

# 1<sup>ST</sup> GRADUATION CEREMONY

This is to inform all graduands who qualified for conferment of **Degrees** and award of various **Diplomas** and **Certificates** of Umma University that the **1st Graduation Ceremony** will be held on **Tuesday, 27th March 2018** starting **8.00 a.m.** at **Kajiado Main Campus, Graduation Pavilion.**

The information regarding preparations for the ceremony is as follows:

## 1. CEREMONY

The graduation ceremony will be presided over by the **University Chancellor Dr. Abbas Gullet** who will award Diplomas, Certificates and confer Degrees.

## 2. CLEARANCE AND REGISTRATION

It is the duty and responsibility of each graduand to confirm his/her examination results, the accuracy and order of names from their respective Schools. Prospective graduands are informed that those who will not have met all the requirements for graduation, including clearance of fees and other levies by **8th March, 2018** will not be included in the final graduation list.

## 3. REHEARSAL

All graduands who wish to participate in the ceremony **MUST** attend the rehearsal on **26th March, 2018 at 8.00 a.m.** Each graduand will be issued with **two (2) invitation cards** for their guests. The cards will be collected from respective Deans' of Schools Offices **on or before 26th March, 2018. Persons without invitation cards will not be allowed into the Graduation Pavilion.**

## 4. GRADUATION FEE

Each graduand will be required to pay a compulsory **Graduation fee of Kshs. 4,000.**

## 5. GRADUATION GOWNS

All graduands will be required to be in academic regalia during the ceremony. The academic gowns can be collected between **22nd March, 2018 to 26th March, 2018** from **Kajiado Main Campus**. All hired gowns must be returned by **on or before Wednesday 4th April, 2018**. Academic attire returned after the deadline shall attract a penalty fee of **Kshs. 1,000 per day.**

## 6. PUNCTUALITY

On the material day, graduands and their guests will be expected to have taken their seats by **7.30 a.m.** Those arriving late will not be allowed into the graduation Pavilion.

## 7. PAYMENTS

All payments should be made to Umma University account as below,  
**Kenya Commercial Bank – Kajiado Branch**  
**Account Number: 1198158344**