

# UNIVERSITY OF MAKENI

(UniMak)



## PROSPECTUS

**2018-2019**

**P.O. Box 1**

**Makeni,**

**Sierra Leone**

**Website:** [www.universityofmakeni.com](http://www.universityofmakeni.com)







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MBA FINANCE

BSc IN PROCUREMENT LOGISTICS AND SUPPLY CHAIN MANAGEMENT



## **PRINCIPAL OFFICERS OF THE UNIVERSITY OF MAKENI**

### **University Chancellor**

Rt. Rev. Dr. Bishop Natale Paganelli D.Phil,

### **Chairman of Council**

Prof. Sahr P.T. Gbamanja, BSc, MSc, Ph.D, MINAE, FSTAN, FRC

### **Vice Chancellor**

Rev. Prof. Joseph A. Turay, BA, BD, BSc, MA, Ph.D. OOR

### **Director of Academic Affairs and Registrar**

Rev. Fr. Dr. Francis S Sesay  
BA, BD, MA, Ph.D

### **DIRECTOR OF FINANCE AND ADMINISTRATION**

Rev. Fr. Benjamin Sesay  
BA, BD, MBA.

### **Provost, (Yoni Campus)**

Lawyer C.M.B. Jalloh, LLB (Hons), PGDLP,

### **CONTACT ADDRESS**

University of Makeni

P.O. Box 1

Makeni,

Sierra Leone

*Website:* [info@universityofmakeni.com](mailto:info@universityofmakeni.com)

[unimak.mba@gmail.com](mailto:unimak.mba@gmail.com)

[www.universityofmakeni.com](http://www.universityofmakeni.com)



## **PART 1**

### **GENERAL INTRODUCTION**

#### **BACKGROUND**

The University of Makeni (UNIMAK) is a private university in Sierra Leone that was fully accredited in 2009.

UNIMAK places ‘social development’ at the heart of everything it does. For this reason, UNIMAK has made great efforts to develop academic programmes that are rooted in the everyday reality of contemporary Africa. Currently, there are approximately 1,785 students, 147 full time lecturers, 30 part time and 31 visiting professors who make up the UNIMAK family.

The dynamism and idealism that motivate the development of UNIMAK in the past decade can be summed up in the following statements:

#### **VISION**

*We aspire to be a world class university with excellence in education, research and public engagement where sustainable peace and social justice transcend boundaries .*

#### **THE MISSION OF UNIMAK**

*Informed by the Catholic social teachings, to promote sustainable human, social, political and economic development in Sierra Leone and Africa as a whole, which at the same time respects the environment so that its resources are used for the benefits of all.*

#### **AIMS AND OBJECTIVES**

*The University seeks through the provision of quality higher education to:*

*Develop, promote and implement a common ethical vision and praxis for all dimensions of development in Africa in support of the Sustainable Development Goals.*

*Foster professionalism within civil society, politics, business and religion and build, through sensitization, a better society.*

*Empower women in solidarity with women’s global struggle for emancipation.*

*Strengthen the role of the church, especially in her social mission to build equity, justice, peace and democracy.*

#### **UNIMAK**

At its Fatima Campus, in Makeni, UNIMAK offers undergraduate and postgraduate university programmes, as well as a number of certificate and diploma courses. The Law, Public Health and Information Technology Departments are housed at Yoni Campus, with separate but equal student services, 4 miles from Makeni.

In addition to having some twenty-five tutorial rooms, four lecture halls, two IT labs, and a specialized law library, the University has a 100 seat main library with over 25,000 books and periodicals. There are also more than 40 computers for the students’ free use with full internet services.

#### **Students’ Welfare**

The Dean of students serves as a bridge between the administration of UNIMAK and the students. In addition to being able to call on the Dean of Students when issues arise, students have recourse to their elected Student Representative Council members.



## Religious Worship

UNIMAK, while conscious of its Catholic heritage, welcomes students from different faiths and religious backgrounds. The major Christian and Muslim festivals are respected. In addition, there are chaplaincy services available to staff and students.

## Games & Sports

We offer opportunities for outdoor games and sports such as football, basketball and track and field events at both Fatima and Yoni Campuses

## Student Regulations

UNIMAK's reason for being established was to provide a conducive environment for learning and research. This can only be achieved if its members can work peacefully in conditions which permit freedom of thought and expression within a framework of respect for the rights of other persons.

In safeguarding the above, there are student regulations which address general student welfare, conduct and disciplinary proceedings and penalties aimed at protecting the University from actions which would damage its academic reputation. Acceptance of admission to any of the courses and programmes offered is conditional upon agreement by the would-be student to abide by these regulations as contained in the student handbook.

The operation and application of these regulations are without prejudice of the Constitution and the General Laws of the republic of Sierra Leone. In addition, UNIMAK reserves the right to alter any of these regulations, including the descriptions of courses, without prior notice.

## PART 2

### ACADEMIC PROGRAMMES

**Please note that all course lists for all Academic Departments are subject to change by the University of Makeni at any time, at the discretion of its administrative and academic leaders. Courses listed are meant merely as guidelines of programme structure and content.**

### FACULTY OF COMMERCE AND MANAGEMENT

#### MASTER IN BUSINESS ADMINISTRATION (MBA) IMPACT ENTREPRENEURSHIP AND GLOBAL BUSINESS

##### COURSE STRUCTURE:

##### “From business idea to business plan”

This MBA program is a “training camp” for active and aspiring social entrepreneurs. It aids the entrepreneur to move from a business idea to a complete and convincing business plan. Each course will directly respond to a concrete need that arises while implementing a start-up or scale-up strategy.

To this purpose, the MBA adopts a very flexible formula. The duration of the program is 12 months and is structured into:

Three class training periods for lessons and exercise at the beginning (Initial Boot Camp – 8 days), in the middle (Middle Boot Camp – 7 days) and at the end (Final Boot camp – 6 days) of the course

Eight Long Weekends from Friday to Saturday (apart from 2 from Thursday to Saturday), every five weeks

Ten Distance Learning sessions between Boot Camps and Long Weekend

##### The process

**The Business Idea:** As part of the application process, candidates are asked to participate in a Business Idea Competition to present the **business idea** they intend to develop throughout the course of the program.

**Initial Boot Camp | Structuring the Business Model:** In the opening week of intensive study, each participant, guided by international lecturers and mentors, scrutinizes his/her business idea. Participants are aided in identifying the idea's strengths and weaknesses and then formulates a **business model**, using the canvas template: this work provides the base upon which day-to-day improvement is undertaken.



**Distance Learning | Testing the Business Model:** Participants start proofing their business models. Each MBA course is applied to develop and validate a specific component of the business model.

**Middle Boot Camp | Validating the Business Model:** Business models are ultimately challenged and validated in the mid-term week of intensive study: weaknesses are fixed, strengths are optimized and the way forward for the Business Model paved. At the end of the class period, participants take part in a Business Model Competition to show their work to investors and business partners.

**Distance Learning | Towards the Business Plan:** Participants embark on an on-going Business Planning to work on their business plan and develop personal skills.

**Final Boot Camp | Starting off:** During the final intensive week of the study, each participant refines his/her **business plan** with mentors and lecturers and develops a well structured presentation for investors. Participants will finally present their work to a panel of international investors and partners in the Business Plan Competition.

**The Business Coach**

A key part of the MBA is the work each participant does with the **Business Coach**. This invaluable person will provide:

- Individual support in refining the business idea and developing the business plan
- Potential partners, suppliers, customers etc.
- Business mentors with specific industry expertise
- The financial oversight and rigor to assure the creation of an economically sustainable business

**PROGRAM STRUCTURE**

The MBA courses are divided into two main categories:

**Business Courses:** aimed at **developing, testing and validating the business model**, and acquiring specific **managerial knowledge**. Business Courses entail both business assignments and traditional examinations;

**Business Labs:** aimed at providing **hands-on business management and development experience** acquiring **personal business skills, writing business plans** and developing **relations with investors**. Business Labs do not entail traditional examinations.

<b>Business Courses</b>	Business models Design
	Social Impact Measurement
	Basic Accounting for Entrepreneurs
	Financial Planning 1
	Financial Planning 2
	Financial Planning 3
	Entrepreneurial Finance
	Market Analysis
	Entrepreneurial Marketing
	Human Resource Management
	Business Strategy
	Operations Management
	Business Law
<b>Business Labs</b>	Business Models Development
	Market Overview (Agribusiness & Energy access)
	Start-up Scales
	Scaling Up Strategy
	Creativity
	Corporate Governance & Legal issues
	Business Ethics for Entrepreneurs
	Business Planning & Communication
	ICT Tools for Business
	Leadership & Innovation
	Meet Investors and Successful Entrepreneurs



## MASTER IN BUSINESS ADMINISTRATION (MBA) FINANCE

The Master of Business Administration (MBA) Finance programme is developed to meet the needs and challenges for employment and professional advancement in the dynamic and rapidly growing sectors of business and industry. The course is geared towards preparing the students to be responsive and competent professionals in their field of study. They will be able to manage and analyze various aspects of management, industrial administration and also understand the environmental factors to ensure strategic development. Furthermore, they will be able to determine and identify ways and techniques to improve financial management and the performance of their organization in a complex and competitive world.

### OUTCOMES OF THE PROGRAM THE MAIN OBJECTIVES OF THE MBA PROGRAM ARE AS FOLLOWS:

1. Training of students to be able to compete at national and international levels.
  2. Providing an in-depth knowledge on the most recent financial and administrative innovations in order to upgrade their skills
  3. It will be a process of combining administrative and financial application in theory and practice to help graduates to be high performers in the dynamic work environment.
  4. Giving students the necessary financial management skills needed for the financial services and institutions
- Providing trainings for students with the skills necessary to manage their own personal enterprises or institutions as well as state owned institutions

#### A) ENTRANCE QUALIFICATION /REQUIREMENTS.

##### ADMISSION REQUIREMENTS FOR MASTER OF BUSINESS ADMINISTRATION (FINANCE).

Candidates for the MBA Finance programme must have the following:

A good first degree (minimum of second class) from a recognised university or institution of equal status in any relevant area.

Five WASSCE or GCE “O” LEVEL including English in not more than two sittings.

Demonstrate proficiency in written English and Maths.

#### b) Other Admission Requirements.

Applicants from non-English speaking countries must present evidence of proficiency in written and spoken English.

They must have their documents authenticated by the Ministry of Education and Foreign Affairs of their country.

#### PAYMENT FOR THE MBA PROGRAM

Prospective students, upon completion of their registration and their formal acceptance into the program, should contact the University’s finance office to arrange how they will pay and the mode of payment (by semester or half yearly installments). Prior to sitting for the end of semester written examinations, a student should have cleared all his or her outstanding tuition fees.

Upon receipt of the admission letter student should be prepared to make an upfront payment of 50% of the total fees before the start of class and a second and third installments payment of 25% payment before the start of the 2<sup>nd</sup> and 3<sup>rd</sup> semester .

#### DURATION OF THE MBA PROGRAM.

The duration of study shall be for eighteen months with three semester running. The start of the semester is in October. Students will be accepted to begin the program in October, with a four-week grace period for late registration

### MASTER IN BUSINESS ADMINISTRATION (MBA) FINANCE COURSES OFFERED

	MODULES	Course Code
	<b>FIRST SEMESTER</b>	
1	ACCOUNTING FOR DECISION MAKING	MBF 001
2	ECONOMIC ANALYSIS	MBF 002
3	MARKETING MANAGEMENT	MBF 003
4	MANAGING HUMAN CAPITAL	MBF 004
5	QUANTITATIVE METHODS FOR BUSINESS	MBF 005
	<b>SECOND SEMESTER</b>	
6	STRATEGIC FINANCIAL MANAGEMENT	MBF 006
7	BUSINESS LAW AND THE LEGAL ENVIRONMENT	MBF 007
8	MANAGEMENT INFORMATION SYSTEM	MBF 008
9	CORPORATE FINANCE / PUBLIC FINANCE	MBF 009
10	RESEARCH METHODOLOGY	MBF 010
	<b>THIRD SEMESTER</b>	
11	BUSINESS STRATEGY IN THE GLOBAL ENVIRONMENT	MBF 011
12	INVESTMENT MANAGEMENT AND PORTFOLIO THEORY	MBF 012
13	PROJECT PLANNING MANAGEMENT / ENTREPRENEURSHIP	MBF 013
	DISSERTATION PROJECT	



# PROCUREMENT, LOGISTICS AND SUPPLY CHAIN MANAGEMENT CERTIFICATE, DIPLOMA AND DEGREE

The procurement and business management courses have a strong practical orientation that will equip our graduates with the relevant skills and knowledge in the field of purchasing management. The program’s broad approach prepares graduates for positions like purchasing officers in public, private and non-profit firms, senior tactical buyers, logistics officers and managers, store managers and controllers, distribution managers, project managers and procurement supervisors.

## Outcomes of the program

Certificate, Diploma and Bachelor of Procurement, Logistics and Supply Chain Management at Unimak is an appropriate goal for students who want to acquire extensive skills and knowledge. Beyond such acquisition, this program is designed by Unimak to transform students to graduate with a formidable capacity to solve complex business problems (purchasing) with enormous creativity and innovation. Students are empowered to possess integrated skills and knowledge in, inter alia, accounting, marketing, strategic management, e-procurement (procurement software application), international business, negotiation in purchasing and supply, legal aspects in purchasing and supply chain management.

## ADMISSION REQUIREMENTS

### a) Entrance Qualification /Requirement

An applicant must be a holder of:

Five (5) WASSCE or GCE ‘O’ Level for Degree inclusive English Language in not more than two sittings.

Four (4) WASSCE or GCE ‘O’ Level for Diploma inclusive English Language in not more than two sittings.

Three (3) WASSCE or GCE ‘O’ Level for Certificate inclusive English Language in not more than two sittings.

### b) Other Admission Requirements

Applicants from non-English speaking countries must present evidence of proficiency in written and spoken English and their documents must be authenticated by the Ministry of Education and foreign Affairs of their country.

YEAR ONE (1)	
First Semester	Second Semester
<i>University Studies</i>	<i>University Studies</i>
<i>Communication Skills</i>	<i>Communication Skills</i>
<i>Business Mathematics</i>	<i>Phenomenology of Religion</i>
<i>Introduction to Computer Studies</i>	<i>Logic and Critical Thinking</i>
Social Research	Financial Accounting II
Financial Accounting I	Corporate Strategy
Introduction to Business Management	Principles of Purchasing and Supply Chain Management
Cost and Management Accounting	Warehouse and Stores Management
Introduction to Logistics	Introduction to Business Economics
YEAR TWO (2)	
First Semester	Second Semester
<i>Communication Skills</i>	<i>Communication Skills</i>
<i>Integral Development of the Human Kind</i>	<i>Business Communication II</i>
<i>Business Research Methods</i>	Leadership
<i>Business Communication I</i>	Negotiation in Purchasing and Supply
Production and Quality Management	Legal Aspects in Purchasing and Supply Chain Management
Entrepreneurship	Clearing and Forwarding Management
Managing Stores and Inventory	Quantitative Techniques
Principles of Marketing	Transport Fundamentals
Case Study Workshop I	Case Study Workshop II
YEAR THREE (3)	
First Semester	Second Semester
<b>Public procurement I</b>	International Business and Trade
Management Information System	Sustainable Supply Chain Management
Finance for Purchasers	Global Purchasing and Supply Chain Management
Operations Management	Performance Management
Marketing Management	Logistics and Physical Distribution Management
Corporate Governance and Ethics	Business Plan I
Project Management	Intro. To microfinance
Procurement Research Project I	Procurement Research Project II
Year Four (4)	
First Semester	Second Semester
Strategic Management	Risk Management
Business Plan II	Strategic Supply Chain Management
Public Procurement II	Contract Management
Strategic Financial Management	<b>E– commerce</b>
<b>Simulation modeling Analysis</b>	Strategic Customer Relationship Management
Academic Writing	Dissertation



**DEPARTMENT OF ACCOUNTING, BANKING AND FINANCE**  
**CERTIFICATE, DIPLOMA, AND BACHELOR OF SCIENCE IN ACCOUNTING AND FINANCE**

These undergraduate courses are designed for those wishing to serve both the public and private sectors as financiers and accountants. They aim to provide students with a strong background in the rules and regulations of accountancy and finance while also building the students' overall academic capacity and integrity.

**ENTRY REQUIREMENTS**

**Certificate** (1 year): Three (3) WASSCE credits (or 3 G.C.E. 'O' Levels).

**Diploma** (2 years): Four (4) WASSCE credits (or 4 G.C.E. 'O' Levels). including English Language.

**Bachelor of Science** (4 years in total): Five (5) WASSCE credits (or G.C.E. 'O' Levels) including English Language.

**COURSE STRUCTURE**

**Certificate** (Year 1),

**Diploma** (Years 1 and 2) and

**Bachelor of Science** (4 years in total)

All UNIMAK students receive the same foundation courses irrespective of their specific fields of study.

Each foundation course module includes 2 credit hours of instruction and students are expected to undertake an additional 45 hours study in preparation for presentations and the module assignment.

In addition, towards the end of years two (2) and four (4) students submit a dissertation (supervised by a lecturer in the department) on a topic of the student's choice, related to a broad area within their programme of study.

<b>FIRST YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
University Studies	University Studies
Communication Skills I	Communication Skills I
Mathematics	Introduction to Computer Studies
Social Research	Phenomenology of Religion
Fundamental Ethics	Corporate Strategy
Principles of Cost Accounting I	Business Statistics
Financial Accounting I	Introduction to Personnel Management
Management Principles	Introduction to Business Economics
Computer Application in Accounting	Financial Accounting II
Introduction to Business Management	
<b>SECOND YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Communication Skills II	Communication Skills II
Integral Development of humankind	Logic and Critical Thinking
Entrepreneurship	Business Law
Business Research Methods	Auditing and Assurance I
Principles of Marketing	Financial Management I
Accountant in Business	Quantitative Techniques
Business Communication I	Taxation I
Cost and Management Accounting 2	Business Communication II
Micro Economics	Macro Economics
	Leadership
	Business Research Tutorial
<b>THIRD YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Communication Skills III	Financial System
	Introduction to Microfinance
Project Management	Public Sector Accounting
Financial Management II	Financial Reporting I
Management Information Systems (MIS)	Performance Management for Accountant
Auditing and Assurance II	Corporate Finance
Taxation II	Business Plan I
Marketing Management	



<b>FOURTH YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Business Plan II	Accounting Theory
Academic Writing	Financial Reporting III
Auditing and Assurance III	Procurement, Logistics and Supply Chain Management
Public Finance	Company Law
Financial Reporting II	Taxation III
Financial Management III	Dissertation and business Plan Tutorial

## CERTIFICATE, DIPLOMA, AND BACHELOR OF SCIENCE IN BANKING AND FINANCE

These undergraduate courses are designed for those wishing to serve both the public and private sectors as financiers and accountants. They aim to provide students with a strong background in the rules and regulations of accountancy and finance while also building the students' overall academic capacity and integrity.

### ENTRY REQUIREMENTS

**Certificate** (1 year): Three (3) WASSCE credits (or 3 G.C.E. 'O' Levels).

**Diploma** (2 years): Four (4) WASSCE credits (or 4 G.C.E. 'O' Levels). including English Language.

**Bachelor of Science** (4 years in total): Five (5) WASSCE credits (or G.C.E. 'O' Levels) including English Language.

### COURSE STRUCTURE

**Certificate** (Year 1),

**Diploma** (Years 1 and 2) and

**Bachelor of Science** (4 years in total)

All UNIMAK students receive the same foundation courses irrespective of their specific field of study.

Each foundation course module includes 2 credit hours of instruction and students are expected to undertake an additional 45 hours guided study in preparation for presentations and the module assignment.

In addition, towards the end of years two (2) and four (4) students submit a dissertation (supervised by a lecturer in the department) on a topic of the student's choice, related to a broad area within their programme of study.

## COURSE OUTLINE      **Banking and Finance**

<b>FIRST YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
University Studies	University Studies
Communication Skills I	Communication Skills I
Mathematics	Introduction to Computer Studies
Social Research	Phenomenology of Religion
Fundamental Ethics	Corporate Strategy
Principles of Banking I	Financial Intermediation I
	Business Statistics
Fundamental of Accounting	Introduction to Economics
Law related to Banking	Introduction to Personnel Management
Computer Application in Accounting	Principles of finance
<b>SECOND YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Communication Skills II	Communication Skills II
Integral Development of humankind	Logic and critical thinking
Entrepreneurship	Business Communication II
Business Research Methods	Auditing and Assurance I
Principles of Banking II	Financial Management I
Financial Intermediation II	Quantitative Techniques
Banking Operations	Taxation I
Micro Economics	Macro Economics
Business communication I	Leadership
	Business Research Tutorial



<b>THIRD YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Communication Skills III	Financial Systems
Politics and Religion	Investment Management
Fundamental of Features and Market	Corporates finance
Marketing Management	International Business and Trade
Elements of Economics	Principles of Finance II
Financial Management II	Introduction to Micro Finance
Taxation II	Business Plan I
	Econometrics
<b>FOURTH YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Business Plan II	E-Commerce and Online Banking
Accademic Writing	Banking and Customer Service Management
Micro Finance II (Portfolio Mgt)	Micro Finance III (Governance)
Banking Operations II	Risk Management
Monetary Economics	Procurement , Logistics and Supply Chain Management
Managerial Economics	Company Law
	Business Plan and Dissertation Tutorial

## DEPARTMENT OF BUSINESS ADMINISTRATION

### CERTIFICATE, DIPLOMA & BACHELOR OF BUSINESS ADMINISTRATION

These undergraduate programmes are designed for those wishing to serve in the business administration and management sector. They aim to provide a general introduction to the principles and practice of business administration and management while, at the same time, building students' overall capacity and integrity.

#### ENTRY REQUIREMENTS

**Certificate** (1 year): Three (3) WASSCE credits (or 3 G.C.E. 'O' Levels).

**Diploma** (2 years): Four (4) WASSCE credits (or 4 G.C.E. 'O' Levels). including English Language.

**Bachelor of Science** (4 years in total): Five (5) WASSCE credits (or G.C.E. 'O' Levels) including English Language.

Candidates with H.T.C. Secondary and 'A' Levels will also be considered.

#### COURSE STRUCTURE

**Certificate** (Year 1),

**Diploma** (Years 1 and 2)

**Bachelor of Science** (4 years in total)

All UNIMAK students offer the same foundation Courses irrespective of their specific fields of study.

Each foundation course module includes 2 credit hours of instruction and students are expected to undertake an additional 45 hours guided study in preparation for presentations and the module assignment.

In addition, towards the end of years two (2) and four (4) students submit a dissertation (supervised by a lecturer in the department).on a topic of the student's choice, related to a broad area within their programme of study.



## COURSE OUTLINE: Business Administration and Management

<b>FIRST YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Introduction to University Studies	Introduction to University Studies
Communication Skills I	Communication Skills II
Mathematics	Introduction to Computer Studies
Social Research	Phenomenology of Religion
Fundamental Ethics	Corporate Strategy
Introduction to Human Resource Management	Introduction to Sales and Sales Management
Introduction to Business Administration and Management	Business Economics
Fundamentals of Accounting	Business Statistics
Management Principles	Intermediate Accounting
	Introduction to Personnel Management
<b>SECOND YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Communication Skills II	Communication Skills II
Integral Development of humankind	Logic and Critical Thinking
Entrepreneurship	Business Communication II
Business Research Methods	Business Analysis and Valuation
Principles of Marketing	Financial Management
Business Finance	Quantitative Techniques
Business Communication I	Leadership
Micro Economics	Business Law
	Macro Economics
	Business Research Tutorial
<b>THIRD YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Communication Skills III	
	Introduction to Micro finance
Project Management	Financial Systems
Operations Management	Advanced Accounting
Marketing Management	Business Plan I
Management Information Systems (MIS)	Development Economics
Business Ethics and CSR	International business and Trade
Principles of Taxation	
<b>FOURTH YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Business Plan II	E-Commerce and Online Banking
Academic Writing	Customer Service Management
Strategic Management	Cost and Management Accounting
Auditing and Assurance	Procurement, Logistics and Supply Chain Management
Managerial Economics	Company law
	Risk Management
	Dissertation and Business Plan Tutorial

## ASSESSMENT

Continuous assessment of assignments, essays, attendance, class participation, group and class presentations and final written examinations comprise the bulk assessment. Students must pass the final exam to receive a passing grade in the course.



**DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**  
**CERTIFICATE DIPLOMA & BACHELOR OF SCIENCE IN HUMAN RESOURCE MANAGEMENT**

These undergraduate courses are designed for those wishing to serve both the public and private sectors as human resource managers. They aim to provide students with a strong background in organizational structure and management while also building the students' overall academic capacity and integrity.

**ENTRY REQUIREMENTS**

**Certificate** (1 year): Three (3) WASSCE credits (or 3 G.C.E. 'O' Levels).

**Diploma** (2 years): Four (4) WASSCE credits (or 4 G.C.E. 'O' Levels). including English Language.

**Bachelor of Science** (4 years in total): Five (5) WASSCE credits (or G.C.E. 'O' Levels) including English Language.

**COURSE STRUCTURE**

**Certificate** (Year 1),

**Diploma** (Years 1 and 2) and

**Bachelor of Science** (4 years in total)

All UNIMAK students receive the same foundation courses irrespective of their specific field of study.

Each foundation course module includes 2 credit hours of instruction and students are expected to undertake an additional 45 hours guided study in preparation for presentations and the module assignment.

In addition, towards the end of years two (2) and four (4) students submit a dissertation (supervised by a lecturer in the department) on a topic of the student's choice, related to a broad area within their programme of study.

**COURSE OUTLINE**

**Human Resource Management**

<b>FIRST YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Introduction to University Studies	Introduction to University Studies
Communication Skills I	Communication Skills II
Mathematics	Introduction to Computer Studies
Social Research	Phenomenology of Religion
Fundamental Ethics	Corporate Strategy
Introduction to Business Administration and Management	Business Statistics
Introduction to Human Resource Management	Introduction to Personnel Management
Office Administration	Introduction to Public Administration
Management Principles	Introduction to Business Economics
Fundamentals of Accounting	
<b>SECOND YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Communication Skills II	Communication Skills II
Integral Development of humankind	Logic and Critical Thinking
Entrepreneurship	Negotiation Skills for managers
Business Research Methods	Business Analysis and Valuation
Organizational Behaviour and Culture	Financial Management I
Management and Organizational Development	Quantitative Techniques
Principles of Marketing	Leadership
Business Communication I	Macro Economics
	Business Communication II
	Business Law
	Business Research Tutorial



<b>THIRD YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Communication Skills III	Sales and Salesmanship
Politics and Religion	Introduction to Micro Finance
Project Management	Reward Management
Operations Management	Change Management
Marketing Management	Performance Management
Management Information Systems (MIS)	Business Plan I
Business Ethics and CSR	Development Economics
Management Theory and Practice	

<b>FOURTH YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Business Plan II	Organizational Theory
Academic Writing	Environmental Management
Strategic Management	Policy Formulation and Analysis
Auditing and Assurance	Procurement, Logistics and Supply Chain Management
Managerial Economics	Company Law
Public Relations	Risk Management
	Dissertation and Business Plan Tutorial

FACULTY OF AGRICULTURE AND FOOD SCIENCES

DEPARTMENT OF AGRICULTURE AND FOOD SCIENCES

BACHELOR OF SCIENCE IN AGRICULTURE AND FOOD SCIENCES

ENTRY REQUIREMENTS

(4 years in total): 5 WASSCE or G.C.E. ‘O’ Levels of which at least 2 must be science subjects relating to the course of study and Diploma in Agriculture from a recognised institution.

COURSE STRUCTURE

Bachelor of Arts (4 years in total)

<b>FIRST YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
University Studies	University Studies
Communication Skills I	Communication Skills I
Mathematics	Introduction to Computer Studies
Social Research	Phenomenology of Religion
Fundamental Ethics	General and Inorganic Chemistry
Animal Anatomy and Physiology	Agro-ecology
Agricultural Biology and Botany	
Physics	
<b>SECOND YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Communication Skills II	Communication Skills II
Integral Development of humankind	Logic and Critical Thinking
Agricultural Genetics	Herbaceous Crops Cultivation
Agricultural Economics and Statistics	Soil biochemistry and fertility
Organic Chemistry	Agricultural Microbiology
Zootechnics and Animal Husbandry	Farm Structures



<b>THIRD YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Communication Skills III	Communication Skills III
Farm Management	Agricultural Laws, Rules, and Regulations
Tree Crops Cultivation	Renewable Energy Sources
Agricultural Entomology	Food/Feed Chemical Analysis
Plant Pathology	Food/Feed Microbiology Analysis
Agricultural Machinery and Farm Equipment	
<b>FOURTH YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Water Resources Planning and Management	Human Nutrition
Agricultural Policy	Food Integrated Pest Management
Poultry Management, Small Ruminants, and Fish Farming	Food Processing and Agro-Industries
Rural Landscape Planning and Design	Thesis Activities
Project planning and management	

Each foundation course module includes 2 credit hours of instruction and students are expected to undertake an additional 45 hours guided study in preparation for presentations and the module assignment. In addition, towards the end of years two (2) and four (4) students submit a dissertation (supervised by a lecturer in the department) on a topic of the student's choice, related to a broad area within their programme of study.

## **Diploma program in Agriculture and Food Sciences**

### **Preamble**

Agriculture is a live science that deals with the production and management of plants and animals and their related facets in our everyday existence for the use of human beings as either food or non-food. It caters to satisfy every living person as a basic human right need on the globe.

The support and promotion of agriculture in learning institutions and the practical production activities serve as a basic essential step in achieving one of the pillars for the holistic human development index across the world.

The program is meant to develop the skills, knowledge and basic techniques of the students as a career and as an entry point to higher academic achievement in the field of study.

### **Aims**

The study will enable the students to acquire meaningful knowledge, skills and basic techniques to carry out practical agricultural production, transformation and management of resources for economic and sustainable returns that could improve their lives and the communities.

The program is meant to improve the academic ability of students for further pursuance in education in the field of agriculture.

### **Objectives**

The program caters to provide practical skills and techniques in agricultural production to achieve economically sustainable outcomes by the students and the general community.

To create means of providing employment opportunities through the practical engagement of graduates at the end of the training program.

To create an opportunity to scale up the knowledge base of agricultural students to enable them to continue with their studies to higher levels after the diploma program.

To fill in the man-power gap between the practical agricultural production and the theoretical aspects.

### **Entry qualification**

Applicants should have four WASSCE credits or GCE 'O' level including English Language together with any one Science subject (Mathematics, Biology, Chemistry, Physics, Core Science, Agriculture and Statistics) in not more than two sittings.

### **Program duration**

Two (2) years during which all practical agricultural supervised field activities MUST be completed.



Program content

Diploma in Agriculture

First Year, First Semester

No	Course code	Course title	Total credit	Course Title
1	DIA 111	Introduction to Agriculture	2	University Studies
2	DGB 112	General Biology	3	Communication Skills I
3	DCP 113	Crop Production 1 and Crop Protection 1	4	Mathematics
4	DIF 114	Introduction to Forestry	3	Social Research
5	DGM 117	General Mathematics	4	Fundamental Ethics
6	DGP 118	General Physics	4	Introduction to Computer Studies
7	DGC119	General Chemistry	4	
8	DFP 112	Farm Practice	5	
9	DFP 113	Introduction to Food processing and preservation	3	
	Total		32	

First Year, Second Semester

No	Course code	Course title	Total credit	Course Title
1	DSS 121	Introduction to Soil Science	3	University Studies
2	DAP 122	Animal Nutrition/Pasture Management	3	Communication Skills I
3	DPM 123	Farm Production and Management	3	Phenomenology of Religion
4	DAE 124	Introduction to Agric. Extension	2	Logic and Critical Thinking
5	DAF 125	Agro-Forestry Systems and their Management	3	
6	DFM 126	Farm Machinery and Mechanics	3	
7	DCB 127	Crop Botany	4	
8	DAC 128	Agro-climatology	2	
9	DFP 129	Farm Practice	5	
	Total		28	

Second Year, First Semester

No	Course code	Course title	Total credit	Course title
1	DAP 211	Animal Anatomy, Physiology and Production 1	5	Communication Skills II
2	DAE 215	Introduction to Agriculture Economics and Entrepreneurship	4	Integral Development of humankind
3	DEP 214	Extension, planning and evaluation	3	
4	DFP 213	Introduction to chemical food analysis, processing and preservation	3	
5	DFM 216	Farm machinery and mechanics	3	
6	DAA 217	Introduction to Aquaculture and Apiculture	3	
7	DSN 218	Soil fertility and plant nutrition	3	
8	DFP 219	Farm practice	5	
9	RPW 130	Research and Project Writing	2	
	Total		31	



### Second Year, Second Semester

No	Course code	Course title	Total credit	Course title
1	DCP 221	Crop production and Protection 2	5	Communication Skills II
2	DAP 222	Animal production 2	4	Logic and Critical Thinking
3	DSW 223	Introduction to soil and water engineering	3	
4	DSE 224	Social and environmental science for Agriculture	3	
5	DBC 226	Biochemistry	3	
6	DIS 116	Introduction to Survey, Land Development and Farm structures	4	
7	DFP 225	Farm practice	5	
8	DDP	Dissertation – project	5%	
	Total		27	

## **FACULTY OF SOCIAL SCIENCES**

### **DEPARTMENT OF DEVELOPMENT STUDIES**

#### **SHORT TERM COURSES, CERTIFICATE, DIPLOMA, BACHELOR OF ARTS & MASTER OF ARTS**

The Department of Development Studies is committed to achieving UNIMAK's goals for the development of the human person in a way that is qualitative, affordable and convenient to the students. We offer short term courses, certificate, diploma, BA level programmes as well as Masters in Sustainable Development.

Our aim is to train students to recognize and critically analysis the development problems of their communities and design a combination of development strategies that will provide effective solutions to these problems.

Our development studies programme at UNIMAK is designed specifically for those who are:

Employed in public sector services and NGOs who are eager to keep up with best practices from around the globe.

Policy makers who are looking to update their knowledge and sharpen their skills in development, communication, and research.

Project/program directors/consultants looking to gain a deeper understanding of the critical issues in development and research.

### **ENTRY REQUIREMENTS**

**Short Term Courses** (10 weeks):

**Certificate** (1 year): Three (3) WASSCE credits (or 3 G.C.E. 'O' Levels).

**Diploma** (2 years): Four (4) WASSCE credits (or 4 G.C.E. 'O' Levels) including English Language.

**Bachelor of Science** (4 years in total): Five (5) WASSCE credits (or G.C.E. 'O' Levels) including English Language.

**Masters** (18mths): A 2:1 or above degree from a recognized university, or its equivalent.

### **COURSE STRUCTURE FOR DEVELOPMENT STUDIES**

All UNIMAK students offer the same foundation courses irrespective of their specific fields of study.

Each foundation module includes 2 credit hours of instruction and students are expected to undertake an additional 45 hours guided study in preparation for presentations and modular assignment.

In addition, towards the end of years two (2) and four (4) students submit a long essay or dissertation (supervised by a lecturer in the department) on a topic of the student's choice, related to a broad area within their programme of study.



**SHORT TERM COURSES IN ENTREPRENEURSHIP, LOGISTICS, SUPPLY CHAIN MANAGEMENT & COMMUNITY DEVELOPMENT TRAINING**

**COURSE OUTLINES**

<b>A. , LOGISTICS, AND SUPPLY CHAIN MANAGEMENT</b>
1. Entrepreneurial Skills
2. Stores Management and Procurement
3. Leadership Skills
4. Project Cycle Management
5. Financial Management and Managerial Skills
6. Participatory Rural Appraisal & Participatory Learning Appraisal Tools
7. Good Governance and Human Rights
8. Communication Skills
9. Logistics and Supply Chain Management
10. Basic Accounting
11. Principles of Marketing

<b>B. COMMUNITY DEVELOPMENT STUDIES</b>
1. Participatory Rural Appraisal & Participatory Learning Appraisal Tools
2. Leadership Skills
3. Project Cycle Management
4. Food Sovereignty, Security and Agriculture
5. Good Governance and Human Rights
6. Adult Education
7. Report Writing and Communication Skills
8. Gender Issues
9. Peace and Conflict Studies
10. Financial Management and Management skills

<b>c. Human Resources Management</b>
1. Recruitment and Selection
2. Employee Relations
3. Health, safety and welfare management
4. Stress Management
5. Report writing and communication skills
6. Leadership skills
7. Good governance
9. Project cycle management
10.Principles of Marketing
11. Financial Management and Managerial skills

***D. Monitoring and Evaluation***



**COURSE OUTLINE – CERTIFICATE, DIPLOMA, DEGREE  
DEVELOPMENT STUDIES**

<b>FIRST YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Introduction to University Studies	Introduction to University Studies
Communication Skills I	Communication Skills I
Mathematics	Introduction to Computer Studies
Social Research	Phenomenology of Religion
Fundamental Ethics	Logic and Critical thinking
Introduction to Politics and Democracy	Communication Skills for Democracy and Development
Introduction to Development	Introduction to Project Management

<b>SECOND YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Communication Skills II	Communication Skills II
Integral Development of HumanKind	
Education for Democracy and Development	Community and Rural Development
Development Economics I	Introduction to Peace and Conflict Studies
International Relations	Development Economics II
	Development and Leadership
<b>THIRD YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Communication Skills III	Communication Skills III
Sociology of Development	Food Security, Food Sovereignty and Agriculture
Cultural Anthropology	Public Health and Development
Development Research	Participatory Planning Tools
Adult Education	Social Policy Analysis I
Statistics for Social Science	Human Development Theories
	Project planning tools
<b>FOURTH YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Social Policy Analysis II	Macroeconomic Policy Analysis
Applied Research	Procurement, logistics and supply chain management
Disaster management and Corporate Citizenship	Entrepreneurship and Administration
Human Resource Management	Dissertation Support
Microfinance in Developing Countries	Project planning and management
Rural Poverty and Development	

**ASSESSMENT**

Continuous assessment of assignments, essays, attendance, class participation, group and class presentations and final written examinations comprise the bulk assessment. Students must pass the final exam to receive a passing grade in the course.



## MASTER OF ARTS IN SUSTAINABLE DEVELOPMENT

### Mission Statement

We are committed to quality education that addresses the human, social, political and economic development needs of Sierra Leone.

### Objectives

To create a teaching and learning environment that nurtures academic excellence.

To develop students' skills to expand the freedom (democracy) of others and promote human dignity.

To enable students to understand the holistic development of the person in the community (which at the same time respects the environment).

To provide specialised training in research and development activities.

### Aims

To enable students to:

Gain the knowledge, concepts and critical understanding appropriate to postgraduate level in human, social, political and economic sustainable and sustained development.

Deal with significant institutions, processes and policies, to compare and evaluate these phenomena and to apply specialist knowledge to case studies and policy studies.

Acquire relevant analytical, critical, communications and presentations skills in the context of their core and specialist studies, and to become familiar with central problems of research in these areas.

The development studies programmes at UNIMAK are designed specifically for those who are:

Employed in public sector services and NGOs who are eager to keep up with best practices from around the globe.

Policy makers who are looking to update their knowledge and sharpen their skills in development, communication, and research.

Project/program directors/consultants looking to gain a deeper understanding of the critical issues in development and research.

### ENTRY REQUIREMENTS

Masters (18 months) A Bachelor's Degree from a recognised university in a relevant discipline and at least one year work experience with a satisfactory interview.

1 <sup>st</sup> SEMESTER	2 <sup>nd</sup> SEMESTER
	<b>Social Sustainability</b>
Development Theories and Perspectives	Public Policy
Sustainable Economic Development	Economics of Agriculture and Rural Development
Sustainable Enterprise I	Sustainable Enterprise II: (Science and Technology for Development)
Research Design	<b>Economic Sustainability</b>
<b>3<sup>rd</sup> SEMESTER</b>	Public Policy
<b>Social Option</b>	Economics of Agriculture and Rural Development
Urban Planning for Sustainable Development	Sustainable Enterprise II: (Science and Technology for Development)
Strategic management for Sustainable Development	<b>Environmental Sustainability</b>
<b>Economic Option</b>	Public Policy
International Financial Institutions and Financing for	Economics of Agriculture and Rural Development
Strategic management for sustainable Development	Sustainable Enterprise II: (Science and Technology for Development)
<b>Environmental option</b>	
Natural Resource management	
Strategic Management for Sustainability	

Students are required to choose two (2) Modules from areas listed under this semester



**ASSESSMENT**

**There are *three components to assessment*:**

Each module is formally assessed by means of one ***5000 word assignment*** and a ***written examination***.

***Continuous assessment*** of assignments, essays, attendance, class participation, group and class presentations

***Final 12,000 word dissertation***

**POSTGRADUATE DIPLOMA (PGD):  
PROJECT PLANNING AND MANAGEMENT FOR  
DEVELOPMENT**

**Mission Statement**

We are committed to quality education that addresses the human, social, political and economic development needs of Sierra Leone.

**Objectives**

To create a teaching and learning environment that nurtures academic excellence.

To develop students’ skills to expand the freedom (democracy) of others and promote human dignity.

To enable students to understand the holistic development of the person in the community (which at the same time respects the environment).

To provide specialised training in research and development activities.

**Aims**

To enable students to:

Gain a broad understanding (appropriate to postgraduate level) of the various dimensions of development within which projects are planned and implemented.

Evaluate and apply appropriate techniques and approaches to the planning, management, monitoring and evaluation of development projects.

Acquire the analytical, critical, communications and presentations skills to undertake and present research relevant to development practice.

This PGD is designed for those engaged in the planning, implementation and management of development projects for public sector organizations, non-governmental organizations or private firms. Prior experience is assumed.

**ENTRY REQUIREMENTS**

**Diploma** (1 Year) Bachelor’s Degree from a recognised university in a relevant discipline.

**COURSE OUTLINE**

1 <sup>st</sup> SEMESTER	2 <sup>nd</sup> SEMESTER
Issues in Development	Human Security
Research and Academic Writing	Management: Human Resources
Planning and proposal writing	Management: Financial Resources
Aid, Trade, and Development Actors	Monitoring and Evaluation
Development: Economic and Financial Dimensions	Rural Poverty and Management



### ***Mission Statement***

Informed by Catholic social teaching, the University of Makeni promotes human, social, political and economic development in Sierra Leone and Africa as a whole, which at the same time respects the environment so that its resources are used for the benefit of all.

### ***Objectives***

To create a teaching and learning environment that nurtures academic excellence.

To uphold the rule of law within civil society, politics, business and religion and to build, through sensitisation, education and training, institutions that serve the common good in Africa.

To empower women in Sierra Leone in solidarity with women's global struggle for emancipation.

### ***Aim***

To combine theory and research with practical training suitable to university degree level and the award of the LLB Honours degree of the University of Makeni.

### ***ENTRY REQUIREMENTS***

To enter the university of Makeni for a course of study leading to a diploma in Law the minimum requirements for any student is the possession of four WASSCE Credits (Score of C6 or better) or equivalent, earned in no more than two sittings, one of which must be English, proven to be satisfactory by the registrar. To enter the University of Makeni for a course of study leading to a Bachelor of Laws with Honours (LLB Hons) the minimum requirements for any student is the possession of five WASSCE credits (score of C6 or better) or equivalent, earned in no more than two sittings, one of which must be English Language with a Minimum score of C5 or better, proven to the satisfaction of the Registrar. Students who do not have a C5 or better may still be admitted at the discretion of the HoD if they have a combined English and Literature score below nine, or a first degree.

Candidates with four credits (six or better) including English and a diploma in paralegal studies from the University of Makeni can also be admitted into the LLB Hons. Degree



1<sup>st</sup> YEAR

CODE	1 <sup>st</sup> SEMESTER	CODE	2 <sup>nd</sup> SEMESTER
F111	Introduction to university	F111	Introduction to university studies
F112	Communication skills	F112	Communication skills
F115	Social research	F115	Introduction: internet and computer skills
F119	Fundamental ethics	F	Phenomenology of religion
F113	Basic mathematics		
	Introduction to the Study of		Sierra Leone Legal System
NDA-LE1	Constitutional and Adminis-	NDA-LES8	Constitutional and Administrative Law

2<sup>nd</sup> YEAR

CODE	1 <sup>st</sup> SEMESTER	CODE	2 <sup>nd</sup> SEMESTER
	Communication Skills		Communication Skills
	Law of Tort		Law of Tort
	Contract Law		Contract Law
LLB1.1	Criminal Law	LLB1.5	Criminal Law
LLB1.4	Family Law /Mercantile	LLB1.2	Family Law /Mercantile Law

3<sup>rd</sup> YEAR

CODE	1 <sup>st</sup> SEMESTER	CODE	2 <sup>nd</sup> SEMESTER
	Land Law		Land Law
	Law of Equity and Trusts		Law of Equity and Trusts
	Public International and Human and Human Rights Law		Public International and Human Rights Law
	Jurisprudence		Jurisprudence
	Employment/Company Law (Optional)		Employment/Company Law (optional)
	Legal Research and Dissertation Writing ( Non Examinable)		Legal Research and Dissertation Writing ( Non-Examinable)

4<sup>th</sup> YEAR

CODE	1 <sup>st</sup> SEMESTER	CODE	2 <sup>nd</sup> SEMESTER
	Law of Evidence		Law of Evidence
	Succession and Administration of Estates		Succession and Administration of Estates
	Construction of Legal Documents		Construction of Legal Documents
	Legal Research/Dissertation Writing		Legal Research/Dissertation Writing

ASSESSMENT

Continuous assessment of assignments, essays, attendance, class participation, group and class presentations and written examinations for every module comprise the assessment. Students must pass the final exam to receive a passing grade in the course.

MARKING SCHEME

Activity	Marks
Continuous assessment	30%
Exams	70%
Total	100%

FACULTY OF LAW AND

POLITICAL SCIENCE

DEPARTMENT OF POLITICAL SCIENCE AND INTERNATIONAL STUDIES  
B.A. POLITICAL SC. AND INTERNATIONAL STUDIES

The Department of Political Science and International Studies of the University of Makeni (UniMak) is designed to offer a wide range of specialization including, Political Philosophy, Sierra Leone Politics, Comparative Politics, International Relations and Political Theory. We season up these areas of study with a substantial knowledge of global politics, public administration, public policy and public law. Our faculty is essential to the birth of a new era of leadership and cooperation in local communities, governments and international bodies. The study can help students develop good habits in their future careers and eventually guide the next generation of leaders.

Students of our department will have the opportunity to work not only in government departments, but also represent their country as Ambassadors or Diplomats, attend sessions in foreign court or work in organization whose agendas greatly bear with the interests of Political Scientists

Admission Requirements

Applicants for admission into the B.A Political Science and International Studies should have the following entry requirements: Five (5) credits including English Language and Government in WASSCE or GCE ‘O’ levels or equivalent in not more than two (2) sittings.

**Degree offered:** BA. (HONS) Political Science and International Studies



YEA R	FIRST SEMESTER					SECOND SEMESTER				
1	Code	Title of subject	Cr	Le v	Lab	Code	Title of subject	C r	Lev	Lab
FC	F101	Introduction to University Studies	2	2	0	F101	Introduction to University Studies	2	2	0
	F102	Basic Computer	2	2	0	F102	Basic Computer	2	2	0
	F103	Professional and Special Ethics	2	2	0	F104	Communication Skills	2	2	0
	F104	Communication Skills	2	2	0	F115	Social Research	2		0
						F116	Introduction to Economics	2		0
						F117	French Language I	2		0
						F118	Introduction to Sociology	2		0
						F119	Introduction to Logic	2		0
M	POLIS 101	Introduction to Political Science	3	2	0	POLIS 106	Operation of Government: The citizen and the state	3	3	0
	POLIS 102	Introduction to African Society & Politics	2	2	0					
	POLIS 103	Introduction to Public Admin- istration And management	3	2	0					
	POLIS 105	Introduction to International Rela- tion	2	2	0					

YEA R	FIRST SEMESTER					SECOND SEMESTER				
2	Code	Title of subject	Cr	Lev	Lab	Code	Title of subject	C r	Lev	Lab
FC	F119	French Language II	2		0	F119	French Language II	2		0
	F213	Communication Skills			0	F212	Phenomenology of Religion	2		0
	104P 16	Integral development of Human- Kind 2	2		0	F213	Communication Skills	2		0
M	POLIS 201	Sierra Leone Govt.& Politics	3		0	POLIS 203	Diplomatic History	3		0
	POLIS 202	Democracy and Democratiza- tion In the Developing World	3		0	POLIS 206	Political Methodology	3		0
	POLIS 203	Diplomatic History	3		0	POLIS 207	Government and Politics of African States	3		0
	POLIS 205	Foundations of Political Econ- omy	3		0					0
	POLIS 208	Constitutional Development in S/L	3		0					0

YEA R	FIRST SEMESTER					SECOND SEMESTER				
3	Code	Title of subject	Cr	Lev	Lab	Code	Title of subject	C r	Lev	Lab
FC	F117	French Language III	2		0	F117	French Language III	2		0
M	POLIS 301	Modern Political Thought	2		0	POLIS 302	Political Violence and Terrorism	2		0
	POLIS 303	Politics and Theories of Develop- ment	3		0	POLIS 304	Political Methodology II	3		0
	POLIS 305	Theory of International Relation	3		0	POLIS 306	Political Ideologies	2		0
	POLIS 307	Sierra Leone Foreign Policy	2		0	POLIS 308	International Economic Relations	2		0
	POLIS 309	Comparative Govt. & Politics	2		0					

YEAR	FIRST SEMESTER					SECOND SEMESTER				
4	Code	Title of subject	Cr	Lev	Lab	Code	Title of subject	Cr	Lev	Lab
M	POLIS 401	Pan Africanism and African Thought	2		0	POLIS 402	International Law & Diplomacy	2		
	POLIS 403	Political parties & Civil Societies Movements in Sierra Leone (Advance	2		0	POLIS 405	Leadership theory & Procedure			
	POLIS 406	Seminar on Public Law	2			PLOIS 404	Theory of European & American Politics			
						POLIS 405	The Politics of Debate			
						POLIS 406	Leadership Theory and Practice			
						POLIS 407	Seminar on Public Law			
						POLIS 408	Long Essay/Dissertation			



# BACHELOR OF ARTS

## DEGREE IN PUBLIC ADMINISTRATION AND MANAGEMENT (PAM)

This is a four year program/course that aims to combine theory, practical and research geared to award a Bachelor of Arts Degree in Public Administration and Management from the University of Makeni.

This programme extends to students the opportunity to learn key principles in public Administration and Management and ensures that practical knowledge is acquired during the course of study including internship and research of student's choice and location of engagement within Sierra Leone.

### ENTRANCE QUALIFICATION-REQUIREMENT

(a) An applicant must be a holder of five WASSCE credits including English. In exceptional cases, a holder of Four WASSCE with H.T.C will be admitted.

### (b) OTHER ADMISSION REQUIREMENTS

Applicants from non-English speaking countries must present evidence of proficiency in written and spoken English.

### OBJECTIVES / LEARNING OUTCOMES

(a) By the end of the programme, the student would have built a sound academic and professional background in the discipline of Public Administration.

(b) Equip the efficient and effective beneficiaries with the required tools, relevant skills and techniques to withstand complex challenges of Public Administration in developing countries as well as developed countries.

### STUDENT ASSESSMENT:

**a) Continuous Assessment:** continuous assessment is done throughout the semester. This include submitted written assignments, class tests, attendance etc. this constitutes 30% of the course.

**b) End of Semester Examination:** each student is required to sit for an end of the semester examination. This constitutes 70% of the total mark for each course.

**c) Internship Assessment:** each student, at the end of the second semester examination is required to go for two months internship in various administrative institutions for practice and experience. This constitutes 20% of the assessment in the final year of the course after submission of a report paper.

**d) Research Paper:** Each student is required to conduct research and write a research paper. This constitutes 20% of the final grade.

### PROGRAME EVALUATION

COURSE OUTLINE: B.A. IN PUBLIC ADMINISTRATION AND MANAGEMENT			
YEAR 1.			
1 <sup>ST</sup> SEMESTER		2 <sup>ND</sup> SEMESTER	
1.	Introduction to Public Administration and Management.	1.	Public Personnel Management
2.	Management Principles	2.	Corporate Strategy
3.	Basic Accounting	3.	Communication skill II
4.	Introduction to University Studies	4.	Business Statistics
5.	Basic Mathematics	5.	Basic computer and Internet
6.	Fundamentals of Ethics	6.	Phenomenology of Religion
7.	Communication Skills I	7.	Logic and Critical Thinking
8.	Social Research Methodology	8.	Business Management (Introduction)
9.	Classical and modern political thoughts	9	Business economics
		10	Office administration
YEAR 2			
1 <sup>ST</sup> SEMESTER		2 <sup>ND</sup> SEMESTER	
1.	Local Government and Public Participation	1.	Leadership and Communication
2.	Executive Communication	2.	Introduction to political Science
3.	Entrepreneurship	3.	Social policy and Development
4.	Micro-(Business) Economics	4.	Public finance
5.	Communication Skills III	5.	Communication skills IV
6.	Research Methodology	6.	Macro-Economics
7.	Integral Development of Mankind.	7.	Business Law
8.	Classical and Modern Political thoughts.	8.	Financial Management
9.	Principles of Public Finance.		



YEAR 3			
1 <sup>ST</sup> SEMESTER		2 <sup>ND</sup> SEMESTER	
1.	Principle of Public Administration and management	1.	Peace in Africa
2.	Local Government of Administration and Management.	2.	Communication Skill VI
3.	Management of Public Enterprise	3.	Micro-Finance (Introduction)
4.	Administrative Behaviour	4.	Development Economics
5.	Communication Skill V	5.	Business Plan I
6.	Management of Information System	6.	Public Sector Account
7.	Project Management	7.	Administrative Law and Policy
8.	Public Sector Accounting	8.	Tax Legislation and General principles.
YEAR 4			
1 <sup>ST</sup> SEMESTER		2 <sup>ND</sup> SEMESTER	
1.	Theory of Practice of Public Administration	1.	Public Policy Formation and Analysis
2.	Making Public Administration more Effective	2.	Decentralization of public Administration
3.	Strategic Management	3.	Risk Management
4.	Comparative Public Administration	4.	Company Law
6.	Academic Writing.	5.	Environmental Management
7.	Managerial Economics	6.	Procurement, Logistics of Supply chain management.
8.	Business Plan II		

### ASSESSMENT

Continuous assessment of assignments, essays, attendance, class participation, group and class presentations and final written examinations comprise the bulk assessment. Students must pass the final exam to receive a passing grade in the course.

## DEPARTMENT OF PUBLIC HEALTH BACHELOR OF SCIENCE IN PUBLIC HEALTH (B.Sc. PH)

This is a four year programme that aims to combine theory and research with practical training suitable to award a Bachelor of Science (HONS) in Public Health from the University of Makeni. This program is a multidisciplinary, flexible degree that provides students with the opportunity to learn key principles in public health, health programmes and policy leading to a wide range of careers in a health field. The degree is approved by TEC and supported by many foreign academic institutions such as the University of Cambridge (UK), the University of Roma Tor Vergata (Italy) and the University of San Pablo (Spain).

### ENTRY REQUIREMENTS

An applicant must be a holder of 5 WASSCE or equivalent exams including English Language (score  $\leq$  "5") and biology, chemistry, physics/core science, additional mathematics, health science.

### COURSE STRUCTURE

**Bachelor of Science (HONS) Public Health Major in Epidemiology (4 years Total)**

**Bachelor of Science (HONS) Public Health Major in Medical Laboratory Sciences (4 years Total)**

All students receive the same foundation courses irrespective of their specific fields of study.

Each foundation course module includes 2 credits hours of instruction and students are placed for internship at the end of year 2 , 3 and 4.

In addition, at the end of year four (4), students submit a dissertation (supervised by a lecturer in the department) on a topic of the student's choice, related to a broad area within their programme of study.



COURSE OUTLINE: BSc. (HONS) Public Health Major in Epidemiology

Year 1	
1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
Medical Physic and Biophysics	Environmental Health
Chemistry	Behaviour and Cultural Issues in Health Care
General Mathematic	Introduction to Computer Science and Internet I
Introduction to Computer Science and Internet I	Phenomenology of Religion
Structural, Functional Organization and physiology of Animal and Plant Cells	Communication Skills
Introduction to Public Health	Social Research Methods
Context of health care delivery	University Studies
Communication Skills	Medical Sociology and Psychology
Fundamental Ethics	
University Studies	
Year 2	
1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
Anatomy	Communicable and non Communicable disease
Physiology	Communication Skills
The Microbial World (Microbiology	Molecular Biology
Immunology	Health structures, sectors and policy
Medical Biochemistry	Introduction to Food and Human Nutrition
Epidemiology	Biostatistics I
Water security and Sanitation	Introduction To Health system strategies and Management
Communication Skills	Reproductive, Maternal and Child Health
Integral Development of Human Kind	Health Education and Promotion
	Internship II
Year 3	
1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
Metabolic Biochemistry of Human Disease	Public Health Disaster and Emergency management
Communication Skills	Communication Skills
Development and Implementation of Standard Operation Procedure (SOP)	Infection Prevention and Control
Social, Political and Ethical issues in Public Health	Epidemiology II/Surveillance and Disease Control
Occupational Health and Safety	General Toxicology
Waste management	Pharmacology and Pharmacovigilance
Environmental Pollution, impact Assessment and control	Planning and Evaluation of Public Health Programs
	Field Attachment Internship
Year 4	
1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
Public health law and International health regulations	Mental Health
Research Methodology	Health Information Systems and Application
Biostatistics II	Project Planning and Management
Research Project: Development and Data Collection	Health Economics
	Research Project: Analysis, Write up, submission And Defence



COURSE OUTLINE: BSc. (HONS) Public Health Major in Medical Laboratory Sciences (4 years Total)

Year 1	
1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
Medical Physic and Biophysics	Environmental Health
Chemistry	Behaviour and Cultural Issues in Health Care
General Mathematic	Introduction to Computer Science and Internet I
Introduction to Computer Science and Internet I	Phenomenology of Religion
Structural, Functional Organization and physiology of Animal and Plant Cells	Communication Skills
Introduction to Public Health	Social Research Methods
Context of health care delivery	University Studies
Communication Skills	Medical Sociology and Psychology
Fundamental Ethics	
University Studies	
Year 2	
1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
	Communicable and non Communicable disease
Anatomy	
Physiology	Communication Skills
The Microbial World (Microbiology	Molecular Biology
Immunology	Health structures, sectors and policy
	Introduction to Food and Human Nutrition
Medical Biochemistry	
Epidemiology	Biostatistics I
Water security and Sanitation	Introduction
	To Health system strategies and Management
Communication Skills	Reproductive, Maternal and Child Health
Integral Development of Human Kind	Health Education and Promotion
	Internship II
Year 3	
1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
Metabolic Biochemistry of Human Disease	Clinical Bacteriology, Parasitology
Forensic Science	Clinical Immunology and Virology Techniques in laboratory
Infection Prevention Control	Clinical Molecular Biology and Biochemistry
Development and Implementation of Standard Operation Procedure (SOP)	Infection Prevention Control
Social, Political and Ethical issues in Public Health	General Toxicology
Communication Skills	Pharmacology and Pharmacovigilance
Laboratory Biosafety, Organization and management	Public Health Disaster and Emergency management
Fundamentals of Medical Laboratory Technology	Introduction to Haematology & Histology
Introduction to Medical Laboratory Technology	Communication Skills
	Junior Laboratory Rotations
Year 4	
1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
Public health law and International health regulations	Health Information Systems and Application
Research Methodology	Project Planning and Management
Biostatistics II	Health Economics
Senior Clinical Microbiology, Parasitology, Biochemistry, Molecular Biology and Immunology Rotation	Senior Biochemistry, Molecular Biology and Immunology Rotation II
	Senior Microbiology and Parasitology Rotation
	Research Project: Data Collection, Analysis, Write up, submission And Defence

ASSESSMENT

Students will be examined in all the subjects by way of written examinations papers and continuous assessment at the end of each semester. Continuous assessment includes attendance, tests and assignments which carry 30% and the written examination carries 70%. The academic year comprises two semesters.



3 <sup>rd</sup> YEAR			
CODE	1 <sup>st</sup> SEMESTER	CODE	2 <sup>nd</sup> SEMESTER
PH	Primary Health Care	PH	Community placement
PH	The Environment and Health	PH	
PH	Health informatics	PH	Occupational health and safety
PH		PH	Mental Wellbeing
PH	Child and Adolescent Health	PH	Health care management
PH	Food security and safety	PH	Reproductive health
4 <sup>th</sup> YEAR			
CODE	1 <sup>st</sup> SEMESTER	CODE	2 <sup>nd</sup> SEMESTER
PH	Built environment	PH	Disaster preparedness & management
PH	Project & Planning Management	PH	PH Policy
PH	Research methods for PH	PH	Evaluating PH programmes
PH		PH	Research & dissertation support

FACULTY OF INFORMATION AND TECHNOLOGY
DEPARTMENT OF INFORMATION TECHNOLOGY

CERTIFICATE, DIPLOMA, HIGHER DIPLOMA AND BACHELOR OF SCIENCE IN COMPUTER SCIENCE

ENTRY REQUIREMENTS

- Certificate** (1 year): Three (3) WASSCE credits (or 3 G.C.E. ‘O’ Levels).
- Diploma** (2 years): Four (4) WASSCE credits (or 4 G.C.E. ‘O’ Levels). including English Language.
- Higher Diploma** (3 years): four (4) WASSCE credits (or GCE ‘O’ Levels) including English Language.
- Degree level** ( Years 1, 2, 3 and 4) 4 WASSCE including English Language.

COURSE STRUCTURE

- Certificate** (Year 1),
- Diploma** (Years 1 and 2) and
- Higher Diploma** (Years 1, 2, and 3).
- Degree level** ( Years 1, 2, 3 and 4).

All UNIMAK students receive the same foundation courses irrespective of their specific fields of study.

Each foundation course module includes 2 credit hours of instruction and students are expected to undertake an additional 45 hours guided study in preparation for presentations and the module assignment.

In addition, towards the end of years two (2) and four (4) students submit a dissertation (supervised by a lecturer in the department) on a topic of the student’s choice, related to a broad area within their programme of study.

INFORMATION TECHNOLOGY

Course Curriculum

YEAR 1		YEAR 2	
SEMESTER- 1	SEMESTER- 2	Semester -1	Semester-2
University Studies	C Language Theory	Communication Skills	Programming in Java
Communication skills	C Language Lab	Integral Development of Humankind	Programming in Java Lab
Basic Mathematics	Communication Skills	Programming in C++ THEOREY	Computer Operating System
Social Research	Phenomenology of Religion	Programming in C++ Lab	System Analysis and Design
Fundamental Ethics	Electronics	Data Communication& Networking	Digital Logic and Design
INTRODUCTION TO COMPUTER STUD-IES	University Studies	Data Structure & Algorithm	Communication Skills
INTRODUCTION TO COMPUTERS Lab	Mathematics for Computer Science	Accounting for Non-Accountants	Linear Statistics
PRINCIPLES OF PROGRAMMING LAN-GUAGES	Physics	Computer Maintenance and Administration	professional and ethical issues in IT
Discrete Structures	Logic and Critical Thinking		



Year-3	
Semester -1	Semester-2
VB.NET Theory	C#.NET THEOREY
VB.NET Lab	C#.NET LAB
RDBMS Theory	SPSS LAB&&THEOREY
RDBMS Lab	ASP.NET THEOREY
Computer Architecher&&Organization	ASP.NET LAB
Artificial Intelligence	E –Commerce
Computer Network Security	Research Methodology
Software Engineering	Distributed And Concurrent System

Year-4	
Semester -1	Semester-2
Computer Graphics theory	php programming
Computer Graphics Lab	php lab
IT Business strategies & Ms-project	mobile computing
Productions & operations Management	IT management and Entrepreneurship
Web Technology &Internet theory	Project/dissertation write up
Web Technology &Internet Lab	
Data Mining And Data Warehousing	
Multimedia Technologies	

## Department of Mass Communication

### Mission Statement

Informed by Catholic Social Teaching, the University of Makeni promotes human, social, political and economic development in Sierra Leone and Africa as a whole, which at the same time respects the environment so that its resources are used for the benefit of all.

### Objectives

To create a teaching and learning environment that nurtures academic excellence.

To uphold the rule of law within civil society, politics, business and religion and to build, through sensitisation, education and training, institutions that serve the common good.

To empower women in Sierra Leone in solidarity with women's global struggle for emancipation.

### Aim

To combine theory and research with practical training suitable to university degree level and the award of the BA degree of the University of Makeni

### ENTRY REQUIUREMET

**BCertificate** (1 year): Three (3) WASSCE credits (or 3 G.C.E. 'O' Levels).

**Diploma** (2 years): Four (4) WASSCE credits (or 4 G.C.E. 'O' Levels). including English Language.

**Higher Diploma** (3 years): four (4) WASSCE credits (or GCE 'O' Levels) including English Language.

**Degree level** ( Years 1, 2, 3 and 4) 4 WASSCE including English Language.

### YEAR 1 Semester 1

#### Foundation Courses

Course	Module	Credit
FIII	Introduction to University Studies	2
	Communication Skills 1	2
	Basic Mathematics	2
	Social Research	2
	Fundamental Ethics	2

#### Core Courses

Course	Module	Credit
MSC	Introduction to Image and photog-	3
	Introduction to Literature	3
	Introduction to Journalism I	3
	Introduction to Media Languages	3
	Introduction to Performance/Practical	3

### Year One Semester II

#### Foundation Courses

Course Code	Module	Credit hours
	Critical thinking and Logic	2
	Social Research II	2
	Communication Skills	2
	Intro to Computer	2
	Social Studies	2

#### Core Courses

Course Code	Module	Credit Hours
	History of Media	3
	News Gathering and Writing	3
	Introduction to Film Theories	3
	Introduction to Image and Photography II	3
	Introduction to Journalism II	3
	Intro to Literature	3



## YEAR 2 Semester I Foundation Courses

Course	Module	Credit hours
	Communication Skills	2

## Core Courses

Course	Module	Credit
	Media Law and Ethics	3
	Introduction to Performance	3
	Media Research I	3
	Video Basics	3
	Community Development	3
	News Gathering & Writing	3
	Culture, Communication and So-	3
	Public Relations and Advertising	3
	Community Media I	3

**YEAR 3**  
**Semester V**  
**Core Courses**

Course Code	Module	Credit hours
	Social Systems and Trends in the World Today	3
	Mass Media Theories	3
	General Semiotics	3
	Media Law and Ethics	3
	Psychology of Communication	3
	Journalism and Human Rights	3
	Media Research Methods	3

## Foundation Courses

Course	Module	Credit hours
	Communication Skills	2

## Semester IV

Course	Module	Credit
	Media Research II	3
	Introduction to Video Basics II	3
	Introduction to Development Communication	3
	Methods and Sources of News gathering	3
	Sociology: Theories and Perspectives	3
	Intro to Intellectual Property law	3
	Introduction to Community Media II	3

## SELECTIVES

Area courses (3 credits) Chosen from among the following according to area of specialisation.

# Electronic Media

SCA 104      broad casting      3 credits

## PR & Advertising

**3 credits**

## Development Communication

**3 credits**

## SHORT BREAK

**SCA 124A Media House Visitation (two weeks) 6 credits**

## Semester VI

## Core Courses

Course Code	Module	Credit hours
	Media Management	3
	Principles of Economics	3
	Mass Media Theories	3
	Seminar in Media Research	3
	Media Law and Ethics II	3

<b>FOURTH YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Radio Broadcasting II	Radio Broadcasting II
Video and Television	Print Media and Journalism III
Advanced Advertising and Public Relations	Ethics and Communication II
Print Media	Human Communication
Media Planning and Management	Desktop Publishing
Globalized Media	
Media Economics	



**Faculty of education**  
**Education department**  
**Master's In Education (Ms. E)**

This is a one year six mouths intense programme that aims to combine theory, class room management and research with practical training and seminars throughout the course suitable to award a Master's in Education (Ms. E). These are the following areas of study in focus.

**The Master's Package**

Philosophy Of Education	Modern Teaching Methods
Psychology Of Education	Guidance And Counselling In Education
Sociology Of Education	Leadership
Financial Management Of Schools	Communication Skills
Early Childhood Education	Human Rights And Value Education
Curriculum And Teaching	Research Methods
Management And Organization Development Of School	Economics Of Education
Human Resource Management And Teacher's Supervision	Education For Sustainable Development

**Added value to the master's programme**

**Available Resources**

**Field Work**

**Well - Equipped Library**

**Internships**

**On - Line Library: Alexandria Bibliotheca & JSTOR**

**Clinical Counselling**

**Well – Equipped Computer Labs**

**Laboratory Sessions**

**Conducive Classrooms**

**Skills For Special Needs**

**Magnificent Auditorium and MORE.....**

**Post-Graduate Diploma In Education**

This is a one year intense programme that aims to combine theory, class room management and research with practical training and teaching practice programme throughout the course suitable to award a Postgraduate Diploma in Education (PGDE).

**Package for Post-Graduate Diploma in Education**

No	First semester	Second semester
	Psychology Of Education	Educational Media & Technology
	Principles of Classroom Management	Educational administration
	Sociology of Education	Curriculum Theories & Practice
	Comparative Education	Guidance and counselling
	Education statistics	Philosophy Of Education
	Principles of Education and teaching methods	History of education in S/Leone
	Educational Research Methods	Educational Measurement & Evaluation
	Special Needs Education	

**3. Linguistics / Literature**

This is a four years intense programme that aims to combine theory, class room management and research with practical training and teaching practice programme throughout the course suitable to award a Bachelor's Degree in Linguistics & Literature

**Package For Linguistics/Literature**

**Year One (1)**

First & Second Semesters			
No	CODE	First semester	Second semester
		Introduction to University Studies	Communication skill II
		Basic Mathematics	Basic computer
		Fundamentals of Ethics	Phenomenology of Religion
		Communication Skills I	Logic and Critical Thinking
		Social Research Methodology	
	EDU 101	General Introduction to Education	Curriculum Studies
	EDU 102	Philosophy Of Education	Research Methods
	EDU 103	Psychology Of Education	Special Needs Education
	LING 101	Introduction To Language And Linguistics	Introduction To Language And Linguistics 2
	LING 111	Languages In Africa	Languages In Africa 2
	LIT 101	Studies In Literature	Modern Fiction
	LIT 102	Shakespearean Literature	



### Year Two (2)

First & Second Semesters			
No	CODE	First semester	Second semester
		Communication Skills	Communication Skills
		Integral Development of Humankind	Logic and Critical Thinking
	LING 201	Phonetics	Educational Teaching Methods
	LING 211	Morphology	Guidance And Counselling
	LING 221	Sociolinguistics	Measurement And Evaluation
	LING 23	S/Leone Languages (Optional)	Phonology
	LING 241	Language Policy And Planning	Syntax
	DAD 201	Some Issues In Edu And Development	Sociolinguistics 2
	DAD 211	Sociology Of Education	S/Leonean Languages 2
			Literacy And Development
			Language Policy And Planning

### Third Year

First & Second Semesters		
No	First semester	Second semester
	Communication Skills I	Communication Skills II
	English Grammar And Usage 1	English Grammar And Usage 2
	Semantics	Semantics 2
	First Language Acquisition	Second Language Acquisition
	Contrastive And Error Analysis	Pragmatics And Test Linguistics (???)
	Sierra Leonean Languages (Optional)	Sierra Leonean Languages (Optional)
	Research Methods And Field Linguistics	Dialectology

### Fourth Year

First & Second Semesters		
No	First semester	Second semester
	English Phonetics And Phonology	Seminars
	Discourse Analysis	Project / Dissertation
	Language Curriculum Design And Procedure	Comprehensive Examination
	Issues In Linguistics And Seminars	
	Psycholinguistics	
	Teaching Practice And Methodology (Field Work)	

### 4. Educational Administration and Management (B.ED)

This is a four years intense programme that aims to combine theory, class room management and research with practical training programme throughout the course suitable to award a Bachelor's Degree in Education in Educational administration and management (B.ED)

#### Package for Educational Administration and Management (B.ED)

### Year One (1)

First Semester		
No	First semester	Second semester
	General Introduction to Education	Curriculum Studies
	Philosophy Of Education	Research Methods
	Psychology Of Education	Special Needs Education
	Principles of educational administration and management	Nature of power, authority & management in organisation
	The education systems in S/Leone	School management
	Leadership	The effective principles, leader and management
		Classroom management

### Year Two

First Semester		
No	First semester	Second semester
	Management of stress	School community relations
	Management of time in org.	Curriculum Studies
	Inspections of schools	School Discipline
	Some issues in Edu. Development	Conflict Management
	Sociology of Education	Teaching Methods
		Guidance and counselling
		Measurement and Evaluation
	Communication skills	Communication skills
	Integral development	Logic and critical thinking



Third Year		
No	First semester	Second semester
	<b>Motivation</b>  <b>Comparative Educational Administration</b>  <b>Human Resource Management in Schools</b>  <b>Schools and Board of governors</b>	Motivation
		Comparative Educational Administration
		Human Resource Management In Schools
		School And Schools Of Governors
		School Financial Management
		Gender Issues

FORTH YEAR		
No	First semester	Second semester
	SCHOOL BASED EDUCATION	School’s Financial Management
		Gender Issues
		Economics of Education

5. Higher Teacher’s Certificate – Science (HTC)

This is a three years intense programme that aims to combine theory, class room management and research with practical training programme throughout the course suitable to award Higher Teacher’s certificate (HTC)

Package for Higher Teacher’s Certificate – Science (HTC)

Year One (1)		
First & Second Semester		
No	First semester	Second semester
	Introduction to university studies	Communication skills
	Basic Mathematics	Basic computer Studies
	Fundamentals of Ethics	Phenomenology of Religion
	Communication Skills	Logic and Critical thinking
	General Introduction to Education	Curriculum Studies
	Philosophy Of Education	Research Methods
	Psychology Of Education	Special Needs Education
	Integrated science 1	Integrated science 1
	Integrated science 11	Integrated science 11
	Integrated science 111	Integrated science 111
	Integrated science 1V	Integrated science 1V

Year two(2)

First & second Semesters		
No	First semester	SECOND SIMESTER
	Communication skills	Communication skills
	Integral development of humankind	Logic and critical thinking
	Some issues in education and development	Educational teaching methods
	Sociology of education	Guidance counseling
	Integrated science I	Measurement and evaluation
	Integrated science II	Integrated science I
	Integrated science	Integrated science II
		Integrated science III
		Integrated science

Year Three

First & second Semesters		
No	First semester	Second semester
		Propation of light
	SCHOOL BASED EDUCATION	Lenses
		Magnetism
		Current Electricity
		Psychology
		Teaching and learning



**6. Higher Teacher's Certificate – Mathematics (HTC)**  
**Third Year (3)**

Year 1, 2, & 3		
	Year One	Year Two
	<b>First Semester</b>	<b>First Semester</b>
	University Studies	Communication Skills
	Communication skills	Integral Development of Humankind
	Basic Mathematics	Algebra and Trigonometry
	Social Research	Analytic geometry and calculus
	Fundamental Ethics	Calculus and statistics
	Introduction	Precalculus
	Introduction to modern algebra	Analytic geometry and calculus
	Introduction to applied statistics	Introduction to statistics and applied mathematics
	Calculus 11	Calculus
	Applied mathematics 1	
	Applied mathematics 11	
	Calculus 111	
	<b>Second Semester</b>	<b>Second Semester</b>
	Communication Skills	Communication Skills
	Phenomenology of Religion	Integral Development of Humankind
	Introduction to Computer Studies	Real analysis
	University Studies	Linear algebra
	Real analysis 11	Introduction to probability
	Introduction to sampling	Introduction to experimental design
	Statistical inference	Apology
	Applied mathematics 111	Axiomatic geometry
	Introduction to number theory	Axiomatic geometry
	Real analysis 111	Statistical methods
	Abstract algebra	Seminars
	Applied mathematics 1v	

**Year Three**

	<b>First Semester</b>	<b>First Semester</b>
		Educational teaching methods
	Some issues in Education and development	Guidance and counselling
	Sociology of education	Measurement and Evaluation
	Algebra	Arithmetic & Geometric Progression
	Factors, Areas and Volumes	Statistics
	Percentages	Probability
	Equations and Inequalities	Graphic Presentation of Data
	Calculus	

**ASSESSMENT**

In addition to the usual means of evaluation, the following methods will also be used:

Continuous assessment

Presentation of project

Classroom evaluation in the form of individual or group course assessment

School based activities

Comprehensive examination at the end of the programme



## POST GRADUATE DIPLOMA IN EDUCATION (PGDED)

### ENTRY REQUIREMENTS

**Diploma** (1 Year); Bachelor's Degree from a recognized university

### COURSE STRUCTURE

**Diploma** (Year 1)

Each foundation course module includes 2 credit hours of instruction and students are expected to undertake an additional 45 hours guided study in preparation for presentations and the module assignment.

### LEARNING OUTCOMES

Upon completion of this programme, students should have the following professional qualities:

A clear understanding and appreciation of the nature and the scope of the teaching profession.

Adopt innovative and interesting techniques of teaching children.

Mobilize means and materials for academic facilitations of the children.

Attract and train in the school for all school age children from the school environment

Develop appropriate basic personal and special skills in the learners/ students in each student talents in all respects in schools or neighbourhood policy.

Widen horizon on the interconnection/ relationship between education and society within the content of development.

Equip with quantitative techniques to analyse, evaluate and synthesize pedagogical and related data.

### COURSE OUTLINE:

### DIPLOMA IN EDUCATION

1 <sup>st</sup> SEMESTER	2 <sup>nd</sup> SEMESTER
Educational Psychology	Educational Administration
Principles of Class Room Management	Curriculum Theories and Practice
Sociology of Education	Guidance and Counseling
Comparative Education	Philosophy of Education
Educational Statistics	History of Education In Sierra Leone
Educational Measurement & Evaluation	Teaching Practice
Principles of Education and Teaching Methods	Research Paper Writing
Education Research Methods	
ICT- Educational Technology	

### ASSESSMENT

Course work-50 marks

Teaching practice- 25 marks

Thesis -25 marks

**Total=100 marks**

## DEPARTMENT OF SPECIAL EDUCATIONAL NEEDS (SEN)

### CERTIFICATE, DIPLOMA, BACHELOR OF EDUCATION IN DEAF EDUCATION

The department seeks to introduce mainstream teachers to Special Educational Needs (SEN) in mainstream schools, special schools, and special classes at pre-school and primary levels.

By the end of this course, students will be expected to have achieved:

A basic understanding of the concepts and practice of Special Educational Needs (SEN)

Awareness of the concept of inclusion in relation to SENs

Knowledge of a range of educational environments for pupils with SEN

### ENTRY REQUIREMENTS

**Diploma** (2 years): Minimum two (2) years' experience educating hearing impaired children

Teachers' Certificate in Deaf Education

Competency Tests by St. Joseph's Staff in English, Maths, Finger-Spelling, and two subjects of choice

### COURSE STRUCTURE

**Diploma** (Years 1 and 2)



## MODULES

- Language and communication for deaf and hearing impaired
- Development of deaf and hearing impaired children
- Education and management for deaf and hearing impaired pupils
- Audiology and Acoustics
- Teaching and learning in deaf education

## ASSESSMENT

There are three elements to assessment:

Modules 1-4 each consist of six units. Each unit represents 12 credit hours (i.e. 2 credit hours per unit.)

These four modules are assessed by:

- Set Tasks
- Final Written Exams

Module 5 is assessed on:

- Evidence of competence in practical teaching (2 assessments per semester, 8 total)
- Set Tasks (related to classroom work)
- Teaching Placement Folder

## BACHELOR OF EDUCATION (HEARING IMPAIRED)

The course aims to introduce students to the inclusion of Special Educational Needs in mainstream schools and special schools at primary level. Students will study across a wide spectrum of inclusion and SEN from a range of learning difficulties and disabilities. Students will reflect on this range in order to become comfortable with the needs of SEN children.

## PROGRAMME STRUCTURE

This is an introductory module for students who are new to studying and/or working with pupils with special educational needs (SEN). It requires no prior experience in teaching or working with SEN pupils. It caters mainly for a diverse range of students. The individual learning needs of pupils with SEN will be examined within the context of teaching and learning, and access to the curriculum and the learning environment. There will be one 2 hour taught unit every week for 11 weeks of tutorials. Taught sessions will comprise of lectures, discussions, pairs and group work.

## LEARNING OUTCOMES

By the end of the module, students should be able to:

- Question and evaluate terms, labels and stereotypes used in special educational needs.
- Recognise the individual learning needs of pupils with a wide range of Special Educational Needs.
- Evaluate some of the approaches to identify individual learning needs.
- Appraise some of the ways of reducing barriers to learning.
- Justify their own approach to meeting individual learning needs

Students are also expected to be able to:

- Reflect on their own practice and/or the practice of others (when teaching pupils with SEN) in an evaluative manner.
- Use systematic approaches for the collection of information relating to the education of pupils with
- Apply to practice different approaches associated with education of pupils with SEN

## COURSE STRUCTURE

- Language and communication for hearing-impaired pupils
- Educational Audiology
- Development of hearing-Impaired pupils
- The Educational Management of Hearing-Impaired pupils
- Teaching and Learning in Hearing –Impaired-Education

## ASSESSMENT

“Assessment in coherent sequences of activities designed to promote the professional development of the students through both written and practical work” Turay Umu (1994). In-service Education Training of Teachers of the Deaf in Sierra Leone unpublished B. Phil. Dissertation

Modules 1-4 each will be assessed by a written assignment of 3000 words. Each Assignment is marked on the basis of four grades:

- 70% and above=Distinction
- 60%-69% =merit
- 50%-59% = Pass
- Below 50%= fail

The opportunity will be given for one resubmission within six months

Module 5 is on the basis of:

- A case study of 3000 words on the comparison of the development of two hearing impaired and two hearing children
- A portfolio containing logged activities, log of visits, audiology test certificates and basic signing certificate
- Folder that contains all practical written tasks.



**FACULTY OF PHILOSOPHY AND HUMANITY**  
**DEPARTMENT OF PHILOSOPHY**  
**BACHELOR OF ARTS DEGREE IN PHILOSOPHY**

This programme aims at providing a solid foundation for those who wish to study philosophy. It also aims at bridging the gap between professional/academic philosophy and social practice in Sierra Leone in particular and Africa in general. Furthermore, it aims at exposing the students to Africa's contribution to global philosophy and also to other philosophies and thereby shows the relevance of philosophy to life.

**ENTRY REQUIREMENTS**

**Bachelor of Arts** (4 years in total): Five (5) WASSCE or G.C.E. 'O' Levels including English Language

**COURSE STRUCTURE**

**Bachelor of Arts** (4 years in total)

All UNIMAK students receive the same Foundation Courses irrespective of their specific fields of study.

Each foundation course module includes 2 credit hours of instruction and students are expected to undertake an additional 45 hours guided study in preparation for presentations and the module assignment.

In addition, towards the end of years two (2) and four (4) students submit a dissertation (supervised by a lecturer in the department) on a topic of the student's choice, related to a broad area within their programme of study.

**COURSE OUTLINE**

**PHILOSOPHY**

<b>FIRST YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Introduction to University Studies	Introduction to University Studies
Communication Skills I	Communication Skills I
Mathematics	Introduction to Computer Studies
Fundamental Ethics	Phenomenology of Religion
Social Research	Introduction to Logic
Introduction to Philosophy	Social and Political Philosophy
	Ancient Greek Philosophy
	Research Methodology
	Cultural Anthropology
<b>SECOND YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Communication Skills II	Communication Skills II
Integral Development of Humankind	
History of Medieval Philosophy	African Metaphysics
Introduction to Epistemology	Professional/Special Ethics
History of Scholastic Philosophy	Symbolic Logic
Oriental (Asian) Philosophy	African Philosophy
	Modern Philosophy
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Communication Skills III	Communication Skills III
Arab Philosophy	Western Metaphysics
Philosophy of Language	Existentialism and Phenomenology
Philosophy of Religion	Philosophy of Social Science

	Contemporary Issues in Ethics
<b>FOURTH YEAR</b>	
<b>1<sup>st</sup> SEMESTER</b>	<b>2<sup>nd</sup> SEMESTER</b>
Philosophy of Science	Philosophy of Nature
Traditional Movement in African Philosophy	Contemporary Analytic Philosophy
Contemporary African Philosophy	Philosophy of Mind
Seminars on selected topics	Philosophy of Law
	Philosophical Anthropology
	Seminar & Long Essay (Project)

**ASSESSMENT**

Students will be examined in all the subjects by written examinations papers and continuous assessment at the end of each semester. Continuous assessment includes attendance, test and assignments which carry 30% and the written examination carry 70%



## PART 3

### GENERAL ACADEMIC INFORMATION

#### ADMISSIONS

A candidate for a degree, diploma or certificate in any Faculty must comply with the conditions and meet the selection criteria set out in the University's admissions policy for programmes. The Admission's Committee has the right to refuse admission to any student should it consider it to be in the interests of the University to do so.

Please note also that the University reserves the right to cancel any course that is being offered if the number of applicants falls below a viable number for the purposes of organizing full-time or part-time lecture sessions.

The minimum entrance requirements for diploma and undergraduate degree programmes are as follows:

All students must pass the University English Verification examination and an interview panel to be admitted.

**POSTGRADUATE AWARDS:** A Degree, Division I or Division II, from a recognized tertiary institution.

**DEGREE:** Five G.C.E. 'O' Level Credits (6 or below), including English Language (5 or below), or Five WAAEC Credits (6 or below) including English (5 or below). Candidates with 4 credits (6 or below) including English (5 or below) and an HTC from a recognized institution may also be admitted.

**DIPLOMA:** Four G.C.E. 'O' Level Credits (6 or below), including English Language (5 or below), or Four WAAEC Credits (6 or below) including English (5 or below).

**CERTIFICATE:** Three G.C.E. 'O' Level Credits (6 or below), or three WAEC Credits (6 or below) Additional academic requirements of specifications may be added at the discretion of Faculties or Departments

For international students, national qualifications will be judged by the Ministry of Education for acceptability.

**Conditional Acceptance:** Any student unable to meet the WAAEC/G.C.E "O" Level acceptance criteria listed above may still apply and be approved for Year One, Semester One admission any of the following programs PROVIDED:

The student is still able to pass the English Verification examination.

The student is still approved by his/her interview panel as a worthy candidate.

The student is ALREADY REGISTERED to sit the WASSCE Examinations.

The student presents, before the start of Year One, Semester Two, a WAAEC-issue scratch card, which verifies that admission criteria have been met.

Students who fail to reach the necessary admissions criteria **WILL NOT** receive any refund or compensation from the University for their First Semester.

Applications can only be considered once the University receives satisfactory evidence that the candidate will be adequately financed during his or her course at UNIMAK. The University is, for the time being, not able to assist students financially nor is it in a position to accept applications for financial assistance from candidates who are seeking admission.

The University reserves the right to refuse Admission or renewal of Registration to students under the following circumstances:

Any student whose standard of proficiency is not, in their opinion, sufficiently high.

Any student deemed to be unable to profit from further study.

Any student who, at the end of his/her course of study, has not obtained an overall combined passmark of 40%.

Any student who fails 75% or more of the courses for which he/she has been registered in the academic year (irrespective of the credits obtained towards the degree).

Any student unable to complete his/her course of study within three (3) years of the minimum period of completion of his/her program.

Any student whom the Senate deems unable to satisfy the minimum requirements of study prescribed by the Faculty in which he/she is registered.

A student who has been excluded on any of these counts may not, except with the special permission of the Senate, be admitted to any other Faculty or Programme of the University.

A student may not be registered for more than one degree or diploma at the same time, or be registered as a student of another university, without the permission of the Senate.

#### REGISTRATION AND PAYMENT

Students are required, on admission, to make payment to the Office of Finance. Payment for each semester is due **IN FULL** prior to the start of classes for that semester. The University reserves the right to bar any student who has not made full payment from attending classes until arrears are cleared and to impose financial penalties for late payments.



Upon payment, students will receive a Registration Form. This form must be completed and handed in to the Office of the Registrar at the beginning of **EVERY ACADEMIC SEMESTER**. This form allows the University to track important information on student demographics, create class and exam schedules, and monitor student performance. The University reserves the right to bar any student who has not submitted a completed Registration Form to all appropriate University authorities from attending classes.

### **ACADEMIC YEAR**

UNIMAK operates on a semester system – meaning there are two semesters per academic year. A semester lasts 16 weeks (including a period for examinations). The first semester begins in October; the second in March.

### **EVALUATION PROCEDURES**

UNIMAK has a two-tier system of evaluation:

Continuous evaluation through assignments.

Semester-end examinations and/or project work.

No student may sit end-of-semester exams who has not made full payment for that semester to the Office of Finance and submitted a Registration Form to the Office of the Registrar and all relevant University authorities.

The Senate shall be the final authority in deciding the result of an examination.

Examinations are governed by strict and carefully enforced University guidelines, set out in full in the Student Handbook. All students are responsible for familiarizing themselves with the rules and regulations of the examination period. Infractions are punishable by a Disciplinary Committee and at the discretion of the Senate. Examination malpractice can lead to suspension or expulsion from University studies, and any student found guilty of such is not entitled to any refund of payment from the University.

### **EXEMPTIONS**

In respect of students who claim credit towards a degree of UNIMAK for subjects passed at another university, credit for courses passed at another, (subsequent to registration at UNIMAK), is subject to approval by Senate. This is provided that any course passed for a degree in one Faculty, for which exemption is not granted for the degree in the second Faculty, may not be taken again as a course for the degree in the second Faculty.

### **TRANSFER OF CREDITS**

Students entering the University as transfer students cannot transfer the grades they achieved elsewhere. However, UNIMAK will give credits for courses in which the grade of “C” and above was obtained in a required course for the programmed into which the student is admitted on discretion of the Senate.

Any course accepted for transfer credit can be considered by the Head of the Faculty as a waiver request for a required corresponding course in the student’s programme. An evaluation is then made of each course and a determination arrived at by the Head of the Faculty based on clearly articulating standards (Transfer Equation). No more than one third of the credits required for graduation at UNIMAK may be taken at another institution.

If a course requirement is waived, another course must be substituted. A course waiver does not reduce the overall total credit hours required for an academic programme. The Head of the Faculty, in which the student is seeking admission, completes official evaluation of all undergraduate transfer credit and information.

Once admitted, transfer students shall be subject to the same regulations, rules and policies governing all students at UNIMAK, and shall be accorded the same class standing and other privileges as all other students on the basis of the number of credits earned.

### **PUBLICATION OF RESULTS**

The results of candidates in every examination, arranged in a manner as prescribed by Senate, or in that behalf, shall be published by the Office of the Registrar soon after a meeting to consider the results has been held.

### **WAIVERS AND SUBSTITUTIONS**

If a course requirement is waived but transfer credit accepted another course must be substituted. A course waiver does not reduce the unit requirements for degree programmes. Applications for course substitutions and waivers must be processed using the appropriate substitution/waiver form that is initiated by the Head, or Administrator, of academic programmes .

Candidates are required to gain an average of 60% on all their courses, (a cumulative mark garnered from their course work and end of course examinations), before proceeding to the following year of study.

Except with special permission or approval of the Senate upon recommendation of Department or Institute Board, no candidate shall be allowed to repeat any year of study on grounds:

Provided that:

A candidate who has scored an overall GPA pass mark determined as per faculty regulations, such a mark not being below 2.0, may be allowed to carry over into the next academic year such number of failed courses as are requisite for the fulfilment of the requirement of passing a total minimum number of course units in an academic year. This is allowed only once.

When internal Faculty examination regulations permit or require, a candidate who has failed in a prerequisite semester course or courses may be allowed to repeat such a course(s) during the academic year to enable him/her to proceed with the rest of the programme in that year.



CLASSIFICATION OF DEGREES

For purposes of the final classification of degrees and where applicable, a five point system shall be used in averaging the final grades. The letter grades will be assigned points as follows:

zMARKS (%)	LETTER GRADE	POINT
90—100	A+	5 (Exceptional)
86—89	A	5(Exceptional)
75—85	A-	5(4.7@)
70—74	B+	4.(4.3)
65—69	B	4(Good)
60—64	B-	4(3.7@)
50—59	C+	3(3.3)
46—49	C	3(promotion factor)
40—45	C-	3(2.7@)
37—39	D	2(conditional pass)
35—36	E	1(fail)
34—0	F	0(fail)

TRANSCRIPTS

Official transcripts are issued by the Office of the Registrar and bear the signature and seal of the Registrar. In order to receive a transcript, students must visit the Office of the Registrar to fill out and submit a “Transcript Request Form”. Only one transcript per student will be issued free of charge per semester. Transcripts may be withheld if the student has an unresolved obligation to the university.

WITHDRAWAL FROM COURSES

Students withdrawing from the university must schedule an appointment and obtain a withdrawal Form from the Office of the Registrar, complete the form by obtaining all required signatures, and return it to the Office of the Registrar. A grade of WU for each course will be entered on the student’s transcript.



## **PROGRAMME UPGRADES**

Students have the option of upgrading their course (from Certificate or Diploma to Diploma or Degree) provided they meet the following criteria:

- Possession of ALL necessary entrance requirements for the proposed course of study (including any additional Faculty or Departmental requirements).

- Clearance of any arrears with the Office of Finance.

- Coverage of any difference in cost between academic years already completed through the Office of Finance.

- Completion of a “Programme Upgrade Form” (which can be collected in the Office of the Registrar), including all necessary signatures, prior to the completion of the student’s original course of registration.

## **RE-ENROLLMENT**

Students who have, for whatever reason, withdrawn from a course of study within a span of two (2) years may reenroll at the University provided they meet the following criteria:

- Possession of ALL necessary entrance requirements for their original course of study. (Students are NOT permitted to reenroll for new courses of study, but must follow general admissions procedures.)

- Clearance of any outstanding arrears with the Office of Finance.

- A full transcript check to ensure all references have been cleared.

- Clearance from the appropriate Dean/Head of Department, to ensure that course curricula have not changed

- Completion of a “Student Reenrollment Form” (which can be collected in the Office of the Registrar), including all necessary signatures, at least one (1) month prior to the beginning of the academic semester of reenrollment

## **DISCIPLINARY MATTERS AND STUDENT CODE OF CONDUCT**

All Students must abide by the UNIMAK rules and regulations contained in the Student Handbook. Failure to do so will result in Disciplinary action. UNIMAK sets a very high standard for student behavior: criminal activity, cultism, fraternities, and immoral activity are not allowed in UNIMAK and students MAY be disciplined for off campus behavior.

## **UNIVERSITY RIGHT TO ALTER CONDITIONS**

The University maintains the right to alter any and all policies without warning or consultation including this document.



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*Tel: +23277848698 / +23277520877*