

GRADUATION CEREMONY FOR THE ACADEMIC YEAR 2010/11
Wednesday, 29th of June 2011, 20:00.

INSTRUCTIONS TO THE PROSPECTIVE GRADUATES

The Graduation Ceremony for the Academic Year 2010/11 will take place at the GSP Track and Field (athletics) Stadium, next to the GSP football stadium on **Wednesday, 29th of June 2011, at 20:00.**

1. GRADUATION APPLICATION FORM

All prospective graduates, **regardless of participating in the Graduation Ceremony or not, 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 Friday, **10th of June 2011.**

2. GOWN

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 10.

- Nicosia: Makarios C' and Gevgelis 2 (close to Hilton hotel), 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 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 the Hilton Park Hotel, on Monday, 27th of June, at 21:00. Reservations should be made by the 10th of June. Entrance for all graduates is free. Tickets for the graduates' guests will be available for purchase for the price of 30 Euro.

4. GENERAL REHEARSAL: INFORMATION AND INVITATIONS

On Tuesday, 28th June 2011, at 18:00, 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 degrees.

5. DAY AND TIME OF THE CEREMONY

The students that will confirm attendance will need to be at their seats the latest at 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 until 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 Tuesday, 28th of June 2011. 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, 1st of July 2011. 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 (with an attached receipt of the graduation fee from the Accounts Office), office 35 in Nicosia and Studies Office in Limassol by Friday, 10th of June 2011.

DEGREE ISSUING

Write your name and surname exactly as it appears on your **identity card**.

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

ID Number _____ Reg. Number _____.

Programme of Study _____

Telephone: _____

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 _____ tickets for my guests (€30 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:
