

Graduation Ceremony Procedures



Applicable to all Candidates

1. The Namibia University of Science and Technology (NUST) does not provide **gowns and mortar boards (head gear)** to graduates. **All graduands must buy their own gowns and mortar boards from private suppliers, except PhD graduands.** You will not be allowed to graduate without a gown. For your convenience, you may contact any of the following suppliers: *Ms Cynthia Schimming at +264 81 1247 131 OR Conzya Trading Enterprises at +264 81 680 5978, Graduation Outfitters at 081 309 0920.*
2. **Academic Hoods** will not be available for rent. Graduands are required to **purchase academic hoods from NUST.** Please contact Ms. Hangula at rhangula@nust.na or +264 61 207 2056 for assistance. The cost of a hood is N\$200.00.
3. You are encouraged to **arrive early at the venue i.e., as from 06:00.** A card, inscribed with your name, qualification and seat number, will be handed to you at the venue.
4. Those who arrive at **08:00 or later will not be allowed to enter the campus,** they will receive their qualifications in absentia.
5. The **deadline for payment of outstanding debt is 22 April 2022.** Candidates who pay their debts after this deadline will not receive their qualifications at the graduation ceremony, but may attend the ceremony. Only when confirmation of payment is submitted to the Examinations Department by the Finance Department, will your qualifications be issued.
6. You are kindly requested **not to smoke whilst wearing the academic dress** (before, during or after the graduation ceremony).
7. A **designated photo studio** will be stationed at the **Office Building** and **all photoshoots should be booked in advance.** Please contact Street Leader Creative at info@streetleaderc.com. Packages range between N\$80 and N\$150.
8. You and your guests should rise when the procession enters the hall. No one should resume her/his seat until you are told to do so.
9. When the ceremony comes to an end, the congregation must rise and remain standing until the procession has left the hall.
10. The Faculty Executive Dean will present the candidates, as per the qualification obtained, by reading the qualification name from the graduation programme, each student may then rise at his/her seat once the name is called.
11. Your Faculty Officer will direct you during the process when the qualifications are being presented.
12. You are kindly urged to pay good attention to instructions by the Master of Ceremony.

Very Important

Excessive noise, shouting and whistling are strictly prohibited at the campus.

Prof S Nyathi
Registrar