

OFFICE OF THE PRESIDENT



National
Institute of Public
Administration



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

MEMORANDUM

To : All NIPA Students

From : Executive Director (Chairperson, Board of Studies)

Copy : Registrar (Secretary, Board of Studies)
Acting Deputy Executive Director
Acting Bursar
Director: MSD; DLD; BSD; LSD; PSD, Librarian; Commandant, ZAF-CAL
Deputy Registrar, Academic Affairs,
Deputy Registrar, Administration,
Acting Manager: Information Technology; Marketing & Communications,
Head, Ndola Campus; Livingstone Campus,
Resident Lecturer, Burma Road Campus,
NIPASU Executive

DATE: 31st December 2023

**SUBJECT: IMPORTANT NOTICE: 2023 SEMESTER II RESULTS PUBLISHED
AND 2024 SEMESTER I COMMENCEMENT**

Reference is made to the above captioned subject matter.

On behalf of management and the Board of Studies, I hereby wish to inform you that the Examination Results for 2023 Semester II have since been published. To access your results, ensure that you are fully paid up. Congratulations to each of you on your hard work and dedication throughout the just ended semester.

In view of the above, the verification of results will officially open on **Wednesday, 3rd January 2024** and closes on **Friday, 19th January 2024**. Access the verification form (s) from academic office, reception or nipa website and submit to the:

- i. Examinations Officer (Administration), Main Campus - **0764677671**
- ii. Examinations officer, Ndola Campus - **0967141495**
- iii. Assistant Examinations Officer, Livingstone Campus - **0777307588**

Furthermore, we would like to draw your attention to the upcoming events for the **2024 Semester I**, which will commence according to the following schedule in adherence to the Sessional Dates outlined in the Academic Calendar:

1. Opening of Pre-Registration:

- ❖ Opens on Monday, 8th January 2024, with a minimum registration threshold of 25%.

2. Residential School for Distance Students:

- ❖ Begins on Sunday, 14th January 2024.
- ❖ Applicable to Certificate, Diploma, and Undergraduate programs across all campuses.

3. Graduate Residential School:

- ❖ Begins on Sunday, 21st January 2024 (Main Campus).
- ❖ Applicable to Postgraduates

4. Full-Time/Part-Time Students Report:

- ❖ Sunday, 28th January 2024.
- ❖ Certificate, Diploma & Undergraduate programs commence across all campuses.
- ❖ Graduate Residential School begins at Ndola & Livingstone Campuses.

5. Full-Time/Part-Time Classes Begin:

- ❖ Monday, 29th January 2024.
- ❖ Full-Time & Part-Time classes commence for Certificate, Diploma & Undergraduate programs on all campuses.

6. Block Release Physical Classes Begin (Graduate):

- ❖ Saturday, 03 - Sunday 04 February 2024.

7. Late Registration (Two Weeks):

- ❖ Monday, 5th February 2024 (Penalty Fee Applies).

For further details and specific dates, please refer to the recently updated Sessional Dates of the Academic Calendar available on the NIPA website.

We encourage you to take note of these important dates to ensure a smooth start to the upcoming semester. For more information, contact the Deputy Registrar, Academic Affairs on **0979390588**.

Wishing you a successful and productive semester ahead even as we extend our seasonal greetings and wishing you a prosperous 2024.

Submitted for your information and appropriate action.

A handwritten signature in black ink, appearing to read 'R. M. Mukwena', with a stylized flourish at the end.

Amb. Prof. R. M. Mukwena (PhD)

EXECUTIVE DIRECTOR

APPENDIX I

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.