

## **Quick Answers to Frequently Asked Questions re' University of Guyana's Convocation**

1. Q: **How do I know if I am graduating?**

A: All prospective graduates may check with their Faculty/School/Division to determine their eligibility to graduate and **also** their grades summary/profile utilizing the SRMS (Students Records Management System). Additionally, prospective graduates from the Turkeyen Campus are encouraged to check with the Examinations and/or the Students' Welfare Division to **confirm approval of their profile at the final board of examiners**. Additionally, graduands from UGBC are encouraged to check with the respective Divisional coordinator and/or the Registry office to **confirm approval of their profile at the final board of examiners**.

2. Q: **When's Graduation?**

A: Given the anticipated large number of graduates for 2018, the Turkeyen graduation will be staggered over three separate ceremonies. The convocation ceremonies for the Turkeyen campus are scheduled for Saturday, November 10, 2018. The schedule for the ceremonies are as follows:

<b>Time</b>	<b>Faculty/School</b>
<b>09:00h</b>	<ul style="list-style-type: none"><li>• <b>Agriculture &amp; Forestry</b></li><li>• <b>Earth &amp; Environmental Sciences</b></li><li>• <b>Education &amp; Humanities</b></li></ul>
<b>13:00h</b>	<ul style="list-style-type: none"><li>• <b>Health Sciences</b></li><li>• <b>Natural Sciences</b></li><li>• <b>Engineering &amp; Technology</b></li></ul>
<b>17:00h</b>	<ul style="list-style-type: none"><li>• <b>Social Sciences</b></li><li>• <b>Entrepreneurship &amp; Business Innovation</b></li></ul>

The ceremony for the Berbice campus is scheduled for Saturday, November 17, 2018. If there are any changes to these dates and/or, same will be communicated to the prospective graduates as early as possible.

3. **Q:** *Where will the Graduation Ceremony be held?*

**A:** The convocation ceremonies for the Turkeyen campus will be held at the National Cultural Centre, whilst the ceremony for the Berbice Campus will be held at the University Lawns (Berbice Campus) as customary.

4. **Q:** *Do I have to attend rehearsals?*

**A:** Yes. If you are attending the ceremony, attendance at rehearsals is mandatory. Rehearsals will be held at the National Cultural Centre on Friday, November 9, 2018 at 08:00h, 12:00h and 16:00h for Turkeyen Campus graduands and Friday November 16, 2018 at 16:00h for Berbice Campus graduands. Turkeyen Campus graduands are asked to note that your assembly point for the procession will be determined by your Faculty/School. Please see your respective Assistant Deans/Divisional Coordinators for this information.

5. **Q:** *Will I be required to pay a Graduation Fee?*

**A:** All eligible graduating students attending the ceremony will be required to pay a graduation fee of G\$10,000. Graduands who will not be in attendance are required to pay a fee of G\$7,000.

6. **Q:** *How can I access my graduation fee invoice?*

**A:** The steps to accessing your graduation fee invoice are:

- a. Log into the SRMS (Students Records Management System) as a current student,
- b. Confirm your attendance at the convocation ceremony,
- c. Print the invoice which will be generated after step stated at /b./ above.

If you do not know your USI (Unique Student Identifier), please use the 'FindMyUSI' link on SRMS to retrieve same.

7. **Q:** *Where can I make payment?*

**A:** The graduation fee can be paid via:

- i. Bill Express (please ensure to advise the teller that the payment is for the graduation fee);
- ii. GTT's Mobile Money Guyana (MMG)
- iii. Republic Bank Account# 688-018-1 (Note: deposit slips along with the graduation fee invoice must be dropped off at the UG Bursary for payments made at the bank. Graduands are reminded to record the name and USI on the deposit slips before submitting same.)

- iv. UG Bursary (no cash payment are accepted at this location after 15:00h and on Saturdays. Customers may however utilize a Republic bank or GBTI debit card in lieu of cash after 15:00h and on Saturdays).
- v. SurePay (please ensure to advise the teller that the payment is for the graduation fee)

Kindly retain a copy of your receipts/deposit slips to assist with verification of said payment if necessary.

**8. Q: What are the immediate benefits of paying this Graduation fee?**

**A:** The graduation fee covers the provision of academic regalia to graduands; rental of chairs and public address system, venues and other associated costs for the ceremony; the Chancellor's reception for graduands; the provision of diplomas with specially crafted covers; and the publication of graduation programmes and convocation booklets, among other costs.

**9. Q: When and where can I uplift my graduation invitation and advisory letter?**

**A:** Invitations and advisories will be available from October 30, 2018 for the Turkeyen Campus. Invitations and advisories will be available from November 5, 2018 for the Berbice Campus. Graduands may visit the Students' Welfare Division, Turkeyen campus and the Registry Office (Berbice Campus) to uplift these items. **NOTE: ADVISORIES & INVITATIONS WILL ONLY BE ISSUED AFTER PAYMENT OF THE GRADUATION FEE.**

**10. Q: Am I required to wear a graduation gown?**

**A:** Yes. Graduands for all programmes are required to wear graduation gowns.

**11. Q: Where and when can I rent a gown?**

**A:** Payment of the Graduation fee of ten thousand dollars (\$10,000) will entitle the graduand to be issued with one gown (incl. Hood where required) and with one stole to be uplifted from the Campus store. **Please note that this is a rental and these gowns must be returned by the deadlines stated in the Graduation advisory letters.** Gowns will be available from October 30, 2018 for the Turkeyen Campus and November 5, 2018 for the Berbice campus.

**12. Q: What is the consequence if I do not return the gown as stipulated?**

**A:** Failure to return the gown will result in the following being withheld from the graduate:

1. General and Library Cautionary deposits;
2. Graduate status letters;
3. Graduate certificate;
4. Graduate transcript
5. Replacement certificate
6. Any other services required by the graduate

13. Q: *What do I wear?*

A: All female graduands are required to wear white or off-white dresses of modest and sober cut. All male graduands are required to wear white shirts, dark ties (the University of Guyana ties are an option) and dark pants. Dark suits are also an option.

14. Q: *How many guests can I bring?*

A: Each graduand is allowed four (4) invitations. Each invitation admits one (1) guest.

15. Q: *Is there a deadline to indicate that I will be unable to attend the graduation ceremony?*

A: ALL graduands are required to confirm their attendance at the convocation ceremonies by 2pm or 14:00h on Friday November 9 and 16, 2018 for the Turkeyen & Berbice campuses, respectively.

16. Q: *How long is the ceremony?*

A: Approximately 2 ½ hrs.

17. Q: *Will refreshments be served?*

A: No.

18. Q: *Does the University cater for persons with disabilities who may be graduating or attending as guests?*

A: We can accommodate special requests. However, you are required to inform the Students Welfare Officer no later than Monday, November 5, 2018 (for Turkeyen) and Monday, November 12, 2018 (for Berbice).

19. Q: *Will the real certificates be distributed at the ceremony?*

A: No. Certificates will only be available in the period after the ceremony, when the individual clearances would have been processed.

20. Q: *What do I have to do in relation to 'Financial Clearance'?*

A: Submit your Library tickets, clear any other indebtedness to the University inclusive of your graduation fee.

21. Q: *I am a foreign student and will not be available to attend the ceremony, how can I receive my certificate?*

**A:** You may authorize someone to uplift your certificate on your behalf. Said authorization can be delivered to the Students' Welfare Office before your departure.