

GRADUATION CEREMONY FOR THE ACADEMIC YEAR 2009/10
Wednesday, 30th of June 2010, 20:00 p.m.

INSTRUCTIONS TO THE PROSPECTIVE GRADUATES

The Graduation Ceremony for the Academic Year 2009/10 will take place at the Cyprus International State Fair, in G. Seferis Street, 2415 Engkomi, Nicosia, on **Wednesday, 30th of June 2010, at 20:00 p.m.**

1. GRADUATION APPLICATION FORM

All prospective graduates **are required** to fill in the attached form, and submit it to the Studies and Student Welfare Service, office number 35 in Nicosia, and to the Office of Studies in Limassol, by Friday, **11th of June 2010**.

2. GOWN

Students participating in the Ceremony should proceed wearing the gown of Frederick Institute of Technology. Gowns can be rented or purchased from Eurojet Company, as of June 10.

- Nicosia: Makarios C' and Gevgelis 2, tel. 22375050
- Limassol: Gladstonos 55A (Pentadromos), tel: 25353677

The renting fee is 39 Euro and the purchase fee is 92 Euro. (According to the company's contract, failure to return the gowns in time will result in paying a fine). Please note that the gown **is the same as last year's gown only** and the use of any other gown is prohibited. Also, students not wearing a gown will not be allowed to participate in the conferment of degrees therefore no seat will be reserved for them in the graduates' special area. However, they can attend the Ceremony while seated in a different area.

3. GRADUATION DINNER PARTY

The Graduation Dinner Party will be held at the Hilton Park Hotel, on Monday, 28th of June, at 21:00. Reservations should be made by the 11th of June. Tickets for the graduates' guests will be available for purchase for the price of 30 Euro.

4. GENERAL REHEARSAL: INFORMATION AND INVITATIONS

On Monday, 28th June 2010, at 10:30, the general rehearsal will take place at the Cyprus International State Fair Grounds, where the graduation ceremony will be held. At the general rehearsal, all graduate students should personally receive their envelopes together with the invitations and all general information regarding the ceremony. Receiving the envelope is compulsory for all students participating in the graduation ceremony. Further information will be given regarding the venue where students will gather on the day of the graduation, as well as the route they will follow to receive their degrees.

5. DAY AND TIME OF THE CEREMONY

The students that will confirm attendance will need to be at the place of the event at 7:00 p.m. The public and the guests of the students should be in their places at 7:30 p.m. at the latest.

6. PHOTOGRAPHS AND VIDEO

The photographing of the Ceremony will be covered by a professional photographer. Details will be given on Monday, 28th of June 2010. The ceremony will be videotaped. The price for each DVD is 15 Euro. To order a copy of the DVD, you are requested to fill in the order form by Friday, 2nd of July 2010. The form will be given on Monday, 28th of June 2010. The DVD will be ready for collection from the Studies and Student Welfare Service, approximately 3 weeks after the Ceremony.

7. GUESTS BRIEFING

Each student has to inform his guests for the above information.

GRADUATION APPLICATION FORM

All the students expected to graduate are kindly requested to complete the following application form regardless of participating in the Graduation Ceremony or not. The application form must be submitted to the Studies and Student Welfare Service (with an attached receipt of the graduation fee from the Accounts Office), office 35 in Nicosia and Studies Office in Limassol by Friday, 11th of June 2010.

DEGREE ISSUING

Write your name and surname exactly as it appears on your identity card. A copy of your identity card (both sides) should be attached.

Name (small letters) _____ Father's name (small letters) _____ Surname (small letters) _____

ID Number _____ Reg. Number _____

Programme of Study _____

Telephone: _____

PARTICIPATION IN THE GRADUATION CEREMONY

I declare that:

- I will participate in the ceremony (Degree Issuing, Folder and Diploma Tube Fees €50). ☐
- I will not participate in the ceremony (Degree issuing fee €30). ☐

ATTENDING THE GRADUATION DINNER

- I will attend the Graduation Dinner (Free for graduates). ☐
- I would like _____ tickets for my guests (€30 each). ☐
- I will not attend the Graduation Dinner. ☐

CONTACTING FREDERICK INSTITUTE OF TECHNOLOGY

Please write the address that you would prefer the correspondence from FIT to be sent to as well as your email address.

Street and Number: _____

Postal Code: _____ Town/ City: _____

Telephone: 1. _____ 2. _____

Email: _____

For Official Use Only

Submission Date

Submitted to:
