



OFFICE OF THE REGISTRAR (ACADEMIC & STUDENTS AFFAIRS)

5TH GRADUATION CEREMONY

Pwani University wishes to inform **ALL** candidates who qualified for the conferment of various Degrees and awards of Diplomas and Certificates of Pwani University during the 2016/2017 Academic Year that the Graduation Ceremony will take place on **7th December 2017 at 8.30 a.m.** at the Graduation Square next to the New Administration Building.

ALL GUESTS ARE REQUIRED TO BE SEATED BY 8.00 A.M

1. GRADUATION FEES:

The Graduation Fees for the various awards is as follows:

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|---------------------------|----------------------|
| • Certificate and Diploma | KSh. 4,000.00 |
| • Bachelors Degree | KSh. 5,000.00 |
| • Postgraduate Diploma | KSh. 5,000.00 |
| • Masters Degree | KSh. 6,000.00 |
| • Doctorate Degree | KSh. 6,000.00 |

All payments should be made by **Saturday 30th November 2017** to any of the following Pwani University Accounts:

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|--------------------------------------|--------------------------|
| • Equity Bank Ltd (Kilifi Branch) | A/C. No. 0460291566407 |
| • Barclays Bank Ltd. (Kilifi Branch) | A/C. No. 019104650 |
| • Cooperative Bank (Kilifi Branch) | A/C. No. 01129465157200. |

2. ACADEMIC ATTIRE

All graduands will be required to be in full academic regalia during the ceremony. The academic regalia will be issued at the respective Schools starting from **Monday 13th November to Friday 24th November 2017** during working days upon payment of the required graduation fees.

3. CLEARANCE AND GRADUATION:

All candidates who wish to graduate **MUST pay up all their Fee arrears, confirm their graduation status and correct spelling of their names** from their respective Schools and clear with the relevant offices by **Thursday 30th November 2017**.

4. REHEARSAL:

It is **MANDATORY** that ALL graduands wishing to participate in the ceremony attend the rehearsal at the graduation venue on **Wednesday 6th December 2017 at 2 p.m.**

Graduands attending the rehearsal should be seated by **1.30 p.m.**

Please note that a student who fails to attend the rehearsal will be barred from attending the graduation.

5. RETURN OF ACADEMIC ATTIRE

The academic regalia **MUST** be returned on or before **Friday 15th December 2017.**

Those who fail to return the regalia by the indicated date will attract a penalty of **KSh. 500.00** (Kenya Shillings Five hundred only) per day.

6. GRADUAND'S PROCESSION:

All graduands will enter the Graduation Square in a procession. This procession will form at **7.30 a.m.** with all the graduands lined up according to their respective Schools. The procession will enter the graduation square at **8.00 a.m.**

Only graduands who will be in the procession will be allowed into the graduation square for the ceremony.

7. TIME:

The graduation ceremony will start promptly at **8.30 a.m.** Late comers will not be allowed into the graduation square once the ceremony has started.

REGISTRAR (ASA)

Congratulations to all our Graduands.

ENQUIRIES:

For further information please contact:

Registrar (Academic & Student Affairs)

Tel. No. 041-7525102/3/4/6, extension 107/259/256/691,

E-Mail: registrar-acad@pu.ac.ke