



Graduation Ceremony Information and Procedures

Applicable to all Candidates

Prior Graduation Information

1. Graduation Attire

• Gowns and Mortarboards

NUST does not provide graduands 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: **Tobies** at 238897, C. or **Conzya Trading Enterprises** at 0816805978, **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 Poly Heights on first floor room 101 from **Monday 26 September 2022**. When obtaining hoods, graduands must first pay N\$200 at the Cashier. Kindly ensure that the tassels for your mortarboard is strictly black.

2. Arrival Time

- You are advised to arrive early at the NUST Main Campus, 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 **08:00** or later will not be allowed to enter the graduation hall; they will receive their qualifications **IN ABSENTIA**.

3. Student Debt

- The deadline for payment of outstanding debt is 03 October 2022. 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 Examinations Department evidence 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 Ceremonies gives the signal to do so.
- When the ceremony comes to an end, the congregation must rise and remain standing until the procession has left the hall.

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 Undergraduate and Honours Conferees

As directed by the Faculty Officer, candidates whose names appear on the list in the graduation program for **certificates, diplomas, degrees and Honours degrees, will rise from their seats**, the Executive Dean will read your names after your name has been read move forward, and remain in the queue until all names in your list are read, you will all exit the hall using the right-hand side of the stage party. You will get your certificate from the Examinations Officer, who is seated at a table behind the stage, and return to your seat.

Procedures for candidates to receive Postgraduate certificates, or diplomas:

- Give the Executive Dean your name card, and he or she will read 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 face the audience and hand your Hood to the Registrar who will place the Hood over your head onto your shoulders signifying your success in completing the postgraduate program.

• Descend the stairs. You will get your certificate from the Examinations Officer, situated at a table behind the stage, and then return to your seat.

2.2.2 Postgraduate Conferees

Procedures for candidates to receive Masters and Doctoral degrees:

- 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) where after 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 face the audience and hand your Hood to the Registrar who will place the Hood over your head onto your shoulders signifying your success in completing the postgraduate program.
- Descend the stairs. You will get your certificate from the Examinations Officer, situated at a table behind the stage, and then return to your seat.

3. Very Important

- 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.

Prof S Nyathi
Registrar