

OFFICE OF THE PRESIDENT



National
Institute of Public
Administration



IMPORTANT NOTICE

26TH GRADUATION CEREMONY OF 2024

- 1.0 This serves to inform you that the 26th Graduation Ceremony for the year 2024 shall be on Friday, 8th November, 2024 under the theme **'Growing Ethical and Competent Public Service Leaders: Contributing to a Competitive Future.'**
- 2.0 All graduands are advised to take note of the following updates:
 - 2.1 Graduation Fee and Procedure:
 - 2.1.2 The graduation fee is K 1,000.00. Note that the graduation fee is mandatory.
- 3.0 Gowns:
 - 3.1 Prices for the purchase of gowns are as indicated below:
 - K1,400.00 - Certificate and Diploma
 - K1,700.00 - Bachelor's Degree
 - K2,000.00 – Postgraduate Diploma
 - K2,300.00 – Master' Degree
 - 3.2 Pay graduation and gown fees through ZANACO or INDO Bill Musters.
 - 3.3 Collection of Gowns:
 - 3.3.1 Present proof of payment and get clearance from the Accounts Department.
 - 3.3.2 Obtain gowns from the stores office (Main Campus), Assistant Registrar's Office (Ndola Campus), and Assistant Registrar's Office (Livingstone Campus).
- 4.0 Graduation List:
 - 4.1.1 The Official Graduation list for the 26th Graduation Ceremony has been published; as such, all graduands are advised to:
 - 4.1.2 Access the graduation list from the NIPA website: nipa.ac.zm for scrutiny.

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

4.1.4 Report omissions to the examinations office, either in person or on 0764 677 671.

5.0 Confirmation of Participation, Rehearsals and Clearance:

5.1 Graduands are expected to confirm their participation by Friday, **25th October, 2024**.

5.2 Rehearsals are scheduled for **Wednesday, 6th November, 2024 at 14:00** hours in the Auditorium.

5.3 All candidates must collect clearance forms from the **Academic Office** and follow the duly laid clearance procedures. Only fully cleared graduands will access their certificates.

5.4 For further assistance, contact the following lead numbers:

5.4.1 Graduation in general: Examinations 0764 677671; 0977 394 903 (Deputy Registrar, Learners' Affairs).

5.4.2 All payments: 0767 670 984 (Accounts).

5.4.3 Collection of Gowns: 0979 638 835 (Main Campus) /0967 141 495 (Ndola Campus), 0977 697931 (Livingstone Campus)

Date	Gown Collection
21 st – 25 th October, 2024	✓ Certificate ✓ Diploma ✓ Postgraduate Diploma in Teaching Methodology ✓ Masters
4 th – 7 th November, 2024	✓ Undergraduate (Degree)

5.4.4 For any logistics: 0977 864 035 (Marketing).

6.0 Further note that all outstanding balances and necessary payments must be made before or by **Friday, 25th October, 2024**.

7.0 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 Campus	021 1128802/4	Direct call
2	Academic Office	0769 938 273	Direct Call, WhatsApp, SMS
3	Examinations Unit	0764 677 671	Direct Call, WhatsApp, SMS
4	IT Department	0764 677 669	Direct Call, WhatsApp, SMS
5	Library	0764 344 600	Direct Call, WhatsApp, SMS
6	Ndola Campus	0967 141 495	Direct Call, WhatsApp, SMS
7	Livingstone Campus	0777 307 588/0977 697 931	Direct Call, WhatsApp, SMS
8	Marketing Department	0977 864 035	Direct Call, WhatsApp, SMS

Thank you for your continued cooperation and making NIPA the 'Institute of Choice'

NIPA