FOR OFFICIAL USE ONLY

National Institute of Public Administration

Receipt No.....

Application Fee.....

Date of Receipt of Application Form.....

Received by.....

Data entry by .....

Date of Entry: .....

CENTRE FOR GRADUATE STUDIES (CGS)

Dushanbe Road, Plot 4810
P O Box 31990
LUSAKA
Email:
academic@nipa.ac.zm

BANK DETAILS FOR DEPOSITING APPLICATION FEE OF K165

ZANACO ACCOUNT NUMBER: **0020548300144**

APPLICATION FOR ADMISSION TO POST-GRADUATE DEGREE PROGRAMMES

JANUARY 2020/2021 INTAKE

Degree Programme Applied For: MSc ☐ MA ☐ MBA ☐ PhD ☐

Name of Programme: .....

Mode of Study: Full Time ☐ Distance ☐

Block Release ☐

Division of Programme.....

Date of Commencement of Programme: .....

PART I

PERSONAL INFORMATION

a) Surname /Family Name …….

b) First Name:.....

c) Middle …… ……

d) Sex: 1. Male ☐

2. Female ☐

e) Date of Birth DD/MM/YYYY……../...../……

f) Nationality: 1. Zambian ☐ 2. Non Zambian ☐

e) Mobile Phone Number: ..... Email Address .....

PART II

ADDITIONAL PERSONAL INFORMATION

a) Home Address:.....

.....

b) Postal Address:.....

c) Work Address:.....

d) Telephone Number @Work Place:.....

e) Have you previously been enrolled at this institution? YES ☐ NO ☐

f) If Yes provide your NIPA Student Number

PART III EDUCATION BACKGROUND

1. SECONDARY SCHOOL ATTENDED (Grade 12)

Schools attended (Years and level of attainment)

……..

……

……..

GRADE 12/FORM 5 EXAMINATIONS NUMBER EXAMINATION BODY YEAR

…… ……

Indicate 'O' level subjects or equivalents passed and grades scored in the space provided below:

SUBJECT	GRADES
……	
……	
……	
……	
……	
……	
……	
…….	

2. TERTIARY QUALIFICATIONS OBTAINED

a) Please attach certified copies of your degree certificate(s) or transcripts with this application.

University or College Attended	Dates of Attendance	Qualification Obtained	Date of Award	Degree Classification

b) Give details of your career positions to date (you may use additional sheet of paper if necessary)

Dates	Establishment	Position Held	Nature of Responsibility

PART V

i) FUNDING OF YOUR STUDIES

a) If institutional sponsorship please attach the commitment letter from your institution.

b) If you will sponsor yourself please endorse by signing Name…….Signature…

ii) REFEREES IN SUPPORT OF YOUR APPLICATION

a) Give names and addresses of two (2) referees

1. Name of Referee: .....
   Address:.....
   Telephone No. ..... Email Address.....

2. Name of Referee: .....
   Address: .....
   .....
   Telephone No. .....Email Address.....

Please request the referees to provide you with References. The references must be sealed and signed on.

iii) CLOSING DATE FOR SUBMISSION OF APPLICATIONS

Completed application forms must be submitted to the Deputy Registrar (Academic) by 31st December 2019.

iv) DECLARATION

I declare that the information provided by me in this application is correct and complete. I authorise the National Institute of Public Administration to reserve the right to vary or reverse any offer of Admission made on the basis of incorrect or incomplete information.

SIGNATURE:.....**DATE OF APPLICATION**:.....

FOR REFERENCE USE ONLY

The above candidate is applying to the National Institute of Public Administration for admission to postgraduate study. It would be of significant assistance to the Institute in considering his or her application if you would kindly complete this form or attach a reference addressing the questions below.

a) For how long and in what capacity have you known the applicant? .....

.....

.....

b) What is your assessment of the intellectual ability of the applicant? .....

.....

.....

c) What is your assessment of the applicant's academic potential and ability to handle a graduate study programme and advanced research work.....

.....

.....

.....

.....

d) What are the applicant's main strengths and weaknesses in a professional/scientific/academic context?

Strengths: .....

.....

.....

Weaknesses: .....

.....

e) Please rate the applicant in comparison to his/her peers

Criteria for Assessment	Top 5%	Top 10%	Average 50%	Below Average 50%
Intrinsic intellectual ability				
Creativity and originality				

Breadth of general knowledge				
Emotional Maturity				
Seriousness of purpose				
Quality of oral expression				
Ability to work with others				
Academic performance				
Analytical ability				
Ability to conduct individual research				

f) What is your overall recommendation of the applicant's ability to pursue postgraduate

Study?

- ◯ I highly recommend the applicant
- ◯ I recommend the applicant
- ◯ I do not recommend the applicant
- ◯ I recommend with reservation

g) If you wish to provide additional information you perceive may be relevant please you are free to do so in the slot given below or a separate sheet of paper:

……

……

……

Referee's Signature: …… Date: ……...

Name: ……..... Position: …….

Name of Institution: ……..

Address: ……

……

……

Telephone No. at Work: …… Cell Phone No: ……

Official Stamp here

To guarantee confidentiality, it would be appreciated if you would issue this reference under sealed envelope addressed to Academic Office at NIPA. The Sealed envelope must be posted together with the completed form.

REFERENCE FORM II (PROFESSIONAL)

CENTRE FOR GRADUATE STUDIES

FOR APPLICANT'S USE

Name of Applicant: .....

Degree Programme Applied For: MSc ☐ MA ☐ MBA ☐ PhD ☐

Name of Programme: ……

……..... Mode of Study: ☐ Full Time ☐ Distance

☐ Block Release

Division Offering Programme……

Date of Commencement of Programme:

……....

FOR REFEREE'S USE

The above candidate is applying to the National Institute of Public Administration for admission to postgraduate study. It would be of significant assistance to the Institute in considering his or her application if you would kindly complete this form or attach a reference addressing the questions below.

a) For how long and in what capacity have you known the applicant?

.....……

…….....

……

b) What is your assessment of the professional ability of the applicant and potential to handle a graduate study programme?

……

……..

Telephone No. at Work: …… Cell Phone No: ……

Official Stamp here

To guarantee confidentiality, it would be appreciated if you would issue this reference under sealed envelope addressed to Academic Office at NIPA. The Sealed envelope must be posted together with the complete

REFERENCE FORM II (ACADEMIC)

CENTRE FOR GRADUATE STUDIES

FOR APPLICANT'S USE

Name of Applicant: .....

Degree Programme Applied For: MSc ☐ MA ☐ MBA ☐ PhD ☐

Name of Programme: ……

……..... Mode of Study: ☐ Full Time ☐ Distance

☐ Block Release

Division offering the Programme……

Date of Commencement of Programme:
……....

FOR REFEREE'S USE

The above candidate is applying to the National Institute of Public Administration for admission to postgraduate study. It would be of significant assistance to the Institute in considering his or her application if you would kindly complete this form or attach a reference addressing the questions below.

a) For how long and in what capacity have you known the applicant?
.....……
……

……

b) What is your assessment of the intellectual ability of the applicant?
……
……..

……

c) What is your assessment of the applicant's academic potential and ability to handle a graduate study programme and advanced research work……

……

……

……

d) What are the applicant's main strengths and weaknesses in a professional/scientific/academic context?

Strengths: …….

……

……

Weaknesses: ……..

……

……

e) Please rate the applicant in comparison to his/her peers

Criteria for Assessment	Top 5%	Top 10%	Average 50%	Below Average 50%
Intrinsic intellectual ability				
Creativity and originality				
Breadth of general knowledge				
Emotional Maturity				
Seriousness of purpose				
Quality of oral expression				
Ability to work with others				
Academic performance				
Analytical ability				
Ability to conduct individual research				

f) What is your overall recommendation of the applicant's ability to pursue postgraduate study?

◯ I highly recommend the applicant
◯ I recommend the applicant
◯ I do not recommend the applicant
◯ I recommend with reservation

Telephone No. at Work: …… Cell Phone No: ……

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