

GUIDE TO THE GRADUANDS OF THE 15TH GRADUATION CEREMONY OF THE ST JOSEPH UNIVERSITY IN TANZANIA TO BE HELD ON WEDNESDAY 14TH DECEMBER, 2022 IN DAR ES SALAAM

Dear graduands,

I am pleased to inform all graduands who have successfully completed their studies and qualified for various awards of the St. Joseph University In Tanzania that they shall receive their awards during the 15th graduation ceremony to be held at St. Joseph University In Tanzania's Mbezi Campus at Luguruni in Dar es Salaam on **Wednesday 14th December, 2022 from 09:00 am**. This guide aims to provide you with the relevant information regarding the graduation ceremony.

1. BEFORE GRADUATION

1.1: Clearance

- (i) Each graduand must receive clearance from account office and confirm with Dean of Students. Only those graduands who have completed payment of fee dues to the University by **Thursday 08th December, 2022** shall be allowed to participate in the graduation ceremony.
- (ii) Confirm your intention to participate in the graduation ceremony to the DVC-Academic, Research and Public Engagement (DVC-ARPE) by registering in a **Google form** available in the University website (www.sjuit.ac.tz) on or before **05th December 2022**. Only those who have confirmed on time shall be considered for hiring graduation gowns.
- (iii) ALL the graduands must pay a total of **TZS 130,000/=** i.e a non-refundable fee of **TZS 50,000** and a refundable deposit of **TZS 80,000** at the time of submission of application for the graduation gown. The refundable deposit shall be refunded when the gown is returned. Alternatively the graduands are permitted to authorize their caution money for this purpose.
- (iv) For the graduands of St. Joseph College of Engineering and Technology (SJ CET) and St. Joseph College of Science and Maths Education, all payments shall be made into the following Bank account:

Account Number	Account Name	Bank	Payable at
20510018688	DMI and Collaborators Trust	NMB	Dar es Salaam

- (i) For the graduands of St. Joseph College of Health and Allied Sciences (SJCHAS), all payments shall be made into the following Bank account:

Account Number	Account Name	Bank	Payable at
20510018691	ST.JOSEPH COLLEGE OF HEALTH AND ALLIED SCIENCES	NMB	Dar es Salaam

1.2: Hiring graduation gown

- (i) The graduation gowns shall be available for hiring to graduands after graduation rehearsal at Mbezi Campus,- Luguruni.

1.3: Procedures for issuance of graduation gowns

- (i) All graduands can hire graduation gown, if he/she possess the following:
 1. Registered via Google form
 2. Properly filled clearance form.
 3. Confirmation of payment of the **TZS130,000/=** to SJUIT Bank Account listed above or by authorizing the payment to be made from their caution money.
 4. Submission of valid identity card e.g. SJUIT student ID, or copy of driver's license or National ID or Health Insurance ID or Passport, etc..

1.4: Rehearsal

- (i) The rehearsal is an integral part of the graduation ceremony. It begins with the procession of all the graduands from the specified assembling area.
- (ii) All graduands intending to participate in the graduation ceremony must attend the **rehearsal which starts at 2:00pm on Tuesday 13th December, 2022** at Mbezi Campus-Luguruni.
- (iii) For any Graduand who is unable to attend the rehearsal, their names shall NOT be read during the graduation ceremony, even if they are present in the assembly after rehearsal.

1.5: Seating arrangement

All graduands are expected to be seated according to his/her name or registration number in the specified row of his/her program of study. While the procession reaches the graduation ceremonial ground, graduands are expected to proceed and occupy their respective seat and participate in the events of the graduation ceremony.

2. THINGS TO REMEMBER ON GRADUATION DAY

2.1: Punctuality

- (i) All graduands are required to attend the procession which shall start at **8:00am on 14th December 2022**.

2.2: Conduct during the ceremony

- (i) The graduation ceremony is a formal event and graduands are expected to maintain the **SOLEMNITY, DIGNITY AND DECORUM** of this function.
- (ii) When the procession enters the graduation ceremonial ground, everyone present, are expected to stand to honor the entry of graduands and the teaching community and the dignitaries’.
- (iii) While the procession reaches the graduation ceremonial ground, graduands are expected to proceed and occupy their respective seats.
- (iv) Be present and participate in the entire events of the graduation ceremony.
- (v) When the names of graduands of a specified program are read from graduation booklet by the respective Principal or Head of Department, all the graduands of that program must stand and move in front of the high table in order to receive the award. After conferment of the award by the Chancellor, they are supposed to move back and occupy their seats.
- (vi) The Chancellor will declare the ceremony open and all the events shall proceed as specified in the program schedule.
- (vii) While the Chancellor declares the ceremony closed, the entire assembly shall remain standing till the procession exits the graduation ceremonial ground.
- (viii) Taking photographs and using mobile phones are **STRICTLY** prohibited during the ceremony. Everyone shall remain seated unless instructed otherwise.
- (ix) Entire graduation ceremony proceedings shall be professionally filmed and streamed **LIVE** on the **www.sjuit.ac.tz** website as well as in Instagram and YouTube channels of SJUIT.

3. AFTER GRADUATION

3.1. Return of graduation gown

- (i) All graduation gowns hired must be returned to the same person from whom it was received, not later than **Monday 19th December, 2022** at Mbezi Campus-Luguruni from **9:00 am. to 4.00 pm.** A delayed return shall attract a charge of **TZS 20,000 per day** per person for every day the gown is delayed.
- (ii) Any lost or damaged graduation gown shall require the respective graduand to compensate such s lost or damaged as per the current market price.

3.2. Certificates

- (i) All those who graduated in the 15th graduation ceremony shall collect their Certificates and Transcripts from their respective Department after conferment of the awards as per the arrangements done by the Controller of Examinations (CoE).
- (ii) In case of any discrepancy or error in the Certificates, the graduates shall report such discrepancy in the office of the CoE for appropriate action.

3.3: ALUMNI ASSOCIATION

As a graduated from SJUIT, all graduates automatically become members of a biggest network of all graduates of SJUIT as **SJUIT Alumni Association** which enables and ensures graduates connectivity within the entire network of professionals, friends and classmates.

Last but not least, on behalf of our University, I congratulate all graduates on your academic success and extend a warm welcome to attend the 15th graduation ceremony at SJUIT, Mbezi Campus-Luguruni in Dar es Salaam.

Prof. Alfonse Dubi
**DEPUTY VICE CHANCELLOR (ACADEMIC, RESEARCH & PUBLIC
ENGAGEMENT)**

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