



Student No:

## OFFICE OF THE REGISTRAR

Tel: +260-763301198, P.O Box 36530, Lusaka 10101, Zambia, Email: [info@kopalineuniversity.com](mailto:info@kopalineuniversity.com), website: [www.kopalineuniversity.com](http://www.kopalineuniversity.com)

08 February 2022

Your Student No. <<<>>>>

<<<<Name>>>>

<<<<Address>>>>

<<<<City>>>>

Dear <<<Name>>,

### REF: KOPALINE UNIVERSITY FULLTIME STUDENT GUIDE

We want to welcome you to Kopaline University. You are about to begin one of the most exciting times in your life. At Kopaline University, you are joining a new community of lifelong learners.

This email contains important information about your preparations to come to study with us. Please read it carefully.

#### Arrival

You should aim to arrive in Lusaka on or before 14<sup>th</sup> February 2022. As a new student, you are invited to attend the University induction Event, which will take place on the afternoon of Tuesday 15<sup>th</sup> February 2022 in the university main theatre and will last around 45 minutes. This event is an essential part of the student induction into the University and includes a welcome from the Vice-Chancellor.

The schedule for the induction will also allow you to meet some academic staff and your fellow students from the university. Please note that it is essential that you attend all induction activities to ensure familiarisation with the University and your Programme of study and to help you to prepare for the academic and social aspects of university life.

This induction will take place on our City Campus at the Lusaka Main Post Office Building on 3<sup>rd</sup> floor.

## **Student registration**

If you have not yet done so, you will need to complete the online semester registration process before you arrive at the University. [CLICK HERE](#) to get started; you will need to have paid your fees in full or one monthly instalment of your total fees which have been emailed to you previously.

## **Student orientation**

You are expected to attend an online student orientation on 10<sup>th</sup> February 2022 at 10:00hrs. This orientation will be live on Zoom, therefore, it is expected that you download the Zoom App and register for the orientation. If you have not already done so, please [CLICK HERE](#) to fill in the form to allow you attend the said online orientation. After registration, a link will be sent to your email confirming your registration.

## **Commencement of classes**

All learning for the 2022 January/February intake will commence on **15<sup>th</sup> February 2022** subject to the schedule of classes to be made available to you. Your final examinations are set to run from 31<sup>st</sup> May 2022 to 10<sup>th</sup> June 2022.

It is important that you plan your academic coursework carefully and devote your time to achieving academic excellence. To achieve this expectation, you will need to have:

1. A gadget that connects to the internet (either phone, tablet or laptop)
2. Notebooks: For taking necessary notes to help with memory and comprehension
3. Ball pens

## **Classroom arrangements**

For this semester, your classes will be blended. Meaning, you will learn both physically in class and online on our fully functional state of the art e-learning platform. Please ensure that your student learning account is opened for you and that you are able to access course material.

## **International Students**

International students coming to study on a full-time programme at Kopaline University and not resident in Zambia will be required to obtain a study permit from the Immigration Department of Zambia. Please note that a study permit application must be made before the student enters Zambia.

## **Accommodation and Transport**

For Students coming from far places, the University does not provide student accommodation or transport. Our students come from homes and others are accommodated by boarding houses around the university. You will need to make your own accommodation arrangements with Boarding Houses around the University, in addition you can also contact one of the following:

**Lusaka Hotel** --- 0979220435

**Thorn Park Boarding House** --- 0976584794

Please note all student accommodation this service provided offer does not include food, groceries, and beddings you will need to make own arrangements for these.

## **Helpful resources**

During orientation, you will be provided with information about student resources such as our fully stocked 27/4 online library, contact details for technical support concerning your learning programme and lecturer information.

In times of challenges, our university has “The Student Counselling Service” which provides a professional, free and confidential service to help with any problems that you may be experiencing. You can speak to our counsellor about academic stresses, as well as personal and emotional difficulties. You will need to book an individual appointment with a counsellor through the admissions office.

## **Campus life**

During your time at Kopaline, you'll meet people from diverse backgrounds who will push you to grow intellectually and emotionally. And you'll make lifelong friends in the process.

The University under the Office of the Dean of Students has a Student Affairs Department which assists with recreational activities for students including but not limited to debate, quiz, sport, arts and culture, school tours etc.

## **Covid-19 Protocol**

Your health is important to us. Take the Covid-19 measures seriously by washing your hands, sanitizing your hands, wearing your face mask when in public and keeping a healthy distance. Further we are encouraging our staff and students to be vaccinated against COVID-19.

We look forward to welcoming you to Kopaline University.

Sincerely,



**Felix Bilenga**

**Registrar**  
Kopaline University.

**Phone** +260-763301198

**Website** [www.kopalineuniversity.com](http://www.kopalineuniversity.com)

**E-Campus** [www.kopalineuniversity.org](http://www.kopalineuniversity.org)

**Email** [bilengaf@kopalineuniversity.com](mailto:bilengaf@kopalineuniversity.com)

3<sup>rd</sup> Floor, Main Post Office Building, Corner of  
Cairo Road and Church Road, Lusaka, Zambia.

