

**THE OPEN UNIVERSITY OF TANZANIA**  
**DIRECTORATE OF EXAMINATIONS SYNDICATE**

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**INTERNAL MEMO**

**TO: ALL PROSPECTIVE GRADUANDS FOR 2018**

**FROM: DIRECTORATE OF EXAMINATIONS SYNDICATE**

**DATE: 05<sup>th</sup> FEBRUARY 2018**

**RE: GUIDE TO THE 34<sup>th</sup> GRADUATION CEREMONY TO BE HELD IN SIMIYU**

Dear Prospective graduands

This is to inform you that, the 34<sup>th</sup> graduation ceremony will be held on Thursday, February 22, 2018 at 9.00 a.m. The Chancellor of the Open University of Tanzania Honorable Mizengo Kayanza Peter Pinda will confer Degrees, Diplomas and Certificates at the OUT Regional Centre in Simiyu, the ceremony will take place at Bariadi District Council grounds which are located at Malambo ward accessed by NMB road from the Mwanza-Maswa main road, adjacent to Malaika lodge. The following are the instructions pertaining to your participation in the graduation ceremony:-

**A: HIRE OF ACADEMIC GOWN**

- (i) The academic dress will be available for hire between Monday 19 and Wednesday 21 February 2018 from 8.30am to 5pm, at our regional centre in Simiyu which is locate in Bomani Area along Mwanza-Maswa main road.
- (ii) No graduation gown which will issued on the day of graduation.

## **B: PROCEDURES FOR ISSUANCE OF ACADEMIC GOWNS**

For a student to be able to rent an Academic Gown, He/She must possess the following:

- (i) Properly filled Clearance form or Transcript – Original and Copy
  - (ii) Receipt-Original and copy as a proof for payment of TSH **52,000** (50,000/- for an Academic Gown and 2,000 for graduation booklet) to be paid to:-  
OUT –IGU-NBC A/C No. 0111 0303 3490
  - (iii) Two filled contract forms which are available at the University website.
- For more information concerning academic gowns write to [igu@out.ac.tz](mailto:igu@out.ac.tz)

## **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, February 22, 2018 at 7.00am at Bariadi District Council grounds.
- (iii) All graduands must be formally dressed and in full academic attire
- (iv) Graduation attire must be returned by 01<sup>st</sup> March 2018 latest at OUT regional centre in Simiyu or HQ in Dar es Salaam. Thereafter, a penalty of Tsh 20,000/= will be charged per each extra day.

## **D: SEATING ARRANGMENT**

Seats for all the graduands are arranged and reserved by study program. Proceed to your seat at the designated time and occupy it throughout the graduation ceremony

## **F: PANCUALITY**

Punctuality is essential for all graduands and guests. Any graduand who does not arrive at the graduation grounds on time will not be allowed to participate in the ceremony. Graduands are required to take their seats at 8.00 a.m.

## **G: CONDUCT DURING THE CEREMONY**

- (i) Graduation is a solemn event and must be valued with all the seriousness attached to it. Silence must be maintained throughout the ceremony.
- (ii) Movement and photography by graduands are prohibited during the ceremony

## **H: TRANSPORT ARRANGMENT AND ACCOMODATION**

Graduands will meet their transport cost to Simiyu except for International students who will have their transport arranged by the university from Dar es Salaam to Simiyu and back to Dar es Salaam. Furthermore, all students will meet their cost for accommodation while in Simiyu. We have some hotels/lodges in Simiyu where you can settle comfortably, the cost ranges from Tsh 8,000/= to 70,000/= per night. A list of recommended hotels/lodges is available in all our regional centres and in our notice boards.

## **I: FREQUENTLY ASKED QUESTIONS**

### **How will I know if I am a prospective graduand?**

A comprehensive list of prospective graduands is available in your DRC's office. You're advised to contact the faculty/Institute examination officer for any missing information as indicated against your name. You may also wish to contact the respective head of department or coordinator of a particular program for specific cases. All the contacts information are available in your DRC's office. Note that, a final list of prospective graduands will be announced by DVC(Ac), thereafter any name submitted will be considered for the 35<sup>th</sup> graduation later this year.

### **When will I get my transcript or Certificates?**

Students who are certified as graduates and who do not have financial obligations at the University may pick up their transcripts and certificates respectively two weeks after graduation provided they have also submitted their clearance forms to DES. Certificates are issued by the Directorate of Examinations Syndicate under the university regulations for issuance of certificates; please visit our website or 2017/18 prospectus for more information

### **How can I correct my personal information my certificates?**

Note that, your certificates will bear names and study program as indicated in your SARIS, if you have incorrect information, please contact the admission office in the Directorate of Undergraduate Studies (DUGS) for non degree/degree students or Directorate of Research and Postgraduate Studies (DRPS) for postgraduate students. Failure to make such corrections now, you will be obliged to pay a prescribe non refundable application fee of Tsh 50,000/= for any change request.

### **What if I am in debt to the University?**

You will not be allowed to attend a Graduation Ceremony unless all outstanding debts have been settled.

### **I am an international student, where can I get guidance?**

Our prospective international graduands are kindly advised to contact the International Student's Office (ISO) for proper guidance; write to [iso@out.ac.tz](mailto:iso@out.ac.tz) or [maulid.maulid@out.ac.tz](mailto:maulid.maulid@out.ac.tz)

For further assistance contact our regional offices located in all regions in Tanzania mainland and in our coordination centres in Zanzibar and Pemba.

Finally I would like, on behalf of the University to congratulate you on your success and secondly to extend to you a warm invitation to attend the 34<sup>th</sup> graduation ceremony in Simiyu.

Thank you for your anticipated courtesy and cooperation

Dr. Lawi Yohana

**DIRECTOR OF EXAMINATIONS SYNDICATE – DAR ES SALAAM**