

18 March 2024

Dear Graduand,

**Re: FNU April 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	Graduation Date/Time	Rehearsal Date/Time (Rehearsal is mandatory)	Venue
<b>College of Humanities and Education (CHE)</b>	Tuesday, 16 <sup>th</sup> April, 2024 9.00am-1.00pm	Monday, 15 <sup>th</sup> April, 2024 10.00am-11.00am	Vodafone Arena, Suva
<b>College of Business, Hospitality and Tourism Studies (CBHTS); College of Agriculture, Fisheries and Forestry (CAFF)</b>	Wednesday, 17 <sup>th</sup> April, 2024 9.00am-1.00pm	Monday, 15 <sup>th</sup> April, 2024 11.30am-1.00pm	Vodafone Arena, Suva
<b>College of Engineering and Technical Vocational Education and Training (CETVET); College of Medicine, Nursing and Health Sciences (CMNHS) Fiji Maritime Academy (FMA); National Training and Productivity Centre (NTPC)</b>	Thursday, 18 <sup>th</sup> April, 2024 9.00am-1.00pm	Monday, 15 <sup>th</sup> April, 2024 2.00pm-3.00pm	Vodafone Arena, Suva
<b>Labasa Campus (All Colleges)</b>	Wednesday, 24 <sup>th</sup> April, 2024 10.00am-1.00pm	Tuesday, 23 <sup>rd</sup> April, 2024 10.00am-11.00am	Labasa Civic Centre, Labasa

## 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:

Graduands	Date	College	Venue	Time
Central Division (Suva)	03- 04 April, 2024	CHE	Academic office, Nasinu	9am- 4pm
	05 & 08 April, 2024	CBHTS & CAFF	Academic office, Nasinu	9am- 4pm
	09- 10 April, 2024	CETVET, CMNHS	Academic office, Nasinu	9am- 4pm
	09-10 April	NTPC	Nabua Campus	9am- 4pm
Northern Division (Labasa)	08-12 April, 2024	All Colleges	Academic office, Labasa	9am- 3pm

- 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 ( <b>Gown Only</b> )	\$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 at the venues listed in Part (a). above.**

- 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 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.**

- 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 academic office, the gown hire forms, signed by academic staff must be given to any of the Finance office by graduands for processing of refunds. Refund processing takes 5-7 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.
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	Tuesday, 16 <sup>th</sup> April, 2024	7.30am
CBHTS and CAFF	Wednesday, 17 <sup>th</sup> April, 2024	7.30am
CETVET, CMNHS, FMA, NTPC	Thursday, 18 <sup>th</sup> April, 2024	7.30am
Labasa (All Colleges)	Wednesday, 24 <sup>th</sup> April 2024	8.00am

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. Prashila Gounder, Graduation Coordinator on [gc@fnu.ac.fj](mailto:gc@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 the College marshals.
13. **Photography** – Photographers from Caines Jannif Ltd 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 provided on graduation day.
- iv. **Mobile Phones** – All graduands must put their mobile phones in silent mode until the formal ceremony is over.
- v. **Registration by National Employment Centre (NEC)-** The NEC, Ministry of Employment, Productivity, and Industrial Relations will be present during the rehearsal day to register graduands for local employment opportunities. Interested graduands may bring the following requirements for registration on **Rehearsal Day**:
  - a. Copy of Birth Certificate
  - b. Valid ID copy (Joint ID card or TIN)
  - c. Passport Photo- 1
  - d. Copy of Completion letter
  - e. Updated Curriculum Vitae

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**