

WOMEN'S UNIVERSITY IN AFRICA



Addressing gender disparity and fostering equity in higher education

CONTINUING EDUCATION POLICY

1. PREAMBLE

The Women's University in Africa (WUA) was established in 2002 and was granted a Charter by the Parliament and the then President of the Republic of Zimbabwe in 2004 through Statutory Instrument 30 of 2004. The university has three faculties namely: Agricultural Sciences, Management and Entrepreneurial Sciences and Social and Gender Transformative Sciences. Internationalisation is not a new phenomenon at the Women's University in Africa. Since its inception in 2002, the University has always been a diverse and welcoming environment which recognized that it operates in a fast changing, globally interconnected world where knowledge, ideas and people are no longer constrained by national boundaries. This is clearly articulated in WUA's vision statement which highlights the intention to consolidate its status as a leading higher education institution not only in Zimbabwe but also in Africa.

The WUA vision reads: The Women's University in Africa seeks to be the best University in Africa in relation to the promotion of equity and equal opportunities in tertiary education. In order to reach fulfil its vision, WUA needs to extend its core teaching, research, community services, innovation and industrialisation through the delivery of continuing Education programmes. This document, therefore, spells out the proposed WUA Continuing Education policy.

In line with international trends, we propose the term '**Continuing Education**' (CE) be used instead of short course.

2. INTERPRETATION (DEFINITION OF TERMS)

The following definitions apply to this document:

Formal programme: means a degree, diploma or certificate approved by the senate and able to be awarded to a student.

Notional hours: of learning include all learning associated with the course, including any required pre-reading or self-directed learning outside of the structured teaching time.

Participant means a person attending a short course.

Continuing Education: any credit or not-for-credit learning activity offered by the University, or its subsidiaries, including hobby/interest, executive education, seminar, training or professional development activities which do not lead to the award of a qualification. This includes activities that are open to members of the public as well as activities designed for specific organisations or professional groups or organised as part of a consultancy project.

Participants: are students enrolled in any continuing education programme of the University.

Staff member: refers to individuals employed by the University on a full or part-time basis.

Education 5.0: A doctrine which views the purpose of universities as: Teaching, Research, Community Service and Innovation which leads to Industrialization. Higher Education: means all learning programmes leading to a qualification that meets the Accreditation requirements of ZIMCHE.

Continuing Education curriculum: the incorporation of international, intercultural and/or global dimensions into the content of the curriculum as well as learning outcomes, assessment tasks, teaching methods and support services of a programme of study.

Memorandum of Understanding: A formal non-legally binding document signed between WUA and another institution used to initiate a partnership and generally only commits the parties to further talks. It shows willingness of the parties to finally move towards a contract.

Memorandum of Agreement: A legally binding document that allocates responsibility to each of the parties in an agreement. The terms of the agreement will be specific to the area under discussion

The University: means the Women's University in Africa and includes all of its subsidiaries.

2 RATIONALE OF THE POLICY

Delivery of continuing education programmes is an important activity of the university. Continuing education courses provide an extension of core teaching, research, innovation and strengthen the university's connections with the working professionals, alumni, industry, professions, students public and communities. Continuing Education programmes are also an extension of the university's ability to fulfil its vision to address gender disparity and fostering equity in higher education since the courses will enable WUA to train women who lack time, and resources to enter higher education programs due to socio-cultural issues that impede gender parity in Africa. CE will allow WUA to serve the educational needs of our community

at the shortest possible time since they can be quickly developed in order to respond to urgent societal needs. They also enable those that lack time due to family duties and other time constraints to acquire training in required areas of expertise. Finally, short courses also address the culturally inspired reluctance to spend limited resources on girl child education by providing a low costs alternative to costly degree programs.

3 SCOPE OF THE POLICY

The policy applies to and integrates across all areas of the university, especially core activities that pertain to: CE curriculum content and development, outreach services, research and scholarship, student orientation and experience, staff and staffing, innovation and industrialisation. It applies to all members of the university decision-making bodies. This policy also applies to the WUA New Normal 2021-2025 Transformational Strategy, Research and Consultancy Strategy, WUA Policy on Intellectual Property and other Income Generation Activities. The policy is supported by departmental internationalisation implementation action plans which will identify priorities and specific outcomes, outputs, initiatives, performance indicators and responsibilities for each of the Policy goals.

4 PRINCIPLES GUIDING THE POLICY

The principles underpinning the policy are:

4.1 Commitment to University strategic objectives

The university is committed to its strategic objectives related to enterprise engagement. The development and delivery of continuing education programmes are an important element of this engagement. The university will focus on developing continuing education programmes that align with its research strengths and which build critical skills for professional and community benefit.

4.2 Bench marking

The university's continuing education programmes shall be informed by best practice and evidence from other institutions.

4.3 Teamwork

The running of continuing education programmes shall be embedded in all university structures, policies and processes in a coordinated approach that creates a unified sense of direction with that of like-minded collaborating partners.

4.4 Legal compliance

Institutional policies, regulations, strategies and initiatives related to the delivery of continuing education programmes must adhere to the Ministry of Higher and Tertiary

Education, Innovation, Science and Technology Act, other legislation and regulations relevant to higher education in Zimbabwe.

4.5 Mutuality

There must be mutual benefit to both WUA and its collaborating partner(s) from the relationship specified in MoAs and the benefits of conducting continuing education programmes jointly.

4.6 Quality Enhancement

The development and delivery of continuing education programmes at WUA is on the quality of the initiatives and activities, and less on quantity of MoAs agreements, the number of courses. Activities related to the deployment thereof must meet the highest quality standards associated with the WUA Quality Assurance policy as well as ZIMCHE ideals of excellence.

4.7 Continuous improvement

The university's approach to development and delivery of continuing education programmes shall be flexible enough to respond to national and community emerging opportunities.

4.8 Value creation

WUA's delivery of continuing education programmes activities shall have a focus on creating value for all parties involved, including the development of knowledge, cultural enrichment and the bridging of skills gap.

5. DEVELOPMENT OF CONTINUING EDUCATION PROGRAMMES

5.1 Proposals for new continuing education programmes must be developed by, or in conjunction with, an academic department which will be responsible for maintaining the quality of the course.

5.2 Proposals for new continuing education programmes must be completed on the continuing education programmes approval template and include details of the proposed title, description, learning outcome(s), fees, duration and, where applicable, a summary of assessment.

5.3 Continuing education programmes must be designed and delivered in a way that reflects the University's commitments and objectives outlined in its Strategic Plan, heritage based learning and Education 5.0 and WUA's aim to addressing gender disparity and fostering equity in higher education.

5.4 The nomenclature for the continuing education programmes shall differ from WUA's conventional degree programmes or for-credit courses in order to avoid confusion of the names for continuing education programmes

5.6 Academic units should only offer continuing education programmes in areas of study where they have recognised expertise.

5.7 Academic units must maintain appropriate records of the content, and where applicable assessment of continuing education programmes in line with the University's record-keeping requirements.

5.8 Approval of continuing education programmes shall take place at these levels: departmental, faculty and Senate.

6. DELIVERY OF CONTINUING EDUCATION PROGRAMMES

6.1 Continuing education programmes may be delivered via face-to-face, online, by distance, or through a combination of these methods.

6.2 Continuing education programmes must utilise the services of WUA staff members or staff employed specifically for the purpose of conducting a specific programme in cases where expertise is not available within.

6.3 Deans and directors are responsible for ensuring that all staff members who deliver continuing education programmes have the necessary disciplinary knowledge, teaching skills and awareness of the University's policies and requirements for quality assurance to deliver the course to the University's standards. They must also ensure that courses are delivered in a suitably resourced learning environment.

7. QUALITY ASSURANCE

7.1. The head of the academic department offering the continuing education programmes is responsible for ensuring programmes meet appropriate standards and for ensuring that quality assurance is maintained.

Evaluation

7.2 All continuing education programme participants must be given the opportunity to provide feedback at the conclusion of each programme. Feedback must be analysed and the results reported to participants. It should be used to inform ongoing development and viability of the course.

7.3 A record of participant details, including name, date of birth, gender, citizenship, affiliation, must be kept to track the progress of the short course concerned.

7.4 Participants in continuing education programmes are not enrolled students of the University but are required to comply with the University's Code of Conduct, policies and all behavioural expectations of students.

7.5 Participants are not eligible for a student ID card and will not have access to other University services unless this has been negotiated with the relevant University divisions, is included in the fee, and is clearly notified to the student.

7.6 The University's existing processes for handling complaints, grievances and disciplinary matters should be extended to participants in CE.

8. CERTIFICATION

8.1. Completion of a Continuing Education programme may result in the award of a certificate signalling participation in the course. These certificates must be

recommended by the academic department delivering the course.

8.2 Continuing education programmes certificates must adhere to the University's prescribed format. Templates are to be developed centrally for this purpose.

8.3 Completion of a continuing education programme may result in the issuance of a digital badge when the University introduces digital badging.

9. FINANCES

9.1 Continuing Education programmes must be subject to a level of market and financial analysis commensurate with the size of the course. Programmes are expected to generate a positive return for the offering academic Unit and the University.

9.2 The academic unit proposing the course is responsible for market and financial analysis which must include the costs of delivery including academic time, professional staff administration and assistance, any room hire, materials, travel and catering.

9.3 All costs associated with the development, advertising and delivery of courses must be recovered from the participants on the course.

9.4 Continuing Education programmes are normally meant to financially capacitate the teaching unit or department offering the course hence the revenue generated shall be shared in a 60:40 ration. 60% of the revenue shall be used to cover all the costs including paying the facilitators of the courses while 40% goes to the University.

9.5 Continuing Education programmes will normally be fee-paying. The level of fee is to be approved by the head of the relevant academic unit in consultation with the University Fees Revision Committee of the University after taking into consideration the costs of developing and delivering the course, including any opportunity cost, and must be published in promotional material, along with any applicable conditions on bookings, refunds or exchanges.

10. ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
The Vice Chancellor	The Vice Chancellor as the leader of the University shall oversee the implementation of the policy.
Faculty	The faculty board shall be responsible for all Continuing Education programmes related issues as directed by the CE department and policy. They shall discuss and make recommendations to Senate on issues relating to all Continuing Education programmes under their faculty.
Departmental	The department together with the relevant teaching unit shall be responsible for all Continuing Education programmes. The relevant teaching unit shall develop, teach and assess all courses and report to the faculty board. This will involve all the lecturers

	in a respective department who shall be the expertise in the delivery of courses.
Support Services	Support services are provided by non-teaching departments and/or units

The Continuing Education department

The CE department reports to the Pro Vice Chancellor (Academic Affairs). Its mandate and structure are as listed below:


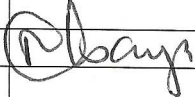
6.2.1 Mandate of the Continuing Education department

- i) Coordinating all Continuing Education programmes in the university;
- ii) It shall be the custodian of all processes of CE matters by means of policy implementation, review procedures, provision of administrative and advisory support to the university-wide enterprise of CE as well as reporting periodically to Senate in this regard;
- iii) Marketing and advertising WUA Continuing Education programmes in consultation with the marketing and public relations department and relevant teaching unit;
- iv) Monitoring Continuing Education programmes standards in consultation with the Quality Assurance department in the University; and
- v) Preparing the annual WUA Continuing Education programmes report.

6.2.2 Structure of Continuing Education Office

The Continuing Education Office shall be headed by a Departmental chairperson who shall be assisted by an administrator as well as various lecturers. The Department shall add more expertise in line with the needs of a growing university.

11. DOCUMENT VERSION MANAGEMENT AND CONTROL

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