

Date: 06 March 2023

The University of the South Pacific,
Laucala Campus, Private Mail Bag,
Suva, Fiji

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www.usp.ac.fj/sas

Congratulations!

You should only read this if you have received a Completion of Programme letter which confirms that you will be graduating at the **Laucala Campus Graduation Ceremony on Thursday 30th March & Friday 31st March 2023 at the VODAFONE ARENA.**

1. GRADUATION DATES, REHEARSAL, and PROCESSING TIMES

As a graduand who has chosen to attend one of these ceremonies, please take the time to carefully read and familiarise yourself with the details regarding your participation at this official presentation of awards. There will be two ceremonies for each day.

Table 1 below lists the details of the graduation dates, rehearsal and Processing times for each ceremony.

Table 1

Tuesday 28th March Rehearsal <u>2.00pm</u>	There is only one rehearsal for all ceremonies. This will be held at the Vodafone Arena, Laucala Bay Road, Suva. Attendance is compulsory for those that wish to process at the graduation ceremony		
Thursday 30th March Graduation Session 1 <u>9.00am</u>	<ul style="list-style-type: none"> - School of Business & Management (SBM) - School of Information Technology, Engineering, Mathematics and Physics (STEMP) 	Marshalling of graduands at 7.30am	Graduation Procession starts at 8.20am
Thursday 30th March Graduation Session 2 <u>2.00pm</u>	<ul style="list-style-type: none"> - School of Pacific Arts, Communication & Education (SPACE) - School of Agriculture, Geography, Environment, Oceans & Natural Sciences (SAGEONS) - Pacific Centre for Environment & Sustainable Development (PACE-SD) 	Marshalling of graduands at 12.30pm	Graduation Procession starts at 1.20pm
Friday 31st March Graduation Session 3 <u>9.00am</u>	<ul style="list-style-type: none"> - School of Accounting, Finance & Economics (SAFE) - School of Law & Social Sciences (SoLASS) 	Marshalling of graduands at 7.30am	Graduation Procession starts at 8.20am
Friday 31st March Graduation Session 4 <u>2.00pm</u>	<ul style="list-style-type: none"> - <i>Pacific Technical and Further Education (PTAFE)</i> 	Marshalling of graduands at 12.30pm	Graduation Procession starts at 1.20pm

2. GRADUATION PROCESSION

All graduands are to be present at the Vodafone Arena at the designated time to be marshalled for the Graduation Procession. Refer to table for designated time.

3. GRADUATION ATTIRE

All graduates who have chosen to attend the Graduation Ceremony (conferment and/or presentation) are required to wear academic dress and formal wear. **A summary on Academic Dress is attached (Appendix 2) for your information**

4. PURCHASE/ HIRE OF ACADEMIC DRESS

When hiring academic dress, you must pay the full purchase price as a deposit. A refund of the deposit, less the hire charge, will be deposited into a bank account **registered under your name** within four (4) weeks of return of academic dress.

4.1 Cost Of Hiring of Academic Dress

Table 2 below lists the cost for academic dress.

Table 2: Cost of Academic Dress

		GOWN	HOOD	TRENCHER	TOTAL
DEPOSIT PRICE	BACHELORS DEGREES	\$132.00	\$35.00	\$128.00	\$295.00
	COMBINED DEGREES (BA/LLB & BCOM/LLB)	\$132.00	\$70.00	\$128.00	\$330.00
	MASTERS & PHD	\$132.00	\$35.00	\$128.00	\$295.00
	POSTGRAD DIPLOMAS & CERTIFICATES	\$132.00			\$132.00
	PROFESSIONAL DIPLOMAS & CERTIFICATES	\$132.00			\$132.00
	DIPLOMAS & CERTIFICATES	\$132.00			\$132.00
HIRE PRICE		\$28.00	\$10.00	\$22.00	\$60.00
HIRE PRICE – COMBINED DEGREES		\$28.00	\$20.00	\$22.00	\$70.00
REFUNDS	BACHELORS DEGREES	\$104.00	\$25.00	\$106.00	\$235.00
	COMBINED DEGREES (BA/LLB & BCOM/LLB)	\$104.00	50.00	\$106.00	\$260.00
	MASTERS & PHD	\$104.00	\$25.00	\$106.00	\$235.00
	POSTGRAD/PROFESSIONAL DIPLOMAS & CERTIFICATES	\$104.00			\$104.00
	DIPLOMAS & CERTIFICATES	\$104.00			\$104.00

4.2 Payment of Academic Dress – NOW OPEN:

Graduands must present Completion Letter and Student ID Card to the Cashier, when making payment for academic dress. Payment can now be made via the following modes:

- a) In **CASH and via EFTPOS only** at the Laucala Campus CASHIER. The Cashier opens **8:15am to 4:00pm Mondays – Thursdays and 8:15am – 3:45pm on Fridays**. It closes on Saturdays, Sundays and Public Holidays.

Graduates are advised not to make payment for hire of academic dress at other campuses as all refunds will only be processed through Laucala Campus.

- b) **Online (Credit Card) Payments** can be made through the following link:

<https://www.payment.usp.ac.fj/>

- c) Through USP's **Bank Accounts** details of which are outlined below:

Bank: WESTPAC BANKING CORPORATION
Name of Account: The University of the South Pacific – Main Account
Account Number: 9801283301
Branch: Suva Branch
Address: 1 Thomson Street, Suva, Fiji
Branch/Swift Code: WPACFJFX
BSP or IDN Number: 039001

Bank: AUSTRALIA & NEW ZEALAND BANKING GROUP LIMITED
Name of Account: The University of the South Pacific
Account Number: 1321070
Branch: ANZ House
Address: 25 Victoria Parade, Suva, Fiji
Swift Code: ANZBFJFX

Bank: BANK OF SOUTH PACIFIC
Name of Account: The University of the South Pacific
Account Number: 83070458
Branch: Damodar City Branch
Address: Shop 3 & 4 Damodar City Branch, Suva, Fiji
Swift Code: BOSPFJFJ BSB # 0690000

Graduands opting to pay Online (b) or through USP's bank accounts (c) **MUST NOTE THE FOLLOWING:**

- The **DEADLINE** for Online and USP bank account payments for hire of academic dress is **Monday, 20th March 2023**. This is to allow for the required five (5) working days for payments to be processed.
- Please provide the following narration when doing these payments **i.e. (STUDENT ID NUMBER) and "GOWN PAYMENT"**. This is to facilitate the relevant identification and quick process of payment.
- Please allow **five (5) working days for process of (online/bank) payments**. This enables the proper identification and confirmation of funds received on the University's bank statements before an Official Receipt may be issued.
- Please **collect your Official Receipt from the Cashier BEFORE** collecting academic dress.

4.3 Issue of Academic Dress & Ceremony Tickets: Wednesday 15th March – Saturday 25th March 2023

The issuing of academic dress and ceremony tickets is at the **old Dining Hall, Laucala Campus**. Academic dress will only be released if your name is on the confirmed list of graduands and if you produce an Official Receipt issued from the Cashier and photo identification (e.g. Student ID Card).

Persons collecting academic dress/ceremony tickets on behalf of a graduand must have a letter of authority and photo identification. The authorised individual must produce either a valid Driver's License or FNPF Card or Voter Registration ID or Passport. The letter of authorisation must state the graduand's student identification number and the programme qualification that he/she is being awarded.

Graduands will be issued two tickets each for their guests on the day. Table 3 lists the schedule of the issuing of academic dress.

Table 3: Schedule of Issue of Academic Dress

Programme	Date	Collection Time
Certificates & Diplomas	Wednesday 15th March 2023	9.00am – 4.00pm
BAgr & BGS & BAEMG & BAMRMG		
BENGEE & BENGME	Thursday 16th March 2023	9.00am – 4.00pm
BSc & BNS & BSE & BSCENS & BSCMRS		
LLB & BA/LLB & BCOM/LLB	Friday 17th March 2023	9.00am – 4.00pm
BEd & BAGCED & BCOMGCED & BSCGCED		
All Graduates	Saturday 18th March 2023	9.00am – 2.00pm
BA/ BCom (Surnames A-D)	Monday 20th March 2023	9.00am – 4.00pm
BA/ BCom (Surnames E-G)		
BA/ BCom (Surnames H-K)	Tuesday 21st March 2023	9.00am – 4.00pm
BA/ BCom (Surnames L-N)		
BA/ BCom (Surnames O-T)	Wednesday 22nd March 2023	9.00am – 4.00pm
BA/ BCom (Surnames U-Z)		
Postgraduate/Professional Certificates	Thursday 23rd March 2023	9.00am – 4.00pm
Postgraduate/Professional Diplomas		
Masters / PhD	Friday 24th March 2023	9.00am – 4.00pm
All Graduates	Saturday 25th March 2023	9.00am – 2.00pm

5. RETURN OF ACADEMIC DRESS: Monday 3rd April to Thursday 6th April 2023.

5.1 Venue

Hired academic dress should be returned to the **Student Administrative Services (SAS)** building behind the fale/bure's opposite the Fitness Centre, between **9:00am - 3:00pm Monday to Thursday**.

Please refer to the graduation website (www.usp.ac.fj/graduation) for additional information on options for return of academic dress during the above dates.

Academic dress NOT returned by 3:00pm, Thursday 6th April 2023 will be deemed sold.

5.2 Refund of Academic Dress Deposit:

All refunds will be paid directly to graduates' bank accounts. Please fill in your bank account details on the attached **Academic Dress Deposit Refund Form** (*Appendix 1*) and lodge it with the Cashier when making payment for academic dress.

Please ensure that the bank account details entered in the form is your own. Banks will not process refunds to a third party account and the funds will be returned to USP's account. Please allow up to one month's time for refunds to be effected into your bank account.

The Hire Agreement Receipt must be returned with your academic dress for refunds to be processed.
Failure to do this may result in the forfeit of refunds.

6. 'ON HOLD' ACCOUNT:

Please note that you will NOT be permitted to attend the graduation ceremony, if your student account is on hold due to outstanding debts, unreturned USP property, library books, etc. Please ensure you settle such accounts by **Friday 3rd March 2023** to avoid having your name removed from the ceremony day listing. Also note, your academic documents (*award certificate & academic transcript*), will only be released once the hold on your account with USP is cleared.

Please ensure that you check with your nearest SAS Office before making payment, to ensure any late payment fees that may have incurred is included in your payment invoice.

7. NAME CHANGES:

A request for name change MUST be submitted in writing or by completing the relevant section in the "**Request for Change to Personal Details**" form and address this to: **Graduation – "Change of Name", c/o Tirisa Fonmanu, Student Administrative Services (SAS), Laucala Campus**. This should be accompanied by the relevant legal documentation confirming the change. Tirisa Fonmanu can also be contacted on email: tirisa.fonmanu@usp.ac.fj. All required changes must be provided to SAS by **Friday, 10th March 2023**. No further request for change will be accepted after this date.

8. PERSONAL CONTACTS:

Please ensure that your **Vacation Address and Contact** (*e.g. phone, email, etc.*) **Details** on SOLS is updated to your **CURRENT Postal Address & Contact Information**. You can complete the relevant section in the "**Request for Change in Personal Details**" form for this update.

This is necessary to facilitate the correct posting of your Award Certificate & Academic Transcript i.e. if you graduate in absentia and are personally unable to collect your academic documents. All changes must be provided to **Tirisa Fonmanu** on email: tirisa.fonmanu@usp.ac.fj by **Friday, 10th March 2023**

9. **ACADEMIC TRANSCRIPTS & AWARD CERTIFICATES:** A free copy of your Academic Transcript will be presented to you with your Award Certificate at the ceremony hence you need not apply for this. Due to the transcript audit process, Official Transcripts will not be available from **Friday, 10th March 2023**. After the Presentation ceremony, additional copies of your transcript can be obtained at a cost of F\$15.00 per copy. Please note, your **Award Certificate cannot be replaced** therefore please ensure its safekeeping.
10. **SPECIAL NEEDS:** Graduands that require special seating arrangements due to disability or require a place for a wheelchair, etc. please contact: **Lusiana Tavakaturaga** (lusiana.tavakaturaga@usp.ac.fj) by **Monday, 20th March 2023**.
11. **GRADUATE DESTINATION SURVEY (GDS) QUESTIONNAIRE:** All graduands are required to complete the GDS online questionnaire *prior* to collecting their graduation certificates using the following survey link: <https://gds.usp.ac.fj>

The survey link will be active from two weeks prior to the graduation ceremonies.

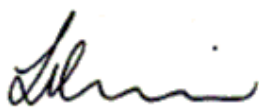
The GDS is intended as a guide to the success rate of graduates in finding employment following completion of their degree. It provides an indicator whether or not University graduates are getting employed after completing their studies. Further, the information is helpful in understanding labour mobility especially on graduate intake by the different types of industries.

For further information on the GDS, please contact *Mr. Noneel Prasad* ☎ (679) 3232418; ✉ noneel.prasad@usp.ac.fj at the Planning and Quality Office.

12. **ALUMNI:** As a USP graduate we welcome you to the University of the South Pacific Alumni Network (USPAN). Although your studies at USP has concluded, you still remain a part of the wider USP community as its *Alumnus*. To access Alumni benefits and receive information on Alumni activities, events and university news, please register your details on: <https://www.usp.ac.fj/alumni/>
We urge you to be an active member of the USP Alumni Network (USPAN) and stay connected to your *Alma Mater*.
13. For any clarification, please contact ASKSAS@usp.ac.fj or call 3231444.

I take this opportunity to congratulate you on your achievement and look forward to celebrating your success with you.

Yours Sincerely



Litia Konusi
Group Manager | **Student Administrative Services**



NOTE: This form must be completed and given to the Laucala Campus Cashier at the time of payment for academic dress.

[This form can also be emailed to student.finance@usp.ac.fj](mailto:student.finance@usp.ac.fj)

ACADEMIC DRESS DEPOSIT REFUND FORM

Student Finance Details

Student Name		
Student ID		
Contact	Phone:	Email:
Sponsor/Private		
BANK ACCOUNT DETAILS (Attach the header of a current bank statement to verify your details below)		
Bank		
Branch Number		
Account Number		
<p>All students must provide their Bank Account details for refund of Academic Dress Deposits. This must be a Fiji based account.</p> <p>Do <u>NOT</u> give your Access Card Number. This is not your Account Number.</p>		
<p>I verify that the information given is correct.</p> <p style="text-align: center;">Signature: _____ Date: _____.</p>		

ACADEMIC DRESS

Doctor of the University: The gown is in dark blue Indian silk with pleats on each side at the back. The sleeves have a horizontal lower edge and a slit in the front. Facings down the front of the gown are in light blue Indian silk, as are the linings of the sleeves. The hood is a simple cowl twice the size of the bachelor's hood with a lining in light blue. The headgear is a trencher in dark blue Indian silk with a light blue tassel.

Master of the University: A dark brown master's gown, with a light blue lining for the hood and front V attaching it. The headgear is a dark brown trencher.

Doctor of Philosophy: The gown is as for the Doctor of the University but the sleeves are unlined and the facings are in red. The hood is as for the Doctor of the University hood but the lining is red. The headgear is a trencher in dark blue Indian silk with a red tassel.

Master's Degree: Gowns should be of cotton in the dark brown colour of the usual deep shade of tapa cloth patterns, in a simple design with three pleats on each side at the back. The sleeves come down to knee level. The hood is a simple cowl lined with the following degree colours: forest green for Agriculture, gold for Arts, purple for Business Administration, teal for Commerce, cream for Education, magenta for Engineering, silver grey for Law, brick red for Medicine and palm green for Science; Master of Computing and Information Systems (MCIS) and Master of Information Systems (MIS) – pale pink. The front finished in a two-inch (five-centimetre) wide V which is in the degree colour. The headgear, which is optional, is a trencher in a light-weight matching brown fabric.

Master of Philosophy: A dark brown gown and plain dark brown hood.

Postgraduate Diplomas and Certificates: A dark brown gown only, the same colour and design as the master's degree.

Professional Diplomas and Certificates: A dark brown gown only, the same colour and design as the master's degree.

Bachelor's Degree: Gowns are of the same design as for the master's degree, but in a lighter shade of tapa brown. The hood is lined in the discipline colours as defined by the master's dress. In addition to the colours prescribed for the Master's Degree, the following colours are assigned: Bachelor of Software Engineering (BSE) & Bachelor of Network and Security – orange; and Bachelor of Geo Spatial Science (BGS) – magenta. The front V attaching the hood is in plain brown. The headgear, a trencher, in the same light tapa brown of the gown.

Combined programmes: Where two programmes are completed simultaneously resulting in the award of 2 certificates, the recipient shall wear two hoods (each depicting the colour of the two qualifications) as part of their academic dress.

Diplomas and Certificates: A light tapa brown gown only, the same colour and design as the bachelor's degree.



CEREMONY PROTOCOL

The **30th and 31st March 2023** Laucala Campus Graduation Ceremony is an official presentation of awards to graduands that choose to attend.

As a graduand who has chosen to attend this ceremony, you are required to remain in attendance at the occasion until this has formally closed.

Graduands that have been presented award certificates **are required to return to their seats and remain in attendance as a courtesy to fellow graduands** that have yet to be presented.

Relevant personnel will be on hand to ensure that this basic rule of formal etiquette is observed.

Graduands are requested to advise their guests of the same.