



**ZAMBIAN OPEN UNIVERSITY
OFFICE OF THE REGISTRAR**

CIRCULAR

TO : ALL STUDENTS

FROM : ACTING REGISTRAR

DATE : 3RD JANUARY, 2023

SUBJECT : BINDING OF THESES, DISSERTATIONS AND RESEARCH REPORTS

The Zambian Open University (ZAOU) wishes to inform all the **STUDENTS** that binding of the theses, dissertations, and research reports will be done by the University at a **fee**.

PLEASE NOTE THAT BINDING THE REPORTS IN THE UNIVERSITY IS MANDATORY FOR ALL GRADUATING STUDENTS. ANY REPORT BOUND FROM OUTSIDE WILL NOT BE ACCEPTED.

Please take note of the following:

1. All the graduating students who have been cleared to print copies and bind their reports **MUST** do so with the University.
2. The fees for binding are as follows:
 - a) Bachelor's degree - **ZMW150.00 per copy**
 - b) Master's degree - **ZMW250.00 per copy**
 - c) PhD - **ZMW250.00 per copy**

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3. The **fees for binding** should be deposited into **any** of the following **Zambian Open University Bank Accounts**:

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Zambian Open University Bill Muster

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

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Prof. Lazarus Miti
ACTING REGISTRAR
CC: Vice-Chancellor
Bursar

3RD JANUARY, 2023

Zambian Open University
"University without Walls"