

14 November 2024

Dear Graduand,

Re: FNU DECEMBER 2024 GRADUATION CEREMONIES



Bula Vinaka and Greetings from the Fiji National University!

Wishing you heartfelt congratulations on your graduation.

We request for you to take note of essential details regarding graduation in the tables below.

1. **Graduation Venue and Time**

The graduation ceremonies will be held as follows:

College	Rehearsal Date and Time	Graduation Date and Time	Venue
College of Humanities and Education (CHE) & College of Business, Hospitality and Tourism Studies (CBHTS)	Monday, 09 th December 10.00am-11.00am	Tuesday, 10 th December 9.00am-1.30pm	Vodafone Arena, Suva
College of Medicine, Nursing and Health Sciences (CMNHS)	Monday, 09 th December 11.30am-1.00pm	Wednesday, 11 th December 9.00am-2.15pm	Vodafone Arena, Suva
College of Engineering and Technical Vocational Education and Training (CETVET); College of Agriculture, Fisheries and Forestry (CAFF); National Training and Productivity Centre (NTPC) & Pacific Centre for Maritime Studies (PCMS)	Monday, 09 th December 2.30pm-3.30pm	Thursday, 12 th December 9.00am-1.30pm	Vodafone Arena, Suva

2. **Graduation Gown**

To hire the graduation gown, you will need to pay the full purchase price as a deposit, as outlined below. A refund, less the hire cost will be refunded to you through your bank account after the gown has been returned: -

- a. **Hire of Graduation Gown and Pickup Details-** The graduation gowns can be hired from the Central Division (Nasinu Campus for Suva graduands) and Northern Division (Labasa campus for Labasa graduands) as per schedule below:

Date	College	Venue	Time
25 November, 2024	CHE & CAFF	Academic office, Nasinu	9am- 4pm
26-27 November, 2024	CBHTS	Academic office, Nasinu	9am- 4pm
28-29 November, 2024	CETVET & PCMS	Academic office, Nasinu	9am- 4pm
29 November, 2024	NTPC	Nabua Campus	9am- 4pm
03-04 December	CMNHS	Academic office, Nasinu	9am- 4pm

b. **Gown Hire Charges** – The graduation gowns can be hired at the following costs:

Programmes	Deposit	Refund	Hire Charges
Master's Degree/ Postgraduate Certificate/ Bachelor's Degree	\$125	\$95	\$30
Certificate/Diploma/Advanced Diploma (Gown Only)	\$100	\$80	\$20

c. **Payment of Gowns** – Gown payments can only be made after the gown hire form is vetted by an academic staff and a gown order is created at any of the academic office. Gown hire forms can be vetted at the following academic offices during the gown hire period:

- i. Academic office Nasinu
- ii. Academic office Namaka
- iii. Academic office Natabua
- iv. Academic office Labasa

Note: Gown collection can only be done from Nasinu campus. Gown collection can also be done at Nasinu campus on 9th December (Rehearsal Day) from 9.00am-4.00pm.

d. **Authorization to Third Party-** Graduands can authorize a third party to pay for and collect the gowns on their behalf. Gowns will be issued to a third party only when the graduand is providing an **authority letter with a copy of valid photo ID** for the third party to collect the gown on behalf.

e. **Return of Graduation gowns** – Graduation gown must be returned to Academic Offices (Nasinu, Natabua, Namaka and Labasa) from the next working day after the graduation and within seven (7) working days of the graduation; between 9.00am and 4.00pm. If gowns are not returned within a week after the graduation ceremony, **it will be deemed sold. The last day for gown returns is 23rd December 2024.**

f. **Refund of Deposit** – All refunds will be deposited in your **bank account upon returning the gown**. Please ensure that following details are provided:

- i. **Duly completed hire of gown/refund form**
- ii. **Snapshot of bank account details**
- iii. **Copy of your valid photo ID card.**

Note: After the gowns are returned to the respective academic offices, the gown hire forms after endorsements by the academic staff must be taken to any of the Finance office by graduands for processing of refunds. Refund processing takes 12 working days.

3. **Graduation Ceremony Guest Passes** – You will be given **two (2) guests** tickets only which are to be presented by the guests for admission into the graduation venue.

4. **Sale of Extra Tickets** – There is a limited number of extra tickets and will be provided on a first come, first served basis. Extra tickets are restricted to **5 tickets per graduand** and may be purchased at a cost of \$5 during gown collection. Please ask the Academic officer serving you to confirm availability of tickets before purchasing.
5. **Graduation Rehearsal** – It is **mandatory** for ALL GRADUANDS to attend the graduation rehearsal.
6. **Assembling for Graduation Procession** – All graduands are to be present at their graduation venue for marshalling as per the following times: You are required to carry with you a valid photo ID.

College	Date	Reporting Time
CHE and CBHTS	Tuesday, 10th December	7.30am
CMNHS	Wednesday, 11 th December, 2024	7.30am
CETVET, CAFF, PCMS and NTPC	Thursday, 12 th December, 2024	7.30am

7. **Seat allocation** – Graduands are to be seated in allocated seats. Marshalls will be present to direct you to your seat. All graduands and guests must be seated in their allocated seats at least 30 minutes prior to commencement of the ceremony until the conclusion of the program.
8. **Special needs** – Graduands who require special seating arrangement due to a disability should email Ms. Teala Faapaia, Graduation Administrator on teala.faapaia@fnu.ac.fj so that appropriate seating arrangements and assistance can be provided. This is also applicable to female graduands who are expecting as well.
9. **Graduation Refreshment** – All graduands will be provided with refreshments following the closing of the graduation ceremony. Please ensure that refreshment passes are presented.
10. **Certificate Collection** – Certificates will be given at the graduation venue after the graduation ceremony concludes. Certificate distribution will be organized from the marshalling area. Graduands must sign in the signature listings upon receiving their certificates. Further details regarding certificate distribution will be passed on during the graduation rehearsal.
11. **Photo wall** – A photo wall will be located outside the graduation venue for graduands and their families to utilize after they have received their certificates at the end of the graduation session. Graduands are reminded not to overcrowd the graduation venue or the corridors or tents.
12. **Movement during Graduation ceremony-** Graduands are requested to remain at their seats until the graduation session concludes. Should there be a need to move while the ceremony is going on, the graduands are requested to alert their College marshals.
13. **Photography** – Photographers from Picture Perfect Studio will be taking graduation photos during the ceremony. Photos will be displayed in their Victoria Parade premises on the same day. For the convenience of graduates, they will have to purchase immediately copies of individuals receiving their certificates, and of groups. Hence, personal cameras and/or personal photographers will not be allowed in front of the main stage and the ceremony area.
14. **Drinking Water-** Bottled water will be provided to graduands during the ceremony. During the graduation ceremony, graduands are to remain seated.

Special Notice

- i. **Academic Dress (Gown)** – All graduands must be in their Academic Dress (Gown) for the graduation ceremony.
- ii. **Valid Photo ID** – All graduands must carry with them a valid photo ID to be able to receive their certificates on the day of the ceremony.
- iii. **National Anthem and FNU Song** – All graduands and guests are requested to sing the National Anthem and FNU Song. The FNU song will be available on the graduation booklets as well as displayed on screens on graduation day.
- iv. **Mobile Phones** – All graduands must put their mobile phones in silent mode until the formal ceremony is over.

I take this opportunity in wishing you all the best for your future endeavours and looking forward to celebrating your achievement with you.

Yours faithfully



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Mr. Shalmendra Chand
Acting University Registrar
Fiji National University

