



*The Presbyterian University of East Africa*

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**Office of the Vice Chancellor**

### INTERNAL MEMO

**TO:** GRADUATING CLASS OF 2024  
**FROM:** The Vice Chancellor  
**DATE:** 18<sup>th</sup> November 2024  
**SUBJECT:** 15<sup>th</sup> GRADUATION CEREMONY

Receive Christian Greetings.

The Presbyterian University of East Africa (PUEA) will hold the 15<sup>th</sup> Graduation Ceremony on Friday 6<sup>th</sup> December 2024 under the theme, '*Leveraging on innovation and technology for sustainable development.*'

The graduation ceremony will be held at the university graduation square in Thogoto, Kikuyu.

The following timelines must be observed by graduands.

NO	ACTIVITY	TIME FRAME
1.	Deadline for online graduation application and application for online clearance	22 <sup>nd</sup> November 2024
2.	Deadline for Payment of graduation fee	22 <sup>nd</sup> November 2024
3.	Collection of the regalia (gowns) from Admissions office	Monday, 2 <sup>nd</sup> December 2024 to Wednesday, 4 <sup>th</sup> December 2024
4.	Attend physical graduation ceremony rehearsal	Thursday, 5 <sup>th</sup> December 2024 at 10.00 a.m.
5.	Return graduation regalia (gowns) to the Admissions office	Monday, 9 <sup>th</sup> December 2024 to Friday, 13 <sup>th</sup> December 2024

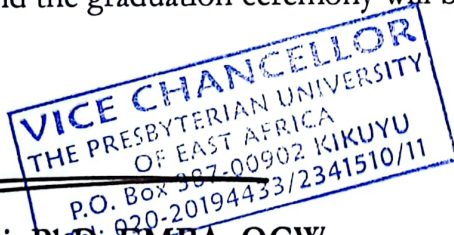
### NOTE

- Returning of the regalia (gowns) after the stated deadline will attract a fine of **Ksh.1000.00 per day**.
- Only two guests will be permitted to accompany graduands to the graduation square. All graduands will be given visitor's card when collecting graduation regalia (gowns).
- All important information regarding the graduation ceremony will be available via [www.puea.ac.ke](http://www.puea.ac.ke) and the graduation ceremony will be on the University social media platforms.

Thank you.

With Kind Regards.

  
Prof. Wangari Mwai, PhD; EMBA, OGW  
**VICE CHANCELLOR**



Cc: -Deputy Vice Chancellor  
-Deans

-Registrar  
-Heads of Departments and Sections