

KENYA METHODIST UNIVERSITY

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

MEMO

To : ALL PROSPECTIVE GRADUANDS
FROM : Registrar, Academic Affairs
DATE : 28th September 2023
SUBJECT : ISSUANCE OF GRADUATION ACADEMIC ATTIRE

Reference is made to the above subject matter.

In regard to the upcoming graduation of the 2023 Academic year, the following guidelines are to be observed during issuance of the graduation academic attire:-

- 1) The Academic Attire will be issued as from **Monday, 2nd October, 2023** to **Friday, 13th October 2023**.
- 2) The Academic Attire will only be issued to students appearing on the graduation list as provided by the Office of the Registrar (Academic Affairs).
- 3) Students will be required to print the Gown Issuance Form provided on the University website, fill it in duplicate and attach a copy of their National identity card.
- 4) All the Undergraduate and Masters Students will be required to collect academic attire from their campus of study and return them to the same point of issuance.
- 5) All PhD students will collect the Academic Attire from Main campus and return them to the same point of issuance.
- 6) No student will be allowed to collect a gown on behalf of another. Every graduand must collect their own academic attire and sign out for them.
- 7) The deadline for return of the graduation gowns will be **Monday, 30th October, 2023**. Any late return will attract penalties as indicated on the gown issuance form.

Thank you.



Dr. Lucy Ikiara PhD.
Registrar, Academic Affairs

cc Vice Chancellor

Deputy Vice Chancellor (ASA)

Deputy Vice Chancellor (APF)