

OFFICE OF THE PRESIDENT



National
Institute of Public
Administration



TO WHOM IT MAY CONCERN

INVITATION TO ATTEND RESIDENTIAL SCHOOL & EXAMINATIONS FOR 2024 SEMESTER ONE (2024-I) - YOURSELF

On behalf of the Chairperson, Board of Studies, I herewith extend invitation to Mr. /Ms. /Mrs.

_____, Student Number _____, bearer of NRC. _____,

studying _____ for the following Institute's sessional events:

1. 2024 Academic Year Semester I resumption of physical learning residential school scheduled to start on Sunday, 14th January 2024 to Saturday, 27th January 2024 for Undergraduate and Sunday, 21st January 2024 to Saturday, 27th January 2024 Postgraduate. Note that all:
 - 1.1. Continuous Assessments (CAs) will be done through the official NIPA eLearning platform, Moodle.
 - 1.2. 2024 Semester I Examinations scheduled to start from Monday, 27th May 2024 to Friday, 7th June 2024.
 - 1.3. All Final Year students conducting research proposals and final desertion will present and submit their research/project papers during the research week. The deadline for submission of research papers is Monday, 20th May 2024.

During your stay in residence (**Main Campus Only**), Undergraduates will be required to pay K940 (shared rooms), K 1120 (single rooms) and K1470 (self-contained rooms) as accommodation fees for the whole residential period. Postgraduates will be required to pay K470 (shared rooms), K 560 (single rooms) and K735 (self-contained rooms) as accommodation fees for the whole residential period. Note that **Accommodation** is only available at Main Campus.

In accordance with the admissions and progression conditions stated in the institute's academic regulations with all rights and privileges pertaining thereto, the above stated sessional events are compulsory and all students must comply with all health guidelines and personal hygiene while in classes, hostels and around campus.

With reference to the forgoing, permission is hereby sought to allow the aforementioned student study leave for purposes of attending residential school and sitting for the said examinations. For detailed revised sessional dates, kindly visit official NIPA website (www.nipa.ac.zm) under downloads.

Your usual cooperation is highly appreciated.

Namusunga Mundia
DEPUTY REGISTRAR – ACADEMIC AFFAIRS
For/EXECUTIVE DIRECTOR

APPENDIX I – SUPPORT LINES

For other support services, please feel free to contact us on the following official front office lines:

SN	DEPARTMENT	NUMBER	MODE OF COMMUNICATION
1.	Main Reception Line	021 1 228 802/4	Direct Call
2.	Academic Office	076 9 938 273	Direct Call, Whatsapp, SMS
3.	Admissions Office	076 7 670 985	Direct Call, Whatsapp, SMS
4.	Examinations Unit	076 4 677 671	Direct Call, Whatsapp, SMS
5.	Accounts Office	076 7 670 984	Direct Call, Whatsapp, SMS
6.	IT Department	076 4 677 669	Direct Call, Whatsapp, SMS
7.	Library	076 4 344 600	Direct Call, Whatsapp, SMS
8.	Ndola Campus	096 7 141 495	Direct Call, Whatsapp, SMS
9.	Livingstone Campus	077 7 307 588	Direct Call, Whatsapp, SMS
10.	Marketing Department	096 3 441 527	Direct Call, Whatsapp, SMS

NB: For Direct calls, call between Monday and Friday from 08:00 hours to 17:00 hours (Working hours).

For texts, type student number, nature of submission and send either via SMS or WhatsApp, the latter being encouraged for tracking purposes at any given time but expect responses within working hours.