



## DEPARTMENT OF OPEN AND DISTANCE LEARNING

### GUIDE TO DISTANCE LEARNING

#### REGISTRATION

Distance students, like their full time and part time counterparts, are required to register for their courses and exams every semester. Upon registration ensure that the university calendar is collected or downloaded from the university website. The calendar has the dates for all university academic activities including dates and the deadlines for the two assignments, residential classes and examinations.

#### ONLINE REGISTRATION

The University has recently introduced online registration where you do not need to travel to the campus in Lusaka in order to register. All you have to do is to follow the following steps

#### FIRST YEARS AND NEW STUDENTS:

**STEP ONE:** Access the Unilus Website ([www.unilus.ac.zm](http://www.unilus.ac.zm)) and click on “**Online Registration Tab**”. A page will pop up showing the instructions for registration for new and returning students.

**STEP TWO:** Click on “**New student registration**”

**STEP THREE:** Enter your **student number** as it appears on your acceptance letter, and key it into the appropriate field either **postgraduate** or **undergraduate**, and click “**OK**”. Your Quotation will appear with all bank details on it.

**STEP FOUR:** Print your quotation and then proceed to pay your school fees as indicated on you quotation, when making payments make sure you give your **student number** to the cashier. (e.g. **BBA123456**)

**STEP FIVE:** After 48 hours from the time of payment Repeat **steps 1 to 3**, and click on a link “**Click To register**” just below **Total fees** on your quotation. When registration is successful a new page will appear showing, courses that you have been registered for. (**Registration can only take place when 50% of the Total Fees have been paid**).

**STEP SIX:** click on **student portal** on the top right corner of the website, a page will appear this been your first time click on a link “**If you do not have a password click [here](#)**” define the password you will use and click subscribe ,to have access to your course material and assignments. Click on the appropriate tabs on the left.

### **RETURNING STUDENTS:**

**STEP ONE:** Login with your student number and the password you have defined and click on “Login” and your student portal should open.

**STEP TWO:** Under STUDENT MENU click on the “Semester Registration” Tab and a quotation should appear. Print your quotation and then proceed to pay the money on the quotation at any Barclays Branch

**STEP THREE:** After 48 hours from the time of payment log into your student portal and click on the “Semester Registration”. CHOOSE YOUR MODE OF STUDY (Distance). A “Click To register” Command tab should active after 48 hours. Click on this tab and the courses that you have been registered in will appear. You can print this out and you are registered for the semester and you can now have access to your course material and assignments.

### **THE ACADEMIC PROCESS**

Distance students should ensure they get their academic material from the library (usually in soft copy) and from their respective portals. Student portals are accessed via the university website ([www.unilus.ac.zm](http://www.unilus.ac.zm)) upon entry of your student credentials (username and password). Failure to download your academic material and assignments on time is NOT an excuse for late submission of assignments or poor academic performance. As a distance learning student you are required to read the material made available to you before you come for residential classes. Ensure that you complete filling in your personal details in your portal, ***especially your contact details.***

You are required to attend a two week residential classes session where you have full contact with your lecturers and immediately after the residential classes session ends you are required to write examinations in your registered courses. You will be notified well in advance as to the dates of the residential classes’ session. Before this you are free to consult your

lecturers on your challenges in your study material by phone and by e-mail (with e-mail being more recommended).

If you are in employment ensure that you have adequate leave days to attend both the residential classes and the examination – a total of 20 leave days.

**NOTE:**

It has been observed that distance learning students are very fond of removing furniture from classrooms for personal study. Please DO NOT remove desks and chairs from the classrooms during residential classes because you disturb the learning process. Classrooms may be used as study rooms if there are no classes taking place. No students should disturb the learning process on the pretext of studying. Distance residential classes are normally from 08 – 17 Hours and as such classrooms can be used as study rooms after classes. The habit of moving desks and chairs from classroom should be desisted from. PLEASE SERIOUSLY TAKE NOTE OF THIS.

**ACCESSING MATERIAL AND ASSIGNMENTS.**

Reading material for all the courses and the assignments are uploaded by the lecturers and directly accessible by all registered students. To access these login into your student portal with your credentials. Once the student portal opens click on the “Materials” or the “Assignments” command tabs under the STUDENT MENU. For Materials you find a drop down list and choose the course whose material you are looking for. You then click on the “Search” command tab and the material will appear. For assignments you click on the “Assignments” command tab and the assignments for the courses you are registered in should appear.

**ASSESSMENT**

As a distance learning student at the University of Lusaka, you are required to do two (2) assignments and one (1) test in a semester for your continuous assessment. The two assignments are weighted 10 marks each giving a tally mark of 20 marks. The test is weighted 20 marks which together with the two assignments come to a total of 40 marks for the continuous assessment. The exams are weighted 60 marks which are then added to your continuous assessment mark for a total score out of a 100 marks. The pass mark is 50 marks.

The only exception in the assessment structure is for the students in the Public Health School who are taking the following courses:

- **Refresher Biology (BSPH111),**

- **Refresher Maths and Physics (BSPH121)**
- **Risk Assessment and Disaster Management (BSPH324)**
- **Medicines and Toxicology (BSPH224)**
- **Food Technology and Hygiene (BSPH223)**
- **Community Health and Nutrition (BSPH314)**

For these courses you are required to do two (2) assignments, one (1) practical assignment and one (1) test in a semester for your continuous assessment. The two assignments are weighted 10 marks each giving a tally mark of 20 marks. The practical assignment is weighted 20 marks and the test is weighted 20 marks which together come to a total of 60 marks for the continuous assessment. The exams are weighted 40 marks which are then added to your continuous assessment mark for a total score out of a 100 marks. The pass mark is 50 marks.

The two (2) assignments have dates for downloads and submission. Ensure you submit your assignments on or before the scheduled deadlines. Failure to submit within the specified time(s) will attract a penalty as your lecturers may deem fit and this does not rule out rejection of late assignments. Ensure you send a soft copy and a HARD copy to your lecturers before the deadline. The hard copy which should have information about your contact details and the course you are submitting should be addressed to your lecturer(s) and if not sure about your lecturers' contact details, address the assignments to the "Distance Learning Department, University of Lusaka, Plot No 37413, Off Alick Nkhata Road, Mass Media Area, P.O. Box 36711. Lusaka-Zambia."

### **THE D400 RESEARCH COURSE.**

All students in the 4<sup>th</sup> year 1<sup>st</sup> semester should start doing the research course D400. You should ensure that you contact the research coordinators as soon as the semester begins so as to know the time line for the various stages involved in the research course. These stages are:

1. Topic selection – here you select your research topic on which you build your research proposal, outlining your research objectives, your literature review and your proposed research tools and methodologies.
2. Identification of your research supervisor – The school should notify you of your supervisor who will assist you in the research process. You ensure that you have a continuous and consistent interaction with your supervisor.

3. Research proposal defence- here you present your research topic and proposal to a panel of advisors who will let you know if you can proceed in your research or not and if not what changes you need to make to your proposal.
4. Research data collection, analysis, conclusions and recommendations- When your proposal is approved you can then proceed to perform the actual research work where you collect the sample data from your preferred population, analyse it with the tools of your choice and deduce the outcomes from the research and make any policy recommendations from your findings.
5. Preparation of Research report or dissertation and handing it in for marking - Your research proposal should be combined with you research work so that you present your fully prepared research dissertation outlining your research introduction, the research problems, hypotheses and theoretical framework, your literature review, your research methodologies and tools used, your analysis, conclusions drawn and recommendations made. You include your references and any appendices at the end. Let your supervisor go through the final dissertation and acknowledge that you can hand in your finalised paper for marking.

All these steps above have to fit in a time line set by the research coordinators so ensure that you do not fall behind in the research course. The university will not allow you to graduate if you do not pass in this course.

For any other clarifications you can send your queries to [unilusdistance@ictar.ac.zm](mailto:unilusdistance@ictar.ac.zm) or [hoddistance@ictar.ac.zm](mailto:hoddistance@ictar.ac.zm).