



Graduation

1

## WHAT HAPPENS ON STAGE?: STEP BY STEP

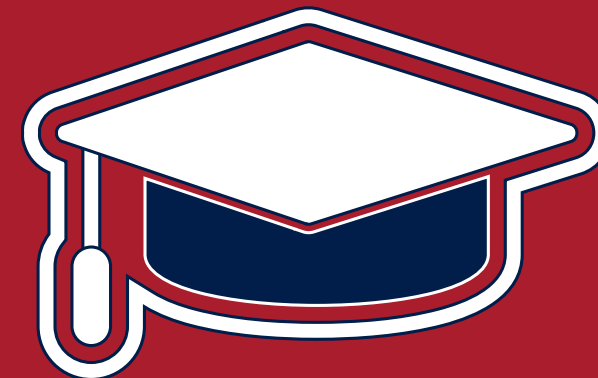
The awarding of qualifications occurs as per the programme. Once in the ceremony venue, take your seat **according to your seat number** and the instructions of row officials.



2



Row officials will give the signal for **movement to the stage**.



3

Place your **hood over your left forearm** and proceed to the ramp.



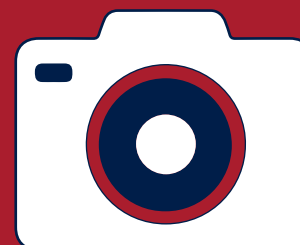
4

Your **name card and hood** will be checked by officials located on the ramp.

At the top of the ramp, **stand on the marker** and **hand your card to the Dean/Acting Dean**, who will read out your name. Your first photo will be taken at this point.

- For doctoral qualifications, the Dean will read your qualification name while your promoter will read your shortened appraisal.

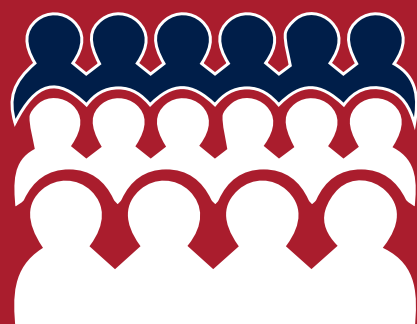
5



6

After your name has been read, **move to the Chancellor** where your second photo will be taken:

- For diplomas and certificates, the Chancellor will shake your hand
- For degrees, honour's degrees, master's degrees and doctoral degrees, the Chancellor will shake your hand and cap you. Please kneel on the bench.



7

Proceed to the Registrar and **face the audience**. He will place the hood over your head. Your third photo will be taken at this point.



8

Exit the stage and approach the certifications table. Proceed to the last official to **receive your certificate** and return to your allocated seat.

9



We strive to conduct the ceremonies in a dignified manner. Kindly **refrain from leaving the hall** before the conclusion of the proceedings.

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