

Quick Answers to Frequently Asked Questions for the University of Guyana's Convocation 2024

1. How do I know if I am graduating?

All prospective graduands may check their grades summary/profile utilising the Students Records Management System (SRMS). In addition, the Office of the Registry will provide each Faculty/School/Division/Institute/College with a list of approved graduands for the Academic Year 2024/2024 by **October 27, 2024**. For further queries or clarification, prospective graduands may also call the graduation help desk at 623-1925, 623 1926 or 624-4123. This service is applicable for Turkeyen Campus as well as Berbice, Affiliate Programmes and the Institute of Distance and Continuing Education (IDCE).

2. Who can I contact with questions regarding the Convocation?

Snr. Assistant Registrar Students' Welfare:

Email: turkeyen.convocation@uog.edu.gy

Contact #: 623-1925, 623 1926, 624-4123

This service is applicable for Turkeyen Campus as well as Berbice, Affiliate Programmes and the Institute of Distance and Continuing Education (IDCE).

3. When is Graduation?

The graduation ceremonies will be held at the Multipurpose Auditorium, Turkeyen Campus, for the Turkeyen Campus Graduands and at the Tain Campus Tarmac for graduands of the Berbice Campus and will follow the schedule outlined in the table below:

Date	Time	Faculty/School/Division/Institute
Thursday, November 7, 2024	9:00 am	Faculty of Engineering & Technology (FET)
		Faculty of Agriculture and Forestry (FAF)

		Faculty of Earth and Environmental Sciences (FEES)
	4:00 pm	Faculty of Natural Sciences (FNS)
Friday, November 8, 2024	9:00 am	College of Medical Sciences (CMS) College of Behavioral Sciences and Research (CoBRes) Institute of Human Resiliency, Strategic Security and the Future
	4:00 pm	School for Entrepreneurship and Business Innovation (SEBI)
Saturday, November 9, 2024	9:00 am	Institute for Distance & Continuing Education (IDCE) Intramural programmes ONLY Faculty of Education & Humanities (FEH)
Saturday, November 9, 2024	4:00 pm	Faculty of Social Sciences (FSS)
Saturday, November 16, 2024	3:00 pm	All Programmes (UGBC)
Saturday, November 23, 2024	To be announced	Institute for Distance and Continuing Education (IDCE Extra-mural programmes ONLY)

Any changes to these dates and/or, the same will be communicated to the prospective graduands via SRMS at least 48 hours before their respective ceremony.

4. Do I have to attend rehearsals?

Yes, it will be very beneficial to attend. Graduands who wish to attend their respective convocation ceremony in-person are required to attend rehearsals. The rehearsal schedules are as follows:

Rehearsals				
Day	Date	Time	College/Faculty/School/ Institute	Assembly Point
Monday	Nov, 4th	08:00 – 10:00h	Engineering & Technology	Dargan Square
			Agriculture & Forestry, Earth & Environmental Sciences	College of Medical Sciences Driveway
Monday	Nov, 4th	15:00 – 17:00h	Natural Sciences (All Masters and Bachelors’ Degree programmes)	College of Medical Sciences Driveway
			Natural Sciences (All Associate Degrees)	Dargan Square
Monday	Nov, 4th	12:00-14:00h	Medical Sciences (Bachelors’ Degree programmes in Nursing, Optometry & Pharmacy ONLY), Behavioural Sciences & Research Human Resiliency, Strategic Security & the Future	Dargan Square
			Medical Sciences (All Masters and other Bachelors’ programmes EXCEPT those stated above)	College of Medical Sciences Driveway
Wednesday	Nov, 6th	12:00-14:00h	Entrepreneurship & Business Innovation (All Masters & Bachelors’ Degree programmes)	Medical Sciences Driveway
			Entrepreneurship & Business Innovation (All Associate Degree & Diploma programmes)	Dargan Square
Wednesday	Nov, 6th	08:00-10:00h	Education & Humanities (All Masters, Post- graduate & B.Ed Secondary programmes) Distance & Continuing Education (Intra-mural programmes ONLY)	Medical Sciences Driveway

			Education & Humanities (All B.Ed – Administration, Early Childhood, Primary and All Humanities programmes)	Dargan Square
Wednesday	Nov, 6th	15:00-17:00h	Social Sciences (All Masters & Bachelors' Degree programmes)	Medical Sciences Driveway
			Social Sciences (All Diplomas & Associate Degrees)	Dargan Square
	Graduands are asked to note that all rehearsals will commence promptly at 08:00, 12:00 and 15:00hrs, respectively. Please be on time.			

5. Will I be required to pay a Graduation Fee?

Yes. All students must pay graduation fees. There are various packages available. These are as follows:

Package #1 (Basic) for GYD \$15,000 (which includes your academic certificate in a padded folio, and one (1) printed convocation booklet with photograph inserts),

Package #2 (Intermediate) for GYD \$25,000 (which includes your academic certificate in a padded folio, one (1) printed convocation booklet with photograph inserts, Two (2) invitations* for your guests and academic regalia) and

Package #3 (Full) for GYD \$32,000 (which includes your academic certificate in a padded folio, one (1) printed convocation booklet with photograph inserts, Two (2) invitations for your guests, academic regalia and one (1) ticket to the Chancellor's Ball).

ARRANGEMENTS FOR GUESTS

Invitations to the graduation ceremonies are free. One (1) invitation admits two guests to graduation ceremonies. Additional invitations may be requested and will be granted based on availability.

Tickets to the graduation ball cost G\$10,000 each. One ticket admits one (1) Graduand to the Chancellor's Ball. Additional tickets for the ball may be purchased at a cost of GYD \$10,000 each subject to availability.

Graduands who are not attending the ceremony may also rent the academic regalia only at a cost of GYD \$12,000,

6. How can I access my Graduation Fee Invoice?

The steps to accessing your graduation fee invoice are:

- a. Log into the SRMS (Students Records Management System) as a current student to select graduation package (NOTE: This feature will only become active on October 23, 2024),**

If you do not know your USI (Unique Student Identifier), please use the ['FindMyUSI'](#) link on [SRMS](#) to retrieve the same.

- b. Select "For Graduands" link, thereafter select one of the packages and/or any additional items, and submit.**

7. What do I wear for my graduation ceremony?

For the Graduation Ceremony, it is appropriate for females to have in readiness, white or light-coloured dresses of sober and modest cut, and male graduands, white shirts and dark pants, (or dark suits, if they prefer) with dark ties. Ties with the University of Guyana Logo can be purchased from the University's Campus Store (Jay & Sylvia Sobhraj Building, Turkeyen Campus). However, the lack of white outfits should not serve as a deterrent to your participation in your well-deserved graduation.

Please contact the UG's Campus Store on telephone number 592-620-2865 if you wish to purchase ties with UG logo.

8. Where can I make payment?

The graduation fee can be paid via:

- i. Bill Express (please ensure to advise the teller that the payment is for the graduation fee);
- ii. ONE Communication's Mobile Money Guyana (MMG)
- iii. Turkeyen campus Republic Bank Account# 962-95-688-018-1 (Note: deposit slips along with the graduation fee invoice must be emailed (via bursary.fees@uog.edu.gy) dropped off at the UG Bursary for payments made at the bank. Graduands are reminded to record the name and USI on the deposit slips before submitting same). Payments can also be made via Direct bank transfer. Please be sure to select "Chequing Account".

Berbice Campus - Republic Bank Account # 976-556-655716

iv. UG Bursary (New location between CIT and NBS Dorm buildings. No cash payments are accepted at this location after 15:30h. Customers may however utilize any Visa card in lieu of cash.

v. Massy Bill Payment (formerly SurePay). Please ensure to advise the teller that the payment is for the graduation fee).

Kindly retain a copy of your receipts/deposit slips to assist with verification of said payment if necessary.

Berbice Campus - Republic Bank Account # 976-556-655716

(Please Note: For payments made at the bank, a scanned copy or photograph/screenshot of the deposit slips along with the graduation fee invoice must be sent for Turkeyen Campus via email to bursary.fees@uog.edu.gy and for Berbice Campus ugbc.bursary@uog.edu.gy. Graduands are reminded to record their name and USI on the deposit slips before emailing same.

Please retain a copy of your receipts or a screenshot of your transaction in the event it becomes necessary to use the same to expedite your processes with us.

9. What are the immediate benefits of paying this Graduation Fee?

Cost and Terms Please see include the table below:

Description of Graduation Package	Cost GYD	What's included
Full Package	\$32,000	This consists of your academic certificate in a padded folio, to be picked up in person from the University,

		<p>A printed yearbook and convocation programme which includes your photo,</p> <p>Two invitations for attendance at the graduation ceremony which will admit four special guests,</p> <p>Rental of academic regalia, and</p> <p>ONE ticket to the Chancellor's Ball at the Multipurpose Auditorium on November 5th.</p>
Intermediate Package	\$25,000	<p>This consists of your academic certificate in a padded folio, to be picked up in person from the University,</p> <p>A printed yearbook and convocation programme which includes your photo,</p> <p>Two invitations for attendance at the graduation ceremony which will admit four special guests, and</p> <p>Rental of academic regalia.</p>
Basic Package	\$15,000	<p>This consists of your academic certificate in a padded folio, to be picked up in person from the University, and</p> <p>A printed yearbook and convocation programme which includes your photo,</p>
Gown Only	\$12,000	<p>This includes the cost to launder the gowns before we give them to you and after you return them to us.</p> <ul style="list-style-type: none"> - This individual will not be attending graduation but wishes to rent the

		gown for photography purposes and for the Yearbook photo.
Tickets to the Chancellor's Ball on November 5th at the Multipurpose Auditorium, Turkeyen Campus	\$ 10,000 per ticket	(There is no plus one included). This ticket price is included in the Full Package at no additional cost. You can add this to the Basic Package if you wish. Note the added cost. This black-tie event is at the University of Guyana November 5th, 2024. Please indicate how many tickets you wish to purchase and note that all tickets must be bought in advance by October 30th for catering purposes.

1. **NOTE: Postage of certificates by registered mail will attract a separate additional fee which will vary based on mailing address.**
2. If you opt for any graduation package/option which affords you the issuance of the academic regalia please note that failure to return those items and/or to pay the replacement cost will result in the following services being withheld from the graduate:
 - General and Library Cautionary deposits, if applicable
 - Graduate certificate
 - Graduate transcript
 - Replacement certificate
 - Any other services required by the graduate

10. When and where can I uplift my graduation invitation and academic regalia?

For your convenience, invitations and academic regalia will be distributed from one central location on the Turkeyen Campus. This year our official distribution centre will be located on the lower flat of the School of Entrepreneurship and Business Innovation’s (SEBI) building, Turkeyen Campus. Please see the distribution schedule below.

Graduands attending physically are asked to present themselves at the distribution centre to uplift their invitations for their invitees (relatives and/or special friends) for the Graduation Ceremonies and academic regalia. **Please note that graduands are allowed four invitees/persons, however, each**

graduand will be issued two (2) invitations only. One invitation shall admit two persons/guests. Please note hours of operation will **be from 09:30 am to 6:30 pm.**

Distribution will be staggered by College/Faculty/School/Institute as follows:

Date	Time	Faculty
Friday, October 25, 2024	09:30h	Faculty of Engineering & Technology, Faculty of Agriculture & Forestry, Faculty of Earth & Environmental Sciences
	13:30h	Faculty of Natural Sciences
Monday, October 28, 2024	09:30h	College of Behavioural Sciences & Research College of Medical Sciences Institute of Human Resiliency, Strategic Security & the Future
	13:30h	College of Medical Sciences
Tuesday, October 29, 2024	09:30h - 18:30h	School of Entrepreneurship & Business Innovation
Wednesday, October 30, 2024	09:30h - 18:30h	Faculty of Education & Humanities, Institute of Distance & Continuing Education
Friday, November 1, 2024	09:30h - 18:30h	Faculty of Social Sciences
Monday, November 4 – Wednesday, November 6, 2024	09:30h - 18:30h	Residuals
Thursday, November 7 – Friday, November 8, 2024	09:30 – 16:30	Residuals

11. How many guests can I bring?

Four (4). Please note that graduands are allowed four invitees/persons, however, each graduand will be issued two (2) invitations only. One invitation shall admit two persons/guests.

Kindly note that we are streaming on our Facebook page

(<https://www.facebook.com/uniofguyana>) and on the University's Radio Station

(<http://broadcasting.uog.edu.gy/>). Any number of invitees can view via these channels.

12. How long is the ceremony?

Approximately two to three hours.

13. Does the University cater for persons with disabilities who may be graduating or attending as guests?

Yes. A Sign Language interpreter will be present at each graduation ceremony. Please contact the Students' Welfare Division (turkeyen.convocation@uog.edu.gy) if you/a relative will require special seating or parking accommodation based on physical disabilities.

14. Will the real certificates be distributed at the ceremony?

No. Clearance processing of certificates can be tracked online via the SRMS. Graduands will be informed by the Students' Welfare Division on the availability of their certificates. However, certificates for graduands who have cleared obligations to the University have begun to be prepared and can be available from this week within 72 hours upon request.

15. I am a foreign student and will not be available to attend the ceremony, how can I receive my certificate?

You may authorise someone to uplift your certificate on your behalf. Said authorisation can be sent via email to turkeyen.convocation@uog.edu.gy or you may also request your certificate to be sent via postage at a cost to you.

16. What do I have to do in relation to 'Financial Clearance'?

As is customary, all obligations to the University should be cleared **before graduation. If you are facing difficulty, please fill out the appropriate form (insert link to payment plan) available on your SRMS page and urgently email us at managemybills@uog.edu.gy. While we will facilitate you marching in the graduation ceremony of your Faculty, all obligations must be**

fulfilled before you uplift your certificates and access other post-graduation services. Clearance processing can be tracked online via the SRMS. Graduands will be informed by the Students' Welfare Division on the availability of their certificates. However, certificates for graduands who have cleared obligations to the University have begun to be prepared and can be available from this week within 72 hours upon request.

17. How do I ensure that I get clearance from the Library?

Kindly note if you are indebted to the Library and need to make payments in order to uplift your certificate, please follow the steps outlined below which are tailored for both Turkeyen and Berbice Campuses.

- Check your student's profile online (SRMS) to verify whether you are indebted to the Library. If you are indebted, the amount will be stated in the remarks column for the library. If the amount is not stated or you have a query about the amount stated, please contact us at:
- Turkeyen Campus Library - rsd.library@uog.edu.gy
- Berbice Campus Library - berbice.library@uog.edu.gy
- Kindly visit any Republic Bank branch
- Fill out deposit slips or relevant fields if using the RepublicOnline banking services; using account numbers:
- Turkeyen Campus Library - 96295-688-062-9
- Berbice Campus Fees account - 97655-665-571-6
- Deposit the amount owed to the library into the University of Guyana account numbers as provided above depending on the campus you are attending.
- Send a picture/scanned image of the deposit slip or forward the Republic bank transfer notification as proof of payment if the transaction is completed online to the Bursary's e-mail: bursary.fees@uog.edu.gy and the respective library's e-mails listed above.
- Or you can also send a picture of the deposit slip via WhatsApp to:
- Turkeyen Campus Library - 638-4432 or 642-7105
- Berbice Campus Library - 651-4411 or 642-7006

18. How do I return the Reading Room tickets and any library books?

If you are in possession of the two (2) yellow reading room tickets, please scan the tickets (name and address must be visible) and send to the respective library's email addresses or to the WhatsApp numbers listed above; if they are required for clearance.

Additionally, you may visit the Library during normal hours of operation on Monday – Friday.

19. What do I do if I am expected to graduate but my name is not on the list?

Kindly make contact with the Assistant Registrar Examinations:

Email: examinations.registry@uog.edu.gy

Telephone: 620-0016

20. What if I am an IDCE programme student?

IDCE students who completed diploma or degree programmes (intra-mural) will graduate on **Saturday, November 9, 2024**, and **all other extra-mural students from all IDCE Centres will be Saturday, November 23, 2024**.

IDCE Contact numbers: 642-7009, 623-0359, 642-7007, 688-4662. Email address: queries.idce@uog.edu.gy.

21. Is there a change in the graduation dates?

No. The graduation ceremonies will still be held from November 7-9, 2024, (Turkeyen Campus) and November 16, 2024 (Tain, Berbice Campus) as we had initially communicated.

22. Can persons who are unable to attend graduation be conferred virtually?

Yes. You will be able to graduate virtually. There will be a virtual aspect of the ceremony during which your photo which you would have provided will be shown and your programme details will appear on screen.

23. Is there a deadline for submitting my photograph if I am attending my graduation virtually?

YES. ALL GRADUANDS WHO WILL BE ATTENDING THEIR GRADUATION CEREMONY VIRTUALLY ARE KINDLY ASKED TO SUBMIT THEIR GRADUATION PORTRAIT BY SATURDAY, NOVEMBER 2, 2024. This is needed to appear on the slide which will be shown during the virtual aspects of the graduation ceremony. It will also be used for the Convocation Yearbook. Please use the photography guidelines handbook to ensure your photo meets the necessary requirements.

24. Is there a deadline for submitting my photograph if I am attending my graduation in person?

YES. ALL GRADUANDS WHO WILL BE ATTENDING THEIR GRADUATION CEREMONY IN-PERSON ARE KINDLY ASKED TO SUBMIT THEIR GRADUATION PORTRAIT BY SATURDAY, NOVEMBER 30, 2024.

25. I am out of the country. Which package can I select? I already paid for a package, but I've changed my mind., how can I fix this?

Please send an email to turkeyen.convocation@uog.edu.gy to indicate the change what you would like effected.

26. What if I failed a course that I needed to pass in order to graduate this year?

You are entitled to a resit examination. The student can engage the Head of Department (HOD) or the Assistant Dean of the respective Faculty/School/Institute/College.