The 19ᵗʰ Convocation of AIUB, 2019 *(To be confirmed)*

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.

1. **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 be available **online ('Convocation Attendance Form' under Online Applications after you login in VUES at portal.aiub.edu with your ID and password')** from ~~Slot 1: Tuesday, December 1, 2018 up to Monday, December 31, 2018~~ **Slot 2: 7 – 11 January, 2019**. 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 **Friday, 11 January, 2019**~~. If you forgot your VUES ID and password or experience any other problem, please contact VUES (8418046-49, Ext 303). ****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.*

2. **Photograph:** 19th Convocation Photographs can be taken on ~~Slot 3: 10–11 January 2019; (4 PM – 7 PM)~~ in ~~Level 1, CEC Building [Old Campus 5], Banani~~. After this date, no more photographs will be taken for 19th 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]**

3. **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, MSCS, CoE, EEE, BArchi, MTEL
Contacts	Mr. Alal, Phone: 01914728629	Mr. Nawab, Phone: 01711165651
Venue	AIUB Campus	
Date	~~8 & 9 January 2019~~ ~~17, 18 & 19 January 2019~~	
Time	~~3.00 pm to 7.00 pm~~	

The payment of the gown is **Tk. 1,200.00 (+ Tk. 200 for MBA, EMBA, MSCS, MTel, MEEE, MPH & MDS)**. 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.

4. ~~**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 20, 2018 (Thursday)** and the grades must be submitted by **December 27, 2018 (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
~~September 27, 2018~~	~~Last Date~~	~~Online (Through VUES account)~~	~~Application for 19th Convocation~~
~~October 04, 2018~~	~~Last Date~~	~~Accounts~~	~~Convocation Fees payment~~
~~Slot 3: 10-11 January 2019~~	~~4–7 PM~~	~~CEC Building, [Old Campus 5], Banani~~	~~Convocation Photograph~~
~~November 08, 2018~~		~~Office of Records~~	~~1st Release of List of Graduates (Check and inform any problem to Office of Records)~~
~~December 1, 2018 to December 31, 2018 Slot 2: 7-11 January 2019~~		~~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.~~
~~Thursday, December 20, 2018~~		~~Office of Records~~	~~2nd Release of List of Graduates (Check and inform any problem to Office of Records)~~
~~Thursday, December 20, 2018~~	~~3 pm~~	~~Multipurpose Hall, Annex 7~~	~~General Meeting with the **BBA**~~
	~~4 pm~~		~~General Meeting with the **BA, EEE, COE & Archi** Graduates~~
	~~5 pm~~		~~General Meeting with the **Science**~~
	~~6 pm~~		~~General Meeting with the rest of **MBA, EMBA, MTEL, MEEE, MSCS & MPH, MDS** Graduates~~
~~December 20, 2018~~	~~Last Date~~	~~Respected Faculty~~	~~Defenses/Viva: Internship, Thesis, Design Project~~
~~December 27, 2018~~	~~Last Date~~	~~VUES (with hardcopy)~~	~~Submission of Grades (Fall18-19) of Internship, Thesis and Design Project~~
~~December 27, 2018~~	~~Last Date~~	~~VUES (with hardcopy)~~	~~Submission of Grades of Fall18-19~~
~~8 & 9 January 2019 17, 18 & 19 January 2019~~	~~3–7 PM~~	~~Room: TBA AIUB Campus~~	~~Gown Distribution **(BBA, MBA, EMBA, BA, BSS, MPH, MDS)** (After deadline) Contact: Mr. Alal, Phone: 01914728629~~
		~~Room: TBA AIUB Campus~~	~~Gown Distribution **(Science, MSCS, Engineering, Archi, MTel, MEEE)** (After deadline) Contact: Mr. Nawab, Phone: 01711165651~~
~~January 14, 2019~~		~~Office of Records~~	~~Release of Final List of Graduates~~
To be announced	1.30 pm	AIUB Campus, Kuratoli	Rehearsal of convocation procession of FASS, FE, FSIT students (Attendance is compulsory)
To be announced	3.00 pm	AIUB Campus, Kuratoli	Rehearsal of convocation procession of FBA students (Attendance is compulsory)
To be confirmed	9.00 AM	AIUB Campus, Kuratoli	19th Convocation Ceremony

For further information and clarification please contact the Office of Student Affairs

Level 3, Building C. (Email: osa@aiub.edu)

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