

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

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**INTERNAL MEMO**

**TO: ALL PROSPECTIVE GRADUANDS**

**FROM: DIRECTORATE OF EXAMINATIONS SYNDICATE**

**DATE: 07<sup>th</sup> DECEMBER 2018**

**RE: GUIDE TO THE 35<sup>TH</sup> GRADUATION CEREMONY TO BE HELD IN KIBAHA  
COAST REGION- UNIVERSITY PERMANENT HEADQUARTERS**

**Dear All**

I am pleased to inform you that, the 35<sup>th</sup> Graduation Ceremony will be held on Thursday, January 17, 2019 at 9.00 a.m. Honorable Mizengo Kayanza Peter Pinda, the Chancellor of the Open University of Tanzania will confer Degrees, Diplomas and Certificates at the university permanent Headquarters in Kibaha, Coast region. The ceremony will take place at Kibaha OUT grounds which are located at Bungo area accessed by Soga road from Kwa Mathias or Msikitini bus stands along Morogoro road. The following are the instructions pertaining to your participation in the graduation ceremony:-

**1. BEFORE GRADUATION**

**A: Clearance**

Each prospective graduand must clear with the Directorate of Finance and Accounting (DFA), no one will be allowed to attend a Graduation Ceremony unless all outstanding debts have been settled. Only those graduands who will have completed paying the fees due to the University by Friday January 04, 2019 will be allowed to participate in

the graduation ceremony. **PhD** and other **postgraduate students** are strongly reminded to comply with this condition.

### **B: Hire of academic dress**

- (i) The academic dress will be available for hire between Monday 14 and Wednesday 16 January from 8.30am to 5pm at OUT, Coast Regional Centre - Kibaha locate in Bungo Area.
- (ii) The gowns will also be available on 15<sup>th</sup> Jan. 2019 at OUT temporary HQ in Kinondoni. This move will enable prospective graduands to participate in the University Annual General Meeting of Convocation scheduled to take place on the same day. More information on this meeting will be communicated in due course.
- (ii) No graduation gown which will issued on the day of graduation.

### **C: 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. The Bank payment can only be effected by using a **control number** which is obtainable in any of our regional office.
- (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)

### **D: 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 January 17, 2019 at 7.00am at Kibaha OUT grounds, in Coast region.
- (iii) All graduands must be formally dressed and in full academic attire

### **E: Seating arrangement**

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. Students with special needs should write to the coordinator of Assistive Technology Unit (ASTU) Dr.

Cosmas Mnyanyi through [cosmas.mnyanyi@out.ac.tz](mailto:cosmas.mnyanyi@out.ac.tz) for special arrangement.

### **E: Invitation cards**

Each graduand will receive two invitation cards for two guests. The card will be issued during issuance of academic gown. **PERSONS WITHOUT INVITATION CARDS WILL NOT BE ALLOWED IN THE GRADUATION GROUNDS DURING THE CEREMONY.**

## **2. ON GRADUATION DAY**

### **A: Punctuality**

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.

### **B: 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. Everyone should remain seated unless instructed otherwise.
- (iii) Each graduand must stand when his/her study program is read by the respective Dean/Director from the graduation booklet. After conferment of the Degree or diploma or certificate program by the Chancellor, all graduands in the respective category should sit down.

### **C: Transport arrangement and accommodation**

Graduands will meet their transport cost to Kibaha except for International students who will have their transport arranged by the university from Dar es Salaam to Kibaha and back to Dar es Salaam. Furthermore, all students will meet their cost for accommodation

### **D. Parking and Entry**

- (i) Vehicles for graduands and guests must be parked at the OUT Kibaha grounds under the direction of the Traffic Police or ushers.
- (ii) Graduands and guests are required to proceed on foot to the graduation grounds under the direction of Ushers
- (iii) Graduands must proceed to their respective seats while their guests are escorted by Ushers to their respective seating locations.

## **3. AFTER GRADUATION**

## **A. Return of Hired academic dress**

- (i) All hired items must be returned not later than Friday, January 25, 2019 at OUT temporary HQ in Kinondoni - Biafra, Dar es Salaam. Thereafter, a penalty of Tsh 20,000/= will be charged per each extra day.

## **B. Certificates**

- (i) All certificates will be available for collection from the Directorate of Examinations Syndicate immediately after conferment of Degrees.
- (ii) The names on the degree certificate will appear as they are in the Student Academic Record Information System (SARIS) in the order of First name, Middle name and Surname. Prospective graduates must ensure that their names are correctly spelt by consulting the Directorate of Undergraduate Studies (DUGS) by writing to [dugs@out.ac.tz](mailto:dugs@out.ac.tz) for undergraduate and non degree students and Directorate of Postgraduate Studies (DPS) through [dpqs@out.ac.tz](mailto:dpqs@out.ac.tz) in case of postgraduate students. Failure to make correction now, you will be required to pay a correction fee of **Tsh 50,000/=** during certificate collection.
- (iii) Certificates must be safely kept; Duplicates are issued in a very strict condition and special circumstance.
- (iv) Every graduate is strongly advised to collect his/her certificate on time, nevertheless the university has not yet introduced a storage charge but this should not be taken as an excuse.

## **C: INTERNATIONAL STUDENTS**

Our international prospective graduands are kindly advised to contact the Directorate of Links and International Affairs for more guidance by writing to [iso@out.ac.tz](mailto:iso@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 35<sup>th</sup> graduation ceremony in Kibaha.

Thank you for your anticipated courtesy and cooperation

Dr. Lawi Yohana

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