

**Subject: Schedule of 11<sup>th</sup> Convocation (Sunday, January 30, 2011)**

**Dear Students:**

You are requested to follow the schedules and dates as stated below.

1. **All the pending academic requirements** – Courses, Defense of Feasibility, Project Design, Thesis and Internship Report etc. must be completed on and before **Tuesday, November 30, 2010**. Recommendation of the Bests must be submitted to the VC's Office by **Wednesday, December 15, 2010**.

2. **Release of Graduate list**

Responsibility	Last date	Responsible Office
List of Graduates 1 <sup>st</sup> release	<b>October 3, 2010 (Sun)</b>	Office of Records
List of Graduates 2 <sup>nd</sup> release	<b>November 1, 2010 (Mon)</b>	Office of Records
List of Graduates final Release	<b>January 16, 2011 (Sun)</b>	Office of Records
Academic Honors List	<b>December 23, 2010 (Thu)</b>	VC's Office

3. **Photograph:** Photographs will be taken from **December 18, 2010 (Sat) to January 6, 2011 (Thu) between 2 PM – 8 PM everyday** at a designated place in **Campus 1-5/ 4**. You have to pay **Tk.100.00** for the photograph. Make sure you collect the money receipt and sign against your name in the list as a proof. An 8R photograph will be delivered on a later date. Prior to souvenir printing all the photographs will be posted in the website. **Please check your photo online and notify if there is any mistake. No claims will be entertained afterwards if mistakes are not identified by the students.**

4. **Convocation Gown:** The individual gown measurement will be taken on the following schedule.

Day	Time	Venue
<b>December 9, 2010 (Thu)</b>	2.00 p.m. to 8.00 p.m.	Campus 1 & 2
<b>December 23, 2010 (Thu)</b>	2.00 p.m. to 8.00 p.m.	Campus 1 & 2
<b>December 30, 2010 (Thu)</b>	2.00 p.m. to 8.00 p.m.	Campus 1 & 2
<b>January 4, 2011 (Tue)</b>	2.00 p.m. to 8.00 p.m.	Campus 1 & 2
<b>January 11, 2011 (Tue)</b>	2.00 p.m. to 8.00 p.m.	Campus 1 & 2

**BBA/ MBA/ FASS/MPH:** Mr. Alal, Phone: 01914728629

**Science/ Engineering/ Architecture:** Mr. Nawab, Phone: 01711165651

The payment of the gown is **Tk. 1000.00 (+ Tk. 100 for MBA/ MSCS/ EMBA/ MPH)** and the amount has to be paid in full at the day of your measurement. If you miss the on-campus date of the gown measurement, you may contact the Tailors directly. If you want to take part in the convocation; you must wear the proper gown.

5. **Fees:** You need to pay convocation registration fee of **Tk. 5800/=** (for Undergraduate) or **Tk. 5700/=** (for Postgraduate) from **December 1 up to 30, 2010** in the accounts. Before making the payment, make sure Office of Records has cleared you for Convocation. Making a payment does not confirm or clear you for convocation. Your convocation payment will be void if you are not cleared for convocation finally.
6. **Convocation Ceremony Attendance Confirmation Form:** Convocation Ceremony Attendance Confirmation Form will be available at OSA, Admin Building from **December 1, 2010 (Wed) up to December 30, 2010 (Thu)**. The last date of submitting the form is **December 30, 2010 (Thu)**. **Every graduating student must fill up this form. Otherwise the invitation card for the student**

will not be issued and eventually the student will not be able to take part in the Convocation Ceremony.

7. **Some important dates and times to remember:** You are requested to remember the following dates and relevant activities. Your participation and cooperation in the activities are very important.

Date	Time	Venue	Activity
<b>November 30, 2010 Tuesday</b>		Respective Faculties	Last date of submitting Feasibility report/ project design/ thesis paper/ internship report
<b>December 27, 2010 Monday</b>	4 pm	AIUB Auditorium	1 <sup>st</sup> General Meeting with the <b>BBA/ FASS</b> Graduates (Attendance is compulsory)
<b>December 27, 2010 Monday</b>	5 pm	AIUB Auditorium	1 <sup>st</sup> General Meeting with the <b>EEE/ Science/ Architecture</b> Graduates (Attendance is compulsory)
<b>December 27, 2010 Monday</b>	6 pm	AIUB Auditorium	1 <sup>st</sup> General Meeting with the <b>MBA/ EMBA/ MPH/ MSCS/ MTEL</b> Graduates (Attendance is compulsory)
<b>December 18, 2010 - January 6, 2011</b>	2 pm – 8 pm	Campus 1	Photograph
<b>December 9, 23, 30, 2010 and January 4, 11, 2011</b> (If deadline is over) Contact: Mr. Alal, Phone: 01914728629 (BBA/ MBA/FASS/ MPH) Mr. Nawab, Phone: 01711165651 (Science/ Engineering)			Gown Measurement <b>2 PM – 8 PM</b> <b>BBA/ MBA/FASS/ MPH: Campus 1</b> <b>Science/ Engg'/ Archi.: Campus 2</b>
<b>December 1 - 30, 2010</b>		Accounts	Convocation registration payment
<b>December 1 – 30, 2010</b>		OSA, Admin	Convocation Ceremony Attendance Confirmation Form
<b>January 16, 2011</b>		Office of Records	Release of final List of Graduates
<b>January 20, 2011, Thursday</b>	3.30 p.m.	Banani Club Field	1 <sup>st</sup> rehearsal of convocation procession
<b>January 23 - 27, 2011</b>	9 a.m. – 5 p.m.	Campus 1 (FBA/ FASS) & Campus 2 (Sci/ Engg)	Release of Graduate Gowns
<b>January 26 &amp; 27, 2011</b>	10.00 a.m.	5 <sup>th</sup> floor, Admin.	Release of Faculty Gowns
<b>January 27, 2011 Thursday</b>	2.00 p.m.	Banani Club Field	Final rehearsal of convocation procession (Attendance is compulsory)
<b>January 30, 2011 Sunday</b>	8.30 a.m.	BICC (Plenary Hall)	11 <sup>th</sup> Convocation Ceremony
<b>January 30, 2011 Sunday</b>	7.00 p.m.	BICC	11 <sup>th</sup> Convocation Ball

For further information and clarification please contact the Office of Student Affairs, Level 3, Admin Building. (Ext 137, 138 or 134, Email: [osa@aiub.edu](mailto:osa@aiub.edu))