

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

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 2019.

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

a. 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.

b. 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.

c. 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.

d. 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 made as per the capacity of the graduation venue.**

e. Ceremony Dates, Venue and Times.

- The Graduation Ceremonies will be held in May 2019 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 2½ hours.

f. 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.

g. 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 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.

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

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

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**



Congratulations
To all students graduating in 2019.