



MULUNGUSHI UNIVERSITY
INTERNAL MEMORANDUM

To : All graduating Candidates
From : Secretary - Graduation Ceremony Committee
Date : 16th October 2020
Subject : **Clearance Process**


Reference is made to the above subject.

Further to our earlier memo outlining the process for clearing for the Graduation ceremony and in our effort to improve the process and lessen the inconvenience that may be caused to our esteemed graduands for 2020, you are further guided that:

- The whole process of the final clearance has been shifted to Mulungushi University Library – 2nd floor.
- Examinations and Accounts staff will be stationed in one place to help streamline the clearing process.
- Further graduation gowns will equally be issued from the Library.
- Graduands are also advised that they will be required to take a portrait to be used in the graduation procedure by the University. Therefore candidates are advised to complete the whole process which include the portrait taking the same day. For this purpose you are advised to come adequately prepared and presentable to face the camera for the portrait.
- In the event that one fails to take the portrait, he/she will be deemed not registered for the graduation ceremony.
- Operations at the Library, will start on Tuesday, 19th October, 2020 at 09.00 hours.

Please do not report at the examinations office to start your clearance process but at the University Library – 2nd floor where you will find staff from Examinations office, Accounts Office, Gowns and the photographer for the portrait.

Take this as an official update on the earlier notice issued.



H N Mwamba

cc Acting Deputy Vice-Chancellor
 Registrar
 Bursar
 Chairperson – Graduation Ceremony Committee
 Deputy Registrar – Academic Affairs
 Deputy Registrar – Establishment