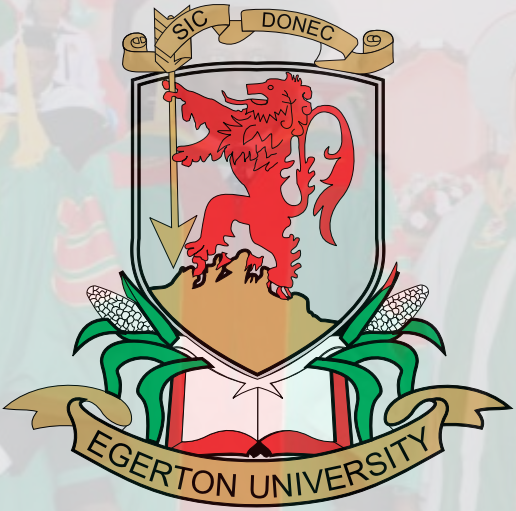
EGERTON UNIVERSITY



GRADUATION CEREMONY ETIQUETTE

Transforming Lives throughQuality Education

Egerton University is ISO 9001:2015 Certified

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A Graduation Ceremony is an academic gathering that marks the climax of educational pursuit by students and their families and a major accomplishment and milestone by the University. This occasion therefore demands that certain basic rules are observed. Etiquette covers behavior, dressing, talking and acting, basically words, all interactions in every situation require strict adherence to etiquette standards. In view of this, the following rules should be observed during Egerton University Graduation Ceremonies;

1. **Time:** Please be seated by **8.30am.** If you arrive late, you will not be admitted to the graduation arena. Ensure that your guests are informed of the appropriate arrival time otherwise they may be denied admission into the graduation arena.
2. **Proof of Identification:** Ensure that you have proof of identification which is your invitation to the graduation ceremony. Graduands arriving without any proof of identification will **NOT** be allowed access the graduation arena. Graduands and Guests must dress formally.
3. **Dress**: The graduation ceremony is a formal occasion. Graduands and Guests must dress formally.
   a) All the Graduands must wear their **Full academic Attire (Regalia)** Egerton University reserves the right to deny entry to a person not adhering to the dress code. Likewise, the University reserves the right to deny conferring or awarding a qualification to a candidate not wearing appropriate academic attire.



b) All the Guests allowed into the graduation arena must be decently dressed. Partially dressed or pure traditional regalia will not be allowed into the graduation arena.

4. Guests:

a) A maximum of **three guests per graduand** will be allowed into the graduation arena. Extra cards will not be available. Do not embarrass yourself by inviting extra guest into the graduation arena.

b) Guests should be seated by **8.30am**. Guest seats are not reserved and guests who arrive when the ceremony has started will not be admitted into the graduation arena, even if they are in possession of an invitation card. Please inform your guest accordingly.

5. Children: Since Egerton University Graduation Ceremony is a formal occasion, babies and toddlers are not permitted into the graduation area. Older children allowed will be required to possess a guest card and will thus be included in the maximum number of guests allowed per graduand.

6. Proceedings

a) All Graduands will be expected to attend the Graduation Ceremony Rehearsal as scheduled.

b) During the graduation proceedings, **ALL** graduands must stand up and remain standing when their names are called upon by the Faculty Dean, until they are asked to take their seats.

c) All degree graduands are expected to follow the instruction of **Cap Wearing, position of the Tassel and Courtesy Bow** when called upon to do so. Wear the Tassel to the **Right** and once the pronouncement of the award is made by the Chancellor move it to the **Left**.

d) All Ph.D Graduands should follow instructions about their **seating space, hooding, capping, and award of the degree** as will be briefed during rehearsal.



e) Graduands and guests **should not** leave the graduation arena during the proceedings, and should remain seated until the end of the ceremony. All Graduands should remain standing until the University Graduation Procession Leaves the graduation arena.

7. Drugs and Alcohol:

a) Graduation venues are drug and alcohol free zones.

b) Do not smoke, take any form of drug or alcohol, or move around the University while intoxicated in graduation regalia even if you are outside the graduation arena.

8. Mobile phones:

a) Please put your mobile phone on silent/vibration mode while entering the graduation arena.

b) Graduands should not interrupt graduation proceedings to take photographs using the mobile phones.

9. Food: Food and beverages are not allowed inside the graduation arena.

10. Candidates with disabilities: The Graduation Committee will gladly facilitate appropriate arrangements, such as provision of wheel chair, wheelchair access and seating for graduands with any form of disability. Should you require such assistance, please inform the **Division of Academic Affairs**, at least **one week** prior to your graduation ceremony.