

GRADUATION INFORMATION BROCHURE





“The future belongs
to those who believe
in the beauty of
their dreams.”

Elenor Roosevelt

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1. INTRODUCTION

All final year students who meet the following requirements will be allowed to graduate.

Candidates must:

Complete the **Verification of Biographical Data Form** obtainable from Faculty Officers/Webpage

Attach a certified copy of your senior/matric certificate and ID

Have completed the minimum requirements for the qualification

Verify their details on the provisional graduation list to ensure correctness

Ensure that all outstanding fees have been paid 60 days prior to the starting date of the graduation ceremony in order to receive your certificate

In the case of a postgraduate student, submit a hard copy as well as an electronic copy of your Thesis, Dissertation and/or Research Report to the Examination Section/Faculty by the respective deadlines to ensure timeous approval by Senate

Graduands who fail to comply with point (5) above will only enquire about their certificates a week after graduation ceremonies.

Candidates must furthermore:

Ensure that their names are correct and the same as on their Identity Document/ Passport.

Ensure that if their surname has changed (legally), to please submit a copy of their ID document or passport at least 60 days prior to the ceremony date together with a letter from Home Affairs/ Marriage Certificate confirming the change of surname

Ensure that the qualification on the provisional graduation list is correct

Contact their Faculty Officer to effect any amendments to the graduation list prior to 28 Feb 2018.



2. IMPORTANT NOTICE

- **STRICTLY NO CHILDREN** under the age of 10 years (including babies) will be allowed at the ceremony.
- Our graduation venue is a gun-free zone; no weapons are allowed.
- Smoking is not permitted in the graduation venue
- Cell phones **TO BE SWITCHED OFF** in the graduation venue
- No unauthorized official photographers will be allowed in and outside the venue
- No food or drinks allowed in the graduation venue
- **NO ALCOHOL ALLOWED.** Graduands who are under the influence of any substance will not be allowed to graduate
- Guests and graduands who are under the influence of any substance will not be allowed to enter the King Bhekuzulu Hall and will be removed from the hall with immediate effect.

3. BEFORE GRADUATION CEREMONY

3.1. Personal Information

Ensure that your correct names are reflected on the final graduation list.

The name(s) reflected on your Identity Document are the name(s) that will be printed on your graduation certificate.

3.2. Graduation Attire and Photographers

a. Graduation Attire

All graduands are required to wear the prescribed graduation attire to ceremonies as approved by the University. Those obtaining a degree/ diploma must wear a gown, hood and mortar board and those obtaining a certificate must wear a gown and mortar board.

It is important that you buy all your attire from the official service provider as they have correct university colours.



Only the correct approved academic attire (colours) will be allowed in the graduation venue. The correctness of academic attire will be confirmed by the University.

The only recognised and approved supplier of the University's graduation attire is:

Academic Apparel Industries

info@academicapparel.co.za

www.academicapparel.co.za

54 Park Street

Durban

4000

P. O. Box 62505

Bishopsgate

4008

Tel: 031 306 0628

Fax: 086 759 0819

- You **SHOULD NOT** wear your Hood(s) from your previous degree(s).
- The University reserves the right to refuse you admission to the graduation ceremony if you do not wear the correct, approved graduation attire – no exceptions will be made.

b. Photographers

- **Photos in Seconds** - has been allocated to take photographs from Monday 7th May to Tuesday 8th May 2018.

Photos in Seconds

info@graduationphoto.co.za

Tel: 071 943 3990/ 083 981 0238

Fax: 086 695 6636

Our office is next to the Student Centre, Opposite campus taxi rank.

- **Tammy Studio** – has been allocated to take photographs from Wednesday 9th May to Friday 11th May 2018.

Tammy Studio

Tel: 035 793 4871

Cell: 073 493 4450

Fax: 035 793 4873

E-mail: tammystudio@telkomsa.net

NB: Please refer to your invitation letter or graduation list for your EXACT graduation date.



3.3. Dress Code for Graduands

The dress code for the graduation ceremony is formal/traditional wear. As you will be moving around during the day (up and down the stairs to the stage, kneeling in front of the Chancellor, all around the perimeter of the hall and back to your seat) it is important that you wear comfortable clothing and shoes that will not restrict your mobility in any way. Please note that **SNEAKERS AND JEANS, SHOULD NOT** be worn at the ceremony, as this is a formal university gathering.

3.4. Tickets for the Ceremony

- Every graduand whose name appears on the final published graduation list has a reserved seat and is allowed four guest tickets.
- Tickets can be collected at Admin Building foyer (next to ABSA) 3 days prior to your ceremony as well as in the morning of each graduation ceremony

Please note that we do not have any 'Extra Tickets' nor are tickets for sale! Only sufficient tickets are printed as per the capacity of the graduation venue.

3.5. Ceremony Dates, Venue and Times.

- The Graduation Ceremonies will be held in May 2018 as published in the University Calendar.
- All Graduation Ceremonies are held in the King Bhekuzulu Hall at KwaDlangezwa Campus and commence promptly at 09:00 and 14:00 respectively, unless otherwise advised.
- The duration of each ceremony/ session is approximately $\pm 2\frac{1}{2}$ hours.

3.6. Special Needs Arrangements

If you or any of your guests have mobility difficulties and require assistance to access King Bhekuzulu Hall, please enter the hall from Door No. 5.



4. DURING THE GRADUATION CEREMONY

DOORS WILL BE CLOSED AT 08:30. STRICTLY NOBODY WILL BE ALLOWED TO ENTER THE HALL AFTER 08:30

- Guests enter through **Door No. 7** of the King Bhekuzulu Hall and will be directed where to sit.
- Graduands enter through **Door No. 5** of the King Bhekuzulu Hall. You must present your admission ticket and proceed to the seat number indicated on your presentation card.
- You will use your presentation card to present to the Dean who will call out your name for conferment of the qualification.
- An official photographer will take photographs during the graduation ceremony. Graduands may order (at own cost) individual photographs from the photographer. The details of the officially appointed photographer/s will be available on the University's webpage from January each year.
- Graduands whose student accounts are settled will receive their certificates at the ceremony. No certificates will be issued to Graduands who owe fees.

5. PROCEDURE FOR THE CONFERRALS

5.1. Conferral of diplomas and certificates

The conferral will take place in the order indicated in the graduation programme. The graduation programme will be on your seat.

When it is your turn to go on stage, you will be led by ushers according to the programme and in the same order in which you took your seat. Take your presentation card with you and leave other items on your seat. Proceed to the steps on the right-hand side of the stage, where you must hand your presentation card to the Dean. He/she will read out your name.

While you are standing there, a photo will be taken of you. After this, the Registrar will shake your hand to congratulate you on your achievement. A second photo will now be taken of you.

After this, leave the stage on the right-hand side, where your certificate



will be handed to you. Resume your seat.

5.2. Conferral of degrees

The conferral will take place in the order indicated on the graduation programme. The graduation programme will be on your seat.

When it is your turn, you will be led by ushers towards the stage according to the programme and in the same order in which you took your seat. Take your presentation card with you and leave other items on your seat.

Drape the hood of the degree that will be conferred on you over your left forearm and proceed to the steps on the right-hand side of the stage, where you must hand your presentation card to the Dean. He/she will read out your name. While you are standing there, a photo will be taken of you. After this, you move towards and kneel in front of the Chancellor, who will cap you, a second photo will now be taken of you. Move towards the

Registrar where the hood will be placed over your head by the Registrar, here a third photo will be taken of you.

After this, leave the stage on the right-hand side, where your certificate will be handed to you. Resume your seat.

5.3. Conferral of Doctoral degrees

The same procedure will apply as for the conferral of degrees above, except that the graduand will pause for the reading of the citation before the Chancellor caps the graduand.

NB: You may not leave the hall before the Chancellor has declared the proceedings closed and the procession has left the hall

6. AFTER THE GRADUATION CEREMONY

6.1. Photographs

- Graduands should take their personal and family photographs after the ceremony.
- Student must contact the photographer direct for their stage photos.

6.2. Lost Certificate

- You are only entitled to one original degree certificate. You may apply



for a duplicate copy of your degree certificate should your original certificate be lost or damaged.

- Applications for a duplicate certificate must be accompanied by an affidavit certified by a Commissioner of Oaths.
- An amount of R378 will be payable into **(ABSA account)**.

Upon collection of the duplicate certificate, proof of payment to be submitted to the Certification Office.

7. NOT ATTENDING THE GRADUATION CEREMONY

If you are unable to attend your graduation ceremony, **you will graduate in *absentia*.**

7.1. Collection of the Certificate

- The prescribed fee when graduating in absentia is R278.
- The onus is on you to inform the Certification Office that you will be graduating in absentia.
- Once the prescribed fee has been paid the certificate will be posted to you to the address provided.
- Certificates not handed over at the ceremony will be retained by the university
- When collecting certificates, Graduates must produce **their original Identity Document (ID)**

7.2. Banking Details

ABSA BANK

Absentia:

Amount: R278

Account: 1880000035

Ref: 630531822-Student Number

Duplicates

Amount: R408

Account: 1880000035

Ref: 630531836-Student Number



CERTIFICATION OFFICE DETAILS:

Manager: Certification

Ms Thami Mngadi

Email: MngadiB@unizulu.ac.za

Senior Admin Officer:

Mr BP Nkwanyana

Tel: 035 902 6278

Email: NkwanyanaB@unizulu.ac.za

Admin Officer:

Ms S Radebe

Tel: 035 902 6029

Email: RadebeS@unizulu.ac.za

Please use this Email for All Certification Office Queries:

graduations@unizulu.ac.za



UNIVERSITY OF
ZULULAND

RESTRUCTURED FOR RELEVANCE