**UNIVERSITY OF NIGERIA, NSUKKA**

**OFFICE OF THE VICE CHANCELLOR**

**MEMORANDUM**

|  |  |
| --- | --- |
| **TO:** Deans of Faculty/School, Directors of Institute/Centre, Heads of Department, PG Faculty Representatives**REF. NO.** UN/OVC/PGC/SEN/01 | **FROM:** Chairman, Committeeon Updating and Renewal of Registration of Postgraduate Students**DATE:** 16 February, 2018 |

**SUBJECT:** **SENSITIZATION WORKSHOP ON UPDATING AND RENEWAL OF REGISTRATION OF POSTGRADUATE STUDENTS**

You are invited to the above programme being organized by the University Administration for the above-named key officials in the management of postgraduate programmes in the University of Nigeria. The programme is scheduled as follows:

 **DATE**: Thursday, 01March 2018

 **TIME**: 10am prompt

 **VENUE**: Niger Room, CEC

Please note that the seating arrangement will be according to the service windows in the University and attendance is hereby highly solicited. All other engagements or meetings scheduled for that day may be postponed to enable staff fully participate in this important sensitization workshop. Permission to be absent, which is not expected, should be obtained from the Vice Chancellor, not the undersigned, pleased.

**Professor Chikelue Ofuebe**

Chairman of the Committee

cc: Vice Chancellor

 DVC Administration

 DVC Academic

 DVC UNEC

 Registrar

 Bursar

 University Librarian

 Provost, College of Medicine