



REDEEMER'S UNIVERSITY EDE

Special Information For 2023/2024 Graduands

1. CONVOCATION PROGRAMME

The programme of activities for the 16th Convocation is available on the University website, www.convocation.run.edu.ng

2. CONVOCATION FEE

The fee charged for the 2023/2024 Convocation is **₦80,000.00** per graduand and already incorporated in the school fees for the session (for final-year undergraduate students). The fee is non-refundable.

3. PROCEDURE FOR CLEARANCE AND COLLECTION OF REFUNDS

Please note the following steps for the collection of refund(s):

- Complete the Exit Survey on the students' portal.
- The Clearance Form should be completed and endorsed in all the departments stated therein (e.g. Tekena Tamuno Library, Bursary, DSSS, etc.).
- Make a photocopy of the completed Form and submit the original to DSSS.
- The Students' Account Unit of the Bursary attaches a copy of the Clearance Form to your statement of account and sends the same for the processing of refund.
- Payment voucher is prepared and sent to the Directorate of Internal Audit, and the refundable caution fee will eventually be paid into individual's bank account.

Please note that for the refund of the caution fee by the Bursary Department, the payment is in batches and would be completed before the next convocation.

4. PROCEDURE FOR COLLECTION OF ACADEMIC ROBES

- i. Check the website for the Senate-approved graduating list at www.convocation.run.edu.ng
- ii. Print out your Convocation fee receipt from the portal.
- iii. The receipt should be presented to your College Secretary/Faculty Officer for the collection of academic robes.

5. ATTENDANCE AT CONVOCATION ANOINTING SERVICE

- The Visitor's Meeting with the Graduating Class is **compulsory** for all graduands. It is scheduled after the Holy Communion on Thursday, 3rd October, 2024, at the RCCG New Auditorium, Simawa, Redemption City, Lagos/Ibadan Expressway, Mowe.

- The Anointing Service, which is scheduled for Friday, 4th October, 2024, commences at 7.00 p.m. prompt at the RCCG New Auditorium, Simawa, Redemption City, Lagos/Ibadan Expressway, Mowe.
- All graduands are to be **corporately and appropriately dressed** for the programme at the Arena, and seated at the reserved area for the University.

6. CONVOCATION DRESS CODE

The following dress code must be adhered to:

- i. Gentlemen are to be properly suited, that is, shirt, trouser, tie, and jacket.
- ii. Women:
 - Dress suit or a business suit; **gown or skirt. Hems must be far below the knees and without an open slit. Trousers are strictly prohibited.**
 - Make-up should be skin tone/very light. **Red lipstick is prohibited. Shoe heels should be moderate.**
 - Pieces of jewellery must not be flamboyant. **Chandelier earrings are not allowed, please.**
 - Hair extensions/attachments should be moderate (shoulder length).

Anyone who flouts any of the above instructions will NOT BE ALLOWED into the Convocation venue; so, please note.

7. ARRIVAL DATE FOR CONVOCATION CEREMONY

- a. **The arrival date to campus for all graduands is Saturday, 5th October, 2024.** This implies that you are expected to attend all the Convocation programmes.
- b. Accommodation will be provided for all graduands.
- c. Registration for accommodation will commence at 12.00 noon and close by 6.00 p.m. on Saturday, 5th October, 2024. You are bound by all rules of the University during the Convocation period, especially when residing in the accommodation provided.
- d. Please note that the specific order of procession and other instructions shall be given during the rehearsal by all stakeholders at **2:00 p.m.** on Wednesday, 9th October, 2024.
- e. **The procession starts at 8.00 a.m. prompt.** All graduands are expected to have been seated at the Convocation venue, the University Auditorium, by 8:30 a.m. on Thursday, 10th October, 2024.

- f. No latecomer will be allowed entry into the venue of the Convocation. **The Security personnel shall be requested to ensure compliance with this regard.**
- g. Parents and other guests are expected to be seated by 9.00 a.m. prompt at the Events Centre.
- h. Graduands must remain seated, properly dressed, and well-comported throughout the ceremony. **Once seated, graduands will not be permitted to move about until the end of the ceremony. Photography shall also be disallowed during the course of the programme, except by duly-accredited photographers. Security personnel will be on duty to effectively ensure compliance with these instructions.**

8. PARTIES

- a. Holding of parties within the Convocation venue is **strictly prohibited.**
- b. Canopies are provided at a designated venue on the University campus, the cost of which is already incorporated into the Convocation fee.
- c. Graduands are requested to note that they must not be involved in conducts that negate the Vision of the University, such as indecent dressing and use of alcoholic drinks, amongst others.

9. COLLECTION OF DEGREE CERTIFICATE

- i. After the Convocation, return your academic robes to your College Secretary/Faculty Officer and collect the **Authority to Collect Degree Certificate** slip, from your College Secretary/Faculty Officer.
- ii. Present the Authority to Collect Degree Certificate slip, copies of your duly completed Clearance Form and Student Identity Card at the Academic Affairs Division of the Registry for collection of the Degree Certificate.

The University Management wishes all graduands happy Convocation.

Signed
REGISTRAR
30th September, 2024