



GRADUATION HANDBOOK CLASS 2017



Dear graduates,

On behalf of Intercollege Administration, Nicosia, Limassol and Larnaca, we would like to congratulate you on the successful completion of your studies and to 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 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 23rd, at 20:00**, at the Open Amphitheater of the University of Nicosia.

In this Graduation Guide, you will find important information concerning the smooth running of this great event; therefore, we would like to kindly ask you to read it carefully.

After reading the contents of the Guide, please do not hesitate to contact the following offices/telephones for further clarification or queries.

Nicosia: Research & Technology Building (Office RT103), telephone number: 22842579/550.

Limassol: Student Affairs Office (1st floor), telephone number: 25736298.

Larnaca: Student Affairs Office (Office G125), telephone number: 24747500.

Yours sincerely,

Graduation Commission



Before the Graduation Ceremony

1. Complete the “**Application for Graduation Form**” for the **Graduation Ceremony - June 2017** and submit it to the following offices:
 - **Nicosia: Until May 05th, 2017** to the Academic Affairs Office (Office RT115, Research & Technology Building).
 - **Limassol: Until May 12th, 2017** to the Student Affairs Office (1st floor).
 - **Larnaca: Until April 28th, 2017** to the Academic Affairs Office (Office G124).

2. If you are interested in taking Studio/portrait photos, state and settle the fee at the following offices:
 - **Nicosia: Between May 29th - June 16th, 2017** to the Student Affairs Office (Office RT116, Research & Technology Building).
 - **Limassol: Between May 29th - June 16th, 2017** to the Finance Office (Mezzanine).
 - **Larnaca: Between May 02nd - 26th, 2017** to the Finance Office (Office G125).

3. The video of the Graduation Ceremony, as well as all the photos, will be available **online** (www.intercollege.ac.cy). For further information, you may contact the following offices:
 - **Nicosia: Student Affairs Office** (Offices RT116/RT103, Research & Technology Building), telephone numbers 22842535/22842579.
 - **Limassol: Student Affairs Office** (1st floor), telephone number 25736298.
 - **Larnaca: Student Affairs Office** (Office G125), telephone number 24747500.


4. Collect and pay for your Graduation regalia:

- **Nicosia: Between May 29th - June 16th, 2017** from EUROJET store (Panorma Building, 2 Makariou and Gevgelis Street, Nicosia, 1071, off Makariou Avenue, near Hilton Cyprus Hotel, tel.: 22374327, 22375050).
- **Limassol: Between May 15th - June 16th, 2017** from Eurojet store (46, Gladstonos Street, 3041, Limassol, tel.: 25353677).
- **Larnaca: Between April 24th - May 29th, 2017** from Intercollege Larnaca. Please visit the Student Affairs Office (Office G125), to try on the regalia and choose your size. Payment will be made to the Student Affairs Office (Office G125).

You can also order and pay for your regalia through the webpage of EUROJET (www.gownhirecyprus.com). If you choose to order your regalia online, please note that you will need to register through EUROJET's webpage, prior to the order.

5. Your attendance to the Graduation Rehearsal on **Thursday, June 22nd, 2017 is mandatory**. All graduates should gather at the **Gallery Restaurant** of the University of Nicosia at **17:30 sharp**.

- **Limassol:** The graduates who would like to be transferred to Nicosia by bus for the Graduation Rehearsal, please inform the **Student Affairs Office (1st floor)**, between **02 - 26 May, 2017**. The graduates must be present **at the front of the College's cafeteria at 15:45 sharp and board the bus to be transferred to Nicosia for the Graduation Rehearsal**. The bus will depart at **16:00 sharp** and will return after the completion of the rehearsal. Any graduates who may miss the bus, will need to arrange their own means of transport.
- **Larnaca:** The graduates who would like to be transferred to Nicosia by bus for the Graduation Rehearsal, please inform the **Student Affairs Office (Office G125)**, between **02 - 26 May, 2017**. The graduates must be present **at the front of the College at 15:45 sharp and board the bus to be transferred to Nicosia for their Graduation Rehearsal**. The bus will depart at **16:00 sharp** and will return after the completion of the rehearsal. Any graduates who may miss the bus, will need to arrange their own means of transport.

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6. After the Graduation Rehearsal on **June 22nd**, each graduate will receive one (1) invitation for four people (4), which can be used by the graduates' guests on the day of the Graduation.

 7. All graduates are invited to the **Graduation Dinner**, on **Friday, June 16th, 2017 at 20:00**, at the **Garden Day & Night** (2, Mouseiou, 1097 Nicosia, telephone number 22662626 - free parking space at the Old General Hospital Nicosia). Please make your reservations and collect your tickets between **May 22nd - June 2nd, 2017** from the following offices:
 - **Nicosia: Student Affairs Office** (Office RT116, Research & Technology Building).
 - **Limassol: Student Affairs Office** (1st floor).
 - **Larnaca: Student Affairs Office** (Office G125).

 8. If you will be participating in the "Demetra Exercise" of the Cypriot National Guard, please note that **you** must **personally** inform **your Army Unit one month before the graduation ceremony**, to request for an exemption. Please inform the following offices as well:
 - **Nicosia: Until May 05th, 2017** to the Academic Affairs Office (Office RT115, Research & Technology Building), telephone number 22842550.
 - **Limassol: Until May 12th, 2017** to the Student Affairs Office (1st floor), telephone number 25736298.
 - **Larnaca: Until May 05th, 2017** to the Student Affairs Office (Office G125), telephone number 24747500.

A personal confirmation letter will be given to all reservists to be presented to their corresponding Army Unit. In case your request will be rejected by the Army Unit after you have applied to attend the Graduation Ceremony, please inform the College. Please note that the decision whether an exemption will be given or not, depends entirely on each reservist's Army Unit.



On the day of the Graduation Ceremony

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

- Black pants or skirt
- White top or shirt
- Black shoes


NO jeans, sneakers or athletic shoes will be allowed.

2. All graduates are kindly asked to come to the Graduation Ceremony **fully dressed in their graduation regalia**. Graduates will have the chance to try on their graduation regalia when they collect them from EUROJET store (this applies only for the students of Intercollege *Nicosia and Limassol*). The students of *Intercollege Larnaca* will have the chance to try on their regalia at the College.

3. Studio/portrait photos will be taken between **17:00 – 18:45** in the **Millennium Cafeteria (University of Nicosia)**, by a professional photographer. Students are asked to come at the photo shooting fully dressed in their graduation regalia.

- **Larnaca:** The graduates who would like to be transferred to Nicosia by bus for the Graduation Ceremony, please inform the **Student Affairs Office (Office G125), between 02 - 26 May, 2017**. The graduates must be present **at the front of the College at 15:45 sharp and board the bus to be transferred to Nicosia for the Graduation Ceremony**. The bus will depart at **16:00 sharp** and will return at **22:00**. Any graduates who may miss the bus, will need to arrange their own means of transport.

4. At **19:00** all graduating students should gather in their allocated areas, which will be pointed out during the rehearsal (classrooms next to the Amphitheater, B18-B20 & A22-A23).

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5. Ensure that you inform your guests to arrive on time as the ceremony begins at **20:00 sharp**. **Also, please inform your guests not to approach the stage to take photos.** Professional photographers have undertaken the photo and video shooting of the ceremony.

The relevant material will be available on Intercollege's website, for which you will have free access. For more information please contact the following offices:

- **Nicosia: Student Affairs Office** (Offices RT116/RT103, Research & Technology Building), telephone numbers 22842535/579.
- **Limassol: Student Affairs Office** (1st floor), telephone number 25736298.
- **Larnaca: Student Affairs Office** (Office G125), telephone number 24747500.



Graduation Fees

Fees for Diploma/Bachelor/Master Issuance

€60.00 Fees for Diploma/Bachelor/Master issuance. This amount is mandatory for **all** graduates, regardless of whether they attend or not the Graduation Ceremony (**This payment is not mandatory for your participation in the Graduation Ceremony**).

Payable to the following offices:

- **Nicosia: Office RT108** (Research & Technology Building, 1st floor) or to the Finance Department of the University of Nicosia.
- **Limassol: Finance Office** (Mezzanine).
- **Larnaca: Finance Office** (Office G125).

Graduation Regalia

Payable to:

- **Nicosia:** EUROJET store.
- **Limassol:** EUROJET store.
- **Larnaca:** Student Affairs Office (Office G125).

If you choose to order your regalia through the EUROJET's website, then the payment will be done electronically.

€28.00 Rental of Graduation Regalia.

€75.00 Purchase of Graduation Regalia.

Studio Photos

Optional

Payable to the following offices:

- **Nicosia: Student Affairs Office** (Office RT116, Research & Technology Building).
- **Limassol: Finance Office** (Mezzanine).
- **Larnaca: Finance Office** (Office G125).

The photo shooting will be held at a specially designed area in the Millennium Cafeteria (University of Nicosia), between 17:00 - 18:45 on the day of the Graduation Ceremony.

€35.00 4 photos, 10cm x 15cm.

2 photos, 15cm x 20cm.

2 photos, 20cm x 30cm.

Tickets for the Graduation Dinner (for food and drink)

Optional

Payable to the following offices:

- **Nicosia: Student Affairs Office** (Office RT116, Research & Technology Building).
- **Limassol: Student Affairs Office** (1st floor).
- **Larnaca: Student Affairs Office** (Office G125).

€10.00 **Graduates**

This amount will be refunded upon your arrival at the dinner venue along with the **presentation of the Graduation Dinner Ticket**.

NOTE: NO refund will be given to individuals arriving after 22:00 or will not show up.

€23.00 **Guests**

[Per person – non refundable].

All fees must be paid prior to the deadlines indicated in this leaflet.

DEADLINES AND OFFICES PER CAMPUS

PROCEDURE	NICOSIA	LIMASSOL	LARNACA
Fill in the form “Application for Graduation”	May 05 th , 2017 Academic Affairs Office (RT115)	May 12 th , 2017 Student Affairs Office (1 st floor)	April 28 th , 2017 Academic Affairs Office (G124)
Order your Studio Photos (<i>optional</i>)	May 29 th - June 16 th , 2017 Student Affairs Office (RT116)	May 29 th - June 16 th 2017 Finance Office (Mezzanine)	May 02 nd - 26 th , 2017 Finance Office (G125)
“Demetra Exercise”, Cypriot National Guard	May 05 th , 2017 Academic Affairs Office (RT115)	May 12 th , 2017 Student Affairs Office (1 st floor)	May 05 th , 2017 Student Affairs Office (G125)
Collect your Graduation Dinner Tickets	May 22 nd - June 02 nd , 2017 Student Affairs Office (RT116)	May 22 nd - June 02 nd , 2017 Student Affairs Office (1 st floor)	May 22 nd - June 02 nd , 2017 Student Affairs Office (G125)
Collect, try on and pay for your regalia	May 29 th - June 16 th 2017 EUROJET store	May 15 th - June 16 th 2017 EUROJET store	April 24 th - May 29 th , 2017 Student Affairs Office (G125)
Transportation to Nicosia via bus	---	<u>Only at the Rehearsal:</u> May 02 nd - 26 th , 2017 Student Affairs Office (1 st floor)	<u>Rehearsal and Graduation Ceremony:</u> May 02 nd - 26 th , 2017 Student Affairs Office (G125)
Graduation Dinner	June 16th, 2017 at 20:00 Garden Day & Night (2, Mouseiou 1097, Nicosia)		
Graduation rehearsal	June 22nd, 2017 at 17:30 Meeting point: Gallery Restaurant (University of Nicosia) and then to classrooms B18,B20 & A22,A23		
GRADUATION CEREMONY	June 23rd, 2017 at 20:00 Studio Photos in the Millennium Cafeteria between 17:00 – 18:45 All graduates should gather in the classrooms indicated at the Rehearsal at 19:00 (B18, B20 & A22, A23)		