

GUIDE TO THE 14TH GRADUATION CEREMONY OF ST JOSEPH UNIVERSITY IN TANZANIA

TO BE HELD ON DECEMBER 15, 2021 IN DAR ES SALAAM

To all the prospective graduands for 2020/2021 academic year:

Dear prospective graduands,

Greetings to you!

I am pleased to inform all the graduands who have successfully completed their studies and qualified for various awards at St. Joseph University In Tanzania shall receive their awards during the 14th graduation ceremony which is to be held at St. Joseph University In Tanzania, Mbezi Campus at Luguruni in Dar es Salaam on **Wednesday December 15, 2021 from 8:00am**. This guide aims to provide you with the relevant information regarding the graduation ceremony.

1. BEFORE GRADUATION

A: Clearance

- (i) Each prospective graduand must receive clearance from Head of Finance of each college. Only those graduands who have completed paying their fee dues to the University by Friday 10th December, 2021 will be allowed to participate in the graduation ceremony.
- (ii) Confirm to the DVC-Academic, Research and Public Engagement through the admission office via admission@sjuit.ac.tz their intention to participate in the ceremony on or before 10th December 2021. Only those who have confirmed their participation on time will be considered for hiring graduation gowns.
- (iii) Pay 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 will be refunded when the gown is returned.
- (iv) The graduands may make use of part of their refundable caution money that they paid while they are joining the college, for this purpose. The Particulars of the bank account into which the payment should be made is given below:

S.No	Account number	Account name	Bank	Payable at
1	0301066674	DMI-St. Joseph College of Engineering and Technology	EXIM	Dar es Salaam
2	20510018688	DMI and Collaborators Trust	NMB	Dar es Salaam

- (v) The comprehensive list of prospective graduands will be printed in the official graduation booklet. The said graduation booklet will be available for the graduands and to the general public at the cost of TZS 2000/=.

B: Hiring graduation gown

- (i) The graduation gowns will be available for hiring to graduands from Tuesday 14th December, 2021 from 8.30am to 5pm at Mbezi Campus, Luguruni.

C: Procedures for issuance of graduation gowns

All graduands can hire the graduation gown, if he/she possess the following:

- (i) Properly filled clearance form.
- (ii) Confirmation of payment of the **TZS 130,000/-** to SJUIT Bank Account listed above.
- (iii) Submission of the valid identity document for verification e.g. SJUIT student ID, copy of driver's license or National ID or Health insurance ID or Passport, etc.).

D: 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 ceremony must attend the **rehearsal on Tuesday 14th December, 2021 at 9:00am** at Mbezi Campus, Luguruni.
- (iii) For any Graduand who is not able to take part in the rehearsal, their names will be removed from the Roll-Call at the graduation ceremony, even if they are present in the assembly after rehearsal.

E: Seating arrangement

All graduands are expected to be seated as arranged as the seating arrangement is done in such a way that every graduand will be given a seat reserved in his/her name or registration number in the specified row of his/her program of study. While the procession in which you are taking part, reaches the assembly Hall in which the graduation Ceremony is to take place, you are expected to proceed and occupy your seat at your turn and participate in the events of the graduation ceremony.

2. THINGS TO REMEMBER ON GRADUATION DAY

A: Punctuality

Punctuality is essential for all graduands. All graduands are required to take part in the procession which is starting at **8:00am on 15TH December 2021** and the continuing graduation ceremony thereafter.

B: Conduct during the ceremony

- (i) The Graduation Ceremony is a formal event and you are expected to maintain the **SOLEMNITY, DIGNITY AND DECORUM** of this function.
- (ii) When the procession enters the graduation assembly hall, everyone present, are expected to stand to honor the entry of graduands and the teaching community and the dignitaries’.
- (iii) While the procession in which you are taking part, reaches the assembly Hall in which the graduation Ceremony is to take place, you are expected to proceed and occupy your seat at your turn and participate in the events of the graduation ceremony.
- (iv) When the **ROLL CALL** of a specified program is announced, all the graduands of that program must stand. While his/her name is read from the graduation booklet by the respective Principal or Head of Department they are supposed to move to the aisle and walk towards to the Dias in order to receive the award. After conferment of the award by the Chancellor, they are supposed to move back and occupy their seats.
- (v) The Chancellor will declare the ceremony open and all the events will proceed as specified in the program schedule.
- (vi) While the Chancellor declares the ceremony closed, the entire assembly should remain standing till the procession exits to the exit gate.
- (vii) Be present and participate in the entire events of the graduation ceremony.
- (viii) Taking photographs and using mobile phones are **STRICTLY** prohibited during the ceremony. Everyone should remain seated unless instructed otherwise.
- (ix) Entire graduation ceremony proceedings will 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

A. Return of graduation gown

- (i) All graduation gowns hired must be returned to the same person from whom it is received, not later than Friday December 17th, 2021 at Mbezi Campus, Luguruni. Failing which will attract the charges of **TZS 20,000 per day** for late return of gowns.

(ii) Anyone lost or damaged the graduation gown, is bound to compensate such loss or damage as per the current market price.

B. Certificates

(i) All those who are graduated in this ceremony can collect their Certificates and transcripts from the Controller of Examinations office (CoE) after conferment of the awards as per the arrangements done by CoE.

(ii) In case of any discrepancy or error in the certificates received, the graduates are asked to approach the office of the CoE.

F: ALUMNI ASSOCIATION

Being SJUIT as your alma mater, you are becoming a member of a biggest network of all graduates emerged from our university. Upon graduating from SJUIT, you are automatically becoming a member of **SJUIT Alumni Association** which will enable and ensure you a connectivity within the entire network of professionals, friends and classmates.

Last but not the least, on behalf of our University I congratulate you on your academic success and extend a warm welcome to attend the 14th graduation ceremony at SJUIT, Mbezi Campus, and Luguruni in Dar es Salaam.

Looking forward to see you and your guests in cheers on the day of the graduation ceremony,

Prof. Bosco Bharathy Jesuraja
Ag. Deputy Vice Chancellor-Academic, Research and Public Engagement

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