



Instructions / Guidelines for the Graduation Ceremony 2022

1. Financial Clearance

All outstanding fees due to the University should be settled before the Graduation Ceremony by **Friday 18th November 2022** at latest.

2. Dress Code

You and your guests are kindly requested to be formally dressed on the day of the Graduation Ceremony. Please find attached the dress code for the Graduation Ceremony for graduands and guests.

3. Arrival

On Graduation day, you are requested to be present at the auditorium 1^{1/2} hours prior to the start of the Graduation Ceremony. If you do not attend the ceremony, your award will be conferred *in absentia*.

4. Photographs

It is to be noted that the photo sessions will take place a few days before to the Graduation Ceremony.

Arrangements have been made for an official photographer to be present at the Salle Polyvalente, Rose Hill Campus from 9:30hrs to 15:00 hrs for the photo sessions as follows:

- **Saturday 19th November 2022**
- **Monday 21st November 2022**
- **Tuesday 22nd November 2022**
- **Friday 25th November 2022**
- **Saturday 26th November 2022**

The different packages available and the contact details are attached at the end of this document.

You are requested to contact the photographer to book a slot during the above days. Payment will be collected directly by the photographer on the same day.

Also note that **only the official photographer will be allowed to take photos** near the podium during the Graduation Ceremony. You are kindly requested to abide by same.



5. Robing & Means of Payment

You will be required to make a payment of **Rs 1,200/-** which is to be effected at any SBM branch.

To effect payments students are required to provide the following documents:

- National Identity Card (NIC)
- Cash deposit voucher form

The cash deposit voucher <https://udm.ac.mu/wp-content/uploads/2022/09/Cash-Deposit-Voucher-Form.pdf> should be submitted to the bank at the time of payment.

SBM to acknowledge receipt of payment in the two copies provided (one for SBM and the second to student).

The student copy should be scanned and sent to the e-mail address finance@udm.ac.mu when the procedure is completed and prior to the photo session dates.

To obtain the gown on graduation day, you will present your deposit receipt at the Finance Desk and sign in the acknowledgement of receipt of the gown and accessories. You will then proceed to the changing room for robing.

6. Lining up for procession

After wearing the gown, you will proceed for the line-up as directed by the University administrative staff.

7. Ceremony

- In the line-up students will lead the procession followed by Academics, Management and the Chief Guest. As this is an important part of the academic protocol for the day, you are advised to follow the instructions given by the University administrative staff very strictly.
- Once you enter the hall, you will be directed towards the labelled seats by the administrative staff.
- You will remain standing until the end of the National Anthem.
- Prior to the announcement of your name for the award, you will be directed near the podium by the administrative staff.
- You are kindly requested to leave your mortar boards/soft bonnets (graduation caps) on your seats when you go on stage. Mortar boards/soft bonnets can be worn once you have been conferred your certificate.



SAVOIR, C'EST POUVOIR

- Upon announcement of your name, you will walk up to the stage to collect your dummy certificate after which you will walk down back to your seat. Once seated, you will be allowed to wear your mortar boards/soft bonnets.

Please ensure that the tassels are hanging on the **left-hand side** of your mortar boards/soft bonnets.

- At the end of the ceremony, you will join the procession in an orderly manner as directed by the administrative staff. The Graduation Ceremony, being the most formal function of the University, we unfortunately cannot accommodate children under the age of seven.

8. Return of gown/refund

Once the procession is over, you will ensure that the gown and accessories are duly returned to the Finance Desk **immediately** before you proceed for refreshments.

You are reminded that there will not be any photo session once the procession is over. You are requested to strictly abide by same.

9. Guests

Access to the auditorium will be strictly limited to two guests only. Access will only be granted on presentation of the invitation card which will be collected at the entrance.



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ITEM		UNIT OF MEASURE	UNIT PRICE (RS) (VAT Inclusive)
A	STUDENTS		
	PHOTOGRAPHY		
	<u>Package A</u> (i) 7 printed in size 10x15cm	1 lot	Rs 350 /-
	<u>Package B</u> (ii) 12 printed in size 10x15cm	1 lot	Rs 600 /-
	<u>Package C</u> (ii) 7 printed in size 10x15cm + 1 Frame A4	1 lot	Rs 1000 /-
	<u>Video Optional</u> (soft copy photos available)	1 lot	Rs 300 /-
	<u>Package D</u>		
	(ii) Soft Copy of around 5 -10 photos (Not exceeding 12 photos)	1 lot	Rs 250 /-

Contact Details:

Contact Person: **Ashley**

Tel: **5 925 6694 (available on whatsapp also)**

Website: **www.tibetophotography.com**

email: **tibetophotographer@gmail.com**

Facebook: **Tibeto Photography Mauritius**