



The 18th Convocation of AIUB, 2018

Schedule of Convocation Ceremony Attendance Confirmation Form, Convocation Photograph, Convocation Gown and Rehearsal

Dear Graduating Students:

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

- Convocation Ceremony Attendance Confirmation Form:** Every graduating student who wants to be present in the ceremony MUST FILL UP this form. Otherwise the invitation card for the student (or his/her guests) will not be issued and eventually the student will not be able to take part in the Convocation Ceremony. 'Convocation Ceremony Attendance Confirmation Form' is available online ('Convocation Attendance Form' under Online Applications after you login in VUES at portal.aiub.edu with your ID and password') from **November 19, 2017 (Sun) up to December 31, 2017 (Sun)**. After submitting the online form, a slip must be printed. Preserve the printed slip. This printed slip will be required at the time of card release. Release date of the card will be announced later. Last date of submitting the form is December 31, 2017. If you forgot your VUES ID and password or experience any other problem, please contact VUES (58815357, Ext 161). ****Important Note:** *This is not convocation application form. This is convocation CEREMONY ATTENDANCE form. This will only ensure your and your guest's ceremony attendance invitation card. If you fail to fill up this form on time, your and your guest's invitation cards will not be printed.*
- Photograph:** 18th Convocation Photographs can be taken on **Slot 1: October 3 – 10, 2017 and Slot 2: October 22 – 30, 2017 (Weekday: 11 – 7 PM, Weekend: 2 PM - 7 PM everyday)** in Campus 1/5. After this date, no more photographs will be taken for 18th Convocation. Each student will have to pay **Tk.200.00** for the photograph. Students are advised to be in formal attires at the time of photo shooting, because this photo will be officially used in convocation documentation. Make sure you collect the money receipt and sign against your name in the list as a proof. An 8R size 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 on due time (TBA). **[Mr. Khalid; 01911712825, 01677718567]**
- Convocation Gown:** The **GOWN DISTRIBUTION** will be done as per the following schedule:

Program	BBA, MBA, EMBA, BA, BSS, MPH, MDS	CIS, CS, CSE, CSSE, SE, CoE, EEE, BAarchi, MSCS, MTEL
Contacts	Mr. Alal, Phone: 01914728629	Mr. Nawab, Phone: 01711165651
Venue	Building 5, Banani	
Date	29, 30 & 31 December 2017 and 3, 4 & 5 January 2018	
Time	2.00 pm to 7.00 pm	

The payment of the gown is **Tk. 1,200.00 (Additional Tk. 200 for MBA, EMBA, MSCS, MTEL, MEEE, MPH & MDS)**. Payment should be made to the tailors directly not to the office. If you miss the on-campus date, you may contact the Tailors directly. If you want to take part in the convocation; you must wear the proper gown.
- Internship, Thesis and Design Project:** All defenses/viva for Internship, Thesis and Design Project of Fall 2017-18 Semester must be completed on and before **December 14, 2017 (Thursday)** and the grades must be submitted by **December 21, 2017 (Thursday)**.

5. **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. If you miss more than 2 participation dates, it will not be possible for us to take you in the convocation procession.

Date	Time	Venue	Activity
October 12, 2017	Last Date	Online (Through VUES account)	Application for 18th Convocation
October 26, 2017		Office of Records	1 st Release of List of Graduates (Check and inform any problem to Office of Records)
October 19, 2017	Last Date	Accounts	Convocation Fees payment
November 19, 2017 to December 31, 2017		Online (under online application in your homepage in VUES after you login at www.aiub.edu with your username/password)	Convocation Ceremony Attendance Form ** This is not convocation application form. This is convocation CEREMONY ATTENDANCE form. This will ensure your and your guest's attendance invitation card for the ceremony.
Slot 1: October 3 – 10, 2017 and Slot 2: October 22 – 30, 2017	(Weekday: 11 – 7 PM, Weekend: 2 PM - 7 PM everyday)	FBA Building	Convocation Photograph.
December 14, 2017		Office of Records	2 nd Release of List of Graduates (Check and inform any problem to Office of Records)
December 17, 2017 Sunday	2 pm	AIUB Auditorium	General Meeting with the BBA Major in Acc./Fin, OM, MIS Graduates
	3 pm	AIUB Auditorium	General Meeting with the BA & BBA Major in Mkt, HRM, IB, etc. Graduates
	4 pm	AIUB Auditorium	General Meeting with the Science, Engineering & Archi Graduates
	5 pm	AIUB Auditorium	General Meeting with the Science, Engineering & Archi Graduates
	6 pm	AIUB Auditorium	General Meeting with the rest of MBA, EMBA, MTEL, MEEE, MSCS & MPH, MDS Graduates
December 14, 2017	Last Date	Respected Faculty	Defenses/Viva: Internship, Thesis, Design Project
December 19, 2017	Last Date	VUES (with hardcopy)	Submission of Grades (Fall 17-18) of Internship, Thesis and Design Project
December 28, 2017	Last Date	VUES (with hardcopy)	Submission of Grades of Fall 17-18
January 11, 2018		Office of Records	Release of final List of Graduates
December 29, 30 & 31, 2017 and January 3, 4 & 5, 2018 (BBA, MBA EMBA, BA, BSS, MPH, MDS)		Building 1-5, Banani (3 pm – 7 PM)	Gown Distribution (BBA, MBA EMBA, BA, BSS, MPH, MDS) (After deadline) Contact: Mr. Alal, Phone: 01914728629
December 29, 30, 31, 2017 and January 3, 4 & 5, 2018 (Science, EEE, COE, Archi, MSCS, MTel, MEEE)		Building 1-5, Banani (3 pm – 7 PM)	Gown Distribution (Science, Engineering, Archi, MSCS, MTel, MEEE) (After deadline) Contact: Mr. Nawab, Phone: 01711165651
Thursday, January 25, 2018	3:00 pm	AIUB Permanent Campus, Kuril	Rehearsal of convocation procession of all graduates (Attendance is compulsory)
Thursday, January 25, 2018	4:30 pm	AIUB Permanent Campus, Kuril	Distribution of Invitation Cards (Bring your Attendance Confirmation Print out)
Saturday, February 3, 2018	9:30 AM	AIUB Permanent Campus, Kuril	18th Convocation Ceremony

For further information and clarification please contact the Office of Student Affairs, Level 3, Admin Building. (Ext 107, 175; Email: osa@aiub.edu)