



**UNIVERSITY OF ZAMBIA
DIRECTORATE OF QUALITY ASSURANCE**

**APPEALS FOR RE-ADMISSION AFTER WITHDRAWAL WITH PERMISSION
GUIDELINES FOR APPLICANTS**

1.1 Background

These guidelines are intended to explain the process for consideration of applications for re-admission into the University of Zambia after a student was granted withdrawal with permission.

Any student who has withdrawn from studies and who has been granted permission by the Dean of the School to withdraw may apply for re-admission to such studies and the Senate, if it considers fit, and subject to any regulatory requirements, may authorise the re-admission of that student, subject to any such conditions as it considers fit, including, without limiting the generality of the foregoing, a condition that the student repeats and passes in such course as the students has already taken as the Senate may specify.

1.2 Scope

These guidelines are intended to deal with applications made by students for re-admission to all University programmes of study from which they had been permitted to withdraw. The guidelines are applicable to all the different modes of study.

These guidelines do not override the provisions in other regulations and must be interpreted so as to be consistent with other University Regulations and Statutes.

1.3 Resolution of Applications for Re-admission

1.3.1 Application for re-admission at the end of the stipulated period of withdrawal

The period for withdrawal is limited to one academic year. However, a student may apply and be granted an extension of another academic year, depending on the circumstances. Students must note that the extension is not automatically granted.

A student who has stayed away from the University as indicated above should apply for re-admission to the Dean of the School in which he withdrew using the approved form.

1.3.2 Application for re-admission after the lapse of the stipulated period of withdrawal

A student may stay away from the University beyond the stipulated period of withdrawal for one reason or other.

A student who has stayed away from the University as indicated above should apply for re-admission into the University to the Vice-Chancellor using the approved form.

1.3.3 Conditions

- (a) The academic record of the student shows the appropriate grades for courses from which the student withdrew, i.e. **WP**.
- (b) The academic record of the student shows the appropriate comment for the academic year in which the student withdrew from studies, i.e. “**Withdrawn with Permission**”.
- (c) The academic record of the student **does not** show grades such as **LT** and **NE**, and any other grades deemed inappropriate for a withdrawn student.

1.3.4 Circumstances under which re-admission after withdrawal is not permitted

Please note that the following will not be entertained:

- (a) a student has stayed away from the University for more than **five years** beyond the permitted period;
- (b) a student withdrew from his or her first year in the University within two weeks of the commencement of lectures;
- (c) a student interrupted a programmed of study for more than two weeks without leave of absence;
- (d) an application for re-admission is made after the end of the registration period for the academic year; and
- (e) any of the conditions stipulated under item 1.3.3 are not met.

1.3.5 Submission of an Application for Re-admission

If a student who withdrew from a programme with permission considers that the circumstances that necessitated the withdrawal have improved sufficiently for him or her to resume studies, he or she should:

- (a) apply for re-admission on his/her own behalf and take the responsibility to obtain the required evidence;
- (b) note that the University will not contact third parties (e.g. doctors, social welfare personnel, etc.) on behalf of the applicant;
- (c) complete and submit the form “**Application for Re-admission Form**” with supporting documentary evidence; and
- (d) ensure that the application is submitted by the stated deadline as a failure to do so will result in the appeal being disallowed. The deadline will be communicated on a year-by-year basis, but it is, in general **14 days after publication of admissions to the University**.

It is important that the student submits evidence to support the application. The supporting documents must show proof that the circumstances of the student have improved sufficiently for the student to resume studies. The documents or certificates of fitness must be obtained from competent officials (such as the University Medical Officer if the student withdrew on medical grounds, or Social Welfare Officer if the student withdrew on account of financial challenges, etc.).

On receipt of the appeal, it will be checked to confirm that the appeal is presented in the right format with sufficient supporting documents. If not, the applicant will be notified in writing and advised that the appeal cannot be accepted or the applicant will be offered the opportunity to supply more information or evidence within a stated timeframe.

All appeals will be acknowledged.

1.3.6 Unacceptable Behaviour in Resolution of Academic Complaints

The University reserves the right not to continue with the process of considering the application if the application is conducted in a way which is abusive, offensive, defamatory, aggressive or intimidating, or pursued in an unreasonably persistent or vexatious manner.

1.4 Procedure for Resolution of an Application for Re-admission

Stage 1: Lodging an Application for Re-admission to the University

Stage 2: Checking the Documents and Dispatch to School

Stage 3: Consultation Process

Stage 4: Notification to Applicants