

## Missions of the Graduation Committee at the University Level

1. Address the admissions and registration department to begin preparing the lists of the students expected to graduate.
2. Receive the lists of the students expected to graduate from the admissions and registration department.
3. Determine the time and venue of the graduation ceremony.
4. Organize the payment of the graduation requirements and demand the related authorities to provide them such as (medals, gowns, certificates, etc ...).
5. Prepare an invitation for the opening ceremony upon the recommendation of His Excellency the Chairman of the Board of Trustees.
6. Prepare the invitation cards for the visitors, parents and students.
7. Determine the sponsors of the ceremony.
8. Organize the graduation ceremony.
9. Placement to the president of the university to assign staff members to help and support in organizing the graduation ceremony.