



graduation  
2016

INFORMATION BOOKLET

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# Schedule of April 2016 Graduation Ceremonies (Midlands and Durban)

Graduation dates 13 and 14 April 2016 (Midlands), 18 -22 April 2016 (Durban)

## MIDLANDS

DATE	SESSION 1 10:00	SESSION 2 14:00
13 April Wed. (Midlands)	FACULTY OF ARTS AND DESIGN	FACULTY OF ACCOUNTING AND INFORMATICS FACULTY OF ENGINEERING AND THE BUILT ENVIRONMENT FACULTY OF HEALTH SCIENCES
14 April Thurs. (Midlands)	FACULTY OF MANAGEMENT SCIENCES Management Public Relations Management Human Resources Management	FACULTY OF MANAGEMENT SCIENCES Ecotourism Public Management

## DURBAN

DATE	SESSION 1 09:00	SESSION 2 14:00	SESSION 3 18:00
18 April Mon.	FACULTY OF MANAGEMENT SCIENCES Human Resources Management	FACULTY OF MANAGEMENT SCIENCES Public Management Tourism Hospitality Management Catering Management	FACULTY OF MANAGEMENT SCIENCES Marketing Retail Business Management Operations Management Quality
19 April Tues.	FACULTY OF MANAGEMENT SCIENCES Management Business Administration Public Relations Management	FACULTY OF APPLIED SCIENCES	FACULTY OF HEALTH SCIENCES
20 April Wed.	FACULTY OF ACCOUNTING AND INFORMATICS Library and Information Studies Office Management and Technology	FACULTY OF ACCOUNTING AND INFORMATICS Financial Accounting Corporate Administration Taxation and Auditing	FACULTY OF ACCOUNTING AND INFORMATICS Information Technology Financial Information System
21 April Thurs.	FACULTY OF ACCOUNTING AND INFORMATICS Cost and Management Accounting	FACULTY OF ENGINEERING AND THE BUILT ENVIRONMENT Electrical Engineering (Heavy Current) Electrical Engineering (Light Current) Industrial Engineering	FACULTY OF ENGINEERING AND THE BUILT ENVIRONMENT Pulp & Paper Chemical Engineering Mechanical Engineering Town and Regional Planning
22 April Fri.	FACULTY OF ENGINEERING AND THE BUILT ENVIRONMENT Construction & Quantity Surveying Civil & Surveying Architectural Technology	FACULTY OF ARTS AND DESIGN	

# INFORMATION AND PROCEDURES REGARDING YOUR CEREMONY

The Durban University of Technology (DUT) congratulates you on your achievement. This booklet contains important information that is designed to make your day as flawless and enjoyable as possible. Make every effort to read and understand the contents. Should you have queries of an academic nature, contact your respective Faculty Office. The details are listed below.

## MIDLANDS CENTRE

Accounting and Informatics

E-mail: [celez@dut.ac.za](mailto:celez@dut.ac.za)

Tel: +27 (0)33 845 8820

Health Sciences

E-mail: [Lindaa@dut.ac.za](mailto:Lindaa@dut.ac.za)

Tel: +27(31) 373 2566

Management Sciences

E-mail: [manjub@dut.ac.za](mailto:manjub@dut.ac.za)

Tel: +27 (0)33 845 8815

Engineering and the Built Environment

E-mail: [lindit@dut.ac.za](mailto:lindit@dut.ac.za)

Tel: +27 (0)33 845 895

Arts and Design

E-mail: [upasnar@dut.ac.za](mailto:upasnar@dut.ac.za) / [sandrak@dut.ac.za](mailto:sandrak@dut.ac.za)

Tel: +27 (0) 33 845 8927 / +27 (0) 33 845 8959

Fax: +27 (0)33 845 8936

## DURBAN CAMPUSES

Accounting and Informatics

Tel: +27 (0)31 373 5520/5418/5152/5670

Fax: +27 (0)31 086 262 6836

E-mail: [sandram@dut.ac.za](mailto:sandram@dut.ac.za)

E-mail: [deborahs@dut.ac.za](mailto:deborahs@dut.ac.za)

E-mail: [bongekilen@dut.ac.za](mailto:bongekilen@dut.ac.za)

Applied Sciences

Tel: +27 (0)31 373 2506/2717/3036

Fax: +27 (0)31 373 2175

E-mail: [jessican@dut.ac.za](mailto:jessican@dut.ac.za)

E-mail: [siphamandlam@dut.ac.za](mailto:siphamandlam@dut.ac.za)

Arts and Design

Tel: +27 (0)31 373 6520

Fax: +27 (0)31 373 6518

E-mail: [ntandox@dut.ac.za](mailto:ntandox@dut.ac.za)

E-mail: [rajeshreej@dut.ac.za](mailto:rajeshreej@dut.ac.za)

E-mail: [rajesp@dut.ac.za](mailto:rajesp@dut.ac.za)

Engineering and the Built Environment

Tel: +27 (0)31 373 3040/2186/2718/2716/3041

E-mail: [singhn@dut.ac.za](mailto:singhn@dut.ac.za)

E-mail: [brendaj@dut.ac.za](mailto:brendaj@dut.ac.za)

E-mail: [mazibukov@dut.ac.za](mailto:mazibukov@dut.ac.za)

E-mail: [thandekaz@dut.ac.za](mailto:thandekaz@dut.ac.za)

Health Science

Tel: +27 (0)31 373 2702/2446/2566

Fax: +27 (0)31 373 2407

E-mail: [Lindaa@dut.ac.za](mailto:Lindaa@dut.ac.za)

E-mail: [nonkululekok@dut.ac.za](mailto:nonkululekok@dut.ac.za)

E-mail: [emmanueln2@dut.ac.za](mailto:emmanueln2@dut.ac.za)

Management Sciences

Tel: +27 (0)31 373 5441

Fax: +27 (0)86 674 1216

E-mail: [preganshn@dut.ac.za](mailto:preganshn@dut.ac.za)

E-mail: [thembim@dut.ac.za](mailto:thembim@dut.ac.za)

## REPLY CARD

The enclosed reply card must be completed and returned as soon as possible, even if you are not attending.

## ENTRY CARDS

You may invite a maximum of four guests to attend the ceremony with you. We regret that no extra guests can be accommodated. Children under 07 years are not allowed into the ceremony.

Strict security control will operate during the Graduation Ceremony. Please be advised that no person will be allowed access to the ceremony without an entry card. The guest entry cards will be available for collection outside the graduation venue one-and-a-half hours before the ceremony starts.

## SEATING FOR GUESTS

Seats are not reserved by name, therefore guests may sit anywhere in the open seating area. Guest who arrive once the ceremony has started will not be allowed into the hall and will be guided to an overflow area from where they can watch a live broadcast of the ceremony.

## YOUR ARRIVAL

When you arrive at the ceremony, report to your allocated table in the foyer of the Sports Centre/Indumiso Hall one hour before the commencement of your ceremony.

The seating card indicates your seat number. Please ensure that you sit according to your seat number and do not move to another seat as this will interfere with the graduation programme

Your guests should proceed to the open seating area where ushers will be on duty to assist them.

## PHOTOGRAPHIC SERVICES

An accredited photographer has been appointed to take your official photographs on stage.

The official photographer will have a marquee outside the venue as well. Your guests should refrain from taking their own photographs and any recording during the ceremony. Please do not use photographers that are outside the campus.

The accredited photographer will issue details to you on the day of your graduation for payment and collections.

## WHAT TO WEAR TO THE GRADUATION CEREMONY

In keeping with the formal nature of our graduation ceremony, we would like to remind you that the dress code is formal and respectable.

## ACADEMIC DRESS

You are not permitted to wear academic dress pertaining to previously obtained qualifications.

There are four styles of hoods. Each style indicates the level of academic achievement. Your hood must reflect your faculty colour as follows:

FACULTY	COLOUR
Applied Sciences	Amethyst
Arts and Design	Union Jack Red
Accounting and Informatics	Ultra Marine Blue
Engineering and the Built Environment	Emerald Green
Health Sciences	Royal Purple
Management Sciences	Calamine Blue

## HIRING OF ACADEMIC DRESS AND HEADWEAR

Qualification	Specification for academic dress and headwear
Doctoral Degrees	Union Jack Red gown with long-pointed sleeves pulled up in faculty colour. A hood and an oval Doctor's bonnet with faculty coloured cord and tassels. You should not wear the Doctor's bonnet before the certificate has been received.
Masters Degrees	Black gown with long-pointed sleeves, pleated up with champagne cord and button. A hood and a black mortarboard with black tassel. You should not wear the mortarboard before the certificate has been received.
Bachelors Degrees, National Diploma, Higher Diploma	Black gown with long pointed sleeves, pleated up with a black ribbon. A hood and a mortarboard with a black tassel. National You should not wear the mortarboard before the certificate has been received.
Certificate	Black gown with long-pointed sleeves, pleated up with a black ribbon. No mortarboard and hood is required.

## HOW TO HIRE YOUR ACADEMIC DRESS

An order form is enclosed. You may purchase or hire your academic dress. The order form must be immediately faxed to the supplier together with a copy of the bank deposit slip should you wish to purchase your academic dress. If you are hiring your academic dress, you need not fax the order form. Make payment at the bank and bring your original proof of payment on collection day.

You may choose to have your purchase order posted by Speed Service for collection from your Post office, or have your purchases delivered to the University for collection prior to graduation at the following collection points:

Indumiso Campus: Master Venue, above Indumiso Hall (Midlands Centre Graduation Ceremonies)

Steve Biko Campus: Tech Arms and the Pavilion Room, Fred Crookes Sports Centre, Gate 5, Steve Biko Campus.

Hired goods will be brought to the University for collection prior to the graduation ceremony. Hired goods must be returned to the gown hire company immediately after your graduation ceremony.

## GENERAL

Vuvuzelas, whistles or any noise emitting instruments are strictly prohibited and will be confiscated in the hall.

## DURATION OF CEREMONY

Your ceremony is expected to last approximately 2 hours. Please ensure that you arrive early (one-and-a-half hours before the commencement of the ceremony) to collect your seating card and for your guests to take their seats. As a courtesy, please do not leave the venue until the ceremony is concluded. Children under 12 years are not allowed entry into the ceremony.

## CEREMONY PROTOCOL

You must rise when the academic procession:

- Enters the hall at the commencement of the ceremony and remain standing until the stage party is seated.
- Leaves the hall at the end of the ceremony.

## DIPLOMA AND DEGREE RECIPIENTS

- You will stand up when prompted by a DUT staff member and walk onto the stage from the left carrying your seating card in your right hand and your hood over your left arm.
- Once on stage, you will hand your card to the Executive Dean, who will read out your name.
- After your name has been read out, the card will be returned to you. You will then walk towards the Chancellor who will confer the degree by lightly tapping your head.
- You will then approach the Registrar, who will be at the end of the stage. You will hand your hood to her and then turn to face the audience. A photograph is taken once the Registrar places your hood over your shoulders.
- You will then leave the stage, after which your degree/diploma/certificate will be handed to you.
- You will return to your seat and remain seated until the ceremony is concluded.

## CERTIFICATE RECIPIENTS

- You will stand when prompted by a DUT staff member and walk onto the stage from left-hand side.
- Once on stage, you will hand your card to the Executive Dean, who will read out your name.
- After your name has been read out, your card will be returned to you. Then walk towards the Vice-Chancellor who will congratulate you with a handshake. A photograph is taken at the moment when the Vice-Chancellor shakes your hand.
- You will then leave the stage, after which your certificate will be handed to you.
- Return to your seat and remain seated until the ceremony is concluded.

## PARKING AND GRADUATION VENUE:

Midlands Centre, Indumiso Campus - 13th and 14th April 2016

Parking: Main Gate, next to Large Lecture Hall and ABSA ATM

Venue: Indumiso Hall, 15 F J Sithole Road, Imbali

Steve Biko Campus, Steve Biko Road - 18th to 23 April 2016

Parking: Gates 5 and 9, Steve Biko Road (formerly Mansfield Road)

Venue: Fred Crookes Indoor Sports Centre, Steve Biko Campus, Steve Biko Road

## PROCEDURE FOR THOSE WHO DO NOT ATTEND THE CEREMONY

If you are unable to attend your ceremony, collect your degree/diploma/certificate by producing your ID document at your Faculty Office no later than one month after your graduation ceremony. Drivers license will NOT be accepted when collecting certificates.

If the graduate is sending someone to collect their certificate on their behalf, they would need to comply with the following procedure:

1. Complete the authorization form (obtainable from the Faculty Office)
2. The bearer must produce their ID/passport documents.
3. The bearer must produce a copy of the graduates ID/passport.

## OUTSTANDING FEES

You will not receive your degree/diploma/certificate, unless and until all outstanding fees are settled. Those wishing to check their financial status at the University should contact the following numbers:

+27 31 373 5164/2379/5334 and 5248 or

DUT HOTLINE NUMBER: 082 236 2222 or

SMS the following to 34763 for balance enquiries: DUT <space>Student Number<space>B

## GRADUATION OFFICE

Please contact us for further assistance on:

Graduation Office: +27 31 373 2521/2462/2938/2754/2464

Office Hours: 08h00 - 16h30, Monday to Thursday, 08h00 - 15h00, Friday

Physical Address: Division of Corporate Affairs  
Botanic Mansions Building, Ground Floor (Gate 1)  
Steve Biko Road (Old Mansfield Road)  
Steve Biko Campus  
Durban University of Technology





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