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fairness · professionalism · commitment · compassion · excellence

CREATIVE. DISTINCTIVE. IMPACTFUL.

FREQUENTLY ASKED QUESTIONS (FAQS)

HAVE I QUALIFIED AND IS MY NAME ON THE GRADUATION LIST?
You must fulfill all requirements to graduate for your diploma/degree. If you are uncertain, please check with your Faculty Office as the onus is on you to check that you have been marked on the PeopleSoft Campus Solutions system as qualified.

WHAT ABOUT THE NAME ON MY CERTIFICATE AND IN THE GRADUATION BOOKLET?
- Please ensure that your full name is correctly reflected on the PeopleSoft Campus Solutions system as on your birth certificate, ID document, or passport.
- If your name is reflected incorrectly on your DUT record, or you have subsequently changed your name (legally), please present your original ID document or passport to your Faculty Office to process the necessary amendments.
- This must be done at least 30 days before the graduation ceremony date.
- Please consult your Faculty Office should there be discrepancies in the details of your names and/or ID/passport number.
- Your official name at the time of graduation will appear on your certificate.
- Your graduation certificate will not be re-issued due to errors in your names and/or ID/passport number.

WHAT SHOULD I 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. Additionally, in keeping with university traditions, you must wear the correct academic dress when attending your graduation ceremony. If you do not, you might not be admitted to the graduation hall.

WHERE DO I GET MY GOWN AND HOOD?
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 the details below on how to order or purchase your academic attire.
110 Umhlanga Rocks Drive
Durban North, 4083, KwaZulu-Natal, South Africa
T 031 301 8015
E info@houseofgraduates.co.za
W http://houseofgraduates.co.za/

DO I NEED A TICKET FOR THE CEREMONY?
- The graduate will be issued with one ticket.
- You may invite a maximum of three guests to attend the ceremony with you.
- We regret that no extra guests can be accommodated.
- The guest tickets will be available for collection at the demarcated area in the graduation venue, from 07:30 for the 09:00 ceremony, 12:30 for the 14:00 ceremony, and 16:30 for the 18:00 ceremony.
- Please note that no persons will be allowed access to the ceremony without a guest ticket.

CAN I GET ADDITIONAL TICKETS FOR THE GRADUATION CEREMONY?
We regret that no extra tickets can be issued. Please note that no persons will be allowed access to the ceremony without a ticket.

HOW LONG IS THE GRADUATION CEREMONY?
We are unable to confirm the exact duration. You can expect the ceremony to be approximately two (2) hours in duration. Graduates and guests are requested to remain seated for the full duration of the ceremony. As a courtesy and respect for your fellow graduates, please do not leave the venue until the ceremony is concluded.

ARE CHILDREN PERMITTED TO ATTEND THE GRADUATION CEREMONY?
- For the comfort and enjoyment of all attendees, please note that children under the age of 10 will not be permitted into the graduation venue.
- This approach is in place to ensure a focused and uninterrupted experience for all guests, as graduation ceremonies often involve speeches, presentations, and moments of significance that benefit from a quiet and respectful atmosphere.
- We kindly request that parents and guardians make necessary arrangements for the care of young children who fall under this age bracket.

WHERE DO I TAKE GRADUATION PHOTOS?
- An accredited photographer and videographer have been appointed to take your official photographs on stage and record all graduation ceremonies.
- Your guests should refrain from taking their photographs and any recording during the ceremony.
- The accredited photographer and videographer will issue details to you on the day of your graduation for payment and collection. For the sake of family and friends who are unable to attend the event, we will also be live-streaming the ceremonies, check our website www.dut.ac.za

CAN I DEFER AND CHOOSE TO ATTEND A LATER CEREMONY?
No. It is not possible to elect to defer your attendance to a future date. If you are not able to attend the graduation ceremony, you will graduate in absentia. No correspondence will be entered into regarding the deferment of graduation.

I DID NOT ATTEND THE GRADUATION CEREMONY. HOW CAN I GET MY CERTIFICATE?
If you are unable to attend your ceremony, you may collect your degree/diploma/certificate by presenting your **Original 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 you are unable to physically collect your certificate from DUT, you may arrange for the despatch of your certificate by courier services or registered mail based on your preferred method of despatch.

Please complete and submit the form entitled 'Request for the despatch of a Graduation Certificate' which is obtainable by clicking HERE (select your Faculty Folder and look for Form 26) and select one of the following options to receive your certificate (subject to all arrear fees being settled and outstanding documents being submitted)
For this option, you will need to:

Check and update your FULL address and contact details prior to submitting your request on the student self-service PeopleSoft Campus Solutions system using the following link:
https://peoplesoft.dut.ac.za/psp/pscsprd/?cmd=login&languageCd=ENG&

DESPATCH BY COURIER SERVICES
Please note that when selecting despatch by courier services you will need to provide the courier services with a FULL PHYSICAL ADDRESS. The physical address cannot be a P-O Box address. Failure to supply a full physical address will result in your certificate not being delivered.

DESPATCH BY REGISTERED MAIL
For this method of despatch, DUT will arrange to have your degree/diploma certificates posted to you by registered mail. Please note that when selecting despatch by registered mail you will need to provide us with a FULL POSTAL ADDRESS.

A tracking number will be provided to you once the certificates have been despatched with a link to the South African Post Office Track and Trace webpage. In South Africa, you will not receive the documents at your physical address. Rather, your nearest Post Office will send you a notification to collect your documents from that branch.

COSTS TO DESPATCH CERTIFICATES
Should you elect to have your certificate couriered to you, you will be required to cover the delivery costs.
Please ensure that your address details on the student portal is updated with the most recent postal and physical address. If the graduate is sending someone to collect their certificate on their behalf, they would need to comply with the following procedure:
- Please complete and submit the form entitled 'Authorisation of Release/Collection of Information By Third Party' which is obtainable by clicking HERE (select your Faculty Folder and look for Form 21) or alternatively contact your relevant Faculty Office to obtain a copy of the application. Complete the authorization form (obtainable from the Faculty Office).
- The bearer must produce an **original ID/passport document.** A driver's license will not be acceptable.
- The bearer must produce a certified copy of the graduate's ID/passport.
- The release of the certificate is subject to all arrear fees being settled and outstanding documents being submitted.

HOW WILL THE UNIVERSITY BE COMMUNICATING WITH ME REGARDING GRADUATION ARRANGEMENTS?
The university will communicate with you via email using ONLY your **official DUT4Life email address.** You are encouraged to check your **DUT4Life email address** regularly to ensure that you do not miss out on important communication from the University.

WILL DUT ARRANGE AND PAY FOR MY GRADUATION CERTIFICATE TO BE DISPATCHED?
Should you elect to have your certificate couriered to you, you will be required to cover the delivery costs.

CAN I BRING PERSONAL BELONGINGS INTO THE GRADUATION VENUE?
Due to security and space constraints, it is advised to bring only essential personal belongings to the graduation venue. Large bags, backpacks, and bulky items may not be permitted inside the venue. Please plan accordingly and consider leaving unnecessary items at home or in your vehicle

WILL THERE BE PARKING AVAILABLE AT THE GRADUATION VENUE?
Yes, parking will be available.
- **Durban Parking:** Olive Convention Centre Undercover Parking at a fee of R50 per session

WHERE ARE THE GRADUATION CEREMONIES BEING HELD?
- **Durban** - Ceremonies are to be held at the Olive Convention Centre, 81 Somtseu Road, North Beach, Durban

WILL APPROPRIATE ARRANGEMENTS BE MADE TO ENSURE THAT GUESTS WITH DISABILITIES ARE WELL TAKEN CARE OF?
DUT is committed to ensuring that all guests can participate fully in the graduation ceremony. If you or any of your guests require special assistance in terms of your disability, please contact the Disability Rights Unit **at least 30 days before** the ceremony date to make necessary arrangements.

Please note that if you do not indicate that you require assistance timeously, the Disability Rights Unit will be unable to prioritise your request for assistance on the day of the graduation ceremony as there are limited resources available.

Click Here for contact details and more information on the Disability Rights Unit.

WILL THERE BE REFRESHMENTS AVAILABLE DURING THE GRADUATION CEREMONY?
Unfortunately, no refreshments will be provided at the ceremony. However, it's recommended to eat a meal beforehand as the ceremony duration is approximately 2 hours. You may bring water or a small snack which can be consumed outside the venue, especially if you have dietary restrictions or medical needs.

CAN I REQUEST A SPECIFIC SEATING ARRANGEMENT FOR MYSELF AND MY GUESTS?
Seating arrangements for graduates are typically pre-assigned based on various factors, including faculty, degree and programmes However, guest seating is unreserved and guests may be seated on a first-come-first-served basis. Unfortunately, specific seating requests for guests may not be accommodated. Please note that seating assignments are subject to availability and final discretion by the event organizers.

Settle library and disciplinary matters before 27 August 2026
Ensure that you have a clear library record and owe no library fines or outstanding books. Ensure that you settle all pending disciplinary matters with the Student Disciplinary Tribunal. You will not receive your diploma/degree certificate at the 2026 Spring graduation ceremony if you have unpaid disciplinary/library fines and outstanding library books.

WILL THE CEREMONY BE LIVESTREAMED?
Yes. The graduation ceremony will be livestreamed from the DUT website https://www.dut.ac.za/spring-graduation-ceremonies-2026/

CAN I ATTEND THE GRADUATION CEREMONY AND RECEIVE MY DEGREE CERTIFICATE IF I HAVE OUTSTANDING FEES?
You may attend the graduation ceremony; however, your degree certificate will be withheld until all outstanding fees owed to DUT have been fully settled.

IS IT POSSIBLE TO RECEIVE MY DEGREE CERTIFICATE BEFORE THE GRADUATION CEREMONY?
Unfortunately, it is not permitted to obtain your degree certificate prior to the official graduation ceremony where the qualification will be conferred. You may request a qualification confirmation letter from the relevant Faculty Office to serve as a temporary substitute until the ceremony.

IF I HAVE OUTSTANDING FEES, WILL I RECEIVE MY GRADUATION CERTIFICATE AT THE CEREMONY?
Yes, provided that all outstanding fees are paid in full by **31 August 2026**. Proof of payment should be emailed to the relevant Finance Department to ensure that the payment is promptly allocated to your student account:

Durban students: DebtorsDbn@dut.ac.za
Midlands students: DebtorsPmb@dut.ac.za

If your outstanding fees are not paid by **31 August 2026**, you will not be issued with your graduation certificate at the graduation ceremony. Your certificate may be collected from your Faculty Office two days after the graduation ceremony, provided that all arrear fees have been paid in full.

Please note: All arrear fees owed to the University must be paid in full before your graduation certificate can be issued. Please contact the Finance Department to make arrangements regarding the payment of outstanding fees.

Fee Enquiries Office Durban-MLS

Ms Thuleleni Ngcobo
T (031) 373 5176
E ThuleleniN@dut.ac.za

Ms Zandile Zulu
T (031) 373 2029
E ZandileZ1@dut.ac.za

Ms Ntando Gwala
T (031) 373 5164
E NtandoG@dut.ac.za

Ms Lenershree Moodilar
T (031) 373 5164
E lenershreem@dut.ac.za

Mrs Bernice Reynolds
T (031) 373 3119
E BerniceR@dut.ac.za

Fee Enquiries Office Midlands

Mr Andile Mbeje
T (033) 845 8826
E AndileM2@dut.ac.za

Ms Yenziwe Mbatha
T (033) 845 8826
E YenziweM@dut.ac.za

HOW CAN I GET IN TOUCH WITH MY FACULTY OFFICE IF I HAVE QUESTIONS ABOUT GRADUATION?
If you have any questions regarding your graduation ceremony, you are encouraged to contact your respective Faculty Office for assistance. For more detailed information about the graduation process, schedules, and related updates, please visit the DUT Graduation webpage: https://www.dut.ac.za/spring-graduation-ceremonies-2026/

Below are the contact details for your reference:

FACULTY OF ACCOUNTING AND INFORMATICS

Durban
T +27 (0)31 373 5520 / 5418 / 5152
E SimlindeDC@dut.ac.za
E SthembileM4@dut.ac.za
E NeamB@dut.ac.za

Midlands
T +27 (0)33 845 8820
E StudentAdmin.Midlands@dut.ac.za

FACULTY OF APPLIED SCIENCES

Durban
T +27 (0)31 373 2506 / 2717 / 3036
E fas@dut.ac.za
E ezenkhanjian3@dut.ac.za
E sphi@dut.ac.za

FACULTY OF ARTS AND DESIGN

Durban
T +27(0)31 373 6520/ 19 / 21 / 23
E ThulebekaZ@dut.ac.za
E NcedisaM@dut.ac.za
E nkandoo@dut.ac.za

Midlands
T +27 (0) 33 845 8927 / 8959
F +27 (0)33 845 8936
E StudentAdmin.Midlands@dut.ac.za

FACULTY OF ENGINEERING AND THE BUILT ENVIRONMENT

Durban
T +27 (0)31 373 3040 /2716/ 3041/ 2186/6588/2449/2718
E gqwesele@dut.ac.za
E mazibuye@dut.ac.za
E fatimaat1@dut.ac.za
E thandekaz@dut.ac.za
E sazisom@dut.ac.za

Midlands
T+27 (0)31 373 3141 / 8982
E NonkululekoM2@dut.ac.za

FACULTY OF HEALTH SCIENCES

Durban
T +27 (0)31 373 2702 / 2446 / 2566
E LindsayB@dut.ac.za
E thembimn@dut.ac.za
E NokuthulaS1@dut.ac.za

Midlands
T +27(31) 373 2566
E LindsayB@dut.ac.za

FACULTY OF MANAGEMENT SCIENCES

Durban
T +27 (0)31 373 5441 / 5157 / 6339 / 5403 / 5196 / 5623 / 5625 / 5859
F +27 (0)86 674 1216
E ergisyn@dut.ac.za
E simeonr@dut.ac.za
E DevagC@dut.ac.za
E thobanem@dut.ac.za
E ezileenj@dut.ac.za
E MeganM2@dut.ac.za
E ThembaeM2@dut.ac.za
E LindokuhleV@dut.ac.za
E LuthandoM2@dut.ac.za

Midlads
T +27 (0)33 845 2265
E SikelelwaM@dut.ac.za