



MOUNTAIN TOP UNIVERSITY

FIRST CONVOCATION CEREMONY

SUNDAY 15TH – FRIDAY 20TH DECEMBER, 2019

Notice to Graduands

The Management of Mountain Top University (MTU) congratulates graduands on the successful completion of their course in the University. Graduation is a very important aspect of your life. Therefore, please read this notice very carefully:

1. Each Graduand is expected to collect his/her academic outfit before the day of the Ceremony, after presenting the receipt of payment of Convocation levy (for Matriculation Gown and Certificate) as well as a separate receipt for the Mountain Top University Alumni Association (MTUAA) membership levy.
2. Academic outfits and Order of Proceedings (OOP) will be issued on the presentation of appropriate receipts, at the Graduands' respective Colleges.
3. Academic outfits should be returned not later than 24 hours after the Ceremony. Failure to do so will attract a **Surcharge** of ₦5, 000.00 (Five Thousand Naira only) per day.
4. Graduands are advised to be properly dressed (in accordance with the University dress policy), robed and seated not later than 8.30 a.m. on the day of the convocation. The assistance of College Officers should be sought to ensure that the hood and cap are properly worn. **The tassel (cord) of the cap should be worn to the right.**
5. **Graduands will not be allowed into the convocation hall once the procession has commenced.**
6. **Graduands are to move the tassels of their caps from the right to the left, at a point in time during the Ceremony, after the Chancellor declares: "I admit you all". This signifies their admission into the body of Graduates of the Mountain Top University.**
7. Female Graduands are expected to show courtesy when they shake hands with the Chancellor, while male Graduands would bow, but should not remove their caps.

GRADUANDS ARE TO PLEASE NOTE THE FOLLOWING INSTRUCTIONS CAREFULLY FOR COMPLIANCE:

8. Graduands shall move in a Procession at 8.15 a.m. into the University Multipurpose Hall Graduands in each College are expected to be seated in the section provided for them in the Hall.
9. Unauthorized movements and taking of photographs will not be allowed in the Hall. Graduands are, therefore, advised in their own interest to complete such activity in good time before coming into the Hall, or wait until after the Ceremony. Any Graduand who leaves his/her seat will not be allowed to return to the Hall.

10. All photographs would be taken only by the University Official Photographers. All Graduands and visitors are expected to stand when the Academic Procession enters/leaves the Hall and when the National Anthem/University Anthem are sung or played. Graduands are requested to please be orderly and wait till the end of the Ceremony.
11. All Graduands are expected to pay the levies as stipulated whether or not they hire the academic outfits.
12. All cell phones should be put in the (flight) mode throughout the ceremony.

LEVIES

Convocation Levy – 20,000.00

Mountain Top Alumni Association (MTUAA) Levy – 5,000.00

Mode of Payment

1. **Convocation Levy Account**

Bank: First Bank of Nigeria PLC
Account Name: Mountain Top University
Account Number: 2030309564

2. **MTU Alumni Levy**

Bank: Ecobank Nigeria PLC
Account Name: Mountain Top University Alumni
Account Number: 4250005597

Thank you and Godbless

Olufemi E. Oyewole
Registrar

PROGRAMME OF EVENTS FOR THE FIRST MTU CONVOCATION

DATE	EVENT	VENUE	TIME
Sunday, December 15, 2019	Pre-Convocation Thanksgiving Service	Multipurpose Hall	10.00 a.m.
Monday, December 16, 2019	Pre-Convocation Press Conference by the VC	Senate Chambers	10.00 a.m.
Tuesday, December 17, 2019	Open Day/ESM Music Fiesta	Multipurpose Hall	11.00 a.m.
Wednesday, December 18, 2019	European Association of Geoscientists and Engineers (EAGE) Chapter Inauguration	CBAS Conference Room	10.00 a.m.
	Convocation Play	Multipurpose Hall	11.00 a.m.
Thursday, December 19, 2019	Convocation Rehearsal	Multipurpose Hall	2.00p.m.
	VC's Cocktail	Organ House	4.00p.m.
Friday, December 20, 2019	Convocation Lecture	Multipurpose Hall	10.00a.m.
	Convocation Ceremony	Multipurpose Hall	
	Reception		