



FREDERICK INSTITUTE OF TECHNOLOGY

GRADUATION CEREMONY 2015- 2016

Tuesday, 28th of June 2016, 20:00



INSTRUCTIONS TO PROSPECTIVE GRADUATES



GRADUATION CEREMONY 2015- 2016 **TUESDAY, 28th of June 2016, 20:00**

INSTRUCTIONS TO THE PROSPECTIVE GRADUATES

The Graduation Ceremony 2014-2015 will take place at the GSP Track and Field (athletics) Stadium, next to the GSP football stadium on **Tuesday, 28th of June 2016, at 20:00.**

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 Studies Office in Limassol, by **Thursday, 9th of June 2016.**

2. ACADEMIC DRESS (GOWN, HOOD, CAP)

Students participating in the Ceremony should wear the gown of Frederick Institute of Technology. Gowns can be rented or purchased from Eurojet Company, as of June 22.

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

The renting fee is 33 Euro and the purchase fee is 80 Euro. (According to the company's contract, failure to return the gowns in time will result in paying a fine). Please note that the use of any other gown is prohibited. Also, students not wearing a gown will not be allowed to participate in Graduation Ceremony 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 Pavilion Hall (Anthia Hall), on Thursday 23rd of June, at 21:00. Reservations should be made by the 9th of June. Entrance for all graduates is free. Reservations for the graduates' guests will be available for purchase for the price of 25 Euro.

4. GENERAL REHEARSAL: INFORMATION AND INVITATIONS

On **Monday, 27th June 2016**, at 19:00, the general rehearsal will take place at the GSP Track and Field (athletics) Stadium, where the graduation ceremony will be held. The general rehearsal is **compulsory** for all students participating in the Graduation Ceremony. At the rehearsal, students will receive envelopes with general information regarding the Ceremony and will be informed about the venue where students will gather on the day of the graduation, as well as the route they will follow to receive their diplomas/degrees.

5. DAY AND TIME OF THE CEREMONY

On the day of the ceremony, graduates must present themselves at the premises no later than 19:30.

6. PHOTOGRAPHS AND VIDEO

The photographing of the Ceremony will be covered by a professional photographer. All graduates can have their photos taken from 18:30 to 19:15 and after the end of the Ceremony, at a specially designed area that will be set up at the Conference Center of GSP Stadium on the day of the Graduation Ceremony. Details will be given on **Monday, 27th of June 2016.** The ceremony will be videotaped. The price for each DVD is 17 Euro. To order a copy of the DVD, you are requested to fill in the order form by Friday, 8th of July 2016. The DVD will be ready for collection from the Cashier Office, approximately 3 weeks after the Ceremony.

7. GUESTS BRIEFING

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



GRADUATION APPLICATION FORM

All 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, office 35 in Nicosia and Studies Office in Limassol by **Thursday, 9th of June 2016**.

DEGREE ISSUING

Write your name and surname exactly as it appears on your **identity card**. (Please, use small Letters)

Surname																				
Name																				
Father's Name																				

ID Number _____

Reg. Number _____.

Program of Study _____

Please tick: Undergraduate Student

Postgraduate student

Telephone: _____

E-mail: _____

PARTICIPATION IN THE GRADUATION CEREMONY

Degree Issuing Charge €50 (this charge is mandatory for all graduates regardless of participating in the Graduation Ceremony or not)

I declare that:

- I will participate in the ceremony.

- I will not participate in the ceremony.

ATTENDING THE GRADUATION DINNER

- I will attend the Graduation Dinner (Free for graduates).

- I would like _____ reservations for my guests (€25 each).

- I will not attend the Graduation Dinner.

CONTACTING FIT

Please write the address that you would prefer the correspondence from Frederick Institute of Technology 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:
