**INTERNAL MEMORANDUM**

FROM: The Deputy Vice Chancellor – Academic

TO: All Open, Distance & e-Learning (ODeL) Students

DATE: 25th August 2023

**SUBJECT: INVITATION TO A MEETING WITH THE VICE CHANCELLOR ON 29TH AUGUST 2023**

---------------------------------------------------------------------------------------------------------------------

The above subject matter refers.

Notice is hereby given to all Open, Distance and e-Learning (ODeL) Students that you are invited to a meeting with the Vice Chancellor on Tuesday 29th August 2023 from 12:30 hours to 14:00 hours. The meeting will be held virtually via Microsoft Teams through the following link: [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDE2NjI0NTgtMzJhMi00YWNhLTlmZDktNWMxNjQ5MTgyMTMw%40thread.v2/0?context=%7b%22Tid%22%3a%22d8b9257f-ae35-45c0-8312-227d593447c3%22%2c%22Oid%22%3a%22e31a4f79-feac-46d0-b67f-986020eac59e%22%7d)

Meeting ID: 341 827 721 834

Passcode: TdWQFw

During the meeting, the Vice Chancellor shall address several issues pertaining to your studies and stay at ZCAS University. The meeting will also give you an opportunity to interact with him regarding your studies.

Please be guided accordingly.

Dr. Kelvin M. Kayombo

**DEPUTY VICE CHANCELLOR - ACADEMIC**