

**INTERCOLLEGE**

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**GRADUATION  
HANDBOOK  
CLASS 2018**

Dear Graduates

On behalf of the Administration of Intercollege 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 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 22<sup>nd</sup>, 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.

**Larnaca:** Student Affairs Office, Office G125, Tel: 24747500

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 May 11<sup>th</sup>, 2018**:

- **Nicosia:** Mrs Georgia Koula, Research & Technology Building, 1<sup>st</sup> Floor, Academic Affairs Office
- **Limassol:** Student Affairs Office, 1<sup>st</sup> Floor
- **Larnaca:** Academic Affairs Office, Office G124

### 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 15<sup>th</sup>, 2018**
- **Limassol:** Finance Office, Mezzanine, **between May 28<sup>th</sup> – June 15<sup>th</sup>, 2018**
- **Larnaca:** Student Affairs Office, Office G125, **between May 2<sup>nd</sup> – May 25<sup>th</sup>, 2018**

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 and pay for your Graduation Gown from:

- **Nicosia:** EUROJET Store, Panorama Building, 2 Makariou and Gevgelis Street, 1071 Nicosia, off Makariou Avenue, near Hilton Cyprus, Tel.: 22374327, 22375050, **between May 28<sup>th</sup> – June 15<sup>th</sup>, 2018.**
- **Limassol:** EUROJET Store, 46 Glastonos Street, 3041 Limassol, Tel.: 25353677, **between May 14<sup>th</sup> – June 15<sup>th</sup>, 2018.**
- **Larnaca:** Student Affairs Office (Office G125), **between April 24<sup>th</sup> – May 29<sup>th</sup>, 2018.** Payment will be made to the Student Affairs Office, Office G125.

You can also order and pay for your gown through the webpage 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). Graduates of Larnaca will try them on at the College on the day of purchase.

#### **D. REHEARSAL**

Your attendance at the Graduation Rehearsal on **Thursday, June 21<sup>st</sup>, 2018 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> – 25<sup>th</sup> May, 2018**.  
Graduates must be present at **the front of the College's Cafeteria at 16:45 sharp**.
- **Larnaca:** Graduates who would like transportation to Nicosia by bus should inform the **Student Affairs Office, Office G125, between 2<sup>nd</sup> – 25<sup>th</sup> May, 2018**.  
Graduates must be present at **the front of the College at 16:45 sharp** as the bus will depart at **17:00 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.

#### **F. GRADUATION DINNER**

Graduates are kindly requested to contact the Student Affairs Offices of their Campus.

#### **IMPORTANT NOTE:**

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

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



## ON THE DAY OF THE CEREMONY

Graduates are kindly requested to come **fully dressed in 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 Coffeology101 Cafeteria (University of Nicosia)**, by a professional photographer. Graduates are requested to come at the photo shooting fully dressed in their Graduation Gowns.

### TRANSPORTATION

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

**Larnaca:** Graduates who would like transportation to Nicosia by bus should inform the Student Affairs Office, Office G125, **between 2<sup>nd</sup> – 25<sup>th</sup> of May, 2018**. **Graduates must be present at the front of the College at 16:45 as the bus will depart at 17:00 sharp and will return at 22:00.** **Graduates who will miss the bus will have to arrange their own way to Nicosia.**

### IMPORTANT NOTES

1. At 19:00 all Graduates should gather in their allocated 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
- **Larnaca:** Finance Office, Office G125

*This payment is not mandatory for your participation in the Graduation Ceremony*

### Graduation Gown

€28 Rental of Graduation Gown

€75 Purchase of Graduation Gown

**Payable at:**

- **Nicosia:** EUROJET Store
- **Limassol:** EUROJET Store
- **Larnaca:** Student Affairs Office, Office G125

### 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
- **Larnaca:** Finance Office, Office G125

### Graduation Dinner (*Optional*)

€10 **Graduates**

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

**NOTE:**

**NO REFUND will be given to graduates arriving after 22:00 or not showing up.**

**Guests**

Please contact the Student Affairs Office of your Campus for further information.

**NO REFUND will be given if not showing up.**

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

## DEADLINES AND OFFICES PER CAMPUS

PROCEDURE	NICOSIA	LIMASSOL	LARNACA
Fill in the form “Application for Graduation”	May 11 <sup>th</sup> , 2018 Academic Affairs Office (RT115)	May 11 <sup>th</sup> , 2018 Student Affairs Office (1 <sup>st</sup> floor)	April 27 <sup>th</sup> , 2018 Academic Affairs Office (G124)
Order your Studio Photos ( <i>optional</i> )	May 28 <sup>th</sup> - June 15 <sup>th</sup> , 2018 Student Affairs Office (RTB1b)	May 28 <sup>th</sup> - June 15 <sup>th</sup> 2018 Finance Office (Mezzanine)	May 02 <sup>nd</sup> - 25 <sup>th</sup> , 2018 Student Affairs Office (G125)
“Demetra” Exercise Cypriot National Guard	May 04 <sup>th</sup> , 2018 Academic Affairs Office (RT115)	May 11 <sup>th</sup> , 2018 Student Affairs Office (1 <sup>st</sup> floor)	May 04 <sup>th</sup> , 2018 Student Affairs Office (G125)
Collect, try on and pay for your gown	May 28 <sup>th</sup> - June 15 <sup>th</sup> 2018 EUROJET Store	May 14 <sup>th</sup> - June 15 <sup>th</sup> 2018 EUROJET Store	April 24 <sup>th</sup> - May 29 <sup>th</sup> , 2018 Student Affairs Office (G125)
Transportation to Nicosia by bus	---	<b><u>Only for the Rehearsal:</u></b> Registration: May 02 <sup>nd</sup> - 25 <sup>th</sup> , 2018 Student Affairs Office (1 <sup>st</sup> floor)	<b><u>Rehearsal and Graduation Ceremony:</u></b> Registration: May 02 <sup>nd</sup> - 25 <sup>th</sup> , 2018 Student Affairs Office (G125)
Collect your Graduation Dinner Tickets	May 21 <sup>nd</sup> - June 01 <sup>st</sup> , 2018 Student Affairs Office (RTB1b)	May 21 <sup>st</sup> - June 01 <sup>st</sup> , 2018 Student Affairs Office (1 <sup>st</sup> floor)	May 21 <sup>st</sup> - June 01 <sup>st</sup> , 2018 Student Affairs Office (G125)
Graduation Dinner	Please contact the Student Affairs Office of your Campus.		
Graduation Rehearsal	<b>June 21<sup>st</sup>, 2018 at 18:00</b> Meeting point: Gallery Restaurant (University of Nicosia) and then to CineStudio (Central building -1)		
GRADUATION CEREMONY	<b>June 22<sup>nd</sup>, 2018 at 20:00</b> Studio Photos in the Coffeology101 Cafeteria between 17:00 – 18:45 Graduates should gather at 19:00 at the place indicated during the Rehearsal (CineStudio-Central Building -1)		