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Special Release

01 November, 2023

2023 GRADUATION AND 75TH FOUNDATION DAY CEREMONIES

14, 15, 16, AND 17 NOVEMBER, 2023

NOTICE TO GRADUANDS

We congratulate graduands on the successful completion of their programmes in the University. Graduation is a very important milestone of your life. Therefore, please read this notice very carefully!

1. Graduands are expected to collect academic outfits before the Ceremony, after presenting the receipt of payment for the following (as the case may be):
 - i. Hiring of Undergraduate Academic outfit – ₦3,000 (Three Thousand Naira only).
 - ii. Hiring of Master's Academic outfit – ₦3,000 (Three Thousand Naira only).
 - iii. Purchase of Ph.D Academic outfit – ₦30,000 (Thirty Thousand Naira only).
 - iv. Final Year School fees receipts containing the appropriate Graduation Levy for Diploma/Certificate, First Degree and Higher Degree.
 - v. ₦1,000.00 (One Thousand Naira only) for the University of Ibadan Alumni Association (UIAA) Membership levy. The levy of ₦1,000.00 (One Thousand Naira only) must be paid to the Alumni Office.

All graduands are expected to pay the levies as stipulated whether or not they attend the Convocation Ceremonies as these receipts will be required at the point of collection of certificate.

2. Graduands should follow the steps listed below to pay for **Hiring of Academic Outfits** as listed above.
 - Log on to www.remita.net
 - Click on 'pay TSA and States'
 - Click on 'FGN': Federal Government of Nigeria
 - Locate University of Ibadan -1000107
 - Select Service Type: University of Ibadan Fees
 - Choose Hiring of Academic Gown Fee
 - Enter the amount, narratives for the payment i.e. being payment for Hiring of Academic Gown for 2023 Graduation
 - Generate Remita Retrieval Reference invoice
 - Pay online with your ATM Card or Print out the Remita Retrieval Invoice to make cash payment in any commercial bank of choice
 - Print out online Receipt of payment (indicating the name of bank ATM used for online transaction) and present to the Treasury Office of the University to collect the University receipt
 - Present the Remita Retrieval Invoice and the bank teller used for cash payment to the Treasury Office of the University to collect University Receipt

3. Academic outfits, Notices and Order of Proceedings will be issued on the presentation of appropriate receipts, at the graduands' respective Faculty Offices, Postgraduate College and the Distance Learning Centre, as the case may be. **Please note that Academic Outfits will not be distributed at the Convocation venue.**
4. Academic outfits should be returned not later than 48 hours after the Ceremony. Failure to do so will attract a **surcharge** of ₦1,000.00 (One Thousand Naira) only per day.
5. **Any damage done/caused to the convocation outfit/gown attracts a surcharge of ₦6,000 for the gown, ₦3,000 for the hood and ₦3,000 for the cap as the case may be.**
6. Graduands should note that failure to return the academic outfits, as at when due, is a misconduct and shall be so treated.
7. Robing of graduands will commence at 7.00 a. m. on each day at the venue of the ceremony. Therefore, graduands are advised to be at the International Conference Centre at 7.00 a.m. on each day to ensure that they are properly robed. **Please note that graduands who are not properly robed will not be allowed into the main hall. Rather, they will be expected to sit in the Gallery.** Faculty Officers would be seated with graduands of their respective Faculties to ensure orderliness during the ceremony.
The tassels (cord) of the caps should be worn to the right for First Degree Graduands and they will be required to move the tassels from the right to the left, at a point in time during the Ceremony, when the Chancellor declares: "I admit you all". This signifies their admission into the body of Graduates of the University of Ibadan.
Higher Degree recipients should wear their tassels to the left since they are already First Degree Holders.
8. **Female graduands are requested to hold their caps in place with hair pins.**
9. Graduands are to enter the **International Conference Centre** through the back gate. They shall move in a Procession at 8.15 a.m. into the Hall on each day.
10. Graduands in each Faculty are expected to be seated in the section provided for them in the Hall. **Graduands who are nursing mothers are to be seated in the gallery for their own convenience.**
11. Graduands are expected to stand when the Academic Procession enters/leaves the Hall and when the National Anthem/University Anthem are being sung or played. Graduands are requested to please be orderly and wait till the end of the Ceremony.
12. Graduands should note that convocation ceremony is a solemn one. Therefore, **movement in and out of the hall during the ceremony will not be allowed.**

Thank you.

Ganiyu O. Saliu, MANUPA, MNIM, MAUA
Registrar/Secretary to Council