

## ADDITIONAL NOTES

WE REGRET THAT BECAUSE OF PROBLEMS EXPERIENCED IN THE PAST, IT HAS BECOME NECESSARY TO MAKE THE FOLLOWING STIPULATIONS:

- (a) If you plan to attend the Graduation Ceremony, please note that it is expected to last for approximately two (2) hours and you are required to remain for the entire Ceremony. It is discourteous and disruptive to leave while the Ceremony is in progress.
- (b) You are required to return to your seat after receiving your certificate and to remain there until the Ceremony ends. Please do not stop to greet and be congratulated by friends and family.
- (c) Only the official photographer appointed by the University will be allowed to take photographs. **PLEASE DO NOT MAKE SEPARATE ARRANGEMENTS WITH ANYONE TO TAKE YOUR PHOTOGRAPH, AS ALL UNAUTHORIZED PHOTOGRAPHERS WILL BE REMOVED BY SECURITY PERSONNEL.** If you wish to have your photograph taken, please make the necessary arrangements at the "One-Stop Graduation Centre" or the Public Relations Office.
- (d) **THE UNIVERSITY REGRETS THAT IT CANNOT ACCEPT FLOWERS FOR GRADUATES. PLEASE INFORM YOUR FRIENDS AND RELATIVES TO SEND FLOWERS TO YOUR HOME.**

## INVITATIONS

Invitations for your guests may be collected from the Examinations Section from Monday October 19 to Friday October 23 or the "One-Stop Graduation Centre" from Monday October 26 and up to 12:00 noon on Wednesday November 4, 2009.

With best wishes for your continued success.

Yours sincerely,

Campus Registrar

cc: Senior Assistant Registrar (Examinations), St. Augustine  
Assistant Registrar (Examinations), Cave Hill

Office of the Campus Registrar  
Examinations Section  
Mona

2009/07/16



THE UNIVERSITY OF THE WEST INDIES  
MONA CAMPUS

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2009 July 16



Dear Graduate:

## PRESENTATION OF 2008/09 GRADUATES

Congratulations on your success at the 2008/2009 Final Examinations.

You are invited to attend one of the University's Ceremonies for the Presentation of Graduates scheduled to take place as follows:



### CAVE HILL CAMPUS - (BARBADOS)

Saturday October 24, 2009 – Morning Session- Strictly for the Faculties of Social Sciences and Law.

Saturday October 24, 2009 – Evening Session- Strictly for the Faculties of Humanities and Education, Pure and Applied Sciences/Science and Agriculture and Medical Sciences.



### ST. AUGUSTINE CAMPUS - (TRINIDAD)

Friday October 30, 2009, 10:00 a.m., Strictly for Faculty of Humanities and Education and 4:00 p.m., Strictly for Faculties of Science and Agriculture and Medical Sciences.

Saturday October 31, 2009, 10:00 a.m., Strictly for the Faculties of Engineering and Law: 4:00p.m., Strictly for Faculty of Social Sciences.



### MONA CAMPUS - (JAMAICA)

Friday November 6, 2009 at 5:30 p.m. – Strictly for Faculties of Humanities and Education, Law and for the Associate of Science Degree offered by the Open Campus.

Saturday November 7, 2009 at 10:00 a.m. – Strictly for Faculties of Medical Sciences and Pure and Applied Sciences.

Saturday November 7, 2009 at 5:30 p.m. – Strictly for the Faculties of Social Sciences and Engineering.

**THE CEREMONIES FOR THE MONA CAMPUS WILL TAKE PLACE ON THE GROUNDS OF THE CAMPUS.**

You are required to attend on the day and time assigned to your Faculty. At each Ceremony, Honorary Graduands will be presented and a Class Valedictorian will deliver an address.

Attached is a Reply Form. If you wish to be presented at the Mona Ceremony please return this form as soon as possible, and not later than **October 09, 2009**. The return of the form signifies acceptance of the foregoing conditions.

**ONE-STOP GRADUATION CENTRE**

In keeping with the University’s commitment to providing a student-centred environment, the Mona Campus will again this year operate a **“ONE-STOP GRADUATION CENTRE”** in the **Assembly Hall**. This will allow you to access all of the services related to graduation as indicated on the flow chart enclosed in your packet.

The Centre will be operational from **Monday October 26 to Wednesday November 04 from 9:00 a.m. to 7:00 p.m.** Monday – Friday **AND** 10:00 a.m. to 5:00 p.m. on Saturday. **On Wednesday November 04, 2009 the Centre will be closed at 12:00 noon to facilitate the Rehearsal exercise.**

If you wish to collect your gown and hood before October 26 or after November 04, you may do so from the General Stores, UWI Maintenance Services Department, 8:30 a.m. – 4:00 p.m. Monday to Friday, and up to 11:00 a.m. on Saturday November 07, 2009. In this case your receipt must be presented to the Storekeeper at General Stores, UWI Maintenance Services Department.

Gowns and Hoods should be returned at the Undercroft during November 9 – 13, from 9:00 a.m. – 6:00 p.m. and Saturday November 14 from 10:00 a.m. to 5:00 p.m. After then, you will be required to return them to the General Stores, Maintenance Services Department.

**ACADEMIC DRESS**

The Ceremonies for the Presentation of Graduates are formal and **graduates** to be presented to the Chancellor are required to wear academic dress, that is, **the University Graduate Gown with appropriate Faculty Hood and Mortar Board where applicable. The wearing of corsages and boutonnieres is NOT permitted.** Presentees for **Non-Degree Awards** will wear the Red Undergraduate Gown without Faculty Hood; while presentees for **Non-Degree Awards who are also Graduates of the UWI and other Universities should** wear the Gown and Hood of the Faculties from which they received their first degrees. In addition, the gown should be worn over appropriate attire as follows:

Women:

White Dresses or White Suits and Black Shoes  
**(Other colours are not permitted)**

Men:

Dark Lounge Suits

**POSTGRADUATE DIPLOMA IN EDUCATION**

Those persons graduating with the POSTGRADUATE Diploma in Education who did not receive their first degrees from The University of the West Indies, may be presented in the gowns and hoods of their own Universities. UWI gowns and hoods are also available, on request, for those persons.

**RENTAL OF GOWNS/HOODS**  
*(N.B. GOWNS AND HOODS WILL NOT BE FOR SALE)*

Graduates are required to **rent** Gowns/Hoods from the University on payment of a **deposit representing the full cost of the items**. Rental includes costs for handling, cleaning and the provision of a canister for your certificate.

ACADEMIC DRESS	UNIT COST J\$	TOTAL COST J\$	AMOUNT TO BE REFUNDED ON RETURN OF GOWN/HOOD/MORTAR BOARD J\$
Non-Degree Awards; Certificates, Diplomas & Associate of Science Degree: Gown ONLY	5,700	5,700	1,000
Bachelor’s Gown Hood	5,000 1,640	6,640	1,940
Master’s Gown Hood	5,000 1,930	6,930	2,230
Doctor’s Gown Hood (DM ONLY)	20,270 2,650	22,920	18,220
Doctor’s Gown Hood Mortar Board (Ph.D Only)	20,270 2,650 2,000	24,920	18,220

**GRADUATES SHOULD NOT LAUNDRER GOWNS/HOODS AS THESE ARE LAUNDERED PRIOR TO DISTRIBUTION.**

Gowns and Hoods must be returned in good condition by November 14, 2009.

**REHEARSAL**

Graduates are required to attend a rehearsal on **Wednesday November 04, 2009 at 3:00 p.m. under the Graduation Tent.**

**THE GRADUATION CEREMONY**

Graduates will be required to assemble by **3:00 p.m.** for the Ceremonies which will begin at **5:30 p.m.** and at **8:00 a.m.** for the Ceremony to begin at **10:00 a.m.** on the lawns of the New Education Lecture Theatre. There will be signs indicating where each Faculty will assemble. Marshals will place you in alphabetical order. **PLEASE REMAIN IN PLACE ONCE YOU HAVE BEEN CHECKED BY THE MARSHALS.**

**PRESENTATION AT OTHER CAMPUSES**

You may be presented at the Ceremony on any of the campuses, provided that we have the necessary information in time. The Senior Assistant Registrar (Examinations), St. Augustine or the Assistant Registrar (Examinations), Cave Hill, must be advised in writing should you wish to be presented at the Cave Hill or St. Augustine Campus.