



**ZAMBIAN OPEN UNIVERSITY
OFFICE OF THE REGISTRAR**

CIRCULAR

TO : GRADUATING STUDENTS

FROM : ACTING REGISTRAR

DATE : 10TH AUGUST, 2022

SUBJECT : OCTOBER 2022 GRADUATION CEREMONY

The Zambian Open University (ZAOU) wishes to inform **all students** who successfully completed their degrees and diplomas by **June, 2022, and have met the requirements for graduation**, that the University will conduct the **17th Graduation Ceremony** in **October, 2022** on a date to be announced.

THE LIST OF STUDENTS WHO HAVE MET ALL THE ACADEMIC REQUIREMENTS FOR GRADUATION WILL BE PUBLISHED ON OUR WEBSITE www.zaou.ac.zm IN DUE COURSE.

Please take note of the Following:

1. All the graduating students **who have not** paid their Research Supervision fee **must** do so by **Friday, 26th August 2022**. Supervisors will **not** mark research reports submitted by students who **have not paid** their research supervision fee and **no** student will be allowed to graduate without paying the Research Supervision fee. The Research Supervision fees are as follows:

- | | | |
|----------------------|---|------------|
| a) Bachelor's degree | - | ZMW2000.00 |
| b) Master's degree | - | ZMW4000.00 |
| c) PhD | - | ZMW6000.00 |

2. **All students** who **successfully** completed their studies by **June, 2022 and have met the requirements for graduation** will be eligible to graduate **after paying the graduation fees**, which are as follows:

- | | | |
|----------------|---|------------|
| (a) PhD degree | - | ZMW5000.00 |
|----------------|---|------------|

- (b) Masters' degree - ZMW3000.00
- (c) Bachelor's degree - ZMW2500.00
- (d) Diploma - ZMW2350.00

3. The graduation ceremony will be held at the Zambian Open University Main Campus, Newfoundland, on Unity Road, Lusaka West, off Mumbwa Road.
4. The Research Supervision and graduation **fees** should be deposited into **any** of the following Zambian Open University Bank Accounts:

**a) Zambia National Commercial Bank (ZANACO)
Zambian Open University Bill Muster**

**Zambian National Commercial Bank (ZANACO)
Branch: Manda Hill
Account No: 1031176500166
Swift Code: ZNCOZMLU
Sort Code: 010078**

**b) Zambia Industrial Commercial Bank Ltd
Account Number: 1010000090121
Branch: Lusaka Business Center
Swift Code: ZICBZMLU
Sort Code: 15 00 00**

**c) National Savings & Credit Bank (NATSAVE)
Account Name: Zambian Open University
Account Number: 2080752558902
Swift Code: INZAZMO
Branch: Lusaka Main
Sort Code: 580010**

5. **For more information, please contact us on any of the following WhatsApp numbers and email addresses:**

- (a) Mrs. Penelope Mutale, email: admissions@zaou.ac.zm, penelope.mutale@zaou.ac.zm, **0976123055**
- (b) Mrs. Audrey Chipunza, Learner Support Supervisor, audrey.chipili@zaou.ac.zm, **0772024048**
- (c) Mr. Joshua Mwale: Senior Assistant Registrar-Academic Affairs, Joshua.mwale@zaou.ac.zm, **0957831980, 0766717133**

We can also be contacted through any of the following centres:

- a. ZAOU Main Campus, on Unity Road, Lusaka West, admissions@zaou.ac.zm, 0976123055

- b. Lusaka Regional Manager: Mrs. Maina Ng'andu, maina.kaleba@zaou.ac.zm, 0977826449
- c. Chipata Regional Office: Mr. Lennox Lupiya on lennox.lupiya@zaou.ac.zm, 0974709619,
- d. Kabwe Regional Office: Major Mutale, 0977862354, 0966862354 or Mr. Chitambo mwamichitambo@gmail.com, 0973614703
- e. Kasama Regional Manager: Dr Alexander Mulenga, alexander.mulenga@zaou.ac.zm, 0977615235
- f. **Kitwe Regional Manager:** Mrs. Lillian Daka, Lillian.daka@zaou.ac.zm, 979968669
- g. **Livingstone Regional Office:** Mrs. Mary Ngoma, mary.ngoma@zaou.ac.zm, 0977702905
- h. **Mansa Regional Manager:** Mrs. Precious Mubanga, precious.mubanga@zaou.ac.zm, 0977817631,
- i. **Mongu Regional Office :**Mr. Bob Sianjalika, bob.sianjalika@zaou.ac.zm, 0977806309,
- j. **Solwezi Regional Coordinator (Acting):**Mr. Maximus Mwansa, maximus.mwansa@zaou.ac.zm, **0977622903**



Amb. Dr. Francis X Musonda
ACTING REGISTRAR

10TH AUGUST, 2022

Zambian Open University
"University without Walls"