

THE OPEN UNIVERSITY OF TANZANIA
OFFICE OF DEPUTY VICE CHANCELLOR ACADEMIC

TO: ALL PROSPECTIVE GRADUANDS OF NOVEMBER 2021 GRADUATION

FROM: UNIVERSITY TEACHING AND LEARNING SERVICES UNIT (UTLS)

DATE: 22nd SEPTEMBER 2021

RE: GUIDE TO THE 40th GRADUATION CEREMONY TO BE HELD IN ZANZIBAR ISLANDS

Dear Prospective Graduands for 2020/21 Academic Year

I wish to inform all candidates who successfully completed their studies and qualified for the various awards of the Open University of Tanzania during the 2020/21 academic year that, the graduation ceremony for the conferment of **PhDs, Masters, Postgraduate Diplomas, Bachelors, Diplomas and Certificates** awards will be held in **Zanzibar at the Mao Zedong A grounds at Kikwajuni, Urban District on Thursday, November 25th, 2021 at 9.00 a.m.** The grounds area accessed by Mapinduzi road about 5Km from Zanzibar port; get off at Kisonge or Michenzani bus stands.

The ceremony will be preceded by the University Annual General Meeting of Convocation. The date and other important information regarding this event will be communicated to you by the relevant office in due course.

This guide aims to provide you with all the information you will need regarding your 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 one has settled all outstanding debts. Only those graduands who will have completed paying their fees due to the University by **Tuesday November 16th, 2021** 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 **17th November 2021** for printing the graduation booklets. Any

name that will be submitted after this date will be included in the next graduation booklets. All students who completed their studies in this academic year and have already collected their certificates will have their names included in the 40th graduation booklets and are also welcome to participate in the ceremony.

- (iii) Bachelors and non degree students are advised to contact their respective faculty/Institute examination officers, head of departments or DRCs to find out whether they have met all the graduation requirements or not. For the same purpose all postgraduate students who successfully defended their theses/dissertations should contact the Directorate of Postgraduate Studies. All the contacts information are available in our regional offices.

B: Hire of academic dress

- (i) Academic dress is mandatory at the OUT graduation ceremonies and consists of a robe, hood and hat. The colour and style of these items is dependent on your qualification and some cases study program
- (ii) Graduates and guests are asked to dress smartly
- (iv) The academic dress will be available for hire to graduate between **Monday 22nd and Wednesday 24th November from 8.30am to 5pm** at OUT Zanzibar coordination centre located at Betras, Nkuramah about 7km from Zanzibar Port along Bububu Road.
- (v) For more details please read and “download” [here](#) the AGREEMENT FOR HIRING OF ACADEMIC COSTUMES or visit our website at www.out.ac.tz

(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 accounts 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.

- (iv) Submission of the valid identity verification document e.g. copy of driver's license, National ID, Health insurance ID, Passport, e.t.c)

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 25th, 2021 at 7.00am at Mao Zedong A grounds**
- (iii) All graduands must be formally dressed and in full academic attire during the rehearsal
- (iv) Graduands who will not take part in the rehearsal shall not be allowed to participate at the graduation ceremony, regardless of their presence

E: Seating arrangement

Seats for all the graduands shall be arranged and reserved by study program. Proceed to your seat at the designated time and occupy it throughout the graduation ceremony. If you or any of your guests require special arrangements on the day, please write to the coordinator of Assistive Technology Unit (ASTU) Dr. Cosmas Mnyanyi through cosmas.mnyanyi@out.ac.tz for more guidance. He will contact you prior to your Graduation Ceremony to confirm the arrangements for you and/or guests

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. The ceremony is expected to last for approximately two hours.

B: Conduct during the ceremony

- (i) The Graduation Ceremony is a formal 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.

- (iv) The Ceremony is opened by the entrance of the procession for which the assembly is required to stand.
- (v) The Chancellor will declare the Ceremony open and there will be some brief speeches before the graduates are presented. Therefore, you must sit in your allocated seats.
- (vi) To ensure that every graduate's achievement is honoured equally, you are kindly requested to remain in your seats until the completion of the Ceremony.
- (vii) At the end, the Chancellor will declare the Ceremony closed, after which the assembly will be asked to stand again for the exit of the procession

C: Transport arrangement and accommodation

Graduands will meet their transport cost to Zanzibar except for International students who will have their transport arranged by the university from Dar es Salaam to Zanzibar and back to Dar es Salaam. Furthermore, all students will meet their cost for lodging, meal and incidental expenses. Zanzibar is easily accessible, taking the ferry from Dar es Salaam to Zanzibar takes around **two hours at the rate of Tsh 30,000/= for economy class**

D. Parking and Entry

- (i) Vehicles for graduands and guests must be parked at Mao Zedong A 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 03th, 2021** at **OUT temporary HQ in Kinondoni - Biafra, Dar es Salaam or at OUT coordination centre in Zanzibar**. Thereafter, a penalty of Tsh 20,000/= will be charged per each extra day.
- (ii) In the event of loss or damage of the costume the borrower shall be entitled to recover such loss or damage at the current market price.

B. Certificates

- (i) Certificates and transcripts will be available for collection from the Directorate of Examinations Syndicate after conferment of the awards. The Directorate will issue the procedures and arrangement for transcripts and certificates issuance including the **collection dates**.
- (ii) The names and study program on your certificate will appear as indicated in **Student Academic Record Information System (SARIS)**, and in case of names in the order of First name, Middle name and Surname. In case of any discrepancy, 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 dpgs@out.ac.tz for postgraduate students. Failure to make correction now, you will be required to pay a correction fee of **Tsh 50,000/=** during certificate collection.

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 dlia@out.ac.tz

D: GUESTS

Since the Ceremony is held outdoors, graduands may bring as many guests as they wish. Please understand that only those people participating in the Ceremony will be permitted to remain in the area set aside for the Graduation Ceremony, such as **graduands, academics, staff, official photographers and other authorized persons**. Your guests will have to remain in the areas reserved for guests. During the ceremony please inform your guests to follow the directives of the security staff and ushers.

E: ACCOMODATION

Zanzibar has enough hotels/lodges where you can settle comfortably; the minimum cost is around Tsh 20,000/ per night. A list of recommended hotels/lodges including the respective cost is available in our regional and coordination centres and in our notice boards. Zanzibar is generally safe, peaceful and secure

F: GRADUATION CEREMONY FOOTAGE

Your graduation ceremony will be professionally filmed and edited by our in-house Media ICT studio and will streamed live on OUT YouTube channel. You can also order the DVD of the ceremony @ Tsh 20,000/= by writing to diemt@out.ac.tz; the copy will be availed to you two days after the event.

G: WEATHER

Zanzibar experience a **typical tropical climates**, temperature is normally high between 29°C -34°C. Graduates and guests are therefore advised to prepare for the weather in term of clothes.

H: ALUMNI ASSOCIATION

As a graduate of the OUT you are a member of a diverse international network of over 40,000 fellow alumni in more than 20 countries across the world. We help you connect with that network, linking with accomplished professionals, as well as friends and former classmates.

On graduation, you automatically become a member of the OUT Alumni Association, which ensures that among other things you will be: invited to exclusive alumni events, kept up to date on the latest news of the university, given access to our searchable alumni database/portal, involved in the life of our community etc

For more information write to the head of Links and Alumni department Mr. Richard Paresso at richard.paresso@out.ac.tz

Lastly 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 40th graduation ceremony in Zanzibar, one of the top tourist destination in the world, the Spice Islands.

We look forward to welcoming you and your guests at your graduation ceremony in Zanzibar

Sincerely Yours

Dr. Lawi Yohana

UNIVERSITY TEACHING AND LEARNING SERVICES UNIT COORDINATOR

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