



**ZAMBIAN OPEN UNIVERSITY  
OFFICE OF THE REGISTRAR**

**CIRCULAR**

**TO : ALL STUDENTS**  
**FROM : REGISTRAR**  
**DATE : 19<sup>TH</sup> DECEMBER, 2024**  
**SUBJECT : DEFERRED EXAMINATIONS**

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The Senate of the Zambian Open University, at its meeting held on **Thursday, 19<sup>th</sup> December 2024**, resolved to introduce deferred examinations under specified exceptional conditions.

**1. ELIGIBILITY CRITERIA FOR DEFERRED EXAMINATIONS**

To be considered for a deferred examination, students must meet one of the following conditions:

- a) **Medical Reasons:** Hospitalization or severe medical conditions that prevent students from sitting for the examination.
- b) **Family Bereavement:** Recent loss of a spouse, parent, sibling, or child that prevents students from sitting for the examination.
- c) **National Interest Travel and Work:** Students who are required to travel or work in the national interest.
- d) **Other Exceptional Circumstances:** Natural disasters, personal crises, or other exceptional circumstances that prevent students from sitting for the examination.

**2. APPLICATION AND FEE REQUIREMENTS**

Students who meet these criteria and wish to apply for a deferred examination must:

- a) Apply individually for deferred examinations
- b) Pay the fee of ZMW700.00 per course
- c) Produce proof of the conditions that led to deferring the examination

**3. DATES OF THE DEFERRED EXAMINATIONS**

The dates for all deferred December 2024 examinations will be **Wednesday, 8<sup>th</sup> to Friday 10<sup>th</sup> January, 2025**. Please Note that there is no other date for deferred examinations beyond 10<sup>th</sup> January 2025.

4. To apply, write to:

The Registrar  
Zambian Open University.  
PLOT 7096, Lusaka West, Unity Road off Mumbwa Road  
P.O Box 31925  
LUSAKA



Musonda Simwayi (Dr.)  
REGISTRAR

19<sup>TH</sup> DECEMBER, 2024

Zambian Open University  
*"University without Walls"*