

# 2024 APRIL GRADUATION STEP-BY-STEP GUIDE



T: +27 51 401 9111 | E: [studentadmin@ufs.ac.za](mailto:studentadmin@ufs.ac.za) | [www.ufs.ac.za](http://www.ufs.ac.za)

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VISION130  
*Renew and Reimagine  
for 2034*

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



# PRIOR TO THE GRADUATION CEREMONY

Official communication will be sent to the graduands' official email addresses.

Graduands will receive communication related to their seat numbers – please have this available to access the graduation venue and locate your seat numbers.

Graduands will receive two (2) tickets for their guests.

Graduands who receive their PhD degrees can invite four (4) guests.

Guests are to collect tickets one hour prior to the start of the ceremony on the eastern side of the graduation venue: Qwaqwa ceremonies – Mandela Hall / Bloemfontein ceremonies – Callie Human Centre.

The electronic graduation programme will be available on the website, <https://www.ufs.ac.za/kovsielifelgraduation>

No hard-copy graduation programmes will be provided at the ceremony.

An event programme will be provided on the day of the ceremony.



# RENTAL AND COLLECTION ARRANGEMENT FOR GRADUATION ATTIRE

For hire and collection of graduation attire from the UFS Provisioning Store, send your application form and proof of payment to [academicattires@ufs.ac.za](mailto:academicattires@ufs.ac.za) or phone **051 401 3012/9595/9525** for enquiries.

**Note:** Rental for the faculties of Education and The Humanities will be done by Dippenaar & Reinecke. All other faculty rentals will be done through the UFS Department of Provisioning. Qwaqwa campus rentals will be done by Dippenaar & Reinecke. All information will be found on rental application forms.

When collecting academic attire, please ensure that you bring a completed **rental form** and **proof of payment**.

The cost of renting academic attire is as follows:

- **Gown: R340**
- **Hood: R150**
- **Mortarboard: R150**



Please ensure that you have the correct bank details for rentals before making payment.

## PAYMENT METHODS FOR RENTALS ARE AS FOLLOWS:



University of the Free State Cashiers  
Entity number: 1/641/09521/0181  
Reference number: student number



### ABSA BANK

Account number: 1570 850 071  
Branch code: 632005  
Reference number: 181+student number



### VIA THE KARRI APP



## COLLECTION TIMES



- Office hours of the UFS Provisioning Store in Bloemfontein are: 08:00–16:30 from Mon. to Fri.
- Collections are scheduled as follows:
  - NAS** will collect 26–28 March and 2–3 April 2024
  - Theology, Law, and HSC** 4–5 April and 8–9 April 2024
  - EMS** 10–12 and 15 April 2024
- Office hours from 2 to 15 April 2024 will be 08:00–16:30  
Office hours from 16 to 20 April 2024 will be 07:00–21:00
- The collection venue is at the UFS Provisioning Building in Rector Street on the UFS Bloemfontein Campus.
- Qwaqwa collections and returns will take place at B3 Modlec. Dippenaar will be open from 11–13 April 2024.
- Bloemfontein returns will only be done at the Examination Room Centre (EXR1) from 16–20 April 2024.
- Note:** Students from outside Bloemfontein may collect on the day of graduation.
- Returns after 20 April 2024 will be done at the UFS Provisioning Building in Rector Street.

## PURCHASING OF ATTIRE

- Purchases** of academic attire from Dippenaar & Reinecke for all faculties.
- All information about Dippenaar & Reinecke can be found in the Purchasing form on the website.
- Dippenaar & Reinecke will be on campus at the Examination Room Centre (EXR 2) from 15 to 20 April 2024.
- Dippenaar & Reinecke: 012 343 2945 / 7  
Email: [admin@diprei.com](mailto:admin@diprei.com)

# GRADUATION DAY - ON YOUR SPECIAL EVENT

- 1 Graduands with seat numbers must proceed to the holding room: for Qwaqwa ceremonies at Modlec B4, and for Bloemfontein ceremonies at Examination Room 6 (EXR 6) one (1) hour prior to the start of the ceremony.
- 2 Graduation/stage procedures will be explained to all graduands.
- 3 All graduands MUST be seated 30 minutes before the commencement of the ceremony.
- 4 Please ensure that you have the correct mortarboard and hood and that they are worn correctly before taking your seat.
- 5 Graduands without the correct attire will not be allowed to cross the stage.
- 6 Graduands will form a procession, moving from the holding venue to the graduation venue (Qwaqwa ceremonies – Mandela Hall, and Bloemfontein ceremonies – Callie Human Centre).

- 7 The approximate walking distance to the graduation venue is 300 metres.
- 8 Graduands who arrive late will not be allowed to participate in the procession.
- 9 Rows in the graduation venue will be clearly marked – please proceed to your allocated seat.
- 10 You will find the following items on your seat: name card (white) and event programme.
- 11 Officials will provide certain students with a qualification card (red).
- 12 PhD graduands will be seated next to their supervisors in the first row.
- 13 Photographers will provide you with a yellow card to complete.
- 14 Graduation officials will indicate when the graduands in each row must proceed to the stage.

## WHEN CROSSING THE STAGE

- 1 Hand your name card to the official on stage.
- 2 The dean of your faculty will read your name.
- 3 The graduand must pause for the first photograph to be taken.
- 4 Proceed to the Chancellor/Vice-Chancellor: those receiving diplomas will receive a handshake and the graduands will be capped, with the next photograph being taken.
- 5 Proceed towards the Registrar and pause in front of the Registrar for the hooding process. The third and last photograph is taken here.

## COLLECTION OF CERTIFICATES

- 1 Graduates move to the certification table to collect their graduation certificates.
- 2 Officials will issue you with your certificate if you have complied with the UFS financial obligations.
- 3 Graduates are required to return to their seats after collection, except for Nursing students who will receive their lamps and move to the allocated area to take their vows.
- 4 The national anthem is sung.
- 5 The congregation will be dissolved.



## AFTER THE GRADUATION CEREMONY

- 1 **Qwaqwa ceremonies:**  
Official family photographs will be taken in NS27. Refreshments (tea and coffee) will be served in the tent.
- 2 **Bloemfontein ceremonies:**  
Official family photographs will be taken in Examination Room 6 (EXR 6). Refreshments (tea and coffee) will be served in Examination Room 4 (EXR 4).