

UNIVERSIT OF IBADAN
THE POST GRADUATE COLLEGE

2024 GADUATION AND 76TH FOUNDATION DAY CEREMONIES

Dear Graduates,

Congratulations on the successful completion of your Postgraduate progamme at the University of Ibadan. Below is the outline of information with respect to the2024 Convocation Ceremonies.

General Information.

The following Information is important to all graduands:

1. You are expected to have paid Convocation Dues and evidences of these will be collected. These include:
 - a) Payment of the following specified fees (for Research Frontier, Academic Transcript (Student’s copy) and Postgraduate College commemorative gifts) should be paid into the Sundry Account of the Postgraduate College via www.pgcollege.ui.edu.ng:

i.	PGD & Master	-	25,000.00
ii.	M.Phil, Ph.D., M.D. and D.Sc.	-	30,000.00
 - b) Purchase of M.Phil and Ph.D. Academic outfits - 50,000.00 (fifty thousand naira only). Gowns can be collected in Room A19, Postgraduate Graduate College between 9 a.m – 2 p.m daily. All M.Phil and Ph.D. graduands **MUST** purchase their gowns.

Process for Payments into Postgraduate College Sundry Account:

- i. Click the Postgraduate College website: pgcollege.ui.edu.ng
- ii. Click the payment menu on the portal
- iii. After clicking the payment menu, click the sundry payment link and initiate sundry payment by providing all requested fields, then select the payment type: CONVOCATION (Notification of Result, Student transcript) and proceed to pay via all platforms.

Please Note: keep your invoice data (Matric No. and Invoice No.) which will be used to generate the receipt.
- iv. After making the payment you will need to generate the receipt by clicking the Continue Request link, there you will need to provide the Matric No. and the Invoice No. to print the receipt.
- c) Hiring of Master’s Academic Outfit – N5,000 (Five thousand naira only). This should be paid on U.I. Portal.

- d) Presentation of the PGC financial clearance reflecting the payment for graduation levy/fee or pay the sum of five thousand naira (N5,000) to the PGC Sundry Account.
- e) Presentation of receipt of Alumni dues (N1, 000).
2. The foregoing payments are mandatory to all graduands whether or not they attend the convocation ceremonies; hired or purchased academic outfit. Certificates shall not be issued until all these payments have been made and hired academic outfits returned in good condition.
3. Distribution of academic gowns, Order of Proceedings and other materials will commence on Tuesday, 12 November, 2024 at 9.00 a.m.
4. Graduands are expected to be formally dressed and properly robed before they proceed to the International Conference Centre, Venue of the 2024 Graduation Ceremonies on 15 and 16 November, 2024 for PGD, Masters and M.Phil and on 18 November for D.Sc., MD. and Ph.D. for all Faculties, Institutes and Centres. Procession into the hall starts at 8:15a.m. daily.
5. Robing of graduands will commence at 7.00a.m each day at the venue of the ceremony.
6. Graduands should wear the tassels of their caps to the left throughout the ceremonies.
7. Taking of photographs or unauthorized movement inside the hall will not be allowed, neither will lateness into the hall be tolerated.
8. All graduands are expected to show courtesy when they are shaking hands with the Vice Chancellor, but should not remove their caps.
9. Graduands should return hired academic outfits not later than 24 hours after the date of their ceremonies (i.e. 18 November, 2024) between 9.00 a.m. – 4.00 p.m.
10. Failure to submit the academic outfits 24 hours after the ceremony shall attract a fine of N500.00 per day.
11. COLLECTION OF CERTIFICATES: Graduands are expected to collect their certificates at the Postgraduate College immediately after the ceremonies. The certificates will be issued upon presentation of evidence of payment of N7, 500 certificate fee and clearance from Postgraduate College, Department and Kenneth Dike Library.
12. PGD & Master graduands should follow the steps listed below to pay for Hiring of Academic Outfits (N5, 000) and Certificate fees (N7, 500) as listed in 1c and 11 above.
 - Log on to www.remita.net
 - Click on 'pay TSA and States'
 - Click on 'FGN': Federal Government of Nigeria
 - Locate University of Ibadan – 1000107
 - Select Service Type: University of Ibadan fees
 - Choose Hiring of Academic Gown fee
 - Enter the amount, narratives for the payment i.e. being payment for Hiring of Academic Gown fee for 2024 Graduation
 - Generate Remita Retrieval Reference invoice
 - Pay online with your ATM Card or Print out the Remita Retrieval Invoice to make cash payment in any commercial bank of choice

- Print out online Receipt of payment (indicating the name of bank ATM used for online transaction) and present to the Treasury Office of the University to collect University Receipt.

PLEASE NOTE:

- I. Graduands are advised to adhere strictly with all the above information as refund will not be entertained for any wrong payment.
- II. Further information on Convocation requirements stated in the University Bulletin is binding on ALL graduands. Maintenance of order among the graduands before and during the ceremony is important. Also, check www.pgcollege.ui.edu.ng for further enquiries.

M.A. Adewumi
Senior Deputy Registrar
(Admissions and General Administration)
Postgraduate College
28 October, 2024