



# UNIVERSITY OF NAIROBI

November 21, 2017

Dear .....

## **58<sup>TH</sup> GRADUATION CEREMONY - FRIDAY, DECEMBER 22, 2017**

I am pleased to inform you that the 58<sup>th</sup> Graduation Ceremony will be held on **Friday, December 22, 2017 at 8.00 a.m.** **Dr. Vijoo Rattansi, the Chancellor of the University of Nairobi** will confer Degrees and award Diplomas at the Chancellor's Court, adjacent to the Central Catering Unit (CCU), Main Campus. I would like, on behalf of the University first to congratulate you on your success, and secondly to extend to you a warm invitation to attend the ceremony. The following are the instructions pertaining to your participation in the Graduation Ceremony:-

### **I. BEFORE GRADUATION**

#### **A CLEARANCE OF FEES AND CONFIRMATION OF NAMES**

Each graduand must clear with the respective Department/Faculty/School/Institute/Centre upon which he/she should receive a clearance certificate from the College Registrar and pay a compulsory Graduation/Convocation fee of Ksh. 1,000/= . It is the duty and responsibility of each graduand to confirm his/her examination results and the accuracy and order of names from the respective Dean/Director. Prospective graduands are informed that those who will not have met all the requirements for graduation including clearance of fees and other levies by **December 1, 2017** will not be included in the graduation list.

**Note:** Graduands are not expected to introduce new names other than those used during admission to the University.

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

- (i) The Academic dress will be available for hire between **Monday, December 11, 2017 and Thursday, December 21, 2017** from your respective College Registrar at a non-refundable fee of Kshs. 3,000/= per set.
- (ii) Those intending to purchase the academic dress should contact the Deputy Registrar, Examinations 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 **Thursday, December 21, 2017 at 10.00 a.m.** 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 and turned to the front left-hand side immediately the Degree is conferred by the Chancellor.

#### **E 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. **Children are not allowed.**

### **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 SEATING ARRANGEMENTS**

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

**C TIME**

Graduands and their guests are required to take their seats between **7.00 a.m. and 7.45 a.m.** No person shall be allowed into or out of the Chancellor's Court thereafter until the end of the Ceremony.

**D 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/projected by the respective Dean/Director from the graduation list. The tassel of the Cap will at that time be on the front right-hand side. After conferment of the Degree by the Chancellor, all graduands will turn their tassels to the front left-hand side, bow/courtsey and sit down.
- (iv) **Weather:** Graduands and guests are advised to bring umbrellas and raincoats should the weather be unfavourable.

**III. 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 underpass and then enter through their respective gates under the direction of Ushers and the 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 **not later than Friday, January 5, 2018** otherwise a surcharge of Kshs.100/= 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 with effect from **Monday, February 11, 2018**. Doctoral Certificates will be issued upon conferment of the degrees on the graduation day.
- (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 and this should be confirmed before the graduation. When collecting certificates, graduates must ensure that their names are **correctly spelt** because alterations will not be possible after the degree certificate has been collected.
- (iv) Certificates must be safely kept; **Duplicates are never issued.**

**C STORAGE CHARGES**

Every graduate must collect his/her certificate by **Friday, March 23, 2018**. Any certificate not collected by this date will be liable to a storage charge of Kshs. 1,000/= per year.

Yours sincerely,

**B.M. WAWERU**  
**ACADEMIC REGISTRAR (Ag)**

c.c: Vice Chancellor  
Deputy Vice Chancellor (AA)  
Deputy Vice Chancellor (A&F)  
Deputy Vice Chancellor (SA)  
Deputy Vice Chancellor (RPE)  
Deputy Registrar, Examinations

All College Principals  
Deans/Directors of Faculties/Schools/Institutes/Centres  
Director, Graduate School  
Finance Officer  
Director, CESSP