GRADUATION OCTOBER 2019

VERY IMPORTANT NOTICE TO STUDENTS

There will be ONE graduation ceremony in OCTOBER 2019 for all Faculties.

DATE: Friday, 11 October 2019

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 11 September 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 Friday, 27 September 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 04 October 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 18 October 2019.

Thank you.

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

**GRADUATION ATTENDANCE FORM**

*(Candidates for 3-year diplomas and degrees only)*

**VENUE:** Safari Hotel and Conference Centre  
**TIME:** 09:00  
**DATES:** FRIDAY, 11 October 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).

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

<table>
<thead>
<tr>
<th><strong>STUDENT NUMBER:</strong></th>
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<tbody>
<tr>
<td><strong>Mr / Ms</strong></td>
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<tr>
<td><strong>Surname</strong></td>
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<tr>
<td><strong>Full Name(s) (NO INITIALS)</strong></td>
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<td><strong>Date of Birth:</strong></td>
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<td><strong>Postal Address</strong></td>
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<td><strong>Contact No.</strong></td>
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<td><strong>Email address</strong></td>
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<tr>
<td><strong>Name of Qualification</strong> <em>(e.g. Bachelor of Marketing)</em></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 11 October 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/Higher 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 30 September 2019 to 10 October 2019.

   **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 04 October 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 04 October 2019.
GRADUATION CEREMONY PROCEDURES

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

1. 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: Tobies at 238897, C. Schimmng at 0811247131 or Corzaya 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 the Office of the Registrar. 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 on or before 31st October 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 NUST will not be allowed to graduate.
   The deadline for payment of outstanding debt is 04 October 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 resume 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 relevant Dean 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 Procedures for candidates to receive 3-year diplomas and degrees:
   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 and will return the name card back 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. Collect your certificate from the examinations table in the foyer and return back to your seat in the hall.

   11.2 Procedures for candidates to receive Honours degrees, Postgraduate certificates or diplomas:
   Hand your name card to the Dean, who will read your name and will return the name card back to you. Walk across the stage, shake the hands of the Vice-Chancellor and the President or the Minister (if present) and kneel on the stool in front of the Chancellor or Chairperson of Council who will place a bonnet over your mortar board (cap). Walk down the stairs and move to the examinations table near the exit door to collect your qualification and return back to your seat in the hall.

   11.3 Procedures for candidates to receive Master and Doctoral degrees:
   Hand your name card to the Dean and face the congregation. The Dean will read your name, the title of the thesis and the name of your supervisor (the summary of the abstract for PhD candidates only) and will return the name card back to you. Walk across the stage, shake the hands of the Vice-Chancellor and the President or the Minister (if present) and kneel on the stool in front of the Chancellor or Chairperson of Council who will place a bonnet over your mortar board (cap). Hand your hood to the Registrar, who will place the hood over your shoulders. Walk down the stairs and move to the examinations table near the exit door to collect your qualification and return back to your seat in the hall.

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.

MR. M. GARDE
REGISTRAR