



STMU 7th Convocation

Code of Conduct

Date and Venue:

The Convocation is scheduled to be held on **Saturday, January 11, 2020**. Graduating students will be required to be present at **8:30 a.m. (PST)** at the **Jinnah Convention Centre, Islamabad**.

Convocation rehearsals will be held on **Friday 10th January 2020** i.e. one day before the formal day of the Convocation.

Online Registration & Invitation Cards for Guests:

- ✓ Please note that the online registration for Convocation is mandatory for all graduating participants and their guests.
- ✓ For the online registration, Kindly visit our website www.stmu.edu.pk
- ✓ Deadline for the online registration is **20th December 2019**
- ✓ No entry will be entertained after the due date.
- ✓ Each graduate will be issued up to **2 (two) single** invitation cards for their guests (parents/ Guardian/Spouse/Sibling of the graduate) as per information provided of the guests.
- ✓ Extra invitation cards may be issued on payment of **Rs. 1300** per invitation card.
- ✓ The payment will be submitted to accounts office directly from **23rd December to 27th December 2019**.
- ✓ Entry will be strictly by invitation (**bring original CNIC along with Invitation Card**)
- ✓ Students are advised to instruct their guests to be on time. **NO ENTRY WILL BE ALLOWED AFTER 09:30 am or OTHERWISE AS MAY BE INSTRUCTED ON THE REHEARSALS DAY.**
- ✓ **The Management will not be responsible for any delays caused by traffic jam and queue on entrance.**
- ✓ Invitation cards will be issued on **31st December 2019** by the representative Student Affairs.

Rehearsal:

- ✓ Convocation rehearsals will be held on **Friday 10th January 2020** i.e. one day before the formal day of the Convocation.
- ✓ Graduates will be required to be at **8:30am (PST) at the Jinnah Convention Centre, Islamabad** for the rehearsal activities.
- ✓ The participation in Convocation rehearsals is mandatory for all graduating participants and attendance will be marked accordingly.
- ✓ **The graduating participants who remain ABSENT on the day of rehearsal will not be allowed to take part in the formal Convocation ceremony.**
- ✓ Graduates may register for the photographs on the day of Rehearsal.



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Convocation Day:

- ✓ The graduating participants reporting time for the day of Convocation will be **8:30am.**
- ✓ The attendance will be marked at **09:30am sharp.**
- ✓ Cameras and mobile phones are strictly prohibited during the convocation ceremony.
- ✓ Medals, distinctions and citations will be announced/awarded in the convocation ceremony.
- ✓ The original degree will not be awarded in the convocation ceremony. Graduates can collect their degrees from their respective Student Affairs Office on Tuesday **14th January 2020** after the submission of clearance form.

Discipline:

1. Please extend full cooperation with the Security Staff on duty, and avoid arguing with them or acting against their advice.
2. Cooperate with the University /College and Hall Staff and members of Faculty and Staff and Event Ushers and follow their directions during rehearsal as well as in convocation ceremony to make it a happy memorable day for you.
3. Maintain discipline at all times during rehearsal as well as convocation ceremony.
4. Mobile phones are strictly prohibited during the convocation ceremony.
5. Avoid littering, gossiping and roaming around during the entire proceedings of the convocation.
6. Walk in line, follow the rhythm and remain seated once inside the ceremony hall.
7. Smoking is strictly prohibited.
8. Briefcase, Cameras and other similar items will not be allowed to be brought in the hall. Due to security/safety reasons the management of the University & Hall shall not be responsible for your belongings.
9. **Follow the program of the ceremony in all respects.**