

27th of September 2019, Time: 18:30 (Beginning of the Ceremony)

Coral Beach Hotel & Resort

### **1. Application for Graduation**

All Graduates that wish to participate at the Graduation Ceremony, should fill in the online form through their moodle account, from the 12<sup>th</sup> of August until the 12<sup>th</sup> of September 2019.

After the form is submitted, the guests' invitation, will be sent to your University email address, within the next few days. **The invitation will be presented at the Ceremony room entrance.**

### **2. Togas**

Graduates who will attend the Graduation Ceremony should make sure that they collect their Graduation gown from A.N. Uniforms Company (14 Erechthiou Street, 8011, Paphos, Telephone: 99476582 / 99979875, Working hours: 9:00-13:00, 15:00-17:00) from the 16th September – 26th September 2019.

A.N. Uniforms will be at the Graduation Ceremony area, on the day of the Ceremony, between 16:00 – 18:00 and students who didn't manage to collect their gown on the dates given above would be able to collect it from there. This can be arranged after contacting the A.N. Uniforms Company.

The graduation gown consists of the toga, the hat, the tuft of the hat and the cape. The payment for the rent of the gown will be made directly at the A.N. Uniforms shops (€30).

The distinguishing colours of the cape of each school are as follow:

School of Economics, Administration and Computer Science: Undergraduates – Black with Crimson, Postgraduates - Silver with Crimson

School of Architecture, Engineering, Land and Environmental Sciences:

Undergraduates – White with Bordeaux, Postgraduates - Graffiti with Bordeaux

School of Health Sciences: Undergraduates - Black with blue, Postgraduates - Silver with blue

School of Law: Undergraduates - Blue with white, Postgraduates - Blue with silver

School of Social Sciences, Arts and Humanities: Postgraduates - Blue

(Priests can attend the Ceremony wearing their official robe)

Students are obliged to return the graduation gown back to the stores of the A.N. Uniforms Company by the 11th of October 2019. Returns can be made right after the Graduation Ceremony.

Otherwise the store has the right to apply for additional charges. The same will happen in case of loss or damage of a part or the whole graduation gown.

Because of the formality of the ceremony, graduates are requested to wear:

- Black trousers or skirt
- White blouse or shirt
- Tie (for men)
- Black shoes

Jeans and sneakers will not be allowed.

### **3. Diploma issuance fee**

The diploma issuance fee is 50€ and includes the issuance of the degree and the official transcript. The fee should be paid by the 13th of September 2019.

Payments can be made:

1) To the Accounts Receivables Department, (Office 121, Tel. 26843356 / 26843334)

2) Through JCCSMART: <https://www.jccsmart.com/e-bill/21199013> (Registration Fees)

3) By direct bank transfer as per the bank details set out below:

Account Name: Neapolis University

Bank Name: Bank of Cyprus Ltd

Bank Address: Head Office 2, P.O Box 21472, 1599 Nicosia

IBAN Num.: CY68 0020 0189 0000 0001 0109 5800

Account Num.: 0189 01 010958

Swift Code: BCYPCY2N

In case of a bank transfer, please indicate in the deposit slip your registration number or identity/passport number.

At the Graduation Ceremony only students that have completed all their financial obligation, including the diploma issuance fee, will be allowed to participate.

### **4. Graduation Ceremony Rehearsal and Photoshoot**

Students are required to attend the rehearsal of the graduation ceremony on the day of the Ceremony, at 15:00, at the Coral Beach Hotel and Resort. The estimated duration of the rehearsal is 2 hours.

The photoshoot will take place until 18:00 and each graduate will have the opportunity to have his/her photo taken. Afterwards, the graduates will be requested to take their allocated seats.

#### Packages for Photos and Ceremony Video:

Package A €20

4x photos, size 15x20cm

1x DVD of the Graduation Ceremony

Package B €17

3x photos, size 15x20cm

1x DVD of the Graduation Ceremony

Students can order their photos and video on the day of the Ceremony

All orders are prepaid.

### **5. Guests**

Each graduate may be accompanied by 3 guests. The number of guests, invited by the student, will be written on the invitation sent to the student.

Guests should present their invitation when entering the Ceremony room.

The Ceremony will begin exactly at 18:30. Therefore, graduates are required to inform their guests to arrive at the ceremony at the predetermined arrival time (between 18:00 and 18:20).

Note that guests are not allowed to take pictures, as there will be official video and photo coverage.