GRADUATION APRIL 2019

VERY IMPORTANT NOTICE TO STUDENTS

There will be TWO graduation ceremonies in April 2019: on 25 and 26 April 2019

Thursday, 25 April 2019

Faculties of Computing and Informatics, Engineering, Health and Applied Sciences, Human Sciences and Natural Resources and Spatial Sciences.

TIME: 09H00

VENUE: Safari Hotel and Conference Centre

Friday, 26 April 2019:

Faculty of Management Sciences only.

TIME: 09H00

VENUE: Safari Hotel and Conference Centre.

NB:
1. Note that the printing of certificates has been outsourced for security reasons and we have to abide strictly to the due dates of the suppliers. Therefore, certificates for all candidates whose names are submitted to the Examinations Department after the due date of 23 March 2019 will not be printed and issued at the graduation ceremony. Their names will appear in the graduation booklet and they may attend the ceremony as per the dates mentioned above. These students will be contacted to collect their certificates when available. Please note: It can take up to 4 weeks for delivery.

2. Only candidates to receive 3 – year Diplomas and / or degrees / higher degrees are to attend the graduation ceremony strictly as per the dates mentioned above. Please complete the attached graduation form and return it to the Examinations Department not later than Thursday, 18 APRIL 2019.

3. Candidates who are in debt with NUST will not be allowed to graduate. The due date for payment to attend the graduation ceremony is: 18 April 2019.

4. All candidates to receive undergraduate certificates, higher certificates and one or two year diplomas (NQF level 6 or below), will be listed in the graduation programme, but the qualifications will be awarded in absentia. Candidates may collect their certificates or diplomas at the Examinations Department from 06 May 2019 until 31 May 2019.

Thank you.

Ms. Antonia Goliath
ACTING ASSISTANT REGISTRAR: ACADEMIC ADMINISTRATION
## APRIL 2019 GRADUATION CEREMONY

**GRADUATION ATTENDANCE FORM**

*Candidates for 3 - year diplomas and degrees only*

**VENUE:** Safari Hotel and Conference Centre  
**TIME:** 09:00  
**DATES:** Thursday, 25 APRIL 2019 / FRIDAY, 26 APRIL 2019

**ENQUIRIES:** All enquiries should be directed to the NUST Examinations Department at the following telephone number: +264 61 207 2412. (EMAIL: skalo@nust.na).

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**PLEASE PRINT CLEARLY AND ENSURE THAT YOUR DETAILS ARE 100% CORRECT**

<table>
<thead>
<tr>
<th>STUDENT NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr / Ms</td>
</tr>
<tr>
<td>Surname</td>
</tr>
<tr>
<td>Full Name(s) (NO INITIALS)</td>
</tr>
<tr>
<td>Date of Birth:</td>
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<tr>
<td>Postal Address</td>
</tr>
<tr>
<td>Contact No.</td>
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<tr>
<td>Name of Qualification</td>
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<tr>
<td>(e.g. Bachelor of Marketing)</td>
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Please indicate whether you will attend the Graduation ceremony.  
(3 - Year Diploma, Degree & Higher Degree candidates only).

- [ ] Yes, I will attend on ..................APRIL 2019
- [ ] No, I cannot attend, please confer my qualification in absentia.

**PLEASE NOTE:**

1. **Guest(s) Tickets:**

Candidates who will receive 3 - year diplomas are entitled to only 1 (ONE) invitation card for a guest. Candidates who will receive degrees/Higer degrees are entitled to 2 (TWO) invitation cards for their guests.

Children under 12 years old are not allowed to attend the graduation ceremony and will not be allowed to enter the hall on that day. Students are expected to collect their invitation cards at the Examinations Department from Monday, 15 April 2019 till WEDNESDAY, 24 APRIL 2019 between 08H00 and 16H00.

**Note:** Proof of identification is required. Invitation cards for guests will not be issued to a third party or to candidates with outstanding fees. Please obtain the necessary debt clearance from the Finance Department BEFORE you come to the Exams Department to collect the guests’ tickets.

2. **Outstanding Debt:**

- Candidates who are in debt with NUST will not be allowed to graduate.
- The deadline for payment of outstanding debt is 18 APRIL 2019.
- Candidates, who pay their debts after this deadline, will not receive their certificates at the graduation ceremony, but may attend the ceremony.

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**STUDENT’S SIGNATURE**

This form must be completed and returned no later than 18 APRIL 2019.
GRADUATION CEREMONY PROCEDURES

Applicable to 3-year diploma, degree and postgraduate candidates only.

1. The NUST does not provide gowns and mortar boards (head gear) to graduates. All Graduates must obtain the gowns and mortar boards 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: Tobes at 238897, C. Schimming at 0811247131 or Conya Trading Enterprises at 0816805978, Graduation Outfitters at 0813090920 and All Nation Fashion Design 0812897399.

2. Academic Hoods in the colour of the Faculty concerned are available at NUST Assets and Store Section (next to Boys’ Hostel). Graduates must pay a deposit of N$200-00 at the Cashier upon collecting the hood. N$100-00 will be refunded upon return of the hood in its original state. Graduates will have time to return such Hoods until 31 May 2019.

3. You are encouraged to arrive early at the Safari Hotel and Conference Centre and will be admitted in the venue from 07h00. A card, inscribed with your name, qualification and seat number, will be handed to you.

4. Those who arrive at 08h30 or later will not be allowed to enter the graduation hall; they will receive their qualifications in absentia.

5. Candidates who are in debt with the NUST will not be allowed to graduate.
The deadline for payment of outstanding debt is 18 April 2019. 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 forwarded for printing.

6. You are kindly requested not to smoke whilst wearing the academic dress, before, during or after the graduation ceremony.

7. Taking of photographs shall NOT be allowed during the graduation ceremony.

8. You and your guests should rise when the procession enters the hall. No one should return her/his seat until the Registrar gives the signal 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. When the qualifications are about to be conferred, the Dean concerned will present the candidates, as per the qualification obtained by reading the qualification names from the Graduation Programme.

11. Immediately after the Dean has informed the Vice-Chancellor that he will introduce the qualification for which you obtained the diploma or degree, the following procedures will be followed:

11.1 Candidates whose names appear on the list in the graduation programme for 3-year diplomas and degrees, will rise from their seats as directed by the Faculty Officer. Hand your name card to the Dean, who will read your name. After your name has been read, the card will be returned to you. Walk across the stage and exit the hall using the door on the right hand side of the stage party. DO NOT shake hands with the stage party.

Procedures for candidates to receive Honours degrees, Postgraduate certificates or Diplomas:

11.2 Hand your name card to the Dean, who will read your name. After your name has been read, the card will be returned to you.

11.3 Walk across the stage, shake the hand of the Vice-Chancellor and the President, if present, and kneel on the stool in front of the Chair of Council who will touch her bonnet to your head.

11.4 Walk down the stairs. The Examinations Officer, seated at a table near the stage, will hand you your qualification and you will return to your seat.

Procedures for candidates to receive Master and Doctoral degrees:

11.5 Hand your name card to the Dean, who will read your name. After your name has been read, the card will be returned to you.

11.6 Walk across the stage, shake the hand of the Vice-Chancellor and the President, if present, and kneel on the stool in front of the Chair of Council who will touch her bonnet to your head. Facing the audience, hand your Hood to the Registrar who will place the Hood over your head onto your shoulders signifying your success in completing the postgraduate programme.

11.7 Walk down the stairs. The Examinations Officer, seated at a table near the stage, will hand you your qualification and you will return to your seat.

12. VERY IMPORTANT:

12.1 No cell phones and cameras must be taken inside the venue. Please hand in the items at the Campus Control Combi at the venue prior to the ceremony.

12.2 Excessive noise, shouting and whistling are strictly prohibited. Voice-amplifying instruments such as whistles will not be allowed inside the graduation hall.