



Office of the Registrar
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FEDERAL UNIVERSITY OTUOKE
Bayelsa State

P. M. Bab. Venuga
Bayelsa State, Nigeria

Internal Memorandum

FROM: AG REGISTRAR

TO: UNIVERSITY COMMUNITY

REF: FOU/REG/CIR/0783

DATE: DECEMBER 13, 2024

13TH MATRICULATION CEREMONY

I am pleased to inform the entire University Community that the 13th Matriculation Ceremony of the University for the 2024/2025 Admission Year has been scheduled to hold as follows:

DATE: Friday, December 20, 2024

TIME: 10.00 a. m.

VENUE: University Pavillion, East Campus

PROCESSION

Please note, that processions shall take place during the occasion as follows:

The Students' Procession; the Congregation Procession; the Senate Procession and the Principal Officers' Procession led by the Mace Bearer. The procession will begin promptly at 8.30 a.m. and be seated by 9.30a.m. The ceremony is to begin at 10.00 a.m. prompt. All persons who are processing by virtue of their office and rank and those who have been required to process should endeavour to be punctual.

COLLECTION AND RETURN OF ACADEMIC GOWNS

The following is the procedure for the collection/return of Academic Gowns by Fresh Students:

- I. **MONDAY, DECEMBER 16, 2024:** Collection of Gowns by Faculty Officers in Senate Office
- II. **TUESDAY, DECEMBER 17, 2024:** Collection of Academic Gowns by Students from their Faculty Office on presentation of school fees payment receipt.
- III. **MONDAY, DECEMBER 23, 2024:** Return of Academic gowns by Students ends.

N/B: A student who fails to return his/her gown by 4.00 p. m. on Monday, December 23, 2024 shall be charged the sum of Five Thousand Naira (**₦5,000.00**) only, for each day that the gowns remain unreturned. A Student who damages his/her gown shall pay the sum of Twenty Thousand Naira (**₦20,000**) only to the Bursary and bring the receipt of payment to the Registrar or have his/her examination result withheld until he/she pays the said amount.

Faculty Officers shall return gowns to the Senate Office on Monday January 6, 2025. Gowns returned should be inspected and found to be in good condition; otherwise the Faculty Officer who returns damaged gowns shall pay the cost of Twenty Thousand Naira (N20,000) only the replacement of each gown.

Thank you.



Mrs. Andabi Benita Amangi-Edomo

Cc: Vice-Chancellor
Deputy Vice-Chancellor
Bursar
University Librarian
Ag. Director, ICT
All Deans
All Heads of Departments
Chief Security Officer
Student Union President (SUG)
Notice Boards