



**SPRING**  
**GRADUATION**  
**2018**

**INFORMATION BOOKLET**

# SPRING GRADUATION CEREMONIES

THURSDAY and FRIDAY, 6-7 SEPTEMBER 2018

Fred Crookes Sports Centre, Steve Biko Campus, Gate 5 DUT

THURSDAY, 06 SEPTEMBER 2018	
<b>SESSION 1</b> 09:00	<b>FACULTY: ENGINEERING and BUILT ENVIRONMENT</b> Civil & Geomatics (DBN and PMB); Chemical Engineering and Pulp & Paper; Electrical Engineering (Light Current); Town & Regional Planning
<b>SESSION 2</b> 13:00	<b>FACULTY: ENGINEERING and BUILT ENVIRONMENT</b> Architectural Technology; Industrial Engineering; Electrical Engineering (Heavy Current); Mechanical Engineering; Department of Construction and Quantity Surveying
<b>SESSION 3</b> 17:00	<b>FACULTY: MANAGEMENT SCIENCES</b>
FRIDAY, 07 SEPTEMBER 2018	
<b>SESSION 1</b> 09:00	<b>FACULTIES: ACCOUNTING and INFORMATICS</b> <b>HEALTH SCIENCES</b>
<b>SESSION 2</b> 13:00	<b>FACULTIES: ARTS and DESIGN</b>  Honorary Graduands: Mr J Clegg Dr E Mahlangu Mr S Mchunu Mr W Nzimande  <b>APPLIED SCIENCES</b>

# 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

Email: zamandosic@dut.ac.za  
Tel: +27 (0)33 845 8820

### Health Sciences

E-mail: Lindaa@dut.ac.za  
Tel: +27(31) 373 2566

### Management Sciences

E-mail: manjub@dut.ac.za  
Tel: +27 (0)33 845 8815

### Engineering and the Built Environment

E-mail: lindit@dut.ac.za  
Tel: +27 (0)33 845 895

### Arts and Design

E-mail: upasnar@dut.ac.za / 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  
E-mail: deborahs@dut.ac.za  
E-mail: bongekilen@dut.ac.za

### Arts and Design

Tel: +27 (0)31 373 6520  
Fax: +27 (0)31 373 6518  
E-mail: ntandox@dut.ac.za  
E-mail: rajeshreej@dut.ac.za  
E-mail: rajesp@dut.ac.za

### Health Sciences

Tel: +27 (0)31 373 2702/2446/2566  
Fax: +27 (0)31 373 2407  
E-mail: Lindaa@dut.ac.za  
E-mail: Benedictal@dut.ac.za  
E-mail: Nokuthulasl@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  
E-mail: siphamandlam@dut.ac.za  
E-mail: fas@dut.ac.za

### Engineering and the Built Environment

Tel: +27 (0)31 373 3040/2186/2718/2716/3041  
E-mail: singhn@dut.ac.za  
E-mail: mazibukv@dut.ac.za  
E-mail: thandekaz@dut.ac.za  
E-mail: denishag@dut.ac.za  
E-mail: sazisom@dut.ac.za

### Management Sciences

Tel: +27 (0)31 373 5441/5157/6339/5403  
Fax: +27 (0)86 674 1216  
E-mail: pregashn@dut.ac.za  
E-mail: simeonr@dut.ac.za  
E-mail: thobanem@dut.ac.za

## REPLY CARD

The enclosed reply card must be completed and returned at least 7 days prior to your graduation date, 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 for guests are not reserved by name, therefore guests may sit anywhere in the open seating area. Guests 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 **one hour** before the commencement of your ceremony. You are requested to show either your **Student Card, ID or Passport when collecting your seating card.**

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 where you may take additional photographs. 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 or traditional.

## HOW TO HIRE YOUR ACADEMIC DRESS

You may purchase or hire your academic attire from House of Graduates who are the official suppliers and they will provide the correct attire for your qualification. Please see enclosed order form on how to order or purchase your academic attire.

### Contact Details

House of Graduates

Tel: 031 301 8015

Email: [info@houseofgraduates.co.za](mailto:info@houseofgraduates.co.za)

## 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

## WHAT TO WEAR

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.

## **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. As a courtesy, please do not leave the venue until the ceremony is concluded.

## **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**

- When prompted by a DUT staff member, you will 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**

- When prompted by a DUT staff member you will 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.
- Then approach the Registrar where a photograph will be taken.
- 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:**

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 you may collect your degree/diploma/certificate by producing your ID document at your Faculty Office no later than one month after your graduation ceremony. Your driver's 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 an ID/passport document.
3. The bearer must produce a certified 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**

**For further assistance our contact details are**

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

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

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



[www.dut.ac.za](http://www.dut.ac.za)