

# UNIVERSITY OF DAR ES SALAAM

## MWL. NYERERE MLIMANI CAMPUS

### **TIMETABLE FOR ISSUENCE OF GRADUATION GOWNS AND REHEARSAL 2018**

All candidates who successfully completed their studies and qualified for the University of Dar es Salaam PhD, Masters, Postgraduate Diploma and Bachelor Degree Awards in the 2017/2018 academic year are hereby informed that the **GRADUATION GOWNS** will be issued as follows.

S/N	ITEM	DATE	TIME	VENUE
1	<b>CLUSTER ONE</b>			
1.1	<ul style="list-style-type: none"><li>PhD, Masters, and Postgraduate Diploma</li></ul>	5 <sup>th</sup> -12 <sup>th</sup> Nov, 2018	8:00-19:00 hrs	IRA BUILDING
1.1.1	<ul style="list-style-type: none"><li>Undergraduate Graduands from CoET, CoNAS, CoICT and CoAF</li></ul>	5 <sup>th</sup> -12 <sup>th</sup> Nov, 2018	8:00-16:00 hrs	IRA BUILDING
1.1.2	<b>Rehearsal for Cluster one</b>	<b>12/Nov, 2018</b>	<b>15:00 hrs</b>	<b>Mlimani City Conference Hall</b>
2	<b>CLUSTER TWO</b>			
2.1	<ul style="list-style-type: none"><li>Undergraduate Graduands from CoSS, CoHU, UDBS, UDSol, SOED, SJMC, IDS, IKS and former UCLAS</li></ul>	9 <sup>th</sup> -16 <sup>th</sup> Nov, 2018	8:00-16:00 hrs	IRA BUILDING
2.1.1	<b>Rehearsal for Cluster two</b>	<b>16<sup>th</sup> Nov, 2018</b>	<b>15:00 hrs</b>	<b>Mlimani City Conference Hall</b>

## **COSTUME CHARGES**

Graduands at the Mwl. JK Nyerere Mlimani Campus should note that all Costume Charges and Convocation Fee payment are made by using **CONTROL NUMBER** which is obtained through ARIS. Graduands are therefore advised to visit their ARIS accounts where they will find a field of **MY PAYMENT>>** select **>> CREATE NEW PAYMENT>>** tick **>> Graduation Fee>>Manually** Inset amount; Tsh. 40000>>Tick Convocation Fee>> **Manually** Inset amount; Tsh 2000>> **Save & Request Control Number**. Finally you will receive a Control Number.

Use the ARIS generated **CONTROL NUMBER** assigned to you and Pay a non-refundable gown hire charge of **Tsh. 40000/ =** and **Tsh. 2000/=** as Convocation Fees through **NBC Bank, Account No. 040139000020 (UDSM Branch)** or **CRDB Bank, Account No. 0150329567500 (UDSM Branch)** or **NMB Bank, Account No. 20810006388 (UDSM Branch)**. After paying, you should submit the pay-in slip to your respective College/ school or institute for receipt. The time table for collection of Graduation gowns will be posted in the University website and notice Boards. More Information regarding payments is also available on the University website at [www.udsm.ac.tz](http://www.udsm.ac.tz).

The Hirer shall return the said costumes (gowns) to the University immediately after the graduation ceremony and in any case **NOT LATER THAN SEVEN WORKING DAYS** after the date of the graduation ceremony. **A penalty of Tsh. 10,000/=** shall be charged for each day of default to return the hired costumes and in the event of loss of the costume the owner shall be entitled to recover such loss at the current replacement cost of a new costume from the Hirer. For more details please read and “**download**” the **AGREEMENT FOR HIRING OF ACADEMIC COSTUMES 2018** available on the University website [www.udsm.ac.tz](http://www.udsm.ac.tz) .

**Issued by**

**DIRECTOR, UNDERGRADUATE STUDIES**

**30<sup>th</sup> October, 2018**