSS, social bookmarking, media sharing, tagging, folksonomies and more. This course will look at how Individuals, organizations & executives are implementing these various tools as well as their potential uses. Web technologies in past, the present and possible future will be covered.

10. ICT1145-Fundamentals of Information/Communication Systems

This course introduces the state-of-the-art business information systems. Students will acquire process and distribute information in a technological environment. It describes MIS organization, its place in business, key trends and implications. The course also offers an introduction to computer hardware and software studies.

11. ICT1240-Computer Law & Intellectual Property

To go home is to enter a place built and filled with human creativity and invention. From a carpet to a sofa, from the washing machine, the refrigerator and telephone, to the music, the books, the painting and family photographs, everything with which we live is a product of human creativity hence called Intellectual Property. Human creativity can only be appreciated through protection from piracy or misuse of it. This course is to introduce the learners into the fundamentals of intellectual property rights even the rights and risks available in using the virtual world called the cyberspace. The course will help students to understand computer and industrial property and copyright; appreciate the protection and ownership of online content. Students will gain knowledge relative to their engagement in specific online activities. The course emphasises the legal issues in the use of the cyberspace.

12. ICT1245- Introduction to discrete mathematics

This course covers basic discrete mathematical structures: sets, sequences, equivalence relations, partial orders, number systems. Methods of reasoning and proofs: propositional logic, predicate logic, induction, recursion, pigeonhole principle. Basic counting techniques; permutation and combinations, Boolean algebra, and digital logic design.

13. ICT2125 Object Oriented Programming

This course introduces the principles of software design and development using the object-oriented paradigm (OOP) and the Java programming language. Students will learn to use data structures such as lists, trees and hash tables and they will compare the efficiency of these data structures for a particular application. Students will learn to decompose a project using OOP principles. They will work with integrated development environments (IDEs). Students will practice their skills by creating applications in areas such as graphics, games and simulations.

14. ICT2130-Introduction to Programming in python

This course offers an introduction to programming and explores the concepts, principles, and skills of programming. It is a fundamental course in machine learning and human-machine interactions. Students are introduced to the design and development of computer-based logical solutions to business information process. Emphasis is placed on programming in a web environment. After completing the course, students will be able to develop algorithms, draw flow charts and process files and tables as computer solutions to business information processing problems using one or more computer programming language

15. MTH 2132- Calculus

This course focuses on calculus useful for applied work in the natural and social sciences. There is a strong emphasis on developing scientific computing and mathematical modeling skills. The

topics include functions as models of data, differential calculus of functions of one and several variables, integration, differential equations, and estimation techniques.

16. ICT2135-Introduction to Databases

This course examines relational model, database management systems functions, administration, design methodology, and normalization in great details. It focuses on hands-on design, development and use of a database system using the Microsoft Access software including queries, updates, reports, forms, macros and application systems.

17. ICT2140-Computer Network Fundamentals

This course serves as a prerequisite for many other network and data communications courses. Students are taught the different elements of a computer network and data communications system, how these network and systems operate, as well as media, signals, encoding and bandwidth used in computer networks. Students are introduced to the concept of local area networks, cable modems and wireless networks. Other topics covered in this course include network applications and programs to interface protocols and IP addressing as well as routing algorithms, DNS, HTTP, Wi-Fi, peer-to-peer systems, and protocol verification.

18. ICT2220-Object Oriented Analysis & Design

This course creates software systems engineering principles combining object-oriented design principles and methods amplified by computer assisted technology. The course employs the use of the unified modeling language and, through student group work project; it applies these elements to the system development life cycle. This course incorporates intensive writing, as student project teams are required to submit a comprehensive project report and a PowerPoint presentation. It also offers specialized Systems Development Computer Laboratory and open laboratory practices.

19. ICT2230-E-Business & Web Design

This course has two components: e-Business and Web Design. In the e-Business component, students are introduced to concepts and operations of e-Business. In the Web Design component, students are introduced to the strategic significance of web design and are taught how to apply standards including XHTML and CSS, to use web development tools, and how to apply theories of web design to develop efficient business websites. The main concern is on retrieval and display of data and information to end users. The course stresses a business oriented design, construction, test cycle, and introduces students to the combination of numerous data sources into a website.

20. ICT2231-Introduction to Operating Systems

This course covers fundamental operating system concepts and theory such as operating systems functions, components, architecture, configuration and management. Other topics

examined included virtual memory, deadlocks, file systems, security, device management, and communication. Students are exposed to major operating systems including Windows, Linux, Unix, and Mac. Students learn how to install, configure and manage an operating system within a computer network and/or standalone. It usually requires an introductory course in computer networks as a prerequisite.

21. ICT2260-Ethics and Professional Conduct

This course introduces students to ethical theory of how people make decisions about how to take care of one another. It stresses the historical and theoretical development of answers to such questions as: What kind of a person do I want to be? How do we outline out what the right thing to do is? The basic principles of ethics and contemporary societal problems will be examined within the frame of leadership in an IT-driven business environment.

22. ICT3001- Research and Statistical Methods

The course involves the introduction to descriptive statistics, experimental design, probability, common probability distributions, random variables, sampling distributions, hypothesis testing and confidence intervals for means using one or two samples, simple linear regression.

23. ICT3110-System Analysis & Design

This course introduces students to the principles and fundamentals of information systems analysis and design. Students will apply concepts such as entity relationships, data flow diagrams, prototyping and other forms of data or system modeling with the overall objective of designing, selecting and installing new systems for end users including cost/benefit and value added evaluations. Emphasis will be placed on the use of various computer-assisted tools, techniques and practices in defining and analyzing business problems, gathering information, solving the identified problems as projects, and presentation of project solutions.

24. ICT3225-Network Design & Implementation

Computer networks are now widely used in organizations. As these networks provide a wide range of services for the efficient and effective operations of organizations, there has been increased demand on students, who would become network professionals to understand and master all aspects of networks. This undergraduate course builds on knowledge acquired from a network foundation course and focuses on the design and implementation of networks. The course adopts a Top-Down practical approach to designing and implementing computer networks that are reliable, secure, and scalable. Using the Top-Down approach, students will focus first on the applications and user requirements of the anticipated computer networks before selecting network devices, cabling, and relevant technologies to implement the networks. The course will enable students learn how to design and implement computer networks that are aligned with organizational business goals in today's changing and competitive business environment.

25. ICT3002-Technical Writing

This course provides students with the opportunity to practice the techniques of gathering, organizing, and presenting technical information. Technical reports derived from realistic situations found in the student's major will be written.

26. ICT3210- Management Information Systems (MIS)

This course embodies information systems taxonomies and general applications including business intelligence, personal productivity, CRM, ecommerce, computer supported cooperative, SCM, ERP, global systems, finance and accounting. The course also covers future trends and directions of information systems.

27. ICT3230-Hardware/Software Integration

This course offers a summary of personal computer technology: comparing components such as display, CPU, memory units and peripherals. It examines some of the basis for setting values for selecting, maintaining and supporting automated business information systems. It also examines the relationship of systems and applications software to available system software, hardware and selected peripherals. The course provides an in-depth software comparison, user rating, security and error recovery techniques.

28. ICT3420-Database Design & Management

The course provides a comprehensive study of the basic theories of designing and implementing databases using the Oracle relational database management system. Students will be engaged on hands-on training which will include the use of database creation, data queries, view definitions and use, operators and functions, triggers, calculation, indexing, cursors and data manipulation.

29. ISN3201- Computer Networking - Routing and Switching

As Enterprises migrate toward controller based architectures, the role and skills required of a core network engineer are evolving and more vital than ever. To prepare for this network transition, the Routing and Switching certification will not only prepare you with the knowledge of foundational technologies, but ensure you stay relevant with skill sets needed for the adoption of next generation technologies.

30. ISN3110 Introduction To Wireless Communication

In this course you will learn the basic principles of wireless communications from 1G to 4G and beyond. You will learn about frequency reuse, capacity, channel coding, modulation and demodulation, OFDM, MIMO and host of other topics.

31. SE3410- Introduction to software engineering

This course presents some of the recommended software engineering models (Waterfall model, Spiral model, Prototyping model) used to design object oriented software. Learners are recommended to use their 240 hours of self-training to read the lecture notes, the recommended course materials and to work on the case study. The case study is a real world scenario given to learners where they should apply and demonstrate their skills. Models and Methods used to design and produce specifications, architecture, software documentation, code and testing scenarios.

32. CS-3210-Computer Architecture

Includes the organization and architecture of computer systems hardware; instruction set architectures; addressing modes; register transfer notation; processor design and computer arithmetic; memory systems; hardware implementations of virtual memory, and input/output control and devices.

33. ICT4110-Data Management Communication & Networking

This course will enhance students' comprehension of a model of Information Systems made up of data acquisition, data manipulation, data transportation, data display and data storage. It will examine how recent computer systems work with data across multiply systems to produce required critical information to employees and managers on time. It will also provide to students an insight into networked communications in support of business functioning. The course will make students ready to work with data in contemporary and highly linked organizations around the globe.

34. ICT4120-E-Government

The course explores how ICTs are affecting how people interact with government, and how governments are using and managing ICTs to promote transparency and offer better information and services to the public. The course will cover methods for developing and accessing e-government applications using Internet, mobiles and other forms of ICTs, and the policy, privacy and ethical issues relevant to the implementation and management of e-government systems. Other topics include the use of ICTs in non-governmental organizations, tele-democracy and aligning IT resources in the public sector.

35. ICT4201-IT Policy and Strategy

The course provides a comprehensive understanding of the strategic value of information systems, and the planning and development of strategies and policies to support the use of information systems in the context of organizations and institutions. This course explores the core information systems capabilities which enable managers to understand the processes of

policy-making, develop competence in communicating with policy makers, demonstrate leadership in technology strategy, manage ICT outsourcing and risk management, develop literacy on technology law, and develop the knowledge to identify, acquire and implement new technology applications to sustain competitive advantage.

36. ICT4202-Information Security

The course provides an in-depth understanding of security issues in contemporary information systems. Social, scientific and legal measures that address the problem of security in information systems are discussed with a view to preparing the scholar for further work in evolving robust security solution to emerging problems. Spamming, phishing, intrusion detection, anti-spam systems, the use of proxies and cyber forensics are explored extensively. Policy issues are also examined as it affects the trans-national nature of cybercrime. In this regard, the Top-up BSc in ICT programme is broad-based and covers a range of technical and soft skills that Information Systems and ICT scholars are expected to possess.

37. ICT4203-IT Service Management

The focus of this course is on ITSM best practices as defined by Information Technology Infrastructure Library, Capability maturity Model Integration, Six Sigma and Total Quality Management. It stresses on ITSM drivers of processes and strategies to make a practicable IT organization. The course will impact on students the foundation, values, strategies and operations of ITSM. IT uses a number of hands on activities and exercises to focus on service support and service delivery.

38. ICT4900-Final Project

The course focuses on the development and implementation of an accounting related project for the benefit of an external entity and the student. Projects in this course will include a proposal, analysis, design and implementation, and oral presentation and project documentation will be required at the completion of each course.

39. CS4430-Cloud Computing

Cloud Computing is a large-scale distributed computing paradigm which has become a driving force for information technology over the past several years. The exponential growth data size in scientific instrumentation/simulation and social media has triggered the wider use of cloud computing services.

This course covers topics and technologies related to Cloud Computing and their practical implementations. Students are expected to explore different architectural models of cloud computing, the concepts of virtualization and cloud orchestration. They will gain hands-on experience with various features of popular cloud platforms such as Google App Engine, IBM Bluemix and Amazon Web Service throughout the lectures, tutorials, and laboratory sessions.

Advanced cloud programming paradigms such as Hadoop's MapReduce is also included in the course. They will also learn the concept of modern Big Data analysis on cloud platforms using various data mining tools and techniques. The lab sessions cover cloud application development and deployment, use of cloud storage, creation and configuration of virtual machines and data analysis on cloud using data mining tools. Different application scenarios from popular domains that leverage the cloud technologies such as remote healthcare and social networks will be explained. The theoretical knowledge, practical sessions and assignments aim to help you to build your skills to develop large-scale industry standard applications using cloud platforms and tools.

40. CS4460-Artificial Intelligence

This course presents an introduction to the basic principles and techniques of artificial intelligence. Topics will include specific AI techniques, a range of application areas, and connections between AI and other areas of study (i.e., philosophy, psychology). Techniques may include heuristic search, automated reasoning, machine learning, deliberative planning and behaviour-based agent control. Application areas include robotics, games, knowledge representation, and natural language processing.

41. CS4502-Network Security

This course on Network Defense prepares students for the proactive vulnerability assessment necessary for organizational security. Students learn about methods for assessing systems for weaknesses to combat potential new vulnerabilities in operating systems, software, hardware, and human elements.

The training is designed to provide fundamental knowledge for understanding network security posture and best practices for vulnerability assessment.

42. SE4603- Software Measurement & Metrics

This course focuses on the overview of software metrics, basics of measurement theory, goal-based framework for software measurement, empirical investigation in software engineering. Measuring internal product attributes, measuring external product attributes, measuring cost and effort, measuring software reliability, software test metrics, and object-oriented metrics.

43. SE4501-Software Testing, Verification And Validation

This course focuses on software verification and validation throughout the software life cycle. Topics covered in this course will include reviews, inspections, formal verification, testing techniques, and testing frameworks

44. TCM4210-Intro. WAN Technologies with lab

As Enterprises migrate toward controller based architectures, the role and skills required of a core network engineer are evolving and more vital than ever. WANs are the main infrastructures of Internet. This course is designed to introduce learners into the basics of WAN

operations and WAN protocols. PPP and Frame-relay will be covered in depth in order to demonstrate how LANs can be linked over a WAN infrastructure.

45. ITP3910-Internship

Students will undertake an Industrial Placement (Internship) scheme after the second year before choosing his/her domain of specialty in the final year. AJU may optionally facilitate placement but students are expected to identify their internship locations. During the internships, students are required to apply skills learned in their coursework. The student must identify an Internship Project and work with the Programme Coordinator for approval. The Programme Coordinator and his/her team will visit the student several times at unknown dates and times. The student must fill the Internship Form Online after securing a placement. Upon completion of the internship, the student must make a presentation of the Internship Project in the Internship Project Course Presentation in the first semester of the fourth year. The student who fails to secure of placement for internship may not be allowed to continue the programme. The During the fourth year of the program, students will focus on specific areas of study with the goal of gaining more domain specific knowledge.

Service Program

Students are required to engage in a service programme during the course of their studies. Each student ought to complete 10 Credits (100 hours of service within the four years of the degree programme). The service programme is organized and coordinated through the Office of the Chaplain/Service Programme Director.

Assessment and Examinations

In its undergraduate degree programme, uses the following marking scale:

75 +	=	First Division
65 - 74	=	Upper Second Division
60 - 64	=	Lower Second Division
50 - 59	=	Third Division
Below 50	=	Fail

The University interprets these categories as follows:

First Division

This category indicates that the candidate has excelled in his or her understanding of the material and in development of language skills. Further, by diligence and competence he or she has shown an exceptional capacity for study and gives promise of an ability for research.

Upper Second Division

This category indicates that the candidate, while not in the first rank of students, has nevertheless shown a capacity for study and a comprehensive grasp of the material and skills clearly above the average students in the programme.

Lower Second Division

This category indicates that the candidate has a competent knowledge of the basic material in the course and is able to handle the ordinary difficulties that can be posed. In addition, he or she has achieved a good competence in the requisite skills.

Third Division

This category indicates that the candidate has attained an adequate knowledge of the basic material in the course and is familiar with the main issues involved in the various subjects. Further, the candidate has acquired a basic competence in the required skills.

Normally, evaluation of a student is based upon (i) assessment of work during the course, i.e., written or oral assignments, essays, midterm tests, and projects; and (ii) a final examination. Course work assessment is worth 50% of the mark for the course, the formal examination worth 50%. The Senate must approve exceptions to this weighting.

In accord with the purpose of each course, each lecturer will determine the relative weighting of the course's various items for continuing assessment, items that together are worth 50% of the mark for the course. The Dean will approve this weighting, and the lecturer will communicate it to all students at the beginning of the course. The lecturer will maintain written records of each student's performance during the course.

Partnership/Collaboration/Connection

Arrupe collaborates with other Jesuit institutions around the world in sharing resources like books, exchange of lecturers and joint programs. Arrupe collaborates with ICT University, Cameroon and Louisiana, USA.

Entry Requirements

The entry requirement will be five Ordinary Level passes, including English and Mathematics and at least three Advanced Level passes (Preferably Mathematics, science or commercial subjects. Mature entry is for males 30 years and females 25 years and older and requires at least five passes at the Ordinary level and experience in virtue of which the University considers them ready for a degree programme. A national certification in ICT will be considered valuable for all applications.

The University will also admit students who have satisfied requirements for admission to a degree programme of universities of their home country, provided they have passed English language and Mathematics and four other subjects at least at Ordinary level. These are considered to be similar to Zimbabwean students accorded mature entry, because prior to

receiving a university degree these religious/clergy have three or four years of education beyond that of a Zimbabwean who begins studying at the university with Ordinary levels.

Aptitude Test: Arrupe Competency and Aptitude Test

Each student admitted to the BA honours degree programme will sit for an aptitude test administered by the University. This is to better prepare the students for the studies. The test will cover the following areas: (a) English Language: essay writing, reading and listening comprehensions, and verbal reasoning. (b) Quantitative reasoning: statistics, geometry, trigonometry and numerical reasoning. (c) Critical and Analytic Reasoning: this section will not focus on any particular content or authors but general questions on natural analytic and critical reasoning abilities of students. (d) Ethical and judgmental reasoning: Also, this will not focus on any particular ethical theories or theological teachings, but simply on the students' ability to reason out ethical questions and dilemmas. The passing grade for the overall test is 60%.

Award of Degree

All students who meet all the requirements for the completion of the degree will be awarded their degree, Bachelor of Science Honours Degree in Information and Communication Technology under the seal of Arrupe Jesuit University, a Joint programme of ICT University, Cameroon.

RELEVANT WEBSITES

Library Websites:

Internal Library: <http://192.168.1.6/>

Internal E- Library: <http://192.168.1.17/librarian>

Ebooks: <http://search.ebscohost.com>

AJU Library Catalogue Online: www.aju.ac.zw:8000

External websites

Main site: www.aju.ac.zw

Arrupe Online: <https://www.aju.ac.zw/moodle> and JSTOR: www.jstor.com

Course Registration <https://www.aju.ac.zw/acis>

Arrupe Portal: <https://www.aju.ac.zw/acsites>

Online Journal: <https://www.aju.ac.zw/journals>

Arrupe Online Store: <https://www.aju.ac.zw/acshop>

Center for Ethics: <https://www.aju.ac.zw/ethics>

E-Learning Center: <https://elearning.aju.ac.zw>

AFCAST: <https://www.aju.ac.zw/afcast>

Google Classroom: <https://classroom.google.com>

Google Email: <https://mail.gmail.com>

Department of Short Courses

The details of all available courses can be found on the University website. The calendar for the block release and part time courses can also be found on the website.

STUDENT SERVICES

35.0 Student services includes all the required accesses that every student needs in order to properly function at the University.

35.1 Liturgies - Chapel of the Holy Name

In the liturgical calendar there is Wednesday Mass at 5:00 PM. The Advent and Lenten liturgies are always done at the University. Different religious communities take turns to animate the liturgies. There are no Sunday liturgies at the chapel. However, different geographical regions or countries have their unique liturgies on select Sundays: West African Mass, East African

Mass, Rwanda/Burundi Mass. On weekdays, the Jesuit Community says the Midday prayer at 12:45 PM.

35.1a Arrupe Jesuit University Library

Arrupe has one of the best libraries in Zimbabwe though not comparable to the ancient libraries of Timbuktu. There are internal eBook library, online eBook database, and online journals. AJU Library is a proud member of the Zimbabwe Library Consortium, a group of university libraries in Zimbabwe that subscribe to online resources.

Library Collaborations

Arrupe students can use the Library of the University of Zimbabwe, after obtaining a written permission from the Dean of their school. Also students are registered members of the Sapes Trust Library (4 Deary Avenue, Belgravia). Students must have their Student ID cards to use these libraries.

The following are the rules and regulation for the Arrupe Library

Nature of the Library

The purpose of the library is to serve the needs of the staff and students. The areas of study are principally philosophy and Humanities in African context with a lesser interest in Theology. These are presently complemented by e-resources online (see below).

Historical Background

Various Jesuit superiors in African concerned with the first stage of academic training for English speakers began planning process in the late eighties, culminating with some of the prospect staff in planning session of program, site and facilities by the early nineties. The College itself opened in august 1994. Books were collected mostly from the U.S and shipped in two containers in 1993-1994. The major sources were:

1. The Juniorate library of the Detroit Province in Colombiere College comprising mostly of literature.
2. St Louis University Philadelphia. The Dean of Philosophy collected large numbers of philosophical works and still continues to contribute to the library.
3. Loyola University, New Orleans and Spring Hill College, Mobile, as well as the scholastic library connected to the University of Detroit.

Holding of books

The largest holdings are: Theology and Spirituality. Literature and Philosophy in that order; followed by History and Social Sciences.

Facilities

The library is fully computerized both in its holdings and circulation. The stock consists of 94,000 volumes with about 30 current reviews. The classification system is the full Library of Congress, although many records do not list the subject headings.

We also have access to JSTOR and ALUKA which contains over 1700 journals.

Web Resources

AJU Main Site: www.aju.ac.zw/moodle

(To access JSTOR Journals online)

AJU Library Catalogue Online: www.aju.ac.zw:8000

AJU Library Catalogue on Campus: <http://192.168.1.6/>

AJU E-Library on Campus: <http://192.168.1.17/librarian>

AJU Online eBooks and Journals: www.search.ebscohost.com

(Can only be accessed from Main Campus)

Library users

The library is basically for the staff and students who have reading and borrowing rights. A limited number of others, including University of Zimbabwe staff and students connected with the Department of Religious Studies and Classic and Philosophy can apply for reading rights, having completed appropriate form, presented a letter of authorization from their own institution and paid the subscription. Postgraduate researchers are welcome on completing usual procedures. See the website for more details.

35.1b Library Card

In order to use the library every student should obtain a Library Card from the Librarians.

35.2 ICT Department

The ICT Department is the centre of information systems of the University. There is a wireless cloud over Arrupe main campus which is accessible through the assistance of the ICT department.

35.2a Student and Staff ID Card

Every student and full time staff at Arrupe must obtain a valid ID card from the ICT department. This card is required for all access to AJU facilities and for all academic purposes. Most importantly, IDs are required for all examinations.

35.3 Computer Lab and Wireless Access

Every student and staff at Arrupe should have access to a personal computer or a common computer in their residences. There is an additional computer facility on campus. In order to use these facilities every student should fill in a consent form that can be obtained from the ICT department. Students will be required to pay the Technology fee. See the Bursar's Office for details.

35.4 Media Centre

The Media Centre is housed inside the Computer Lab. This facility is for storage, editing and publication of pictures, posters, and videos of the University. Any student with ICT abilities or is simply interested in learning ICT should consult the ICT director.

35.5 Language Lab/ Internet Based Testing Centre (IBT)

The Language Lab is a resource centre for learning languages and for certain ICT access. The lab is located beside the Computer Lab. Arrupe is a partner with Castleworldwide.com and Nextec.Com, internet based testing companies with renowned reputations.

36.0 Website, Login Credentials and Email Address

The University website can be accessed at <http://www.aju.ac.zw> The Email address can be obtained through the ICT Department.

37.0 Online Course Registration & Add/Drop Courses

Every student should register their courses online at the website. The details for the courses are obtained online. If a student does not register for their courses, he/she will not be considered a student and therefore could not obtain a report card or transcript. All course registrations should be completed before the official commencement of classes. And a student has two weeks to drop a course and should see the Registrar for any difficulties.

STUDENT CLUBS

The current details of the activities of each club can be obtained from the Students' Association Office or from their web page.

38.0 FOOTBALL CLUB

Although most of the students are training to become priests, some of them play soccer like professionals. The standard of soccer that is played at Arrupe is fabulous. The game of soccer can be addictive but the academic pressure is always there to play the moderating role. Of course, the soccer dyed-in-the-wool fans are able to balance their activities without killing the beautiful game of soccer.

Some people come to Arrupe without knowing how to kick the ball but when they leave, they will be amazing soccer players. The Club accommodates all kinds of people, that is, amateurs, professionals and the talented. It is a thing of wonder to see how this mixture of people play together amicably. Only after experiencing it can one understand how it is possible and exciting. The players do not consist of one nationality, but many African Countries are represented. Some of the countries represented include: Nigeria, Ghana, Burkina Faso, Kenya, Tanzania, Uganda, Rwanda, Burundi, Zambia, Malawi, South Africa, Botswana, Mozambique and Zimbabwe. You can imagine the diversity and skills that are exhibited.

Arrupe soccer players participate in various soccer competitions which include: Interreligious Tournament, Rector's cup, Dean's Cup and National Movement of Catholic Students Sports. During the Semester they play many friendly matches with teams from various places. As a result, Arrupe students are not only mental titans but they are also physically robust. Whatever they do they take it to the level of perfection. All the people who wish to exercise and enjoy the beautiful game of soccer are welcome to join the Football Club.

Trainings sessions take place on Tuesdays, Thursdays and Saturdays. Each training session lasts two (2) hours, that is, 1600hrs -1800hrs. To get full information attend one of their training sessions and meet the people responsible for the Club. The current leadership of this Club is as follows:

38.1 ARRUPPE VOLLEYBALL CLUB

Among the many sports activities that take place in Arrupe, volleyball has proved to be a vibrant sport that brings together the expertise of many members of the University. Despite the busy academic schedule, the members of this club have set specific days when they meet for practice. *These days include Tuesday, Thursday, Friday, Saturday and Sunday from 4:30pm to 6:00pm.*

Other than the normal exercise, we invite and also receive invitations from other teams for friendly matches just to test our progress. Moreover, we occasionally participate in different tournaments organized within Harare. As volley-ballers, we have achieved great results so far by proving to be unbeatable whenever an opportunity arises to compete in these events. For instance, in the recently concluded 2015/2016 interreligious tournament, we managed to retain

the trophy which manifests our ability in the field. The club's organization values the freedom of expression, learning and aims at promoting transparency in all areas.

We do not just play, but we also prepare to play through simple body stretching exercises and springing drills. All are welcome to learn and to bring their skills to the rest of humanity. Come, let us share this experience together. No regrets, no surrender until the final whistle.

38.2 ARRUPÉ SHOTOKAN KARATE CLUB (ASK).

MOTTO: Setting a higher standard (article i).

PURPOSE

The purpose of the Arrupe Shotokan Karate Club is to foster physical and mental strength through training in the discipline of traditional Japanese karate. The club is united by the desire to improve ourselves both mentally and physically through practicing the values of Shotokan. Through positive attitude and discipline, values of courtesy, integrity, perseverance and self-control will be inspired by the desire to practice Shotokan to our own best abilities and aspirations.

We have a constitution with the purpose of setting forth the structure and system of the Arrupe Shotokan Club (ASK), in order to fulfill the desires and needs of its members and provide benefits through training Shotokan. ASK consists of affiliates (students, staff and faculty). ASK is a club under the Students' Association of Arrupe (article ii).

One promises to uphold the true spirit of karate, do and never use the skills he or she is taught against any person, except for the defense of oneself, friends, family and only in instances of extreme danger or provoked or in support of law and order.

We train three times a week: Mondays, Tuesdays and Thursdays from 1630 to 1730hrs.

38.3 ARRUPÉ TAE KWON-DO CLUB

Tae Kwon-Do is a form of unarmed combat initially practiced in the Orient but perfected in Korea. Translated from Korean, 'Tae' literally means to jump, kick or smash with the foot. 'Kwon' means a fist- chiefly to punch or destroy with the hand or fist. 'Do' means art, way or method. Tae Kwon-Do indicates the techniques of unarmed combat for self-defence, involving the skilled application of punches, kicks, blocks, dodges and interception with the hand, arms and feet to the rapid destruction of the opponent. It is based on the Newton's physics. To the Korean people Tae Kwon-Do is more than a mere use of skilled movements. It also implies a way of thinking and life, particularly in instilling a concept and spirit of strict self-imposed discipline and an ideal of noble moral re-armament. In these days of violence and intimidation, which seems to plague our modern societies, Tae Kwon-Do enables the weak to possess a fine weapon to defend himself or herself and defeat the opponent as well. When wrongly applied it can be a lethal weapon.

The tenets of Taekwondo include: First, *Ye ui* (courtesy), to be polite to ones' instructors, seniors and fellow students. Second, *Yom chi* (integrity) to be honest with oneself; one must be able to define and distinguish right from wrong, and have the conscience, if wrong, to feel guilt. Third,

In nae (perseverance); one must not stop trying to achieve the goals set; one must persevere as the old Oriental saying "Patience leads to virtue or merit". Fourth, *Kuk gi* (self-control), to lose ones' temper when performing techniques against an opponent or in free sparring can prove disastrous to both the student and the opponent, and shows lack of self-control. Fifth, *Baekjul boolgool* (indomitable spirit), to show courage; a serious student of Tae Kwon-Do will at all times deal with the belligerent without any fear or hesitation at all with indomitable spirit, regardless of whosoever and however many the numbers may be.

Arrupe Tae kwon-do club is one of the most active clubs. Trainings are usually on Mondays and Fridays from 4pm to 5.30pm, with an emphasis on punctuality. Trainings are conducted under the guidance of the talented and able Sabum Brown (4th Dun black belt and Chair of International Tae Kwondo Federation in Zimbabwe). Most of the members of the club aim at achieving a high level of fitness, self-discipline, combat and self-defense tactics. The club, also, from time to time organizes jogging trips, dubbed "going to the mountain" where members undergo several endurance tests.

At the end of each semester, the club holds grading sessions that enable the dedicated members to move to higher belts.

38.4 THE ARRUPE CHOIR

The Arrupe choir is a group under the Liturgy/Culture committee of the Students' Association. It is made up of about forty (40) active members, the majority of whom are Jesuit scholastics. Despite the prevalence of Jesuit scholastics, the choir is open to membership for all students, both from other Religious Congregations and Lay students. Currently, the choir has one lay female member. There are no rules for acceptance into the choir. Membership of the choir is voluntary and it requires no musical experience or expertise on the part of the person who is interested in joining. All that is required is a passion for music and a commitment on the part of the individual to praise and serve God through music. This is achieved through both singing and playing musical instruments such as the keyboard, guitar, drums and some other local instruments.

The primary function of the choir is to assist the faithful in prayer at Masses and other liturgical celebrations of the University through singing. In addition, the choir participates in other liturgical functions and occasions outside the University on invitation. For the most part, the choir's influence has been felt at the weekly Wednesday masses of the University. Nevertheless, the choir has been available to serve at other times such as weddings, memorial masses and independence anniversaries both within and outside the University. The choir also provides an avenue for people who wish to learn how to sing and to play musical instruments. The choir welcomes and greatly cherishes variety in her music. In this light, the choir renders songs in a variety of African and international languages as well as in different genres of music such as classical and contemporary music. *The choir meets for rehearsal once a week, every Monday from 7:45-9:00 pm (19:45-21:00 hrs)*. Emergency meetings are also convened when necessary.

38.5 ARRUPE RED CROSS CLUB

In the spirit of the founder of Red Cross, of volunteering to offer support and care for the wounded and the dying, as a club we are there to give medical help to fellow Arrupeans and any human person who is in need of First Aid health assistance. This is so because we follow the Red Cross fundamental principles viz., Humanity, Impartiality; Neutrality; Independency; Voluntary Service; Unity and Universality.

We are three Arrupeans who had an opportunity to train for the Basic Industrial First Aid (BIFA) under the office of the Vice President of the 2014-2015 Arrupe Student Association. We completed the required one-week training and obtain our certificates valid for three years. We wish to pursue the advanced training which runs for two weeks but the current association suggested that we should register as a club first, for the transparency of funds. Currently are working on our constitution. At the moment we are a group of five, consisting of two members with Red Cross certificates and three first years who are interested to train and be at the service of both First Aid and the University. However, our vision of growth and expansion can only be realised if we are recognised as a club.

Therefore, our vision is to become a dynamic voluntary club which leads in the satisfaction of Arrupeans and humanitarian needs.

Our mission is to offer timely proper and adequate humanitarian service to the helpless. This is achieved through **health** and **social services, disaster management**. To this, core values of **Integrity** and **professionalism, transparency** and **accountability**, and **commitment to serving humanity** are highly valued and respected.

Currently, we attend to the needs of the Arrupeans by attending all the activities and events. We also keep the Arrupe first aid kit. See the Appendix for the constitution.

38.6 ARRUPPE SWIMMING CLUB

Perhaps you have heard this popular saying: "Swimming is a Sport; everything else is just a game." This is very true especially at Arrupe College, where swimming is getting more and more popular, and has made the Swimming Club to be one of, if not the most active and vibrant club at the College. The Club boasts of over twenty five Arrupeans, majority of whom jam into the University van every Friday afternoon for swimming lessons at St George's College. The Olympic-size swimming pool at St George's can accommodate both the swimming experts and those coming for the first time.

Under the tutelage of Ms Felluna Naah Vumba, an expert swimmer and good teacher, Arrupeans have made great strides in learning and perfecting the art of swimming. Apart from Fridays, members of Arrupe swimming club have individual swimming sessions in each of the two minor swimming pool within the two Jesuits communities around the University. These two swimming pools have acted as a swimming kindergarten for beginners before they finally dive into the king-sized pool at St George's.

Members of AC's Swimming Club have tremendously improved their swimming tactics. At the beginning, majority were comfortable swimming at the shallow end. Now that the days of panic are long gone, the shallow end is slowly getting out of vogue as three quarters of the members have shifted to the deep end. They have even coined a saying, "The deeper you swim,

the sweeter it becomes". Most club members are familiar with the various swimming styles such as backstroke, dog style, butterfly, and definitely freestyle. Some have even invented their own "Tilapia" style, which I think, is a replacement of the dolphin swimming style yet to be tried. If you want to know or have a glimpse of this new Tilapia style, come join us on Fridays.

We hope that as members become more professional, we shall be able to compete with other professional swimmers. Meanwhile, all are welcome to join the swimming club because there is so much to gain. Swimming engages all the muscles of one's body more than many other activity. Since it is an aerobic sport, it builds lung power, lowers blood pressure and keeps hypertension in check. It improves posture and a sense of balance. It builds confidence, attitude, discipline and confidence over time. Swimming is a good time to relax and clear one's head, especially after a busy week. This is why everyone should join the swimming club.

38.6a Law Club

➤ Meeting:

once a week (generally one hour)

The day and time will be agreed upon in the first meeting.

➤ Aims and Objectives:

- ✓ Providing members with advanced knowledge and abilities to interpret accurately political and legal scenarios around us
- ✓ Widening our awareness and independent analysis of both domestic and regional legal framework
- ✓ Exploration of major thinkers in political and legal philosophy especially those uncovered in classes
- ✓ Equipping members with the ability to write a paper, to expose it and to learn from other people who may have different standpoints.
- ✓ To help members rediscover and appreciate their talents by encouraging reading, documenting, analysing and presenting accurately philosophical texts
- ✓ To develop knowledge about national or regional legal framework and their relationship with cultures, customs and history
- ✓ To get the capacity and facilities to understand both customary law and modern law and their limitations
- ✓ To provide members with the basic or advanced information about contemporary issues of domestic laws in the context of globalisation.

➤ Methodology and scope

- ✓ Group discussions and presentations

- ✓ Philosophical Analysis of court cases
- ✓ Philosophical examination of our domestic legal codes
- ✓ Debating issues of constitutionalism and deliberative democracies
- ✓ Jurisprudence: Legal realism, Legal positivism, and critical studies about normativity and validity of laws
- ✓ Presentation on international conventions and treaties
- ✓ Migration laws
- ✓ International law governing refugees
- ✓ Any other thing that members may judge necessary

The club will basically use its members to facilitate all its activities and it may invite experts in the matter when a need arises

Membership

Membership will be open to any student- member of the Students Association and any member of the University Staff.

Note This club will facilitate the second-year students to prepare the class of Legal philosophy in the third year. It will also help those who have already done the class of legal and political philosophy to keep investigating and widening their knowledge. For all who are interested, the club will be able to give them some strategies to go about legal issues.

38.7 TOURNAMENTS

38.7a Rector's Cup

This is an annual tournament of all students. This involves all the sports, soccer, volley ball, basketball and some indoor sports. The Rector is usually in attendance and there is some reward for the winners of all the competitors.

38.7b Dean of Students' Cup

This is equally an annual tournament that all students are required to participate irrespective of their affiliation. See the Student Association for details.

38.7c All Religious Cup

This is an annual tournament for all religious groups of the Archdiocese of Harare. Arrupe students participate according to their various congregations.

39.0 MAJOR EVENTS OF THE YEAR

There are some major events of the year that require the participation of all students and staff of Arrupe.

39.1 Arrupe Cultural Night

This is the biggest cultural event of the year. It is usually organized by the Students Association in the month of November. There are more two thousand participants. See Student Association.

39.1a Arrupe Marathon

Africans, especially Kenyans and Ethiopians, are the reigning champions in all major marathons of the world. Arrupe also honours its own long distance runners with an annual mini marathon of 10 KM, 20 KM. Speed walking is also allowed for a distance of 5 KM. The route of the marathon is around Mount Pleasant neighbourhood. This takes place in the first semester and its organized by the Student Association subcommittee in-charge of sports. The day is marked by other outdoor competitions like tug of war for both male and female. It is a fun day for students and staff and friends of the University.

39.1b Arrupe Sports' Fun Day

Sports are supposed to be fun and entertaining especially for those playing them, not just watching it on TV. On this day, Arrupe has sports appreciation day. This event is organized by the Students Association.

39.2 THREE DAY ARRUPÉ SYMPOSIUM

The greatest academic event of the year is the Arrupe Symposium. This takes place annually every February of each academic year. In the first semester of each year, students choose their own themes and topics for presentation. All staff and students must be involved in planning, reviewing of papers and presentations. The date is always three days before Arrupe Day. The symposium takes the place of all classes and normal class attendance is required.

39.2a Two Day Workshop in First Semesters

As a new initiative in the evaluation of Arrupe academic curriculum, we have introduced a two day workshop on given themes for the student body. Students will make suggestions on what these workshops can cover, for instance, Cancer in Africa, China African Relations, Religion and Violence in Africa.

39.3 ARRUPÉ DAY

In honour of Fr. Pedro Arrupe, the Rector, Fr. Chuks Afiawari, SJ initiated this annual all day event that is sponsored by Arrupe Jesuit Community. This is a fun day for all staff and family, and students. It is marked by games and fun. There are games like sack race, egg race, bicycle races and other fun games for children. The date is usually the Saturday closest to February 6, in the second semester.

39.4a EASTER CONCERTS

The Students' Association, the University Choir and the Jesuit Community usually put together an Easter Concert. Every staff member and student with theatre experiences are required to assist in the dramas.

39.4b Drama Night

The Drama Club puts together an annual drama event to entertain the University community. We should watch out for new surprises every year.

39.5 ARRUPE QUIZ

In the second semester of each year, Arrupe hosts its own annual quiz. The students compete for the highest awards according to their affiliations, Jesuit Communities – Kavuma, Sabonete, Rodriguez, Dzama, Mtima, Tansi, Mukasa, Hannan; Redemptorists, Carmelites, Claretians, Franciscans and lay students. The winners are showered with numerous gifts.

39.6 ACADEMIC AWARDS

Arrupe students irrespective of their program of study are eligible to be nominated for any of these awards. These awards are offered specifically to graduating students. Three members of the fulltime faculty including the Registrar and two Deans, and or Assistant Deans constitute the Academic Awards Committee. Those who are nominated as equally outstanding are given “Honourable Mention.”

39.6a The Garth Hallett Prize for Philosophy is awarded to any student showing exceptional ability and promise in the area of Philosophy

39.6b The Ray Brown Prize for Humanities is awarded to any student showing exceptional ability and promise in the area of the Humanities

39.6c The AJU Prize for African Studies is awarded to any student showing exceptional ability and promise in the area of African Studies.

39.6d The Rector’s Prize is awarded to acknowledge and encourage academic achievement and excellence in the MA in Philosophy programme

39.6e Vice-Chancellor’s Prize for Excellence in IT Contribution is awarded to any student who over and beyond the call of studies, has generously put his/her IT skills to the service of the University during their stay as a student

39.6f Dean’s Prize for Publication is awarded to any student who promotes the reading, writing and publishing culture of the University through numerous publications and conference presentations in Philosophy, Humanities, Social Sciences and ICT during their studies at Arrupe.

39.6g Dean’s Prize for Excellence in Philosophy in the PUG degree program is awarded to the best philosophy student in the Pontifical Gregorian University program.

39.6h AJU Service for Others is awarded to the most distinguished student in the Service Program.

39.6i The Best Lecturer’s Award is given to the academic faculty member who is outstanding in teaching by the Students’ Association.

39.6j The Servant of the University Award is given to the most committed staff member by the Students' Association.

39.6k The Luke 21 Awards for Recognition of Service to the University. These are recognition of students who were exceptional in their humanitarian and intellectual contribution in the Service Program.

3.96l Academic Dedication Award

This is awarded to the most dedicated students especially in the Short Courses.

39.7 STAFF SEMINARS

The academic staff make presentations in the boardroom of the Admin Block. This is usually found in the Academic Calendar of each year and the details can be found on the website. This is usually exclusive to staff members and students who are interested in the themes being presented irrespective of their degree program.

39.8 Open Lectures

Open lectures are usually opportunities for the University to invite academicians, industrialists, diplomats and religious men and women of vast experiences and backgrounds to make presentations to the University community. The details are in the Academic Calendar and the Upcoming Events of the Website.

DEPARTMENT OF RESEARCH, INNOVATION, MEDIA AND PUBLICATION (DRIMP)

40.0 Centre for African Studies

The Arrupe Centre for African Studies is one of the expressions of the University's broader programme of Integrated Development Studies. The School of Philosophy and Humanities offers a good number of African studies courses such as: African History, African Philosophy, African Literature and Religions of Africa. A Centre for African Studies thrives to strengthen these courses both at under-graduate and post-graduate levels. It also aims to make African Studies a meeting point for philosophical reflection and humanities in an African context, with the aim of providing solutions to Africa's pressing social, political and economic challenges from an academic perspective.

Aims and Objectives

1. To promote research and scholarship in African Studies aimed at policy reform.
2. To help design courses for African Studies at graduate and post-graduate levels.
3. To organize open lectures and seminars on African Studies.
4. To identify and train faculty who can teach African Studies courses.
5. To encourage publications on African Studies especially in the Chiedza Journal.
6. Identify and acquire publications on African Studies.
7. Promote collaboration among Africanist scholars and institutions.

40.1 Centre for Ethics in Society (a.k.a. Centre for Ethics)

"To be human is to be Ethical."

The Arrupe Jesuit University (AJU) Centre for Ethics in Society (CfES) is founded on the African understanding that "to be human is to be ethical." Human beings are endowed with numerous intelligences, capabilities, abilities and vulnerabilities. Being ethical is essential for being human. However, this humanity is often threatened by many social evils such as social, political, economic arrangements and tendencies towards instrumental reasoning and some of the capabilities of techno-science.

The Centre for Ethics in Society is committed to encourage the values, culture and practices that recognize and respect the humanity and dignity of every human person. The Centre will work to identify, mobilize and support the skills and capabilities of students, lecturers and other staff in order to contribute towards a better and humane society that is committed to the Gospel values. The Centre will engage and challenge society in general and local communities to stimulate the strengthening of ethical values and practices.

The Centre shall work to make ethics more visible in all disciplines, programmes and activities of the university. This will be done through encouraging, supporting, disseminating, publishing and teaching the relevant ethical dimensions of different disciplines. It will highlight the ethical dimensions of religion, business, education, the environment, humanitarian actions, governance, medicine, the military, law, media, science, technology, war and security, and information and communication technology, and robotics.

This Centre will bring together faculty members and students from interdisciplinary backgrounds to reflect on pertinent ethical questions. It will engage in intellectual and academic activities that will inspire advocacy and ethical action.

OBJECTIVES

- To cultivate among faculty members, students and the rest of the university community, an atmosphere of reflection and discussion of current ethical questions.
- To encourage the research and dissemination of ethical findings coming out of various current relevant topics and disciplines.
- To organize conferences, workshops, public lectures and panel discussions on ethical questions using interdisciplinary approaches.
- To foster a dialogue between different practitioners of different disciplines on common ethical questions.
- To initiate the publication and distribution of a journal on ethics and ethical questions.
- To collaborate with other centres and faculties that strengthen the African ethical character.
- To work with religious congregations, non-governmental organizations, government agencies and international institutions to facilitate ethical research, workshops, programs and publications.
- To offer specialized courses on ethics and to issue Ethics Certificates for its workshops.
- To encourage the development of ethical awareness in secondary schools and universities.

EVENTS

The Centre will hold meetings, workshops, conferences, book presentations and other activities that focus on ethics in African societies. It will conduct interviews and produce documentaries on ethical questions in any discipline. It will help AJU students and fellowship students from other institutions to conduct researches on ethics in society. It will work towards attracting experts in various fields in order to strengthen the ethical dimension of AJU academic and social life. Website: www.aju.ac.zw/ethics

40.1a African Forum for Catholic Social Teaching (AFCAST)

What is Catholic Social Teaching (CST)?

A growing body of social wisdom about human beings in society, about the structures, cultures, systems and processes of society that help us to enable all human beings to grow to their fullness. This teaching offers guidelines, questions and possible directions to follow when dealing with human challenges.

- This wisdom comes from
 - Scripture
 - Writings of theologians
 - Church documents
 - witnesses of just persons and communities
 - Church and faith tradition
 - *Values of CST*
- “Action on behalf of justice and participation in the transformation of the world fully appear to us as a constitutive dimension of the preaching of the gospel” Justice in the World, 1971
- **Dignity of the Human Person**

Every human person is created in God's image and is worthy of respect regardless of race, tribe, sex, age, religion, sexual orientation, employment, economic status, health, intelligence, or any other distinguishing characteristics.

- **Participation**

People have a right and a duty to participate in society in order to search, in collaboration with others, for the common good and well-being of everyone, especially the poor and marginalized.

- **Promotion of Common Good**

We must promote the common good – those conditions which make it possible for all people to fully achieve their natural potential by growing physically, emotionally, intellectually and socially.

- **Solidarity**

- We all belong to one human family. Thus, to be in solidarity with others is to be moved by their suffering and to be uplifted by their happiness.

Website: www.aju.ac.zw/afcast

40.2 Journals

Chiedza - Lighting Africa

Chiedza is a Journal of Arrupe Jesuit University aimed at giving the students the opportunity to engage in critical reflection about issues that affect Africa in the broader global community, in the areas of Philosophy, Humanities, and Theology. The Journal fulfils a double function of serving as an academic space that offers her students to develop the virtues of academic writing, and an apostolic function of creating a platform for shedding light on Africa and issues that affect Africa in the world. The journal, which has been in existence for about 14 years now, is published two times a year under the auspices of Arrupe Jesuit University.

Composition of the Board

The activities of the board are coordinated by an editorial board of about thirteen members, which is usually comprised of the students of Arrupe Jesuit University, and one member of staff to act as an advisor to the board.

Readership

Since the debut publication of the Journal in 1998, time has seen the Journal grow from a mere campus magazine into a reputable academic journal. Today, the Journal has widespread readership and attracts contributors from every different part of the globe. Website: www.aju.ac.zw/journals

40.3 Newsletter - Arrupe Insider

The Arrupe Insider is a monthly publication of the Student Association. It gives students an ample opportunity to write articles, jokes, proverbs and poems that better informs us of current situations in the country and in the University. The Arrupe Insider Online Newsletter is a weekly/biweekly online news for all Arrupe staff, students, alumni and all stakeholders. If you do not receive this newsletter in your email, please go to the website and subscribe. Website: <https://www.aju.ac.zw/arrupe-insider/>

40.4 Research and Publication Incentives

In order to encourage students and staff to write and publish their papers, the administrators have established small incentives for authors and conference presenters. All staff and students who publish any research paper in any journal especially in Africa should send the details to the Pro Vice-Chancellor for Academics.

University Committees

41.0 The University harnesses the experiences, talents and interests of students and staff through the committees: Library Committee, Finance Committee, Computer & Website Committee, Symposium Committee, Curriculum and Strategy Committee, Admissions Committee, Quality Assurance Committee. Each committee has a single purpose as the names suggests, for instance, a library committee is concerned with library usage, rules and policies. The meetings of the committees are stated in the Academic Calendar each year. You should

volunteer your abilities for any committee or ask to be invited. See the Assistant-Dean for Student Life.

42.0 Major Meetings

42.1 Academic Assembly

For the University to function smoothly and efficiently, there are major meetings of students, staff and various boards. The first of these meetings is the Academic Assembly (Opening Academic Assembly, Mid Semesters, and Closing Assembly). See the Academic Calendar for details of dates and times.

42.2 University Council

The University is governed and directed by the University Council. The council meets four times in an academic year. See the Calendar for details. Students' Association President is an invited guest of at the University Council.

42.3 Senate

The Senate is the academic authority of the University. The Vice-Chancellor chairs it. Every school or department, and programmes are represented. Students' Association elects members to attend the Senate meeting. Note that students may be asked to leave the meeting if issues concerning particular students or about marks are being discussed. See the University Charter for more details

42.4 Special Senate

This is a senate meeting that deals with the approval of marks from different schools and departments. Students are not represented in this meeting. The Vice-Chancellor chairs it, he may delegate it to the Vice-Chancellor for Academics.

42.5 Faculty Board and Board of Examiners/Staff

The Faculty Board is comprised of all full time faculty members in each school or department and all academic staff in each School or department constitute Board of Examiners. See the Academic Calendar for dates and times of meetings.

42.6 Meet the Dean's Sessions

These are scheduled meetings of all students of all classes and degree programs with the Dean of each school and the Dean for Student Life. In these meetings the Dean discusses with the students some issues of importance. Every student must be present. See the Students' Association Calendar of Events. There is also a session with only the representatives of each class level and program.

42.7 Meet the Vice-Chancellor's Sessions

There are scheduled meetings of all students in all programs with the Vice-Chancellor. The Students' Association in consultation with the VC usually determines dates and times.

University Administrative Offices

43.0 Office of the Rector

The Rector of the University is the religious superior of the Jesuit Community, a member of the University Council and a representative of the Board of Trustees.

43.1 Office of the Vice-Chancellor

The VC is the face of the University. He oversees the general development and wellbeing of the institution. He is the Chairperson of the Senate, a member of the University Council. He/she oversees the welfare of the faculty and administrative support staff. He is also responsible for all Alumni relations.

43.1a Office of the Pro Vice-Chancellor for Academics

The PVC Academics is an assistant to the VC. He carries out the vision and mandate of the VC in all academic, research and publication matters. In the brief absence of the VC, he may assume the position of the Acting VC.

43.1b Office of the Pro Vice-Chancellor for Administration, Finance and Development

The PVC Administration is also an assistant to the VC. He carries out the vision and mandate of the VC in all administrative, financial and development affairs. He is assisted by the Human Resource personnel, the Development Officer and the Bursar.

43.2 Office of the Dean of a School, Institution or Students

The dean is responsible for all academic matters, academic faculty, academic programs, students and student life. He is assisted by the Assistant Deans and the Administrative Assistant. He reports directly to the PVC Academics. The Dean of Students is responsible for all Students' non-academic affairs and the Students' Association.

43.2a Office of the Chairperson of a Department

The Chairperson of a department is responsible for all the academic affairs of the department. He reports directly to the Dean of the School.

43.3 Office of the University Administrator/ International Office

The administrator handles all maintenance, purchases and repairs, all refectory matters and all non-academic staff matters. He/she also handles all immigration documentations (Visas, student permits) of all students and staff. He is the contact person for international relations and use of university facilities and for rentals to external individuals. He is assisted by the Assistant Minister.

43.4 Office of the Bursar and Development Officer

The bursar handles all financial matters of all staff and students. All financial issues are reported to him. Tuition fees, library fees and Students' Association fees and all donations are handled by this office. All development matters, grants and expansion of the University is handled by the development officer.

43.5 Office of the Registrar

This office handles all course registrations, report cards, transcripts and all record related matters. The Registrar works with the PVC Academics to document academic records.

43.6 Office of the Chaplain/ Service Program

The Spiritual Father is responsible for all liturgical activities of the University, the liturgical timetables, Advent and Lenten Talks and all Service Programs.

43.7 Office of the Webmaster/ Communication

The University website and communication network is handled by the webmaster. All web related issues should be addressed to the webmaster.

44.0 Office of the Directors of Programs and Centres

There are directors of various programs. They have the responsibility to assist students in these degree programs in whatever way possible. See the academic program for more details. There are also directors of various centres of research and publication.

44.1 Office of the Director of ICT

The director is responsible for all ICT facilities and services of the University. He is responsible for ICT credentials, ID cards for both students and staff. He reports to the office of the ICT Manager who oversees the entire ICT facilities and staff.

44. 2 Office of the Ignatian Pedagogy

The Office of Ignatian Pedagogy is responsible for the Ignatian Ethos of the University. The mandate is to promote Ignatian pedagogy paradigm in the academics and life of the University

44. 3 Office of the Child and Vulnerable Adult Protection

The Office deals with all issues of child safeguarding and protection, and also those of vulnerable adults. The University Child Protection policy can be consulted for more details.

RELEVANT WEBSITES

Library Websites:

Internal Library: <http://192.168.1.6/>

Internal E- Library: <http://192.168.1.17/librarian>

Ebooks: <http://search.ebscohost.com>

AJU Library Catalogue Online: www.aju.ac.zw:8000

External websites

Main site: www.aju.ac.zw

Arrupe Online: <https://www.aju.ac.zw/moodle> and JSTOR: www.jstor.com

Course Registration <https://www.aju.ac.zw/acis>

Arrupe Portal: <https://www.aju.ac.zw/acsites>

Online Journal: <https://www.aju.ac.zw/journals>

Arrupe Online Store: <https://www.aju.ac.zw/acshop>

Center for Ethics: <https://www.aju.ac.zw/ethics>

E-Learning Center: <https://elearning.aju.ac.zw>

AFCAST: <https://www.aju.ac.zw/afcast>

Google Classroom: <https://classroom.google.com>

Google Email: <https://mail.gmail.com>

Arrupe Clinic: Medical and Mental Care

Within the main campus, there is an emergency medical facility. It is located in the absolute near the classrooms (See the University map for details). It is important that everyone is aware of this facility and call on the staff for emergencies. The medical staff are not present at all times, thus critical situations should be referred to the Assistant Minister or the Service Program Director. There are several 24-hour medical establishments in town, less than 5 KM away from Arrupe. To use the medical facility in Arrupe, (1) Pay a \$10 consultation fee to the Bursar (Accounts Department), (2) then present the receipt to the Assistant Minister for Authorization to see the medical personnel. The medical personnel will not attend to you without authorization.

Kitchen and Dining Hall

Students are not allowed to cook anything in the University kitchen. The kitchen staff are authorized to report any student who enters the kitchen without permission. However, students may be allowed to wash cutleries and utensils for particular events. Lunch is served from Monday - Friday on school days. Students who wish to eat the dining should pay the prescribed amount. A coupon may be required to obtain food from the dining. Should you invite friends, families or bystanders to lunch, do obtain a coupon for them as well to avoid embarrassment. Any student who tries to violate this regulation will be handed over to the Students' Disciplinary Committee.

University Vehicles, machinery, ICT and Media Centre Facilities

Students are not authorized to drive university vehicles, or to operate any university machinery or media gadgets, or repair ICT and Media facilities. For vehicles, there are numerous modes of transport within AJU. Students are encouraged to use the public means of transportation. For machineries, students should not operate any such machines. For ICT facilities, students should report all ICT issues to the ICT Director. The Computer and Website Committee is also available for those who wish to contribute to the University. Students who are gifted or wish to learn media should join the Media Centre group.

LIBRARY JSTOR

Students: Accessing JSTOR Online Journal off Arrupe Main Campus

(Please note that this process requires two levels of authentication)

- 1) GET YOUR LOGIN IN DETAILS FOR THE ARRUPPE EMAIL as used on Google mail:
-USERNAME:
-PASSWORD:
>>> LOGIN TO THE FOLLOWING ARRUPPE SITE
<https://www.aju.ac.zw/moodle>
Click on [Login with Gmail](#)

- 2) ONCE YOU HAVE LOGGED IN CLICK ON *ONLINE JOURNAL* (it is located to your top right menu)

Then Click OK. (Relax and let it take you to JSTOR ONLINE JOURNAL)

- 3) Once you are in JSTOR website you will see on your right

“Powered by Arrupe Jesuit University”

You should close your browser once you are done with your research.

[It is important that we do not share this information with anyone outside of Arrupe. If we learn that someone in Arrupe gave out his/her login details to an outsider, Arrupe is obliged to take a legal or a canonical action against such an individual and his sponsors]

Thank you for your confidentiality and your cooperation.

ELECTRONIC RESOURCES OF THE UNIVERSITY

Special gratitude to the Library Staff for subscribing AJU to the Zimbabwe Library Consortium.
This site can be accessed only within the Arrupe Main Campus:

EBSCO Information Services

search.ebscohost.com

EBSCOhost

EBSCO Support

ARRIPE RESUIT UNIVERSITY

EBSCOhost Research Databases

EBSCO Discovery Service

For Journals

For Ebooks

Supported Browsers
Recommended minimum screen resolution: 1024x768

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EBSCO Green Technology

**APPENDIX A
CITATIONS AND REFERENCES IN ASSIGNMENTS**

Your Name & Surname

Course Title

Instructor

15 August 2019

MLA Style Sheet, 8th Edition

(See below for the full reference)

APENDIX B
ARRUPE RED CROSS CLUB CONSTITUTION



OFFICIAL CONSTITUTIONS

Motto

The need is real, serve one another and promote human dignity.

ARTICLE I

The organisation will be known as the **Arrupe Red Cross Club**.

ARTICLE II

Duties of the Red Cross Club:

1. Initiate appropriate Healthcare intervention programs for patients or clients suffering from different diseases.
2. Assess and evaluate Health care needs of Arrupe Students
3. Bring wellness
4. Handle pain and physical problems caused by illnesses, disabilities and sport injuries.
5. Collaborate with multidisciplinary teams to provide Client's care and comfort.
6. Provide quality healthcare delivery to the highest possible level.
7. Consult and collaborate with consulting physicians and other medical professionals in administering health care programs.

Purpose

The purpose of Arrupe Red Cross Club is to provide timely appropriate humanitarian service to the most vulnerable, through health and social services; while upholding integrity and professionalism, transparency and accountability and commitment to serving humanity. The purpose of the constitution is to set forth the structure and system of the Arrupe Red Cross Club, in order to attain the purpose of the club. Arrupe Red Cross Club consists of affiliates (Students, staff and faculty). The club is under the Students' Association of Arrupe.

ARTICLE III

Membership

Membership will be open to all eligible persons related to the University, as in article 11. Members will be required to abide by guidelines established by the Red Cross Society. Membership will be restricted to a maximum of ten (10) members, unless this is amended in the by-laws.

Identification

The member of the Arrupe Red Cross club is identified by the club's regalia (Arrupe Red Cross Card and T-shirt & Cup). In order to join one must willingly register with the secretary. Members will be encouraged to obtain some training in at least first aid.

ARTICLE IV

Officers

Voting for officers should be done at the end of the second semester of the academic year. All members must participate in the vote. It is the duty of the previous executive to describe in person all of the responsibilities of the office positions to new executives. Officers will be full time students. Officers will be the President, Secretary and Treasurer.

Elections

Elections will be held the last week of every second semester for the following academic year, unless there is need to replace a member, the committee may call for an election. There will be no term limitations. If an officer is not performing the duties required of the office he/she can be removed with the agreement of the other officers.

Voting procedure

Voting procedure may be informal and conducted by non-legible person. All offices are filled by simple majority vote.

ARTICLE V

The duties of the officers will be as follows:

Duties of the President

1. Represent the club at all meetings
2. Lead club meetings
3. Ensure members are trained and organises the admission of members in liaison with other executive members.
4. Obtaining space for storing club materials.

Duties of the secretary

1. Keep minutes and other club records
2. Contact members about club events
3. Keeps list of materials
4. Acts as President in the absence of the president
5. Compiles any necessary club paper work and data

Duties of the treasurer

1. Collect and record finances
2. Order and oversee payment of club materials
3. Present accounts to the club every semester

ARTICLE VI

Finances

There are no initiation fees, club funds are applied for from the Arrupe Students' association.

ARTICLE VII

Amendments and by-laws

Any part of this constitution can be amended by agreement of all officers, provided they do not conflict with established regulations.

APPENDIX C
LIBRARY RULES
AUGUST 2018

Silence: The whole library is a study area hence, except for the necessary communication at the circulation counter, there should be a silence conducive to personal study elsewhere.

Locating Material: The library is so organised that normally the reader should be able to locate the necessary material through the way the books are grouped and organised, as well as through the use of the computerized catalogue. The library staff is there to help you in this search.

Borrowing Books: To enable the books to circulate more freely, the normal borrowing time is limited to two weeks, although it is possible to renew the borrowing period if there is no other reader requesting that book. The number of books a reader can have out at any one time is 15. All bound journals and reference sources are for use only in the library.

Books on Display: At present about 40 books, some old some new, come into the library for the first time each week. It is possible to book one of these items by filling out a form and leaving it sticking in the book. When these books are shelved on Monday morning, your book will be kept aside for you.

Books in Frequent Demand: Books in great demand for particular courses can be put on Reserve by the lecturer. The book can then be used only in the library itself. However, it is possible to borrow a reserved book overnight but it must be returned by 9am the following morning. Similarly, a book can be borrowed on Saturday morning over the weekend but it should be returned by 9am on Monday morning.

Special Collection & Reference Works: Books in the Special Collection (the David each Room) labelled SPC, can only normally be used within the library. Reference works, labelled REF are used only in the library.

Lending Books: The library staff has the authority to lend books to all suitably registered readers, no user has this authority. Hence, borrowing a book for another person with your card is not allowed.

Shelving Books: A book misplaced is a book lost. When you have finished using books please leave them on the reading desks, the staff re-shelves book daily. However, when you read a journal or review on display on the second floor, you are requested to place it back where you found it on the Display Shelf.

Care of Books: All books are the sole property of the library and hence no reader may deface or mark a book in any way. Usually books that are marked were originally owned by an individual and afterwards were given as a gift to the library.

Photocopying facilities are readily available.

Readers who have finished with their own personal books and want to ensure they have a further lease of life can give them as a gift to the library. They are encouraged to sign their name on the fly leaf just inside the cover. If you wish to mark where you are in a book, use a book marker or a piece of paper.

PHOTOCOPY RULES

1. Photocopy ought to be done in accordance with the Copyright Act and the library cannot be held responsible for anyone caught or prosecuted for breaching this law.
2. Users are only allowed to photocopy chapters or pages of a book.
3. Payments should be made immediately after photocopying. Please note that you are required to pay for any wasted paper.
4. In the event that a student (Arrupe students only) does not have the money at hand, they should first alert the library staff before making the copies upon which they will be required to fill in the Library Charges form specifying when they will make the payment.
5. Failure to meet the deadline of payment will result in the forfeiture of borrowing rights.
6. The maximum period for making payment is three weeks.
7. Users may not attend to any technical failures on the photocopiers; rather they should alert the library staff.

Please note that it is not the duty of the library staff to photocopy for you, but they can only assist you on the proper use of the photocopiers.

OVERDUE RULES

1. Fines are charged on books that are returned after the due date. Books borrowed overnight are charged hourly as from 9am. Normal loans attract a daily fine after the due date.
2. In the event that one does not have the money at hand, they will be required to fill in the Library Charges form specifying when they will make the payment.
3. The maximum period for making payment is three weeks.
4. Failure to meet the deadline of payment will result in the forfeiture of borrowing rights.

APPENDIX D

CODE OF STUDENT CONDUCT (2018)

1. INTERPRETATION

1.1. Those charged with the administration of this code will at all times seek to implement the letter and spirit of the foundational institutes of the University, especially the Charter and Statutes of Arrupe Jesuit University.

1.2. In particular, they will pay regard to the following principles:

1.2.1. The University is an academic community inspired by the Christian vision of St. Ignatius of Loyola, as currently interpreted by the Society of Jesus.

1.2.2. High standards of communal life, high levels of personal integrity and of responsibility towards others are as important as outstanding academic achievement.

1.2.3. A proper concern for the reputation of the University and what it stands for to make it incumbent upon its members to live decent and ordered lives.

1.2.4. Individual or collective action by members of the University that constitutes a breach of this code may be required to be punished, notwithstanding that the motive or goal of such action was a commendable one in belief of such members.

2. STUDENT CONDUCT

2.1. No student of the University shall

2.1.1. Use the University premises contrary to University regulations, or do any act reasonably likely to cause misuse;

2.1.2. Damage or deface any property of the University or do any act reasonably likely to cause damage or defacement thereto;

2.1.3. Disrupt teaching, study, research or administrative work, or prevent any member of the University or its staff from carrying on his or her study or work, or do any act reasonably likely to cause disruption or prevention;

2.1.4. Engage in any conduct, whether on, off the campus or online, which is or is reasonably likely to be harmful to the interests of the University, members of the University staff or students.

2.1.5. Engage in any conduct, whether on, off the campus or online, which is or is reasonably likely to be harmful to the interests of the general public.

2.1.6. The following would be regarded by the University as instances of breaches of the rule contained in 2.1. above:

- a) Displaying violence by word or act towards any member of the University, whether academic or administrative staff or student, or a guest of the University, or in any way intimidating or obstructing the free movement of such a member or guest;
- b) Displaying violence by word or act towards any member of the general public;
- c) Disrupting or seeking to disrupt any proper function of the University whether it be an official function, meeting, lecture, teaching session, or the function of any University centre, club or organization or day to day administrative activity;
- d) Seeking to prevent a speaker invited by any section of the University from lawfully expressing his or her views.

2.2. A student shall obey any rules consistent with the principles contained in 1.2 above that are made from time to time by the Vice-Chancellor, and shall further obey all legitimate instructions given by the Vice-Chancellor and by those persons legitimately exercising the Vice-Chancellor's authority.

3. PROCEDURES IN CASE OF BREACHES OF THE CODE

3.1. All those legitimately exercising the Vice-Chancellor's authority shall have the power to receive and investigate reports of student misconduct and alleged breaches of the code; and to summon any student to answer any questions in regard to any matter under investigation by them. They shall also have the following powers:

3.1.1. To reprimand any student;

3.1.2. To recommend to the Vice-Chancellor that any student be required to appear before the Student Disciplinary Committee.

4. THE STUDENT DISCIPLINARY COMMITTEE

4.1. There shall be a Student Disciplinary committee (The University Charter #30) charged with the investigation of alleged breaches of this code.

4.1.1. The function of the Committee shall be to investigate and conduct a disciplinary hearing for any breach of the Student Code of Conduct or regulation or other misconduct on the part of a student and, subject to this section, to recommend to the Pro Vice-Chancellor for Academic Affairs the judgment to be imposed on the student.

4.2. This committee shall:

4.2.1. Consist of

- (i) The Dean of Students, who shall be the convenor and Chairperson
- (ii) A senior member of the full-time staff of the University appointed by the Pro Vice-Chancellor for Academics.
- (iii) Two students nominated by Students' Association at the beginning of each academic year for a period of one academic year (renewable).

In the event of any of these officials being involved in the case under investigation, the Pro Vice-Chancellor for Academics shall appoint substitutes who are not so involved from the staff or the students', as appropriate

4.2.2. Have the power to summon any student to appear before the committee either to answer a charge or complaint against him or her, or to answer any questions in regard to any matter under investigation by the committee.

4.3. The chairman of the committee shall regulate the proceedings in a manner as simple and informal as possible, which embodies as much discretion and confidentiality as possible, and which is, notwithstanding, best fitted to do substantial justice and in accord with the principles of natural justice, and shall follow, with appropriate adaptations for Arrupe Jesuit University, the current rules of procedure governing the Student Disciplinary Committee at the University of Zimbabwe, where applicable.

4.4. The Student Disciplinary Committee shall only find a student to have committed a breach of the Code of Student Conduct when a majority of its members is satisfied beyond reasonable doubt that the student has committed such a breach. In all cases the student has the right to appeal to the Vice-Chancellor, who shall have final judgment.

4.5. In the event of the Student Disciplinary Committee finding a student to have committed a breach of the code, it shall have the power to *apply* the following sanctions:

4.5.1. The imposition of a fine on a student commensurate with the breach in question;

4.5.2. The withdrawal of a student privilege;

4.5.3. The ordering of a student to pay to the University the amount of any financial loss caused to the University;

4.5.4. The suspension of a student from lectures or other teaching sessions, or from the use of the library, ICT facilities for a period of time not exceeding one semester.

4.5.5. The dismissal of a student from the University.

THE END OF THE CODE

APPENDIX E
STUDENTS' ASSOCIATION CONSTITUTION
ARRUPE JESUIT UNIVERSITY

STUDENTS' ASSOCIATION CONSTITUTION

1. *Preamble*

The Students' Association establishes this Constitution in consultation with the authorities of Arrupe Jesuit University and with the approval of the Senate.

2. *Name and Status*

The Arrupe Jesuit University Students' Association (hereinafter called AJUSA) is established in accordance with the University Charter and Statutes and shall be recognized by the Senate.

This constitution shall be the supreme legal document of AJUSA.

3. *Aims and Objectives*

The aims and objectives of AJUSA are: -

- 3.1 To provide for the representation of the students in matters that affect their interests, both as individuals and as a body, especially in respect of their academic studies.
- 3.2 To provide and develop intellectual, artistic, cultural, recreational, religious and social activities arising among its members, and to promote their general welfare.
- 3.3 To provide, encourage and develop among its members the formation, organization and operation of clubs and societies and other groupings for such purposes as are mentioned in clause 3.2 above.
- 3.4 To provide an effective channel of communication between the student body and the University authorities.
- 3.5 To promote and maintain the co-operation of its members with students in other tertiary institutions.

4. *Membership*

4.1 Membership of AJUSA shall be:

- a) Ordinary Membership, which shall be restricted to:
 - i) Registered full-time students of the University, for whom membership is automatic.
 - ii) Registered part-time students of the University who choose to pay the full AJUSA subscription.

- b) Associate Membership, which shall be open to:
 - i) All full-time members of the University staff upon payment of the appropriate subscription.
 - ii) Registered part-time students who elect not to become ordinary members, upon payment of the appropriate subscription.

4.2 The privileges of membership shall be as follows:

- a) Ordinary Members:
 - i) To speak and vote at general meetings of AJUSA.
 - ii) To nominate, stand and vote in AJUSA elections according to the electoral guideline.
 - iii) To use all recreational, social and other facilities of AJUSA.
 - iv) To introduce guests to AJUSA's facilities, subject to conditions agreed between the Students' Council and the University authorities.
- b) Associate Members:
 - i) To use all recreational, social and other facilities of the AJUSA
 - ii) To introduce guests to AJUSA facilities, subject to conditions agreed between the Students' Council and the University authorities.

4.3 Any person using the AJUSA's facilities or participating at any AJUSA meeting or function shall be required, on the demand of an AJUSA officer, to produce evidence of membership in such form as may be laid down from time to time by the Senate and the Students' Council.

5. *Membership fees*

- 5.1 Membership fees for each class of member shall be determined from time to time by the Senate through its Finance Committee in consultation with the Students' Council.
- 5.2 Any member who fails to pay his/her fee one month after formal demand and warning shall cease to be a member but (if still eligible) shall be reinstated to membership on payment of the appropriate fee.
- 5.3 Fees are payable to and collected by the University Account's Department. In the case of registered fulltime students of the University, the membership fee will be charged as a portion of the tuition fees as set from time to time by the Senate.
- 5.4 In determining the membership fee to be paid by any class of member, the Senate, in consultation with the Students' Council, may rule that a proportion of the membership fee may be for a specific purpose or purposes.

6. *Authority and Business*

- 6.1 Unless a referendum is requested, the vote of a general meeting shall be recognized as possessing higher authority than the decision of any other student organization, body, committee or of any individual student within the University.
- 6.2 The business of AJUSA shall be discharged by:
 - a) An ordinary or extraordinary general meeting of AJUSA.

- b) The Students' Council.
- c) Any Committees of the Students' Council.

7. *General Meetings of AJUSA*

- 7.1 An ordinary general meeting of AJUSA shall be held at least three times in every academic year: at the beginning of the 1st semester, towards the end of the 1st semester (or within the first 2 weeks of the 2nd semester), and towards the end of the 2nd semester¹.
- 7.2 The date or dates of the ordinary general meeting or meetings of AJUSA shall be published on the recognized notice boards of AJUSA seven days in advance of the meeting or meetings.
- 7.3 Notice of a general meeting together with an agenda paper shall be published on AJUSA's notice boards not less than 48 hours before the time of the meeting, provided that in a matter of emergency not involving amendments to the Constitution or a vote of no confidence on any officer or body of AJUSA, the President shall call a meeting as soon as possible, giving at least 24 hours' notice.
- 7.4 An extraordinary general meeting shall be convened by the President, together with the Students' Council:
- a) Whenever s/he deems it necessary.
 - b) Whenever s/he receives a written request signed either by at least 4 members of the Students' Council or by at least that number of students as shall equate to 20% of the ordinary members of AJUSA at any one time.
- 7.5 The agenda for an extraordinary general meeting shall only deal with the business for which the meeting has been called.
- 7.6 At a general meeting, a quorum shall be 25% of the ordinary members of AJUSA at any time. If the quorum is challenged and the meeting is inquorate, then it must be abandoned. All completed business preceding the challenge to the quorum shall stand.
- 7.7 Procedure at general meetings shall be as laid down in schedule B of this Constitution.
- 7.8 A vote of no confidence on any officer or body of AJUSA may only be passed on a motion of which proper notice has been given in accordance with clause 5 of schedule B by a 40% of the ordinary members of the AJUSA.

8. *Referendum*

- 8.1 The Students' Council may be called upon to hold a referendum on any motion which has been discussed at an ordinary or extraordinary general meeting of the AJUSA at which at least one fifth of ordinary members are present.
- 8.2 A referendum shall be held if requested by: -
- a) A vote without dissent of the Students' Council; or
 - b) A requisition signed by at least 4 of the members of the Students' Council; or

¹ 1st meeting to deliberate on the activities of the association during the new academic year. 2nd meeting to review the 1st semester and looking forward to and planning for the 2nd semester. 3rd meeting for the reporting and the reviewing of the ending academic year.

- c) A requisition signed by the equivalent of the quorum for a general meeting.
- 8.3 In the case of a referendum following a general meeting, a notice of the request shall be made not later than two days after the meeting at which the motion on which the referendum is requested has been discussed.
- 8.4 In any event, the Students' Council shall hold the referendum within seven days of the request for a referendum having been received by the Secretary of the Students' Council.
- 8.5 Voting on the referendum shall be YES, NO or ABSTENTION on the motion.
- 8.6 The Students' Council shall ensure that full publicity is given to the referendum and that the proposers and the opposers of the motion shall have the opportunity to place their arguments (on no more than one side of A4 paper) on all recognized notice boards of the AJUSA.
- 8.7 A decision of a general meeting which is challenged by a referendum shall be held in abeyance until the result of the referendum is known.
- 8.8 In the case where a referendum is held on a motion discussed at a general meeting, the decision of the referendum shall only be binding if the number of votes cast in the referendum is greater than the number of votes cast at the general meeting on the motion in question. In the case of a tie, the President shall exercise a casting vote.
- 8.9 The result of a referendum shall:
 - a) Be determined by a minimum poll of 20% of ordinary members;
 - b) In the event of less than 20% of the ordinary members vote in the first referendum, a second referendum shall be called;
 - c) If the 20% is not achieved, then a three-quarter majority of the members who voted will determine the result.

9. *Students' Council*

- 9.1 There shall be the Students' Council (hereinafter called SC) comprising of:
 - (a) The President
 - (b) The Vice-President
 - (c) The Secretary
 - (d) The Treasurer
 - (e) The Chairperson of the Welfare and Charity Committee (WCC)
 - (f) The Chairperson of the Cultural and Liturgical Committee (CL)
 - (g) The Chairperson of the Sports, Entertainment, and Recreation Committee (SERC).
- 9.2 Functions of the SC:
The SC is responsible for the administration and conduct of the affairs of the Students and shall be responsible to AJUSA in General meetings for the proper discharge of its duties.
- 9.3 Duties of the SC:
The duties of the SC shall be to further the objects of AJUSA in general, and in particular:

- a) To decide on the policy of AJUSA on all internal and external affairs.
- b) To control, maintain and safeguard the property of AJUSA.
- c) To prepare, in consultation with the University Administration, and approve annual estimates of AJUSA's income and expenditure and forward it for approval by the University's Finance Committee.
- d) To prepare business for general meetings of the Students' Association.

9.4 Powers of the SC:

In addition to any powers directly granted to it by this Constitution, the SC shall have the power to decide on any matters within the powers delegated to it by a general meeting of the AJUSA. In particular, the SC may: -

- a) Frame by-laws and regulations and take other action subject to the provisions of this Constitution for the promotion of the objects of the AJUSA.
- b) Form standing Committees of the AJUSA as required by this Constitution and to establish other Committees of the AJUSA as it thinks fit for the conduct of its business.
- c) Delegate any of its powers.
- d) Call ordinary and extraordinary general meetings of the AJUSA.
- e) Determine which clubs and societies shall receive the recognition of the AJUSA and, subject to the approval of the University's Finance Committee, approve funds to recognized clubs and societies. Furthermore, the Council has the mandate to withdraw funds from clubs or societies that prove to be incompetent by failing to engage in their activities by the middle of each semester.
- f) Engage upon undertakings to meet the needs of the student body, provided that the SC may not borrow or employ funds or the resources of the University without the prior consent of the University's Finance Committee.

10. The Presidency

10.1 Powers and duties of the President:

The President shall be Chairperson of the SC and shall:

- a) Convene and preside over general meetings of the AJUSA.
- b) Convene and preside over all meetings of the SC.
- c) Both at the general meetings and SC meetings, the President shall have an ordinary vote as well as casting vote in the case of a tie.
- d) Make representations on behalf of the SC to the Dean or any other responsible administrative official of the University on any matters that concern the interests of the students.
- e) Oversee the proper discharge of and good conduct of SC members in their duties and for this purpose shall have the power to communicate and administer disciplinary cautions in consultation with the SC and The Dean of Students.
- f) Act as the official representative of the AJUSA except in circumstances in which s/he is acting in his/ her personal capacity.
- g) Give an annual report on the work of his/her office at a general meeting to be held towards the end of the academic year.
- h) Consult from time to time with the Dean of Students and with individual members at the SC particular on matters affecting the AJUSA and student interests.
- i) Represent the student body in the University Council, Senate and in the Student Disciplinary Committee of the University.

- j) An ex-officio member of all the committees of AJUSA and may attend any of the Committee meetings.

10.2 Powers and duties of the Vice-President. The Vice-President shall:

- a) Assume office as acting President in the absence of the President, due to any reason and cause.
- b) Chairs the Academic & Conference Committee of the AJUSA.
- c) Exercise all of any of the powers delegated to him/her by the President.

10.3 The President or Vice-President may vacate their offices: -

- a) Through personal resignation properly tendered to the SC Secretary and accepted by the SC; or
- b) Automatically by failure to attend two consecutive meetings of the SC without acceptable excuse, duly tendered; or
- c) Where a vote of no confidence is passed by a 40% vote of ordinary AJUSA members presented at a lawfully constituted general meeting of the AJUSA; or
- d) Where the SC makes a finding of gross negligence of duty or gross misconduct and the report is ratified by two-thirds of the AJUSA members present at a lawfully constituted general meeting of the AJUSA.

11. *The SC Secretary*

11.1 The SC Secretary shall be the chief administrative officer of the AJUSA and among other duties shall: -

- a) Conduct all correspondence.
- b) Keep proper records of all general and SC meetings.
- c) Keep a record of the constitutions of student's clubs and AJUSA.
- d) Assist the President and other SC members in carrying out their work in a proper and efficient manner and ensure in general the AJUSA's efficient all-round administration.
- e) Chair the Publications, Computers and Library (PCL) Committee.

11.2 The President or Vice-President may delegate any of his/her powers to the SC Secretary.

12. *The SC Treasurer*

12.1 The SC Treasurer, preferably a student with book-keeping/accounting experience, shall be responsible for the administration and use of AJUSA funds and for the financial records of the AJUSA, and in particular shall: -

- a) Chair the Finance Committee of the AJUSA and convene its meetings.
- b) Keep in a proper accounting form records of all financial transactions of the AJUSA.
- c) Give a full financial report whenever required to do so by the President, the University's Finance Committee, or the AJUSA and as required by the rules of this Constitution.
- d) Ensure that funds allocated to the SC are spent only as directed by the SC and that proper and accurate records of all receipts and expenditures are kept.
- e) Report any financial irregularities to the President of the AJUSA.
- f) Deal with the University Bursar in monitoring and controlling the disbursement

of AJUSA funds and receive from the University Bursar a monthly statement on the use of AJUSA funds.

- g) Give, upon relinquishing office, a full and accurate financial report to the SC, a record of which must be approved and deposited with the University Bursar's office.
- h) Represent the student body on the University Finance Committee.

13. Meetings of the SC

13.1 The President shall convene meetings of the SC: -

- a) At least once every month during each semester.
- b) When s/he deems it necessary.
- c) If s/he receives a written request signed by at least three members of the SC.
- d) If s/he is requested to do so by an AJUSA general meeting.

13.2 A simple majority shall be required for the passing of any resolution before the SC.

13.3 Any member of the SC shall have the right to protest any irregularities in procedure to the Dean of Students who shall investigate and make recommendations to the SC and to the Senate.

13.4 All meetings of the SC shall be conducted according to the principles that: -

- a) The minority is subordinate to the majority.
- b) The Individual is subordinate to the Council.
- c) All members are required to carry out the majority decision even if they voted against it.
- d) The SC is subordinate to the general meeting.

13.5 The quorum for any meeting of the SC shall be 4 members.

13.6 A member of the SC shall cease to hold office if:

- a) S/he ceases to be an ordinary member of the AJUSA; or
- b) His/her resignation, tendered in writing to the President, is accepted by the SC; or
- c) S/he absents her/himself from two consecutive meetings of the SC without leave; or
- d) A vote of no confidence in him/her is passed by a three-quarters majority vote of the members of the SC or by a 40% majority vote of those ordinary members of the AJUSA present at a lawfully constituted meeting.

13.7 Upon a member of the SC ceasing to hold office before the termination of his/her elected tenure, the President shall arrange a by-election in accordance with schedule A.

13.8 Each member of the SC shall have one vote.

14. Committees of the SC

14.1 The SC shall establish the following standing Committees:

- a) The Academic & Conferences Committee (ACC)
- b) The Publications, Computers & Library Committee (PCL)
- c) The Welfare & Charities Committee (WCC)
- d) The Cultural & Liturgical Committee (CL)
- e) The Sports, Entertainment & Recreation Committee (SERC)
- f) The Finance Committee.

- 14.2 Each standing Committee shall be chaired by an SC member.
 - 14.3 Each Committee shall have the power to co-opt members for the whole or part of its term of office.
 - 14.4 The Students Council shall suggest a member of the University staff to be appointed by the Dean of Students to act as liaison person between the administration and the AJUSA, for the purposes of easy communication between the student body and the University authorities. The nominated person should be approved by the Student Council. Any liaison person will only attend SC Committee meetings if invited to do so and will have no vote.
 - 14.5 Each standing Committee shall be responsible to the SC for the business transacted by it and shall report its business to the SC at each ordinary meeting of the latter.
 - 14.6 The SC has the power to reverse any decision of a standing Committee, subject to appeal by the Committee to a general meeting.
 - 14.7 At all Committee meetings within the AJUSA, a simple majority of members eligible to vote shall constitute a quorum unless otherwise specified in this Constitution.
 - 14.8 All Committees within the AJUSA shall keep an accurate record of all meetings duly entered in the minute book and the Secretary of the SC may at any time have access to these minutes.
 - 14.9 All standing Committees shall hold at least three meetings in the course of any one semester, and more often if required.
 - 14.10 All standing Committees shall make an annual report to the SC which shall be deposited with the Secretary of the SC for incorporation into the President's annual report to the AJUSA.
 - 14.11 The SC may draw up whatever rules it deems necessary for the recognition and operation of clubs and societies which are affiliated to the AJUSA, provided that the Academic Council shall have the power to veto any rules or regulations which it deems unreasonable.
 - 14.12 The SC, with the agreement of the University authorities, may establish other ad hoc - Committees for a particular purpose, but no such Committee shall continue in existence for more than a year without the SC seeking to establish it on a permanent basis through an amendment to this Constitution.
- 15. *The Academic & Conferences Committee***
- 15.1 The Academic & Conferences Committee shall be chaired by the SC's Vice-President with all the class representatives as members. More members shall be appointed by the SC on the advice of the Committee.
 - 15.2 The Academic & Conferences Committee shall identify and make representations to the appropriate University authorities on problems and issues affecting the academic well-being of students and shall appoint from among its members student representatives to the University's Academic Council and Conferences Committee.

15.3 This Committee, in collaboration with the Dean and the University Conferences Committee shall organise public conferences, lectures, debates or seminars to be hosted by the University on issues of academic and public interest.

15.4 The Committee shall prepare and submit budget estimates for the promotion of its various activities.

16. *The Publications, Computer and Library Committee (PCL)*

16.1 This Committee will be composed of the Secretary of the SC, who will chair the Committee, a member of the "Chiedza" editorial board, the Editor and one other member of the "Arrupe Insider" editorial board, a member of the Media Centre and other members may be appointed by the Council when the need arises.

16.2 This Committee shall be responsible, through the "Arrupe Insider" editorial board, operating in accordance with working rules drawn up with the approval of the University authorities, for the publication of a regular student newsletter.

16.3 The Publication, Computer and Library Sub-Committee shall appoint from among its members student representative to the University's Library Committee and Computer Committee.

16.4 The Committee shall prepare and submit budget estimates for the promotion of its various activities.

17. *The Welfare & Charities Committee*

17.1 This Committee shall be chaired by a duly elected chairperson of the Welfare and Charities Committee. S/he will be assisted by a representative of the First Aid Club and one other member of the AJUSA to be appointed by the SC on the recommendation of the Committee's chairperson.

17.2 This Committee shall: -

- a) Have oversight of the facilities offered to the students by the University in the dining hall, the student's centre, rest rooms, hair dressing salon and the general sanitation of the University compound.
- b) Represent the SC in the University's Canteen Committee
- c) Facilitate, through the office of the University Minister, the provision of transport for AJUSA groups and outings, as required.
- d) Have oversight of the facility offered by the University in the campus sickbay.
- e) Organize and co-ordinate any charitable activities undertaken by the AJUSA.
- f) Prepare budgetary estimates of expenditure for the promotion of the Committee's activities.

17.3 The Chairperson of the Committee, after consultation with the Dean, will represent student needs to the University Minister.

18 *The Cultural & Liturgical Committee*

18.1 This Committee shall be composed of one member of the SC, who shall chair the

Committee, and the chairpersons of each cultural or liturgical group recognized by the SC within the student body.

18.2 This Committee shall:

- a) Promote, encourage, support and co-ordinate all cultural and liturgical clubs, groups and societies affiliated to the AJUSA.
- b) In co-operation with the University authorities, assist in the animation and organization of all University liturgical services and events.
- c) Organize periodical drama, dance, artistic and musical events on behalf of the AJUSA.
- d) Promote the participation of AJUSA members in cultural events both on and off campus.
- e) Approve applications for affiliation from cultural and liturgical groups, clubs or societies on campus.
- f) Prepare budgetary estimates for the promotion of the activities of the Committee and its affiliated societies incorporating estimates submitted by each cultural and liturgical group recognized by the AJUSA.

19. *The Sports, Entertainment & Recreation Committee (SERC)*

19.1 This Committee shall be composed of one SC member, who shall be Chairperson of the sub-committee, and the chairpersons of all the student sports and recreation clubs or groups recognized by the AJUSA.

19.2 The Sports, Entertainment & Recreation Committee shall: -

- a) Promote and co-ordinate sporting and recreational activities both within and outside the University and promote a program of entertainments on behalf of the student body.
- b) Encourage and advance sporting and recreational activities amongst the students and the formation of groups or clubs to this end.
- c) Co-ordinate, in consultation with the University Administrator, the use of the University sporting and recreational facilities and transport as required.
- d) Arrange competitions and events and give awards to outstanding clubs, teams or persons.
- e) Prepare a budgetary estimate of expenditure compiled from proposals submitted by each sporting or recreational group recognized by the AJUSA.
- f) Approved all applications for affiliation from student sports and recreational clubs or groups.

20. *The Finance Committee*

20.1 This Committee shall be composed of the SC Treasurer, who shall be Chairperson of the Committee, one member of the Academic & Conferences Committee, one member of the Publications, Computer and Library Committee, one member of the Cultural & Liturgical Committee, one member of the Sports, Entertainment & Recreation Committee, and two members elected by a general meeting of the AJUSA.

20.2 The duties of the Finance Committee shall be to: -

- a) Co-ordinate and oversee all financial affairs of the AJUSA.

- b) Make recommendations and give advice on financial affairs to the SC and - committees of the AJUSA.
- c) Administer the proper operation of the AJUSA's system of financial control and accounting.
- d) Keep and receive accounts on all financial activities of the AJUSA.
- e) Approve the Treasurer's financial reports.

20.3 In particular, the Finance Committee shall carry out the following functions:

- a) Receive regular accounts, financial reports estimate of income and expenditure from all AJUSA committees, Committees, clubs and societies funded through the AJUSA.
- b) Present at the first AJUSA general meeting of the first semester of each academic year accounts and balance sheet of the previous academic year.
- c) Present an account of the AJUSA's financial position at least once every semester.
- d) Approve and vary estimates of income and expenditure from other AJUSA - committees.
- e) Make recommendations to the SC on annual subscriptions rates for AJUSA membership.
- f) Submit estimates and accounts to the University Finance Committee for approval.

21. *Finance*

- 21.1 Funds of the AJUSA are under the joint control of the University, as represented by the Finance Committee through the University Administration and the SC.
- 21.2 Estimates of income and expenditure for the forthcoming year shall be prepared by the SC at the appropriate time each year in accordance with procedures to be laid down by the SC and the University Administration.
- 21.3 Estimates of expenditure shall be submitted through the University Finance Committee to the University Administration. Once the estimates have been approved, they shall remain fixed and may only be varied after resolution of the SC, and approval by the University Finance Committee.
- 21.4 Funds of the AJUSA arising from its membership fees and from any block grant that the University Academic Council may make from time to time, shall be held in a separate account, in the name of the AJUSA, and administered by the University Administration.
- 21.5 The expenditure of funds within approved budgets allocated to committees, clubs and societies shall be in accordance with procedures to be laid down by the University Administration in consultation with the SC.
- 21.6 Where the SC is authorized by the University authorities to conduct activities which generate funds, it shall do so in a manner and in accordance with regulations laid down by the University authorities.

22. *Building and Facilities*

22.1 All buildings and facilities on the University campus are the property of the Responsible Authority of the University. However, the University may allocate the use and control of certain buildings or sections of buildings or other facilities to the AJUSA under regulations to be laid down by the Senate in consultation with the SC.

23. *Dissolution*

23.1 In the event of the dissolution of the AJUSA, for whatever cause or reason, any funds or property remaining in the name of the AJUSA at that date shall be disposed of according to a procedure to be determined by the University's Council in consultation with the student body.

24. *Amendments to the Constitution*

24.1 This Constitution may only be changed or added to if so approved by members voting in a referendum as specified in section 8 of this Constitution, subject to approval by the Senate.

**Arrupe Jesuit University Students' Association Constitution Schedule A
ELECTORAL REGULATIONS**

This schedule is an integral part of the Constitution and, as such, may only be amended in accordance with clause 24.1 of the Constitution

1. *Elections of the Students' Council*

1.1 Every eligible ordinary member of the AJUSA shall be entitled to stand as a candidate for any of the posts of the SC. An eligible member:

- a) must be remaining with at least a full academic year to complete his/her studies²
- b) must have at least an average academic performance of 2.2³

1.2 All the SC elections shall be conducted on the same day. The President, the Vice-President, the Secretary, the Treasurer, the Chairperson of the Welfare and Charities Committee (WCC), the Chairperson of the Sports, Entertainment and Recreation Committee (SERC), and the Chairperson of the Culture and Liturgical Committee (CL)

² To be able to serve the association for a full term of office.

³ This is not to deny any member his/her rights. A student leader represents the students and the University and should be capable of such a role. A member whose performance is lower than 2.2, also, needs more time to fulfill his/her academic demands, and additional responsibilities may outweigh him/her.

shall be elected in one election.

- 1.3 The term of the Students' Council shall be one year only. Any ordinary member of the AJUSA may stand for re-election provided that s/he does not hold the same office or Council membership or Committee membership for more than two years.

2. *Electoral Commission*

- 2.1 An Electoral Commission of the AJUSA shall be established, comprising four members: three full-time students (who will not be members of the SC) and a member of staff who shall serve as the scrutineer.
- 2.2 Students who are interested in serving as Electoral Commissioners shall make an application to the Dean of Students who shall make the appointments based on merit. Two of the students shall be appointed as the chair-person, and the secretary to the Commission; the third commissioner shall be charge of technical matters.
- 2.3 The Electoral Commission shall:
 - a. Sit as a nominations board for AJUSA elections.
 - b. Ensure that elections are conducted according to the electoral regulations under this Constitution.
 - c. Hear complaints pertaining to the election process from aggrieved candidates and students.
- 2.4 Establish eligibility of a candidate or disqualify a candidate who fail to meet the requirement for a position.
- 2.5 In accordance with 1.1 b, all candidates must disclose with complete confidentiality their academic performance to the Electoral committee.
- 2.6 In the event that an aggrieved candidate or student is dissatisfied with the hearing of his/her complaint by the Electoral Commission (#2.3(c) above), he/she may take his/her complaint on appeal to the Vice-Chancellor⁴.
- 2.7 On the occasion of polling in any election, the Dean of Students shall appoint a member of the full-time University staff to the Electoral Commission to act as a scrutineer of voting.

3. *Conduct of Elections*

- 3.1
 - a) The elections of the Students' Council shall be held after the mid-semester break in the second semester of each academic year.
 - b) If any inconveniences arise that may prevent the elections to be held as stipulated in (3.1.a), then the elections of the SC shall be held no later than the week preceding the mid-semester break in the first semester of each academic year.
- 3.2 At some time before the election date, any candidate may publish his/her election manifesto on the AJUSA notice boards. If the electoral committee deems it desirable, every candidate may present himself or herself and give a brief talk. The Electoral

⁴ **Vice-Chancellor** shall hear the grievances on a neutral ground, since the Dean is the appointing authority of the Commission.

Commission may also request the candidates to engage in debate before the electorate.

- 3.3 When an election or by-election becomes necessary, the Electoral Commission shall forthwith post on all AJUSA notice boards a list of full members of the AJUSA together with a notice stating:
- a) The vacancy or vacancies to be filled.
 - b) That only those members on the accompanying list are permitted to stand, nominate or vote, but that the list may be amended on objection received by the Electoral Commission within 24 hours of the posting of the notice.
 - c) That written nominations signed by 5 nominators (each of whom may nominate as many candidates as there are vacancies to be filled) and signed by the nominee to indicate his/her agreement to stand, shall be delivered to the elections committee within 72 hours of the posting of the notice.
 - d) The day on which (if necessary) polling will take place, the situation of the polling booths and the hours during which they will be open.
- 3.4 The Electoral Commission's decision on any objections received in terms of regulation 3.1 shall be final, and the list shall become conclusive evidence of the right to stand, nominate and vote one hour after the expiration of the time referred to in regulations 3.1.
- 3.5 Within one hour after the expiration of the time referred to in regulation 3.1, the elections committee shall post on AJUSA notice boards a list of candidates validly nominated.
- 3.6 If the number of candidates does not exceed the number of vacancies to be filled, the list shall be accompanied by a notice declaring the candidates as duly elected. In the event that the number of candidates is insufficient for the vacancies, it is the duty of the Electoral Commission to find suitable candidates for the vacancies.
- 3.7 If the number of such candidates exceeds the number of vacancies to be filled, the list shall be accompanied by a notice announcing that polling will take place, repeating the information specified in regulation 3.1 and setting out a specimen ballot paper including instructions to voters.
- 3.8 The polling day fixed in terms of regulation 3.1 must be a normal working day not less than five and not more than ten days after the posting of the notice in terms of regulation 3.1. The polling booths and hours during which they will be open shall be as determined by the Electoral Commission.
- 3.9 On polling day, the Electoral Commission shall provide a polling booth and sealed ballot box suitable to ensure a secret ballot. The scrutineer and at least one member of the Electoral Commission shall attend in person during polling hours, with the list of full members referred to in regulations 3.1 and 3.2 and a sufficient number of ballot papers.
- 3.10 The Electoral Commission shall give a ballot paper to every qualified voter who presents him/herself at the polling booth, and either by crossing the voter's name from list or by some other means to prevent a voter voting more than once, ensure that the fact a voter has voted is recorded, and then permit him/her to enter the polling booth, mark his/her ballot paper and place it in the ballot box. No voter may receive a second ballot paper unless s/he surrenders the first one for immediate destruction. No voter may leave the polling booth without placing his ballot paper in the ballot box or surrendering it to the

Electoral Commission.

- 3.11 The Electoral Commission shall at all times take proper steps to ensure the security of the polling booth, ballot box and ballot papers.
- 3.12 When polling is completed, members of the Electoral Commission shall proceed to count the votes within the polling station and announce the results.
- 3.13 Any candidate in the election may attend the counting of the votes either in person or by representative.
- 3.14 A ballot paper shall be rejected as spoilt if:
 - a) It is not on a form supplied by the Electoral Commission; or
 - b) Any word or mark is placed on it by the voter by which s/he may subsequently be identified; or
 - c) It cannot be determined for which candidate the first preference of the voter is recorded; or
- 3.15 The decision to count a ballot paper or to reject it as a spoilt paper shall be by majority vote of the elections committee and scrutineer and shall be final.
- 3.16 If the result of an election or by-election cannot be determined because of an equality of votes, the Electoral Commission shall announce the fact and a by-election shall be held, at which only the tied candidates shall be permitted to stand.
- 3.17 When the result of an election or by-election has been determined, it shall forthwith be recorded in writing and signed by the Electoral Commission and the scrutineer and posted on the AJUSA notice boards.
- 3.18 As soon thereafter as is convenient, the Electoral Commission shall lodge the ballot papers and all records of the election or by-election with the SC Secretary for safe keeping. They shall be open for inspection by any ordinary member of the AJUSA while the persons elected remain in office and shall then be destroyed.
- 3.19 Prior to the election, every SC candidate may put up his/her election manifest (on no more than one A4 sheet of paper) on the AJUSA notice boards; and may present him/herself to the students at a general meeting, on a day and date appointed by the Electoral Commission and give a brief talk and introduction.

4. *Single Elections*

- 4.1 In elections or by-elections to fill a single vacancy on the SC, every voter shall be entitled to one vote and, subject to regulation 3:15, the candidate obtaining the largest number of votes shall be declared elected.

5. *Multiple Elections*

- 5.1 In elections or by-elections to fill more than one vacancy on the SC or one of its Committees, where the number of candidates exceeds the number of vacancies, each voter will be entitled to vote for as many candidates as there are vacancies, and those candidates receiving the largest number of votes will be deemed elected so as to fill

every vacancy available.

- 5.2 In the event of a tie, a by-election will be held at which only the tied candidates will stand for election.
- 5.3 In a multiple election, voters may submit ballot papers on which they have voted for fewer but not more candidates than the number of vacancies to be filled.

Arrupe University Students' Association Constitution Schedule B STANDING RULES FOR GENERAL MEETINGS

This schedule is an integral part of the Constitution and, as such, may only be amended in accordance with clause 24.1 of the Constitution.

1. Persons other than ordinary members of the AJUSA may only be permitted to attend a general meeting by a two-thirds majority vote of those ordinary members present at that meeting.
2. The President or, in his/her absence, the Vice-President shall be Chairperson of all general meetings, except that if s/he wishes to make a substantive speech s/he shall do so from the floor and shall appoint an ordinary member of the AJUSA to take the chair for the duration of his/her speech and any discussion arising therefrom.
3. The agenda paper shall, wherever possible, be prepared in the following form:
 - Minutes of the previous meeting;
 - Matters arising therefrom;
 - Reports;
 - Accounts;
 - Motions;
 - Any other business.
4. Reports shall be submitted in writing to the SC Secretary before the agenda paper is published and shall be held by him/her for inspection on request between the publication of the agenda paper and the meeting. The adoption of a report shall only be taken as an expression of approval of its general tenor, and any matter of substance arising out of a report shall be dealt with on motion.
5. Motions shall be signed by the proposer and seconder and submitted to the SC Secretary for inclusion in the agenda paper. Amendments shall be signed by the proposer (no seconder being necessary) and submitted to the Secretary for publication on AJUSA notice boards not less than 24 hours before the time of the meeting, provided that the Chairperson may accept amendments without notice if, in his/her opinion, they do not radically alter the spirit of the motion, or if they are acceptable to the proposer and seconder of the motion.
6. No motion shall be proposed under the item "any other business", but the Chairperson may, in his/her discretion, permit recommendations which shall not have the binding force of motions.
7. Not more than one amendment to any one motion may be out before the meeting at any

one time. If any amendment is carried, the original motion incorporating the amendment shall become the substantive motion to which a further amendment may be moved.

8. After a motion has been put, the proposer and seconder may agree to withdraw their motion. In such a case, debate and voting on the motion may not continue unless a new proposer and seconder can be found from the floor.
9. No member may, without special leave of the meeting, speak more than once to any one motion of amendment thereon, but the mover of any motion or amendment shall have the right of reply.
10. Every speaker shall rise and address him/herself to the Chairperson.
11. At any time during the discussion, it shall be competent for any ordinary member to move that the motion be now put to the vote. It shall be at the discretion of the chairperson whether this motion is put to the vote of the meeting. If this motion is put to the vote and carried, the proposer of the original motion shall be given the opportunity to exercise his right of reply, and the motion shall then be put to the vote of the meeting immediately.
12. At any time, other than when an amendment is before the meeting, it shall be competent to move that the motion be not put. It shall be at the discretion of the Chairperson whether this motion be put. If it is put, no further discussion of the original motion shall take place until it has been decided. If this motion is not carried, discussion on the original motion shall proceed.
13. It shall be competent for the Chairperson to ask whether there is any discussion or amendment or opposition to any motion and, in the absence of any response, to declare the motion carried.
14. Except insofar as the previous clause shall apply, voting on a motion may be by acclamation, or show of hands, at the discretion of the Chairperson or, if so requested by any member, by a ballot vote. The scrutineer appointed in terms of the electoral regulations (schedule A) or, in his/her absence, tellers appointed by the Chairperson, shall assist the Chairperson in counting the votes. The decision of the Chairperson on the result of any vote shall be final, except in the case of a vote by acclamation, when any member shall have the right to demand a re-vote, by show of hands or by ballot.
15. All questions except where otherwise stipulated in the Constitution shall be decided by the majority of votes cast. On every question, the President shall have a deliberative vote.
16. Points of order, which have precedence over all other business, except a challenge of the quorum, may be raised by any member. They must be framed as question to the Chairperson and be related to the conduct of the meeting.
17. Points of information may be raised by any member, provided the member holding the floor signifies his/her willingness to give way. They may consist of information offered to, or a question asked of, the member who has given way.

18. Any member may challenge the ruling of the Chairperson on any matter relating to the conduct of the meeting, in which case the Chairperson shall ask the meeting for a ruling. When the meeting has made its decision, discussion of the interrupted business shall continue.
19. The Chairperson shall have control of the meeting and shall have the power to order any member whose conduct is unruly or disorderly to leave the meeting.
20. Only matters directly affecting the AJUSA or any of its members in their capacity as students of Arrupe University, or the relations of the AJUSA with other student bodies, may be placed before the meeting.
21. Schedule B may be suspended for the duration of the discussion of any particular motion, provided that a three-quarters majority of those ordinary members present agree.

ACADEMIC CALENDAR 2019-2020

Academic Assemblies

Sat 17 August, 2019
 Wed 9 October, 2019
 Wed 11 March, 2020
 Thu 28 May, 2020

University Masses

Sat 17 August, 2019
 Wed 11 October, 2019
 Wed 11 March, 2020
 Thu 28 May, 2020

Holidays

Mon	August 12	Hero's Day
Tue	August 13	Defence Force Day
Sun	December 22	National Unity Day
Wed	December 25	Christmas
Thu	December 26	Boxing Day
Wed	January 1 2020	New Year Day
Fri	February 21 2020	National Youth Day
Thu	April 9 2020	Holy Thursday
Fri	April 10 2020	Good Friday
Sat	April 11 2020	Holy Saturday
Sun	April 12 2020	Easter Sunday
Mon	April 13 2020	Easter Monday
Tue	April 14 2020	Easter Tuesday
Sat	April 18 2020	Independence Day
Fri	May 1 2020	Workers' Day
Mon	May 25 2020	Africa Day

Major Academic Meetings

Thu	August 15 2019	2 PM Special Senate
Tue	August 27 2019	2 PM Senate
Fri	September 6, 2019	9 AM University Council
Tue	October 8 2019	2 PM Special Senate
Tue	August 20-22	2 PM Faculty Boards
Tue	October 15-17	2 PM Faculty Boards
Fri	November 15 2019	9 AM University Council
Fri	December 13 2019	9 AM Special Senate

Thu	January 9 2020	2 PM Special Senate
Tue	January 14-16	2 PM Faculty Boards
Fri	February 28	9 AM University Council
Tue	January 21	2 PM Senate
Tue	March 10	2 PM Special Senate
Tue	March 3 - 5	2 PM Faculty Boards
Mon	May 18	9 AM Special Senate
Fri	May 22	9 AM University Council

Calendar Adjustments

The General University Calendar is subject to change due to unforeseen circumstances. You are duly advised to check the University Website and the AJU Google Calendar for current information. The Students' Association Activity Calendar can be found on the University Website and on Google Calendar. However, all major events are stated on this calendar.

Publications:

Chiedza Journal is published in December and May of each year. Refer to www.aju.ac.zw/journals for more details

Arrupe Insider is published once a month on the University Website. Refer to www.aju.ac.zw/arrupe-insider

Media Center:

All University pictures are available for download from the AJU Media Centre Google Drive.

Centre for African Studies

All events of the centre will be published on the University Website.

Centre for Ethics in Society

All events of the centre will be published on the University Website.

AFCAST

All events of the centre will be published on the University Website.

DAY	DATE	Aug-2019
Mon	5	APTITUDE TEST
Tue	6	APTITUDE TEST
Wed	7	Academic Orientation
Thu	8	Academic Orientation
Fri	9	Academic Orientation 2 PM Curriculum Committee
Sat	10	
Sun	11	
Mon	12	Hero's Day
Tue	13	Defense Force's Day
Wed	14	Writing Workshop Course Registration Ends
Thu	15	Writing Workshop 2 PM Special Senate
Fri	16	Writing Workshop
Sat	17	9 AM Opening Assembly/Induction
Sun	18	Week 1
Mon	19	Classes Begin
Tue	20	Sch of Phil & Hum Faculty Board
Wed	21	Sch of Eng. & ICT Faculty Board
Thu	22	Sch of Edu & Lead Faculty Board
Fri	23	Add/Drop Courses End
Sat	24	
Sun	25	Week 2
Mon	26	2PM Directors' Meeting
Tue	27	2PM Senate
Wed	28	
Thu	29	Center for African Studies
Fri	30	
Sat	31	

DAY	DATE	Sep-2019
Sun	1	Week 3
Mon	2	
Tue	3	2 PM Library Committee
Wed	4	3 PM Staff Seminar
Thu	5	2 PM Finance Committee
Fri	6	
Sat	7	
Sun	8	Week 4
Mon	9	
Tue	10	
Wed	11	
Thu	12	1:30 PM Open Lecture
Fri	13	2 PM Computer & Website
Sat	14	
Sun	15	Week 5
Mon	16	
Tue	17	
Wed	18	
Thu	19	Center for African Studies
Fri	20	
Sat	21	
Sun	22	Week 6
Mon	23	2PM Directors' Meeting
Tue	24	
Wed	25	3 PM Staff Seminar
Thu	26	Academic Workshop
Fri	27	9:00 AM University Council Meeting Academic Workshop
Sat	28	
Sun	29	Mid Sem Reading Week
Mon	30	Submission of Mid Semester Marks

DAY	DATE	Oct-2019
Tue	1	
Wed	2	
Thu	3	
Fri	4	
Sat	5	
Sun	6	Week 7
Mon	7	
Tue	8	2PM Special Senate
Wed	9	4 PM Academic Assembly
Thu	10	
Fri	11	
Sat	12	
Sun	13	Week 8
Mon	14	
Tue	15	Sch of Phil & Hum Faculty Board
Wed	16	Sch of Eng. & ICT Faculty Board
Thu	17	Sch of Edu & Lead Faculty Board
Fri	18	
Sat	19	
Sun	20	Week 9
Mon	21	2PM Library Committee
Tue	22	1:30 PM Open Lecture
Wed	23	
Thu	24	Center for African Studies
Fri	25	
Sat	26	
Sun	27	Week 10
Mon	28	
Tue	29	
Wed	30	
Thu	31	2 PM Curriculum Committee

DAY	DATE	Nov-2019
Fri	1	
Sat	2	
Sun	3	Week 11
Mon	4	
Tue	5	2PM Academic Staff Meeting
Wed	6	3PM Staff Seminar
Thu	7	2PM Finance Committee
Fri	8	
Sat	9	Arrupe Cultural Night
Sun	10	Week 12
Mon	11	2PM Directors' Meeting
Tue	12	
Wed	13	
Thu	14	
Fri	15	9:00 AM University Council Meeting Classes End
Sat	16	
Sun	17	Exam Reading Week
Mon	18	
Tue	19	
Wed	20	
Thu	21	
Fri	22	
Sat	23	
Sun	24	Exam Week I
Mon	25	
Tue	26	
Wed	27	
Thu	28	
Fri	29	
Sat	30	

DAY	DATE	Dec-2019
Sun	1	Exam Week II
Mon	2	
Tue	3	
Wed	4	
Thu	5	
Fri	6	
Sat	7	
Sun	8	
Mon	9	
Tue	10	Exam Marks Submission
Wed	11	
Thu	12	
Fri	13	9 AM Special Senate
Sat	14	
Sun	15	
Mon	16	
Tue	17	
Wed	18	
Thu	19	
Fri	20	National Unity Day
Sat	21	
Sun	22	
Mon	23	
Tue	24	
Wed	25	Christmas
Thu	26	Boxing Day
Fri	27	
Sat	28	
Sun	29	
Mon	30	
Tue	31	New Year's Eve

DAY	DATE	Jan-2020
Wed	1	New Year Day
Thu	2	
Fri	3	
Sat	4	
Sun	5	
Mon	6	
Tue	7	
Wed	8	
Thu	9	2 PM Special Senate
Fri	10	Course Registration Ends
Sat	11	
Sun	12	Week 1
Mon	13	Classes Begin
Tue	14	Sch of Phil & Hum Faculty Board
Wed	15	Sch of Eng. & ICT Faculty Board
Thu	16	Sch of Edu & Lead Faculty Board
Fri	17	2 PM Finance Committee
Sat	18	
Sun	19	Week 2
Mon	20	2 PM Library Committee
Tue	21	2 PM Senate
Wed	22	2PM Faculty Appointment/ Promotion Committee
Thu	23	1:30 PM Open Lectures
Fri	24	
Sat	25	
Sun	26	Week 3
Mon	27	Symposium Papers Due 2PM Directors' Meeting
Tue	28	
Wed	29	
Thu	30	
Fri	31	

DAY	DATE	Feb-2020
Sat	1	
Sun	2	Week 4
Mon	3	
Tue	4	2 PM Academic Staff Meeting
Wed	5	Phil/Hum Symposium
Thu	6	Phil/Hum Symposium
Fri	7	Phil/Hum Symposium Ends
Sat	8	
Sun	9	Week 5
Mon	10	
Tue	11	Board of Trustees
Wed	12	Board of Trustees Arrupe Day/ Drama Night
Thu	13	1:30 PM Open Lecture
Fri	14	
Sat	15	
Sun	16	Week 6
Mon	17	
Tue	18	
Wed	19	3 PM Staff Seminar
Thu	20	9 AM University Council Meeting
Fri	21	Deadline: Applications National Youth Day No Classes
Sat	22	Arrupe Marathon
Sun	23	Mid Semester Reading Week
Mon	24	
Tue	25	
Wed	26	Ash Wednesday 12:30 Mass
Thu	27	
Fri	28	
Sat	29	

DAY	DATE	Mar-2020
Sun	1	Week 7
Mon	2	2PM Directors' Meeting
Tue	3	Sch of Phil & Hum Faculty Board
Wed	4	Sch of Eng. & ICT Faculty Board
Thu	5	Sch of Edu & Lead Faculty Board
Fri	6	
Sat	7	
Sun	8	Week 8
Mon	9	
Tue	10	2 PM Special Senate
Wed	11	4 PM Academic Assembly
Thu	12	
Fri	13	
Sat	14	
Sun	15	Week 9
Mon	16	
Tue	17	1:30 PM Open Lecture
Wed	18	
Thu	19	2 PM Curriculum Committee
Fri	20	2 PM Admissions committee
Sat	21	
Sun	22	Week 10
Mon	23	
Tue	24	2 PM Library Committee
Wed	25	
Thu	26	Center for African Studies
Fri	27	
Sat	28	
Sun	29	Week 11
Mon	30	2 PM Computer & Website
Tue	31	2 PM Faculty Board (s)

DAY	DATE	Apr-2020
Wed	1	3 PM Staff Seminar
Thu	2	2 PM Finance Committee
Fri	3	
Sat	4	
Sun	5	Palm Sunday/ Holy Week Week 12
Mon	6	
Tue	7	
Wed	8	
Thu	9	Maundy Thursday – No Classes
Fri	10	Good Friday- No Classes
Sat	11	Holy Saturday – No Classes
Sun	12	Easter Sunday Week 12
Mon	13	Easter Holidays – No Classes
Tue	14	Easter Holidays- No Classes
Wed	15	Classes Resume
Thu	16	
Fri	17	2 PM Faculty Appointment/Promotion Committee All Classes End
Sat	18	Independence Day
Sun	19	Make up Classes/ Exam Reading Week
Mon	20	
Tue	21	All Make up Classes End at 8 PM
Wed	22	
Thu	23	
Fri	24	
Sat	25	
Sun	26	Exam Week I
Mon	27	Language Oral Exams
Tue	28	Language Oral Exams
Wed	29	Written Exams Start
Thu	30	

DAY	DATE	May 2020
Fri	1	Workers' Day No Classes/ Exams
Sat	2	
Sun	3	Exam Week II
Mon	4	
Tue	5	
Wed	6	
Thu	7	
Fri	8	
Sat	9	
Sun	10	Exam Week III
Mon	11	
Tue	12	All Exams End
Wed	13	
Thu	14	
Fri	15	2 PM Students' Awards Committee Exam Marks Submission
Sat	16	
Sun	17	
Mon	18	
Tue	19	
Wed	20	9 AM Special Senate/ Senate
Thu	21	
Fri	22	9 AM University Council Meeting
Sat	23	
Sun	24	
Mon	25	Africa Day
Tue	26	
Wed	27	
Thu	28	9 AM Closing Assembly/Graduation
Fri	29	
Sat	30	
Sun	31	

Academic Calendar 2020 - 2021

August 3 Academic Orientations

August 10 Heroes' Day

August 11 Defense Forces' Day

August 15 Opening Academic Assembly

August 17 Classes Begin

LECTURERS' OFFICES

OFFICE BLOCK	NAME
01	Fr. Mahlahla J Fr. Makamure K
02	Dr. Chidavaenzi I Br. Zvaiwa A
03	Students' Association
04	Chiedza: Journal of Arrupe
05	English Lecturers Mrs Ngoro
06	Mr. Karani D

ADMIN BLOCK

01	Student Services
02	Dean of Student Life
03	Fr. von Nidda R, SJ (Service Program)
04	Dr. Buckland S, SJ (MA Director)
05	Prof. Chennells A
06	Dr. Monica Nyachowe
07	Ms Musimurimwa S (Reception)
08	Fr. Isaac Mutelo
09	Deputy Registrar/Marketing/HR
010	Fr. Aman G, SJ (Administrator)
011	Accounts
012	Fr. Okoh M, SJ (Bursar) Part Time Lecturers
013	Office. Prof Makuru
102	Centre for Ethics - Dr. Kaulemu
103	Dr. Mardai G, SJ (Registrar's Office, PVC Admin)
104	Assistant Dean Academics/Exam Office
105	Education Office: Dr. Muhigirwa, Bernard

106	Centre for African Studies
107	ICT Office - Mrs Tsitsi Chigodo
108	Dr. Ekwueme E, SJ (PVC - Academics)
110	Administration Assistant: Mrs Mawoyo
111	Vice-Chancellor Dr. Kiyimba K, SJ
112A	Education Office: Dr. Nzyoki, SJ

Thanks to all faculty members and students who contributed to this Revised Edition of Student Handbook, 2018-2019.

This handbook is not absolutely comprehensive. All questions and interpretations should be directed to the Office of the Pro Vice-Chancellor for Academics.

"Ever to Love and to Serve"

