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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, 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-today 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.

Business Courses	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
Business Labs	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 2nd and 3rd 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
	FIRST SEMESTER	
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
	SECOND SEMESTER	
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
	THIRD SEMESTER	
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	

MASTER IN BUSINESS ADMINISTRATION (MBA) HUMAN RESOURCE MANAGEMENT

Programme Overview

As it's widely accepted that people are the most important asset of any thriving organization, the effective management of Human Resources (HR) is naturally central to any sound business strategy. This has led to an increase in Human Resource Management (HRM) jobs both in Sierra Leone and abroad.

The MBA in Human Resource Management will help graduates to strengthen their expertise in providing clear direction and guidance for those working in an organisation, thus helping to generate a positive and encouraging working environment. Therefore, core HRM functions include the hiring and development of employees - through training, incentives and benefits, and performance evaluation - administrative services, mediating in disputes and communicating with staff at all levels will be carried out with utmost professionalism.

The Objectives of an MBA in Human Resource Management Programme

If prospective students in Sierra Leone and abroad are currently working in the human resources field, prospective students need to think about obtaining the educational qualifications, which can help them to reach greater heights. That’s where an MBA in human resources will be able to assist prospective students with. It can provide students with the opportunity to experience a large number of benefits as well as advantages in the long run.

The MBA HRM Degree’s primary objectives are to produce graduates that are capable of:

1. Utilizing necessary skills to successfully manage human resource systems and business development projects within Sierra Leone and Internationally
2. Effectively using and administering Information Systems in different business settings especially in areas of Human Resource Management
3. Acquiring and applying analytical skills which will enable them to visualize complex human resource problems and make informed decisions based on available Human Resource Policies and Planning
4. Applying problem solving skills which will allow prospective students to model human resource solutions for business problems

5. Having a deep understanding of the business and professional responsibilities related to the use of information systems in organizations
6. To equip prospective students and graduates with skills to handle complex labors and employment laws within Sierra Leone and internationally
7. To equip graduates of this programme with necessary skills and knowledge needed to practice in the field of human resource management both in Sierra Leone and Internationally.
8. The MBA-HR programme would provide our prospective students with skills to establish and maintain suitable and sound organisational structure in order to secure integration of employees and groups and to create desirable working relationships among them for increasing the organisational effectiveness.

Justification

Human Resource is one of the most opting specialization of management courses. Today our planet has turned into a global village, where people from different religions, nationalities, gender, colour & ideologies work under one roof with common interests. This phenomenon has even boosted the weight of human resource departments in organizations making the need for competent HR professionals a priority in all walks of life. In this age of globalization there is an increase in industries and institutions. HR therefore is needed as a backbone to develop a skilled and knowledgeable workforce. This programme therefore will be geared towards training students on recent and advanced HR practices and procedures in a bid to meet organizational needs in terms of managing the human resources both at national and international level.

The justification for the MBA in Human Resource Management is in accordance with the Sierra Leone Strategic Plan 2020-2024. Sierra Leone is seeking investors and MNCs that would require the services of human resource personnel.

For decades, the HR activity has remained a staff function (advisory) as opposed to a line (decision making) function. To be specific the HR department does not enjoy the status of wield power equal to that of a production department or a finance department. But the trend is changing now; the organisations are putting more power and responsibilities on HR department. The world of HRM is changing more rapidly than we can imagine. Constant environmental changes mean that HR managers face constant challenges. They must respond by taking advantage of gradual yet reflective changes in the nature of the field, current practices, and overall human resource management policies, mission and vision. As companies move around the world setting up offices, service delivery centres and manufacturing hubs, there will be an even greater movement of people and that is the big challenge while moving forward.

For the human resource department to succeed, these challenges need to be tackled, hence leading to the main justification of starting the MBA in Human Resource Management Programme at the University of Makeni. Our goal is to train Human Resource Personnel to respond to the growing need and future need of HR in Sierra Leone.

The University of Makeni has succeeded in training hundreds of students in the field of Human Resource (BSc in HRM) since inception in 2009 and has successfully graduated 10 cohorts. They now find themselves in the world of work and see the need for professional advancement so as to better prepare themselves for challenging issues in the field of human resource management in today’s organizations.

This programme will be well-adjusted to recent trends in human resource management and will enlighten students on the following key themes:

Knowledge

During the two (2) years degree programme students will develop general management skills in the first year and learning about the human resource practices in the second year. The following specialized fields of HRM will be looked at: Retention, Motivation, Labour Relations, Labour Legislations, Labour Welfare and Social Security, Industrial Relations, Training and Development, Recruitment and Selection, Compensation and Benefits, Applied Information and Communication Skills for HRM

Skills

- Effective Communication skills
- Supervision skills
- Planning skills

Values

- . Ethical Responsibility (honesty, integrity, tolerance, diversity, etc.)

Programme Outcomes

The main outcomes of the MBA Human Resource Management programme are as follows:

1. Training of students to be able to compete at national and international levels.
2. Open avenues for Doctoral (PhD) programmes in the future.
3. Preparing students to apply new insights and thorough theoretical concepts to the world of real-life HRM practice.
4. Helping students improve their communication skills.
5. Capacitating students with skills to understand different workplace situations and make reasonable judgments.
6. Trained students will become qualified Human Resource Personnel with unique skills to manage people at different levels and from different cultural backgrounds in organizations.

COURSES OFFERED AND THEIR DESCRIPTIONS

No.	Mod ules	Cour se Code	Credi t Hour
SEMESTER 1			
1	Fundamentals of Human Resource Management	MBHR 001	3
2	Theories & Principles of Management	MBHR 002	3
3	Organization Behaviour	MBHR 003	3
4	Communication and Computer Applications in Management	MBHR 006	3
5	Managerial Accounting		3

SEMESTER 2		Total CH	15
6	Strategic Human Resource Management	MBHR 007	3
7	Performance & Reward Management	MBHR 008	3
8	Employment and Labour Laws of Sierra Leone	MBHR 009	3
9	Research Methodology	MBHR 011	3
SEMESTER 3		Total CH	12
11	Industrial Relations	MBHR 013	3
12	Negotiation & Dispute Resolution	MBHR 015	3
13	Management and Leadership	MBHR 016	3
14	Business Statistics	MBHR 017	3
SEMESTER 4		Total CH	12
15	International Human Resource Management	MBHR 019	3
16	Occupational Psychology	MBHR 020	3
17	Management Consultancy	MBHR 021	3
18	Dissertation	MBHR 030	9
		Total CH	18
Overall Total Credit Hours			57

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
Public procurement I	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	E– commerce
Simulation modeling Analysis	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.

FIRST YEAR	
1 st SEMESTER	2 nd SEMESTER
University Studies	University Studies
Communication Skills I	Communication Skills 1
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	
SECOND YEAR	
1 st SEMESTER	2 nd SEMESTER
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
THIRD YEAR	
1st SEMESTER	2nd SEMESTER
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	

FOURTH YEAR	
1st SEMESTER	2nd SEMESTER
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

FIRST YEAR	
1st SEMESTER	2nd SEMESTER
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
SECOND YEAR	
1st SEMESTER	2nd SEMESTER
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

THIRD YEAR	
1st SEMESTER	2nd SEMESTER
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
FOURTH YEAR	
1st SEMESTER	2nd SEMESTER
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 ADMINSTRATION 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

FIRST YEAR	
1st SEMESTER	2nd SEMESTER
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
SECOND YEAR	
1st SEMESTER	2nd SEMESTER
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
THIRD YEAR	
1st SEMESTER	2nd SEMESTER
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	

FOURTH YEAR	
1st SEMESTER	2nd SEMESTER
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

FIRST YEAR	
1st SEMESTER	2nd SEMESTER
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	

SECOND YEAR	
1st SEMESTER	2nd SEMESTER
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
1THIRD YEAR	
1st SEMESTER	2nd SEMESTER
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	
FOURTH YEAR	
1st SEMESTER	2nd SEMESTER
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)

FIRST YEAR	
1st SEMESTER	2nd SEMESTER
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	
SECOND YEAR	
1st SEMESTER	2nd SEMESTER
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
THIRD YEAR	
1st SEMESTER	2nd SEMESTER
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	
FOURTH YEAR	
1st SEMESTER	2nd SEMESTER
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

PhD IN SUSTAINABLE DEVELOPMENT

Building on the existing Master’s in sustainable development programme at UniMak, the PhD in Sustainable Development programme is designed to attract people from both the public and private sectors who deal with the use of Sierra Leone’s natural resources. The PhD programme in Sustainable Development will enable students to learn how to become more effective in the conceptualisation, planning, and implementation of sustainable development programmes through better understanding of the issues, enhanced technical skills and improved awareness of the commercial and management techniques in delivering more sustainable practices in their socio-cultural, political and economic environments.

Aims of the PhD in Sustainable Development

The main programme aims are:

- i. To train professional experts on sustainable development with the knowledge and skills needed to conceive and deliver appropriate solutions to society’s needs and to address local challenges within the context of sustainability;
- ii. To discover important frameworks which are grounded within the concept of sustainable development that can guide the design, implementation and management of environmentally critical projects so that their effects are addressed at every stage of planning, implementation, evaluation and monitoring;

- i. To cultivate a strong social, economic and political awareness among graduates and to foster an understanding of the foundations of management theory in the areas of strategy, organization, social marketing and environmental economics, the links between technology and management, and the introduction of change within organizations; and
- v. To inspire and stimulate an appreciation of trade-offs and conflicts inherent in decision making and the need to seek wider and alternative solutions to technical problems so that graduates of the course can engage in strategic and critical thinking during their employment within industry, business or government.

Overall structure (and milestones)

The first step in on the PhD journey is finding an appropriate research topic that can be studied and supervised at UniMak. UniMak’s core competencies (health, natural sciences, management and social sciences) will guide research topics. Beyond this, research topics must be in line with the 100 research topics outlined by Oldekop *et al.* (2016). The list includes questions addressing long-standing problems, new challenges and broader issues related to development policies, practices and institutions. The 100 questions are grouped into nine thematic areas: governance, participation and rights; environmental sustainability; food security, land and agriculture; energy and natural resources; conflict, population dynamics and urbanization; economic growth, employment and the private sector; social and economic inequalities; health and education; and development policies, practices and institutions.

Having chosen an appropriate topic, PhD candidates must pass through the following milestones to be awarded a PhD.

Milestone 1: Admittance

Applicants with a Masters from a recognised institution and a 4.2 on a 5 point scale or a 3.5 on a 4 point scale or higher, grade point average (GPA) will be considered for PhD studies (so long as applicants satisfy all other admission criteria). Other admission criteria include:

- i. Clear statement of purpose
- ii. A 400 word research proposal – including a problem statement, short literature review and research methodology. This will be assessed in terms of its contribution to knowledge, methodology, quality of writing and whether it is appropriate by UniMak’s postgraduate research committee
- iii. Complete transcripts for previous degrees
- iv. Postgraduate academic writing competence demonstrated by examples of past writing (such as journal articles, academic papers or dissertations)
- v. Satisfactory performance at interview (possibly with a presentation).

Milestone 2: Midterm review

In the first 18 months (or equivalent for part-time students) of their PhD course, candidates must attend and pass a number of modules (outlined below). The results from the assessments of these will form part of the students midterm review (milestone 2). An important part of the midterm review will be the students research proposal that they will have been working on during this probationary purpose. This research proposal, will be assessed through a written proposal and presentation and answer session.

Having successfully passed the midterm review (probationary period), the PhD candidate will then embark on their own individual research project, including conducting their research and writing up. During this period, students will be required to attend and actively participate in a regular postgraduate seminar series. In this series, the student is expected to present and discuss their work-in-progress with fellow students and their supervisors as well as furthering dialogue on relevant sustainability issues and problems.

Milestone 3: Thesis and vivas

On completion of writing their thesis, the candidate will undergo a pre-viva voce review to ensure the candidate’s work is ready to be sent for external examination. The composition of this panel shall include: (i) the main supervisor and at least one of the co-supervisors; (ii) the internal examiner and (iii) a professor (or if not available a senior lecturer) in the field of study. After this, the candidate will make any necessary revisions before the thesis is sent outside of the parent university to be examined externally. Following this, all PhD candidates must face a viva voce involving but not limited to the External Examiner, at least two members of the supervisory team, the Internal Examiner and two other persons knowledgeable in the area of research. Where possible a member of TEC will participate in the viva voce.

The grades obtained in the taught courses, research proposal developed and mid-term review will be used to assess the candidate’s progression through the programme. The internal and external examiners reports and the performance at the viva voce shall form the basis for the award of the degree.

Semester One (first 6 months)

Module code	Course	Credit hours
PD 600	Writing skills, research and statistical methods I	3
PDSD 610	Introduction to key development theories and perspectives	3
PDSD 611	Current issues in development (visiting speakers to present)	3
PDSD 612	Seminar series I: economic sustainability	3

Semester Two (month 7 to 12)

Module code	Course	Credit hours
PD 601	Writing skills, research and statistical methods II	3
PD 602	Grant writing, managing research projects and writing up I	3
PD 604	Critical thinking and dissemination of findings	3
PDSD 613	Seminar series II: socio-cultural and political sustainability	3

Semester Three (month 13 to 18)

Module code	Course	Credit hours
PD 603	Grant writing, managing research projects and writing up II	3
PDSD 615	Applied policy	3
PDSD 614	Seminar series III: environmental sustainability	3
Total credit hours for three semesters		33

Module code	Course	Credit hours
PD 605	Research proposal	6
PD 606	Thesis	18
Total credit hours for PhD		57

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 st SEMESTER	2 nd SEMESTER
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	Social Sustainability
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	Economic Sustainability
3rd SEMESTER	Public Policy
Social Option	Economics of Agriculture and Rural Development
Urban Planning for Sustainable Development	Sustainable Enterprise II: (Science and Technology for Development)
Strategic management for Sustainable Development	Environmental Sustainability
Economic Option	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)
Environmental option	
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***

BACHELOR OF SOCIAL WORK (BSW)

Programme Vision, Mission and Objectives

Vision

We aspire to ensure a well capacitated social service workforce, grounded in the theories, skills and competencies of social work practice relevant to diverse national realities and based on national and international principles, standards and ethics.

Mission

We are fully committed to delivering a content that is up to date, relevant, anchored in national frameworks and realities and competitive.

Objectives

- i. To align our teaching content with the national standardized curriculum and building the necessary competencies required for the practice of social work in Sierra Leone.
- ii. To produce qualified, competent social work practitioners who have theoretical knowledge and practical skills. These skills will enable them to work as social workers within both the public and private sector.
- iii. To adhere to national and international principles and standards of social work training and ensure quality, efficacy and sustainability of the social services workforce

Programme Competencies

The competences of the programme are based on the Council on Social Work Education’s (2015) nine competencies and the statutory obligations of the Child Welfare Policy (2013). At the end of the programme, candidates will have acquired the following competencies:

1. Demonstrate Ethical and Professional Behavior
2. Engage Diversity and Difference in Practice
3. Advance Human Rights and Social, Economic, and Environmental Justice
4. Engage In Practice-informed Research and Research-informed Practice
5. Engage in Policy Practice
6. Engage with Individuals, Families, Groups, Organizations, and Communities
7. Assess Individuals, Families, Groups, Organizations, and Communities

- 8. Intervene with Individuals, Families, Groups, Organizations, and Communities
- 9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Programme Admission Requirements

To be admitted to the BSW programme, a candidate is required to satisfy the general University requirements for admission to a degree programme and the special requirement for entrance to the social work profession, as spelt out below.

Direct Entry into the Degree:

- 5 credits WASSCE/O’level (including English language)
- 4 credits WASSCE/O’level (including English language plus HTC Social Work)

Entry into Diploma and Candidates:

- Diploma: 4 credits WASSCE/O’level (including English language)
- Certificate: 3 credits WASSCE/O’level (with or without English language)

Because social workers often engage with people during vulnerable times in their lives, it is imperative that the student be of good character and adheres to relevant ethical standards. Together with the student, an external body, usually a committee from the university or college determines if the student has the emotional and academic ability and character to be a professional social worker.

Programme Structure

The Bachelor of Social work degree course is a four-year programme, combining theory with practice-based components. The theoretical component covers social work theory and other relevant principles and values, while the practice-based components is an opportunity for students to put theory into context and apply social work to broaden their understanding and experience.

a) Year 1

Year one is the foundation course, equipping students with the knowledge of social work theory, principles, ethics and values. In year one there will be seven courses in each semester. Students are required to take and complete three core courses - Social Work, Psychology I and Sociology I; and four non-core courses. The additional courses are designed to provide learners with a range of knowledge, skills and values to further enhance professional competencies. They provide opportunities for the students to deepen their social work knowledge and skills into specialized areas of social work practice.

b) Year 2

Year two builds on the foundation courses of year one, providing further in depth knowledge of social work practice. Second year students will be offered three core courses and four additional courses. Field work will also be introduced in year two.

c) Year 3

Students in third year will be expected to take two core courses which are social work and either of sociology III or Psychology III. This will be combined with field-based practicum.

d) Year 4

Students will be expected to take five courses including an elective. This will be combined with field-based practicum of 200 hours. In addition, they will focus on more time completing their research project resulting in their final dissertation.

NOTE: A field Education Manual has been developed to complement the BSW curriculum and guide the implementation of the field-based practice part of the curriculum.

Course Outline

Year 1: Course Description

Year 1: Course Overview

Semester	Code	Core/Non Core	Courses	Hours	Credits
Year 1					
		Core	1.1 Introduction to Social Work		
Semester 1		Core	1.2 Theories in Social Work		
			1.3 Social Service and Welfare systems delivery in Sierra Leone		
		Core	1.4 Introduction to Psychology		
			1.5 Contemporary Social Issues and Public Policy		
		Core	1.6 Academic Writing and Presentation Skills		
		Core	1.7 Foundation in Computer Skills		
Semester 2		Core	1.8 Methods of Social Work Practice		
		Core	1.9. Social Work Ethics, Values and Principles		
		Core	1.10. Social Work Practice and Diversity		
			1.11. Social Work in Africa and Contemporary Issues		
		Core	1.12. Introduction to Social Policy and Social Protection		
		Core	1.13 Introduction to Sociology		
			1.14 Introduction to Political Economy of Development		

Year 2: Course Description

Semester	Code	Core/Non Core	Courses	Hours	Credits
Year 2					
Semester 1		Core	2.1 Statistics for Social Workers.		
			2.2 Multicultural Social Work Practice		
		Core	2.3 Methods of Social Work Practice II		
		Core	2.4 Psychology II		
			2.5 Qualitative Social Research Methods		
		Core	2.6 Human Behavior and the Social Environment		
			2.7 Law in Social Work		
Semester 2		Core	2.8 Social Work Methods of working with individuals (adults, children, adolescents,) and families		
		Core	2.9 Social Work Methods of group work		
		Core	2.10 Social work with Vulnerable groups		
		Core	2.11 Case Management		
		Core	2.12 Sociology II		
			2.13 Social Work Practice and Education		
			2.14 Social Work Practice and Public Health		
			2.15 Introduction to ICT and Information Management Systems		
		Core	2.16 Field Work Placement I		

Year 3

Year Course work description

Semester	Code	Core/Non Core	Courses	Hours	Credits
Year 3					
Semester 1		Core	3.1 Community Development, Advocacy, Mobilization and Organization		
		Core	3.2 Social Work Methods with Civil Society Organizations and Social Development		
			3.3 Advanced Social Policy Analysis		
		Core	3.4 Criminal Justice, Probation Services and Correctional Administration		
		Core	3.5 Sociology III/ Psychology III		
		Core	3.6 Crisis Intervention and Management		
			3.7 Rural and Urban Social Work		
Semester 2			3.8 Poverty, inequality and social injustice		
		Elective	3.9 Social Work practice and Gender		
		Elective	3.10 Disability, Rehabilitation Social Work Practice		
		Elective	3.11 Social Work Practice and Older Persons		
		Elective	3. 12 Social Work Practice and Mental Health		
		Elective	3. 13 Social Work practice and Substance Abuse		
		Core	3. 14 Managing Stress, Principles and Techniques for Coping, Prevention and Wellness		
		Core	3.15 Field Work Placement II		

Semester	Code	Core/Non Core	Courses	Hours	Credits
Year 4					
Semester 1			4.1 Developmental Social Work		
			4.2 Social Work and Environmental Justice		
		Core	4.3 Emergency and Disaster Preparedness, Management and Recovery		
			4.4 Population, Migration and Refugees		
			Concurrent Field Work		
Semester 2		Core	4.5 Organizational Management and Leadership		
		Core	4.6 Project Planning, Management and Evaluation		
			4.7 Field Work Placement III		
			4.8 Senior research in Social work - Dissertation		

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

A. , LOGISTICS, AND SUPPLY CHAIN MANAGEMENT
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. COMMUNITY DEVELOPMENT STUDIES
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
c. Human Resources Management
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

FIRST YEAR	
1 st SEMESTER	2 nd SEMESTER
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
SECOND YEAR	
1 st SEMESTER	2 nd SEMESTER

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
THIRD YEAR	
1st SEMESTER	2nd SEMESTER
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
FOURTH YEAR	
1st SEMESTER	2nd SEMESTER
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.

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 st SEMESTER	2 nd 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

Department of Law

MASTER OF LAWS (LLM)

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.

Programme Overview

The University of Makeni (UNIMAK) Master of Laws (LLM) by formal coursework gives law graduates the opportunity to acquire further expertise and improve their career prospects. Courses are practical and applied and concentrate on law in action. Each course contains a significant research component.

Programme structure

To develop a specialisation in a specific area of the Master of Laws by Coursework degree, students must complete the compulsory subjects in the specific area of specialisation and the remaining subjects chosen from the electives offered in the University of Makeni postgraduate law programme.

Delivery Mode

To help balance study with employment and other personal commitments, the UniMak postgraduate Law programmes place an emphasis on flexibility and accessibility. Therefore, subjects are offered on a Semester-Length. While the semester-length subjects are taught for two hours every week for the length of the semester.

SPECIALISATIONS

The Master of Laws (LLM) programme to be offered by the Law Department at the University of Makeni comprises of three specialisations. Law graduates will be awarded the Master of Laws

(LLM) with a specialisation in International Law, Master of Laws (LLM) in International Law,

Master of Laws (LLM) in Human Rights and Policy or Master of Laws (LLM) in Natural Resources and Environmental Law.

Specialisation in Master of Laws in International Law

Graduates of the International Law will be awarded the Master of Laws (LLM) with a specialisation in International Law upon the successful completion of the programme.

Programme Description

Graduates of the UniMak International Law programme will develop knowledge that enables them to understand, explain and analyse the rules regulating the relations between States and certain other international organisations and actors. International law discusses and addresses key issues such as: when can a state lawfully use armed force against another state; the powers of the United Nations Security Council with regards to the maintenance of international peace and security; terrorism; the rules relating to the conduct of war and protection of civilians in armed conflicts; holding perpetrators of international crimes accountable; laws relating to the granting or refusing of asylum and those relating to the return of failed asylum seekers; rules relating to maritime and boundary delimitation etc.

The masters in International Law programme caters for individuals and professionals from a wide range of disciplines whose work requires a detailed knowledge of international law. These include lawyers, military officers, government and

public-sector officials, security experts, NGO workers, civil society activists, journalists, individuals working in international organisations etc.

Programme Structure

Master of Laws (LLM) in International Law must complete four compulsory modules: International Law, International Criminal Law, International Humanitarian Law and International Human Rights Law. The remaining four modules can be selected from the other available modules depending on the candidate's specific interests and career objectives.

Modules			
Compulsory Modules	Credit hours	Electives Modules	Credit hours (4 Modules)
International Law (PIL)	5	International Environmental Law	5
International Criminal Law	5	International Trade Law	5
International Humanitarian Law	5	International Law of the Sea	5
International Human Rights Law	5	International Marine time Law	5
Master Thesis	20	International Investment Law	5
		International Law Oil & Gas	
		Anti-Terrorism Law	5
		Business and Human Rights	5
		International Institutional Law	5
		International Disputes Settlement	5
		International Cyber Law	5
Total credits:	40	Total	20 max
TOTAL CREDIT: 60			

Specialisation Master of Laws (LLM) in Natural Resources and Environmental Law

Graduates of this Master programme will be awarded the Master of Laws (LLM) with a specialisation in Natural Resources and Environmental Law.

Programme Description

Global sustainable economic development is intrinsically tied to the existence of efficient, innovative and environmentally friendly energy and resources industries. The achievement of this would depend on the availability of informed and dedicated individuals with a sound knowledge of the requisite legal, economic, technical and Policy frameworks.

Graduates of the UniMak Natural Resources and Environmental Law Program will develop knowledge that will enable them to understand, explain and analyse the core legal and policy frameworks in the international energy and natural resources sectors, and in national and international environmental laws. Graduates will also gain knowledge of the jurisprudence of courts, and operation of tribunals and other dispute settlement mechanisms.

Programme Structure

Master of Laws (LLM) with a specialisation in Natural Resources and Environmental Law and the Master of Natural Resources and Environmental Law candidates must complete 8 modules. There are four compulsory modules: International Law, International Environmental Law, International Law of Natural Resources and Energy, International Petroleum Law and Policy. The remaining modules can be selected from the other available subjects depending on the candidate’s specific interests and career objectives.

Modules			
Compulsory Modules	Credit Hours	Elective Modules	Credit Hours
International Law	5	National and Comparative Oil and Gas Law	5
International Environmental Law	5	International and Comparative Mineral Law	5
International Law of Natural Resources and Energy	5	International Law of the Sea	5
International Petroleum Law and Policy	5	Sierra Leone Natural Resources Law and Policy	5
Dissertation	20	Sierra Leone Environmental Law and Policy	5
TOTAL	40	Business and Human Rights Law	5
		International Human Rights Law	5
TOTAL CREDITS: 60			

Specialisation Masters of Laws (LLM) in Human Rights and Policy

Graduates will be awarded the Master of Laws (LLM) with a specialisation in International Human Rights Law and Policy.

Programme Description

Human rights law is a system of international and national laws geared towards protecting and promoting rights and freedoms regarded as fundamental to human dignity. Human rights cover an extensive range of issues relating to civil and political rights; economics, social and cultural rights, the equitable allocation of natural resources, protection of vulnerable groups, women and children.

Even though they are universal and are applicable to every individual irrespective of political and socio-economic status, race, gender, nationality or other distinction, human rights are often incorrectly understood and poorly implemented. Therefore, the achievement of human rights standards for all individuals requires the availability of informed and dedicated human rights professionals.

The UniMak Human Rights postgraduate programme seeks to train and support current and future human rights professionals and scholars in the exciting, dynamic and expanding field of international human rights law and policy. The program provides an opportunity for the specialised study of human rights law and policy at the postgraduate level and empowers graduates of the program with the knowledge necessary knowledge to advocate for the protection and promotion of human rights from within the broad perspective of Law and policy.

The Human Rights and Policy program caters for individuals and professionals from a wide range of disciplines whose work requires a detailed knowledge about human rights law and policy. These include lawyers, military officers, security experts, government and public-sector officials, NGO workers, civil society activists, journalists, individuals working in international organisations etc.

Programme Structure

Candidates in the LLM (Human Rights Law and Policy) and in the Master of Human Rights and Policy programmes must complete 5 modules. There are two compulsory modules: International Human Rights Law and Advanced Issues in International Human Rights Law in addition to the four compulsory modules. The remaining two other available modules can be selected from the Elective modules depending on the candidate's specific interests and career objectives.

Compulsory Modules	Credit hours	Electives Modules	Credit hours
International Law (PIL)	5	International Environmental Law	5
International Criminal Law	5	International Trade Law	5
International Humanitarian Law	5	International Law of the Sea	5
International Human Rights Law/ Advanced Issues in Human Rights Law	5	International Marine time Law	5
Master Thesis	20	International Investment Law	5
TOTAL	40	International Law Oil & Gas	5
		Anti-Terrorism Law	5
		Business and Human Rights	5
		International Institutional Law	5
		International Disputes Settlement	5
TOTAL CREDITS:		60	

DEGREE IN LAW

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 st YEAR			
CODE	1 st SEMESTER	CODE	2 nd 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 nd YEAR			
CODE	1 st SEMESTER	CODE	2 nd 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 rd YEAR			
CODE	1 st SEMESTER	CODE	2 nd 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 th year			
CODE	1 st SEMESTER	CODE	2 nd 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%

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 ST SEMESTER		2 ND 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 st SEMESTER		2 ND 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 ST SEMESTER		2 ND 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 ST SEMESTER		2 ND 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
MASTER IN PUBLIC HEALTH

Worldwide, many people continue to suffer from preventable communicable and non-communicable diseases. The need for capacity building in the field of Public Health has been compounded by the emerging and reemerging health challenges/issues such as infectious and non-infectious disease, road traffic injuries, occupational health hazards, biotechnology and genetic engineering, inequalities in health resource allocation etc. This MPH degree Programme aims at producing Public Health professionals capable of addressing health issues by responding effectively, developing, managing and evaluating health programmes and proposing viable alternatives.

The need for prevention, reduction of transmission of both communicable and non-communicable diseases in the human population calls for improving physical, biological, cultural and social environmental conditions.

The labour market demand for public health practitioners over the years has not been matched with training opportunities in the country and the region at large, hence the inability to respond to emerging health challenges. The continued increase in health issues emanating from the rapid urbanization and industrialization due to modern technological advancement and emerging and re-emerging diseases make capacity building in the field of public health a necessity. The programme intends to produce skilled public health professionals who will be capable of integrating theory and practice in assessing, analysing and managing, developing, and evaluating Public Health Policies affecting the health of the individual and the community and be able to suggest effective and appropriate public health interventions. The Masters of Public Health graduates will be equipped with necessary knowledge, skills and attitude through lectures, tutorials, group discussion, seminars, to become objective, accomplished, critical mass in public health research and programmes.

Objectives of the Master of Public Health (MPH) Programme

- ✓ Prepare students to use multi-disciplinary skills to address contemporary health practice challenges
- ✓ Impart critical analysis and problem-solving skills
- ✓ Prepare students for position of senior responsibility in public health practice research and training particularly community level and government

- ✓ Play an effective role in the development and expansion of opportunities for individuals wishing to continue their education in the health science disciplines
- ✓ Prepare students academically and professionally for a career in Public Health
- ✓ Provide community service through consultation, advice, training, participation, moral and financial support to the community and other stakeholders
- ✓ Generate and impart knowledge, skills and attitudes that pertain to effective recognition and response to public health challenges
- ✓ Train manpower that is adaptable to emerging and re-emerging public health challenges
- ✓ Enhance appropriate use of natural and human resources to promote good health and sustainable development
- ✓ Advance public health sciences and understanding of cause and prevention of diseases through high quality research and training
- ✓ Train students to understand ecological approach to public health with emphasis on the linkages and relationship to multiple determinants of health

Admission Requirements

The common regulations for the Master's Degree in all faculties of the University of Makeni shall apply. The following shall be eligible for admission into the MPH.

Holders of any of the following degrees, Bachelor of Science in Public Health, Bachelor of Medicine and Surgery (MBChB), Bachelor of Dental Science (BDS), Bachelor of Nursing Sciences (BScN), Bachelor of Pharmacy (B. Pharm.), Bachelor of Veterinary Medicine (BVM) from any institution recognized by the University of Makeni Senate and at least one year of post-registration experience in a medical or other health related field.

Holders of a first degree from the University of Makeni and other recognized institution in a discipline closely related to public health and medicine including an upper second class honours degree in environmental health, nutrition and statistics who in addition have relevant and adequate practical experience of not less than two years

Holders of Bachelor of Science degree of lower second class in the discipline Mentioned above with relevant Post Graduate Diploma or three years relevant experience can be admitted with the approval of the University of Makeni Senate

Course Structure and Duration

The course shall consist of course work, examination and research leading to a dissertation.

- ✓ The Master of Public Health shall run for a minimum of 4 semesters of 14 weeks (two academic years) and the candidate must complete the course in 10 semesters of 14 weeks (five academic years).
- ✓ The course shall consist of two parts. Part I shall consist of course work. Part II shall be devoted to a research project culminating into a dissertation
- ✓ Students shall be required to take 6 core courses and 2 elective courses from one of the seven options.
- ✓ Students shall be required to take a minimum of 3 courses and a maximum of 6 courses in the first semester.
- ✓ The research project will be taken after completion of the course work.

Payment for Program

All UNIMAK students' fees should be paid into the University of Makeni Bank Accounts. (Sierra Leone Commercial Bank-University of Makeni, Fatima Campus: 613417 and Sylvanus Koroma Yoni Campus: 614632).

1. Fees should be paid by the 3rd week of the semester. After this, 5% surcharge will be charged for late payment.
2. Exceptions are considered only for students will submit a written request to be approved by the director of finance and administration for payment by instalments. The request has to be addressed to the director of finance and the following should be spelt out: Named..... ID NO.....Dept.....
 - a) The reason (s),
 - b) The number of instalments (not more than four(4)),
 - c) The amount of each instalment,
 - d) The deadlines of payment for each installment.
3. A payment has to be made of le 500,000 surcharge for the installment mode of payment
4. Once approved by the director of finance, a copy of the request be submitted to the finance office. Failure to adhere to this installment according to the date pledged will lead to discontinuation of the arrangement.
5. All payments have to be completed two weeks before the start of examinations.
6. Two weeks before the exams, the registrar in conjunction with the finance office will publish the list the students who are eligible to sit for the examination.

7. Any student who leaves the university prior to the end of the fourth week of the semester may claim a refund of the tuition fees paid. The refund will be made according to the guidelines of the financial regulations of UniMak. To maintain the student status, every student shall complete the registration exercise during the first three weeks of each semester.

No	Core Courses (3 credits hours)	Specializations	Possible elective for specialization (3 credit hours each module)
1	PUBH 600 Epidemiology 1	Epidemiology	PUBH 617 Epidemiology II PUBH 618 Biostatistics and Health Information Management II PUBH 607 The Concept of OneHealth in Sierra Leone PUBH622 Integrated Diseases Surveillance and Response Plus any other two courses of choice.
2	PUBH 601 Biostatistics and Health Information Management 1	Biostatistics and Health Information Management	PUBH 612 Communicable and non-communicable diseases prevention and control PUBH 618 Biostatistics and Health Information Management II PUBH 607 The Concept of OneHealth in Sierra Leone PUBH 619Medical Demography Plus any other two courses of choice.
3	PUBH 602 Social sciences and health	Environmental Health Science	PUBH 623Environmental Impact and Strategic Assessments PUBH 624 Waste Management PUBH 607 The Concept of OneHealth in Sierra Leone PUBH 625 Toxicology Plus any other two courses of choice
4	PUBH 626 Management in Public Health	Health Service Administration	PUBH 608 Health planning and policy development PUBH 609 Health services administration and evaluation PUBH 610 Primary health care PUBH 611 Health economics Plus any other two course of choice
5	PUBH 612 Communicable and non-communicable disease prevention, Control and Management	Social and Behavioral Science	PUBH 607 The Concept of OneHealth in Sierra Leon PUBH 609 Health services administration and evaluation PUBH 611 Health economics PUBH 613 Maternal and Child Health Plus any other two courses of credit
6	PUBH 606 Disaster Management and Outbreak Investigation	Community Health Science	PUBH 617 Epidemiology II PUBH 619Medical Demography PUBH 620 Medical sociology and health anthropology PUBH 621 Health education, communication and educational methodology Plus any two courses of choice
7	PUBH 616 Occupational Health and safety	Disease Prevention, Control and Health Promotion	PUBH 613 Maternal and Child Health PUBH 614 Human Nutrition

			PUBH 616 Occupational Health and Safety PUBH 606 Disaster Management and Outbreak Investigation Plus any two courses of choice
8	PUBH 605 Research Design and methodology in Health	-	-
9	PUBH 627 Public Health Field Practicum	-	-
10	PUBH 628 Dissertation Writing	-	-

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 ≤ "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 st Semester	2 nd 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 st Semester	2 nd 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	
1st Semester	2nd 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	
1st Semester	2nd 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	
1st Semester	2nd 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	
1st Semester	2nd 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	
1st Semester	2nd 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	
1st Semester	2nd 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 rd YEAR			
CODE	1 st SEMESTER	CODE	2 nd 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 th YEAR			
CODE	1 st SEMESTER	CODE	2 nd 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 LANGUAGES	Physics	Computer Maintenance and Administration	professional and ethical issues in IT
Discrete Structures	Logic and Critical Thinking		

Year-3		Year-4	
Semester -1	Semester -2	Semester -1	Semester-2
VB.NET Theory	C#.NET Theory	Computer Graphics theory	php programming
VB.NET Lab	C#.NET Lab	Computer Graphics Lab	php lab
RDBMS Theory	SPSS LAB	IT Business strategies & Ms-project	mobile computing
RDBMS Lab	ASP.NET Theory	Productions & operations Management	IT management and Entrepreneurship
Computer Architecher&&Organization	ASP.NET Lab	Web Technology &Internet theory	Project/dissertation write up
Artificial Intelligence	E –Commer	Web Technology &Internet Lab	
Computer Network Security	Research M	Data Mining And Data Warehousing	
Software Engineering	Distributed	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 Year One Semester II Foundation Courses

Course	Module	Credit	Course Code	Module	Credit hours
FIII	Introduction to University Studies	2		Critical thinking and Logic	2
	Communication Skills 1	2		Social Research II	2
	Basic Mathematics	2		Communication Skills	2
	Social Research	2		Intro to Computer	2
	Fundamental Ethics	2		Social Studies	2
Course	Module	Credit	Course Code	Module	Credit Hours
MSC	Introduction to Image and photog-	3		History of Media	3
	Introduction to Literature	3		News Gathering and Writing	3
	Introduction to Journalism I	3		Introduction to Film Theories	3
	Introduction to Media Languages	3		Introduction to Image and Photography II	3
	Introduction to Performance/Practical	3		Introduction to Journalism II	3
				Intro to Literature	3

Core Courses

Core Courses

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 creditsSCA 124A

Development Communication

3 creditsMedia House

SHORT BREAK

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

Visitation (two weeks)

6 credits Semester VI Core Courses

FOURTH YEAR	
1 st SEMESTER	2 nd SEMESTER
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
PhD IN EDUCATION

The PhD in Education is a rigorous programme designed to prepare students for careers as higher education instructors, educational researchers, scholars, college instructors, teacher educators and teachers. The PhD programme involves both formal academic coursework, professional research and development activities in the education field. Students work closely with faculty supervisors and collaboratively engage to focus on solving significant educational problems and receive credit for independent studies in problem-based research activities.

Academic and research preparation is the foundation of the PhD Programme. Students begin research activities during the first year of the programme and continue to develop their skills by conducting various research projects with School of Education faculty. Activities in this vein include presenting research findings at seminars, conferences, writing research papers and dissertation work.

Aims of the PhD in Education

The main programme aims are:

- i. Meet the growing demand in Serra Leone for high-level doctoral programme graduates in Departments of Education in higher education institutions.
- ii. Train and provide a pool of specialized manpower such as advanced researchers in education, instructional designers, curriculum planners and developers and educational innovators, and school administrators, from which the next generation of university and college education lecturers and professors may emerge to meet Sierra Leone’s future demands.
- iii. Enhance specialised knowledge in education through academic study and research.
- iv. Grow and develop research specialists in various areas of education that will contribute to the solution of national and global problems.

Overall structure (and milestones)

The first step in on the PhD journey is finding an appropriate research topic that can be studied and supervised at UniMak.

Having chosen an appropriate topic, PhD candidates must pass through the following milestones to be awarded a PhD.

Milestone 1: Admittance

Applicants with a Masters from a recognised institution and a 4.2 on a 5 point scale or a 3.5 on a 4 point scale or higher, grade point average (GPA) will be considered for PhD studies (so long as applicants satisfy all other admission criteria). Other admission criteria include:

- vi. Clear statement of purpose
- vii. A 400 word research proposal – including a problem statement, short literature review and research methodology. This will be assessed in terms of its contribution to knowledge, methodology, quality of writing and whether it is appropriate by UniMak’s postgraduate research committee
- viii. Complete transcripts for previous degrees
- ix. Postgraduate academic writing competence demonstrated by examples of past writing (such as journal articles, academic papers or dissertations)
- x. Satisfactory performance at interview (possibly with a presentation).

Milestone 2: Midterm review

In the first 18 months (or equivalent for part-time students) of their PhD course, candidates must attend and pass a number of modules (outlined below). The results from the assessments of these will form part of the students midterm review (milestone 2). An important part of the midterm review will be the students research proposal that they will have been working on during this probationary purpose. This research proposal, will be assessed through a written proposal and presentation and answer session.

Having successfully passed the midterm review (probationary period), the PhD candidate will then embark on their own individual research project, including conducting their research and writing up. During this period, students will be required to attend and actively participate in a regular postgraduate seminar series. In this series, the student is expected to present and discuss their work-in-progress with fellow students and their supervisors as well as furthering dialogue on relevant sustainability issues and problems.

Milestone 3: Thesis and vivas

On completion of writing their thesis, the candidate will undergo a pre-viva voce review to ensure the candidate’s work is ready to be sent for external examination. The composition of this panel shall include: (i) the main supervisor and at least one of the co-supervisors; (ii) the internal examiner and (iii) a professor (or if not available a senior lecturer) in the field of study. After this, the candidate will make any necessary revisions before the thesis is sent outside of the parent university to be examined externally. Following this, all PhD candidates must face a viva voce involving but not limited to the External Examiner, at least two members of the supervisory team, the Internal Examiner and two other persons knowledgeable in the area of research. Where possible a member of TEC will participate in the viva voce.

The grades obtained in the taught courses, research proposal developed and mid-term review will be used to assess the candidate’s progression through the programme. The internal and external examiners reports and the performance at the viva voce shall form the basis for the award of the degree.

Concentrations and modules

The PhD in Education Programme will involve two specialty areas of concentration or majors available for PhD students:

- 1. ***Curriculum and Instruction, and***
- 2. ***Educational Administration and Leadership***

Curriculum and Instruction

The Doctor of Philosophy degree in education with a concentration in curriculum and instruction is a degree designed to prepare students to become scholars who can discover, integrate and apply knowledge, as well as communicate and disseminate it. The intent of the programme is to prepare students to make a significant original contribution to knowledge in a specialised field of study. The programme prepares students in one of the following specialty concentrations: Early Childhood Education, Educational Foundations, Mathematics Education, Science Education, and Social Studies Education.

A PhD in Education concentration in Curriculum, and Instruction degree helps students to develop the research-based knowledge, skills, and attitudes needed for effective classroom instruction, building, and district-level leadership. Learn to guide curriculum and improvement initiatives using current theory and research in curriculum design, instructional models, and assessment strategies focused on increasing student achievement. A fusion of course work, research, theory, and practical experiences, this PhD can help a candidate make greater impact in the field of education.

Core Modules

1. Writing skills, research and statistical methods I & II

This module runs for the first two semesters due to the value placed on the skills being taught. The module is essential for any PhD candidate to advance his/her writing and research skills to the level necessary to be awarded a PhD. The skills learned in this module will enable students to write a quality research proposal at the beginning of their PhD programme and produce a quality thesis by the end.

2. Seminar on Teacher Education

Review of types and analysis of recent trends, issues (such as corruption and ethics in education) and proposals for future development in teacher education. Plus, a survey of the process of education including aspects of child development, learning, teaching methods, assessment and evaluation, and classroom management for contemporary Sierra Leone schools. It will also involve comparative analysis of various certification requirements.

3. Instructional Design and Development of Instructional Materials

Types of instructional materials and their media characteristics. Learning task analysis. Models of structure of content, learners and learning, visual design of materials. Formative and summative evaluations. Practical experience in a variety of course materials for different applications. This will include a basic study of various factors affecting management of educational resources particularly those involving production, storage distribution and use of audio-visual and teaching and learning materials and equipment. This is a practical solution to teaching and learning problems, and ways of maximizing effective use of available resources.

3. Principles and Procedures of Curriculum Development

Intensive study of the basic principles and procedures utilized in the development of curricula and its implementation in schools. The course will survey the various theories of curriculum development with emphasis on their alignment with instruction, assessment and evaluation.

4. Grant writing, managing research projects and writing up I & II

This module runs for the second and third semesters due to the value placed on the skills being taught. This module aims to equip PhD candidates with the skills necessary to apply for and win research grants, manage research projects and write up different types of research reports. The skills taught in this modules will strengthen both individual's academic and professional careers, but also the institutions they work for.

5. Critical thinking and dissemination of findings

This module aims to enhance students ability to think critically about issues, an essential aspect of becoming a PhD holder. The module also instructs students in how to disseminate their findings related to the existing literature.

6. Teaching, Learning & Curriculum in Higher Education

Advanced and in-depth study of the classic, contemporary, and emerging issues, ideas, concepts, theories and research that serve to define and expand the boundaries of the literatures related to the areas of teaching, learning and curriculum in higher and postsecondary education. Research and theory in these areas will be studied in ways that emphasize scholarly writing as well as concrete applications to the development of effective policy and practice in each area.

7. Educational Assessment and Evaluation.

It examines the purposes, paradigms and types of assessment and evaluation used in education and the innovations associated with them. This course also serves to provide future education and or school leaders an opportunity to examine the needs of the schools to improve student achievement and to work with teachers and staff to implement aligned curriculum, instruction, evaluation and assessment to enable higher student achievement.

8. Doctoral Dissertation Seminar in Education

Designing, executing and writing up an original research study in social studies education. After a research topic has been approved, the candidate will research, write and report in a form of a dissertation which is followed by a presentation and defense in front of a panel of faculty. A critical examination of the process of writing the dissertation is the major part of this seminar

Proposed Core Modules for Curriculum and Instruction

Semester One (first 6 months)

Module code	Course	Credit hours
PD 600	Writing skills, Research and Statistical methods I	3
EDU 600	Seminar on Teacher Education	3
EDU 601	Instructional Design and Development of Instructional Materials	3
EDU 602	Principles and Procedures of curriculum development	3

Semester Two (month 7 to 12)

Module code	Course	Credit hours
PD 601	Writing Skills, Research and Statistical Methods II	3
PD 602	Grant writing, managing research projects and writing up I	3
PD 604	Critical thinking and dissemination of findings	3
EDU 603	Teaching, Learning & Curriculum in Higher Education	3

Semester Three (month 13 to 18)

Module code	Course	Credit hours
PD 603	Grant writing, managing research projects and writing up II	3
EDU 604	Educational Assessment and Evaluation.	3
EDU 605	Doctoral Dissertation Seminar in Education	3
Total credit hours for three semesters		36
Module code	Course	Credit hours
PD 605	Research Proposal	6
PD 606	Dissertation	18
Total Credit Hours for PhD		60

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

Field Work

Available Resources

Well - Equipped Library

Internships
Clinical Counselling
Laboratory Sessions
Skills For Special Needs

On - Line Library: Alexandria Bibliotheca & JSTOR
Well – Equipped Computer Labs
Conducive Classrooms
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 S emesters			
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 Seme sters			
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 Seme sters		
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			Year
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

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

FORTH YEA R		
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 Se mester		
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
	First Semester	First Semester
	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	
	Second Semester	Second Semester
	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

	First Semester	First Semester
		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 st SEMESTER	2 nd 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 SEN
- 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

Below 50%= fail

5 is on the basis of:

FACULTY OF PHILOSOPHY AND HUMANITY
DEPARTMENT OF PHILOSOPHY
B.A. POLITICAL SC. AND INTERNATIONAL STUDIES
DEPARTMENT OF POLITICAL SCIENCE AND INTERNATIONAL STUDIES B.A. POLITICAL SC. AND
INTERNATIONAL STUDIES

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

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.

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 Administration And management	3	2	0					
	POLIS 105	Introduction to International Relation	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 Democratization 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 Economy	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 Development	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			

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**

FIRST YEAR	
1 st SEMESTER	2 nd SEMESTER
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
SECOND YEAR	
1st SEMESTER	2nd SEMESTER
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
1st SEMESTER	2nd SEMESTER
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
FOURTH YEAR	
1st SEMESTER	2nd SEMESTER
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.

POSTGRAUATE 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 or 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:

MARKS (%)	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 to 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 RGHT TO ALTER CONDITIONS

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