10 November 2026

Dear Graduand,

Re: FNU DECEMBER 2026 GRADUATION CEREMONIES

Bula Vinaka and Greetings from the Fiji National University!

Wishing you heartfelt congratulations on your graduation.

We request 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 Agriculture, Fisheries and Forestry (CAFF); College of Business, Hospitality and Tourism Studies (CBHTS); College of Humanities, Education and Law (CHEL).	**Tuesday, 8 December 2026 9:00am–11:00am**	**Wednesday, 9 December 2026 9:00am–1:00pm**	Vodafone Arena, Suva
College of Medicine, Nursing and Health Sciences (CMNHS)	**Tuesday, 8 December 2026 11:30am – 1:00pm**	**Thursday, 10 December 2026 9:00am–3:00pm**	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)	**Tuesday, 8 December 2026 2:00pm – 3:00pm**	**Friday, 11 December 2026 9:00am–1:00pm**	Vodafone Arena, Suva
LABASA — ALL COLLEGES	**Tuesday, 15 December 2026 3:00pm – 4:00pm**	**Wednesday, 16 December 2026 10:00am–1:00pm**	Ratu Wiliame Maivalili Katonivere Campus, 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)** as per schedule below:

b.

Date	College	Venue	Time
30th November – 4th December 2026	CAFF, CBHTS, CETVET,	Academic office, Nasinu	9am-4pm

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	CHEL, CMNHS, PCMS		
30th November – 4th December 2026	NTPC	Nasese Campus	9am-4pm

c. **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

d. **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 below. Gown hire forms can be vetted at the following academic offices during the **gown hire period** (30th – 04th December):

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 on 08th December 2026 (Rehearsal Day) from Academic office Nasinu 9.00am - 4.00pm at Nasinu campus.

e. **Authorization to Third Party**- Graduands from outer campuses can authorize a third party to pay for and collect the gowns on their behalf from **Nasinu academic office** during the gown hire period. 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. Online payment can be made 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.

g. **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 24th December 2026.**

h. **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/Bank Statement Copy**
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 staff receiving the gown. 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 Passes** –Each graduate will receive **two (2) guest tickets**, which must be presented for entry into the graduation venue. Please note that children under the age of 12 years will not be permitted entry. Each guest must have a valid pass to gain entry.

4. **Sale of Extra Tickets** – Extra tickets will be provided on a first come, first served basis. Extra tickets are restricted to a maximum of **5 ticket 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
CAFF, CBHTS, CHEL	**Wednesday, 9 December 2026**	7.30am
CMNHS	**Thursday, 10 December 2026**	7.30am
CETVET, PCMS & NTPC	**Friday, 11 December 2026**	7.30am
Labasa – All Colleges	**Wednesday, 16 December 2026**	8.30am

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 needs** – Graduands who require special seating arrangement due to a disability should email Ms. Komal Vinit, Graduation Administrator on vinit.komal@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 refreshments passes are presented.

10. **Certificate Collection** –Certificates will be given at the graduation venue after you receive your graduation folder from the presenter in the front. Graduands must sign in the signature listings upon receiving their certificates and return to their seats.

11. **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 graduation venue or the corridors or tents.

12. **Movement 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 has officially concluded.** Your cooperation helps ensure the event runs smoothly and respectfully for everyone.

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. **Personal cameras and/or personal photographers will not be allowed in front of the main stage and the ceremony area.**

14. **Drinking Water**- Graduands are encouraged to carry their own bottled water during the graduation. The water dispensers will be available at the Arena.

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 endeavours and looking forward to celebrating your achievement with you.

Best Wishes and Regards,

Graduation Department
Student Systems and Processes
Office of the Registrar