

**INTERCOLLEGE**

**GRADUATION  
HANDBOOK  
CLASS 2019**

Dear Graduates,

On behalf of the Administration and Faculty of Intercollege Nicosia, and Limassol we would like to congratulate you on the successful completion of your studies and invite you to the Graduation Ceremony. The Graduation Ceremony is an unforgettable experience, in which, together with your family and friends, you can celebrate your achievements. Your presence at the ceremony will give us a great pleasure but also the opportunity to congratulate you in person for your success.

This year's Graduation Ceremony will take place on **Friday, June 21<sup>st</sup> 2019, at 20:00, at the Open Amphitheater of the University of Nicosia.**

In this Handbook you will find important information concerning the smooth running of this event and we therefore kindly ask you to read it carefully. Please do not hesitate to contact the following offices for further clarification or queries you may have.

**Nicosia:** Research & Technology Building (Office RT114), Tel: 22842535/550.

**Limassol:** Student Affairs Office, 1<sup>st</sup> Floor, Tel: 25736298.

Yours sincerely,

The Graduation Committee



## BEFORE THE CEREMONY

### A. GRADUATION FORM

Complete the “**Application for Graduation**” and submit it to the following offices of your Campus **by April 19, 2019**:

- **Nicosia:** Mrs Georgia Koula, Research & Technology Building, 1<sup>st</sup> Floor, Academic Affairs Office
- **Limassol:** Student Affairs Office, 1<sup>st</sup> Floor

### B. PROFESSIONAL PHOTOS/VIDEOS

If you are interested in taking Studio/portrait photos, please contact and settle the payment at the following offices:

- **Nicosia:** Student Affairs Office, Office RTB-1b, Research & Technology Building, **between May 28<sup>th</sup> – June 14<sup>th</sup>, 2019**
- **Limassol:** Finance Office, Mezzanine, **between May 28<sup>th</sup> – June 14<sup>th</sup>, 2019**

The video of the Graduation Ceremony as well as all the photos, will be available online ([www.intercollege.ac.cy](http://www.intercollege.ac.cy)). For further information, you may contact the Student Affairs Office of your Campus.

### C. GOWNS

Collect from and pay for your Graduation Gown at one of the following stores:

- **Nicosia:** EUROJET Store, 58G Makariou Avenue, 1075, Nicosia (Next to Ministry of Commerce/Old Alpha Bank), Tel.: 22374327, 22375050, **between May 28<sup>th</sup> – June 14<sup>th</sup>, 2019.**
- **Limassol:** EUROJET Store, 46 Glastonos Street, 3041 Limassol, Tel.: 25353677, **between May 14<sup>th</sup> – June 14<sup>th</sup>, 2019.**

You can also order and pay for your gown through the website of EUROJET ([www.gownhirecyprus.com](http://www.gownhirecyprus.com)). If you choose to order your gown online, please note that you will need to register through the EUROJET webpage, prior to the order.

Please make sure you try on your Gowns when purchasing from the EUROJET Stores (Nicosia and Limassol).

#### **D. REHEARSAL**

Your attendance at the Graduation Rehearsal on **Thursday, June 20<sup>th</sup>, 2019** is **MANDATORY**. All graduates should gather at the **Gallery Restaurant** of the University of Nicosia at **18:00 sharp**.

- **Limassol:** Graduates who would like transportation to Nicosia by bus should inform the **Student Affairs Office, 1<sup>st</sup> Floor, between 2<sup>nd</sup> – 24<sup>th</sup> May, 2019**. Graduates must be present **in front of the College's Cafeteria at 16:45 sharp**.

**Graduates who will miss the bus, will have to arrange their own way to Nicosia.**

#### **E. TICKETS**

On the day of the Rehearsal each graduate will receive one (1) invitation to the Graduation Ceremony for four (4) people.

#### **IMPORTANT NOTE:**

Graduates participating in the "Demetra" Exercise of the Cypriot National Guard must personally request their Army Unit **one month before the Graduation Ceremony**. Please contact the Academic Affairs Office of your Campus (Nicosia and Limassol) to provide you with a Confirmation Letter to submit to the Army.

Please inform the College if your request is rejected by your Unit. The decision to grant an exemption rests entirely on each reservist's Unit.



## ON THE DAY OF THE CEREMONY

Graduates are kindly requested to arrive **wearing their Graduation Gowns.**

In order to maintain uniformity, graduates are required to wear:

- Black pair of trousers or skirt
- White top or shirt
- Black shoes

**NO JEANS, SNEAKERS OR ATHLETIC SHOES ARE ALLOWED**

### PHOTOS

Studio/portrait photos will be taken between **17:00 and 18:45 in the Coffeeology 101 Cafeteria (University of Nicosia)**, by a professional photographer. Graduates are requested to come at the photo shooting wearing their Graduation Gowns.

### TRANSPORTATION

On the day of the Graduation Ceremony **there will be NO bus transfer from Limassol.**

### IMPORTANT NOTES

1. At 19:00 all Graduates should assemble in the areas indicated during the Rehearsal (CineStudio-Central Building-1).
2. Please make sure you inform your guests to arrive on time as the Ceremony begins at 20:00 sharp. **Also please inform your guests that they are not allowed to approach the stage to take photos.** Professional photographers have undertaken the photo and video shooting of the Ceremony.

All photos and video will be available on the Intercollege website ([www.intercollege.ac.cy](http://www.intercollege.ac.cy)) and you will have free access. For more information please contact the Student Affairs Office of your Campus.







## GRADUATION FEES

### €60 Issuance of Diploma/Bachelor/Master Certificates

Payable at the following offices of your Campus:

- **Nicosia:** Office RT108, Research & Technology Building, 1<sup>st</sup> Floor or at the Finance Department of the University of Nicosia
- **Limassol:** Finance Office, Mezzanine

*The amount mentioned above refers to the issuance of your degree and it is not associated with your participation at the Graduation Ceremony.*

### Graduation Gown

€26 Rental of Graduation Gown

€50 Purchase of Graduation Gown

**Payable at:**

- **Nicosia:** EUROJET Store
- **Limassol:** EUROJET Store

### Studio Photos (*Optional*)

€35 4 photos (10cm x 15cm)  
2 photos (15cm x 20cm)  
2 photos (20cm x 30cm)

Payable at the following offices of your Campus:

- **Nicosia:** Office RTB-1b, Research & Technology Building, 1<sup>st</sup> Floor
- **Limassol:** Finance Office, Mezzanine

***ALL FEES MUST BE PAID PRIOR TO THE DEADLINES INDICATED IN THIS HANDBOOK***

## DEADLINES AND OFFICES PER CAMPUS

PROCEDURE	NICOSIA	LIMASSOL
Fill in the form "Application for Graduation"	April 19 <sup>th</sup> , 2019 Academic Affairs Office (RT115)	May 10 <sup>th</sup> , 2019 Student Affairs Office (1 <sup>st</sup> floor)
Order your Studio Photos ( <i>optional</i> )	May 28 <sup>th</sup> - June 14 <sup>th</sup> , 2019 Student Affairs Office (RTB1b)	May 28 <sup>th</sup> - June 14 <sup>th</sup> 2019 Finance Office (Mezzanine)
"Demetra" Exercise Cypriot National Guard	May 03 <sup>th</sup> , 2019 Academic Affairs Office (RT115)	May 10 <sup>th</sup> , 2019 Student Affairs Office (1 <sup>st</sup> floor)
Collect, try on and pay for your gown	May 28 <sup>th</sup> - June 14 <sup>th</sup> 2019 EUROJET Store	May 13 <sup>th</sup> - June 14 <sup>th</sup> 2019 EUROJET Store
Transportation to Nicosia by bus	---	<b><u>Only for the Rehearsal:</u></b> Registration: May 02 <sup>nd</sup> - 24 <sup>th</sup> , 2019 Student Affairs Office (1 <sup>st</sup> floor)
Graduation Rehearsal	<b>June 20<sup>th</sup>, 2019 at 18:00</b> Meeting point: Gallery Restaurant (University of Nicosia) and then to CineStudio (Central building -1)	
GRADUATION CEREMONY	<b>June 21<sup>st</sup>, 2019 at 20:00</b> Studio Photos in the Coffeology101 Cafeteria between 17:00 – 18:45 Graduates should assemble at 19:00 at the place indicated during the Rehearsal (CineStudio-Central Building -1)	