

GRADUATION GUIDE APRIL 2015

PE CAMPUS CEREMONIES

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PORT ELIZABETH CAMPUSES

VENUE: NMMU VODACOM INDOOR SPORTS CENTRE (SOUTH CAMPUS)

GRADUATION CEREMONIES APRIL 2015

FACULTY AND CEREMONY	DATE AND TIME OF CEREMONY	SEATED BY
CEREMONY TWO <i>Faculty of Arts (Postgraduate qualifications including Bachelor of Technology degrees)</i>	Tuesday, 14 April at 09:30	09:00
CEREMONY THREE <i>Faculty of Engineering, the Built Environment and Information Technology (School of the Built Environment and School of Information and Communication Technology)</i>	Tuesday, 14 April at 14:30	14:00
CEREMONY FOUR <i>Faculty of Engineering, the Built Environment and Information Technology (School of Engineering)</i>	Wednesday, 15 April at 09:30	09:00
CEREMONY FIVE <i>Faculty of Law</i> <i>Faculty of Health Sciences (Postgraduate qualifications including Bachelor of Technology degrees)</i>	Wednesday, 15 April at 14:30	14:00
CEREMONY SIX <i>Faculty of Business and Economic Sciences (School of Economics, Development and Tourism and Graduate School)</i>	Thursday, 16 April at 09:30	09:00
CEREMONY SEVEN <i>Faculty of Education (Undergraduate and postgraduate qualifications)</i>	Thursday, 16 April at 14:30	14:00
CEREMONY EIGHT <i>Faculty of Business and Economic Sciences (School of Management Sciences - excluding Undergraduate Diploma qualifications)</i>	Friday, 17 April at 09:30	09:00
CEREMONY NINE <i>Faculty of Science</i>	Friday, 17 April at 14:30	14:00
CEREMONY TEN <i>Faculty of Business and Economic Sciences (School of Accounting)</i>	Saturday, 18 April at 09:30	09:00
CEREMONY ELEVEN <i>Faculty of Arts (Undergraduate qualifications)</i>	Saturday, 18 April at 14:30	14:00
CEREMONY TWELVE <i>Faculty of Business and Economic Sciences (School of Industrial Psychology and Human Resources and School of Management Sciences – Undergraduate Diploma qualifications)</i>	Monday, 20 April at 09:30	09:00
CEREMONY THIRTEEN <i>Faculty of Health Sciences (Undergraduate qualifications)</i>	Monday, 20 April at 14:30	14:00
CERTIFICATE CEREMONY All Higher Certificates	Tuesday, 21 April at 09:30	09:00

STARTING TIME AND DURATION OF CEREMONIES

The ceremony will commence punctually as per programme time. All candidates, as well as guests, are requested to be seated at least **30 minutes** before the start of the ceremony. Graduates must please take into consideration the morning traffic as well as the time required to collect the academic dress. Each ceremony lasts approximately two hours and guests must remain seated during the entire ceremony - walking around is strictly prohibited.

CANDIDATES WHO ARRIVE LATE WILL RUN THE RISK OF NOT BEING ALLOWED TO GRADUATE – REFER TO THE SCHEDULE ABOVE FOR DATES AND STARTING TIMES

CONDITIONAL MATRICULATION EXEMPTION (APPLICABLE TO UNDERGRADUATE DEGREE STUDENTS ONLY)

It is your responsibility to check with the Admissions Section (for South African students) or the Office for International Education (for international students) whether you have met your matriculation exemption conditions or if your matriculation exemption is still valid. You will not receive your degree certificate if you have not complied with your matriculation exemption requirements.

DRESS CODE FOR GRADUATING CANDIDATES

The graduation ceremony is a formal occasion and you are requested to dress accordingly. Informal wear is not acceptable. The norm is for male candidates to wear a suit and tie and for females to wear a dress or skirt/pants and blouse, or in both cases acceptable formal traditional (cultural) dress. **The correct protocol is to wear only the hood of your highest qualification and thus not to wear more than the one you are to receive.** Mortarboards/caps may only be placed on heads once candidates leave the stage.

ACADEMIC DRESS

All candidates must attend the ceremony in prescribed academic dress which must be worn until you leave the hall. Purchase/hire forms have been included. Messrs T Birch & Co., Grahamstown and its subsidiary Croft Magill & Watson (Pty) Ltd, are the only officially appointed academic dress suppliers for the university. Satisfactory proof of identity must be produced in order to purchase academic dress. The accompanying letter may be used for this purpose. At the end of this document is an extract from the General Prospectus regarding the description of academic dress for graduates of the university in the various qualifications.

NB: All students must collect or arrange for collection of their academic dress from Croft, Magill & Watson at the Xerox Clubhouse (South Campus). Collection may take place prior to graduation on the dates specified on the enclosed documents from Croft, Magill & Watson or on the day of the ceremony. Should you however, collect on the day of graduation, you must report (to the clubhouse) **at least two hours** before the start of the ceremony.

ONLINE SERVICES

In an effort to streamline our processes, web tools have been developed for the benefit of graduating students. Graduating students are now able to access and submit important information online. The web address is <http://www.nmmu.ac.za/For-students/Graduation>. On this site you will be able to access information as well as forms on confirming whether you will attend the ceremony, academic dress, official photographer of the university, absentia arrangements and many others.

VIDEO STREAMING OF CEREMONIES

Should you have family and friends who cannot attend graduation but would like to see you graduate, they can go to: <http://nmmutube.nmmu.ac.za/LiveEvents.aspx> to view the live feed. Please visit this site before graduation day to ensure you have the correct version of the Windows Media Player on your PC.

SEATING CARDS - GRADUATES

Student seating cards will be placed on the seats that have been allocated to the students. Your seat number will be published at the entrance of the hall or in the foyer area should it be a rainy day.

GUESTS OF GRADUATES

Each candidate will be allowed three guests; however guests do not require seating cards.

GUESTS FOR DOCTORAL CANDIDATES

All Doctoral Candidates will be allowed five guests; seats will be reserved for these guests directly behind the VIP section.

GUESTS OR GRADUATES WITH SPECIAL NEEDS

Staff of NMMU Campus Health Services will be on stand-by at all graduation ceremonies should assistance be needed. Please contact Sr Antoinette Goosen well in advance to make prior arrangements on these contact numbers: Tel: 041 504 3364 and Cell: 082 786 1537. For special seating arrangements please contact Ms Allison Olivier by e-mail: allison.olivier@nmmu.ac.za or on Tel: 041 504 2142.

PROCEDURE DURING THE PRESENTATION OF DIPLOMAS/DEGREES (THIS PROCEDURE WILL ALSO BE PRINTED ON THE BACK OF YOUR NAME CARD)

- Staff members will direct you to the stage area. Staff from the Faculty Administration section will control proceedings in this area and will assist you in lining up in the correct way.
- Move onto the stage individually with your hood draped over your left arm. Here again staff from the Faculty Administration section will assist you.
- Hand your **name card** to the Dean of the Faculty. He/she will read your name and return the card to you. **(Please ensure that your card is returned to you.)**
- Proceed across the stage to the Chancellor/Vice-Chancellor and kneel on the footstool, facing the Chancellor/Vice-Chancellor. He will cap you.
- Proceed to the Registrar. Turn towards the congregation once he has removed the hood from your arm.
- He will then place the hood around your neck.
- Leave the stage and place your mortarboard/cap on your head.
- Follow the arrows to the venue where you will collect your certificate. Hand your name card to the staff member on duty who will then hand over your diploma/degree certificate to you.
- Return to your seat. **Please do not leave the hall during the ceremony.**
- Certificates will only be issued to the graduate and not to any third party.

PHOTOGRAPHS

Foto First Summerstrand (Summerstrand Village) has been appointed as the official photographer for the graduation ceremonies of Nelson Mandela Metropolitan University. Photographs will be taken of every graduate as his/her name card is read, when being capped and when being hooded. In addition, photographs will be taken behind the stage as graduates return to their seats holding their certificates. Please refer to the enclosed photograph order form.

Photographers will be available at the squash courts (in the Vodacom Indoor Sports Centre) to take family photographs for about two hours before each ceremony and also after the ceremonies.

NOTE: NO OTHER PHOTOGRAPHERS WILL BE ALLOWED IN THE HALL.

Enclosed find order forms which you must bring with you. Advance payments are required for placing photographic orders.

NB: THE TAKING OF ALL PHOTOGRAPHS (INSIDE AND OUTSIDE THE HALL) IS A PRIVATE TRANSACTION BETWEEN EACH CANDIDATE AND THE PHOTOGRAPHER CONCERNED. THE UNIVERSITY ACCEPTS NO RESPONSIBILITY FOR THE QUALITY OF THE PHOTOGRAPHS.

ACCESS TO UNIVERSITY GROUNDS

PLEASE NOTE: You should preferably make use of the Marine Drive entrance to and from the NMMU Vodacom Indoor Sports Centre.

PARKING

Parking will be available on the grass verges opposite the hall and Protection Services will assist with the direction of all guests to the available parking areas.

CHANGE OF ADDRESS

Please note that the street address (not PO Box) completed on the documentation to receive your certificate is only for the delivery of certificates. Should you want to change your address permanently on our records please go to: <http://newportal.nmmu.ac.za/Pages/ITSSStudentWebAccess.aspx> or e-mail: studentrecords@nmmu.ac.za.

GRADUATING IN ABSENTIA

Students who are unable to attend graduation must please indicate this on the link provided on the graduation page. You must please indicate whether you will be attending, not attending and whether the certificate must be couriered to you or whether you will collect it in person.

Should you choose to have your certificate couriered to you please ensure that the proof of payment of the absentia fee (R190.00) is attached/uploaded to the site. The account details are as follows:

Bank: Standard Bank
Branch: Rink Street, Port Elizabeth
Branch code: 050417
Account Name: NMMU Main
Account No.: 08 026 3011

Reference: BG + student number

Please ensure that the fee has been paid before you reply on-line.

The address that you supply must be a **street address** not a PO Box.

CONVOCATION

All those receiving certificates, diplomas or degrees automatically become members of the Convocation of the University.

DUPLICATE DEGREE/DIPLOMA CERTIFICATE

It is the student's responsibility to safeguard his or her certificate. A duplicate degree/diploma certificate may be issued in the following cases:

1. If the original certificate has been damaged, the replacement cost is R440. The damaged certificate must be returned.
2. If the original certificate is completely lost, the replacement cost is R440 and the student must submit a satisfactory sworn statement that the certificate has been lost, describing the circumstances leading to its loss. In addition, the student must undertake to return the duplicate should the original be recovered (without the right to reclaim the R440).
3. In both cases the word "Duplicate" will appear on the duplicate certificate.

AT THE CEREMONY

Graduation is a dignified occasion and members of the congregation are required to respect the dignity of the event. While we believe there should be joy and exuberance, we request that cheering and ululating be kept to a minimum, respecting fellow congregants.

Please note that you may invite a maximum of THREE GUESTS to accompany you to the graduation ceremony **(NO CHILDREN UNDER THE AGE OF SIX ARE ALLOWED)**.

No food or drink will be allowed in the graduation hall – we regret that the university does not serve any

refreshments to the graduates and their guests after the ceremonies but the student cafeteria will be open.

Candidates and guests who are suspected of being under the influence of alcohol or any other narcotic substance will be refused entrance to the graduation ceremony venue.

No vuvuzelas or similar objects will be allowed in the venue as the use of these objects is disruptive to the proceedings (these objects will be confiscated and not returned).

Candidates and guests are required to remain seated throughout the proceedings and not to meander about. They are not permitted to leave the hall until the congregation has been dissolved and the academic procession has left the stage.

THE ACADEMIC DRESS FOR GRADUATES OF THE UNIVERSITY IS AS FOLLOWS:

Doctor's degrees

- Gown: Cardinal red polyester cashmere gown with long pointed sleeves pleated up with blue cord and button and lined with blue satin. Facings 125mm wide and collar in blue.
- Hood: Full shape hood in cardinal red polyester cashmere lined with faculty colour satin and edged around the cowl with 75mm faculty colour ribbon with 15mm blue ribbon overlaid central. 50mm wide straight neckband in cardinal red polyester cashmere, 25mm faculty colour ribbon in centre of neckband with 15mm blue ribbon overlaid central to faculty ribbon.
- Cap: Round doctor's bonnet in black velvet with faculty colour cord and tassel.

Master's degrees

- Gown: Black gown, long pointed sleeves pleated up with blue twisted double cord and button. Similar cord detail on middle back of buggy.
- Hood: Full shape blue hood lined faculty colour satin and edged around the outside of the cowl with 75mm faculty colour with ribbon. 50mm straight neckband in blue with 25mm faculty colour ribbon centred.
- Cap: Black mortarboard with blue tassel.

Postgraduate diplomas

- Gown: Black gown, long pointed sleeves pleated up with blue twisted double cord and button. Similar cord detail on middle back of buggy.
- Hood: Blue simple shape hood lined silver grey satin. Straight neckband with 15mm faculty ribbon on top edge of neckband and around cowl. 15mm silver grey ribbon on bottom edge of neckband and around cowl spaced 20mm away from the faculty colour.
- Cap: Black mortarboard with blue tassel.

Bachelor Honours degrees

- Gown: Black gown, long pointed sleeves pleated up with blue twisted double cord and button. Similar cord detail on middle back of buggy.
- Hood: Blue simple shape hood lined silver grey satin with 50mm wide straight neckband in faculty colour. Cowl edged 75mm faculty colour ribbon on the outside. 15mm silver grey ribbon runs along the outer edge of the cowl, overlaid on faculty ribbon and on top edge of neckband.
- Cap: Black mortarboard with blue tassel.

4 Year Bachelor's degrees (including Bachelor of Technology degrees)

- Gown: Black gown, long pointed sleeves pleated up with blue twisted double cord and button. Similar cord detail on middle back of buggy.
- Hood: Blue simple shape hood lined silver grey satin with 50mm wide straight neckband in faculty colour. Cowl edged 75mm faculty colour ribbon on the outside. Silver grey cord runs along the outer edge of the cowl, overlaid on faculty ribbon and on top edge of neckband.
- Cap: Black mortarboard with blue tassel.

3 Year Bachelor's degrees

- Gown: Black gown, long pointed sleeves pleated up with blue twisted double cord and button. Similar cord detail on middle back of buggy.
- Hood: Blue simple shape hood lined with silver grey satin with 50mm wide straight neckband in faculty colour. Cowl edged 75mm faculty colour ribbon on the outside.
- Cap: Black mortarboard with blue tassel.

Advanced diploma

- Gown: Black gown, long pointed sleeves pleated up with blue twisted double cord and button. Similar cord detail on middle back of buggy.
- Hood: Blue simple shape hood lined with silver grey satin with 50mm wide straight neckband. 15mm faculty colour ribbon on top and bottom of neckband around cowl.
- Cap: Black mortarboard with blue tassel.

Diploma

- Gown: Black gown, long pointed sleeves pleated up with blue twisted double cord and button. Similar cord detail on middle back of buggy.
- Hood: Blue simple shape hood with 50mm wide straight neckband. 25mm faculty colour ribbon on centre of neckband.
- Cap: Black mortarboard with blue tassel.

Faculty colours

Arts:	Primrose Yellow BCC 111 / Pantone 115 u
Business & Economic Sciences:	Fuchsia BCC 199 / Pantone 228 u
Health Sciences:	Apple Green BCC 22/ Pantone 390 u
Law:	Adonis Blue BCC 85/ Pantone 659 u
Education:	Tangerine Orange BCC 55/ Pantone 144 u
Science:	Beetle Green BCC 24/ Pantone 355 u
Engineering, the Built Environment and Information Technology:	Calamine Blue BCC 163/ Pantone 297 u

Branding colours

Primary branding colour / corporate colour:

Mineral Blue BCC 46 / Pantone 295 u

Secondary branding colours:

Terra Cotta BCC 133 / Pantone 485 u

Indian Yellow BCC 6 / Pantone 145 u

Messrs T. Birch & Co (Pty) Ltd and its subsidiary, Croft Magill & Watson (Pty) Ltd, have been appointed as official academic dress suppliers to the university and as contracted suppliers of choice to students for graduation academic attire.

OTHER USEFUL INFORMATION

ACCOMODATION

Please note that as it is term time, the university is unable to make any accommodation available.

Should you require accommodation in the Port Elizabeth area please make your own arrangements before traveling to Port Elizabeth. You may use the Accommodation Call Center of the Nelson Mandela Bay Tourism office who offers a free service:

Main office: Tel: 041 582 2575 (choose option 1 or ask for accommodation) from 08:00 until 16:00 (Monday to Friday).

Airport Office: Tel: 041 581 0456 from 07:00 until 20:00 (Daily)

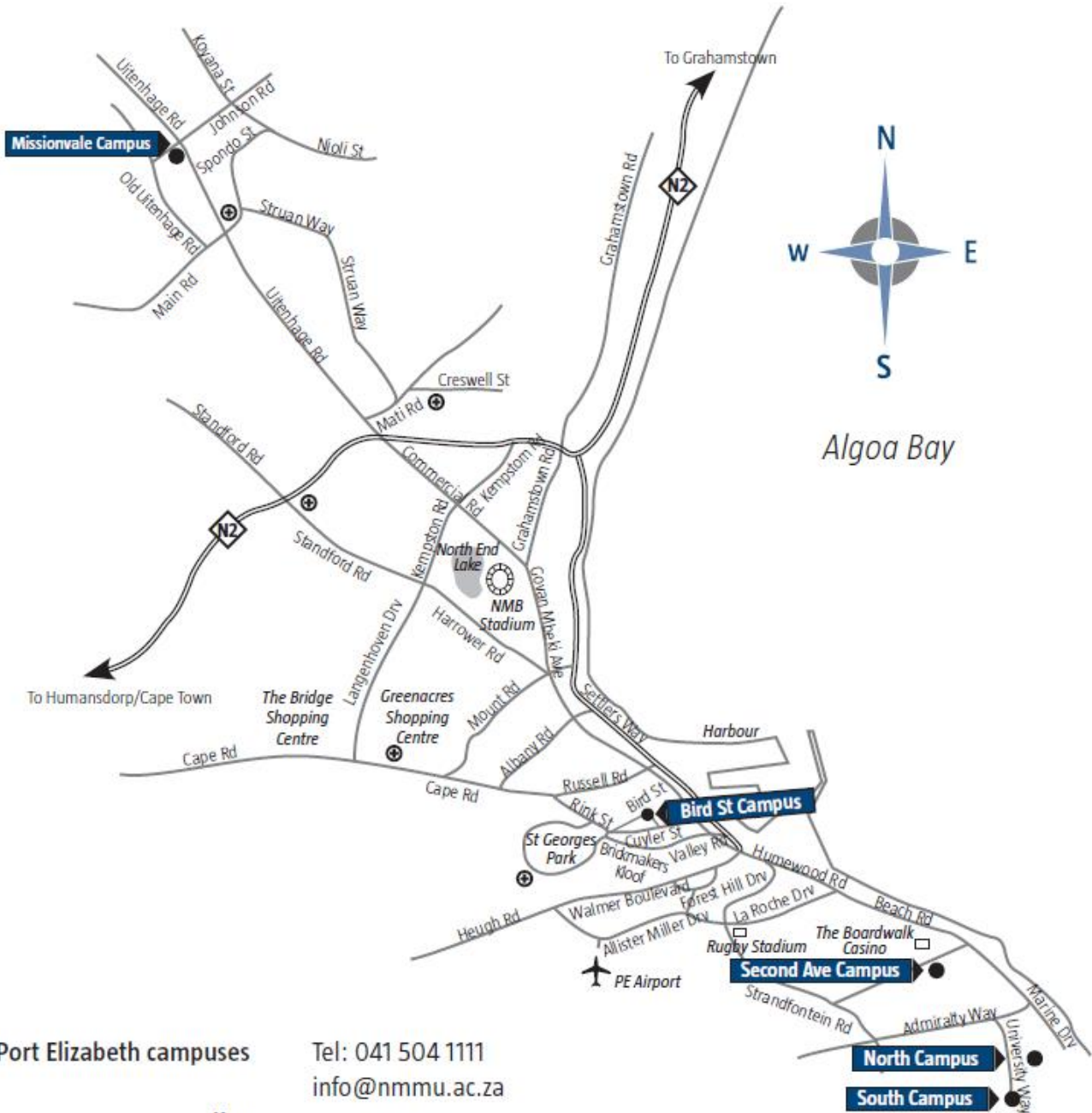
CAMPUS MAPS

A map indicating the major routes leading to the various university campuses as well as a detailed map of the South Campus where the Port Elizabeth based graduation ceremonies will take place has been included on the next couple of pages.

Inter-campus map

Nelson Mandela Metropolitan University

Nelson Mandela Bay



Port Elizabeth campuses

Tel: 041 504 1111
info@nmmu.ac.za

Key

- ⊕ Hospital
- ✈ Airport
- Campus
- Arterial Road
- = Highway

South Campus (Summerstrand)

Nelson Mandela Metropolitan University

Nelson Mandela Bay

