



Event Day Important Guidelines of

23rd Convocation Ceremony

Saturday, 13 December 2025

Most Important Note:

There will be no entry to and exit from the student area after 10:15 AM until the end of the program.

It will be strictly maintained and monitored by respective faculty members.

Vehicle Movement:

Vehicle Movement will be controlled on the day of the Convocation Ceremony (Saturday, 13 December 2025) from the entrance of Kuratuli Road.

Vehicles with a registered 'Car Parking Permit' will be allowed to proceed to the campus. The 'car parking permit' must be displayed on the car. Elderly guardians/guests are advised to use the entrance at Bashundhara, as walking along Kuratuli Road may be challenging due to heavy traffic.

Car Parking:

Due to limitations of space, on-campus parking will be available only for registered cars carrying the 'Car Parking Permit'. The permit must be displayed on the car during the ceremony.

Graduating Students and Guests:

- 1. Avoid bringing children under the age of 12.**
2. Arrival Time: 8:00 AM.
- 3. There will be faculty-wise separate queues for entering the venue. Students must stand in their respective queues by 8:30 AM.**
4. The queue will be led into the venue by the respective faculty members.
- 5. Faculty-wise academic pre-session will start at 8:40 AM.**
6. Entry to the student area will be completed by 10:00 AM.
- 7. There will be no entry to or exit from the student area after 10:15 AM until the end of the program. This will be strictly maintained and monitored by faculty members.**
8. Students and guests should stand up during the National Anthem (at the beginning and at the end of the program).
9. When the Registrar declares the name of the faculties during the conferring of their degree (at 10:50 AM in the program schedule), students of the respective faculties should stand up when their faculty name is called. Follow the Registrar's instructions of moving the cap tassel.

Awardees:

If you are an award recipient in any category as finalized and printed in the convocation souvenir, please check your name in the souvenir book and prepare accordingly.

A. Vice Chancellor's Awards (For the best thesis, internship reports, projects, teaching practicum, etc.) and Leadership Awards:

After the speech of the Convocation Speaker (around 11:12 AM), recipients of the **Vice Chancellor's Awards** and **Leadership Awards** must report to the OSA representatives on the right side of the stage and be in a queue to be called on the stage.

B. Academic Award (Summa Cum Laude, Magna Cum Laude, Cum Laude):

The Academic Awards will be distributed at **2:00 PM** in different locations as per the following schedule:

Faculty	Venue	Reporting time
Faculty of Arts and Social Sciences	Multipurpose Hall – Building D (Level 10)	1:50 PM
Faculty of Business Administration		
Faculty of Engineering		
Faculty of Health and Life Sciences		
Faculty of Science and Technology	AIUB Auditorium Building D (Ground Floor)	

Academic Award Recipients must note down/ memorize the code written against their name in the souvenir book. When a recipient is going to collect the medal on the stage, they must collect a queue card from the desk beside the stage and hand over the queue card to the Emcee on the stage.

For All Awardees:

Before walking up on the stage, identify where the photographer is and pose for the camera while receiving the award.