



PROCEDURE GUIDE FOR GRADUANDS

1. Before commencement of the Ceremony

- ❖ All Graduands must be at **R-40** by no later than **07:00 AM** on the day of the ceremony.
- ❖ Graduands and Diplomates should be dressed in their academic regalia before taking seats at **Onkgopotse Tiro Hall**.
- ❖ Every Graduand must carry their hood over their left arm.
- ❖ Announcements shall be made and names called out for graduands to collect their personalised name cards and entrance cards for their visitors.
- ❖ Graduands shall be lined up and directed to the University Hall in a procession.

2. During the Ceremony

- ❖ Graduands shall be assisted to their seats in the University Hall.
- ❖ Announcements shall be made in the Main Hall (by Marketing and Communications Official).
- ❖ On entrance of the Academic Procession, Graduands and the audience shall rise and remain standing until the Chancellor has constituted the congregation.
- ❖ Graduands shall be assisted from seats to the stage.
- ❖ An officer shall hand over Graduands to the Executive Dean on stage.
- ❖ The Graduand hands over the name card and proceeds to the Chancellor to be capped.
- ❖ After being capped by the Chancellor, and congratulated by the Vice-Chancellor, the Graduand approaches the Registrar, hands over the Hood, faces the audience and the Registrar robes the Graduand.
- ❖ The Graduand descends the stage and collect their certificate in exchange of the name card from the officers in charge.
- ❖ The Graduands are assisted back to their seats, where they remain seated until the end of the Ceremony.

NB: In the case of Diplomates, the procedure is the same, except that they do not kneel in the front of the Chancellor to be capped.

Only official Photographers of the University will be allowed in the hall.

IMPORTANT INFORMATION TO GRADUANDS *(please read carefully)*

- ❖ Graduands are required to present themselves for the Ceremony in the approved academic attire in accordance with the Oxford specification.
- ❖ Certificates as well as other academic documents **will not be issued** to graduands who still owe the University in outstanding student fees.
- ❖ Graduands are required to report two hours prior to the commencement of the ceremony.
- ❖ Each graduand will be allowed to bring a maximum of **TWO GUESTS for Masters**.
- ❖ Children under five (5) years of age will not be allowed into the graduation hall.
- ❖ A fee of **R1120.00** will be charged for receiving a Diploma/Degree certificate in absentia.
- ❖ No change of names on the certificate will be considered after the graduation ceremony.
- ❖ The academic attire of the University is obtainable **ONLY** from the following official supplier:

Dippenaar & Reinecke Outfitters

752 Park Street

Arcadia

Pretoria

0083

Tel: 012 343 2945/47

Fax: 012 343 2559

Email: admin@diprei.com

