



BLANTYRE INTERNATIONAL UNIVERSITY

BIU STUDENTS HANDBOOK

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DISCLAIMER

The University Handbook provides basic information about Blantyre International University (BIU) and should neither be viewed as a complete guide to academics and research. Persons accessing this Handbook who require confirmation of any information should refer to the relevant Department of the University. The rules contained in this Handbook apply to all registered students at BIU. Discretion lies in the Senate to waive any rule as circumstances dictate or until such time as further revisions are made by the University. While every effort has been made to ensure that the information contained in the Handbook is accurate at the time of publication, the BIU expressly reserves the right to amend its policies and procedures from time to time without notice. Further, the University does not accept responsibility for any loss or damage occasioned by use of the information contained in this Handbook.



INTRODUCTION

This University Handbook serves the purpose of providing a comprehensive overview of Blantyre International University (BIU), elucidating its nature, and explicating the role it plays within the academic community. Unless explicitly stated otherwise, the contents of this Handbook are to be regarded as standard policies applicable to both staff and students. Procedures, regulations, privileges, and responsibilities are presented herein for immediate reference, subject to periodic review and revision by the University Senate. The Academic Office maintains the most up-to-date version of this University Handbook.

Blantyre International University, henceforth referred to as ‘BIU’ or the ‘University,’ was formally registered as a university with the primary objective of delivering high-quality academic education that is responsive to the present and future development needs of Malawi. It was discerned that, akin to other developing nations, Malawi faced challenges related to the insufficient availability of adequately trained and relevant human resources capable of adapting to the constantly evolving local, national, and global environments.

BIU has established robust connections and collaborations with various stakeholders, including the Government of the Republic of Malawi and the private sector. This strategic alignment has uniquely positioned BIU to contribute cohesively to the country’s development process and the broader African context by training suitably qualified human resources. Consequently, BIU prioritizes staff development, research initiatives, and the provision of consultancy services, particularly in key areas influencing the Malawian economy.

1.0 HISTORICAL BACKGROUND

Founded in 2008, Blantyre International University (BIU) is a contemporary institution located in Malawi. The University takes pride in delivering education of high quality, guided by its motto, “Education for Life-Long Learning.”

Since its inception, BIU has collaborated with various universities, notably Niagara University. BIU’s programs integrate the enduring value of classroom education with the expertise and experiences of lecturers, many of whom have industry backgrounds. This approach ensures that students are actively engaged and equipped for successful careers and fulfilling lives.

As one of Malawi’s pioneering private universities established in 2007, BIU was conceived as a Center of Excellence in education, training, research, and consultancy services. To fulfill this role, the University has developed a diverse range of tailored programs designed to address the challenges and requirements of the evolving world. These programs aim to respond to the needs of both the



business and societal spheres within the rapidly changing technological landscape. Graduates of these programs are equipped with the requisite knowledge and skills to meet the demands of the private and public sectors, both nationally and internationally.

1.1 THE ROLE OF BLANTYRE INTERNATIONAL UNIVERSITY

In line with the above philosophy, BIU holds the view that the university system has important responsibilities to society as a whole and to the educational system itself. The significance of the traditional functions of acquisition, preservation, dissemination and extension of the frontier of knowledge, the balanced education of individuals and the training of high level personnel for all walks of life is obvious. But a modern university, especially in a developing country like Malawi, has to undertake several other functions as well. It must, for instance:

- Inculcate and promote basic human values and the capacity to choose between alternative value systems;
- Preserve and foster one's great cultural traditions and blend them with essential elements from other cultures and peoples to develop a vibrant culture;
- Promote a rational outlook and scientific temper;
- Promote the development of the total personality of the students and inculcate in them a commitment to society through involvement in community service;
- Act as an objective critic of society and assist in the formulation of national objectives and programmes for their realization;
- Promote commitment to the pursuit of excellence; and, above all
- Contribute to the improvement of the entire educational system so as to serve the community.

BIU also believes that university education should aim at the following:

- To teach that life has a meaning.
- To awaken the innate ability to live the life of soul by developing wisdom.
- To train for self-development.
- To develop certain values like fearlessness of mind, strength of conscience and integrity of purpose.
- To acquaint with cultural heritage for its regeneration.
- To enable to know that education is a life-long process.
- To develop understanding of the present as well as of the past.
- To provide education that is relevant to business and industry needs.
- To impart vocational and professional training.
- To prepare students to be wealth and job creators rather than mere job seekers.

Core Values

- Excellence
- Centrality
- Diversity
- Responsiveness to Emerging Needs

Vision

- BIU Vision is “To be a world class university of academic excellence.”

Mission

- BIU’s mission is “To provide world class broad based educational programmes that promote inquiry, mastery and application of knowledge, concepts and skills while fostering ethical responsibility.”

Modes of Study

- Since BIU subscribes to the view that education must be life-long, especially in this 21st century, BIU, therefore, offers both full time and distance learning so that its academic programmes can be accessed by as many people as possible, including those that are already in employment or business.

There are a lot of advantages deriving from distance education, which include the following:

- It is a very flexible educational system which is not limited by time and place restrictions.
- Under this system, a learner can progress at his own speed.
- It fulfills the needs of various categories of persons who are unable to make use of the formal system of education.
- It leads to self-learning.
- It can reach remote areas through postal service or radio or TV.
- Learners can take advantage of the lectures of the most efficient teachers which is not always possible in all conventional educational institutions.
- Distance education makes higher education accessible to all sections of society.
- In-service personnel, housewives, persons with disabilities, underprivileged people, people residing in remote areas, school drop outs, etc., can all avail of the courses offered.
- The inherent flexibility of distance education system is conducive to a greater variety of subjects of study.
- The likely higher quality of the self-instructional package produced by multidisciplinary team of experts for use in distance education enhances the learning experience of distance students.
- The number of students in an Open University system may be unlimited.
- BIU offers distance education in order to meet the following needs and objectives:
 - To provide educational facilities to those who cannot benefit from the formal system of education.
 - To help socio-economically poor students receive education



- To make the educational institution go to the students, rather than the students coming to the university.
- To provide opportunities to the educated citizens to study further while remaining at the places of their work.
- To provide less expensive education.
- To ease the problem of financial constraints on the part of the government to start new educational institutions.

Distance education or home study is a well tried and tested technique. Experience of distance education in other countries of the world, such as the USA, Sweden, Russia, Japan and Australia where it has been used extensively for a long time, gives inspiration for fuller exploration of the method for a wide range of purposes. There is hardly any ground for apprehension that distance education courses are an inferior form of education than what is given on a full-time basis.

1.2 QUALITY AND STANDARDS: NATIONAL COUNCIL FOR HIGHER EDUCATION (NCHE)

1.2.1 Accreditation

BIU is a fully registered university by the Government of Malawi as an institution of higher learning. It was given this status on 1st June, 2010.

Maintaining high academic standards is central to BIU's vision. The University, therefore, complies with the academic standards set by the Malawi Government's National Council for Higher Education. These standards are the same for all our degree programmes —whether delivered on campus face-to-face or through distance learning. Only by maintaining the standards set by the National Council for Higher Education can the University keep its status as an institution of higher learning.

1.2 Powers of the University

The University derives its powers from its statute to confer in any faculty, the awards of bachelor, master, or other qualifications to any person who has satisfied the requirements as may be prescribed.

No qualification, other than an honorary award, may be conferred by the University upon any person who has not attended the University as a student for such period and satisfied such other requirements, as may be prescribed.

The University may confer, without attendance or examination, an honorary award of master or doctor's degree, in any faculty, upon any person, who has rendered distinguished services in the advancement of arts, science, jurisprudence or other branches of learning or has otherwise rendered himself or herself worthy of such an award.

The University provides tertiary education, promotes research and advancement of learning

The University has the power under its statute to determine its admission policy, the entrance requirements in respect of its curricula, the number of students who may be admitted for a particular curriculum or course or unit; and the manner of their selection and the minimum requirements for there-admission to a curriculum leading to a qualification in a faculty of the University. The University has the power to refuse re-admission to a student who fails to satisfy such minimum requirements for re-admission.

2.0 GENERAL INFORMATION

The University is one of Malawi's first private universities established in 2008. It was established to serve as a Centre of Excellence in education, training, research and provision of consultancy services.

In this respect, the University has developed a wide range of tailor-made programmes that are designed to meet the challenges and needs of the changing world. The programs are designed to respond to the needs of business and society in the ever fast changing technological environment. The programmes are designed in such a manner as to enable the graduates to acquire adequate knowledge and skills that respond to the needs of both the private and public sector, nationally and internationally.

Facilities at the newly developed campus which is located in Likhubula Area, next to Michiru Hills, in Blantyre include offices, lecture theatres, state-of-the-art computer facilities, and a modern library in addition to other facilities.

2.1 Location and Contact Details

The University Central Administration is located at:

Michiru Campus,

Private Bag 98, BLANTYRE, MALAWI

Telephone:

Cellphone:

E-mail: info@biu-edu.com / Website: www.biu-edu.com

3.0 GOVERNANCE OF THE UNIVERSITY

3.1 The Board of Directors

The Board of Directors is responsible for the governance, control and administration of the University, and, at all times, act in the best interest of the University.

3.2 Senate



The University Senate is responsible for the establishment of Boards of Studies for the purpose of organising the structure and content of courses of instruction and study in the respective disciplines; and the coordination of studies within the university.

A Senate shall consist of:

- The Chancellor
- Vice Chancellor
- Academic Dean
- Faculty Deans
- Dean of Students
- Heads of Departments
- Registrar

3.3 Accreditation and registration status

The BIU has attained both national and international recognition due to its commitment to providing quality education. The University is registered with the Ministry of Education, Science and Technology and is a registered institution by National council for Higher Education (NCHE).

3.3.1 Relationships with other professional organisations

Blantyre International University has entered into collaborative agreements with a number of academic institutions and professional organisations that share a common perspective in the development of human resources. Among such institutions is the Niagara University (NIU) with which BIU has signed a Memorandum of Understanding (MoU). The MoU provides for liaison and coordination between the two universities in the provision of higher education in order to provide quality assurance in the delivery of programmes in those areas.

BIU is also a member of the Association of Private Universities of Malawi (APUMA), a body that serves Private Universities as a common platform aimed at enhancing and harmonizing higher education delivery in the country.

4.0 STUDENT AFFAIRS

Student Affairs Department is currently under the Dean of Students office. Activities include recreation, clubs and societies. In general, the office ensures that the student body gets all the necessary attention it deserves as the major stakeholder of the University. Some of the services rendered in this area include but not restricted to the following:

4.1 Accommodation

The University does not currently have hostel accommodation. Students make their own arrangements with boarding houses, a number of which are in the vicinity of the University. Application and inquiries

for accommodation may be made through the Dean. However, the University will soon embark on the construction of its Hostels with modern facilities.

4.2 Clubs and Associations

The University will facilitate the establishment and running of Clubs and Associations by students under the supervision of the Dean of Students.

4.3 Sports and Physical Recreation

The University is in the process of procuring modern and state-of-the-art sporting and recreational facilities for both in-door and out-door physical activities. Currently, the university has made arrangements with Blantyre Sports Club to use its sports facilities, including soccer, netball and volleyball.

4.5 Counseling Service

The Counseling Centre offers emotional support to students who may be experiencing certain distress problems facing them which include pressure of work. Counseling and advice are offered under the strictest confidence.

4.6 International Student Affairs

The University hosts and supports students who hail from outside Malawi through orientation Programmes (provision of guidance on immigration, availability of accommodation, security and social facilities in the country).

5.0 APPLICATION PROCEDURE FOR ALL PROGRAMMES

University Programmes on Offer

The BIU blends its reputation for quality and academic excellence with practical applications to benefit both individuals and the industry, premised on the concept that continuous learning is the foundation upon which a competitive advantage is built. Taking cognizance of both local and international market trends, BIU programmes aim to provide students with the best management practices and equip them with necessary competences for the industry.

General entry requirements for a Bachelors Degree are MSCE with at least six Credits including English. Masters Degree entry requirements are a Bachelors Degree in a related field of study or a full professional qualification which is equivalent to a Bachelors Degree in a related field of study.

The general application procedure for any of the degree programmes is outlined below:

- Prospective students may obtain an Application Form, fill it in and attach photocopies of the requisite qualifications. Note that Application Forms may be obtained from our offices at: The Registrar, BIU, Private Bag 98, Blantyre;



- The completed Application Form must be submitted to the University through the office of the Registrar;
- Following review of the duly completed Application Form, the University will issue a Letter of Admission to the successful applicant defining all the relevant information including the date of Formal Registration;
- After receiving the Letter of Admission, some of the applicants holding other relevant qualifications may apply to the Registrar for possible exemption from some of the courses, subject to their relevancy to the programmes in which they have been admitted; and
- Following the admission process, course registration procedure will be undertaken prior to the commencement of lectures in the relevant programmes.

6.0 GENERAL EXEMPTION RULES AND REGULATIONS

6.1 Overview

The rules in the International Standards of Recognition of 'Prior Learning' require various tuition providers to have a mechanism for the 'recognition of prior learning/qualifications' to help enhance the rate at which students can progress in their studies rather than being repetitive in the programmes/courses that they already passed in their other studies.

6.2 Exemption Procedures: Undergraduate Programmes

Exemptions will be awarded to deserving applicants. To qualify for exemption, the applicant must have studied the course at diploma, degree level or equivalent at a reputable institution; and must have at least a Credit in that course and to the satisfaction of the University. Applicants can only be exempted from a course in the 1st and 2nd Year of a programme as may be determined by the University. No exemption will be awarded for 3rd and 4th Year courses. The procedure followed for exemptions by the University is outlined below:

6.2.1 The applicant must first apply for Admission as a student in the appropriate programme(s);

6.2.2 Following admission, the student can apply for exemption in writing, attaching relevant copies of certificates and statement of results;

6.2.3 The University Exemptions Committee will evaluate the qualifications against the subjects/courses in the degree programme.

6.2.4 Following review including the duration of the course undertaken, the content of the programme covered, whether the institution is recognised by other academic institutions, the University will then make a decision related to the student's application for exemption;

6.2.5 The University will thereafter, notify the student concerned in writing regarding the decision reached on their request for exemption. The student will also be informed of the exemption, fees required to pay.

6.2.6 The University Senate reserves the right to change exemption rules for all programmes at any time.

6.3 Programmes in which No Exemptions are Applicable

According to the International Standards of Recognition of ‘Prior Learning,’ there are a number of areas where exemptions may not be awarded despite prior studies undertaken or qualifications awarded. These include the following:

6.3.1 The Third and Fourth Years of a Degree Programme

As state in 6.2, no exemptions can be awarded to any of the subjects in the Third and Fourth Years of a degree programme. Students are expected to undertake all the courses in those levels of the degree programme; and are expected to write examinations in all the appropriate papers.

6.3.2 Postgraduate Degree Programmes

In any of the Master’s degree programmes, no exemptions are to be awarded in that the programmes are specialized. This rule is also included in the international regulatory principle which applies in every institution of learning in any tertiary education.

6.4 Exemption Fees

Once an Exemption is allowed, there will be a prescribed fee for each course allowed. Exemption fees are established by the University and are subject to change.

6.5 Caution

Exemptions may only be granted prior to registration and may not be granted during the course of the semester.

7.0 REGISTRATION

The following Rules and Regulations regulate the relations between the students and the University.

7.1 Course Registration

A student shall register at the University in person in a course of study or part of a course of study leading to a degree, diploma or certificate at the beginning of each semester. This shall be done in accordance with the enrolment time-table published for that semester and shall thereafter, re-register at the prescribed time provided that where a student is, by reason of illness or of exceptional circumstances beyond their control, unable to register in due time, he/she may be offered the opportunity to register



late by producing medical certificate or any reasonable evidence for the exceptional circumstances that led to non-registration at the prescribed time.

7.1.1 No student may be allowed to register for courses that lead to a clash with the time-table for that semester.

7.2 Full-time and Distance Learning Students

7.2.1 A student who registers as ‘full-time’ student will attend regular classes during the day according to a given timetable. A student so registered shall carry the normal course load for an academic semester and year.

7.2.2 A student who registers as a “distance learning” student will receive a prescribed number of assignments during the semester and attend Residential School for a given period of two weeks for undergraduates and three weeks for postgraduates. A student so registered shall carry the normal course load for an academic semester and year.

7.3 Course of Study

The course of study for every student shall require the approval of Senate. However, the Senate may delegate such power of approval to the Dean of Academics. In certain exceptional cases, which do not satisfy the regulations for the award of the degree for which the student is enrolled, the Dean may, on behalf of the Board of Studies, approve a course of study for that student. Where options are prescribed for a course of study, the Senate, on the advice of the Board, may determine which options shall be available in a particular year or semester.

7.4 Inter-disciplinary Course Registration

A student pursuing a course for the award of a degree may, with the approval of the appropriate School or the Board or the Senate, register for a course or courses in another program, provided that no student shall, under this regulation, register in more than two course units which are outside his/her field of study.

7.5 Late Registration

Students shall register on the appropriate days as set out in the academic calendar, although registration may be accepted after the prescribed dates, subject to the terms set by the university.

7.5.1 A student shall not be allowed to be registered after the end of the third week following the last day of registration.

7.5.2 A student shall not be allowed to register within three weeks following the last day of registration

unless payment of a penalty fee or such other penalty as the Senate in its discretion may prescribe is paid.

7.5.3 The Senate shall on the recommendation of the Board, exclude a student who does not re-register in any year of study.

7.6 Changes during Course of Study

A student who, having completed the registration process, wishes to change his/her course of study, may apply through the Dean of Academics upon the conditions set out in clause 7.6.1 or 7.6.2 below, as the case may require, for leave to add, substitute or withdraw from any course or subject.

7.6.1 All applications to add substitute or delete a course or subject shall be lodged with the Dean not later than the third week after the commencement of lectures in that course.

7.6.2 Any student who wishes to withdraw from his or her studies shall inform the Registrar in writing who shall inform the Dean concerning the student's discontinuance of studies. If the Dean, after investigating the circumstances is satisfied that the reasons for the withdrawal from studies are genuine, academic office shall inform the student in writing of the granting of permission to withdraw from studies.

7.6.3 Any student who has withdrawn from studies under clause 7.6.2 referred to above, and who has been granted permission to withdraw, may apply for re-admission and the Senate, in its discretion, may authorize the re-admission of that student subject to any condition that it may impose including a re-sitting of any of the courses that such student may have already have taken.

7.6.4 Where a student withdraws from his/her first year in the University, within two weeks of commencement of lectures in the first term, he/she shall be regarded as a new entrant should he/she wish to apply for admission in some future sessions?

7.6.5 A student who wishes to interrupt his/her course of study shall seek and obtain leave of absence from the senate. A student who does not comply with the rule set out herein shall be excluded from studies by the Senate on the recommendation of the Board following the procedure prescribed in clauses 7.9 and 7.10 below.

7.6.6 Every student who wishes to be absent from university campus on account of illness, attendance at conferences, sports or any such other engagements; and which absence shall involve missing classes or examinations, must seek prior permission through the Registrar. Leave of absence is not to be granted retrospectively.



7.6.7 The University does not refund fees once paid upon registration. Exceptional cases may be considered at the discretion of management subject to application of terms set by the university.

7.6.8 Students who wish to withdraw or defer their studies must notify the University of their Decision in writing. The date of notification will be the date stated on the letter of withdraw/deferment as this will attract a penalty depending on the period of notification and motive.

7.7 Limitation of Entry and Quotas

7.7.1 If the Senate is of the opinion that the number of persons seeking to gain admission to the courses offered by the University or to register for any course of study or subject in any year, is greater than the number for which adequate accommodation or teaching facilities or both are available or that the enrolment of such number in the University for the course of study or qualification shall not be in the interest of the public, or the relative need of the country, it shall limit the number of persons who may be permitted to enter or register in any course, subject or course of study. However, offer of admission to study shall not necessarily be guarantee of accommodation at the University.

7.8 Requirements for Recognition of Prior Learning

Subject to the provision for admission and to the express provisions of any other Regulation, every candidate for an undergraduate or postgraduate degree shall be required to:

7.8.1 Register as a student in the University;

7.8.2 Follow a prescribed course of study in the order prescribed or indicated in accordance with the regulations governing the course of study;

7.8.3 Keep terms (that is: abide by all conditions laid down by the Senate) in each course or subject; and shall:

- Attend classes to the satisfaction of the Senate;
- Perform to the satisfaction of the Senate through oral, practical, written and other work as the Senate may stipulate; where a student is required to attend a course or lectures under the clause above, he/she shall not be taken to have satisfied this requirement unless he/she attends at least 80 per cent of the lectures delivered in the course; and
- Students are not deemed to have attended lectures if they have had private tuitions with their lectures. It is not permitted by the Senate for any lecturer or student to engage in offering private tuition and doing so would result in disciplinary action.

7.8.4 The terms in any course, paper or subject shall be good only for the semester in which they are kept, provided that upon application, the Senate may permit those terms to be carried forward to a later semester.

7.8.6 The applications for carrying forward of terms shall be made to the Dean of Academics not later than the first day of the semester (the official day for the commencement of lectures) next following after which terms were kept.

7.8.7 Students whose terms in a course or subject have been carried forward to a latter semester shall not be entitled to apply again under this Regulation for the terms to be carried further forward.

7.9 Exclusion for Unsatisfactory Progress

7.9.1 The Board of Studies may, on the recommendation of the Head of Department, exclude any student from a course or subject in a department on the ground of unsatisfactory progress in such course or subject. A student so excluded shall have the right of appeal to the Senate. The Dean of the concerned Faculty shall inform all students recommended for exclusion under this clause individually not later than the Friday preceding the end of the semester. Such students may appeal against their exclusion within seven (07) working days following notification of their exclusion.

7.9.2 Any student who has twice attempted any course or subject but failed to obtain a pass in that course shall not be entitled to re-register in that course without the express permission of the Senate.

7.10 Failure to Make Sufficient Academic Progress in a Course of Study

Every student shall be required to maintain a minimum rate of progress in a course of study to be permitted to continue with his/her studies. A student who has failed to the extent described below shall not re-register for further studies in the University without special permission of the Senate:

7.10.1 a student who failed a course(s) for the third time.

7.11 Exclusion for Failure to pass all Courses

The Senate may on recommendation of the Board; exclude from the University any student who does not pass in any of the courses for which he/she is registered for that semester.

A student is required to complete his studies within a prescribed period of time. No student who has not completed his studies by the end of the allowable maximum period of study shall be entitled to further enrolment in the University. The following are the maximum periods that shall be allowed for study:

7.11.1 (a) Undergraduate degree, two years beyond the normal period.

(b) Postgraduate degree, one year beyond the normal period.

Where a student is absent from an examination, and the Board of Examiners is of the opinion that the



student's absence was inexcusable and that he/she should be excluded from the course concerned, it shall recommend to the Senate that the student be excluded from further study in the course concerned. Furthermore, the following regulations shall apply:

- 7.11.2 (a) No student who has entered a course of study for a degree or diploma with BIU, and who has been excluded from that course of study, shall be permitted to register without prior express consent of the Senate.
- (b) Without prior permission of the Senate, no student may register in the University.
- (c) No student who has been excluded from any university on the ground that he/she has failed to make sufficient progress may register for the courses with BIU.
- (d) No student who wishes to transfer to BIU from another university who did not make sufficient academic progress at the previous institution may be permitted to register.
- (e) Applications for permission to register under Clause 6 of this Regulation must be made on the appropriate form and submitted together with the prescribed fees to the Registrar in the semester in which the student wishes to register, provided that:
- (i) Such application shall be for enrolment in a course of study different from the one which the student was excluded for failure to make sufficient academic progress;
 - (ii) The course of study is offered in another School;
 - (iii) Where exclusion was from the University, no student shall be entitled to apply for further enrolment in the University.

7.12 Exclusion on Health Grounds

7.12.1 Where the School or Board is of the opinion that a person seeking to register or re-register for a course of study is suffering from a condition which makes the person unfit to pursue or undertake the study of that course or has a disability by reason of which he/she might, because of the requirements of the course, physically endanger himself or other persons, the enrolment or re-enrolment of that person shall be accepted only upon the recommendation of a Board of Assessors appointed by the Vice-Chancellor after consultation with the concerned School or Board of Studies.

7.12.2 A Board of Assessors appointed in accordance with Clause 7.12.1 of this Regulation:

(a) shall, unless it is impracticable, include a member with special knowledge pertaining to the persons' disability and may include a practitioner who has treated the person or has given him/her professional advice but shall not include the Dean of the School concerned or Head of the Department concerned;

- May require a person whose condition or disability is in question to undergo a medical examination at the University's expense; and

- May recommend the acceptance of an enrolment or reenrollment with or without attached conditions.

The Admissions Committee shall not exclude an applicant by reason of any condition or disability specified in this Regulation without giving him/her an opportunity to have his/her case considered by a Board of Assessors.

8.0 EXAMINATION REGULATIONS

8.1 Time and Venue

9.1.1 Examinations conducted by the University shall be held at the place and time specified in the examination time-table published under the authority of the Senate. Except when otherwise provided, examinations shall be held at the end of each academic semester.

8.2 Examination Time-table

9.2.1 a draft examination time-table will be posted on all official notice boards. It shall be the responsibility of each student to notify the Registrar of any clash in the examination time-table for which he/she is registered. The final examination timetable shall similarly be posted on all official notice boards.

8.2.2 The posting of the final time-table on the notice boards shall constitute the formal publication of the examination timetable except for distance learning students who shall be informed about such examination dates through electronic means, in addition to the posting of the same on the said official notice boards. Such notification shall constitute official notice of the date and time for the examination.

8.3 Registration for Examinations

In order to present himself/herself for examination in a course, paper or subject, a student shall register with the Registrar for that course, paper or subject in which he/she is to be examined. Such registration shall be conducted prior to the examination.

8.4 Conduct of Examinations

9.4.1 Qualification to Sit for an Examination

9.4.1.1 For a student to qualify to sit for an examination, he/she should have attended at least 80 per cent of such classes, tutorials, seminars, practical exercises or fieldwork as may be prescribed by the Board of Studies in consultation with the lecturer/examiner concerned.

8.4.1.2 In addition, a student should have written both components of his or her continuous



assessment in a particular course; and must have obtained a minimum of 40 per cent in his or her continuous assessment in order to qualify to sit for his/her examination.

8.4.1.3 All full-time and part-time students shall write the mid-semester examination in the period allocated to such examinations. Failure to do so will make the student ineligible to write the final examination.

Make-up tests are strictly prohibited. This means, therefore, that no candidate may be examined in any paper, course or subject at any time other than that set for him/her by the Registrar's office.

8.4.1.4 All assignments are to be submitted on or before the due date. Two (2) marks will be deducted for each day an assignment is late up to seven days. An assignment submitted seven days after the deadline will not be accepted. Where a student fails to submit an assignment for a valid reason, he/she must notify, the School and the lecturer concerned, within 48 hours, in writing, of the reasons for his/her failure to submit the assignment on time.

8.4.1.5 Assignments should be submitted to the lecturer during the lecture session on the date of submission; and the student should ensure that he/she signs a form for submission as proof. Where a lecturer advises that students should submit assignments to another member of staff or office, students should submit their assignments in hard copy to the prescribed office by 16:00 hours on the due date. Upon submission, students are expected to sign the Submissions Log Book and ensure that the member of staff receiving their assignment signs against their names before prior to leaving the office or premises.

8.4.1.6 A student who does not qualify to sit for an examination due to the above rules will be deemed to have failed that examination.

8.5 Examination Rules

8.5.1 The examinations shall comprise such written, oral, practical and other tests as the Board of Studies may prescribe.

8.5.2 No bags, books, notebooks, paper or any other materials unless specifically allowed by the examiner shall be brought into the examination room.

8.5.3 Mobile phones, laptops and any other forms of communication are not allowed in the examination room.

8.5.4 Eating, drinking or smoking during the examination is strictly forbidden.



8.5.5 During the examination, students are not allowed to communicate with anyone besides the invigilator, who should be notified by way of raising a hand. Anyone who acts otherwise will be disqualified from the examination.

8.5.6 No candidate will be allowed to leave the examination room within the first two hours and the last 30 minutes of the examination.

8.5.7 No candidate will be allowed into the examination 30 minutes after the examination has started. Candidates who arrive late and are allowed into the examination room will not be given extra time.

8.5.8 Candidates who finish the examination within the stipulated period may raise their hand, and may only leave when the invigilator has collected their answer scripts.

8.5.9 Students shall only enter examination numbers and not their names onto their examination transcripts. Answer scripts bearing a student's name will not be marked.

8.5.10 Law students will not be allowed to carry any statutes with any prior writing on them into the examination room. Only requisite statutes as per lecturer's instructions will be allowed into the examination room.

8.5.11 Candidates will not be allowed to share materials during the examination.

8.5.12 once in the examination room only one student will be allowed to go to the toilet at a time and such allowance shall be at the discretion of the invigilator.

8.5.13 No candidate shall be admitted to an examination after he/she has left unless during the full period his/her absence has been under approved supervision.

8.5.14 it is the responsibility of the candidate to produce a script that is clearly legible. A candidate whose script is deemed by the examiner to be illegible will be disqualified.

8.5.15 No candidate shall continue to write the examination after the Chief Invigilator has announced the expiration of the time allocated for the examination. In no circumstances is any time over and above that allocated to any paper be allowed to any candidate for reviewing his/her script or making any amendments or additions to the script.

8.5.16 Where a student repeats a course he/she will be expected to register for the course and complete



all prescribed continuous assessments in the given semester. He/she will then be graded according to the standard grading system.

8.5.17 No candidate shall communicate with the examiner any explanatory statement in regard to his/her performance in the examinations except through the Registrar.

8.5.18 A complaint by an invigilator that a candidate has committed an examination offence shall immediately be reported in writing to the Registrar who will refer such complaint to the Examinations Committee of Senate. For the purpose of this Regulation, an examination offence includes, any breach of rules relating to the conduct of examination; and any dishonest practice occurring in the preparation or submission of any work (whether in the course of any examination or not) which counts towards the attainment of a pass in any course or subject or otherwise occurring in connection with any examination. The Registrar shall notify the candidate concerned in writing of the complaint and he/she shall be invited to exculpate himself/herself in writing.

8.5.19 The Examinations Committee of Senate shall hear and determine any complaint and shall have the powers to do any of the following things in the case of a candidate found guilty of an examination offence:

- (a) Disqualify the candidate from sitting for any examination for such a period as may be prescribed; and/or
- (b) Cancel any pass with which the candidate may have been credited in the course, subject or examination in respect of which an offence has occurred; and/or
- (c) Recommend to Senate such disciplinary action as the nature of the offence may require.

8.5.20 Any candidate disqualified under Clause 8.5.19 (a) above shall have the right to appeal in writing to the Senate through the Registrar not later than twenty-one days after the official publication of the results.

Any student found in breach of these rules will be disqualified from taking the examination and may be expelled from the institution.

8.6 Deferred Examinations

8.6.1 A candidate, who through illness or other reasonable cause is unable to present himself/herself for an examination, semester or otherwise, may make an application to the University for consideration of his/her case with a view to being allowed to sit for a deferred examination. There shall be no deferred examinations for candidates who miss an examination.

8.6.2 Such an application shall be forwarded immediately to the Dean of Academics before commencement of the said examination(s), and not later than the last day of the said semester examinations session.

8.6.3 It should be noted that any claim to have misread the time-table or pressure of work shall not be considered reasonable causes.

8.6.4 The Dean of academics concerned may, after consideration of an application, permit the applicant to present himself/herself at a deferred examination.

8.6.5 The granting of deferred examinations remains the prerogative of the University Senate and, therefore, any person who has missed an examination is not automatically deemed to qualify for a deferred examination.

8.6.6 The results of a deferred examination shall be treated in a similar manner as those obtained at the scheduled semester examination.

8.6.7 A person who misses a deferred examination shall not be given another opportunity to write the examination, he/she will be deemed not to have been examined in the course.

8.6.8 In such an event, the examination shall be written at the end of the semester examination.

8.7 Assessment Grades

8.7.1 In assessing the performance of a candidate in a course, the examiners shall:

8.7.1.1 Take into consideration the Continuous Assessment (CA) work done by the candidate during the semester along with the performance in the examination;

8.7.1.2 Give due weight to a report on practical work done by the candidate, wherever these are required; and

8.7.1.3 Where oral work is required for a course or subject, unless otherwise provided, a pass shall be necessary but without grading.

8.8 Assessment

8.8.1 Students are required to submit two (2) assignments for each course attempted during a semester. Candidates will be required to sit for a 3 hour examination for each course attempted.

8.8.2 Examinations will be written at the end of each semester. To be admitted to the



examinations, candidates should have submitted all required course work assignments. They should also have met all registration requirements of BIU.

8.8.3 The weighting for the final assessment for each course shall be as follows:

- Course Work – 40%
- Final Examination – 60%

8.9 Grading System

8.9.1 The Blantyre International University (BIU) grading system is the following

75-100 %	Distinction
65-74 %	Credit Pass
55-64 %	Pass
45-54 %	Marginal Pass
0-44 %	Fail

8.10 Classification of Undergraduate Degrees

8.10.1 Grade of a Degree

8.10.1.1 The grading for the Degree certificate shall be based on the average percentage of the aggregated mark that a student scores in all the programme courses. The grading shall be as follows:

75-100%	First Class
65-74%	Upper Second Class
55-64%	Lower Second Class
45-54%	Third Class

9. Rules of Progression

9.1.1 To proceed to the next year of study or advance to the next course series, a candidate must pass all the courses taken during the preceding academic year.

9.1.2 The Senate may permit a candidate who has failed in more than one course to proceed and repeat the failed course along with the full load for the subsequent year, except where the failed course is a pre-requisite to a higher course in which case, the candidate shall not be allowed to take a higher course for that year.

9.1.3 To complete a course, a student shall:

- (a) Attend at least 80 per cent of such classes, tutorials, seminars, oral/practical exercises or field work as maybe prescribed by the senate in consultation with the lecturer(s) concerned;
- (b) Perform to the satisfaction of the senate in such prescribed practical, written and other

course work as shall be required; and

- (c) Obtain an overall pass grade in the course.

9.2 Continuous Assessment

9.2.1 A student who fails to satisfy the requirements for Continuous Assessment (CA) shall not be allowed to sit for the final examinations. The percentages for CA for all Schools in the University are as follows:

9.5 Repeat Semester

9.5.1 The Board of Examiners shall refer a student to repeat the semester without proceeding to the next semester in the following cases:

9.5.2 Any student who has failed two courses out of the four assigned per semester; and three courses out of the five assigned per semester;

9.5.3 A student who fails a repeat course(s) shall be allowed to repeat the course(s) failed;

9.5.4 a final year student who fails a repeat course(s) shall be allowed to repeat the course(s) in the following year together with any final year course(s) failed if he/she is within the allowable maximum period of study; and

9.5.5 A student repeating the semester must pass all courses before being allowed to proceed to the next semester.

9.6 Repeat Course

9.6.1 Subject to the regulations governing progression, all courses failed must be repeated.

9.6.2 A student who has failed a course they are repeating for the first time shall be allowed to repeat the said failed course.

9.6.3 A final year student who fails a repeat course shall be allowed to complete the said course, subject to the rule requiring a student to complete his/her programme of study within the prescribed maximum duration of study.

9.7 Exclusion

9.7.1 A student who fails in three or more courses out of the prescribed four courses per semester may be excluded from the School in which he or she is registered, and may be permitted to apply to another school within the University.

9.7.2 A student who has failed a repeat course(s) (twice) shall be excluded from the University.



9.7.3 A student who, without prior permission of the Board of Studies, fails to sit for an examination in a semester may be allowed to repeat the course(s) missed.

9.8 Re-admission

9.8.1 Re-admission of a student to a course of study or programme shall be restricted to higher levels of study, i.e., third and fourth years of study for Degree programmes of four years; fourth and fifth years of study for Degree programmes of five years; and second and third years of study for Diploma programmes.

9.8.2 Re-admission shall not be automatic but shall be on recommendation by the School after taking into consideration the applicant's previous academic performance.

9.8.3 An excluded student shall be required to stay away from a course of study or programme for one academic year before being considered for re-admission.

9.8.4 An applicant who has been away from studies for a period of two years or more may not qualify for re-admission.

9.8.5 A student excluded when re-admitted shall register for all the courses in the semester in which he was excluded from, including those he/she had earlier successfully passed.

9.8.6 A student who has been excluded from the Law School at any level of study shall not be re-admitted in the Law School but may be re-admitted in another School.

9.8.7 A student excluded from a School in lower levels of study shall not be considered for re-admission into the same School. Such a student may be considered for admission into another School of the university.

9.9 Maximum Duration of Study

9.9.1 The following shall be the maximum duration of study within which a candidate is to complete his/her programme. Failure to complete within these prescribed periods shall result in the concerned candidate being declared 'unattainable' by the Senate:

9.9.2 For a four year Degree programme-six years.

9.9.2 For a five year Degree programme, seven years.

9.9.3 For the eighteen-months Master's Degree programmes, two years.

9.9.4 For purposes of computing the maximum period of study, the years in which the student withdrew with permission shall not be counted.

9.10 Comment Codes

9.10.1 *Clear Pass*

Recorded when a student has passed all the courses for which he/she registered in the semester. The student may continue under the same programme. The Comment is specific to the semester and made irrespective of pre-requisites or performance in previous semesters.

9.10.2 *Proceed*

The student has either not passed all the courses in the semester or there are some courses that are incomplete until the end of the year.

9.10.3 *Exclude School*

This comment is recorded by the Board of Examiners when a student has failed to complete the School's requirements.

9.10.4 *Repeat*

This comment is recorded when a student is required to repeat the course or subject for the next semester or year.

9.10.5 *Exclude University*

This comment is recorded when a student has been excluded from further study at the University. This comment is made after the student has failed to satisfy the Senate's requirements.

9.10.6 *Suspend*

This comment is recorded when a student has been suspended for disciplinary reasons.

9.10.7 *Expelled*

This comment is recorded when a student has been expelled from the University for Disciplinary Reasons.

9.10.8 *Not Examined*

This comment is recorded when a student did not sit for the final examination in a particular course in that particular semester.

9.10.9 *Deceased*

This comment is recorded when a student has died in the course of the academic year.



9.10.10 *Not registered*

This comment is recorded when a student fails to register at the stipulated time of registration in a particular semester.

9.10.11 *Change School*

This comment is recorded as a result of a decision made by the Admission Committee, for a student to change School.

9.10.12 *Re-admit*

This comment is recorded by the Senate at the beginning of a semester after Exclude University has been recorded; and where the Senate has reversed its decision. Simultaneously, the comment Exclude for the previous year will be deleted.

9.11 Conferment of Degree and Granting of Diplomas

9.11.1 No person is entitled to describe himself as holding a degree or diploma or certificate granted by the University unless the qualification has been either in person or in absentia been granted at convocation in a general resolution of the Senate.

9.11.2 A student who wishes a qualification to be awarded must make application for the award on the form prescribed from time to time under the authority of the Senate whether it is desired that the degree or diploma be awarded in person or in absentia.

9.11.3 Notwithstanding anything to the contrary in this regulation, a degree may be awarded posthumously within the twelvemonths period after a person has fulfilled the conditions prescribed for admission to the degree.

9.12 Administrative Review/Remark of Examinations

The University ensures that the marking of papers is absolutely of high quality standard. It does not, therefore, encourage administrative reviews or remark of papers unless under the following circumstances:

9.12.1 The candidate must have submitted a written request within seven (7) days of receiving results;

9.12.2 Such a candidate must pay a prescribed fee for remark; and

9.12.3 The candidate shall be informed in writing of the final decision.

9.13 General Conduct on Campus

9.13.1 Students shall not eat from their class-rooms and should throw litter only in designated areas. Any student found violating this rule may be subject to disciplinary measures.

9.13.2 Students shall observe a dress code which is reasonable; and shall not distract other students and/or lecturers from conducting lectures thereof.

9.13.3 Students shall observe silence in the library and shall not take with them any bags, food and drinks or may be charged a penalty prescribed at the time.

9.13.4 No alcohol consumption, use of drugs or smoking is allowed on the University premises at any time; and any student found violating this rule shall be subjected to disciplinary measure.

10.0 PROGRAMMES OF STUDY

The University offers a diverse number of programmes to suit the needs of the private and the public sector in Malawi; the African region and the world as a whole.

10.1.2 *The Board of Examiners*

The Board of Examiners oversees all examinations and recommends to the Senate graduands for the award of degrees.

The composition of the Board of Examiners is of the following members:

- (a) The Dean of Academics;
- (b) All faculty staff;
- (c) A representative from the other Schools;
- (d) Representative of the Registrar;
- (e) The Librarian; and
- (f) Student Counselor
- (g) Dean of Students.

10.2 PROGRAM ON OFFER:



BACHELOR OF ACCOUNTING AND FINANCE (BAF)

		Code Number	Course Name	Duration (Weeks)	Credits
Year 1	Semester 1	JRN 111	English Language and Literature1	19	3
		ACF 111	Financial Accounting 1	19	3
		BBA 111	Principles of Management	19	3
		MAT 114	College Algebra	19	3
		ECON 111	Introduction to Microeconomics	19	3
		PHY 100	Introduction to Philosophy	19	3
	Semester 2	JRN 121	English Language and Literature2	19	3
		ECON 121	Introduction to Macroeconomics	19	3
		ACF 121	Financial Accounting 2	19	3
		BBF 121	Business Finance 1	19	3
		IT 113	Software Applications	19	3
		ENTP 122	Principles of Marketing	19	3
Year 2	Semester 1	JRN 211	Communication Skills	19	3
		STAT 211	Business Statistics	19	3
		ACF 211	Financial Reporting 1	19	3
		BBF 211	Business Finance 2	19	3
		BBA 211	Organisational Behaviour	19	3
		Law 211	Business Law	19	3
	Semester 2	LAW 225	Company Law	19	3
		ACF 221	Taxation	19	3
		ACF 222	Cost and Management Accounting	19	3
		STAT 221	Quantitative Techniques	19	3
ENTP 222	Entrepreneurship	19	3		
Year 3	Semester 1	ACF 311	Accounting Information Systems	19	3
		ACF 312	Managerial Accounting	19	3
		BBF 412	International Finance*	19	3
		ACF 313	Risk and Corporate Governance	19	3
		ACF 314	Internal Auditing	19	3
	Semester 2	ACF 321	Financial Reporting 2	19	3
		ACF 322	Auditing	19	3
		ACF 323	Performance Management	19	3
		BBA 421	Strategic Management	19	3
		STAT 321	Research Methods	19	3
Year 4	Semester 1	ACF 411	Auditing and Assurance Services	19	3
		ACF 412	Public Accounting	19	3
		BBF 411	Credit Risk Management	19	3
		ACF 413	Advanced Performance Management	19	3
		BBF 423	Advanced Finance	19	3
	Semester 2	ACF 421	International Accounting	19	3
		ACF 422	Tax Planning	19	3
		ACF 423	Financial Statement Analysis	19	3
		BIU 400	Research Project	19	3

Options:

- * BBF 221 Money and Capital Markets
- **BBF 321 Investment and Portfolio Theory
- **ECON411 Public Finance and Policy

BACHELOR OF ACTUARIAL SCIENCE

		Course Code		Course Name	Duration	Credits
YEAR 1	1 st Semester	ENG	111	English Language and Literature 1	19	3
		MAT	114	College Algebra	19	3
		ACF	111	Financial Accounting 1	19	3
		ECON	111	Introduction to Microeconomics	19	3
		BBA	111	Principles of Management	19	3
	2 nd Semester	PHY	100	Introduction to Philosophy	19	3
		ENG	121	English Language and Literature 2	19	3
		IT	112	Software Applications	19	3
		ENTP	122	Principles of Marketing	19	3
		ACF	121	Financial Accounting 2	19	3
YEAR 2	1 st Semester	MAT	124	Introductions to Calculus	19	3
		ECON	121	Introduction to Macroeconomics	19	3
		JRN	111	Communication Skills	19	3
		BBF	121	Business Finance 1	19	3
		STAT	211	Business Statistics	19	3
	2 nd Semester	MAT	214	Introduction to Ordinary Differential Equations	19	3
		LAW	224	Business Law	19	3
		MAT	212	Quantitative Techniques	19	3
		ACS	211	Introduction to Actuarial Science	19	3
		ACS	222	Principles of Operations Research	19	3
YEAR 3	1 st Semester	IT	113	Computer Programming 1	19	3
		MAT	224	Introductions to Numerical Analysis	19	3
		MAT	311	Linear Algebra	19	3
		STAT	311	Introduction to Time Series	19	3
	2 nd Semester	ACS	311	Life Contingencies	19	3
		IT	221	Software Engineering	19	3
		ACS	321	Actuarial Mathematics	19	3
		STAT	321	Applied Stochastic Processes	19	3
YEAR 4	1 st Semester	ACS	322	Financial Economics	19	3
		ACS	323	Survival Models 1	19	3
		ACS	413	Survival Models 2	19	3
		ACS	411	Mathematics of Demography	19	3
		ACS	412	Computational Finance	19	3
	2 nd Semester	STAT	411	Probability Theory	19	3
		BIU	400	Research Project	19	3
		ACS	421	Risk Theory	19	3
YEAR 4	2 nd Semester	STAT	421	Statistical Inference	19	3
		ACS	422	Principles of Econometrics	19	3
		BIU	400	Research Project	19	3
		BIU	400	Research Project	19	3



BACHELOR OF BANKING AND FINANCE

		Code Number		Course Name	Duration (Weeks)	Credits
Year 1	Semester 1	JRN	111	English Language and Literature 1	19	3
		MAT	114	College Algebra	19	3
		ACF	111	Financial Accounting 1	19	3
		ECON	111	Introduction to Microeconomics	19	3
		BBA	111	Principles of Management	19	3
		PHY	100	Introduction to Philosophy	19	3
	Semester 2	JRN	121	English Language and Literature 2	19	3
		BBF	121	Business Finance 1	19	3
		IT	113	Software Application	19	3
		ENTP	122	Principles of Marketing	19	3
		ACF	121	Financial Accounting 2	19	3
		ECON	121	Introduction to Macro Economics	19	3
Year 2	Semester 1	JRN	211	Communication Skills	19	3
		STAT	211	Business Statistics	19	3
		BBF	211	Business Finance 2	19	3
		BBF	212	Introduction to Financial Services	19	3
		BBA	211	Organisational Behaviour	19	3
		Law	211	Business Law	19	3
	Semester 2	LAW	225	Company Law	19	3
		BBF	221	Money and Capital Markets	19	3
		ENTP	222	Entrepreneurship	19	3
		BBF	222	Fundamentals of Banking	19	3
		STAT	221	Quantitative Techniques	19	3
		BBA	223	Business Ethics and Corporate Governance	19	3
Year 3	Semester 1	BBF	311	Security for Bank Lending	19	3
		BBF	312	Banking Law and Practice	19	3
		BBF	313	Marketing of Financial Services	19	3
		ACF	221	Taxation	19	3
		BBF	314	Credit Risk Management	19	3
	Semester 2	BBF	321	Investments and Portfolio Theory	19	3
		BBF	322	Principles of Insurance	19	3
		ENTP	411	Business Plan Writing	19	3
		ECON	411	Public Finance and Policy	19	3
		STAT	321	Research Methods	19	3
Year 4	Semester 1	BBF	411	Treasury Management	19	3
		BBF	412	International Finance	19	3
		BBF	413	Corporate Banking and Finance	19	3
		BBA	421	Strategic Management	19	3
		ACF	423	Financial Statement Analysis	19	3
	Semester 2	BBF	421	Banking Operations, Regulations and Supervision	19	3
		BBF	422	Investment Banking	19	3
		BBF	423	Advanced Finance	19	3
		BBF	424	Asset Financing	19	3
		BIU	400	Research Project	19	3

BACHELOR OF BUSINESS ADMINISTRATION

		Course Code		Course Name	Duration	Credits
YEAR 1	1st Semester	JRN	111	English Language and Literature 1	19	3
		BBA	111	Principles of Management	19	3
		ECON	111	Introduction to Microeconomics	19	3
		MAT	111	College Algebra	19	3
		ACF	111	Financial Accounting 1	19	3
		PHY	100	Introduction to Philosophy	19	3
	2nd Semester	JRN	1212	English Language and Literature	19	3
		ACF	121	Financial Accounting 2	19	3
		IT	112	Software Applications	19	3
		BBF	121	Business Finance 1	19	3
		ECON	121	Introduction to Macroeconomics	19	3
		ENTP	122	Principles of Marketing	19	3
YEAR 2	1st Semester	JRN	211	Communication Skills	19	3
		ACF	211	Financial Reporting 1	19	3
		BBF	211	Business Finance 2	19	3
		BBA	211	Organizational Behavior	19	3
		STAT	211	Business Statistics	19	3
	2nd Semester	CD	312	Project Management	19	3
		LAW	211	Business Law	19	3
		ENTP	222	Entrepreneurship	19	3
		BBA	211	Business Ethics and Corporate Governance	19	3
		YEAR 3	1st Semester	STAT	221	Research Methods
BBA	311			Operations Management	19	3
ECON	324			Industrial Economics	19	3
IT	316			E-Commerce	19	3
2nd Semester	BBA		321	Human Resource Management	19	3
	ACF		312	Cost and Management Accounting 1	19	3
	BBA		322	Company Law	19	3
	BBF		322	Principles of Insurance	19	3
YEAR 4	1st Semester	ACF	221	Taxation	19	3
		ENTP	411	Business Plan Writing	19	3
		ECON	414	International Economics	19	3
		BBA	421	Strategic Management	19	3
	2nd Semester	ACF	311	Accounting Information Systems	19	3
		ACF	312	Managerial Accounting	19	3
		ACF	411	Auditing	19	3
		ACF	412	Public Accounting	19	3
		ACF	422	Tax Planning	19	3
		BIU	400	Research Project	19	3



ACCOUNTING CONCENTRATION

#	Course Code		Course Title	Duration (wks)	Credits
1	ACF	311	Accounting Information Systems	19	3
2	ACF	312	Managerial Accounting	19	3
3	ACF	411	Auditing	19	3
4	ACF	412	Public Accounting	19	3
5	ACF	422	Tax Planning	19	3
6	BIU	400	Research Project	19	3

MANAGEMENT CONCENTRATION

#	Course Code		Course Title	Duration (wks)	Credits
1	BBA	422	Management Thought	19	3
2	IT	111	Information Systems	19	3
3	ENTP	411	Marketing Management	19	3
4			Free Elective	19	3
5	BIU	400	Research Project	19	3

FINANCIAL CONCENTRATION

#	Course Code		Course Title	Duration (wks)	Credits
1	BBF	412	International Finance	19	3
2	BBF	311	Credit Risk Analysis	19	3
3	BBF	321	Investments and Portfolio Theory	19	3
4	ACF	423	Financial Statement Analysis	19	3
5	ACF	422	Tax Planning	19	3
	BIU	400	Research Project	19	3

MARKETING CONCENTRATION

#	Course Code		Course Title	Duration (wks)	Credits
1	ENTP	411	Marketing Management	19	3
2	THM	413	Services Marketing Management	19	3
3	ENTP	413	Consumer Behaviour	19	3
4	ENTP	412	International Marketing	19	3
5	BIU	400	Research Project	19	3

BACHELOR OF COMMUNITY DEVELOPMENT

		Code Number		Course Name	Duration (Weeks)	Credits
Year 1	Semester 1	JRN	111	English Language and Literature 1	19	3
		CD	111	Introduction to Community Development	19	3
		PHY	100	Introduction to Philosophy	19	3
		ECON	111	Introduction to Microeconomics	19	3
		BBA	111	Principles of Management	19	3
	Semester 2	JRN	112	English Language and Literature 2	19	3
		CD	121	Introduction to Sociology	19	3
		ACF	111	Financial Accounting 1	19	3
		CPSY	111	Contemporary Social Problems	19	3
		IT	112	Software Applications	19	3
Year 2	Semester 1	CD	211	Cultural Anthropology	19	3
		JRN	211	Communication Skills	19	3
		CD	212	Social Welfare Policy	19	3
		CD	213	Introduction to Development Theories and Strategies	19	3
		BBA	211	Organisational Behaviour	19	3
	Semester 2	CD	221	Community Psychology	19	3
		CD	222	Gender and development	19	3
		CD	223	Stress Management	19	3
		CD	224	Adult Basic Education	19	3
		CD	225	Introduction to Agriculture and Extension Services	19	3
		ENTP	122	Principles of Marketing	19	3
		Year 3	Semester 1	CD	311	Introduction to Criminology
CD	312			Rural Community and Development	19	3
ENTP	222			Entrepreneurship	19	3
STAT	321			Research Methods	19	3
STAT	211			Business Statistics	19	3
Semester 2	CD		321	Environment, Climate Change and Development	19	3
	CPSY		322	Social Psychology	19	3
	LAW		211	Constitutional and Administrative Law	19	3
	CD		322	Disaster Risk Management	19	3
	CD		323	Community Health	19	3
	CD		324	Conflict Resolution and Management	19	3
	Year 4		Semester 1	CD	411	Population, Urbanizations and The Environment
CD		412		Project Management	19	3
CD		413		Monitoring and Evaluation	19	3
CD		414		Human Rights, Democracy and Governance	19	3
CD		415		Public Policy, Administration and Development	19	3
ECON		413		Economic Growth and Development	19	3
Semester 2		ENTP		411	Business Plan Writing	19
		BBA	421	Strategic Management	19	3
		CD	421	Practicum: Community Work	19	3
		CD	422	Community Mobilisation and Participation	19	3
		BIU	400	Research Project	19	3



BACHELOR OF COUNSELLING PSYCHOLOGY

		Code Number		Course Name	Duration (Weeks)	Credits
Year 1	Semester 1	ENG	111	English Language and Literature 1	19	3
		CPSY	111	Contemporary Social Problems	19	3
		CPSY	112	Fundamentals of Counselling	19	3
		CPSY	113	Ethical, Legal and Professional Issues in Counselling	19	3
		PHY	100	Introduction to Philosophy	19	3
	Semester 2	ENG	121	English Language and Literature 2	19	3
		CPSY	122	Counselling Theories and Practices	19	3
		IT	112	Software Applications	19	3
		BBA	111	Principles of Management	19	3
		CPSY	123	Developmental Psychology	19	3
Year 2	Semester 1	JRN	211	Communication Skills	19	3
		CPSY	211	Counselling People Living with HIV and AIDS and their	19	3
		CPSY	212	Psychology of Learning and Motivation	19	3
		CPSY	213	Multicultural Counselling	19	3
		CPSY	214	Vocational and Career Counselling	19	3
		CPSY	215	Behavior Modification	19	3
	Semester 2	CD	221	Community Psychology	19	3
		CPSY	222	Psychobiology	19	3
		CD	223	Stress Management	19	3
		CPSY	224	Counselling Special Populations	19	3
Year 3	Semester 1	STAT	321	Research Methods	19	3
		CPSY	311	Group Counselling	19	3
		CPSY	312	Marriage and Family Counselling	19	3
		CPSY	313	Personality and Personality Development	19	3
		CPSY	314	Introduction to Mental Health	19	3
	Semester 2	CPSY	321	Counselling People with Disabilities	19	3
		ENTP	222	Entrepreneurship	19	3
		CPSY	322	Social Psychology	19	3
		CPSY	323	Abnormal Psychology	19	3
		CPSY	324	Psychometrics	19	3
Year 4	Semester 1	CPSY	411	Practicum I	19	3
		CPSY	412	Practicum II	19	3
		CPSY	413	Bereavement Counseling	19	3
		CPSY	414	Child Counselling	19	3
		BBA	321	Human Resource Management	19	3
		CD	414	Monitoring and Evaluation	19	3
	Semester 2	CPSY	415	Industrial/Organizational Psychology	19	3
		CD	322	Conflict Resolution and Management	19	3
		CPSY	424	Adolescent Psychology	19	3
		CPSY	423	Psycho-Social Support	19	3
		BBA	421	Strategic Management	19	3
		BIU	400	Research Project	19	3

BACHELOR OF ECONOMICS

		Course Code		Course Name	Duration	Credits
YEAR1	1 st Semester	JRN	121	English Language and Literature 1	19	3
		ECON	111	Introduction to Microeconomics	19	3
		MAT	114	College Algebra	19	3
		ACF	111	Financial Accounting 1	19	3
		BBA	111	Principles of Management	19	3
	PHY	100	Introduction to Philosophy	19	3	
	2 nd Semester	JRN	122	English Language and Literature 2	19	3
		ECON	121	Introduction to Macroeconomics	19	3
		ECON	122	Mathematics for Economists	19	3
		ENTP	122	Principles of Marketing	19	3
ACF		121	Financial Accounting 2	19	3	
IT	112	Software Applications	19	3		
YEAR2	1 st Semester	ECON	211	Intermediate Microeconomics	19	3
		ECON	212	Environmental Economics	19	3
		STAT	211	Business Statistics	19	3
		LAW	224	Business Law	19	3
		BBA	211	Organizational Behaviour	19	3
	JRN	211	Communication Skills	19	3	
	2 nd Semester	ECON	221	Intermediate Macroeconomics	19	3
		BBF	221	Money and Capital Markets	19	3
		ENTP	222	Entrepreneurship	19	3
		MAT	212	Quantitative Techniques	19	3
ECON		222	Health Economics	19	3	
YEAR3	1 st Semester	STAT	221	Research Methods	19	3
		ECON	314	Econometrics 1	19	3
		ECON	311	History of Economic Thought	19	3
		ECON	312	Project Appraisal	19	3
		ECON	322	Energy Economics	19	3
	2 nd Semester	ECON	321	National Accounts	19	3
		ECON	325	Econometrics 2	19	3
		BBF	222	Fundamentals of Banking	19	3
		ECON	323	Transport Economics	19	3
		ECON	324	Industrial Economics	19	3
YEAR4	1 st Semester	ECON	411	Public Finance and Policy	19	3
		ECON	412	Agricultural Economics	19	3
		ECON	413	Economic Growth and Development	19	3
		ECON	414	International Economics	19	3
	2 nd Semester	ECON	421	Regional and Multilateral Trade	19	3
		ECON	422	Monetary Economics	19	3
		BBF	412	International Finance	19	3
		ECON	423	Labour Economics	19	3
		BIU	400	Research Project (Dissertation)	19	3



BACHELOR OF ENTREPRENEURSHIP DEVELOPMENT

		Course Code		Course Name	Duration	Credits
YEAR 1	1 st Semester	JRN	111	English Language and Literature 1	19	3
		ENTP	111	Foundations of Entrepreneurship	19	3
		ENTP	112	Opportunity Assessment	19	3
		ECON	111	Introduction to Microeconomics	19	3
		BBA	111	Principles of Management	19	3
		PHY	100	Introduction to Philosophy	19	3
	2 nd Semester	JRN	121	English Language and Literature 2	19	3
		ENTP	121	Innovation and Creativity	19	3
		BBF	121	Business Finance 1	19	3
		ACF	121	Financial Accounting 1	19	3
		ENTP	121	Principles of Marketing	19	3
		ECON	121	Introduction to Macroeconomics	19	3
YEAR 2	1 st Semester	JRN	221	Communication Skills	19	3
		ACF	121	Financial Accounting 2	19	3
		BBF	211	Business Finance 2	19	3
		ACF	211	Financial Reporting 1	19	3
		STAT	211	Business Statistics	19	3
		BBA	211	Organizational Behaviour	19	3
		IT	112	Software Applications	19	3
	2 nd Semester	ENTP	221	New Venture Marketing	19	3
		LAW	224	Business Law	19	3
		ACF	221	Cost and Management Accounting 1	19	3
		ENTP	222	Entrepreneurship	19	3
		ENTP	223	New Venture Finance	19	3
YEAR 3	1 st Semester	JRN	223	Advertising and the Media	19	3
		BBA	321	Human Resources Management	19	3
		ENTP	311	Retail Management	19	3
		ENTP	312	Entrepreneurial Strategy	19	3
		BBA	311	Operations Management	19	3
		LAW	225	Company Law	19	3
	2 nd Semester	ACF	211	Financial Reporting 2	19	3
		ENTP	323	Project Management for New Ventures	19	3
		ENTP	321	Sales Management	19	3
		ENTP	322	Ethics and Cultural Aspects of Entrepreneurship	19	3
		IT	316	E-Commerce	19	3
		STAT	321	Research Methods	19	3
Year 4	1 st Semester	MAT	111	College Algebra	19	3
		ENTP	411	Business Plan Writing (Project)	19	3
		ENTP	412	International Marketing	19	3
		ENTP	413	Consumer Behaviour	19	3
		ENTP	415	Applied Entrepreneurship	19	3
	2 nd Semester	ACF	422	Taxation	19	3
		ENTP	421	Marketing Management	19	3
		ENTP	422	Technology Commercialisation	19	3
		ENTP	423	New Venture Planning	19	3
		BBA	421	Strategic Management	19	3
BIU	400	Entrepreneurship Research Project	19	3		

BACHELOR OF INFORMATION TECHNOLOGY

		Course Code		Course Name	Duration (wks)	Credits
YEAR 1	1 st Semester	ENG	111	English Language and Literature 1	19	3
		PHY	100	Introduction to philosophy	19	3
		IT	111	Information Systems	19	3
		IT	112	Software Applications	19	3
		IT	113	Computer Programming 1	19	3
		MAT	114	College Algebra	19	3
	2 nd Semester	ENG	121	English and Literature 2	19	3
		IT	121	Computer Programming 2	19	3
		BBA	111	Principles of Management	19	3
		IT	122	Data Communication and Networks	19	3
		BBA	211	Organizational Behaviour	19	3
		MAT	124	Introduction to Calculus	19	3
YEAR 2	1 st Semester	JRN	211	Communication Skills	19	3
		IT	211	Web Development	19	3
		Stat	211	Business Statistics	19	3
		IT	212	Visual Programming	19	3
		IT	213	Systems Analysis and Design	19	3
		MAT	214	Introduction to Ordinary Differential Equations	19	3
	2 nd Semester	IT	221	Software Engineering	19	3
		IT	222	E – Commerce	19	3
		IT	223	Computer Architecture	19	3
		IT	224	Object Oriented Programming	19	3
MAT	224	Introduction to Numerical Analysis	19	3		



		Course Code		Course Name	Duration (wks)	Credits
YEAR 3	1 st Semester	IT	311	Operating Systems	19	3
		STAT	321	Research Methods	19	3
		IT	312	Computer Assembly and Maintenance Technology	19	3
		IT	313	Computer Control Audit	19	3
		ENTP	222	Entrepreneurship.	19	3
	2 nd Semester	IT	321	Computer Security	19	3
		IT	322	Database systems	19	3
		IT	323	Telecommunication Systems	19	3
		IT	324	Unix/Linux Operating System	19	3
		IT	325	Web Technologies	19	3
YEAR 4	1 st Semester	IT	411	Computer Graphics	19	3
		IT	412	Networking 1	19	3
		IT	400	Major Project	19	3
		IT	413	ICT Project Management	19	3
		IT	414	Artificial Intelligence	19	3
	2 nd Semester	IT	421	Networking 2	19	3
		IT	400	Major Project	19	3
		BBA	421	Strategic Management	19	3
		IT	422	ICT for Development	19	3
		IT	423	Server Technology	19	3

BACHELOR OF JOURNALISM

		Course Code		Course Name	Duration	Credits
YEAR 1	1 st Semester	JRN	111	English Language and Literature 1	19	3
		PHY	100	Introduction to Philosophy	19	3
		JRN	112	Theories of Communication and Media	19	3
		CD	111	Introduction to Sociology	19	3
		IT	112	Software Applications	19	3
		ECON 111	111	Introduction to Microeconomics	19	3
	2 nd Semester	JRN	121	English Language and Literature 2	19	3
		JRN	122	Gender, Race, Class and the Media	19	3
		JRN	123	Media and Culture	19	3
		JRN	124	Introduction to News writing	19	3
		JRN	125	Media in Malawi and Africa	19	3
		ECON	121	Introduction to Macroeconomics	19	3
YEAR 2	1 st Semester	JRN	211	Communication Skills	19	3
		JRN	212	Writing and Editing for Print Media	19	3
		JRN	213	Public Relations	19	3
		JRN	214	Photojournalism	19	3
		JRN	215	Media Law and Regulation	19	3
		ENTP	122	Principles of Marketing	19	3
	2 nd Semester	JRN	221	Current Affairs	19	3
		JRN	222	Journalism Ethics in Africa	19	3
		JRN	223	Advertising and the Media	19	3
		JRN	224	Desktop Publishing	19	3
YEAR 3	1 st Semester	JRN	311	Television Journalism	19	3
		JRN	312	Multimedia Journalism	19	3
		JRN	313	Media and Development	19	3
		JRN	314	Global Media Structures	19	3
		JRN	315	Investigative Journalism	19	3
		STAT	321	Research Methods	19	3
	2 nd Semester	JRN	321	Attachment	19	3
YEAR 4	1 st Semester	JRN	411	Media Management	19	3
		JRN	412	International Relations and Journalism	19	3
		JRN	413	Film Studies	19	3
		JRN	414	Newspaper/Magazine/Broadcast/ Multimedia Workshop	19	3
		ENTP	222	Entrepreneurship	19	3
	2 nd Semester	BIU	400	Research Project	19	3
		JRN	421	Media, Human Rights and Democracy	19	3
		JRN	422	Specialised Journalism (Political, Sports, Business, Science, Art and Culture, Health, Environment, Peace, Religious Journalism)	19	3



BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT

		Course Code		Course Name	Duration (wks)	Credits
YEAR 1	1 st Semester	THM	111	Introduction to Tourism and Hospitality Management	19	3
		PHY	100	Introduction to Philosophy	19	3
		ACF	111	Financial Accounting	19	3
		ECON	111	Introduction to Microeconomics	19	3
		ENG	111	English Language and Literature1	19	3
	2 nd Semester	THM	121	Hospitality Operations	19	3
		ENG	122	English Language and Literature 2	19	3
		THM	122	Travel and Tourism Management	19	3
		ENTP	124	Principles of Marketing	19	3
		IT	112	Software Applications	19	3
YEAR 2	1 st Semester	THM	123	Food and Beverage Service	19	3
		JRN	211	Communication Skills	19	3
		THM	211	Lodging Operations Management 1	19	3
		ENTP	212	Principles of Management	19	3
		STAT	211	Business Statistics	19	3
	2 nd Semester	ENTP	212	Entrepreneurship in Tourism and Hospitality Industry	19	3
		THM	224	Culinary Studies and Nutrition	19	3
		THM	221	Hotel Logistics Management	19	3
		THM	222	Lodging Operations Management 2	19	3
		THM	223	Sustainable Tourism Development	19	3
YEAR 3	1 st Semester	THM	311	Industrial Attachment/Internship	19	3
		BBA	211	Organizational Behavior	19	3
	2 nd Semester	THM	224	Advanced Food Production	19	3
		STAT	321	Research Methods	19	3
		THM	321	Tourism Planning and Development	19	3
		THM	322	Event, Catering and Banquet Management	19	3
		THM	323	Cultural and Heritage Tourism	19	3
YEAR 4	1 st Semester	THM	324	Institutional Food Service Management	19	3
		BBA	323	Business Ethics and Corporate Governance	19	3
		THM	411	Food and Beverages Control	19	3
		THM	413	Travel Agency and Tour Operation	19	3
		THM	414	Service Marketing	19	3
	2 nd Semester	BBA	321	Human Resource Management	19	3
		THM	415	International Hotel Management	19	3
		THM	421	Hospitality Property and Facility Management	19	3
		THM	422	Tourism and Hospitality Law	19	3
		BBA	425	Strategic Management	19	3
THM	423	Ecotourism Management	19	3		
BIU	400	Research Project/Dissertation	19	3		

11.0 LIBRARY

The library focuses on meeting the learning, teaching and research needs of the modern student populace by developing and sustaining a comprehensive, appropriate and up-to-date collection of information and knowledge resources. The library has a mammoth collection of literature on a wide range of subjects. The hard copy collection is supplemented with the various online website access to relevant and vital journals to which the University subscribes such as:

12.0 ACADEMIC REFERENCING SYSTEM

Both research papers and assignments for academic purposes shall be referenced based on the Harvard referencing system.

13.0 ACADEMIC INTEGRITY

Academic integrity is the moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism, fabrication and facilitation of academic misconduct; maintenance of academic standards; honesty and rigour in research and publishing. The set of core values underwrites the very mission of the University itself; integrity, honesty, hard work, and the determination to translate personal and professional principles into behaviour. As members of an academic community, we are entitled to a wide degree of freedom in the pursuit of scholarly interests. With that freedom, however, comes the responsibility to uphold the high ethical standards of academic conduct. It is a reflection of the students' experience at BIU, and is a measure of the very worth of their degree.

For students, this ethic lies at the heart of the value of their degree. If they or others around them are not living up to a high standard of academic integrity, the worth of the education they are receiving (and the degree they will receive) is compromised. A high standard of academic integrity will ultimately lead to greater heights of academic rigour and freedom among students, a better reputation for BIU, and more positive patterns of interaction with the student population. We can generate a long-lasting academic focus among the faculty population that migrates to BIU and the student population that passes through BIU.

The principles of academic integrity also represent an informal contract between faculty and students. Instead of pitting faculty against students, both share a common standard of behaviour and set of values critical to the continued success of the BIU. Both populations play an important role and have a responsibility in creating and constantly re-creating the strength and excellence defining BIU.

For this purpose:

- (a) The University is committed to assuring ethical behaviour by all its members, and all



members of the University community are expected to share in this commitment of ethical behaviour. Academic dishonesty is an offence against the University. A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is relevant to the evaluation of the student's level of performance, and is also a basis for disciplinary action by the Registrar's office.

- (b) All members of the University community will maintain an environment in which each member is given equal opportunities to achieve academic success; and each member's academic achievements are assessed fairly and objectively
- (c) All members of the University will take active roles in the promotion and maintenance of academic integrity. These roles include, but are not limited to the following:
 - (i) knowing and abiding by the academic regulations of the University;
 - (ii) beginning each semester, the lecturer must inform the class of the policy regarding academic dishonesty;
 - (iii) taking safeguards to deter the opportunistic violation of the academic regulations of the University;
 - (iv) reporting any suspected acts of academic dishonesty to the appropriate party; and
 - (iv) ensuring that other members of the University are diligent in their responsibilities to the maintenance of academic integrity.
- (d) Students should report any suspected acts of academic dishonesty to the lecturer as soon as possible. The lecturer will then determine whether to submit a report as described in section 6 below:
 - (i) the student's report to the lecturer must include any information or evidence that can assist the lecturer in determining whether to pursue the alleged incident;
 - (ii) the student's report should include a description of the circumstances leading to the suspicions of academic dishonesty.
 - (iii) Academic dishonesty refers to any act that is intended to produce an academic assessment that is not commensurate with an individual's performance, or any act that is intended to unfairly assist or hinder an individual's academic efforts. Such acts include, but are not limited to the following:
 - (i) allowing the work of one person to be academically assessed as the work of another;
 - (ii) allowing academic credit to be assigned to work that was not performed;
 - (iii) unauthorized possession of resources (e.g., reserved library material,



laboratory material, art work, computer software or medical excuses);
(misrepresentation of an academic record (e.g., changing grades, failure to report work done at other institutions));

- (e) Denial of access to resources (e.g., reserved library material, laboratory material, art work, computer software) intended to be available to others.
- (f) Lecturers must notify students of their intention to report a suspected incident of academic misconduct within ten calendar days of detecting the incident. Lecturers must report, using Option A or Option B, the circumstances and academic assessment impact of any suspected acts of academic dishonesty to the Registrar's office as soon as possible after notifying the student, but in no case longer than fourteen calendar days after notifying the student. The Registrar's office will copy the report to the course department chair, the student's divisional dean and the divisional dean of the course, and contact the student.

Option A - Discussion Agreement

Lecturers have the option to discuss the specific allegation with the student. If the lecturer and student agree on a sanction (e.g., reduction in course grade, failing course grade, assignment of additional work), no disciplinary action will be taken by the Registrar's office as a result of this specific act alone. If, however, this specific act represents the student's second or greater instance of academic dishonesty, the Registrar's office may choose disciplinary sanctions (e.g., suspension, dismissal). The Lecturer must indicate on the form if no agreement was reached with the student. In all cases, the form, and relevant materials must be forwarded to the Registrar's office for evaluation.

Option B - Academic Integrity Violation Report

If the lecturer chooses not to complete the discussion agreement, he or she must nonetheless notify the student, complete the Academic Integrity Violation Report, attach relevant materials, and forward this information to the Registrar's office.

Regardless of the option used, lecturers may award a failing grade on the assignment, a failing grade in the course, or may otherwise adjust the assignment or course grade as deemed appropriate. In addition, lecturers may choose to assign additional work. Lecturers should reflect on their academic determination in light of the Registrar's decision concerning disciplinary sanctions. Students wishing to appeal a course grade should follow the grade appeal process, described in the Handbook. Forms are available from the Registrar's office.



- (g) Grades are to be assigned based on the individual efforts of each student. No credit will be given for any work that does not represent the individual efforts of a particular student or his or her contribution to a collaborative effort. Lecturers are solely responsible for assessing academic performance, and the Registrar is solely responsible for the application of disciplinary measures.

The Registrar will determine whether any punitive actions should be taken in response to an act of academic dishonesty, and the Registrar will determine the nature of any such actions in accordance with the rules and regulations of the University:

- (i) Disciplinary proceedings may result in a hearing before a committee;
- (ii) Any person connected to the events surrounding a suspected act of academic dishonesty (e.g., lecturer, teaching assistant, and classmate) is required to cooperate with the Registrar's investigation; and
- (iii) Disciplinary outcomes may include no action, a warning, probation, suspension, permanent expulsion from the University, and withholding of transcripts, diplomas and degrees.