

# AFRICA INLAND CHURCH TANZANIA (AICT)



## KOLANDOTO COLLEGE OF HEALTH SCIENCES

### GRADUATION INVITATION

I am pleased to inform you that the 6th Graduation Ceremony will be held on Friday, October 12, 2018 at 10.00 a.m.

Rev Josephares Mtebe,, the General Secretary of Africa Inland Church Tanzania will confer Diplomas and award Certificates at the graduation Congregation.

I would like, on behalf of the College first to congratulate you on your success, and secondly to extend to you a warm invitation to attend the ceremony. The following are the instructions pertaining to your participation in the Graduation Ceremony:-

### I. BEFORE GRADUATION

#### A. CLEARANCE

Each graduate must clear with the respective Department/School/ upon which he/she should receive a clearance certificate from the College Admission officer, if he or she does not owe any money to the College and pay a compulsory Graduation/Convocation fee of Tsh. 55,000/= . This applies to all graduates irrespective to decisions on mode participation

#### B .COLLECTION OF ACADEMIC DRESS

(i) The Academic dress will be available for all between Monday Wednesday, October 10th, 2018 and Thursday, October 11, 2018 from the Deputy Principal Academic's office.

#### C. REHEARSAL

(i) The rehearsal is an integral part of the Graduation Ceremony.

(ii) All Graduates intending to participate in the Ceremony must attend the Rehearsal on Thursday, October 11, 2018 at 10.00 a.m. at the Deputy Academic Principal's office premises.

(iii) Movement and Photography by graduates during the rehearsal is prohibited.

## **D. ATTIRE FOR BOTH REHEARSAL AND GRADUATION**

- (i) All graduates must be formally dressed and in full Academic Attire.
- (ii) The tassel of the Cap must be placed on the front right-hand side prior to Graduation and turned to the front left-hand side immediately the Diploma or Certificate is conferred by the Guest of Honour

## **II. GRADUATION DAY**

### **A. PUNCTUALITY**

Punctuality is essential for all Graduates and guests. Any graduate or guest who does not arrive at the Hall on time will not be allowed to participate in the Ceremony within the Court.

### **B. SEATING ARRANGEMENTS**

Seats for all the graduates will be arranged and reserved by Department/Institute/School. Proceed to your seat at the designated time and occupy it throughout the Graduation Ceremony.

### **C. TIME**

Graduates and their guests are required to take their seats between 9.00 a.m. and 10.00 a.m. No person shall be allowed into or out during the events thereafter until the end of the Ceremony.

### **D .CONDUCT DURING THE CEREMONY**

- (i) Graduation is a solemn event and must be appreciated with all the seriousness attached to it. Silence must be maintained throughout the Ceremony.
- (ii) Movement and photography by graduates and guests are prohibited during the Ceremony. Everyone remains seated unless instructed otherwise.
- (iii) Each graduate must come and align forward when his/her name is read by the respective Head of department from the graduation list. The tassel of the Cap will at that time be on the front left-hand side. After conferment of the Diploma/Certificate by the Guest of Honour, all graduates will turn their tassels to the front right-hand side before going back and sit down.

### **III. AFTER GRADUATION**

#### **A RETURN OF HIRED ACADEMIC DRESS**

All hired items must be returned not later than Monday, October 15, 2018 otherwise a surcharge of Tshs.5000/= per day will be levied on all items not returned by that date.

#### **B CERTIFICATES**

(i) All Diplomas and certificates will be available for collection and will be issued upon conferment of the Diplomas and Certificate on the graduation day.

(ii) When collecting certificates, graduates must ensure that their names are correctly spelt because alterations will not be possible after the certificate has been collected.

#### **C. STORAGE CHARGES**

Every graduate must collect his/her certificate by Friday, October 12, 2018. Any certificate not collected by this date will be liable to a storage charge of Tshs. 100,000/= per year.

Yours sincerely,:

Paschal Shiluka

Principal