

THE OPEN UNIVERSITY OF TANZANIA
OFFICE OF DEPUTY VICE CHANCELLOR ACADEMIC

TO: ALL PROSPECTIVE GRADUANDS OF NOVEMBER 2023 GRADUATION

FROM: UNIVERSITY TEACHING AND LEARNING SERVICES UNIT (UTLS)

DATE: 10th OCTOBER 2023

**RE: GUIDE TO THE 42nd GRADUATION CEREMONY TO BE HELD IN SONGEA
RUVUMA REGION**

Dear Prospective Graduands for 2022/23 Academic Year

This is to inform all students who successfully completed their studies and qualified for the various awards of the Open University of Tanzania during the 2022/23 academic year that, **Honorable Mizengo Kayanza Peter Pinda**, the former Prime Minister of the United Republic of Tanzania and the Chancellor of the Open University of Tanzania will confer **Degrees, Diplomas and Certificates awards** at the OUT Ruvuma region centre, the ceremony has been planned to take place at **Majimaji stadium which is located in Kuru street adjacent to central police station in Songea municipality on Thursday, November 30, 2023 at 8.00 a.m.**

The University Annual General Meeting of Convocation will precede the ceremony; the relevant office shall communicate to you in due course the date and other important information regarding this event.

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 **Tuesday November 07, 2023** will be allowed to participate in the ceremony.
- (ii) A final list of prospective graduands is expected to be approved by the 118th Senate meeting, which, according to the university almanac has been scheduled to be held on **November 09th Thursday 2023**. Thereafter, the Deputy Vice

Chancellor (Academic, Research and Consultancy) shall notify successful students for graduation ceremonies.

- (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 thesis or dissertation 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 27 and Wednesday 29 November 2023 from 8.30am to 5pm** at OUT Ruvuma regional centre located at Bohari area, along Open University Road.
- (v) For more details please read and “download” the AGREEMENT FOR HIRING OF ACADEMIC COSTUMES at: www.out.ac.tz/

(ii) No graduation gown 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 of 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.

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 30, 2023 at 7.00am at Majimaji ground.**

- (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 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 because of any disability on the day, please write to the coordinator of Assistive Technology Unit (ASTU) Dr. Lilian Mutalemwa through lilian.mutalemwa@out.ac.tz for more guidance.

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 three 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) The Ceremony shall be opened by the entrance of the procession for which the assembly will be required to stand.
- (iv) 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.
- (v) To ensure that every graduand's achievement is honored equally, you are kindly requested to remain in your seats until the completion of the Ceremony.
- (vi) 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

Ruvuma region is located in the Southern Tanzania and can be accessed by road and air. Graduands will meet their transport cost to Songea, Ruvuma.

D. Parking and Entry

- (i) Vehicles for graduands and guests must be parked at Majimaji 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 will be escorted by ushers to their designated seating locations.

3. AFTER GRADUATION

A. Return of Hired academic dress

- (i) All hired items must be returned not later than **Wednesday, December 06, 2023** at **OUT HQ in Kinondoni - Biafra, Dar es Salaam or at OUT Ruvuma regional centre**. 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) All certificates and transcripts will be available for collection from the Directorate of Teaching, Learning and Examinations Services 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

Attendance to graduation is optional to all students but encouraged, normally many students welcome the chance to visit the University, meet fellow graduates and celebrate their success

Our international prospective graduands are kindly advised to contact the Unit of Links and International Affairs for more guidance by writing to dlia@out.ac.tz

D: GUESTS

Since the Ceremony will be 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; please inform your guests to follow the directives of the security offices and ushers.

E: ACCOMODATION

There is no problem of accommodations in Ruvuma. A list of recommended hotels/lodges including the respective cost is available in our regional and coordination centres and in our notice boards. The cost range from Tsh 10,000/= to 250,000/= per day. As any part of Tanzania, Ruvuma region is safe, peaceful and secure. Furthermore, all students are expected to meet their cost for lodging, meal and incidental expenses.

G: WEATHER

The average maximum daytime temperature in Songea in November is about 27⁰C. Graduates and guests are therefore advised to prepare for the weather in term of clothes.

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 42nd graduation ceremony in Ruvuma.

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

Sincerely Yours

Dr. Lawi Yohana

UNIVERSITY TEACHING AND LEARNING SERVICES UNIT COORDINATOR

For inquiries: E-mail utls@out.ac.tz; General Line +255 22 2668992 Ext. 214: Fax: 255-22-2668759:
Website: <http://www.out.ac.tz>: P.O.BOX 23409, DAR ES SALAAM, TANZANIA

