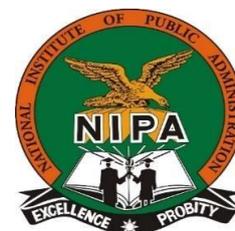


# OFFICE OF THE PRESIDENT



National  
Institute of Public  
Administration



## APPLICATION FORMS FOR ALL PROGRAMMES – K182.00

NIPA requires at least 25% down payment for enrolment in Master’s, Degree, Diploma or Certificate Programmes

The Approved Fee Schedules for the 2023/4 Academic Year are indicated below:

### APPROVED SCHEDULE OF FEES FOR ACADEMIC YEAR 2023/4

STUDY MODE: \*FT – FULL TIME \*PT – PART TIME \*D – DISTANCE \*BR –BLOCK RELEASE

#### MANAGEMENT STUDIES DIVISION

PROGRAMME	PROGRAM ME FEE PER SEMESTER ZMW	PROGRAMME FEE PER ANNUM ZMW	MODE OF STUDY	DURATION
Post Graduate Diploma in Teaching Methodology	7,217.70	14,435.40	BR/D	1 Year
Diploma in Management Studies (DMS) – I	6,221.45	12,442.90	FT/PT	3 Years
Diploma in Management Studies (DMS) – II	6,248.45	12,496.90		
Diploma in Management Studies (DMS) – III	6,459.45	12,918.90		
Diploma in Human Resource Management (DHRM) – I	6,248.45	12,496.90	FT/PT/D	3 Years
Diploma in Human Resource Management (DHRM) – II	6,459.45	12,918.90		
Diploma in Human Resource Management (DHRM) – III	6,541.45	13,082.90		
Diploma in Health Services Management – I	5,719.45	11,438.90	FT/PT/D	3 Years
Diploma in Health Services Management – II	5,719.45	11,438.90		
Diploma in Health Services Management - III	5,719.45	11,438.90		
Diploma in Public Relations (DPR) – I	6,095.45	12,190.90	FT/PT/D	3 Years
Diploma in Public Relations (DPR) – II	6,248.45	12,496.90		
Diploma in Public Relations (DPR) – III	6,248.45	12,496.90		
Diploma in Project Management – I	6,095.45	12,190.90	FT/PT/D	3 Years
Diploma in Project Management – II	6,248.45	12,496.90		
Diploma in Project Management – III	6,248.45	12,496.90		

Diploma in Records Management – I	5,803.45	11,606.90	FT/PT/D	3 Years
Diploma in Records Management – II	5,942.45	11,884.90		
Diploma in Records Management – III	6,095.45	12,190.90		
Diploma in Public Administration (DPA) – I	6,248.45	12,496.90	FT/PT/D	3 Years
Diploma in Public Administration (DPA) – II	6,387.45	12,774.90		
Diploma in Public Administration (DPA) – III	6,541.45	13,082.90		
Diploma in Social Work (DSW) – I	6,040.45	12,080.90	FT/PT/D	3 Years
Diploma in Social Work (DSW) – II	6,095.45	12,190.90		
Diploma in Social Work (DSW) – III	6,248.45	12,496.90		
Advanced Certificate in Monitoring and Evaluation	4,606.45	9,212.90	FT/PT/D	6 Months
Bachelor of Public Administration	9,856.45	19,712.90	FT/PT/D	4 Years
Bachelor of Human Resources Management	9,856.45	19,712.90		
Bachelor of Public Relations	9,856.45	19,712.90		
Bachelor of Development Studies	9,856.45	19,712.90		
Bachelor of Social Work	9,856.45	19,712.90	FT/PT/D	4 Years
Bachelor of Records, Archives and Information management	9,856.45	19,712.90		
Bachelor of International Relations and Diplomacy	9,856.45	19,712.90	FT/PT/D	6 Months
English as a Foreign Language	5,803.45	11,606.90	FT	
<b>LEGAL STUDIES DEPARTMENT</b>				
Certificate in Prosecutions	4,158.45	8,316.90	FT/PT/D	6 Months
Diploma in Law (DL) – I	6,248.45	12,496.90	FT/PT/D	3 Years
Diploma in Law (DL) – II	6,248.45	12,496.90	FT/PT/D	
Diploma in Law (DL) – III	6,459.45	12,918.90	FT/PT/D	
Pre – ZIALE Course	7,073.45	14,146.90	PT	2 Months
Bachelor of Laws	9,856.45	19,712.90	FT/PT/D	4 Years
Bachelor of Arts in Criminology and Criminal Justice	9,856.45	19,712.90	FT/PT/D	4 Years
Bachelor of Arts in Defense and Security Studies	9,856.45	19,712.90	FT/PT/D	4 Years
<b>BUSINESS STUDIES DIVISION</b>				
Diploma in Business Administration (DBA) – I	5,559.45	11,118.90	FT/PT/D	3 Years
Diploma in Business Administration (DBA) – II	5,733.45	11,466.90	FT/PT/D	
Diploma in Business Administration (DBA) – III	5,833.45	11,666.90	FT/PT/D	
Diploma in Banking and Finance	5,650.45	11,300.90	FT/PT/D	2 Years
Diploma in Information Systems and Programming (DISP) – I	5,942.45	11,884.90	FT/PT/D	3 Years
Diploma in Information Systems and Programming (DISP) – II	6,095.45	12,190.90		
Diploma in Information Systems and Programming (DISP) – III	6,245.45	12,490.90		
Diploma in Accountancy & Government Accounting I	5,205.45	10,410.90	FT/PT/D	3 Years
Diploma in Accountancy & Government Accounting II	5,205.45	10,410.90		
Diploma in Accountancy & Government Accounting III	5,357.45	10,714.90		
ZICA Diploma in Accountancy (DIA)	4,968.50	9,937	FT/PT/D	2 Years
Zambia Institute of Marketing (ZIM)	5,350.45	10,700.90	FT/PT/D	2 Years

Chartered Institute of Purchasing and Supply (CIPS) – Certificate	5,559.45	11,118.90	FT/PT	1 Year
Chartered Institute of Purchasing and Supply (CIPS) – Advanced Certificate	5,559.45	11,118.90	FT/PT	1 Year
Chartered Institute of Purchasing and Supply (CIPS) – Diploma	5,120.50	10,241	FT/PT	6 months
Chartered Institute of Purchasing and Supply (CIPS) – Graduate Level	5,719.45	11,438.90	FT/PT	6 Months
Zambia Institute of Purchasing and Supply (ZIPS)	4,254.45	8,508.90	FT/PT/D	2 Years
Bachelor of Business Administration	9,856.45	19,712.90	FT/PT/D	4 Years
Bachelor of Science in Computer Science	9,856.45	19,712.90	FT/PT/D	4 Years
Bachelor of Science in Purchasing and Supply Chain Management	9,128.45	18,256.90	FT/PT/D	4 Years
Bachelor of Transport and Logistics	9,856.45	19,712.90	FT/PT/D	4 Years
Bachelor of Accounting and Finance	9,856.45	19,712.90	FT/PT/D	4 Years
Bachelor of Economics	9,128.45	18,256.90	FT/PT/D	4 Years
Bachelor of Science in Information Systems	9,856.45	19,712.90	FT/PT/D	4 Years
Bachelor of Arts in Film and Media Studies	9,856.45	19,712.90	FT/PT/D	4 Years
Bachelor of Marketing and Creative Studies	9,856.45	19,712.90	FT/PT/D	4 Years
<b>CLIMATE, DISASTER and TECHNOLOGY CENTRE (CDTeC)</b>				
Bachelor of Science in Disaster Studies and Sustainable Development	9,856.45	19,712.90	FT/PT/D	4 Years
Bachelor of Science in Climatology and Meteorology	9,856.45	19,712.90	FT/PT/D	4 Years
Bachelor of Science in Land and Water Conservation	9,856.45	19,712.90	FT/PT/D	4 Years
Bachelor of Emergency Management in Fire Protection and Risk	9,856.45	19,712.90	FT/PT/D	4 Years
Bachelor of Emergency Management in Occupational Health and Safety	9,856.45	19,712.90	FT/PT/D	4 Years

**USER FEES**

Narrative;	Duration	ZMK (K)
Union Fees	Per Semester	61
Application Fees	When Applying	182
Penalty Fees	When Charged	133
Research Report Binding (4 Copies)	Last Semester Only	726
Research/Project Handling Fees	Last Semester Only	493
Graduation Fee	TBA- Accounts	TBA- Accounts
<b>CONSOLIDATION OF RESULTS</b>		
Consolidation (Ordinary)		134
Consolidation (Express)		267

<b>ACCOMODATION</b>			
		<b>Distance</b>	<b>Full Time</b>
Self-Contained rooms	Per Semester	105	8,150
Single rooms	Per Semester	80	4,050
Shared rooms	Per Semester	60	2,600

<b>CHINESE LANGUAGE</b>			
	<b>DURATION</b>	<b>FEES (ZMK)</b>	<b>STUDY MODE</b>
1	10 Weeks	K800.00	PT
2	10 Weeks	K1,000.00	PT
3	10 Weeks	K1,200.00	PT
4	10 Weeks	K1,500.00	PT

## **DEPARTMENT OF HEALTH SERVICES MANAGEMENT**

<b>PROGRAMME</b>	<b>PROGRAMME FEE PER SEMESTER ZMW</b>	<b>PROGRAMME FEE PER ANNUM ZMW</b>	<b>MODE OF STUDY</b>	<b>DURATION</b>
Diploma in Nursing - Zambian	7,000	14,000	FT	3 Years
Diploma in Nursing – Non Zambian	9, 472.24	18,944.48	FT	3 Years

### **USER FEES**

<b>Narrative;</b>	<b>Duration</b>	<b>ZMK (K)</b>
Union Fees	Per Semester	61
Medical Examination	Per Semester	85
Application Fees	When Applying	182
Penalty Fees	When Charged	121
Graduation Fee	TBA- Accounts	TBA- Accounts

<b>CONSOLIDATION OF RESULTS</b>		
Consolidation (Ordinary)		134
Consolidation (Express)		267
<b>ACCOMODATION</b>		
		<b>Full Time</b>
Shared rooms	Per Semester	2,600

## POSTGRADUATE STUDIES DIVISION (PSD)

### **BUSINESS STUDIES DIVISION (BSD);**

- Master of Business Administration (MBA General)
- Master of Business Administration (MBA Finance)
- Master of Business Administration (MBA Marketing)
- Master of Business Administration (MBA Entrepreneurship)

### **MANAGEMENT STUDIES DIVISION (MSD);**

- Master of Public Administration (MPA)
- Master of International Relations and Diplomacy (MIRD)
- Master of Public Relations (MPR)
- Master of Human Resources Management (MHRM)
- Master of Science in Projects Management (MSc.PM)

### **CLIMATE, DISASTER AND TECHNOLOGY CENTRE (CDTeC);**

- Master of Arts Climate Change and Global Sustainability (MA-CCGS)
- Master of Disaster Risk Reduction (MDRR)
- Master of Science in Computer Science (MScCS)

### **LEGAL STUDIES DEPARTMENT (LSD);**

- Master of Laws General (LLM-General)
- Master of Laws in Criminal Law and Criminal Procedure (LLM-CLCP)
- Master of Laws in Constitutional and International Law (LLM-CIL)
- Master of Laws in Employment and Labour Laws (LLM-ELL)
- Master of Laws in Corporate Law (LLM-CL)
- Master of Laws in Human Rights Law (LLM-HRL)
- Master of Laws in Banking Law (LLM-BL)

**\*ALL MASTERS DEGREE PROGRAMMES RUN FOR A PERIOD OF TWO YEARS**

### SCHEDULE OF FEES

Narrative;	SEMESTER ONE (ZMW)	SEMESTER TWO (ZMW)	PER ANNUM (ZMW)
Programme Fees	8,378.45	8,378.45	16,756.90

### **MODE OF DELIVERY FOR MASTERS PROGRAMMES:**

- i. **Block Release;** Every fortnight weekend in a month (two Intensive weekends in a month: Saturday and Sunday);
- ii. **Distance Learning;** One (1) intensive week per semester [i.e.7-day residential school twice (January and July) in an academic year].
- iii. **Online;** Classes are administered through our user friendly online platform which has a flexible time-table throughout the semester.

In term of contact with students in between the blocks, the Institute leverages on e-learning capabilities to ensure regular contact between Lecturers and students through the **Moodle** and **Google Classroom** (Online Classroom). Students will also be encouraged to attend seminars and workshops.

A balanced and mutually reinforcing mix of practical and theoretical knowledge is one of the main aims of postgraduate programmes at NIPA. In addition to the Institute's own experienced academic staff, practitioners from the public and corporate sector will also be invited to lectures and seminars.

### **ADMISSION REQUIREMENTS**

✓ Direct Entry:

**Degree Programme:** Grade 12 Certificate with 5 'O' level credits (1-6) English and Mathematics Inclusive

**Diploma Programme:** Grade 12 Certificate with 4 'O' level credits (1-6) English and Mathematics Inclusive

**All Health Sciences Programmes:** Grade 12 Certificate with 5 'O' level credits (1-6) English, Mathematics and Sciences Inclusive

**Diploma in Accountancy (ZICA):** Grade 12 Certificate with 5 'O' level credits (1-6) English and Mathematics Inclusive

**Diploma in Purchasing and Supply (ZIPS/CIPS):** Grade 12 Certificate with 5 'O' level credits (1-6) English and Mathematics Inclusive

✓ Second Year Entry into a Diploma Programme: A ZAQA approved certificate in the same field

✓ Second Year Entry into a Degree Programme: A Diploma in a relevant field from a reputable and recognised institution with minimum 5 'O' level credits

✓ Post Graduate Entry: Bachelor's Degree in a relevant field from a reputable and recognised institution accredited by the Higher Education Authority (HEA)

❖ **Enrolments are conducted in January & July and Examinations are held in November/December and June/July every year.**

### **METHODS OF APPLICATION**

To apply the following documents are to be submitted

1. Application form. These can be downloaded from the following links;

✓ [www.nipa.ac.zm/images/downloads/NIPA-APPLICATION-FORM-FORDIPLOMA.pdf](http://www.nipa.ac.zm/images/downloads/NIPA-APPLICATION-FORM-FORDIPLOMA.pdf)

✓ [www.nipa.ac.zm/images/downloads/NIPA-APPLICATION-FORM-FORDEGREE.pdf](http://www.nipa.ac.zm/images/downloads/NIPA-APPLICATION-FORM-FORDEGREE.pdf)

✓ [www.nipa.ac.zm/images/downloads/NIPA-CGS-APPLCATION-FORM-2020-1.pdf](http://www.nipa.ac.zm/images/downloads/NIPA-CGS-APPLCATION-FORM-2020-1.pdf)

✓ On our facebook page: <https://www.facebook.com/nipa>

Hard copy application forms can be obtained from our Main Campus (along Dushanbe Road, Lusaka), Burma Campus (along Burma Road, Lusaka) and Ndola Campus (along Arusha Street, Ndola) and must be returned before the semester commences.

2. Copy of Certified grade 12 results
3. Copy of National Registration Card (NRC)
4. Deposit slip application fee of K182

**A NON REFUNDABLE APPLICATION FEE OF K182.00 MUST BE DEPOSITED  
IN THE ACCOUNT BELOW;**

ZANACO BANK  
Branch: Civic Centre  
Account Name: NIPA  
Account #: 0020548300144  
Sort Code: 010067

NIPA