



ABSA) **three (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 made as per the capacity of the graduation venue in order to comply with the event safety regulations.

3.1.5 Ceremony Dates, Venue and Times.

The Graduation Ceremonies will be held in May 2020, as published in the 2020 University Calendar. All Graduation Ceremonies are held in the King Bhhekuzulu 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 2½ hours, although times may vary. All graduands must be checked and verified. Arrive at 08h00 for the morning session and 13h00 for the afternoon session for checking and verification. Graduands for the morning session must all be in the hall by 08h30 and 13h30 in the case of the afternoon session.

NB: NO LATECOMERS WILL BE ALLOWED ENTRY, REGARDLESS OF THE REASON. IT IS YOUR RESPONSIBILITY TO ARRIVE ON TIME.

3.1.6 Special Needs Arrangements

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

3.2 DURING THE GRADUATION CEREMONY

Guests enter through **Door No. 1** of the King Bhhekuzulu Hall and will be directed where to sit.

Graduands enter through **Door No7** of the King Bhhekuzulu 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 official university photographer are:

Photos in Seconds

info@graduationphoto.co.za

Tel: 071 943 3990 / 083 981 0238

Any unauthorised photographers will be removed outside the hall.

Graduands whose student accounts are settled will receive their certificates at the ceremony. No certificates will however be issued to Graduates with outstanding fees.

DOORS WILL BE CLOSED AT 08:30. STRICTLY NOBODY WILL BE ALLOWED TO ENTER THE HALL AFTER 08:30 OR 13H30 AS INDICATED.

CERTIFICATION OFFICE DETAILS:

Should you require any additional information regarding graduation for 2019, herewith the contact details:

Manager: Certification

Ms Thami Mngadi

Email: MngadiB@unizulu.ac.za

Admin Officer:

Ms S Radebe

Tel: 035 902 6029

Email: RadebeS@unizulu.ac.za

Admin Officer:

Mr PS Cele

Tel: 035 902 6198

Email: CeleSP@unizulu.ac.za

Please use this Email for All Certification Office Queries:

graduations@unizulu.ac.za



UNIVERSITY OF
ZULULAND



1. INTRODUCTION

Graduation ceremonies are essentially rite passage after studying hard at the University of Zululand (UNIZULU). This brochure will assist in communicating and preparation for the 2020 graduation. All of the information in this brochure should be thoroughly read, as it contains essential information pertaining to graduation ceremonies and procedures at UNIZULU.

2. GRADUATION CRITERIA

You have to complete all programme requirements in order to graduate. Undergraduate students will be “flagged” for graduation and their names published on a provisional graduation list. Postgraduate students need to comply with the provisions of postgraduate assessment. All students, undergraduate as well as postgraduate are approved by the University SENATE, prior to finalisation of the final graduation list.

In order to be allowed to graduate, each final year student must:

- Complete the **Verification of Biographical Data Form** obtainable from Student Administrators/ Webpage
- Submit a certified copy of your senior/matric certificate and Identity document to the Certification Department
- Obtained signed confirmation from the relevant departmental Head of Department (HoD) that you have completed all the requirements of your registered programme for graduation
- Ensure that all outstanding fees have been paid 60 days prior to the starting date of the graduation ceremonies 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
- Verify and confirm the correctness of your details as it appears on the provisional graduation list

Candidates must furthermore note that if their surname has changed (legally) they MUST 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 Candidates must contact their Student Administrators to effect **any amendments** to the graduation list prior to 28 February 2020.

3. GRADUATION PROCESSES, RULES AND PROCEDURES

Graduation is an official university event and the university retain full rights associated with the event. Candidates who do not comply may be refused entry or escorted of the university premises should they interfere, disturb or in any way try to disturb or disrupt of refuse to comply with an instruction or rule or refuse to follow or adhere to university procedures.

The following general rules apply to graduation events:

- 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 or outside the venue
- No food or drinks are allowed in the graduation venue
- **NO ALCOHOL ALLOWED.** 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
- Selfies on stage are not allowed.
- No one can accompany another student on stage or accept a qualification on behalf of someone else, except where specifically approved by SENATE
- No one will be allowed to graduate without the correct graduation attire

These rules are not absolute and the university may impose additional rules as and when it deems necessary.

3.1 PRIOR TO GRADUATION CEREMONY

3.1.1 Personal Information

Ensure that your correct name(s) 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.

3.1.2 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 with correct faculty tassel.

It is **important** that you buy/hire 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 at the door prior to entry. You will not be allowed entry should your academic attire not conform to university standards.

The official service provider for the University of Zululand is Birch's T & Co (Pty) Ltd. Their details are below:

Birch's T & Co (Pty) Ltd
unizulu@birchs.co.za
www.birchs.co.za
Tel: +27 46 622 7010

Please ensure that you contact them in advance to secure your order. Birch's will also be available on site during the week preceding the commencement of graduation in order for you to collect and fit your attire.

NB: Beware of unauthorised service providers as they do not have university colours and design. Should you use them you may end up paying for attire that do not conform to university standards and may lead to the refusal of entry.

3.1.3 Dress Code for Graduands

The dress code for the graduation ceremony is formal/traditional wear. It is important that you wear comfortable clothing and shoes that will not restrict your mobility in any way as you will be moving around during the day.

Please note that **SNEAKERS AND JEANS, SHOULD NOT** be worn at the ceremony, as this is a formal university gathering.

3.1.4 Tickets for the Ceremony

Every graduand whose name appears on the final published graduation list has a reserved seat and is allowed **four (4)** guest tickets.

Tickets can be collected at Admin Building foyer (next to