



THE UNIVERSITY OF ZAMBIA
INSTITUTE OF DISTANCE EDUCATION

INTERNAL MEMORANDUM

FROM : Director, Distance Education
TO : Continuing Distance Students and Newly Admitted Candidates
DATE : 18th August, 2014
SUBJECT : **DISTANCE EDUCATION PROGRAMME FOR THE 2014 ACADEMIC YEAR.**

NEWLY ADMITTED STUDENTS

We would like to congratulate you on your admission into the University and welcome you to the distance education programme. Since most of you are entering the University of Zambia for the first time, we think that it is important for you to know about various aspects of the programme.

CONTINUING STUDENTS

We would like to welcome you once again to the distance learning programme. There is a lot of information that we would like to share with you before the commencement of the academic year.

Both new and continuing students should kindly take particular note of the following:

1. **ACCEPTANCE LETTER** (*New students only*)
 - 1.1 A letter informing you about the Senate's decision to offer you a place to study by distance learning. This was sent to you early this year.
 - 1.2 Please **NOTE** the conditions upon which the offer has been made.
 - 1.3 The University does **NOT reserve places** for those who fail to take up the offer, **for whatever reasons.**

2. COURSES

- 2.1 Courses offered by distance learning are listed on the enclosed course list.
- 2.2 As a distance student, you normally register every year. You are therefore, expected to register for three full courses or four courses i.e two full and two half courses this academic year.
- 2.3 We expect to offer courses in Geography, History, Religious Studies, Civic Education, Linguistics and African Languages, Development Studies, Economics, Psychology, Curriculum Studies and French. Other subject areas on offer are Sociology, English, Political Science, Special Education, Library and Information Studies and Adult Education. Mathematics, Public Administration, Home Economics, Art, Physical Education and Social Studies, will also be offered. The list of courses under each of the above subject areas is also enclosed.

3. MAJOR AND MINOR (Area of Specialization)

- 3.1 Courses should be chosen in accordance with the requirements of your intended Major and Minor (area of specialization) programmes. Degree programmes are structured and you should consult relevant authorities on the choice of major and minor (**NOTE** that this is very important for academic progression).
- 3.2 For each subject area, courses required for the Major and Minor are specified. (see attached circular on Major/Minor course requirements).
- 3.3 A Major is a main field of study in which students would like to specialize.
- 3.4 A Minor is a student's second subject area of specialization. For example, a student may wish to Major in Public Administration with Sociology as a Minor or he/she may pursue a History Major with English as a Minor.
- 3.5 One of the main differences between a Major and Minor is that a student normally does more courses in his/her Major subject than in his/her minor.
- 3.6 Teaching Schools and Departments determine the number of students to be allowed to major in a particular subject area or programme.
- 3.7 Thus there is **no** guarantee, for example, that all students who wish to pursue an Economics Major will be allowed to do so.
- 3.8 It is important for every student to choose his/her courses in such a way that they lead to the intended Major/Minor.
- 3.9 In most cases, Single Subject Majors can only be approved by a Head of Department after a student has attained a specified level of academic performance in the 2000 series (second year) courses.

3.10 Requirements for Single Majors vary from Department to Department and from year to year.

3.11 At present, distance students admitted for the B.A (NQS) degree in the School of Humanities and Social Sciences can choose their Major and Minor from the following:-

- Development Studies
- English
- Economics
- French
- History
- Linguistics and African Languages
- Political Science
- Public administration
- Sociology
- Philosophy
- Psychology

3.12 Distance Students registering for the B.A. with Education degree may Choose their Major and Minor (i.e. teaching subjects) from the following:-

- Civic Education
- English
- Linguistics and African Languages
- French
- History
- Geography
- Mathematics
- Religious Studies

3.13 Distance students registering for the following programmes of study should, if in doubt, consult the Institute of Distance Education, Heads of Department or Resident Lecturers for areas of specialization:

- Bachelor of Education (Primary Education)
- Bachelor of Education (Special Education)
- Bachelor of Arts with Library and Information Studies
- Bachelor of Adult Education.
- B.ED. EED
- B.TED
- B.SC. ED
- B.ED. ZCC
- B.ED SOCIAL SCIENCES

- BED.MAS

4. **FEES** (*See enclosed circular on payment of tuition fees during 2014 academic year, IDE/02/FEES/2014*)

5 COURSE REGISTRATION

- 5.1 Please, take **particular NOTE** that for the 2014 Academic Year, Registration will be done by post and at the Institute of Distance Education, University of Zambia, Great East Road Campus from 22/09/2014 to 31/10/2014
- 5.2 Distance students who reside in Lusaka, and those who are able to travel to Lusaka, should register at the Institute of Distance Education, Lusaka. Students who live outside Lusaka and are not able to register at the Institute of Distance Education, University of Zambia, **should send their duly completed Registration Forms by post to** the Director, Institute of Distance Education, P.O. 32379, LUSAKA.
- 5.3 **NOTE** that all University of Zambia students have to complete at least 4 first year courses (1000 series) before they can register for second year semester courses (2000 series). For instance, a combination of Civic Education and History in B.A.ED takes CVE 1010, CVE 1020, HIS 1110 and EDU 1010
- 5.4 A student registered in a particular School can register for courses offered by another School, **provided** that, such courses are relevant to their programme of study. For example, a student pursuing a BA. Ed. programme can register for H1110 offered by the School of Humanities and Social Sciences if he/she wants to major/specialize in History. A student admitted to BA. Ed. who wants to major/specialize in Geography can register for GES 1310 offered by the School of Natural Sciences.
- 5.4 **Please, ENSURE that you carefully read the following documents:-**
- (i) Circular on Payment of Fees - 2014 academic year, *IDE/02/FEES/2014*.
 - (ii) Circular on courses offered - 2014 academic year, *IDE/04/Courses/2014*.
 - (iii) Circular on Major and Minor course requirement - 2014 academic year, *IDE/03/Major-Minor/2014*.
 - (iv) Registration Form - 2014 academic year, *IDE/05/Registration/2014*.

6. RESIDENTIAL SCHOOL

- 6.1 The Residential School for 2014 academic year will be held from 30th November to 12th December 2014 and 29th March to 17th April 2015 for 2 or 3 weeks for Arts and Science based programs respectively at the University of Zambia Great East Road Campus, Lusaka. All the information about Residential School will be sent to you after registration.
- 6.2 The Residential School is **compulsory for all distance students**.
- 6.3 A distance student who fails to attend the Residential School will be **DE-REGISTERED** and new students will lose their places automatically.

- 6.4 In order for you to attend the Residential School you must register your courses for the 2014 academic year.
- 6.5 The Residential School dates are as follows:
- (i) Arrival of Distance Education students for the Residential School
 - (ii) Registration for Residential School
 - (iii) Residential School Begins
 - (iv) Residential School Ends
 - (v) Distance Education Students Depart
- 6.6 **Residential School Accommodation**
You will have to pay for your own accommodation during the entire period of the Residential School. The Dean of Students will make rooms available at K15,00 per bed space per night (See Circular IDE/02/fees/2014)
- 6.7 Please NOTE that **no late registration for Residential School will be tolerated.** All students **MUST** register by 29th October, **2014.**
- 6.8 You will have to buy your own food during the Residential School. A minimum of **K50.00 per day** for meals (i.e. breakfast, lunch and supper) is recommended if you wish to eat from the Cafeteria on campus.

NOTE: If you have any queries please contact:

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01010 LUSAKA

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DIRECTOR
INSTITUTE OF DISTANCE EDUCATION

File Name: Newly admitted and continuing students