

THE OPEN UNIVERSITY OF TANZANIA
OFFICE OF DEPUTY VICE CHANCELLOR ACADEMIC

INTERNAL MEMO

TO: ALL PROSPECTIVE GRADUANDS OF NOVEMBER 2019

FROM: UNIVERSITY TEACHING AND LEARNING SERVICES UNIT (UTLS)

DATE: 04th NOVEMBER 2019

**RE: GUIDE TO THE 37th GRADUATION CEREMONY TO BE HELD IN KIBAHA
COAST REGION- UNIVERSITY PERMANENT HEADQUARTERS**

Dear All

I am pleased to inform you that, the 37th Graduation Ceremony will be held on Thursday, November 28, 2019 at 9.00 a.m. where our Chancellor Honorable Mizengo Pinda, will confer Degrees, Diplomas and Certificates to ALL students who qualified during the 2018/19 academic year 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 off Morogoro road about 4Km.

Furthermore, you are informed that, the graduation ceremony will be preceded by the University Annual General Meeting of Convocation which has been scheduled to take place on 26th November 2019 at OUT temporary HQ Kinondoni at ODL Tower, ground floor. More information on this meeting will be communicated in due course.

The following are the instructions pertaining to your participation in the graduation ceremony:-

1. BEFORE GRADUATION

A: Clearance

- (i) Each prospective graduand including **Phd, Masters** and **foreign** students 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 November 15, 2019 will be allowed to participate in the graduation ceremony.

- (ii) A comprehensive list of prospective graduands will be submitted to the office of DVC(Ac) on 12 November 2019 for printing the graduation booklet, any name that will be submitted after this date will be considered for the 38th graduation ceremony. In case of a doubt, you're advised to contact the faculty/Institute examination officer or your DRC to figure out whether you have met all the graduation requirements or not. All the contacts information are available in your DRC's office.

B: Hire of academic dress

- (iii) The academic dress will be available for hire between Monday 25 and Wednesday 27 November from 8.30am to 5pm at OUT, Coast Regional Centre - Kibaha locate in Bungo Area.

(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

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 November 28, 2019 at 7.00am at Kibaha OUT grounds, in Coast region.
- (iii) All graduands must be formally dressed and in full academic attire during the rehearsal

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 for special arrangement.

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 award 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, December 06, 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 and transcripts will be available for collection from the Directorate of Examinations Syndicate after conferment of Degrees. The Directorate will shortly issue the procedures and arrangement for transcripts and certificates issuance including the collection dates.
- (ii) The names on your 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 for undergraduate and non degree students and Directorate of Postgraduate Studies (DPS) through 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.

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

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 37th graduation ceremony in Kibaha.

Thank you for your anticipated courtesy and cooperation

Dr. Lawi Yohana

**COORDINATOR OF UNIVERSITY TEACHING AND LEARNING
SERVICES UNIT – DAR ES SALAAM**