

STEP-BY-STEP GUIDE



GRADUATION DECEMBER 2022

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

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
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PRIOR TO THE GRADUATION CEREMONY

- Official communication will be sent to the graduand's official email address.
- Graduands will receive communication related to their seat number please have this available to access the graduation venue and to locate your seat number.
- Graduands will receive two (2) tickets for their guests.
- Graduands who are receiving their PhD degree 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 Callie Human Centre (opposite the swimming pool).
- The electronic graduation programme will be available on the website <https://www.ufs.ac.za/kovsielife/graduation>
- 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 OF GRADUATION ATTIRE

For hire and collection of graduation attire from the UFS Provisioning Store, send an email to academicattires@ufs.ac.za or phone 051 401 3012/9595/9525

Attire may be collected from 23 November until 12 December 2022

When collecting academic attire, please ensure that you arrive with the completed rental form on hand as well as proof of payment

The cost of renting academic attire is as follows:

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





COLLECTION TIMES

- Office hours of the UFS Provisioning Store are as follows:
07:45–16:30 from Monday to Friday
- Office hours on 9 December 2022:
07:00–19:00
- Office hours on 12 December 2022:
07:00–19:00
- The collection venue is at the UFS Provisioning Store Building in Rector Street on the UFS Bloemfontein Campus
- Returns can only be made between 9 and 12 December 2022 at Examination Room 5 (EXR 5)
- Returns after 12 December must be made at the UFS Provisioning Store Building in Rector Street



PAYMENT OPTIONS FOR RENTAL

- Make a deposit:**
ABSA BANK
Account number: 1570 850 071
Reference: 181+student number
- Make payment at the office of the UFS Cashiers at the Thakaneng Bridge:**
Entity number to be used: 1/641/09521/0181
Reference: Student number
- Via the Karri app**



PURCHASING OF ACADEMIC ATTIRE

Dippenaar & Reinecke: Phone 012 343 2945/7; email: admin@diprei.com

They will be available in Examination Room (EXR) 1 on the UFS Bloemfontein Campus from 8 to 12 December.

GRADUATION DAY

Graduands with seat numbers must proceed to Examination Room 6 (EXR 6) one (1) hour prior to the start of the ceremony.

Graduation/stage procedures will be explained to all graduands.

Graduands will form a procession, moving from Examination Room 6 (EXR 6) to the graduation venue (the Callie Human Centre).

The approximate walking distance to the graduation venue (Callie Human Centre) is 500 metres.

Graduands who arrive late will not be allowed to take part in the procession.

Please ensure that you have the correct mortarboard and hood and that they are worn correctly before taking your seat.

Rows in the graduation venue will be clearly marked – please proceed to your allocated seat.

You will find the following items on your seat: name card (white) and event programme.

Officials will provide certain students with a qualification card (red).

PhD graduands will be seated next to their promoters/supervisors in the first row.

Graduands without the correct attire will not be allowed to cross the stage.

Photographers will provide you with a yellow card to complete.

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 out 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 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 collect 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

Official family photographs will be taken in Examination Rooms 6 and 7 (EXR 6 and EXR 7).

Refreshments (tea and coffee) will be served in Examination Room 4 (EXR 4).