

CONGRATS
CLASS OF 2018

GRADUATION CEREMONY 2018
A CELEBRATION OF YOUR ACHIEVEMENT



FREDERICK UNIVERSITY

Graduation constitutes one of the most important milestones in the academic life of every student, so we, at Frederick University, aim at making this experience unforgettable for you and your families.

This is the 10th Graduation Ceremony organized by our University and it is an important milestone as it marks Frederick University's 10th anniversary of its establishment. This year's graduation ceremony will be honoured by the presence of the President of the Republic of Cyprus Mr. Nicos Anastasiades.

In this handbook, you will find all information needed for the last days before the completion of your studies as well as your participation in the graduation ceremony.



7 steps to Graduation

1

COMPLETE AND
SUBMIT THE ONLINE
GRADUATION
APPLICATION FORM
BY JUNE 7, 2018

2

ORDER
ONLINE AND
COLLECT YOUR
GRADUATION
ACADEMIC DRESS
(GOWN, HOOD
AND HAT) FROM
EUROJET

PARTICIPATE IN
THE GRADUATION
REHEARSAL -
MANDATORY FOR
CONVENTIONAL
STUDENTS

3

4

ATTEND THE
GRADUATION
DINNER PARTY
ON JUNE 22,
2018

5

ATTEND THE
GRADUATION
CEREMONY ON
JUNE 25, 2018

6

RECEIVE YOUR
GRADUATION
DOCUMENTS /
CERTIFICATES

7

CONTACT
THE CAREERS OFFICE
TO DISCUSS YOUR
NEXT STEPS AFTER
GRADUATION!

STUDENT AWARD
CEREMONY - JUNE 24, 2018

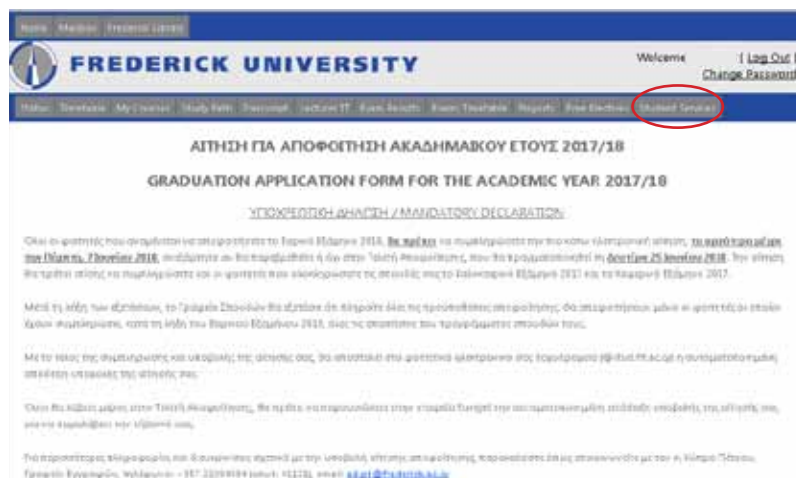
THE AWARD CEREMONY OF THE GRADUATE AND POSTGRADUATE STUDENTS WITH THE BEST ACADEMIC PERFORMANCE FOR EACH PROGRAM OF STUDY FOR THE ACADEMIC YEAR 2017-2018 WILL BE HELD ON SUNDAY, JUNE 24, 2018. STUDENTS THAT WILL BE AWARDED WILL BE INFORMED BY TELEPHONE, ONE WEEK PRIOR TO THE CEREMONY.

Step 1

Graduation Application Form – Mandatory

The online Graduation Application Form, which is available on extranet, must be completed and submitted by **Thursday June 7, 2018** by all students who are expected to graduate in **Spring 2018** regardless of their desire to participate or not in the Graduation Ceremony. The application must also be submitted by all students who graduated in the **Summer Semester 2017** and the **Fall Semester 2017**.

The online Graduation application form is available on Extranet.
<http://extranet.frederick.ac.cy/default.aspx> (student services → graduation form)



Once the application is submitted online, an automated response will be sent to your student webmail account, which you will need to present to Eurojet personnel in order to collect your Academic Graduation Dress.

After the completion of all final examinations, the Studies Office will ensure and confirm that all Graduation criteria and requirements are met for all candidate graduates. The Studies Office will then nominate the students who are eligible for Graduation. Students who fail to meet the Graduation requirements will not be allowed to participate in the Graduation Ceremony.

For any queries regarding the application form you can contact Mr Kypros Petrou, at the Admissions Office, at +357 22394394 (ext. 41 121), email: ad.pk@frederick.ac.cy

Step 2

Graduation Academic Dress Hire (Eurojet Company)

Students participating in the Ceremony must wear the Frederick University Academic Dress, which can be either hired or purchased online from Eurojet Company on the following web-site:
<https://gownhirecyprus.com/index.php?route=account/register>

All students, who wish to attend the Graduation Ceremony, must present the automated response received upon submitting the Graduation Application Form to Eurojet personnel, in order to be able to collect their Graduation Academic Dress.

According to the company's contract, failure to return the Academic Dress in due time will result in paying a penalty fee.

Please note, that wearing any other Academic Dress is strictly prohibited. Students who fail to wear the appropriate Academic Dress will not be allowed to participate in the Graduation Ceremony and therefore, no seat will be reserved for them in the graduates' designated area. However, they can attend the Ceremony while seated anywhere else.

Location of Eurojet stores

- Nicosia: Makarios C' and Gevgelis 2 (close to Hilton hotel), tel. 22375050
- Limassol: Gladstonos 46B, Building "Koullos", tel. 25353677.



Step 3

General Rehearsal – 22 June, 2018 (Mandatory)

The general rehearsal will take place at both Nicosia and Limassol Campuses on Friday **June 22, 2018, at 15:00**. The general rehearsal is **mandatory** for all students participating in the Graduation Ceremony. At the rehearsal, students will receive general information regarding the Ceremony, the place and the procedures to be followed on that day. Also during the rehearsal, the students with excellent academic performance will be given a cord, which they will wear at the ceremony.

An online rehearsal video will be available for distance learning students on LMS.

Step 4

Graduation Dinner Party – 22 June, 2018

The Graduation Dinner Party will be held at **Pavilion Hall** on **Friday June 22, at 21:00**.

Attendance to Graduation Dinner Party

All graduates are invited to a complimentary Graduation Dinner party. Reservations should be made by filling out the Graduation Application Form no later than June 7.

Graduates' Guests Attendance to Dinner Party

Guests of graduates, who desire to attend the Graduation Dinner party, must pay an entrance fee of €25 per person. Reservations should be made by filling out the Graduation Application Form no later than June 7.

Guests' tickets must be purchased by **June 12** at the Cashier's Office (Nicosia & Limassol) or through the student's financial institution (Frederick University Account Details: Bank of Cyprus, Account No.: 0199-11-005509-00, IBAN: CY 8300 2001 9900 0000 1100 5509 00, SWIFT BIC: BCYPCY2N) or online through JCC (www.jccsmart.com). Guests must present their receipt at the Party in order to be allowed to enter.

LOCATION OF PAVILION HALL

2 Abraam Antoniou, 2330, Lakatamia, Nicosia, Phone: +357 22322222
Link: <http://www.pavilionhall.com>

Step 5

Graduation Ceremony - 25 June, 2018

The Graduation Ceremony for the academic year 2017/18 will take place at the GSP Track and Field (athletics) Stadium, next to the GSP football stadium on **Monday 25 June, 2017, at 19:45**. The Graduation Ceremony will be broadcasted live through the University's website.

On the day of the ceremony, graduates must check in with the University Staff no later than **19.00**. University Staff will check graduates to ensure that all of those expected are present and in the correct order.

Only students who complete and submit the online graduation application form can take part in the ceremony.

The ceremony can be attended by students who complete their studies in the following semesters:

- Summer Semester 2017
- Fall Semester 2017
- Spring Semester 2018

PHOTOGRAPHS AND VIDEO

The photographing of the ceremony will be covered by a professional photographer. All graduates can have their photos taken from 18.15 to 19.00 and at the end of the ceremony at a specially designed area that will be set up at the Conference Center of GSP Stadium. Further details will be given at the rehearsal.

The ceremony will also be recorded. Information regarding the order of photos and DVD copies will be posted on the University website after the Graduation Ceremony.

STUDENT AWARD CEREMONY – JUNE 24, 2018

The Award Ceremony of the graduate and postgraduate students with the best academic performance for each program of study for the academic year 2017-2018 will be held on Sunday, June 24, 2018. Students who will be awarded will be informed by telephone, one week prior to the ceremony.

Step 6

Issue and Collection of Graduation Documents and Academic Records

It should be noted that Graduation documents and/or Academic records (degree, transcripts etc) will not be handed to students on the Graduation Day.

The dates and procedures for issuing and collecting graduation documents and academic records will be announced on Extranet soon after the Graduation Ceremony.

The award and collection of degrees require the full settlement of all financial obligations to the University.



Step 7

Stay Connected: Careers and Connectivity Office

The Careers and Connectivity Office aims at enabling students to become successful and eminent professionals. The office provides all students with counseling services and professional opportunities in person and from a distance, prior, during and after studies at an individual or team level for the rest of their life.

We firmly believe that each person's professional career is a lifelong process. Therefore, we fully support all our graduates, wherever and whenever they need us:

- in person, by arranging a meeting or
- through the free and exclusive access to the C@reer Connect, online career tool, which contains practical advice on professional guidance and job opportunities, training and further education.

Students who wish to access the C@reer Connect need to fill in the application form online at <http://www.frederick.ac.cy/career-connect>. Information on how to access the online career tool and passwords will be sent electronically, following the submission of the application.

Contact info:

Eleni Lagou, +357 22394394, ext: 43 1 35, sec.le@frederick.ac.cy

