

25 November 2025

RE: FNU DECEMBER 2025 GRADUATION CEREMONIES

Dear Graduand,

Bula Vinaka and Greetings from the Fiji National University!

Wishing you a heartfelt congratulations on your Graduation!

We request you to take note of essential information regarding your upcoming graduation.

1. Graduation Venue and Time

The graduation ceremonies will be held as follows:

College	Rehearsal Date and Time (Rehearsal Is Mandatory)	Graduation Date and Time	Venue
College of Agriculture, Fisheries and Forestry (CAFF); College of Humanities, Education and Law (CHEL)	Monday, 8th December 2025 11.00am-12.00pm	Tuesday, 9th December 2025 9.00am-12.00pm (Session 1)	Vodafone Arena, Suva
College of Business, Hospitality and Tourism Studies (CBHTS)	Monday, 8th December 2025 12.00pm-1.00pm	Tuesday, 9th December 2025 2.00pm-5.00pm (Session 2)	Vodafone Arena, Suva
College of Engineering and Technical Vocational Education and Training (CETVET); National Training and Productivity Centre (NTPC) & Pacific Centre for Maritime Studies (PCMS)	Monday, 8 December 2025 1.00pm-2.00pm	Wednesday, 10th December 2025 9.00am-1.00pm	Vodafone Arena, Suva
College of Medicine, Nursing and Health Sciences (CMNHS)	Monday, 8 December 2025 2.00pm- 4.00pm	Thursday, 11 December 9.00am-3.00pm	Vodafone Arena, Suva
Labasa (All Colleges)	Monday, 15th December 2025 3.00pm- 4.00pm	Tuesday, 16th December 2025 10.00am-1.00pm	Venue- TBA

Note: The University reserves the right to modify the graduation dates and Venue at its discretion.

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) as per schedule below:

Date	College	Venue	Time
26 th November 2025 to 3 rd December 2025	CAFF, CBHTS, CHEL, CETVET & PCMS	Academic office, Nasinu	9am- 4pm
27 th November 2025 to 28 th November 2025	NTPC	Nasese Campus	9am- 4pm
4 th December 2025 to 5 th December 2025	CMNHS	Academic office, Nasinu	9am- 4pm
15 th December 2025	LABASA	Academic office, Labasa (Town Campus)	9am – 4pm

Note: The University reserves the right to modify dispatch dates and venue at its discretion.

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

Programmes	Deposit	Refund	Hire Charges
PHD/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:

- Academic office Nasinu
- Academic office Namaka
- Academic office Natabua
- Academic office Labasa

Note: Gown collection can ONLY be done from Nasinu campus. Gown collection can also be done on 8th December 2025 (Rehearsal Day) from 9.00am-4.00pm at Nasinu campus.

d. Online payment can be done through online internet banking using the bank account details below:

Bank Name	Bank of the South Pacific
Account Name	Fiji National University
Account Number	7403683
Swift Code	BOSPFJFJ
Branch Address	Cnr of Rewa Street & Ratu Mara Rd, Samabula Suva Fiji Islands
BSB CODE:	0069-004

Please note that bank payments may take up to three (3) working days to be processed.

e. 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.

f. 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 29th December 2025.**

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- g. **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. **Copy of Bank account Statement**
- iii. **Copy of your valid photo ID card.**
- iv. **FNU receipt of Gown Hire Payment**

Note: After the gowns are returned to the respective academic offices, the gown hire forms must be endorsed by the academic office staff. Once the forms are endorsed, this must be taken to any of the Finance offices by graduands for processing refunds. Refund processing takes 14 working days.

3. **Graduation Ceremony Guest/Refreshment Passes** – You will be given **two (2) complimentary guest tickets** which are to be presented by the guests for admission into the graduation venue. All graduands will be provided with refreshments following the closing of the graduation ceremony. Please ensure that refreshment passes are presented.
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 may be purchased at a cost of \$5 during gown collection on a first come first serve basis and subject to availability. **Please ask the Academic officer serving you to confirm availability of tickets before purchasing.** A standard allotment of five tickets per graduand.
5. **Graduation Rehearsal** – It is **mandatory** for ALL GRADUANDS to attend the graduation rehearsal should you wish to attend the official ceremony.
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 a valid photo ID.**

College	Date	Reporting Time
CAFF & CHEL	Tuesday, 9 th December	7.30am
CBHTS	Tuesday, 9 th December	12.30pm
CETVET, PCMS & NTPC	Wednesday, 10 th December	7.30am
CMNHS	Thursday, 11 th December	7.30am
LABASA	Tuesday, 16 th December	9.00am

7. **Seat Allocation** – Graduands are required to sit only in their allocated seats. Marshals will be available to guide you to the correct seating area. All graduands and guests must be seated at least 30 minutes before the ceremony begins and remain in their designated seats until the programme concludes. **Graduands are also advised to carry minimal personal belongings, as the University will not be liable for any lost or misplaced items.**
8. **Special / Medical Needs** – Graduands who require special seating arrangement due to a special/medical need should email Ms. Teala Faapaia, Graduation Administrator on teala.faapaia@fnu.ac.fj so that appropriate seating arrangements and assistance can be provided.

9. **Certificate Collection** –Certificates will be given at the graduation venue after you receive your graduation folder. Graduands must sign in the signature listings upon receiving their certificates and return to their seats.
10. **Photo Wall** – A photo wall will be located outside the graduation venue for graduands and their families to utilize at the end of the graduation session. Graduands are reminded not to overcrowd the corridors or tents.
11. **Movements During Graduation Ceremony**- Graduands are kindly requested to remain seated throughout the entire graduation ceremony. If, for any reason, you need to move during the proceedings, please inform your college Marshal so they can assist you accordingly. **Please note that no graduand will be permitted to leave the venue until the ceremony is officially concluded.** Your cooperation helps ensure the event runs smoothly and respectfully for everyone.
12. **Photography** – Photographers from Picture Perfect Studio will be taking graduation photos during the ceremony. Photos will be available at their Victoria Parade premises on the same day for collection. **Personal cameras and/or personal photographers will NOT be allowed in front of the main stage and the ceremony area.**
13. **Drinking Water**- Bottled water(600ml) will be provided to graduands during the ceremony.

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.
- v. **Graduation Conduct and Behavior Guidelines** - Graduands are required to adhere to all Fiji National University (FNU) policies, ceremony guidelines, and instructions issued by staff and marshals. Professional and respectful conduct must be maintained throughout the graduation ceremony, including during the collection of certificates and transcripts. Courteous behavior toward staff, officials, guests, and fellow graduates is mandatory. **Any form of misconduct or disruption may result in action under FNU's Student Regulations.**

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

Yours faithfully



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Mr. Shalmendra Chand
Acting Registrar
Fiji National University

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