



STEP-BY-STEP GUIDE GRADUATION CEREMONY

APRIL 2025



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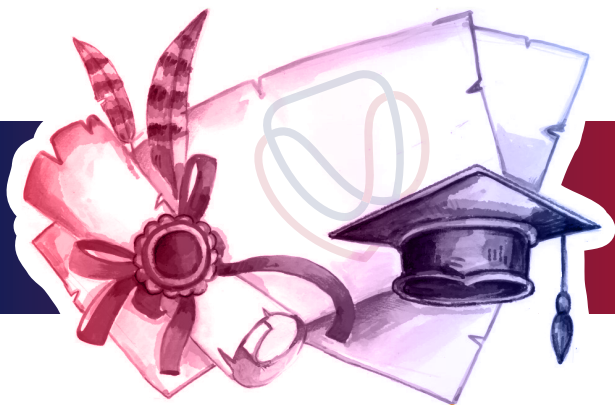
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VISION **130**
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PRIOR TO THE GRADUATION CEREMONY



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.



All Graduands will receive four (4) tickets for their guests.



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

Qwaqwa: Mandela Hall

Bloemfontein: Callie Human Centre



The electronic graduation programme will be available on the website

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 ARRANGEMENTS FOR GRADUATION ATTIRE

RENTALS OF QWAQWA CAMPUS ACADEMIC ATTIRE: 4-5 APRIL 2025

Rentals and Purchases for All Faculties	EMS Building B3	Qwaqwa Campus
Office Hours on 3 April: 10:00– 18:00 Office Hours on Graduation Days: 07:00– 18:00	3 April	For Collection of Rentals and Purchases
	4 April	Graduation Day
	5 April	Graduation Day

Payment details for students: payments must be made into Dippenaar & Reinecke's bank account only.
All information can be found on Dippenaar & Reinecke rental forms.

RENTALS OF BLOEMFONTEIN CAMPUS ACADEMIC ATTIRE: 8-12 APRIL 2025.

- Please note that rentals of academic attires are split into two (2) for different faculties.
- For any inquiries relating to the rental of academic regalia, please contact +27 51 401 3012 / 9525 / 9595.
- Proof of payment and rental form must be sent to academicattires@ufs.ac.za.
- You are requested to bring hard copies of the rental form and proof of payment to the collection venue.
- Provisioning building is situated in Rector Street opposite Armentum male residence.

Rental for the following faculties:	Academic Attire Rental Supplier	Collection Building	Collection Time and Date	Return Venues 8-12 April	Return Times
The Humanities	Dippenaar and Reinecke	Examination Centre (EXR 2)	7-12 April 08:00-16:00	Examination Centre (EXR 2) Dippenaar & Reinecke	21:00
Economics and Management Sciences (EMS)	UFS Provisioning Building	Provisioning Building Gowns Store	18-20 March and 24 March 08:00-16:00	Examination Centre (EXR 1)	21:00
Theology, Health Sciences & Law	UFS Provisioning Building	Provisioning Building Gowns Store	25-28 March 08:00-16:00	Examination Centre (EXR 1)	21:00
Natural and Agricultural Sciences (NAS)	UFS Provisioning Building	Provisioning Building Gowns Store	31 March - 4 April 08:00-16:00	Examination Centre (EXR 1)	21:00
Education	Dippenaar and Reinecke	Examination Centre (EXR 2)	7-12 April 08:00-16:00	Examination Centre (EXR 2) Dippenaar & Reinecke	21:00

Note that all purchases of academic attire for all faculties will be done by Dippenaar & Reinecke only.

NO OTHER SUPPLIERS ARE APPROVED TO SELL ACADEMIC ATTIRE

Store will be open for collection from 12 March 2025, 08:00-16:00, for fitting and collection.

RENTALS FOR THE FACULTIES OF THE HUMANITIES AND EDUCATION

It is important to note that Dippenaar & Reinecke will be used for the rental of academic attire for the faculties of The Humanities and Education. Students must complete the Dippenaar & Reinecke rental form and make payment into their bank account.

THE COST OF RENTING ACADEMIC ATTIRE IS AS FOLLOWS:



GOWN: R340
HOOD: R150
MORTARBOARD: R150



Returns of academic attire will be done strictly at the Examination Room (EXR1) from 8 to 12 April. After 12 April 2025, all returns will be done at the Provisioning Building.

TWO PAYMENT METHODS FOR BLOEMFONTEIN CAMPUS RENTAL ONLY:



ABSA BANK

Account No: 1570 850 071

Branch code: 632005

Reference No: 181+Student Number



VIA THE KARRI APP



GRADUATION DAY ON YOUR SPECIAL EVENT

- 1 Graduands with seat numbers must proceed to the holding room: Qwaqwa ceremonies at Modlec B4, and Bloemfontein ceremonies at Examination Room 6 (EXR 6) one (1) and half hour prior to the start of the ceremony.
- 2 Graduation/stage procedures will be explained to all graduands.
- 3 All graduands **MUST** be seated 1 hour 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 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 promoters/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. The dean of your faculty will read your name. The graduand must pause for the first photograph to be taken.

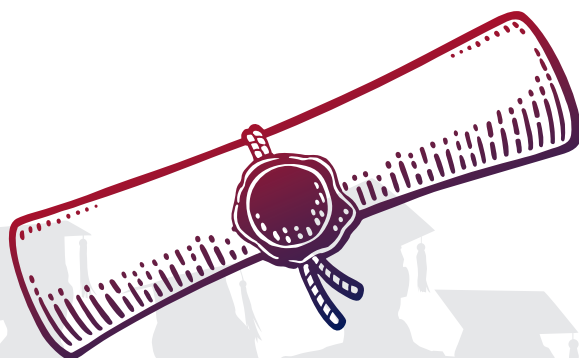
Proceed to the Chancellor/Vice-Chancellor: those receiving diplomas will receive a handshake and the graduands will be capped, with the next photograph being taken.

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

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. The national anthem is sung. The congregation will be dissolved.



AFTER THE GRADUATION CEREMONY

QWAQWA CEREMONIES:

Official family photographs will be taken in NS27. Refreshments (tea and coffee) will be served in Lecture Room 6 (L6).

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).

