



## MEMORANDUM

**TO: ALL STUDENTS/PROSPECTIVE STUDENTS**

**FROM: AWARDS AND SCHOLARSHIP COMMITTEE CHAIRPERSON**

**DATE: 10<sup>TH</sup> JULY 2023**

**SUBJECT: JULY – DECEMBER 2023 SEMESTER ZCAS UNIVERSITY SCHOLARSHIP**

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THE ZCAS UNIVERSITY SCHOLARSHIP COMMITTEE INVITES ELIGIBLE CONTINUING STUDENTS AND PROSPECTIVE STUDENTS TO SUBMIT THEIR SCHOLARSHIP APPLICATIONS FOR THE SECOND SEMESTER OF 2023 (JULY TO DECEMBER 2023). THE SCHOLARSHIP APPLICATION TOGETHER WITH THE RELEVANT QUALIFICATIONS SHOULD REACH THE STUDENT ADMINISTRATION OFFICE NOT LATER THAN 27<sup>TH</sup> JULY 2023.

### CRITERIA

#### 1.0 UNDERGRADUATE STUDENTS MERIT-BASED SCHOLARSHIPS

##### 1.1 NEW FIRST YEAR UNDERGRADUATE STUDENTS

1.1.1 The University may award a waiver of 50% on tuition fees for the first semester only to first year students who have been admitted in any of the University's undergraduate programmes as school leavers if the candidates satisfy the following minimum criteria:

- i. the student must meet the entry requirements;
- ii. possess School Certificate with distinctions in five (5) subjects relevant to the programme of study applied for; and
- iii. achieved the five (5) distinctions in one or two sittings.

1.1.2 The number of new first year students awarded the merit-based scholarship during each semester shall depend on the availability and amount of funds allocated for the semester.

1.1.3 The new first year students' scholarship waiver will expire automatically at the end of the first semester, being a one semester scholarship.

1.1.4 In the second and subsequent semesters, the waiver may be renewed as a returning undergraduate student merit-based scholarship if the student satisfies the requirements stated in Section 1.2.1 below.

## 1.2 RETURNING UNDERGRADUATE STUDENTS

1.2.1 Returning students enrolled in any of the University's undergraduate programmes can apply for merit-based scholarship of either 70% or 80% waiver on tuition fees provided they meet the following minimum requirements:

- i. pass all courses sat for and score grades outlined in Table 1;
- ii. written and submitted all assignments and tests; and
- iii. well-disciplined and of good character.

**Table 1: Criteria and tuition fee waiver for returning undergraduate students**

Criteria	Tuition Fee Wavier
85 – 100% or higher distinction or A+ in at least THREE courses for students who took four (4) or more courses or 7.5 points of the GPA Grading System	80%
85 – 100% or higher distinction or A+ in at least TWO courses for students who took three (3) courses or 5 points of the GPA Grading System	
75 – 84% or lower distinction or A in at least THREE courses for students who took four (4) or more courses or 6 points of the GPA Grading System	70%
75 – 84% or lower distinction or A in at least TWO courses for students who took three (3) courses or 4 points of the GPA Grading System	

1.2.2 Merit-based scholarship for returning students will not consider courses based on thesis or research work due to differences in grading criteria.

1.2.3 Scholarship recipients in this category shall retain the awarded scholarship and tuition fee waiver in the subsequent semesters provided they satisfy the criteria stated in 1.2.1 above.

1.2.4 The number of returning undergraduate students awarded the merit-based scholarship during each semester shall depend on the availability and amount of funds allocated for the semester.

## 2.0 POSTGRADUATE STUDENTS MERIT-BASED SCHOLARSHIPS

### 2.1 NEW POSTGRADUATE STUDENTS

2.1.1 New postgraduate degree students can apply for merit-based scholarship provided they satisfy the following minimum requirements:

- i. graduated with at least merit or equivalent at undergraduate;
- ii. possess relevant qualification to the programme applied for at ZCAS University; and,
- iii. well-disciplined and of good character.

2.1.2 Successful applicants in this category may be awarded 50% waiver on tuition fees.

2.1.3 The new postgraduate student’s scholarship waiver will expire automatically at the end of the first semester, being a one semester scholarship.

2.1.4 In the second and subsequent semesters, the waiver may be renewed if the student satisfies the requirements stated in Section 2.2.1 below.

## 2.2 RETURNING POSTGRADUATE STUDENTS

2.2.1 Returning postgraduate degree students may apply for merit-based scholarship of 70% or 80% waiver on tuition fees provided they satisfy the following minimum requirements:

- i. pass all the courses sat for and score grades outlined in Table 2 below;
- ii. written and submitted all assignments and tests; and
- iii. well-disciplined and of good character.

**Table 2: Criteria and tuition fee waiver for returning postgraduate students**

Criteria	Tuition Fee Wavier
85 – 100% or higher distinction or A+ in at least THREE courses for students who took four (4) or more courses or 18 points of the GPA Grading System	80%
85 – 100% or higher distinction or A+ in at least TWO courses for students who took three (3) courses or 12 points of the GPA Grading System	
75 – 84% or lower distinction or A in at least THREE courses for students who took four (4) or more courses or 15 points of the GPA Grading System	70%
75 – 84% or lower distinction or A in at least TWO courses for students who took three (3) courses or 10 points of the GPA Grading System	

2.2.2 Merit-based scholarship for returning students will not consider courses based on thesis or research work due to differences in grading criteria.

2.2.3 Scholarship recipients in this category shall retain the awarded scholarship and tuition fee waiver in the subsequent semesters provided they satisfy the criteria stated in 2.2.1 above.

2.2.4 The number of returning postgraduate students awarded the merit-based scholarship during each semester shall depend on the availability and amount of funds allocated for the semester.

**APPLICANTS ARE ADVISED TO SUBMIT THEIR RESULTS FOR THE LAST EXAMINATION DIET, IN THIS CASE THE MAY/JUNE 2023 RESULTS. NOTE THAT SCHOLARSHIP APPLICATIONS TOGETHER WITH RELEVANT DOCUMENTS SHOULD BE SUBMITTED TO STUDENT ADMINISTRATION OFFICE (ROOM 42, LEVY MWANAWASA BUILDING) OR UPLOADED ON THE ZCAS UNIVERSITY WEBSITE ([www.zcasu.edu.zm](http://www.zcasu.edu.zm)).**

SCHOLARSHIP APPLICATION FORMS CAN BE OBTAINED FROM STUDENT ADMINISTRATION OFFICE (ROOM 42, LEVY MWANAWASA BUILDING) OR BY EMAILING THE SECRETARY AT [jonathan.mukula@zcasu.edu.zm](mailto:jonathan.mukula@zcasu.edu.zm)

**DR KELVIN M. KAYOMBO  
DEPUTY VICE CHANCELLOR - ACADEMIC**