



UNIVERSITY OF ZULULAND



CONGRADUATIONS
CLASS OF 2023.

*“What lies behind us, and what lies before us
are small matters compared to what
lies within us.”*

– Ralph Waldo Emerson

1. INTRODUCTION

All students who meet the requirements for any qualification offered by the university, will be allowed to graduate.

To graduate, you must have:

- Completed the online *Verification of Biographical Data Form (GRF01)*
- Attached certified copies of your senior/ matric certificate and ID.
- Met the minimum requirements for the qualification to be awarded/ conferred.

Candidates must furthermore:

- Ensure that their names are correct and the same as on their ID/ 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 information on the graduation lists is correct.
- Contact their relevant Administrator to affect any necessary changes/ amendments to the graduation lists prior to due dates.

A. How do I know that I will graduate?

Provisional and final graduation lists with your name will be published for you to ensure correctness of your information.

B. Will I receive my certificate at the graduation ceremony?

Yes, if all outstanding fees have been paid 60 days prior to the starting date of the graduation ceremonies. In a 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.

C. If I failed to make the payment earlier, will I still be assisted?

Yes, you will only enquire about your certificate(s) a week after graduation ceremonies.

D. Am I allowed to bring guests to the graduation if so, how many?

Yes, graduands are allowed to come with 4 family or friends as their guests.

E. What is the age restriction for the graduation ceremonies?

STRICTLY NO CHILDREN under the age of 10 years (including babies) will be allowed at the ceremony.

F. Do I need to wear the graduation regalia?

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.

G. Where can I get UNIZULU graduation attire?

The only recognised and approved supplier of the University's graduation attire is Birch's T & Co. It is important that you buy all your attire from the official service provider as they have correct university colours.

- H. What if I buy/ hire my graduation attire from another service provider?**
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.
- I. This is not my 1st graduation; Can I wear both my previous and current hood?**
No, You **SHOULD NOT** wear your Hood(s) from your previous degree(s).
- J. Who to contact about the graduation photos?**
Photos in Seconds has been allocated to take photographs of the ceremony.
- K. What is a dress code for me as a graduand?**
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.*
- L. Will I get my E tickets or bring extra guests?**
Unfortunately no, you will receive a QR Code for you and your guests on your cellular device.
- M. Can I buy/ have extra E tickets?**
The E tickets are issued free for parking and access control, no extra E tickets are issued because sufficient E tickets are printed as per the capacity of the graduation venue compared to number of graduating students on each session.
- N. Do you have arrangements for people with disability?**
Yes, 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.
- O. When is my graduation date and time/ session?**
Provisional and final graduation lists with your name, date, and session will be published for you to ensure correctness of your information and give necessary information to you.
- P. When should I arrive at the graduation venue?**
All graduands and guests must be seated 30 minutes before each ceremony commences.
- Q. How long is the graduation session?**
The duration of each ceremony/ session is approximately 2½ hours.
- R. I studied at R/Bay Campus, where will my graduation ceremony be held?**
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.
- S. What happens if I arrive late for my graduation?**
You will not attend your graduation; your certificate will be withheld for a graduating in absentia fee.

2. IMPORTANT NOTICES

- You **ARE NOT ALLOWED** to leave the hall before the Chancellor has declared the proceedings closed and the procession has left the hall.
- Our graduation venue is a gun-free zone; no weapons are allowed.
- Smoking is not permitted in the graduation venue,
- Cell phones **MUST BE SWITCHED OFF** in the graduation venue,
- No unauthorized photographers will be allowed in and outside the venue,
- No food or drinks allowed in the graduation venue,
- **NO ALCOHOL ALLOWED.** Graduands/ Guests who are under the influence of any substance will not be allowed to enter graduation venue,
- You **SHOULD NOT** wear your Hood(s) from your previous degree(s).

3. SERVICE PROVIDERS

3.1. 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 Birch's T & Co (Pty) Ltd.

sam@birchs.co.za

Phone: +27 46 622 7010 Fax: +27 46 622 5091

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 of the ceremony.

info@graduationphoto.co.za

Tel: 071 943 3990/ 083 981 0238

Fax: 086 695 6636

4. DURING THE GRADUATION CEREMONY

***DOORS WILL BE CLOSED AT 08:30 (Morning Sessions) AND AT 13:30 (Afternoon Sessions).
STRICTLY NOBODY WILL BE ALLOWED TO ENTER THE HALL AFTER THOSE TIMES.***

- 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 QR Codes 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.

6. NOT ATTENDING THE GRADUATION CEREMONY

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

6.1. Collection of the Certificate

- The prescribed fee when graduating in absentia is R372 for 2024.
- Once the prescribed fee has been paid the certificate will be made ready for collection.
- Certificates not handed over at the ceremony will be withheld by the university.
- When collecting certificate(s), Graduates must produce their **Identity Document (ID) and statement of account.**

NB: The graduating in absentia fee changes every year, and the fee of the current year will be required to issue the certificate.

6.2. Banking Details

Bank: ABSA

Account: 1880000035

Absentia:

Amount: R372

Ref: 630531822-Student Number

CERTIFICATION OFFICE CONTACT DETAILS:

Manager: Certification

Mrs B Booysen

Tel: 035 902 6476

Email: BooyesenB@unizulu.ac.za

Administrator: Certification

Mrs SF Mthethwa

Tel: 035 902 6029

Email: MthethwaSF@unizulu.ac.za

Temp Admin Officer:

Mr SSM Khalishwayo

Tel: 035 902 6159

Email: KhalishwayoS@unizulu.ac.za

Kindly use this Email for All Graduation Queries:



graduations@unizulu.ac.za

