



MZUZU UNIVERSITY

ORIENTATION PROGRAMME FOR NEW UNDERGRADUATE AND POSTGRADUATE CANDIDATES

2020/2021 ACADEMIC YEAR

MONDAY, 12TH APRIL 2021

Date	Time	Event	Venue	Responsible
		DAY ONE		
Monday 12/04/21	8:00	<ul style="list-style-type: none"> • Arrival of new Undergraduate and Postgraduate candidates • Payment of fees /On Campus accommodation and Off-campus accommodation arrangements • Issue of receipts by the Department of Finance • Signing of Registration forms • Submission of original copies of certificates, admission 	Main Campus <ul style="list-style-type: none"> • ESSUP Building Auditoriums 1 and 2 and all Lecture rooms • CODEL Room F • CODEL all Classrooms 	Trust Fund Student Affairs MUSREC Caretakers Porters Lodge Department of Finance Assistant Registrars Snr Executive Officer Executive Officers

		<p>acceptance forms, medical forms, tenancy agreement forms</p> <ul style="list-style-type: none"> • Opening of student bank accounts • Mobile telephone service providers assisting new students with sell of sim cards, registration for mobile money wallets (Mpamba/Airtel Money) 	<p>Various Banks</p> <p>Mobile telephone service providers</p>	<p>Grounds near Off-Campus Shed</p>
	12.00 -1.00	Lunch Break		
Monday 12/04/21	2:00 to 4:30	<ul style="list-style-type: none"> • Payment of fees / On Campus accommodation and Off-Campus accommodation arrangements • Issue of receipts by the Department of Finance • Signing of Registration forms • Submission of original copies of certificates, admission • Photography and Student ID at the Children's Library 	<p>Main Campus</p> <ul style="list-style-type: none"> • ESSUP Building Auditoriums 1 and 2 and all Lecture rooms • CODEL Room F • CODEL all Classrooms • Children's Library 	<p>Trust Fund</p> <p>Student Affairs</p> <p>MUSREC</p> <p>Caretakers</p> <p>Porters Lodge</p> <p>Department of Finance</p> <p>Assistant Registrars</p> <p>Snr Executive Officer</p> <p>Executive Officers</p> <p>Assistant Librarian - Children's Library</p>
		DAY TWO		

Tuesday 13/04/21	08:00	<ul style="list-style-type: none"> • Payment of fees / On Campus accommodation and off-Campus accommodation arrangements • Issue of Receipts by the Department of Finance • Signing of Registration forms • Submission of original copies of certificates, admission • Photography and Student ID at the Children's Library 	Main Campus <ul style="list-style-type: none"> • ESSUP Building Auditoriums 1 and 2 • English Main Lecture Room • CODEL Room F • CODEL 2 Classroom • Children's Library 	Trust Fund Student Affairs MUSREC Caretakers Porters Lodge Department of Finance Assistant Registrars Snr Executive Officer Executive Officers Assistant Librarian - Children's Library
	12:00	Lunch Break		
	2:00 - 4:30	The Exercise continues	“	“
		DAY THREE		
Wednesday 14/04/21	9:00	Vice Chancellor's Address – Dual Mode University through ZOOM – Professor John Saka University Registrar – Student Support Systems and Processes through ZOOM – Mr. Yonamu Ngwira and Mr. John Gondwe, MUSREC President Student Affairs Section –	Main Campus <ul style="list-style-type: none"> • ESSUP Building Auditoriums 1 and 2 and all Lecture rooms • CODEL Room F • CODEL all Classrooms 	ICT Directorate ICT Technicians Assistant Registrars Executive Officers

		<p>General Overview of Students Welfare through ZOOM – Dr. Grace Ogbonna, Warden</p> <p>Overview of programmes offered by various faculties:</p> <p>Delivery Mode and Programme Structures - Head of Deans, Associate Prof. Thokozani Bvumbwe through Zoom</p>		
		Lunch Break		
Wednesday 14/04/21	2:00	<p>Postgraduate students split into their various Faculties:</p> <p>Faculty of Education</p> <p>Faculty of Humanities</p> <p>Faculty of STI</p> <p>Faculty of Environ.Science</p> <p>Faculty of Health Sciences</p> <p>Faculty of Education(UCE)</p> <p>Faculty of Tourism(Upgrading)</p>	<p>ESSUP Building</p> <p>Geography Lecture room</p> <p>Maths Lecture room</p> <p>French Lecture room</p> <p>English Lecture room</p> <p>Dept of Nursing & Midwifery</p> <p>CODeL Room F</p> <p>Faculty of Tourism and Hosp. Mngt Laboratory - Main Campus</p>	<p>Programme Coordinators</p> <p>Deans of Faculty</p>
		DAY FOUR		
Thursday 15/04/21	8:00 to 12:00 and 2:00	<p>REGISTRATION</p> <ul style="list-style-type: none"> • Electronic Processes and Registration • Manual Registration 	<p>Main Campus:</p> <p>ESSUP Building</p> <p>English Main Lecture Room</p>	<ul style="list-style-type: none"> • IT Technicians (Information Systems) / IT Interns

	to 4:30	<ul style="list-style-type: none"> • Medical Examination at the University Clinic 	<p>Auditorium 1 & 2</p> <p>ICT Laboratory, Students ICT Laboratory, CODeL Room F</p> <p>Dept of Nursing & Midwifery</p> <p>Various Academic Departments</p>	<ul style="list-style-type: none"> • Assistant Registrars • Executive Officers • Heads of Department
		DAY FIVE		
Friday 16/04/21	8:00 to 12:00 and 2:00 to 4:30	<ul style="list-style-type: none"> • Electronic Processes and Registration • Manual Registration • Medical Examination at University Clinic 	<p>Main Campus: ESSUP Building</p> <p>English Main Lecture Room</p> <p>Auditorium 1 & 2</p> <p>ICT Laboratory, Students ICT Laboratory, CODeL Room F</p> <p>Dept of Nursing & Midwifery</p> <p>Various Academic Departments</p>	<ul style="list-style-type: none"> • IT Technicians (Information Systems) / IT Interns • Assistant Registrars • Executive Officers • Heads of Department

Monday 19/04/21		CLASSES BEGIN	AS PER THE TEACHING TIMETABLE	VARIOUS DEPARTMENTS
		<i>I wish you a challenging but fruitful experience at Mzuzu University</i>		

The Registration Process shall be within two weeks from 12th April 2021. Late registration after 16th April 2021 shall attract a penalty fee of K2,000 per day.