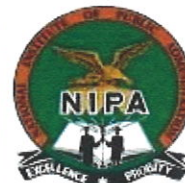


OFFICE OF THE PRESIDENT



National
Institute of Public
Administration



THE EXECUTIVE DIRECTOR'S OFFICE
(CHAIRPERSON, BOARD OF STUDIES)

MEMORANDUM

TO : All NIPA Graduating Students

FROM : Executive Director (Chairperson, Board of Studies)

COPY : Deputy Executive Directors
Registrar (Secretary, Board of Studies)
Bursar
Director: MSD; DLD; BSD; LSD; PSD, Commandant, ZAF-CAL
Librarian
Ag/Deputy Registrar, Academic Affairs
Deputy Registrar, Administration
Director - ICT
Manager - Marketing & Communications
Acting Manager: Information Technology
Head, Ndola Campus
Head, Livingstone Campus
NIPASU Executive

DATE : 14th March, 2024

SUBJECT: THE APRIL, 2024 GRADUATION CEREMONY OF THE INSTITUTE

Reference is made to the above captioned subject.

2. This serves to inform you that the 2024 graduation ceremony for all students who completed their studies in December, 2023 shall be held on **Friday, 26th April, 2024.**
3. In view of the above, all graduands are advised to take note of the following updates:

3.1 Graduation Fee & Procedure:

The graduation fee is **K1000.00**. Note that the graduation fee is mandatory.

3.2 Gowns:

Prices for the purchase of gowns are as indicated below:

K1, 400.00	-	Certificates and Diploma
K1, 700.00	-	Bachelors Degree
K2, 000.00	-	Postgraduate Diploma
K2, 300.00	-	Masters Degree

3.3 Pay Graduation and Gown fees through ZANACO Bill Muster.

3.4 Collection of Gowns:

3.4.1 Present proof of payment and get clearance from Accounts Department.

3.4.2 Obtain gowns from the Stores Office (Main Campus), Assistant Registrar's Office (Ndola Campus) and Examination Officer's Office (Livingstone Campus)

4. Graduation List:

4.1 The **Official Graduation List** for the 25th Graduation Ceremony has been published. As such, all graduands are advised to:

4.1.1 Access the graduation list from the NIPA official website: **nipa.ac.zm** for scrutiny.

4.1.2 Confirm personal details (full name; student number; gender, study programme and total points accumulated, if any) appearing on the graduation list as correct.

4.1.3 Report omissions to the Examinations **Office either in person or on 076 4 677 671.**

4.1.4 Note that the graduation list will be updated on the website every 72 hours for continued feedback.

5. Confirmation of Participation, Rehearsals, and Clearance:

5.1 Graduands are expected to confirm their participation by **Thursday, 28th March, 2024.**

5.2 Rehearsals are scheduled for **Wednesday, 24th April 2024**

- 5.3 All candidates must collect clearance forms from Academic Office and follow the duly laid clearance procedure. Only fully cleared graduands will access their certificates.
- 5.4 For further assistance, contact the following lead numbers:
- 5.4.1 Graduation in general: **0977394903** (*Acting Deputy Registrar, Academic Affairs*)
- 5.4.2 All Payments : **076 7 670 984** (*Accounts*)
- 5.4.3 Collection of Gowns : **097 9658835** (*Main Campus*)
: **096 7 141 495** (*Ndola Campus*)
- 5.4.4 For any other logistics: **095 0 000 991** (*Marketing*)
6. Further note that all outstanding balances and necessary payments must be made by **Friday, 12th April, 2024**.
7. 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
4.	Examinations Unit	076 4 677 671	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.

8. Thank you for your continued cooperation and making NIPA '**The Institute of Choice.**'
9. Submitted for your information and appropriate action.



Amb. Prof. Royson M. Mukwena (PhD)
EXECUTIVE DIRECTOR