

**SPECIAL BULLETIN**

**CONVOCATION PROCEDURE**

(Graduands Should Please Read the Following Carefully)

- I. Parents of graduands and other invited guests, are advised to be seated, NOT later than 9.35a.m on each day of the Convocation Ceremonies.
- II. Graduands are to enter the Convocation ground, in a procession through the Health Centre road at 9.45a.m. The procession will be led by the respective Faculty Officers.

Graduands in each Faculty are expected to be seated, in the sections provided for them, on the Convocation ground.

- III. Graduands AND guests under the pavilion, are requested to be orderly, and stand, when the Academic Procession enters AND leaves the Pavilion.

Graduands should be properly robed AND are advised to conform to the colour prescribed for their respective faculties.

- IV. **Unauthorized movements and taking of photographs**, will NOT be allowed, during the Convocation Ceremony. **Graduands are therefore, advised in their own interest, to complete such activity before coming into the pavilion, OR wait till after the Ceremony. Any graduand, who leaves his /her seat, while the ceremony is on, will NOT be allowed to return to the pavilion.** This is to ensure ORDERLINESS, during the Convocation Ceremony.

- V. Graduands should seek assistance of Faculty Officers, to ensure that the hood AND cap are properly worn. The tassel (cord) of the cap should be positioned to the right. **First Degree Graduands are to move the tassels of their caps, from right to the left, at a point during the Ceremony, when the Chancellor declares: “I admit you all”.** This signifies the admission of the Graduands into the body of Graduates of the Lagos State University (LASU). **Higher Degree recipients should put on their caps, with the tassels showing at the left hand side, since they already have their First Degrees.**
- VI. *Female graduands are expected to show courtesy, when they shake hands with the Chancellor, while male graduands should bow, but should NOT remove their caps*
- VII. Graduands are to obtain clearance, from their respective Faculty Officers, before making payment at the designated banks.
- VIII. The Convocation package shall comprise of:
- \* Order of Proceedings/Convocation Brochure ( 1 copy); AND
  - \* Academic Attire (Gown, Hood & Cap), which would be given out to each Graduand, by their respective Faculty Officer or Secretary, Postgraduate School.

Academic Attire collected, should be returned immediately, after each ceremony OR, at the latest by **Monday, 11<sup>th</sup> February, 2008**. Thereafter, the refundable fee of two thousand naira [**N2,000**], shall be returned to the graduand at the Bursary, on the presentation of clearance obtained at their respective Faculties. Any Graduand, who holds on to the Academic Attire beyond Monday, 11<sup>th</sup> February, 2008 shall be liable to a fine of five hundred naira [**N500**], for each day of default. ALSO, any Graduand who loses OR damages the Academic Attire shall pay ten thousand, three hundred naira [**N10, 300**], as a replacement fee.

**IX. COLLECTION OF CERTIFICATES**

Any Graduand, who has met all the conditionalities of certificates collection with an evidence, can collect his/her certificate immediately after the Ceremony in Administrative Block II, Ojo Campus.

**UNIVERSITY MANAGEMENT**