

# STEP-BY-STEP GUIDE GRADUATION CEREMONY

## DECEMBER 2024



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







# 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 quests.



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-progammes



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:**



PAYMENT METHODS **FOR RENTALS ARE AS FOLLOWS:** 

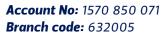


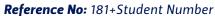
Gown: R340 Hood: R150 Mortarboard: R150



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

#### **ABSA BANK**







VIA THE KARRI APP



#### **COLLECTION OF ACADEMIC** ATTIRE RENTALS WILL BE **AS FOLLOWS:**



**FACULTIES:** All faculties

25 November-6 December 2024 DATES:

TIME:

**VENUE: Provisioning Building** 

#### **PURCHASING OF ACADEMIC ATTIRE:**



be made from Dippenaar & Reinecke. 08:00-16:30

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.

Purchases of academic attire for all faculties can

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

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.



# 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.
- 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.
- 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:

- 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.
- 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.
- 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.
- Officials will issue you with your certificate if you have complied with the UFS financial obligations.
- 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).