

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



UFS·UV
EDUCATION
OPVOEDKUNDE



GRADUATION CEREMONY 2017



UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
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UFS·UV
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THE FACULTY OF EDUCATION

is proud of your academic success and invites you to celebrate your
graduation on

Saturday 13 May 2017

10:00

Rolihlahla Mandela Hall, Qwaqwa Campus

RSVP

13 April 2017

DRESS CODE

Formal, semi-formal or traditional

VERY IMPORTANT

It is the personal responsibility of **graduands** and **diplomands** to take cognisance of information as well as to comply strictly with guidelines contained herein.

Enquiries

For any queries, you may contact the applicable person mentioned below:

OFFICER	OFFICE NUMBER	TYPE OF ENQUIRY	TELEPHONE
Mrs N Mokoena E-mail: mokoenanj@ufs.ac.za	Intsika Building, Ground Floor, 0021	Matric exemption	058 718 5022
Mrs ME Motaung E-mail: motaungme@ufs.ac.za	Intsika Building., Ground Floor, 0020	Faculty of Education enquiries	058 718 5012

1. GRADUATION CEREMONY

The university trusts that you will be able to attend your graduation ceremony. Your full cooperation is required for the ceremony to proceed as smoothly as possible.

1.1 Arrival time

1.1.1 Graduands are requested to report at the gathering venues (L2 and L5) at 07:30.

1.1.2 Latecomers will not be allowed access to Mandela Hall after commencement of the ceremony, but will be directed to the auditorium in the new Natural and Agricultural Sciences building.

1.2 Guests

Each graduating student may invite a maximum of six (6) guests to the ceremony. Entrance to the ceremony venue is limited to holders of access cards, which need to be collected well in advance from the office of Mrs Mphatsoe.

Children under the age of six should be strictly monitored.

1.3 Please complete the attached form in full and return, by fax or e-mail, to:

Mrs Motaung, Room 0020, Administration Building, Ground Floor, PHUTHADITJHABA or motaungme@ufs.ac.za or fax to 058 718 5446.

2. CONDUCT DURING CEREMONIES

2.1 Use of alcohol or any intoxicating substances

The University would like to emphasise that all diplomands, graduands and their guests should refrain from using alcohol or any intoxicating substances before the ceremony. Without exception, diplomands, graduands and guests who come intoxicated will not be allowed to enter the campus. The UFS Protection Services officers will deal with any person not adhering to instructions and orders.

2.2 Children

Children under the age of six should be accompanied by an adult, and must be strictly monitored.

3. CERTIFICATES

3.1 Issuing of certificates

3.1.1 Certificates will not be handed to graduating students before the start of the ceremony or immediately after the ceremony.

3.1.2 Certificates will only be handed to graduating students who have paid their accounts in full and are in possession of matric exemption certificates.

3.2 Certificates in absentia and collection of certificates

3.2.1 Certificates can be collected either in person, or

3.2.2 written authorisation must be given if someone else will collect the certificate on behalf of the student. No certificate will be handed to another person without the written permission of the student. Persons who collect certificates on behalf of students are requested to provide their original identity documents together with the documents indicated below in (a) to (c).

3.2.3 Certificates not collected during the ceremony can be collected from Mr Tsotetsi, Examination Division, Room 1037, First Floor, Administration Building, Qwaqwa Campus. The following documents are required for collection:

- (a) the student's original identity document or student card
- (b) financial statement
- (c) Matric exemption certificate (for students who were admitted without matric exemption)

3.3 Corrections to certificates

3.3.1 Corrections to certificates can only be made a week after the graduation ceremony.

3.3.2 The incorrect original certificate must be handed in at Mr Tsotetsi's office at the Examination Division before the certificate can be corrected.

3.4 Mailing of certificates

3.4.1 **IMPORTANT:** In view of the increasing number of qualification certificates that are lost in the post, mailing of certificates is discouraged.

3.4.2 Should you require that the certificate be mailed, the following will apply:

- (a) Certificates can be mailed within South Africa at the cost of R170 per certificate, mailed to a postal address only.
- (b) For speedy delivery, courier delivery is also available at the cost of R325 to street/physical addresses within South Africa.
- (c) International delivery is only done by courier, and the tariffs may vary.

3.4.3 Payments for the mailing of certificates must be made into the following bank account:

Bank:	Absa Brandwag
Account name:	University of the Free State
Account number:	1570-850-071
Branch code:	630-734
Reference number:	0082, as well as your student number
E-mail proof of payment, address and contact number to tsotetsimf@ufs.ac.za or taumr@ufs.ac.za	

4. ABSENCE OF GRADUANDS OR DIPLOMANDS DUE TO RELIGIOUS CONVICTIONS

The University of the Free State acknowledges and embraces all religious convictions. As a result, the following provision has been made for diplomands and graduands who, due to their religious convictions, are unable to attend their respective ceremonies:

- 4.1.1 The names of diplomands and graduands are included in their respective faculty graduation programmes.
- 4.1.2 Diplomands and graduands who did not attend their respective graduation ceremonies due to religious convictions may arrange to cross the stage at another graduation day's ceremony for awarding of their qualifications and receipt of their certificates.
- 4.1.3 **IMPORTANT:** Without the necessary logistical arrangements with Mrs Mphatsoe six weeks before the ceremony, the arrangements mentioned in 4.1.2 will not be possible.

5. OFFICIAL SUPPLIER OF ACADEMIC DRESS

At present, the university has a fixed policy on the academic dress that must be worn during official events, such as the graduation ceremonies.

Specific directives exist for every degree conferred and diploma awarded. The colours of each hood are linked to BCC colour codes. There are directives concerning the composition of the colours and the material, and every degree or diploma hood is approved beforehand by the University Council. Imitations are not acceptable, and students may be refused admission to the ceremony on this basis. Specific directives also exist for gowns. Mortar boards with cherry red tassels are part of the official academic dress as from 14 October 2004.

For further enquiries regarding the colour codes, buying and hiring of academic dress, you may contact House of Roleen, the company contracted by the university as the official supplier of academic dress. They can be contacted at 016 422 3052, or at fax number 016 422 3053.

VERY IMPORTANT: HOUSE OF ROLEEN IS NOT AVAILABLE ON CAMPUS ON GRADUATION DAY. IT IS ADVISABLE TO MAKE ARRANGEMENTS FOR YOUR ACADEMIC DRESS WELL IN ADVANCE. FOR MORE INFORMATION ON ACADEMIC DRESS, KINDLY CONSULT THE INFORMATION LEAFLET ENCLOSED FOR YOUR CONVENIENCE.

6. OFFICIAL PHOTOGRAPHER

Gordon Harris Photographic, a firm from Pretoria, is contracted as the official photographer for the diploma and graduation ceremonies of the University of the Free State. The conditions of the contract stipulate that no other photographer may take any photographs of diplomands/graduands for remuneration in the hall and on campus. Persons employed by the official photographer can be identified by a "Gordon Harris Photographic" nameplate and/or a T-shirt displaying the logo "Gordon Harris Photographic".

You are therefore cautioned against unauthorised photographers moving around outside the hall and taking photographs, as the university cannot accept any responsibility for their work or any possible financial loss that you may suffer. Please consult the enclosed photographer's information leaflet carefully.

IMPORTANT: PLEASE COMPLETE ATTACHED PHOTOGRAPH FORMS AND HAND IN TO GORDON HARRIS PHOTOGRAPHIC STAFF ON YOUR GRADUATION DAY.

ALL PAYMENTS FOR PHOTOGRAPHS SHOULD NOT BE PAID INTO THE UNIVERSITY ACCOUNT MENTIONED EARLIER. PAYMENTS MUST BE MADE DIRECTLY TO GORDON HARRIS PHOTOGRAPHIC ON THE DAY OF THE CEREMONY.

7. THE DIPLOMANDS/GRADUANDS PROCESSION

- 7.1 Diplomands/graduands must report at L2 and L5 not later than 07:30.
- 7.2 A card with your name and the number of your reserved seat will be handed to you. Please keep the name card with you at all times.
- 7.3 Take your allocated seat immediately after receiving your name card and seat number, so that the diplomands/graduands procession can be constituted in good time.
- 7.4 The diplomands/graduands procession will move to Mandela Hall in the order indicated in the programme.
- 7.5 Latecomers will not be allowed access to Mandela Hall after commencement of the ceremony.
- 7.6 PLEASE NOTE:
 - 7.6.1 Take care not to lose your hood during the procession walk to Mandela Hall.
 - 7.6.2 Students wearing high heels should take into consideration that the diplomands/graduands procession walks for some distance outdoors and indoors, and are advised to exercise caution to prevent falling.

8. AWARDING AND CONFERRAL OF QUALIFICATIONS

8.1 Procedure for awarding of diplomas and certificates

- 8.1.1 Awarding of diplomas and certificates will take place in the order indicated in the programme.
- 8.1.2 Upon arrival of the diplomands/graduands procession in Mandela Hall, take your seat according to your allocated seat number.
- 8.1.3 When it is your turn to move to the stage, the row controller will signal the row to start walking towards the stage.
- 8.1.4 Kindly proceed in your rows according to the alphabetical order in the programme, and/or the same order in which you took your seat.
- 8.1.5 Place the hood of the qualification that will be draped on you over your left forearm and proceed to the steps on the left-hand side of the stage.
- 8.1.6 At this point, hand your name card to the Assistant Dean, who will read out your name.
- 8.1.7 While your name is being read by the Assistant Dean, remain standing for your photo to be taken by the official photographer.
- 8.1.8 After your name has been read, move towards the Chancellor, who will shake your hand to congratulate you on your achievement. A second photo is taken at this point.
- 8.1.9 After the Chancellor's handshake, move towards the Registrar and stand in front of the Registrar, facing the assembly. The Registrar will then place your hood over your head. A third photo will be taken here.
- 8.1.10 After this, you are required to exit the stage from the right-hand side, where your certificate will be handed to you, and to return to the seat you occupied before moving to the stage.
- 8.1.11 Kindly refrain from leaving the hall before the conclusion of the proceedings, as this will cause a disturbance.

8.2 Degrees

- 8.2.1 When it is your turn to move to the stage, the row controller will signal the row to start walking towards the stage.
- 8.2.2 Kindly proceed in your rows according to the alphabetical order in the programme, and/or the same order in which you took your seat.
- 8.2.3 Place the hood of the qualification that will be draped on you over your left forearm and proceed to the steps on the left-hand side of the stage.
- 8.2.4 At this point, hand your name card to the Assistant Dean, who will read out your name.
- 8.2.5 While your name is being read by the Assistant Dean, remain standing for your photo to be taken by the official photographer.
- 8.2.6 After your name has been read, move towards the Chancellor and kneel on the stool placed in front of the Chancellor. The Chancellor will then cap you and shake your hand to congratulate you on your achievement. A second photo is taken at this point.

- 8.2.7 After being capped by the Chancellor, move towards the Registrar and stand in front of the Registrar, facing the assembly. The Registrar will then place your hood over your head. A third photo will be taken here.
- 8.2.8 After this, you are required to exit the stage from the right-hand side, where your certificate will be handed to you, and to return to the seat you occupied before moving to the stage.
- 8.2.9 Kindly refrain from leaving the hall before the conclusion of the proceedings, as this will cause a disturbance.



CONFIRMATION OF GRADUATION CEREMONY ATTENDANCE

**FACULTY OF EDUCATION,
13 MAY 2017, 10:00**

Kindly complete your details and return/fax/email the form not later than 13 April 2017

Student number:

Identity number:

Surname & full names:
(attach a copy of your identity document or passport)

Qualification to be awarded/conferred:

Are you or any of your guest(s) physically challenged?

Describe the nature of the physical impairment:
(e.g wheelchair/crutches, deafness, etc)

.....

I,
(surname and full names)

hereby declare that the above information is correct and that my surname and full names are spelt correctly. I also understand that the information given above will be included in the graduation ceremony programme without any change, should I qualify for a degree/diploma/certificate.

I further undertake to obey and comply with the rules, regulations, instructions, orders and guidance as given by officials and Protection Services members, failing which I am liable to exclusion and prosecution.

.....

SIGNATURE

.....

DATE

E-MAIL ADDRESS:

CELL PHONE NUMBER: