

STEP-BY-STEP GUIDE



GRADUATION

T: +27 51 401 9111 | E: studentadmin@ufs.ac.za | www.ufs.ac.za

 UFSUV |  UFSweb |  UFSweb |  ufsuv

*Inspiring excellence, transforming lives
through quality, impact, and care.*

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



CONTENTS

PRIOR TO GRADUATION CEREMONY	3
ACCESS TO CAMPUS.....	3
COLLECTION DATES AND TIME FOR GRADUATION ATTIRE.....	3
OFFICE HOURS	3
GRADUATION PROGRAMMES	3
GUEST TICKETS	3
GRADUATION DAY	3
CROSSING THE STAGE	4
COLLECTION OF CERTIFICATES.....	4
AFTER THE GRADUATION CEREMONY	4

PRIOR TO GRADUATION CEREMONY



ACCESS TO CAMPUS

More information will follow.



COLLECTION DATES AND TIME FOR GRADUATION ATTIRE

BLOEMFONTEIN CAMPUS

Humanities and Education Faculties prior collections from Dippenaar & Reinecke are made from EXR 2. from 08:00 to 17:00 on 13 & 14 April 2022 for both faculties. All enquiries can be forwarded to admin@diprei.com OR 012 343 2945.

For all remaining Faculties, prior collections are made from Provisioning Building and EXR 5 from 07:00 to 18:00 all enquiries to be forwarded to Academicattires@ufs.ac.za OR 051 401 3012 / 051 401 9595.

Collections are scheduled as follows for UFS Provisioning:

- Faculty of NAS & EMS to collect on 19 – 20 April 2022
- Faculty of Theology, Law and Health Science to collect on 21 April 2022
- Returns of Academic attires must be done at EXR 5 till 21:00 only on days of graduations ceremonies.

QWAQWA CAMPUS

For all Faculties, collections from Dippenaar & Reinecke are made from L6 from 28 – 30 April, 08:00–17:00.

Payment options for rental of UFS are as Follows:

1. Absa Bank
Account number 1570 850 071
Branch code 632005
Reference 181+Student number
2. University Cashiers at Thakaneng Bridge
Reference: student number
3. Karri App



OFFICE HOURS

Office hours on graduation days, will be from 07:00 to 21:00 on the Bloemfontein Campus and 07:00 to 16:30 on the Qwaqwa Campus.



GRADUATION PROGRAMMES

Electronic graduation programmes available on the website.
<https://www.ufs.ac.za/kovsielife/graduation>

No hard-copy graduation programmes will be provided.

You will receive communication with your **seat card number**; please have it available to access the graduation venue and to locate your seat.

Events programme will be provided on the day of the ceremony.



GUEST TICKETS

Two (2) guest tickets per graduandi will be issued. Tickets are available for collection from Callie Human Centre on the Bloemfontein Campus and B11 in the new EMS building at the Qwaqwa Campus.

GRADUATION DAY

- Graduandi with seat numbers can proceed to the graduation venue.
- Bloemfontein campus Graduandi without a seat number should report to Student Academic Services on the First floor, George du Toit (Administration) Building, one (1) hour prior to the start of the ceremony to collect name and seating cards/numbers.
- Qwaqwa campus Graduandi without a seat number should report to the counter in the new EMS building.
- Graduandi should move to the graduation venue (Callie Human Centre in Bloemfontein and Rolihlahla Mandela Hall on the Qwaqwa Campus) to be seated.
- All graduandi MUST be seated half an hour before the commencement of the ceremony.
- Please make sure mortarboard and hood are worn correctly before taking your seat.
- We recommended that you pin your hood to the graduation gown (shoulder height) to ensure that a decent picture is taken.
- Face masks should be worn at all times prior to ascending the stage. Once the mask has been taken off, please ensure social distancing.



CROSSING THE STAGE

- 1 Hand over your name card to the official on stage.
- 2 The Dean of your faculty will read out your name.
- 3 Graduate must pause for the first photograph to be taken.
- 4 Move across the stage past the Chancellor/Vice-Chancellor and pause for the next photo to be taken.
- 5 Move towards the Registrar, pause in front of the Registrar for the last photo to be taken.



COLLECTION OF CERTIFICATES

- Graduandi move to the certification table to collect their certificates.
- Officials will issue you with your certificate if you comply with the UFS' financial and/or matriculation requirements.
- Graduandi are required to return to their seats after collection.

AFTER THE GRADUATION CEREMONY

- Official family photographs will be taken in examination rooms (EXR) 6 and 7 and in NS 27 on the Qwaqwa Campus.
- Group (family) photos will be clustered in family bubbles.
- Refreshments (tea and coffee) will be served in EXR 4 on the Bloemfontein campus and B4 (in the new EMS building) for the Qwaqwa campus.

