



NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY

Office of the Registrar

# Graduation Ceremony Information and Procedures

## Applicable to all Candidates

### Prior Graduation Information

#### 1. Graduation Attire

##### • Gowns and Mortarboards

NUST does not provide graduands with gowns and mortarboards (headgear). All Graduates must obtain their gowns and mortarboards from private suppliers as soon as possible. You will not be allowed to graduate without a gown. You may contact any of the following suppliers: **RED LANTERN @ 0812721901, Graduation Outfitters at 0813090920, All Nation Fashion Design at 0812897399, and P.E.L. Investment CC 0812028932/0816750688.**

##### • Academic Hoods

Academic Hoods in the colour of the respective Faculty are provided at Student Records and Archives, ground floor from **Monday, 02 October 2023**. When obtaining hoods, graduands must first pay N\$200 at the Cashier. Kindly ensure that the tassels for your mortarboard is strictly black.

- Certificates and Diploma students for The Faculty of Commerce, Human Sciences and Education should contact Red Lantern @ 0812721901 directly for their hoods.

#### 2. Arrival Time

- You are advised to arrive early at the **MERCURE HOTEL (SAFARI HOTEL)**, with admission to the venue beginning at **06:00**. You will be granted a card bearing your name, qualification, and seat number.
- Those who arrive at **07:00** or later, will not be allowed to enter the graduation hall, and will receive their qualifications **IN ABSENTIA**.

#### 3. Student Debt

- **Candidates who are indebted to NUST will not be permitted to graduate.** The deadline for payment of outstanding debt is 30 September 2023. Candidates, who settle their debts after this deadline, will not receive their qualifications at the graduation ceremony but they **MAY ATTEND** the ceremony. Your qualifications will not be printed until the Finance Department delivers to the Certification and Graduation Department evidence of payment. However, students that still pay on or before Wednesday, 04 October 2023 will be allowed to attend with proof of payment that is verified by the Finance Department.

### Rules and Procedures during Conferment

#### 1. Seating Rules

- You and your guests should rise when the procession enters the hall. No one should resume their seat until the Director of Ceremonies gives the signal to do so.

#### 2. Conferment Procedure

- 2.1 When it is time to bestow or confer the qualifications, the Executive Dean of the Faculty will present the candidates, according to the qualification they have obtained by reading their names from the Graduation Programme.
- 2.2 Immediately after the Executive Dean has informed the Vice-Chancellor that s/he will introduce the qualification for which you obtained your diploma or degree, the following steps will be followed:

##### 2.2.1 Procedures for candidates to receive Undergraduate, Honours and Post Graduate certificate/diploma Conferees

In accordance with the directives issued by the Faculty Officer, those candidates whose names are listed in the graduation programme for the 3-year diplomas, degrees, Honours degrees and Post graduate certificates/diplomas are expected to rise from their seated positions and remain standing as the Executive Dean read their names. Following the announcement of all names within the particular academic programme, candidates shall be asked to retake their seats.

##### Procedures for candidates to receive Postgraduate certificates, or diplomas:

- Give the Executive Dean your name card, and s/he will your name. After your name has been read, the card will be returned to you.
- Walk across the stage, shake hands with the Vice-Chancellor and the Chancellor, and kneel on the stool in front of the Chancellor who will cap your head with a bonnet.
- After being capped by the Chancellor, walk to the Registrar and hand him your Hood. Face the audience as the Registrar will place the Hood over your head onto your shoulders signifying your success in completing the Postgraduate programme.

- You will then exit the stage on the right-hand side, get your certificate from the Examinations Officer who will be seated at a table behind the stage, and return to your seat.

##### 2.2.2 Postgraduate Conferees

##### Procedures for candidates to receive Masters and Doctoral degrees:

- In accordance with the directives issued by the Faculty Officer, those candidates whose names are listed in the graduation program for the Masters and Doctoral degrees will give the Executive Dean your name card, and he or she will read your name, thesis title, the name of the supervisor(s), and the thesis abstract (in case of PhD) whereafter the card will be returned to you.
- Walk across the stage, shake the hand of the Vice-Chancellor and the Chancellor, and kneel on the stool in front of the Chancellor who will cap your head with a bonnet. After being capped by the Chancellor, walk to the Registrar and hand him your Hood. Face the audience as the Registrar will place the Hood over your head onto your shoulders signifying your success in completing the Postgraduate programme.
- You will all then exit the stage on the right-hand side, get your certificate from the Examinations Officer who will be seated at a table behind the stage, and return to your seat.

**When the ceremony comes to an end, the congregation must rise and remain standing until the procession has left the hall.**

#### 3. Very Important

- All qualifications will only be handed out after the ceremony.
- Excessive noise, shouting, and whistling are strictly prohibited. Voice-amplifying instruments such as whistles will not be allowed inside the graduation hall.
- No cameras allowed in the venue.
- You are kindly requested to refrain from smoking while wearing the academic attire, before and during the Graduation Ceremony.

Prof S Nyathi  
Registrar