



CEREMONY PROTOCOL



ACADEMIC PROCESSION 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/Executive Dean’s representative, 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/diploma by lightly tapping your head.
- You will then approach the Registrar/Registrar’s representative, who will be at the end of the stage. You will hand your hood to the Registrar/Registrar’s representative, and then turn to face the audience. A photograph is taken once the Registrar/Registrar’s representative 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 the left-hand side.
- Once on stage, you will hand your card to the Executive Dean/Executive Dean’s representative, 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/Registrar’s representative, 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.

DURATION OF CEREMONY

- Your ceremony is expected to last approximately 2 hours. Graduates and guests are requested to remain seated for the full duration of the ceremony. As courtesy and respect for your fellow graduates, please do not leave the venue until the ceremony is concluded.

GENERAL

- Vuvuzelas whistles, or any noise emitting instruments are strictly prohibited and will be confiscated prior to entering the hall.
- No food or drink will be allowed in the hall.
- In case of a medical emergency, a paramedic will be available.