

# AFRICA CENTER OF EXCELLENCE IN AQUACULTURE AND FISHERIES Students Handbook



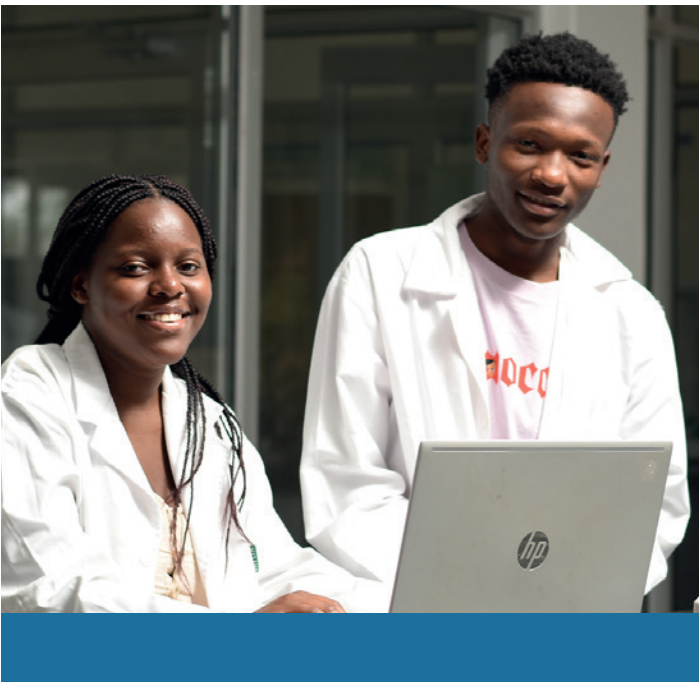
[www.luanar.ac.mw/aquafish](http://www.luanar.ac.mw/aquafish)





## AquaFish Center Student Handbook

AquaFish Center Student Handbook serves as a comprehensive guide for students studying programmes in departments under the center. It outlines essential information on academic programs, admission procedures, registration guidelines, and student welfare services. The handbook also provides details on language requirements, duration of study, assessment guidelines, and special conditions for AquaFish sponsored students. With information on accommodation, transportation, immigration, healthcare, and banking, the handbook aims to facilitate a smooth transition and enriching experience for all students at the center.







## Background of AquaFish

Welcome to the Africa Center of Excellence in Aquaculture and Fisheries Science. The center is hosted at the Lilongwe University of Agriculture and Natural Resources. Established in 2016 and funded by the World Bank Group, our center has a clear mission: to cultivate skilled human resources in aquaculture and fisheries for Eastern and Southern Africa (ESA). Renowned as a leading institution, we are committed to excellence in education and research within the aquaculture and fisheries domain. Our goal is to empower students, researchers, and professionals with the knowledge and skills needed to navigate the ever-evolving landscape of this dynamic field.

### Mission

Our mission is to advance innovation and entrepreneurship in the production of high skilled fit-for-purpose critical mass of scientists for improved aquaculture and fisheries management and value chains in order to enhance food, nutrition and economic security.

### Vision

Our vision is to be a world class centre of excellence in aquaculture and fisheries.

## Key Center Personnel

**Director:** Professor Daud Kassam

**Deputy Director:** Dr. Wilson Jere

**Project Officer:** Yamikani Ngongonda

**Administrative Secretary:** Madalo Chamanza

## Contact Details

AquaFish Center of Excellence  
Lilongwe University of Agriculture and Natural Resources  
P.O. Box 219,  
Lilongwe  
Malawi

**Email:** [aquafish-project@luanar.ac.mw](mailto:aquafish-project@luanar.ac.mw)

## Departments under the Center

- Aquaculture and Fisheries Department
- Animal Science Department
- Crops and Soil Sciences Department
- Food Science and Technology Department

## Academic programmes supported by AquaFish

### Aquaculture and Fisheries Science Dept

1. PhD in Aquaculture and Fisheries Science (taught)
2. PhD in Aquaculture and Aquatic Management (research)
3. PhD in Fisheries and Ecosystem management (research)
4. MSc in Aquaculture and Fisheries Science
5. MSc in Aquatic Animal Health and Ecosystem Management

7. MSc in Agronomy
8. MSc in Plant Breeding
9. MSc in Soil Science
10. MSc in Seed Systems
11. MSc in Crop Protection
12. MSc in Sustainable Agriculture

### Animal Science Dept

13. MSc in Animal Science

### Food Science and Tech Dept

14. PhD in Food Systems
15. MSc in Food Science and Technology

### Crop and Soil Sciences Dept

6. PhD in Crop and Soil Science (by research)



## Who is an AquaFish student?

An AquaFish student is any postgraduate student who is currently registered within the academic departments of the center. The center houses four departments: Animal Science, Aquaculture and Fisheries Science, Crops and Soil Sciences, and Food Science and Technology. Whether through a sponsored program or self-funding, students who join any of these departments seamlessly integrate into the center. Thus, by enrolling in any of these departments, individuals automatically become members of the center's students cohort, enjoying access to its resources, opportunities, and academic support networks.





## Admission

Upon successfully gaining admission to LUANAR, you will be issued an official admission offer letter, which must be carefully reviewed, signed, and submitted to the academic office. This crucial step solidifies your acceptance into the university and initiates the process of formal enrollment. Additionally, it serves as a confirmation of your commitment to join the academic community of LUANAR. Should you have any questions or require further clarification regarding the admission offer, the Academics office and the Dean of postgraduate studies will be ready to assist you.

## Registration

A student is required to register every semester with the University according to the academic rules and regulations specified in the admission policy and the general LUANAR postgraduate handbook. By completing the registration process, the student agrees to abide by the rules and regulations of the University. Registration is conducted online through the student portal on the LUANAR website. After registration, a student must obtain a student ID at the library during their first registration.

## Orientation

During the first week of enrollment, the Dean of Postgraduate Studies office, in liaison with postgraduate coordinators, arranges an orientation for students to introduce them to holistic university life. This orientation includes academic progression and expectations, wellness, spiritual and social support networks, accommodation, sports, and recreation. Through interactive sessions, informative workshops, and engaging activities, students gain invaluable insights and practical guidance to navigate the multifaceted dimensions of university life with confidence and success. Ultimately, the goal of this orientation is to lay a solid foundation for students as they embark on their transformative journey at the University.



## Duration of Study

The completion timeline for the Master's degree typically spans 24 months for full-time candidates and 48 months for part-time enrolls, in accordance with program requirements.

For the doctoral degree, full-time candidates are expected to finish within 48 months, while part-time students may extend their studies up to 72 months, contingent upon program stipulations.

## Guidelines for Assessment

All students are required to adhere to the guidelines outlined in the academic rules and regulations and the University postgraduate handbook. These guidelines serve as a comprehensive reference for all aspects of assessment procedures and expectations for academic excellence.

## Fees and Scholarships

All students admitted to postgraduate degree programs are mandated to settle the fees as outlined in their admission letters prior to registration. It is the responsibility of each student to verify the specific fee requirements applicable to their respective program.

There may be scholarship opportunities available at the center for eligible students. Upon admission and enrollment at LUANAR, students have the chance to secure either a partial or full scholarship. A partial scholarship may cover tuition or research expenses, while a full scholarship encompasses all expenses incurred by the student until graduation. International students awarded a full scholarship will also receive a return air ticket as part of the package.



## Language

All programs are conducted exclusively in the English language to ensure universal comprehension. For students from non-English speaking nations, tailored English language courses are provided by the Communication Department.

## Student Exchange

As part of capacity building and knowledge exchange initiatives, students have the valuable opportunity to participate in student exchange programs at various universities or research institutions worldwide.

Applications for these exchanges are accepted only when an official call for applications has been released. The internship package includes a one-month living allowance at a rate prescribed from time to time and a complimentary return air ticket for students traveling outside of Malawi.

Interested candidates must submit their curriculum vitae (CV), a letter of motivation detailing their reasons for seeking the internship, and an academic transcript for consideration.



# Student verification by World Bank Group

As a student enrolled at the center, you are subject to a verification process facilitated by the World Bank Group through their consultant, Technopolis. This process involves the distribution of email surveys to all students within the center to confirm their enrollment in the specified programs. In cases where email contact is unsuccessful, Technopolis will conduct follow-up calls to ensure accurate verification. It is important to note that every student enrolled in the four departments under the center is required to respond to the survey, regardless of scholarship status.

## Special conditions for AquaFish sponsored students

Students under the AquaFish sponsorship are obligated to submit monthly reports detailing their academic progress. For stipend disbursement and any other related needs, students are advised to reach out to the AquaFish secretariat.

## Concerns and Complaints

A postgraduate student has the right to lodge a complaint regarding any issue that impacts their studies, student life, the University, or its environment. This encompasses any matter that negatively affects their experience at LUANAR. Before initiating a formal complaint, students are encouraged to discuss their concerns with their supervisor or postgraduate coordinator and familiarize themselves with the relevant procedures outlined in the Student Complaint Procedure in the University Postgraduate Students Handbook.

Complaints must be lodged within 1 month of becoming aware of the issue to facilitate timely resolution. The prompt submission of complaints enhances the likelihood of accessing pertinent records and enables involved parties to provide relevant explanations.

Formal academic complaints should be submitted in writing to the Departmental Postgraduate Coordinator (Deputy Head of Department), who will then forward them to the Head of Department. If the matter is not resolved at the departmental level, it is referred to the Dean of Postgraduate Studies. Academic-related complaints pertain to specific concerns regarding the provision of a study program or related academic services, such as teaching, supervision, and academic facilities.

Non-academic social complaints should be addressed in writing to the Director of Student Affairs (DOSA) with a copy sent to the Assistant Registrar Student Welfare. For gender-based complaints, students should report them to the Gender Coordinating Unit.

If the initial complaint remains unresolved, postgraduate students have the option to escalate the matter by following the procedures stipulated in the University postgraduate students' handbook. Students should include evidence demonstrating that the complaint was previously raised and not adequately addressed at the departmental level or with the Assistant Registrar Student Welfare.

## Key offices

The Heads of Department bear the primary responsibility for overseeing the welfare of students within their respective departments. Specifically, each department appoints a Postgraduate Studies Coordinator who is available for consultation regarding academic or personal concerns. The Office of the Dean of Postgraduate Studies works with PG Coordinators and the Academics Office on the overall coordination of academic programs. The International Desk Office is there to support international students. Additionally, advisory and counseling services are accessible through the Director of Students Affairs' Office, while confidential health and welfare support is provided at the College Clinic. For AquaFish-sponsored students, particularly regarding their scholarship benefits, the primary point of contact is the AquaFish Secretariat.





## International Students

AquaFish is delighted to extend the warmest welcome to our international students, who bring a wealth of cultural diversity and global perspectives to our campus. Your presence enriches our academic community, fostering a vibrant environment of cross-cultural exchange and collaboration. We are committed to supporting you throughout your academic journey, offering services such as language support, cultural integration programs, and academic advising to ensure your success. AquaFish values the unique contributions each of our international students brings, and we are dedicated to creating a welcoming and inclusive environment where you can thrive. Welcome to AquaFish!







## Accommodation

We are committed to providing a comfortable and supportive living environment for all students. Our Center works closely with the Office of the Director of Student Affairs to ensure that campus accommodation is available. We prioritize the welfare of our students and strive to create a welcoming and inclusive community. The International Office provides support and assistance to international students throughout their stay, ensuring a positive and enriching experience at AquaFish. A diverse selection of accommodation options is available, catering to various preferences and needs, including house apartments, single-room hostels, and suites tailored specifically for PhD students.



## Airport Pick-up

We provide a convenient airport pick-up service for new international students arriving at Kamuzu International Airport, facilitating a seamless transition to campus life. Students are required to share their travel itinerary with AquaFish secretariat and the International Office in advance, enabling the center to make transport arrangements prior to their departure. Upon arrival, students should locate the AquaFish representative holding a sign with their name in the arrivals area. The representative will assist with luggage and ensure safe transportation to campus or designated accommodation.





## Campus Life

LUANAR student community is a diverse and vibrant group comprising students from over twenty countries across the region. This community serves as a melting pot of cultures, fostering cross-cultural interactions and enriching the overall university experience.

At LUANAR, students can look forward to a vibrant and enriching campus life. Our diverse community offers a range of cultural and social activities to help students connect with peers and explore new interests. The university's facilities, including libraries, sports complexes, and student lounges, provide spaces for both academic and recreational pursuits. Additionally, LUANAR's campus is situated in a beautiful natural setting, offering a peaceful and inspiring environment for learning and growth. With a supportive community and a variety of activities to engage in, students at LUANAR can make the most of their university experience.

### Extracurricular activities on campus include:

1. Football
2. Netball
3. Basketball
4. Volleyball
5. Tennis
6. Hiking
7. Social weekend
8. Excursions
9. Games and Movie night
10. Language clubs

The university has a dedicated lounge for postgraduate students, complete with a bar and entertainment unit, providing a vibrant space for relaxation and socialization. Here, students can unwind, connect with peers, and enjoy recreational activities, fostering a sense of community and well-being within the postgraduate student body.



## Extracurricular Activities on Campus





## Transportation and Getting Around

**School Bus Service:** LUANAR offers a school bus service that takes students around on designated days. This service provides a convenient way for students to explore the area and participate in off-campus activities. The bus schedule and routes are available at the International Office and campus information desk.

**Public Transportation:** LUANAR is well-connected to public transportation options, including buses and minibuses, which provide affordable and convenient ways to travel around the area. These services are easily accessible from the campus and can take you to various destinations in and around the city.

**Local Travel Tips:** When using public transportation, it is advisable to have small denominations of cash for fare payment, as drivers often do not provide change. Additionally, buses and minibuses can get crowded during peak hours, so plan your travel accordingly. It is also recommended to keep an eye on your belongings and be mindful of your surroundings while traveling. International students are advised to carry their passport whenever travelling.

## Immigration Information

### Study Permit Application Process

**Eligibility:** International students enrolled in programs at AquaFish are required to obtain a study permit from the Malawi Department of Immigration.

#### Required Documents:

1. Copy of passport showing data page\*
2. Covering letter from the applicant/ sponsor\*
3. Letter of admission from LUANAR\*
4. Medical certificate\*
5. Police clearance letter from the country of Origin\*

**Application Submission:** One can apply by submitting a Student Permit application form and supporting documents / information to the international office for submission to Immigration Headquarters or Regional Immigration Offices for processing after payment of the appropriate fees. The permit application fee is \$70 (USD)

**Disclaimer:** Fees are subject to change

**Processing Time:** Processing times may vary, but typically it is 3 weeks.

## Study Permit Renewal

**Timeframe:** Start the renewal process at least 60 days before your current permit expires.

### Required Documents for Renewal:

1. Updated acceptance letter from LUANAR
2. Valid passport
3. Evidence of continued financial support
4. Updated medical examination certificate
5. Police clearance certificate (if required)

## VISA Application Information

Visa application in Malawi is done online. Submit your application via the link below. All countries that are members of SADC are exempted from visa applications when entering Malawi. Use the link below to apply for a Visa online.

<https://www.evisa.gov.mw/>

## Entry and Exit Requirements

Visit the Malawi Immigration website for more information: <https://www.immigration.gov.mw/>







## Healthcare and Insurance

International students are not supposed to have any form of medical insurance as their medical expenses are included in the tuition fees they pay. However, international students are asked to provide a full certified

medical clearance report.

**Note:** Each student is encouraged to apply for a UNIMED Card and the forms are available at the campus clinic.

### Opening Hours for the Campus Clinic

**Monday to Friday:** 7.30 am – 12.00 pm and then from 1.00 pm – 4.30 pm

**Saturday, Sunday (Weekend) and public holidays:** 8.30 am – 2.00pm

In emergencies – services are accessible 24/7

Ambulance is available for all emergencies 24hrs

**Required items when going to the clinic:** UNIMED ID, Health Passport

## UNIMED Student Cover

This cover is open to all bona-fide students of LUANAR and it is only valid for the period of study (including vacations)

### Registration Procedure

1. Membership registration process is simple. You will be required to fill in the appropriate Student membership registration form. These forms are readily available at the clinic.
2. You are required to attach two colour passport-size photographs with a white background for you to the registration forms.
3. Completed registration forms should be sent to UNIMED via the University mail system.

### Membership Cards

1. The Scheme issues out membership identification cards to all members within two weeks of registration. If you have not yet received your card within this period, please contact UNIMED immediately.
2. The membership cards are initially issued out at no cost to the member but any subsequent replacements are done at a fee determined by the Scheme from time to time. You can get the Card Replacement Form on our downloads page (<https://www.luanar.ac.mw/luanar/downloads.php>).

### Membership Changes

All changes affecting membership need to be communicated to the Scheme in writing.

### Access of Treatment

**Visit an authorized Service Provider:** You are only required to visit hospitals that are authorized to accept the UNIMED. You will be required to produce your UNIMED membership Identification card for verification.

**Access treatment:** You will be requested to complete the UNIMED claims forms which are already placed at the hospitals. Please ensure that you have included all information on the claim form: all names and relationships, dates, membership number, cover, and college. Please sign the Claim forms after they have indicated all the items and total cost of treatment. Before signing, please verify that you have received all the medication indicated on the claim form.



## Bank Account Opening

### Preparation Phase

**Required Documents:** Gather necessary documents such as your passport, study permit, university acceptance letter, proof of residence, and any additional identification as per the bank's requirements.

### Choose a Bank

There are a range of banks available in Malawi and some are listed below:

1. National Bank of Malawi
2. NBS Bank
3. Standard Bank
4. Centenary Bank
5. First Capital Bank
6. Eco Bank
7. FDH Bank

**Consider Services:** Look into banking services offered, such as online banking, student accounts, international wire transfers, and any special offers or benefits for students.

### Visit the Bank

**International Desk and Postgraduate Executive Member:** The international desk and the postgraduate executive work together to assist international students in the bank account opening process.

**Schedule an Appointment:** Contact the chosen bank to schedule an appointment for opening a student bank account. The international desk can help in setting up these appointments and guide you through the process.

### Bank Account Opening Process

**Required Documents:** Bring all necessary documents to the bank appointment. Ensure that you have originals and copies as requested by the bank.

**Verification Process:** The bank will verify your identity and documents before proceeding with the account opening process.

**Account Type Selection:** Choose the type of account that best suits your needs, such as a student account with low fees or additional benefits.



# Contact the International Office

## Live chat

Staff from the International Office are available to chat via WhatsApp between 9am-11 am and 2 pm-4 pm CAT, Monday to Friday.

Follow us on Facebook @ “[Luanar International Student Admissions](#)” or “[Luanar](#)” for university information and updates.

## Email us

If you have any questions about studying at LUANAR, our International Office is here to help.

## International Desk

**WhatsApp:** +(265) 992 35 74 81

**Email:** [internationaldesk@luanar.ac.mw](mailto:internationaldesk@luanar.ac.mw)

**Email:** [tmsowoya@luanar.ac.mw](mailto:tmsowoya@luanar.ac.mw)





