

April 23, 2023

Deans of Schools, Heads of Departments
Director of Campuses/Centers
Parents and Guardians
All Prospective Graduands 2023

Re: The 29th Graduation Timeline and Requirements

This is to remind you that the 29th Graduation Ceremony of Bugema University will be held on Sunday, November 5th, 2023. The following is the timeline and requirements for clearance:

A: Timeline

DATE	EVENT(S)	RESPONSIBLE PERSON	REMARKS
Nov.15, 2022	Clearance open	Registrar's office, All graduands	Clearance ongoing
Mar. 16, 2023	Senior Class Formation	Registrar	Already formed
Sept. 29, 2023	Clearance closes	Registrar, Directors, All graduands	To close on time
Oct. 20, 2023	Final list generated	Registrar	Available on notice boards & website
Oct. 25, 2023	Booklets printed, certificates ordered	Registrar	On time
Oct. 23 – Nov. 2, 2023	Issuing/collection of graduation regalia/gowns	Registrar's office, Business office, All graduands	For centers the Directors may collect
Nov. 3-5, 2023	Graduation weekend	All	
Nov. 30, 2023	Collection of documents	Registrar, Graduates	To be on time

B: Requirements

1. All should present original certificates during clearance for verification. One is allowed to present them early for convenience.
2. Graduation fee and gown (combined) should be paid to the university account.
3. Alumni fee should be paid in a separate account designated for it.
4. Class gift collection should be paid directly to the graduating class bank account of respective campus. No collections should be done using "street receipts".
5. Please observe deadlines. All activities will highly depend on adherence to the deadlines.

NB: Payment information and important accounts are listed overleaf.

Category	Amount (Ugx)	Bank & Account Number
A. Graduation fee & Gown		
✓ Master's degree	338,000.00	Centenary Bank - Ac.No.: 3510 621 398 Ac. Name: Bugema University
✓ Post Graduate Diploma	338,000.00	
✓ Post Graduate Certificate	338,000.00	
✓ Bachelor's degree	330,000.00	
✓ Diploma	315,000.00	
✓ Certificate	305,000.00	
B. Alumni Fee		
All Graduands	20,000.00	Ecobank - Ac.No.: 0900 9610 4022 901 Ac. Name: Bugema University Alumni Association
C. Graduating Class Fee		
All Graduands	40,000.00	Consult your campus Graduating Class Treasurer

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Mghweno Leonard, Mr
Registrar – Admissions and Records