

Date: 10 August 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 31st August or Friday 1st September 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 sessions on Thursday, 31st August and one session on Friday, 1st September 2023.

Table 1 below lists the graduation session dates, rehearsal dates and processing times for each session.

Table 1

Tuesday 29th August 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 who wish to process at the graduation ceremony		
Thursday 31st August Graduation Session 1 <u>9.00am</u>	<ul style="list-style-type: none"> - School of Agriculture, Geography, Environment, Ocean & Natural Sciences (SAGEONS) - 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 31st August Graduation Session 2 <u>2.00pm</u>	<ul style="list-style-type: none"> - Pacific Technical and Further Education (PTAFE) 	Marshalling of graduands at 12.30pm	Graduation Procession starts at 1.20pm
Friday 1st September Graduation Session 3 <u>10.00am</u>	<ul style="list-style-type: none"> - School of Accounting, Finance & Economics (SAFE) - School of Law & Social Sciences (SoLASS) - School of Pacific Arts, Communication & Education (SPACE) - Pacific Centre for Environment & Sustainable Development (PaCE-SD) 	Marshalling of graduands at 8:30am	Graduation Procession starts at 9.20am

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 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

To hire academic dress, you are required to make a full purchase price payment as a deposit. Upon the return of the academic dress, a refund will be issued, deducting the hire charge. The refunded amount will be deposited into a bank account registered under your name within four (4) weeks.

4.1 Cost Of Hiring of Academic Dress

Table 2 below lists the cost for academic dress.

Table 2: Cost of Academic Dress (in FJD currency)

		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 are requested to provide their Completion Letter and ID Card to the Cashier while making the payment for academic dress.

We are pleased to announce that payments can now be made through the following modes:

- a) Payments can be made in **CASH and via EFTPOS** only at the **Laucala Campus CASHIER**.

Laucala Campus Cashier operates from 8:15 am to 4:00 pm on Mondays to Thursdays and from 8:15 am to 3:45 pm on Fridays. Please note that the Cashier is closed on Saturday, Sunday, and Public Holidays.

Graduates are kindly advised against making payments for the hire of academic dress at other campuses, as all refunds will only be processed through Laucala Campus.

- b) **Vodafone M-Paisa** – pay using M-Paisa application – search for **USP Student Finance; Student ID no. is mandatory**.
- c) **Online (Credit Card) Payments** can be made through the following link:
<https://www.payment.usp.ac.fj/>
- d) 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 **Tuesday, 15th August 2023**. This allows for the necessary five (5) working days for payments to be processing.
- When making these payments, please include the following **NARRATION: (STUDENT ID NUMBER) and "GOWN PAYMENT."**
This will help with the identification process and ensure swift payment processing.

- Kindly allow for a period of five (5) working days for the processing of (online/bank) payments. This allows us to accurately identify and confirm the funds received on the University's bank statements before issuing an Official Receipt.

Prior to collecting your academic dress, it is essential to make sure that you have obtained the Official Receipt from the Cashier.

4.2 Issue of Academic Dress & Ceremony Tickets: **Thursday 17th August to Friday 25th August 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 (2) 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	Thursday 17 th August 2023	11.00am – 4.00pm
BAgr & BGS & BAEMG & BAMRMG		
BENGEE & BENGME	Thursday 17 th August 2023	11.00am – 4.00pm
BSc & BNS & BSE & BSCENS & BSCMRS		
LLB & BA/LLB & BCOM/LLB	Thursday 17 th August 2023	11.00am – 4.00pm
BEd & BAGCED & BCOMGCED & BSCGCED		
BA/ BCom (Surnames A-D)	Friday 18 th August 2023	11.00am – 3.00pm
BA/ BCom (Surnames E-G)		
BA/ BCom (Surnames H-K)	Monday 21 st August 2023	11.00am – 4.00pm
BA/ BCom (Surnames L-N)		
BA/ BCom (Surnames O-T)	Tuesday 22 nd August 2023	11.00am – 4.00pm
BA/ BCom (Surnames U-Z)		
Postgraduate/Professional Certificates	Wednesday 23 rd August 2023	11.00am – 4.00pm
Postgraduate/Professional Diplomas		
Masters / PhD	Thursday 24 th August 2023	11.00am – 4.00pm
ALL Programmes	Friday 25 th August 2023	11.00am – 3.00pm

5. RETURN OF ACADEMIC DRESS:

Monday 4th September to Friday 8th September 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, Friday 8th September 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 deposited 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 31st July 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. NON-FIJI GRADUANDS:

All non-Fiji based graduands, are required to contact, Lusiana Tavakaturaga (lusiana.tavakaturaga@usp.ac.fj) with your travel details **by Friday, 25th August 2023** so that arrangements for the hire and return of your academic dress can be finalised.

8. 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, 11th August 2023**. No further request for change will be accepted after this date.

9. 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, 11th August 2023**.

- 10. 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, 11th August 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.
- 11. 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, 28th August 2023**.
- 12. 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.

- 13. ALUMNI:** We are excited to welcome you to the USP Alumni Network (USPAN). As a registered member, you will have access to the community, university news, events and benefits.

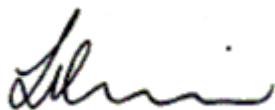
To join the network, please register your details on this link: <https://www.usp.ac.fj/alumni/arms/>

We invite you to be an active part of our global community and stay connected to your Alma Mater.

- 14.** For any clarification, please contact asksas@usp.ac.fj or call 3231444 or 1568 (Fiji Toll Free line).

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>Signature: _____ Date: _____.</p>		

Appendix 2:

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 **31st of August and 1st September 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.