



IMPORTANT NOTICE

Kindly note that due to the current increase in the number of COVID-19 cases in the country, the University regrettably wishes to inform you, our esteemed students, that learning will **EXCLUSIVELY** be online for **ALL PROGRAMMES** until further notice.

The University of Lusaka continues to be passionate about quality education, and is wholly committed to ensuring that all our local and international students' academic needs are met.

Additionally, Lecturers and Administrative Staff will be working dedicatedly to minimise challenges and to ensure that all Lectures, notices, and updates are posted on the e-learning platform and the official Social Media platforms.

Power-Point files, assignments, project guidelines and other class-related files will be posted on the Moodle Platform. It is your responsibility to frequently check your Moodle Account and e-mail so that you do not miss any important announcements.

We understand how diverse and difficult the challenges that you, our students, may currently be facing due to online learning. We also recognize just how much hard work and commitment you put into your studies. If you are experiencing any challenges, please reach out to us as soon as possible so that we can render the necessary help.

POINTS TO NOTE:

- (i) Access to the e-learning Platform is restricted to registered students only.
- (ii) Further information will be provided with regard to Mid-Semester and Final Examinations.
- (iii) The website and e-learning platform are accessible at no cost on the MTN network. Data bundles and Wi-Fi will only be required for downloading study material, live video sessions and submitting assignments.
- (iv) If you require to contact the Lecturer outside class, kindly email or call them on the number listed on the course outline. Lecturers will not receive calls outside working hours (working hours are between 08:00 hours and 17:00 hours).
- (v) All correspondence to the University should be done via email to the following addresses:

registrar@unilus.ac.zm

academic@unilus.ac.zm

Note that all correspondence forms are on the Student's Portal under the Tab "Correspondence Forms".

PAYMENT POLICY APPLICABLE TO UNDERGRADUATE STUDENTS

5% discount (applicable on tuition fees only) to students who will pay in full during the registration period as provided by the University's Revised Academic Calendar.

- I. **A MINIMUM OF 35% OF TUITION FEES PLUS OTHER FEES TO BE PAID AS THE FIRST INSTALMENT UPON REGISTRATION (DEADLINE 31ST AUGUST 2020). THE TOTAL FEES SHOULD BE PAID IN ORDER FOR YOU TO REGISTER FOR THE SEMESTER'S EXAMINATIONS. PAYMENTS CAN BE MADE ONLINE OR CAN BE DEPOSITED INTO THE UNIVERSITY'S BANK ACCOUNTS RESPECTIVELY.**
- II. **THE NEXT INSTALMENT OF 35% SHOULD BE PAID BY 30TH SEPTEMBER 2020.**
- III. **THE LAST INSTALMENT OF 30% SHOULD BE PAID BY 30TH OCTOBER 2020**

THE FOLLOWING LINK <https://sms.unilus.ac.zm/OnlineRegistration.aspx> WILL GUIDE YOU ON THE STEPS TO TAKE WHEN PROCEEDING WITH ONLINE REGISTRATION.

STUDENT IDENTITY CARDS WILL BE PROCESSED AND ISSUED AT A LATER DATE AS YOUR HEALTH IS OUR MAIN PRIORITY. NB: IF YOU PAY ONLINE YOU CAN REGISTER IMMEDIATELY. HOWEVER, FOR PAYMENTS MADE AT THE BANK, REGISTRATION CAN ONLY BE DONE AFTER 24 WORKING HOURS.

Please note that, students will be required to clear the outstanding balance for the January-June 2020 Semester before registering for the July-December 2020 Semester.

The Orientation scheduled for the 14th August 2020 will be virtual. Links will be provided on the portal and on our social media pages.

LIBRARY OPERATION

The University of Lusaka Library is primarily intended to support the research needs of the University of Lusaka Students, Faculty, and Staff.

DAY	OPENNING TIMES
Monday - Friday	8:30 a.m. to 18:00 Hours.
Saturday	09:00 a.m. to 12:00 Hours.
Sunday	Closed
Public Holidays	Closed

NOTE: The schedule indicated above is only for borrowing as the Library is not open for studying. Abuse of library services, including inappropriate behavior or violation of policies, may result in temporary or permanent suspension of Library access.

Library Materials Loan Periods

Students will be allowed to borrow one book per course. In order to borrow books, students will need to present a valid and current student Identity Card. Borrowing of Library materials should be done at least 30 minutes prior to closing of the Library. The books may be borrowed for 2 weeks by Undergraduate Students and one month by Postgraduate Students, with the exception of Reserves that are only borrowed overnight. Students may renew Library materials two times unless the items are overdue, or a Hold has been placed on the item, or the item is a Reserve item. Reserve items cannot be renewed.

Students are responsible for all materials borrowed with their Student Identity Cards until they are properly and safely returned.

Fines

Overdue fines are K10 per day per book for books on the open shelves and K10 per hour per book for reserved items. Fines of K150.00 or more may result in the LOSS OF LIBRARY PRIVILEGES. University of Lusaka students' results will be withheld until fines are cleared. Lost books have to be replaced. Library staff are always available to provide guidance.

Damaged Materials

The Library will determine the cost of repair and the patron will be billed accordingly. Materials that cannot be repaired will be billed as lost items to be replaced. All damaged materials will remain the property of the University of Lusaka Library.

Finding E-resources

Electronic databases provide full-text for articles in thousands of periodicals. The databases can be accessed remotely through the University website (<http://www.unilus.ac.zm>). From the University of Lusaka website, click on the Library link at the top of the navigation list, then click on remote access. Once you login, you will find a list of resources subscribed to. Select any of the links that will lead to the available e-resources. Records for e-books and e-journals which include active links to the items may be located by author, title, subject heading, or keyword and can be downloaded.

If you have questions about finding books or accessing electronic items, please contact the Reference Desk on Telephone No: **+260211258409** Extension **116**

FOR FURTHER INFORMATION CONTACT US ON:

POSTGRDUATE OFFICE

+260977377430

phdpostgraduate@unilus.ac.zm

+260211258409 EXTENSION 142/125

UNDERGRADUATE OFFICE

+260953688533/+260973650722

+260211258409 EXTENTION 130/132

registrar@unilus.ac.zm

academic@unilus.ac.zm

CUSTOMER SERVICE

+260976200094

info@unilus.ac.zm

ACCOUNTS

+260211258409 EXTENSION 129/133

accounts@unilus.ac.zm

If you have any difficulty registering online, Kindly email your details and proof of payment (deposit slip) to the emails above.

