

## **I. BEFORE GRADUATION**

### **A. CLEARANCE**

Each graduand must clear with the respective Department/Faculty/School/Institute upon which he/she should receive a clearance certificate from the College Registrar, if he or she does not owe any money to the University and pay a compulsory Graduation/Convocation fee of Ksh. 4000/= . Only those graduands who will have completed paying the fees due to the University will be allowed to graduate.

### **B. HIRE OR PURCHASE OF ACADEMIC DRESS**

(i) The Academic dress will be available for hire between from your respective College Registrars at a fee of Kshs. 2000/= per set.

(ii) Those intending to purchase the academic dress should contact the Deputy Registrar, Examinations (Administration) at the Central Examinations Centre, Chiromo Campus for details.

### **C. REHEARSAL**

(i) The rehearsal is an integral part of the Graduation Ceremony.

(ii) All Graduands intending to participate in the Ceremony must attend the Rehearsal on announced date & time at the Chancellor's Court next to the Central Catering Unit.

(iii) Movement and Photography by graduands during the rehearsal is prohibited.

### **D. ATTIRE FOR BOTH REHEARSAL AND GRADUATION**

(i) All graduands must be formally dressed and in full Academic Attire.

(ii) The tassel of the Cap must be placed on the front right-hand side prior to Graduation; turn it to the front left-hand side immediately the Degree is conferred by the Chancellor.

### **E. SEATING ARRANGEMENTS**

Seats for all the graduands are arranged and reserved by Faculty/Institute/School. Proceed to your seat at the designated time and occupy it throughout the Graduation Ceremony.

## **F. INVITATION CARDS**

Each graduand will receive **two invitation cards** for two guests. The cards will be issued by the respective College Registrars and no person without a card will be allowed into the Chancellor's Court on the Graduation Day.

## **II. GRADUATION DAY**

### **A. PUNCTUALITY**

Punctuality is essential for all Graduands and guests. Any graduand or guest who does not arrive at the Chancellor's Court on time will not be allowed to participate in the Ceremony within the Court.

### **B. TIME**

Graduands and their guests are required to take their seats on the graduation day between **7.45 a.m. and 8.00 a.m.** No person shall be allowed into or out of the Chancellor's Court thereafter until the end of the Ceremony.

### **C. CONDUCT DURING THE CEREMONY**

(i) Graduation is a solemn event and must be appreciated with all the seriousness attached to it. Silence must be maintained throughout the Ceremony.

(ii) Movement and photography by graduands and guests are prohibited during the Ceremony. Everyone remains seated unless instructed otherwise.

(iii) Each graduand must stand when his/her name is read by the respective Dean/Director from the graduation list. The tassel of the Cap will that time be on the front right-hand side. After conferment of the Degree by the Chancellor, all graduands will turn their tassel to the front left-hand side, bow/courtesy and sit down.

(iv) **Weather:** Graduands and guests are advised to bring umbrellas and raincoats should the weather be unfavourable.

## **D. PARKING AND ENTRY**

- i. Vehicles for graduands and guests must be parked at Chiromo Campus under the direction of the Traffic Police. Parking is prohibited at the Main Campus or along Harry Thuku road.
- ii. Graduands and guests are required to proceed on foot along the pavement to the Bridge, then along the Chancellor's Court toward the Museum roundabout and then enter through their respective gates under the direction of Ushers and Police. Graduands and guests who will approach the Chancellor's Court from the City Centre, should access it through gates located between the Court and Uhuru Highway.
- iii. On entering the Chancellor's Court, graduands must proceed to their respective seats while their guests are escorted by Ushers to their respective seating locations.

## **IV. AFTER GRADUATION**

### **A. RETURN OF HIRED ACADEMIC DRESS**

All hired items must be returned before the set deadline; otherwise a surcharge of Kshs. 50.00 per day will be levied on all items not returned by that date.

### **B. CERTIFICATES**

(i) All Diplomas, Bachelors and Masters Degree certificates will be available for collection from the Central Examinations Centre, Chiromo Campus two months after graduation ceremony. Doctoral Certificates will be issued during conferment of Degrees.

(ii) The names on the degree certificate will appear as they are in the Student Management Information System (SMIS) in the order of First name, Middle name and Surname. While collecting certificates, graduates must ensure that their names are correctly spelt because alterations will not be possible after the degree certificate has been collected.

(iii) Certificates must be safely kept; **Duplicates are never issued.**

### **C. STORAGE CHARGES**

Every graduate must collect his/her certificate within the advertised dates. Any certificate not collected by the deadline date will be liable to a storage charge of Kshs. 1000/= per year. For avoidance of doubt, any part of a year after the expiry of the collection date shall still attract a storage charge of Kshs. 1,000.00.