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2023.01.12



Welcome to purview university of zambia

Purview university with a short and proud history spanning from 2021.

Through our offering, we are certain that we will contribute to your ambitions for career and personal development. At our very core lies the vision to provide our students with a high-quality, affordable opportunity to study and grow as a person.

Through your studies, we are sure you will leave to serve in life, and eventually prosper. Our team is friendly and professional, and our campus is easy to reach.

We will ensure that you connect with your lecturers and the administrators through the Residential / , evening and part time sessions, whilst still able to continue to work and study at the same time.

My team and I welcome you! We hope that you will enjoy your studies, and that the information we offer in this prospectus will help you to make an informed and well-thought through decision. We teach to start up

Mr munamwemba
chancellor/preident



GOVERNANCE

CHANCELLOR

Mr munamwemba videocon	Purviewuniversity@gmail.com
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MANAGEMENT

	<i>Chancellor and Vice Chancellor</i>		Videcon munamwemba
	<i>Chief Operations Officer</i>		vacant
			vacant
	<i>Quality Assurance Executive</i>		vacant
	<i>Registrar Academic</i>		vacant
	<i>Registrar Administration [Secretary]</i>		vacant
	<i>Deputy Registrar- Student Services</i>		vacant
	<i>Head: School of Postgraduate Studies</i>		vacant
	<i>Head of School of Undergraduate Studies -</i>		vacant
	<i>Head of School of Law and Humanities</i>		vacant
	<i>Head of Schools of Education & Health Sciences</i>		vacant
	<i>Head of School of Business and Development Studies</i>		vacant
	<i>Manager IT</i>		vacant
	<i>Manager Marketing</i>		vacant
	<i>Manager Recruitment</i>		vacant
	<i>Manager Accounts Administration</i>		vacant
	<i>Manager Student Services</i>		vacant
	<i>Senior Accountant</i>		vacant
	<i>Manager, Student Data</i>		vacant



ACADEMIC SPECIALISED FUNCTIONS

	<i>Senior Academic Assistant</i>		vacant
	<i>Postgraduates Support</i>		vacant
	<i>Librarian</i>		vacant
	<i>Quality Assurance Administrator</i>		vacant
	<i>Academic Assistant</i>		vacant
	<i>Academic Assistant</i>		vacant
	<i>Academic Assistant</i>		vacant

DATA ADMINISTRATORS

	Manager, Student Data		vacant
	Data Administrator		vacant

STUDENT ACCOUNTS ADMINISTRATORS

	<i>Manager Student Services</i>		vacant
	<i>Manager Accounts Administration</i>		vacant
	<i>Debtors Administrator</i>		vacant
	<i>Debtors Administrator</i>		vacant

IT AND SYSTEMS

	<i>Manager IT and System Development</i>		vacant
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STUDENT SERVICES

	<i>Deputy Registrar- Student Services</i>		
	<i>Academic Liaison Officer</i>		
	<i>Student Support Administrator</i>		
	<i>Logistic Administrator Study Materials</i>		
	<i>Logistics Administrator- Assignments</i>		
	<i>Administrative Officer</i>		
	<i>Receptionist</i>		

ADMINISTRATION

	<i>Registrar Administration</i>		
	<i>Housekeeping Assistant</i>	N/A	N/A
	<i>Housekeeping Assistant</i>	N/A	N/A
	<i>Housekeeping Assistant</i>	N/A	N/A
	<i>General Maintenance</i>	N/A	N/A

ACCOUNTANTS

	<i>Senior Accountant</i>		
	<i>Accountant</i>		
	<i>Accountant</i>		
	<i>Logistics Administrator</i>		



DISTRICT / PROVINCIAL RECRUITMENT OFFICER

CENTRAL	<i>Marketing Manager</i>		
LUSAKA	<i>Deputy Marketing Manager</i>		
CHIPATA	<i>Recruitment Manager</i>		
	<i>Recruiter</i>		
	<i>Recruiter</i>		
	<i>Recruiter</i>		
	<i>Recruiter</i>		
	<i>Recruiter</i>		
	<i>Recruiter</i>		
	<i>Recruiter</i>		
	<i>Recruiter</i>		



QUALIFICATIONS OVERVIEW

BACHELOR's DEGREES - All Tutored

- Duration: 3 Years according to new curr
- Entry Requirements: Grade 12 with 5 'O-levels'

FAST TRACK OPTIONS - All Tutored

- Duration: 2 Years
- Entry Requirements: Diploma related

School of Business and Development Studies

Bachelor of Business Administration [BBA] - with Specialization options:

- *Business Management*
- *Project Management*
- *Financial Management*
- *Marketing Management*
- *Economics and Finances*
- *Human Resources Management*
- *Purchasing and Supply Chain Management*
- *Security and Risk Management*
- *Corporate Risk and Security Management*
- *Education Management*

Bachelor of Arts in Public Administration Bachelor of Transport and Logistics Management Bachelor of Marketing Management

Bachelor of Human Resources Management



OTHER AVAILABLE QUALIFICATIONS at PURVIEW UNIVERSITY

QUALIFICATION	MODE of OFFERING	DURATION	ENTRY REQUIREMENTS
Doctorates [PhD]	Research based - underSupervision and with Colloquiums	2 to 3 years	Master's Degree
Master's	Tutored or Research based	1-2 years	Bachelor's Degree
Master of Philosophy in Development Studies [MPhil]		Research based -under Supervision and with Colloquiums	
Master of Education [MEd]		Research based -under Supervision and with Colloquiums	
Master of Business Administration [MBA] - withspecialization		Tutored	
<ul style="list-style-type: none"> - <i>Strategy and Leadership</i> - <i>Economics</i> - <i>Financial Management</i> - <i>Marketing Management</i> - <i>Human Resources Management</i> - <i>Project Management</i> 			
Master of Public Administration [MPA]		Tutored	
Master of Commerce in Development, Innovationand Entrepreneurship [MCom]		Tutored	



SCHOOL OF BUSINESS AND DEVELOPMENT STUDIES

FAST TRACK: Bachelor of Business Administration [Options]

Students qualifying to upgrade Diplomas to bachelor's degrees will do the **Fast-Track option** over two years – which means the 3rd and 4th years of the comprehensive 4-year degrees.

BACHELOR OF BUSINESS ADMINISTRATION

The Bachelor's in Business Administration is an excellent qualification for Grade 12 students that aspire to middle and senior management positions. The qualification covers a wide range of disciplines that provides the successful student a solid general knowledge to be a competent manager in private or public organizations.

Within the context of typical support modules for management studies (for example, Accounting, Economics, Commercial Law and Business Information Systems), this program is designed to develop proficiency in the theory and practice of management through a knowledge of:

- The complexity of management and employee relationships within the organizations.
- The relationship between the organization and its environment (social, political, legal, economics and ecological).
- The functional disciplines within the organization and their contribution to organizational success.

You will:

- Develop an understanding of the need for effective communication systems in management.
- Develop an understanding of current and contemporary legal and technical developments and how they impinge on the management function.
- Develop an understanding of the strategic role of management.
- Develop an awareness of ethical issues pertaining to corporate governance and management practice.
- Build a foundation for further studies in management and entrepreneurship.
- Develop skills to share knowledge and assist in the development of others.

PURVIEW offers the following specializations in the Bachelor of Business in the following management disciplines:

1. Business Management
2. Project Management
3. Financial Management
4. Marketing Management
5. Economics and Finances
6. Human Resource Management
7. Purchasing & Supply Management
8. Security and Risk Management
9. Corporate Risk and Security Management
10. Education Management



SEMESTERS	QUALIFICATION CODE	BACHELOR of BUSINESS ADMINISTRATION [BBA]	SUBJECT CODES
1	BBA	Academic Literacy	ACLIT01
1	BBA	Business Communication	BUSCM01
1	BBA	Introduction to Business	INBUS01
1	BBA	Microeconomics	MICEC01
2	BBA	Principles of Management	PRINM02
2	BBA	Business Mathematics	BMATH02
2	BBA	Entrepreneurship	ENTRP02
2	BBA	Introduction to Economics	IECON02
3	BBA	Principles of Marketing	PRMKT03
3	BBA	Human Resource Management	HRMGT03
3	BBA	Business and Law	BUSLAW03
3	BBA	Management Accounting	MNACC03
4	BBA	Information Management	INFOM04
4	BBA	Marketing Research	MKRES04
4	BBA	Strategic Management	SMNGT04
4	BBA	Financial Management	FINMT04
5	BBA	Leadership	LEADS05
5	BBA	Research Methods and Statistics	RMEST05
5	BBA	Strategic Marketing Management	STRMAM05
5	BBA	Theory of Management	THYMT05
6	BBA	Change Management	CHGEM06
6	BBA	Managerial Ethics	METHC06
6	BBA	Macroeconomics	MACEC06
6	BBA	Project Management	PROM06
7	BBA	Advanced Research Techniques	ADREST07
7		3 x Subjects from SPECIALIZATION OPTION - as indicated per semesters	
8	BBA	Capstone Course Project	PROJ08
8		3 x Subjects from SPECIALIZATION OPTION - as indicated per semesters	

SPECIALIZATION OPTIONS

SEMESTERS	QUALIFICATION CODE	ADVANCED BUSINESS MANAGEMENT	SUBJECT CODES
7	BBABM	Advanced Marketing	AMARK07
7	BBABM	Advanced Finance	ADFIN07
7	BBABM	Advanced Principles of Management	APRMT08
8	BBABM	International Business Management	INTBM07
8	BBABM	Organizational Effectiveness	OREFF08
8	BBABM	Purchasing and Supply Management	PSUPM08



SEMESTERS	QUALIFICATION CODE	HUMAN RESOURCE MANAGEMENT	SUBJECT CODES
7	BBAHR	Workplace Relations	WPREL07
7	BBAHR	Labour Law	LABOLAW07
7	BBAHR	Team Building and Motivation	TEAMB07
8	BBAHR	Training Management	TRAIM08
8	BBAHR	Conflict Management	CONFM08
8	BBAHR	Organizational Effectiveness	OREFF08

SEMESTERS	QUALIFICATION CODE	MARKETING MANAGEMENT	SUBJECT CODES
7	BBAMKT	Consumer Behavior	CBEHA07
7	BBAMKT	Electronic Marketing and E-Commerce	ECOMM07
7	BBAMKT	Advanced Marketing	AMARK07
8	BBAMKT	Advertising	ADVRT08
8	BBAMKT	Customer Service	CUSEV08
8	BBAMKT	Public Relations	PUREL08

SEMESTERS	QUALIFICATION CODE	CORPORATE RISK and SECURITY	SUBJECT CODES
7	BBACRS	Fundamentals of Computer Forensics	FCFOR07
7	BBACRS	Physical Security	PHSEC07
7	BBACRS	Principles of Corporate Security	COSEC07
8	BBACRS	Integrated Risk Planning and Strategy	IRPSY08
8	BBACRS	Internet Risk and Security	NETRS08
8	BBACRS	Principles of Information Security	PRINSEC08

SEMESTERS	QUALIFICATION CODE	SECURITY and RISK MANAGEMENT	SUBJECT CODES
7	BBASRIM	Fundamentals of Forensic Investigation	FCFOR07
7	BBASRIM	Physical Security	PHSEC07
7	BBASRIM	Principles of Corporate Security	COSEC07
8	BBASRIM	Interview and Evidence	INTEV08
8	BBASRIM	Major Crime Investigation	MCRIMI08
8	BBASRIM	Risk, Crisis and Disaster Management	CRDIS08



SEMESTERS	QUALIFICATION CODE	PURCHASING and SUPPLY MANAGEMENT	SUBJECT CODES
7	BBAPUSM	Logistics Order and Processing	LOGOP07
7	BBAPUSM	Principles of Procurement	PRPRC07
7	BBAPUSM	Principles of Warehousing	PRWAH07
8	BBAPUSM	Project Leadership	PJLED08
8	BBAPUSM	Purchasing and Supply Management	PSUPM08
8	BBAPUSM	Quantitative Methods for Logistics	QMLOG08

SEMESTERS	QUALIFICATION CODE	ECONOMICS and FINANCES	SUBJECT CODES
7	BBAECF	Advanced Finance	ADFIN07
7	BBAECF	Investment Management	INVMG07
7	BBAECF	Project Financial Management	PJFM07
8	BBAECF	Community Economic Development	CECDV08
8	BBAECF	Economics of Development	DECON08
8	BBAECF	Global Finance	GLFIN08

SEMESTERS	QUALIFICATION CODE	FINANCIAL MANAGEMENT	SUBJECT CODES
7	BBAFM	Advanced Finance	ADFIN07
7	BBAFM	Investment Management	INVMG07
7	BBAFM	Project Financial Management	PJFM07
8	BBAFM	Budgeting and Planning	BUDPL08
8	BBAFM	Global Finance	GLFIN08
8	BBAFM	Working Capital Management	WCAPM08

SEMESTERS	QUALIFICATION CODE	PROJECT MANAGEMENT	SUBJECT CODES
7	BBAPRM	Project Financial Management	PJFM07
7	BBAPRM	Project Risk Management	PJRI07
7	BBAPRM	Production Management	PRODMG07
8	BBAPRM	Project Administration	PJADM08
8	BBAPRM	Project Information Management	PJINF08
8	BBAPRM	Project Leadership	PJLED08



PURVIEW UNIVERSITY COLLEGE GRADING SYSTEM

The grading system below is applied in the school of sciences ,this grading determines the graduation level for the degree as well as the progression from one to the next

Letter grade	Grade point	meaning	equivalence
A+	5	Expetional	85-100
A	4	Excellent	76-85
B+	3	Very good	66-75
B	2	good	61-65
C+	1	satisfactory	56-60
C	0	pass	50-55
D	0	fail	0-49

Grade A-C are passing grade=== successful

Grade D not successful===== fail

Examination process and procedures

The examination process and procedure is very important part of assesments process in the school. Unfortunately ,students pay little attention to this until the fail an examination this is when they begin to ask what is about or the examination comments means . besides they tend to be not aware of what the continuous assessments is and what is the final assessments is . sometimes by the time they learn about these things they already in failer raod grade .

The teaching system is divided into semester. A semester is a six 6 month period of teaching and learning . this period is about 20 weeks . the university produce calendar as a guidance. A semester is about 15 weeks of teaching and learning and 4 to 5 weeks of assessments .the assessment takes two forms , the continuous assessment which makes up 30 to 40% of the total assessments . the final assessment which makes up 60 to 70 of the total assessment mark . assessmnts consists of assignments,quizzes,practicals given to students duringthe course of a semester. These will appear on your computer web site portal . the final assessments is the End of semester exam consists of total assessments ‘,. These two will comprise your total assessments, you should pass your continuos assessment

Examination comments

The end of the semester

You will find an examination results scripts with comments

Ne =not examined

S = satisfactory= passed the project course

Wp = withdrawn with permission due to illness

Rpc = repeat/ redo

Rps = redo a semester

Repeat and proceed = courses failed and continue into the following semester

Progression criteria

Common comments

Cp = clear pass = passed all courses

E = exclude you can nolonger continue the program , when you fails more than half of the courses

Supplementary examination





Any students with a bare pass of 45% to 49% will automatically be elevated to a pass without the need for additional examination.

Appeals

There is a provision for an appeal of any course . this is done by obtaining an appeal form from the academic office, this should be filled and signed by a students stating the grounds of the appeal ,the student is required to pay and appeal fee

Academic procedures and processes

The student will have timetable on their portal . this will consists of all the classes they will have to attend that particular smester the location of the class and the lecturer . each class will have a class representatives chosen by the class . the representative will have all the numbers of the lecturers amd can contact them on behalf of class for any matter related to academic activities in the course . students are discouraged from contacting the lecturers directly except through their class.

Laboratory work

Students are required to do some laboratory work as part of thier course

BACHELOR of TRANSPORT and LOGISTICS MANAGEMENT

The main objectives of this program are to accord the students with the necessary expert knowledge in the fields of material management, supply chain and logistics management, effective communication, transport management – whether it be on local level or internationally.

SEMESTERS	QUALIFICATION CODE	BACHELOR of TRANSPORT and LOGISTIC MANAGEMENT	SUBJECT CODES
1	BSCTRLG	Academic Literacy	ACLIT01
1	BSCTRLG	Business Communication	BUSCM01
1	BSCTRLG	Accounting	INACC01
1	BSCTRLG	Fundamentals of Transport and Logistics	FUNTL01
2	BSCTRLG	Introduction to Economics	IECON02
2	BSCTRLG	Principles of Management	PRINM02
2	BSCTRLG	Entrepreneurship	ENTRP02
2	BSCTRLG	Business Mathematics	BMATH02
3	BSCTRLG	Business and Law	BLAW03
3	BSCTRLG	Principles of Marketing	PRMKT03
3	BSCTRLG	Supply Chain Risk Management	SUCRIM03



3	BSCTRLG	Management Accounting	MNACC03
4	BSCTRLG	Global Logistics and International Trade	GLOITR04
4	BSCTRLG	Information Management	INFOM04
4	BSCTRLG	Strategic Management	STRTM04
4	BSCTRLG	Transport Economics	TLECON04
5	BSCTRLG	Research Methods and Statistics	RMEST05
5	BSCTRLG	Warehousing and Storage Management	WARSTG05
5	BSCTRLG	Distribution Management	DITRUB05
5	BSCTRLG	Transport Management	TLMGT05
6	BSCTRLG	Managerial Ethics	METHC06
6	BSCTRLG	Organizational Behavior	OBEH06
6	BSCTRLG	Project Management	PROM06
6	BSCTRLG	Public Sector Procurement Procedures and Systems	PPRSY06
7	BSCTRLG	Transport Infrastructure Investment Appraisal	TLINAP07
7	BSCTRLG	Green Logistics	GRENLOG07
7	BSCTRLG	Materials Packaging	MATPAC07
7	BSCTRLG	Operations Management	TLOPSM07
8	BSCTRLG	Purchasing and Supply Chain Management	PSUPM08
8	BSCTRLG	Capstone Course Project	PROJ08



Bachelor of HUMAN RESOURCE MANAGEMENT

The Bachelor of Human Resource Management (HRM) is a program which prepares students for professional career opportunities in business, government and non-profit organizations. The program's focus is on the development of individual skill sets at the operational level to prepare students for administrative, specialist, and generalist human resource functions and positions with an emphasis on becoming a valued partner within the organization.

SEMESTERS	QUALIFICATION CODE	BACHELOR of HUMAN RESOURCE MANAGEMENT	SUBJECT CODES
1	BSCHRM	Academic Literacy	ACLIT01
1	BSCHRM	Accounting	INACC01
1	BSCHRM	Business Communication	BUSCM01
1	BSCHRM	Business Management	BMNGT01
2	BSCHRM	Introduction to Economics	IECON02
2	BSCHRM	Principles of Management	PRINM02
2	BSCHRM	Entrepreneurship	ENTRP02
2	BSCHRM	Business Mathematics	BMATH02
3	BSCHRM	Commercial Law	BUSLAW03
3	BSCHRM	Human Resource Management	HRMGT03
3	BSCHRM	Introduction to Statistics	STATS03
3	BSCHRM	Management Accounting	MNACC03
4	BSCHRM	Financial Management	FINMT04
4	BSCHRM	Industrial Psychology	IPSY04
4	BSCHRM	Strategic Management	STRMT04
4	BSCHRM	Performance Management	PERFM04
5	BSCHRM	Research Methods and Statistics	RMEST05
5	BSCMARK	Introduction to Good Governance, Ethics and Leadership	IGGEL05
5	BSCHRM	Computer and Information Technology	CIT05
5	BSCHRM	Human Resource Development	HRDEV05
6	BSCHRM	Change Management	CHGEM06
6	BSCHRM	Business Planning	BPLAN06
6	BSCHRM	Organizational Behavior	OBEH06
6	BSCHRM	Project Management	PROM06
7	BSCHRM	Corporate Finance	COFIN07
7	BSCHRM	Electronic Marketing and E-Commerce	ECOMM07
7	BSCHRM	Labour Law	LABOLAW07
7	BSCHRM	Occupational Health and Safety Practice 1	OHSPRONE07
8	BSCHRM	Budgeting and Planning	BUDPL08
8	BSCHRM	Capstone Course Project	PROJ08



BACHELOR of MARKETING MANAGEMENT

The program Bachelor of Marketing Management is a program to provide students with a foundation in theoretical and applied knowledge of marketing, planning and developing new brands. Students are assigned to research on specific marketing topics, and their findings through interviews with marketing practitioners are presented in class.

SEMESTERS	QUALIFICATION CODE	BACHELOR of MARKETING MANAGEMENT	SUBJECT CODES
1	BSCMARK	Academic Literacy	ACLIT01
1	BSCMARK	Business Communication	BUSCM01
1	BSCMARK	Accounting	INACC01
1	BSCMARK	Business Management	BMNGT01
2	BSCMARK	Introduction to Economics	IECON02
2	BSCMARK	Principles of Management	PRINM02
2	BSCMARK	Entrepreneurship	ENTRP02
2	BSCMARK	Business Mathematics	BMATH02
3	BSCMARK	Commercial Law	BUSLAW03
3	BSCMARK	Principles of Marketing	PRMKT03
3	BSCMARK	Introduction Statistics	STATS03
3	BSCMARK	Management Accounting	MNACC03
4	BSCMARK	Services Marketing	SERVMT04
4	BSCMARK	Marketing Research	MKRES04
4	BSCMARK	Strategic Management	STRTM04
4	BSCMARK	Financial Management	FINMT04
5	BSCMARK	Strategic Marketing Management	STRMAM05
5	BSCMARK	Introduction to Good Governance, Ethics and Leadership	IGGEL05
5	BSCMARK	Research Methods and Statistics	RMEST05
5	BSCMARK	Computer and Information Technology	CIT05
6	BSCMARK	Business Planning	BPLAN06
6	BSCMARK	Organizational Behavior	OBEH06
6	BSCMARK	Project Management	PROM06
6	BSCMARK	Marketing Planning and Control	MKPLCO06
7	BSCMARK	Corporate Finance	COFIN07
7	BSCMARK	Electronic Marketing and E-Commerce	ECOMM07
7	BSCMARK	Consumer Behavior	CBEHA07
7	BSCMARK	International Business Management	INTBM07
8	BSCMARK	Budgeting and Planning	BUDPL08
8	BSCMARK	Capstone Course Project	PROJ08



PURVIEW UNIVERSITY COLLEGE





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BACHELOR of SOCIAL WORK and DEVELOPMENT STUDIES

Social Work and Development is the process or effort of increasing the positive outcomes within a community by linking individuals and organizations to work towards common goals. The people who are marginalized or living in poverty work together to identify their needs, create change, exert more influence on decisions which affect their lives and work to improve the quality of their lives, the communities in which they live, and the society of which they are part. The overall focus is on poverty reduction and personal independence.

SEMESTERS	QUALIFICATION CODE	BACHELOR of SOCIAL WORK	SUBJECT CODES
1	BASOCW	Business Communication	BUSCM01
1	BASOCW	Introduction to Public Administration	IPUAD01
1	BASOCW	Principles of Management	PRINM01
1	BASOCW	Academic Literacy	ACLIT01
2	BASOCW	Economics of Development	DECON02
2	BASOCW	Introduction to Social Psychology	SOCPSY02
2	BASOCW	Introduction to Social Work	SOCW02
2	BASOCW	Organizational Behavior	OBEH02
3	BASOCW	Introduction To Good Governance, Ethics and Leadership	IGGEL03
3	BASOCW	Introduction to Sociology and Development	SOCDEV03
3	BASOCW	Principles and Practices of Youth Development	PPYDEV03
3	BASOCW	Strategic Management	SMNGT03
4	BASOCW	Community Relations	COMREL04
4	BASOCW	Planning for HIV AIDS	PHIAI04
4	BASOCW	Politics and Local Governance	PLOGG04
4	BASOCW	Social Development	SOCDEV04
5	BASOCW	NGOs and Development	NGODEV05
5	BASOCW	Research Methodology and Statistics	RMEST05
5	BASOCW	Civil Liberties and Human rights	CLIBHR05
5	BASOCW	Gender and Development	GENDV05
6	BASOCW	Disaster Management	DISM06
6	BASOCW	Social Service Systems and Delivery	SSSDEL06
6	BASOCW	Social Work Law Procedure and Evidence	SWLAPE06
6	BASOCW	Social Policy and Development	SPOLDV06
7	BASOCW	Community Health and Development	CHELTD07
7	BASOCW	Mediation and Negotiation Skills	MNEGS07
7	BASOCW	Poverty Reduction Strategy	POVRS07
7	BASOCW	Monitoring and Evaluation	MONEV07
8	BASOCW	Capstone Course Project	PROJ08
8	BASOCW	Community and Rural Development	CRURD08
8	BASOCW	Special Education, Guidance and Counselling Skills	SEDGCS08



DIPLOMAS

Diploma programs are short courses of study focusing on specific skills for career readiness, often leading to credentials at undergraduate, and graduate levels. Professional programs like Occupational Health and Safety, Business Administration are all standard diploma programs. Minimum qualification for admittance into a diploma program is typically a high school certificate. The depth of knowledge gained in the program is characteristically lower than that of someone earning their degree but more detailed than certificate programs.



SEMESTERS	QUALIFICATION CODE	DIPLOMA in HUMAN RESOURCE MANAGEMENT	SUBJECT CODES
1	DIPHRM	Academic Literacy	ACLIT01
1	DIPHRM	Accounting	INACC01
1	DIPHRM	Business Communication	BUSCM01
1	DIPHRM	Business Management	BMNGT01
2	DIPHRM	Introduction to Economics	IECON02
2	DIPHRM	Principles of Management	PRINM02
2	DIPHRM	Entrepreneurship	ENTRP02
3	DIPHRM	Commercial Law	BUSLAW03
3	DIPHRM	Human Resource Management	HRMGT03
3	DIPHRM	Introduction to Statistics	STATS03
4	DIPHRM	Financial Management	FINMT04
4	DIPHRM	Industrial Psychology	IPSY04
4	DIPHRM	Strategic Management	STRTM04
5	DIPHRM	Research Methods and Statistics	RMEST05
5	DIPHRM	Business Mathematics	BMATH05
5	DIPHRM	Management Accounting	MNACC05
6	DIPHRM	Financial Management	FINMT06
6	DIPHRM	Capstone Course Project	PROJ06



PURVIEW UNIVERSITY COLLEGE



SEMESTERS	QUALIFICATION CODE	DIPLOMA in SUSTAINABLE HEALTH and ENVIRONMENTAL STUDIES	SUBJECT CODES
1	DIPSHEN	Academic Literacy	ACLIT01
1	DIPSHEN	Business Communication	BUSCM01
1	DIPSHEN	Environmental Economics	ENECN01
2	DIPSHEN	Environmental Management	ENMGTO2
2	DIPSHEN	Atmospheric Pollution	POLIM02
2	DIPSHEN	Solid Waste Management	WASTM02
3	DIPSHEN	Principles of Sustainable Development	PSUSD03
3	DIPSHEN	Sustainable Health Policy and Planning	SHEPP03
3	DIPSHEN	Health Promotion and Occupational Diseases 1	HPODONE03
4	DIPSHEN	Applied Strategic Environmental Assessment	APSEA04
4	DIPSHEN	Ecology and Sustainability	ECOST04
4	DIPSHEN	International Environmental Governance	IEGOV04
5	DIPSHEN	Research Methods and Statistics	RMEST05
5	DIPSHEN	Computer and Information Technology	CIT05
5	DIPSHEN	Building Community Sustainability	BSCOM05
6	DIPSHEN	Public Relations	PUREL06
6	DIPSHEN	Capstone Course Project	PROJ06

SEMESTERS	QUALIFICATION CODE	DIPLOMA in HEALTH SERVICES MANAGEMENT	SUBJECT CODES
1	DIPHESA	Academic Literacy	ACLIT01
1	DIPHESA	Business Communication	BUSCM01
1	DIPHESA	Public Relations	PUREL01
2	DIPHESA	Computer and Information Technology	CIT02
2	DIPHESA	Health Planning	HPLAN02
2	DIPHESA	Health Delivery Systems	HDELS02
3	DIPHESA	Health Promotion and Occupational Diseases	HPODONE03
3	DIPHESA	Health Care Organization Design	HCOD03
3	DIPHESA	Introduction to Health Administration	IHEAD03
4	DIPHESA	Conflict Prevention in The Workplace	CONFM04
4	DIPHESA	Public Policy Formulation and Planning	PFPIM04
4	DIPHESA	Introduction to Public Administration	IPUAD04
5	DIPHESA	Research Methods and Statistics	RMEST05
5	DIPHESA	Health Care Quality and Safety	HCQS05
5	DIPHESA	Fire and Emergency Preparedness	FEPPS105
6	DIPHESA	Epidemiology and Disease Theory	EPIDE06
6	DIPHESA	Occupational Health and Safety Laws	OHSLAW06
6	DIPHESA	Organizational Behavior	OBEH06
6	DIPHESA	Capstone Course Project	PROJ06



SEMESTERS	QUALIFICATION CODE	DIPLOMA in PUBLIC ADMINISTRATION	SUBJECT CODES
1	DIPPA	Introduction to Political Science	IPOLSC01
1	DIPPA	Introduction to Public Administration	IPUAD01
1	DIPPA	Public Policy Formulation and Planning 1	PPFAPONE01
1	DIPPA	Academic Literacy	ACLIT01.
2	DIPPA	Approaches to Development	APDEV02
2	DIPPA	Government and Administration in Zambia	GOVADZ02
2	DIPPA	Principles of Management	PRINM02
3	DIPPA	Capacity Building in Public Organizations	CAPPO03
3	DIPPA	Organizational Effectiveness	OREFF03
3	DIPPA	Performance Management	PERFM03
4	BSCPA	Information Management	INFOM04
4	DIPPA	Organization Behavior	OBEH04
4	DIPPA	Public Sector Procurement	PPRSY04
5	DIPPA	Advanced Research Techniques	ADREST05
5	DIPPA	Human Resource Management	HRMGTO5
5	DIPPA	Labour Law	LABOLAW05
6	DIPPA	Capstone Course Project	PROJ06
6	DIPPA	Information Management	INFOM06
6	DIPPA	Change Management	CHGEM06

SEMESTERS	QUALIFICATION CODE	DIPLOMA in SOCIAL WORK PRACTICE	SUBJECT CODES
1	DIPSOCW	Academic Literacy	ACLIT01
1	DIPSOCW	Introduction to Public Administration	IPUAD01
1	DIPSOCW	Gender and Development	GENDV01
2	DIPSOCW	Organization Behavior	OBEH02
2	DIPSOCW	Introduction to Social Psychology	SOCPSY02
2	DIPSOCW	Introduction to Social Work	SOCW02
3	DIPSOCW	Introduction to Good Governance, Ethics and Leadership	IGGEL03
3	DIPSOCW	Principles of Management	PRINM03
3	DIPSOCW	Introduction to Sociology and Development	SOCDEV03
4	DIPSOCW	Planning for HIV AIDS	PHIAI04
4	DIPSOCW	Politics and Local Governance	PLOGG04
4	DIPSOCW	Economics of Development	DECON04
5	DIPSOCW	Research Methodology and Statistics	RMEST05
5	DIPSOCW	Principles and Practices of Youth Development	PPYDEV05
5	DIPSOCW	Business Communication	BUSCM05
6	DIPSOCW	Community Relations	COMREL06
6	DIPSOCW	Research Project	PROJ06



ACADEMIC CALENDER

Semesters and Exams Dates

An academic year comprises two [2] semesters. For administrative purposes pv university is running four concurrent semesters per calendar year:

- Semester 1: February to July – with exams in June:
- Semester 2: May to October – with exams in September:
- Semester 3: August to January - with exams in December:
- Semester 4: November to April - with exams in March:

Timetables are published on Websites

Exams Venues

Exams are conducted at venues spread across Zambia with the aim to have at least one per province, on condition that at least 30 students register per venue.

Exams Results

Exams results are released within four [4] weeks after the end of the sessions.

No results are released should a student is in arrears with payments.

Online lectures - Undergraduates

All subjects/modules are lectured four [4] times per year – once per each semester – over a period of seven [7] weeks per semester – where each subject/module is lectured during two sessions:

Session 1 covers Study Units 1 – 4 and session 2 covers Study units 5 – 8.

Timetables will be published on Websites and Telegram

Online lectures – Masters' Students

Each subject is lectured over eight [8] sessions; twice [2] times per year – over a period of twenty [20] weeks – the first period from January to May; and the second period from July to November.

Timetables are published on Websites and Telegram – [m](#)

Information

Students are encouraged to contact [telephonic, e-mails, web portals] whenever they need information, advice, guidance – anything to assist with studies and service delivery.

Deadlines and Registrations

Deadlines are set to ease operations and service delivery to students. Not registering and/or late registering – will result in not being allowed to participate during exams/colloquiums/graduations. The same applies to late submission of assignments/capstone research projects/postgraduate research presentations.

Colloquiums

Postgraduate students doing research are obliged to attend the Colloquium sessions – of which two sessions are arranged:

- 23 to 27 January Deadline = 9 January
- 24 to 28 July Deadline = 7 July.

Arrangements

Graduations

- .

Adhering to deadlines is critical to have regalia prepared.

General Student Orientation

These sessions are aimed at new students to acquaint them with the functioning of the institutions.

Exact times and contents will be published



months	Academic Activities Resume
	General Student Orientation
	DEADLINE: Registrations for Colloquiums
	UNDERGRADUATE ONLINE LECTURES -
	Release of December Exams' Results
	POSTGRADUATE COLLOQUIUMS -
	MASTERS' ONLINE LECTURES -
	End of Semester 3/
	Start of Semester 1/
	General Student Orientation
	DEADLINE: Registration March Exams & Submission of Assignments
	EXAMS - until
	DEADLINE: Registration for Graduation & Final Submission of Research Projects
	General Student Orientation
	UNDERGRADUATE ONLINE LECTURES - weekly
	Release of March Exams' Results
	General Student Orientation
	End of Semester 4/
	Start of Semester 2/
	Senates
	Councils
	GRADUATION
	General Student Orientation
	DEADLINE: Registration June Exams & Submission of Assignments
	EXAMS - until
	DEADLINE: Registrations for Colloquiums
	MASTERS' ONLINE LECTURES - weekly until end
	UNDERGRADUATE ONLINE LECTURES - weekly - unt
	Release of June Exams' Results
	POSTGRADUATE COLLOQUIUMS -
	General Student Orientation
	General Student Orientation



			DEADLINE: Registration September Exams & Submission of Assignments
			EXAMS - until
			DEADLINE: Registration for Graduation & Final Submission of Research Projects
			Senates
			Councils
			General Student Orientation
			End of Semester 2
			Start of Semester 4/
			GRADUATION
			DEADLINE: Registration December Exams & Submission of Assignments
			General Student Orientation
			EXAMS - until
			Recess - until
			Academic Activities Resume
			General Student Orientation
			Release of December Exams' Results
			End of Semester 3

PROTOCOLS

[Rules & Regulations]

This document is meant to ease students' study experiences whilst studying at purview.

1. GENERAL INFORMATION

- a. Purview offers a system of 'continuous registration' which implies that a student can commence with studies any time of the year. An academic year comprises two [2] semesters. For administrative purposes purview is running four concurrent semesters per calendar year:

- Semester 1: February to July – with exams in June: ... to
- Semester 2: May to October – with exams in September:
- Semester 3: August to January - with exams in December:
- Semester 4: November to April - with exams in March:

Re-registration is necessary after completion of a semester and at the beginning of the next semester.



2. ACADEMIC ARRANGEMENTS

3.1 Study Materials:

- i. All the modules for a specific semester are electronically issued on payment of the first instalment for the semester.
- ii. Printed copies are available on payment of the printing cost and courier costs and will be dispatched – or be ready for collection - within seven [7] working days after payment is received.
- iii. Instructions for Assignments will be sent with all study materials.

3.2 Assignments:

- i. Each module requires the completion of two assignments.
- ii. The sub-minimum for an assignment is 40%.
- iii. The minimum combined marks for the two assignments should be 50%.
- iv. The combined marks of the two assignments counts for 50% of the final mark of the module/subject.
- v. All assignments are to be submitted before being allowed to sit for examinations.
- vi. The turn-around time for marking of assignments is one week.
- vii. No assignments will be assessed if a student is in arrears with the payment requirements.

3.3 Online lectures - Undergraduates

All subjects/modules are lectured four [4] times per year – once per each semester – over a period of seven [7] weeks per semester – where each subject/module is lectured during two sessions: Session 1 covers Study Units 1 – 4 and session 2 covers Study units 5 – 8.

Timetables are published on Websites and Telegram Online lectures – Masters' Students

Each subject is lectured over eight [8] sessions; twice [2] times per year – over a period of twenty [20] weeks – the first period from January to May; and the second period from July to November.

Timetables

3.4 Mode of Tuition:

- i. Apart from the online lectures and written study materials students will in future also have access to pre-recorded short tuition sessions for each of the modules.
- ii. The purposes of the tuition videos are:
 - a. To ensure that students are familiar with their study contents.
 - b. That students receive proper preparation to successfully pass their examinations.
- iii. Upon receiving the first set of modules, students are also contacted telephonically, and the individual student is guided in terms of an overview of the material content, the completion of assignments and how to prepare for examinations.
- iv. Students are also welcomed to contact the academic coordinators at any time to explain any uncertainties.



3.5 Colloquiums:

- i. Students who registered for research- based qualifications [doctorates and some master's] attend colloquiums – each over two to three days.
- ii. Such students should attend at least three colloquium sessions during the two years of their minimum allotted study time.

3.6 Exams:

- i. Four exam sessions are available during a calendar year. [Refer Academic Calendar] [No special exams are arranged because scheduled exam sessions are taking place every three months.]
- ii. Registration to sit for exams to be done on/or before the stipulated deadline [Refer Academic Calendar] and registration is also compulsory to qualify for scholarships.
- iii. Assignments must be handed in prior to examinations.
- iv. The minimum pass mark for each exam paper is 45%.
- v. Results will be released within less than four weeks after conclusion of the exams on condition that payment requirements are met.

3.7 Capstone Research Projects:

- i. All qualifications have a research component to be done during the final semester of studies. [That excludes doctorates and research-based master's].

3.8 Combined Pass Marks:

- i. All subjects/modules [excluding Capstone Research Project] consist of two components: Assignments and Examinations.
- ii. Each of the two components counts for 50% of the final mark: Thus -
 - a. $(\text{Assignment 1} + \text{Assignment 2}) \div 2 = \text{minimum } 50\%$.
- iii. $(\text{Average of Assignments} + \text{Exam Mark of minimum } 45\%) \div 2 = \text{minimum pass mark of } 50\%$ for the subject.
- iv. Research Projects count for a full module.

3.9 Re-marking:

- i. Students may apply for a re-marking of an examination answer script within 14 days after the official publication of the examination results.
- ii. Re-marking fee is K 500.00 per answer script.

3.10 Academic Fraud:

- i. Academic fraud is a serious offence that might lead to destroying the perpetrator's future – not only in the general academic sphere of life, but also affecting a career.
- ii. Academic fraud happens in various forms and instances. The most common and general forms are:
 - a. Plagiarism – where contents is copied directly from another source – be it publication, another student/person, illegal notes, external platforms – to name bit a few. Fundamentally it is when content is presented purporting to be one's own knowledge in order to be assessed towards the unjust benefit of the individual.
 - b. Copying some else's answers in assignments and/or during exam sessions, can lead to both parties [original writer as well as the copier] being sanctioned.



- c. Stealing of exam question papers.
- iii. When issuing certificates, the institution certifies a specific level of knowledge and competency attached to the person who is certified. Should the knowledge and competency be based on irregular means it mocks the intrinsic value of the certificate. The fraud then spills over to each and every individual and/or institution/employer where it is presented. The certified person's life and future are subsequently a series of fraud and misleading – living a lie.
That is the reason why the university puts in place several measures to prevent academic fraud.
- iv. When a student is found to be committing academic fraud the university has various options of sanctions:
 - a. Discard the specific document as nil and void.
 - b. Discard and cancel all previous results.
 - c. Expel the student from the university – for a fixed period and even permanently.
 - d. Circulate the student's name to other institutions, which might lead to all academic avenues closed being barred from registering at any other university.
- v. Students are thus fore warned to avoid any form of academic fraud.

3.11 Exemptions:

- i. Students with diplomas or certificates who would like to upgrade their qualifications may apply to be registered on the “**fast-track**” option towards obtaining a bachelor's degree qualification.
 - a. Diploma holders will then be able to graduate within two years.
 - b. Certificate holders will then be able to graduate within three years.
- ii. Students may apply for exemption of specific modules under the principle of “recognition of prior learning”. Exemption may be awarded for a maximum of 50% of modules per a qualification.
 - a. Students will be debited for the full qualification fee and then credited for the number of exempted subjects/modules at a rate of K 900.00 per subject/module exempted.

3.12 Practicums - Payments: [*Teaching Practice/Science Practicums/Law Practicums*]

- i. The required fee is payable in full prior to the occurrence and will be separately debited at the time of occurrence.
- ii. Participation is also subject to being up to date with regular payment requirements.



3.13 Duration of studies:

- i. Students are allowed to extend the allotted time of six [6] months per semester to [9] nine months to academically complete the semester – on condition that payments are done within the formal allotted time as per the stipulated payment requirements.
- ii. If not completed within the extended time of nine months – students must pay an additional 25% based on the fees that will be applicable on such a time.

3.14 Rules of Progression:

- i. Students may proceed to the following semester on the following conditions:
 - a. All academic requirements are in place.
 - b. All assignments handed in.
 - c. All exam subjects been written.
 - d. The combined pass marks have been achieved.
 - e. All fees must be up to date.
- ii. Should one semester subject be outstanding, application may be made to be allowed to progress to the following semester on condition that payment of fees is up to date.

3.15 Documentation:

- i. Academic status is formalized by way of an 'Academic Transcript' and is sent regularly to students.

3.16 Graduations:

- i. Students will only graduate when all academic requirements are fulfilled, and on condition that all financial balances are cleared prior to registration for graduation.
- ii. Qualifying students will be invited to graduate, announcing all relevant arrangements.
- iii. The costs of graduations are not included on registration in the general Invoice/Statements but will be debited on the date of invitation – and should thus be paid separately, prior to the graduation ceremony.
- iv. At least one graduation ceremony will be held per calendar year.

3.17 Special and specified subjects to be studied:

- i. Persons wanting to study only one [or more] subjects of a specific topic, are welcome to apply in writing per the application form on the website. On completion a certificate will be issued.

4 SCHOLARSHIPS

- i. Scholarships are available and linked to academic performance – as follows:
 - Based on the official required number of subjects per semester:
 - 50% 4000
 - 75 3500
- ii. Scholarships are also subject to
 - a. Regular monthly instalments to be done before or on the last day of business of each month.
 - b. Scholarships will be credited at the end of each semester.



5 FINANCES

5.1 Documentation:

- i. Financial status is formalized by way of an 'Invoice/Statement' and is sent regularly to students.
- ii. The 'Invoice/Statement' shows all costs that are related to the specific qualification for the specific semester.
- iii. The monthly amounts payable [instalments] are spread as per the relevant payment requirements.
- iv. The following credits will be recorded as and when applicable:
 - a. Scholarships.
 - b. Upfront payment discounts.
- v. The following costs are not shown and will be debited separately once applicable:
 - a. Not registering for exams @ K 150,00 per paper.
 - b. After being put on 'Hold' [Suspension] due to not paying tuition fees, re-instating, to be levied @ K 150,00
 - c. Course Projects – differentiated between K 4 000.00 to K 8 000.00.
 - d. Science Practicums – K 1 000.00 per session.
 - e. Re-writing of failed exams – K 600,00 per paper.
 - f. Re-marking – K 500,00 per paper.
 - g. Graduations – to be announced annually when students are invited to graduate.

5.2 Costs Payable and Charged:

The following components are included in full when debiting:

- i. Undergraduates and Tutored Postgraduates:
 - Application & Registration Administration – including a Student Card.
 - Tuition Fees per number of semesters – including electronic study materials.
 - Pre-recorded visual tuition videos.
 - Exams Fees per total number of papers to be written.
- ii. Postgraduates – Research:
 - Application & Registration Administration – including a Student Card.
 - Tuition Fees.
 - Colloquium Fees.
 - Final Examination Fees.

5.3 Payment Requirements:

- i. All payments must be done in full and on time as per the payment requirements. All payments are to be done before or on the last day of business of each month.
- ii. Non-compliance to payment requirements will result in:
 - a. Forfeiting of scholarships.
 - b. Non-marking of assignments and research projects.
 - c. Non-releasing of exam results. Not sitting for Exams.
 - d. Suspension of all services and being put on 'Hold'.
 - e. Non-progressing to next semester.
 - f. Late payment levies @ K 2500 per module per month.
 - g. Liability to increased fees as per the fees structure at that time.



The principle is **No payment – no service**.

5.4 Increased Fees:

- i. If payments are done as per the 'payment requirements' [clause 5.3] no increase in fees will be applicable.
- ii. The universities reserve the right to impose administrative penalties for non-compliance to Protocols.

5.5 Refund Policy:

- i. First instalments are non-refundable, except in the case of doctorate applicants which are not accepted, and the initial payment will be refunded.
- ii. Tuition fees are according to the discretion of the Executive Management of purview university refundable on receiving a written request with motivation why the refund should be considered. The following formulae will be applicable:
 - 80% of payments received within one month of registration.
 - 60% of payments received within two months of registration.
 - 40% of payments received within three months of registration.
 - 20% of payments received within four months of registration.

5.6 **BANK ACCOUNTS**

The following bank accounts are available to students:

Bank name	Acc name	Acc	Branch code	Swift code
First national bank	Purview university	63047730618	Kabwe 260937	FIRNZMLX
Airtel	Purview university	Merchant code		



- i. When making payments it is very important to ensure that the **student number** – and if possible, also the name – of the student be recorded on the deposit slips. Failure makes it difficult to do payment allocations and might affect scholarships.
- ii. Forwarding of copies of deposit slips assist in correct payment allocations.

6 **GENERAL**

6.1 It is imperative that students inform purview registrar of any changes in their contact details.

6.2 Students can contact their lecturers initially via the following

Email address : purviewuniversity@gmail.com

- i.



Central team of recruiting officers

	<i>Marketing Manager</i>		
	<i>Deputy Marketing Manager</i>		
	<i>Recruitment Manager</i>		
	<i>Recruiter</i>		
	<i>Recruiter</i>		
	<i>Recruiter</i>		
	<i>Recruiter</i>		
	<i>Recruiter</i>		
	<i>Recruiter</i>		
	<i>Recruiter</i>		
	<i>Recruiter</i>		



NOTIFICATION

This prospectus has been compiled to ensure that the information displayed in it will assist and guide the student, what the University is about at the time of going to print. There might be changes done and development may occur, pertaining to courses, dates and other services that might be required.

Changes that might take place, will be informed to the student beforehand so that the student is aware in ample time. In order to ensure that all important dates and information is within reach of the student changes are also on our website.

for up-to-date information.

PURVIEW UNIVERSITY COLLEGE