

INSTRUCTIONS GRADUATION CEREMONY FOR **PGCE (FT & PT) AWARDEES**

The Graduation Ceremony will be held as follows:

Day & Date: **Thursday 30 November 2017**

Time: **10 00**

Venue: **Paul Octave Wiehe Auditorium, University of Mauritius, Réduit**

Please find below instructions to be followed by awardees:

LOAN OF ACADEMIC DRESS

You are kindly requested to be present at the Paul Octave Wiehe Auditorium, **AT LEAST ONE AND A HALF HOURS**, before the ceremony is due to start, that is at **08 30**. Proceed towards the “Students’ Robing Room”, and **present your receipt** in order to collect the Academic Dress comprising of a gown, a hood and a cap which will be loaned to you for the duration of the ceremony.

Immediately leave the “Robing Room” when dressed with gown and hood and take your place in procession. Hold your cap with your left hand, arm folded against your body, and take place in the procession.

Latecomers would be requested to take their seats among the invitees; their awards will be made in absentia.

Please leave your bag and other belongings (INCLUDING YOUR MOBILE PHONE-SWITCH OFF) with your invitees before proceeding to the “Robing Room”.

PROCESSION IN

- ❖ MIE Graduation March (Music)
- ❖ National Anthem, Republic of Mauritius

Walk in pairs towards your numbered seat (your seat number will be communicated to you on Graduation Day), remain standing in front of your seat until the officers on stage sit down **after the National Anthem**.

After the speeches, you will be directed for the conferment of your degree. Walk right-hand side towards the stage, shake hands and you will be given a “dummy” certificate. You will then leave the stage on the left and return to your seat. Only then you should put your cap on (the longer side in front and tassel on the left) and keep your cap on until after the ceremony.

PROCESSION OUT

Officers and academics from the stage will lead the procession, please follow in pairs starting with awardees numbers 1 and 2.

CERTIFICATE

Please return the academic dress and the “dummy” certificate to officers in the “Robing Room” as soon as possible after the ceremony, following which the certificate will be handed over to you.

You are also requested to collect a ‘**Library Clearance Certificate**’ from **Mrs S Fulena**, Deputy Librarian, certifying that you do not owe any book or material at the library and to pay **all outstanding fees to the Finance Section**; failing which you may not be allowed to participate in the Ceremony.

INVITATION CARD (2 guests only)

Two invitation cards (**one per invitee**) are enclosed for your guests. Please insert their names on the cards before issue and request them to produce their card at the entrance of the auditorium where control over admittance will be strict.

Children below the age of 12 shall not be admitted; a child aged 12 or above will count as one of two invitees.

REFRESHMENT CARDS

Three refreshment cards (**one for yourself and two for your guests**) are also enclosed. Kindly present same to collect your refreshment pack.

PHOTOGRAPHS

No awardee/invitee shall be allowed to leave his/her seat for taking photographs or for filming purposes during the ceremony and no photographer other than the one officially appointed by the MIE shall be allowed inside the auditorium. You may make personal arrangements with the professional photographer put at your disposal by the MIE for filming or photographing purposes and who will charge:

Rs 50/- for photo (10”x15”)

Rs 100/- for CD

You may have your photographs taken just after the ceremony but **before** proceeding for refreshments.

RETURN OF ACADEMIC DRESS

You must return your academic dress **immediately** after the ceremony. No awardees will be allowed to leave the auditorium with the academic dress.

PARTICIPATION FEE

Payment regarding participation fee is **non-refundable**.

O Cudian (Mrs)

Registrar