



OFFICE OF THE REGISTRAR
MEMORANDUM

TO : All Open and Distance Learning (ODL) Students
FROM : Registrar
DATE : 18th November 2025

SUBJECT : MANDATORY REQUIREMENTS FOR THE DECEMBER 2025
RESIDENTIALS SCHOOLS

Reference is made to the above caption.

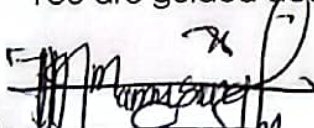
This memo serves as a reminder regarding the obligatory financial requirements that must be satisfied to ensure participation in the December 2025 Residential Session.

All student accounts must be fully registered by **Monday, 8th December 2025**. To comply, please settle any outstanding balances from previous terms and remit at least 50% of the new term's fees. Only students who have met this payment threshold will be granted access to the university's official Learning Management System, Moodle, where continuous assessments will be administered.

A mandatory Moodle orientation will be held on the first two days (Monday and Tuesday) of the residential session. Failure to meet the 50% payment threshold will result in exclusion from residential-session classes, denial of Moodle access, and inability to submit continuous-assessment components, rendering any student without a complete assessment record ineligible to sit the April 2026 examinations.

Please verify your financial status via the student portal and contact the Finance Unit on **+260 770 476 384** should you have any queries.

You are guided accordingly.


Polity Chilomba



Cc: Vice-Chancellor
Cc: Deputy Vice-Chancellor: Academic; Research & Innovation
Cc: Chief: Internal Auditor; Financial Officer; Librarian
Cc: Deans and Directors
Cc: ICT Manager
Cc: Principals, Satellite Campuses