

INTERCOLLEGE

**GRADUATION
HANDBOOK
CLASS 2022**

Dear Graduates,

On behalf of the Administration and Faculty of Intercollege 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 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.

The 2022 Graduation Ceremony will take place on **Friday, June 24, 2022 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. For further clarification or queries, please do not hesitate to contact us at 22842500.

Yours sincerely,

The Graduation Committee



BEFORE THE GRADUATION CEREMONY

A. GRADUATION FORM

Sign up your participation in the Graduation Ceremony electronically by filling in the “**Application for Graduation**” on the College’s website www.intercollege.ac.cy , **no later than June 10, 2022**. For more information regarding your application you can contact Ms Georgia Koula, Academic Affairs Officer (Tel. 22842580 or email: koula.g@intercollege.ac.cy). All Applications will be evaluated, based on the graduation criteria, and all students will be notified via email for the receipt and progress of their application.

B. PROFESSIONAL PHOTOS/VIDEOS (OPTIONAL)

If you are interested in participating in the Photograph Shooting (portrait photos) before the opening of the Graduation, register and prepay the corresponding amount in the following link, **no later than June 23rd, 2022**: <https://agisilaou-spyrou.com/graduation-inter/>

Portrait photos will be sent to you electronically by the photographer, in the email address you will provide during your order.

The video and all the photos of the Graduation Ceremony will be available on the College’s website www.intercollege.ac.cy. For further information, you may contact Ms. Fani Papamichael, Student Affairs and Careers Officer (Tel: 22842571/22842500 or email: papamichael.f@intercollege.ac.cy).

C. GOWN

Order and pay your regalia online, from EUROJET no later than **June 20, 2022**, using the following link: www.eurojet.com.cy/gowns-university-college/.

The store will accept graduates’ on site, only in exceptional cases after a telephone communication with the store:

- **Eurojet Nicosia**: Tel. 22375050, Address 58G Makariou Avenue, 1075
- **Eurojet Limassol**: Tel. 25353677, Address 46 Gladstonos Street, 3041

Note: The store in Limassol will open on May 30, 2022.

More information/instructions regarding Eurojet and gowns, are provided in Annex 1 (at the end of the Graduation Handbook).

Note: "Nautical Science" and "Marine Engineering" programs graduates will attend the Graduation Ceremony in their official uniform; therefore, the gown is not necessary.

D. GRADUATION PARTY

The **graduation party** will take place **on June 24, after the completion of the graduation ceremony**. More information will be provided by the Student Affairs Office.

E. REHEARSAL

All graduates' attendance at the Graduation Rehearsal on **Thursday, June 23, 2022 is MANDATORY**. All graduates should gather outside the **Block Restaurant** at the University of Nicosia at **18:00 sharp**.

Based on existing measures, the use of a protective mask indoors is imperative.

F. INVITATIONS FOR THE GRADUATION CEREMONY

The guests of the graduates cannot exceed **four (4) people per graduate**.

Each graduate will receive **four (4) invitations on the rehearsal day**, which he/she will give to his/her guests.

The graduates' guests will be able to attend the graduation ceremony ONLY by presenting the invitation at the entrance. NO access will be allowed to ANYONE without an invitation.

In order to limit the spread of Coronavirus COVID-19 disease as well as to protect the public health the graduates as well as their guests, must comply with all the measures and instructions that will be in effect at the given moment by the Republic of Cyprus.



ON THE DAY OF THE CEREMONY

ALL GRADUATES ARE KINDLY ASKED TO ARRIVE AT THE GRADUATION CEREMONY WEARING THEIR GRADUATION GOWN AS INDICATED AT THE REHEARSAL. DUE TO COVID-19 PANDEMIC, COLLEGE STAFF WILL ONLY BE ABLE TO SUPERVISE THE STUDENTS FOR THE PROPER VESTURE AND NOT HELP THEM WITH THEIR GOWNS. STUDENTS SHOULD TAKE CARE OF THEIR OWN PROPER LOOK.

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

- Dark colored / trousers / skirt / dress
- White top or shirt
- Black shoes

NO JEANS, SNEAKERS OR ATHLETIC SHOES ARE ALLOWED

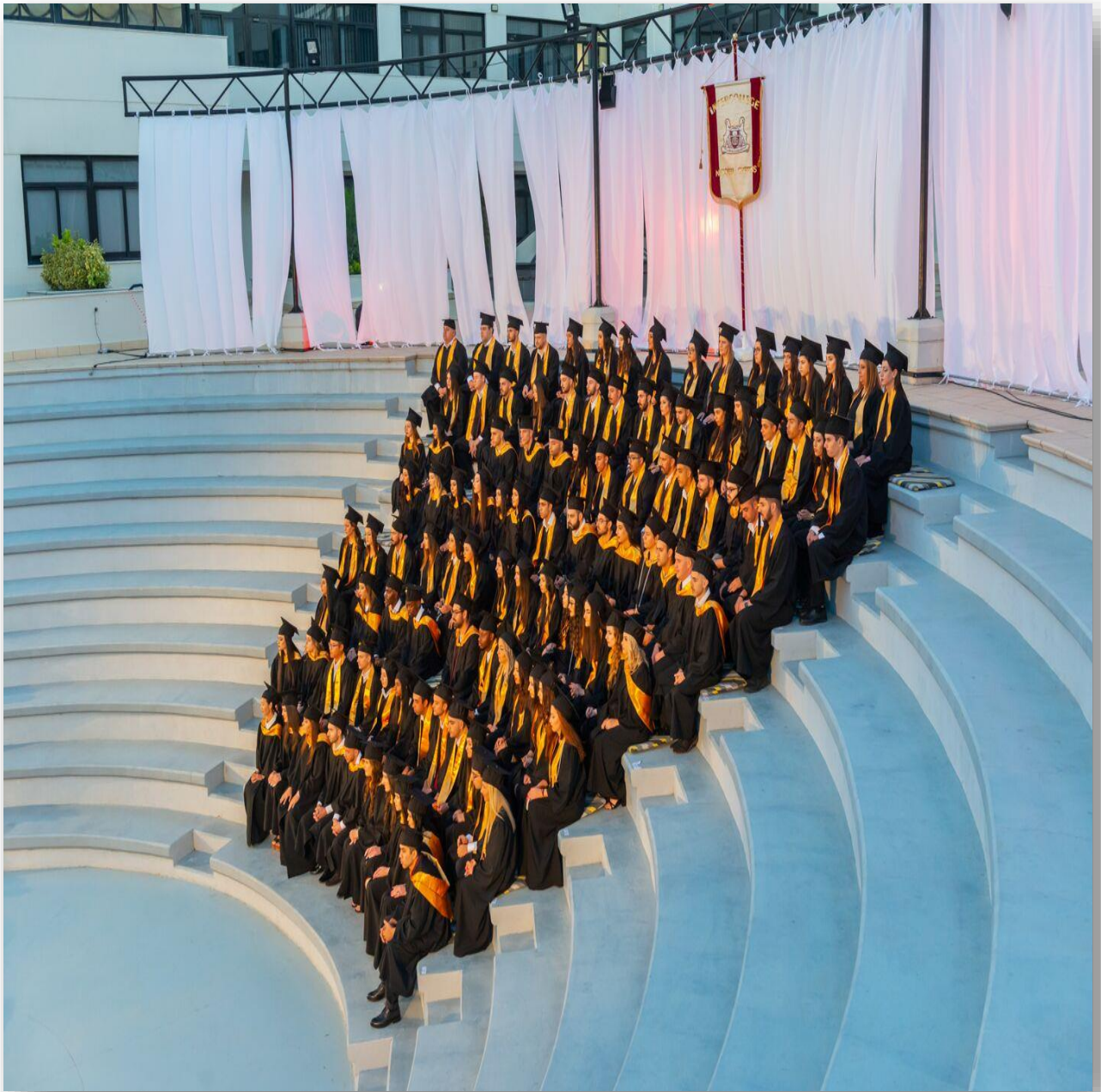
PHOTOS

Studio/portrait photos (optional), will be taken between **17:00 and 18:30 in the Block Gallery Restaurant (University of Nicosia)**, by a professional photographer.

Graduates are requested to come at the photo shooting area wearing their Graduation Gowns. It is reminded that the staff of the College as well as the Photographers, due to the COVID-19 Pandemic, will only be able to supervise and indicate the proper vesture and **NOT** help the students with their gowns.

IMPORTANT NOTES

1. On the day of the Graduation Ceremony, all Graduates should assemble in the areas indicated during the Rehearsal at **19:00 prompt** [CineStudio (Central Building -1)]
2. Please make sure you inform your guests to arrive on time as the Ceremony begins at **20:00 sharp**.
3. Graduates' guests cannot exceed **four (4) people per graduate**. It is reminded that **the graduates' guests will be able to attend the graduation ceremony ONLY by presenting the invitation at the entrance. NO access will be allowed to ANYONE without an invitation.**
4. Due to the measures against the COVID-19 pandemic, the graduates as well as their guests will have to follow all the measures and instructions that will be in effect at the given moment by the Republic of Cyprus.
5. **Based on existing measures, the use of a protective mask indoors is imperative.**
6. **Please inform your guests that they are not allowed to approach the stage to take photos.** Professional photographers have undertaken the photo as well as the video shooting of the Ceremony.
7. The relevant material will be posted on the college's website (www.intercollege.ac.cy) to which you will have free access. For further information, you may contact Ms. Fani Papamichael, Student Affairs and Careers Officer (Tel: 22842571/22842500 or email: papamichael.f@intercollege.ac.cy).
8. In case of deterioration of the epidemiological situation, as well as in case of any differentiation of the instructions from the Competent Ministries, the conduct and/or the way of conduct of the Graduation Ceremony will be amended accordingly.



GRADUATION FEES

Issuance of Diploma/Bachelor/Master Certificates

€60 Payable at the Intercollege Finance Office, Office RT104, Research & Technology Building, 1st Floor

The amount mentioned above refers to the issuance of your degree and it is not associated with your participation at the Graduation Ceremony. It can be paid at a later stage, upon the reception of the Degree / Diploma.

Graduation Gown (EUROJET)

€26 Rental of Graduation Gown

€50 Purchase of Graduation Gown

Payable online when ordered from Eurojet or at the Eurojet stores, after contacting the store. For more information see ANNEX 1 (at the end of the Guide)

ALL FEES MUST BE PAID PRIOR TO THE SPECIFIED DATES INDICATED IN THE HANDBOOK

PROCEDURE	DEADLINES
COMPLETION FOR THE GRADUATION APPLICATION	Until June 10, 2022 Electronically on the College website www.intercollege.ac.cy
ORDERS FOR PORTRAIT PHOTOS (OPTIONAL)	Until June 23, 2022 You can order and prepay the portrait photos at the following link: https://agisilaou-spyrou.com/graduation-inter/
COLLECT AND PAYMENT OF GOWNS	Until June 20, 2022 Online on the website www.eurojet.com.cy/gowns-university-college/ or at Eurojet stores The store will only accept graduates' on site, only in exceptional cases and after a telephone communication with the store (see Annex 1)
GRADUATION REHEARSAL (MANDATORY)	June 23, 2022 at 18:00 Meeting point: Outdoor area, outside the Block Restaurant (University of Nicosia) and then at the CineStudio (Main Building-1)
GRADUATION CEREMONY	June 24, 2022, Opening of the Ceremony at 20:00 Portrait Photos at the Block Gallery Restaurant, between 17:00 – 18:30 ALL GRADUATES should assemble at 19:00 sharp at the venue indicated during the Rehearsal (CineStudio-Main Building -1)

ANNEX 1

EUROJET

Instructions and regulations for students' graduation gowns rentals, from the EUROJET store:

For safety and health purposes, and for the students' greatest protection, the EUROJET company has taken increased measures and rules for the procedure of receiving the graduation gowns:

1. Orders of the gowns must be placed online on our website:

www.eurojet.com.cy/gowns-university-college/

Only In exceptional cases we will accept students enrolled by contacting us at:

- Nicosia, phone 22375050 (store hours Monday / Tuesday / Thursday / Friday 08:30 - 18:30 and Wednesday / Saturday 08:30 - 13:30)
- Limassol, phone 25353677 (store hours Monday / Tuesday / Thursday / Friday 10:00 -18: 30 and Wednesday / Saturday 10.00 - 13.30). THE LIMASSOL STORE WILL OPEN ON MAY 30, 2022.

2. We recommend that payment be made online as well. In case the students, for any reason, do not show up to receive their gowns, their money will be refunded immediately and without any charge.

3. We recommend that students choose to send their gowns to the address of their choice.

4. In case students choose to pick up their gowns from our stores:

- Nicosia at 58 Makariou Street, PC 1075, they should contact Tel. 22375050.
- Limassol at 46 Gladstonos Street, PC 3041, they should contact Tel. 25353677.

THE LIMASSOL STORE WILL OPEN ON MAY 30, 2022.

6. We recommend that payment at the store be made using a bank card.

7. It is important to mention that the gown can only be worn by the holder as it is prohibited to be used by a second person.

8. The Renter must deliver the gown to the Limassol or Nicosia store as soon as possible and no later than seven days after the graduation or he/she can return it to the rental store (the addresses are given above) by courier at his own expense. THE LIMASSOL STORE WILL CLOSE ON JULY 9 THEREFORE AFTER THIS DATE DELIVERIES SHOULD BE MADE AT THE NICOSIA STORE.

9. Uniforms must not be washed or ironed. They can only be cleaned by dry cleaning.

10. Rental and purchase prices:

	<u>DIPLOMA</u>	<u>BACHELOR</u>
PRICES		
RENTAL	26.00	26.00
PURCHASE	50.00	50.00

Home delivery is additionally charged with €5,00 or €2,50 at an AKIS EXPRESS Courier Store.

In case students do not wish to prepay online they have the option of cash on delivery (i.e. to pay to the delivery company upon receiving the gown). COD is charged with an additional €1,10.