



**MULUNGUSHI UNIVERSITY**  
**ACADEMIC OFFICE**  
**MEMORANDUM**

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**TO :** ALL Open Distance Learning Students  
(Postgraduate/Undergraduate)

**FROM :** Deputy Registrar – Academic Affairs

**DATE :** 3<sup>rd</sup> August, 2022

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**RE: DEADLINE FOR SUBMISSION OF ASSIGNMENTS**

This serves to inform all Distance Students that deadline for submission of Semester I (2022/2023) Assignments will be 30<sup>th</sup> October, 2022. Please note that Lecturers may give distinctive deadlines, however, 30<sup>th</sup> October, 2022 is the last day of receiving Semester I assignments. This is to allow Lecturers compile CAs in good time. Any assignments posted later than this date for whatsoever reason will not be processed.

You are all encouraged to submit your assignments as advised by course Lecturers (electronic copies or hard copies). For those who might have challenges sending e-copies, you may use Express mail service providers i.e. EMS, FEDEX, DHL etc. The hard copy assignments must be addressed to the Assistant Registrar - ODL and not individual course Lecturers. This process will enable us maintain a tracking system of your assignments.

Furthermore, be reminded to complete course registration and ensure that all courses are **APPROVED** by the respective Schools before end of Residential School. You are also required to update your details i.e. valid email address and indicate your preferred examination centre.

**Emmanuel Makungu**

**Copy:** Deputy Vice-Chancellor  
Registrar  
Deans  
Director - RPGS  
HODs – Schools  
Assistant Registrar – ODL  
Assistant Registrar - Admissions