



UNIVERSITY OF EMBU

OFFICE OF THE DEPUTY VICE-CHANCELLOR
(ACADEMICS, RESEARCH AND EXTENSION)



ANNOUNCEMENT

4th GRADUATION CEREMONY

The 4th Graduation Ceremony and Congregation for the conferment of various Degrees of the University of Embu and the award of Diplomas and Certificates to all Candidates who qualified during the 2018/2019 Academic Year shall take place on **Friday 20th September, 2019** from **9.00 a.m.** at the **Graduation Pavilion, University of Embu, Embu County**. All prospective graduands are requested to read the following carefully:

1) CONFIRMATION OF INCLUSION IN THE GRADUATION LIST AND ORDER OF NAMES

The list of graduands for the 4th Graduation Ceremony is available on the University website: www.embuni.ac.ke. Each prospective graduand should personally confirm that his/her name appears in the Graduation List in the correct order and also confirm his/her participation in the **Graduation Ceremony** with the respective **Dean of School**.

2) GRADUATION FEES

Graduands will be required to pay a mandatory, **non-refundable** Graduation fee for various awards as indicated below. The fee must be paid not later than **Wednesday, 18th September, 2019**.

• Certificate /Diploma	-	Kshs. 4,000
• Bachelors	-	Kshs. 5,000
• Postgraduate Diploma	-	Kshs. 6,000
• Masters	-	Kshs. 6,000
• Ph.D	-	Kshs. 7,000

Payments **MUST** be made to **University of Embu Bank Accounts** at any of the banks listed below;

• Kenya Commercial Bank, Embu Branch	-	1140846019
• Equity Bank, Embu Branch	-	0190260737294
• National Bank, Embu Branch	-	01001081259300

Payments may also be made through **MPESA Paybill Number 418888**

In addition, graduands must have cleared any outstanding fees arrears and all other dues owed to the University by **Wednesday, 18th September, 2019**, failure to which one may not be allowed to graduate.

3) ACADEMIC ATTIRE

(i) Issuance of Academic Attire

The Gowns will be issued from Monday, **16th September, 2019** to **Wednesday, 18th September, 2019** during working hours from respective Schools. During the Graduation Ceremony, only graduands in full Academic Attire will be allowed entry into the Graduation Pavilion. .

(ii) Return of Academic Attire

The Graduation Attire **MUST** be returned to the University on or before **Friday, 27th September, 2019** during working hours. A penalty of **Kshs. 500 (Kenya Shillings Five Hundred only)** per day will be charged for any Attire returned after the deadline.

4) REHEARSAL

Graduands who will be participating in the Graduation Ceremony **MUST** attend the rehearsals on **Thursday, 19th September, 2019** at **9.30 a.m.** at the Graduation Pavilion. Graduands attending the rehearsal must be punctual and in full Academic Attire.

5) INVITATION CARDS

During collection of the Academic Attire, each Graduand will be issued with **ONE (1)** invitation card. Only guests with invitation cards will be allowed into the Graduation Pavilion during the Ceremony.

6) GRADUANDS' PROCESSION

All graduands will enter the Graduation Pavilion in a procession. The procession will form outside **Prof. George Magoha Library** at **7.00 a.m.** with all the graduands in their respective Schools. The procession will then enter the **Graduation Pavilion** at **7.30 a.m.** Only graduands who will be in the procession will be allowed into the Graduation Pavilion for the **Graduation Ceremony**.

www.embuni.ac.ke