



STEP-BY-STEP GUIDE GRADUATION CEREMONY

DECEMBER 2024



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through quality, impact, and care.*

VISION **130**
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 **UFS4life** 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 degree can invite four (4) guests.



Guests are to collect tickets one hour prior to the start of the ceremony on the southern side of the graduation venue.



The electronic graduation programme will be available on the website:
<https://www.ufs.ac.za/kovsielife/graduation/guides-and-programmes>



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 ARRANGEMENTS FOR GRADUATION ATTIRE

Rental and collection arrangements for December 2024 graduation attire for all students from the Bloemfontein and Qwaqwa campuses.

For the hire and collection of graduation attire from the UFS Provisioning Store, send your application form and proof of payment to academicattires@ufs.ac.za or phone +27 51 401 3012 / 9595 / 9525 for enquiries.

Note: Rentals from the University of the Free State Department of Provisioning will be for all faculties.

During the collection of academic attire, please ensure that you arrive at the venue with the completed rental form as well as the printed proof of payment.

THE COST OF RENTING ACADEMIC ATTIRE IS AS FOLLOWS:



Gown:	R340
Hood:	R150
Mortarboard:	R150



Before you make payment for rentals, please make sure that you are paying into the correct bank account.

PAYMENT METHODS FOR RENTALS ARE AS FOLLOWS:



ABSA BANK

Account No: 1570 850 071

Branch code: 632005

Reference No: 181+Student Number



VIA THE KARRI APP



COLLECTION OF ACADEMIC ATTIRE RENTALS WILL BE AS FOLLOWS:



FACULTIES:	All faculties
DATES:	25 November–6 December 2024
TIME:	08:00–16:30
VENUE:	Provisioning Building

Note: Student from outside Bloemfontein may collect on the day of the graduation ceremony

The returns of academic attire will be done strictly at the Examination Room 1 (EXR 1) on 9 – 10 December 2024 from 07:00 – 21:00. After 10 December 2024, returns will be facilitated at the Provisioning Building.

PURCHASING OF ACADEMIC ATTIRE:



Purchases of academic attire for all faculties can be made from Dippenaar & Reinecke.

Dippenaar & Reinecke will be in Examination Room 2 (EXR 2) on the campus from 6 December and on 9–10 December 2024. Office hours for Dippenaar & Reinecke will be from 08:00 to 16:30.

All information about Dippenaar & Reinecke can be found on the purchase form.



GRADUATION DAY ON YOUR SPECIAL EVENT

1. Graduands with seat numbers must proceed to the holding room at Examination Room 6 (EXR 6) one and a half (1½) hours 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 (Callie Human Centre).

7. The approximate walking distance to the graduation venue is 500 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 Acting Vice-Chancellor and Principal: 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

Official family photographs will be taken in Examination Rooms 6 (EXR 6).
Refreshments (tea and coffee) will be served in Examination Room 4 (EXR 4).