



TAITA TAVETA UNIVERSITY

OFFICE OF THE REGISTRAR (ACADEMIC, RESEARCH & OUTREACH)

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ANNOUNCEMENT OF THE 7TH GRADUATION CEREMONY TO BE HELD ON FRIDAY, 16TH AUGUST, 2024

Taita Taveta University (TTU) wishes to inform ALL students who qualified for conferment of Degrees and award of Diplomas/ Certificates at the end of the 2023/2024 academic year and members of the public, that the **7th Graduation Ceremony** will be held on **Friday, 16th August 2024** commencing at **8.00 a.m.** at the **University Sports Pavilion - Main Campus**.

TTU congratulates you on your success and extends a warm invitation to attend the ceremony. The following are the instructions pertaining to your participation in the Graduation Ceremony:

CLEARANCE

Each graduand must clear with all departments and sections shown on the clearance form. Only those graduands who will have completed paying fees due to the University by **Saturday 27th July, 2024** will be allowed to graduate.

GRADUATION FEES/ HIRE OF ACADEMIC DRESS/ALUMNI MEMBERSHIP

- a) All graduands are required to pay mandatory non-refundable fees for graduation ceremony, hire of academic attire and membership to the Taita Taveta University Alumni Association as detailed in the table below:

S/N	Award	Mandatory Graduation Fees (KES)	Non-refundable Hire of Gown (KES)	Mandatory Alumni Membership (KES)	Total (KES)
1	Diploma	4,000	600	2,000	6,600
2	Degree	5,000	700	2,000	7,700
3	Masters	6,000	800	2,000	8,800

- b) Graduation and Alumni Fees deadline is **on or before Friday 9th August 2024**
c) The Graduation Fees and Hire of Gown payment is through the **students portal on e-citizen Pay Bill 222222**
d) **The Alumni Membership Fees should be paid in the following account**

BANK	ACCOUNT NAME	ACCOUNT NUMBER
Kenya Commercial Bank	Taita Taveta University Alumni Association	1224713222

- e) You will be required to submit proof payment of Graduation Fees/Hire of Gowns and Alumni Membership (Bank slip) for clearance by Student Finance Office before issuance of gown.



- f) The attire may be collected from **Monday 12th to Thursday 14^h August 2024** during working hours from the respective Offices of Deans of Schools upon proof of payment.
- g) All gowns shall be returned to the respective Schools by **Wednesday, 28th August 2024**; **returning** the gowns after this date will attract a charge of **KES 500 per day**.

GRADUATION LIST

- a) Graduation list is available on the University website at www.ttu.ac.ke. The provisional list shall be updated continuously by the University and the final List shall be posted on the website by **Monday 29th July 2024**
- b) Graduands are required to **ascertain the correctness of the spelling of their names and name order** as listed above and **report any corrections** to the respective Deans of Schools and copy to the undersigned by **15th July 2024** New names different from those used at **admission** will **NOT** be permitted.

INVITATION CARDS

- a) Each graduand will be issued with **two (2) invitation cards** for two guests. The cards will be issued by the respective Offices of Deans of Schools during issuance of academic attire.

REHEARSAL

- a) The rehearsal is an integral part of the Graduation Ceremony and therefore it is **mandatory**.
- b) All Graduands intending to participate in the Ceremony **MUST** attend the Rehearsal on **Thursday, 15th August, 2024 at 10.00 am** at the University Sports Pavilion; graduands should be seated by **9.30 am** for the rehearsal.

GRADUANDS' PROCESSION

- a) All graduands will enter the Graduation Square in a procession. The procession will form at **7.30 a.m.** with all the graduands at the main administration building lined according to their respective Schools. The procession will enter the Graduation Square at **8.00 a.m.**
- b) Only graduands who will be in the procession will be allowed into the Graduation Square for the Graduation Ceremony.

SEATING ARRANGEMENTS

- a) Seats for all the graduands are **labelled with their names and arranged in the order** in which the names appear in the graduation booklet. Proceed to your seat at the designated time and occupy it throughout the Graduation Ceremony.

PUNCTUALITY

All invited Guests are required to be seated by **8.00 am**. Those arriving late will not be allowed into the Graduation Square.



CONDUCT DURING THE CEREMONY

- a) Graduation is a solemn event and shall be appreciated with all the seriousness attached to it. Silence must be maintained throughout the Ceremony.
- b) Movement and photography by graduands and guests are prohibited during the Ceremony. Everyone remains seated unless instructed otherwise.
- c) Each graduand must stand when his/her name is read by the respective Dean from the graduation list. The Tassel of the Cap will at that time be on the front right-hand side. After conferment of the Degree by the Chancellor, all graduands will turn their tassel to the front left-hand side, bow/courtesy and sit down.

CERTIFICATES

- a) All Certificate/Diplomas, Bachelors and Master's Degree certificates will be available for collection from the Examinations Office as shall be announced during the Graduation ceremony.
- b) The following will be required for collection of your certificate: i) Original copy of your clearance form, ii) Gown Form, and iii) Original ID, Passport or Driving licence.
- c) Certificates must be safely kept. **Certificates are NOT re-issued and duplicates are never issued.**

NAMES ON CERTIFICATE

The names on the degree certificate shall appear as they are in the Student's Registry which are the names used **during admission**. Graduands should **NOT** submit new names. While collecting certificates, graduates must ensure that their names are correctly spelt because alterations will not be possible after the degree certificate has been collected.

STORAGE CHARGES

Every graduate shall be required to collect his/her certificate by **Friday, 18th October, 2024**. Any certificate not collected by this date shall attract a storage charge of **KES 1000.00** per year. For avoidance of doubt, any part of a year after the expiry of the collection date shall still attract a storage charge of **KES 1000.00**.

ACCOMMODATION

Graduands and invited guests are expected to make their accommodation arrangements.

NOTE:

Any changes to the instructions will be communicated when need arises.

For further information, please contact:
The Registrar (Academic, Research and Outreach)
P. O. Box 635-80300, Voi – Kenya
Email: registrar-aro@ttu.ac.ke
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