



# Graduation Ceremony Information and Procedures

Applicable to all Candidates



## Prior Graduation Information

### 1. Online Graduation Attendance Confirmation

- ▶ Access/Click the Link to confirm attendance or absentia: [https://ienabler.nust.na/pls/prodi41/w99pkg.mi\\_login](https://ienabler.nust.na/pls/prodi41/w99pkg.mi_login);
- ▶ For more information read Graduation Attendance Notice

### 2. Graduation Attire

- **Gowns and Mortarboards**  
NUST does not provide graduands with gowns and mortarboards (headgear). All Graduands 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
  - ▶ House of Graduates @ 0813887914
  - ▶ All Nation Fashion Design @ 0812897399

### 3. Arrival Time

- You are advised to arrive early at the **MERCURE HOTEL**, with admission to the venue beginning from **06:00**. Graduands enter with their student cards and their guests with guest tickets. Graduands 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**.

### 4. Student Debt

The deadline for payment of outstanding debt is **03 October 2025**. Candidates, who settle debts after this deadline, will not receive their qualifications at the graduation ceremony but **MAY ATTEND** the ceremony. Qualifications will only be printed once the Finance Department provides the Certification and Graduation Department with proof of payment.

## 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 Ceremony gives the signal to do so.

### 2. Conferment Procedure

- 2.1 When it is time to 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 Postgraduate 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 three-year diplomas, degrees, Honours degrees and Postgraduate 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 will be asked to retake their seats.

#### 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 programme for the Masters and Doctoral degrees will give the Executive Dean their name card, and the Executive Dean 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, 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.
- You are kindly requested to refrain from smoking while wearing the academic attire, before and during the Graduation Ceremony.
- No cameras allowed in the Graduation venue. All cellphones must be on silent during the entire Graduation Ceremony.

Prof S Nyathi, Registrar

