



DEPUTY VICE-CHANCELLOR - ACADEMIC AFFAIRS' OFFICE

MEMORANDUM

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**TO** : All Graduating Candidates

**FROM** : Deputy Vice-Chancellor, Academic

**DATE** : 2<sup>nd</sup> April 2026

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**SUBJECT** : **IMPORTANT NOTICE – RESCHEDULING OF THE 12<sup>th</sup> GRADUATION CEREMONY TO 9<sup>TH</sup> APRIL 2026**

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Reference is made to the above captioned matter.

In line with the Graduation Committee Resolution, Management wishes to inform all graduating candidates that the Graduation Ceremony has been rescheduled to coincide with the Special Convocation Ceremony from **Friday, 10<sup>th</sup> April 2026** to **Thursday, 9<sup>th</sup> April 2026**, at 08:00 hours, East Campus.

All graduating candidates must adjust their programmes, travel arrangements, and attendance plans to participate. The following are the key arrangements:

1. **Gown collection for main campus candidates:** Wednesday, 8<sup>th</sup> April 2026, 08:00 hours
2. **Graduation rehearsal:** Wednesday, 8<sup>th</sup> April 2026, 14:00 hours
3. **Graduation and Special Convocation Ceremonies:** Thursday, 9<sup>th</sup> April 2026, 08:00 hours, East Campus.

We regret any inconvenience this may cause.

Please treat as urgent.

**Professor Francis Tembo (PhD)**



Cc: Vice-Chancellor  
Cc: Deputy Vice-Chancellor, Research & Innovation  
Cc: Registrar  
Cc: Principals, Satellites

## APPENDIX I: ADMINISTRATIVE SUPPORT LINES

SN	DEPARTMENT	NUMBER	MODE OF COMMUNICATION
1.	Academic Office	+260962001556	Direct Call, WhatsApp, SMS
2.	Admissions Unit	+260777291088	Direct Call, WhatsApp, SMS
3.	Examinations Unit	+260977494444	Direct Call, WhatsApp, SMS
4.	Accounts Office	+260770476384	Direct Call, WhatsApp, SMS
5.	IT Department	+260968290409	Direct Call, WhatsApp, SMS
6.	Main Library	+260977324305	Direct Call, WhatsApp, SMS
<b>Satellite Campus Coordinators</b>			
11.	Mansa College	+260977359456	Direct Call, WhatsApp, SMS
12.	St. Mary's College	+260962815335	Direct Call, WhatsApp, SMS
13.	Solwezi College	+260964534293	WhatsApp
		+260978414736	Direct Call, SMS
14.	Malcom Moffat	+260971666827	Direct Call, WhatsApp, SMS
15.	Kitwe College	+260977691929	Direct Call, WhatsApp, SMS
		+260977975713	Direct Call, WhatsApp, SMS
16.	Kasama College	+260977507844	Direct Call, WhatsApp, SMS
17.	Chipata College	+260977450193	Direct Call, WhatsApp, SMS

NB: For Direct calls, call between Monday and Friday from 08:00 hours to 17:00 hours (Working hours).

For texts, type student number, nature of submission and send either via SMS or WhatsApp, the latter being encouraged for tracking purposes at any given time but expect responses within working hours.

