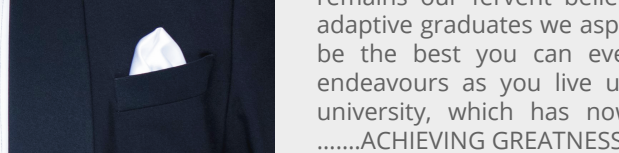




INFORMATION BROCHURE

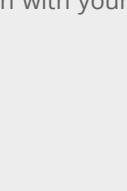
29-30 SEPTEMBER 2022 | DURBAN

Ceremonies to be held in the Durban Exhibition Centre
11 Walnut Road, Durban



ENVISION2030

transparency • honesty • integrity • respect • accountability
fairness • professionalism • commitment • compassion • excellence



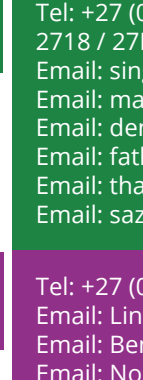
SCHEDULE

FOR THE 2022 SPRING GRADUATION CEREMONIES

DAY / DATES	SESSION 1 - 09:00	SESSION 2 - 14:00	SESSION 3 - 18:00
DAY 1 THURSDAY 29 SEPTEMBER	FACULTY OF HEALTH SCIENCES FACULTY OF ACCOUNTING and INFORMATICS	FACULTY OF ENGINEERING and THE BUILT ENVIRONMENT	FACULTY OF APPLIED SCIENCES FACULTY OF MANAGEMENT SCIENCES <ul style="list-style-type: none"> Marketing and Retail Business Management Hospitality and Tourism Ecotourism Operations and Quality
DAY 2 FRIDAY 30 SEPTEMBER	FACULTY OF ARTS AND DESIGN FACULTY OF MANAGEMENT SCIENCES <ul style="list-style-type: none"> Entrepreneurial Studies Business School Applied Management Public Relations and Communication Human Resources Management (DBN) & (PMB) Applied Law 	FACULTY OF MANAGEMENT SCIENCES <ul style="list-style-type: none"> Public Management and Economics (DBN) Public Management Law and Economics (PMB) 	

PLEASE NOTE:

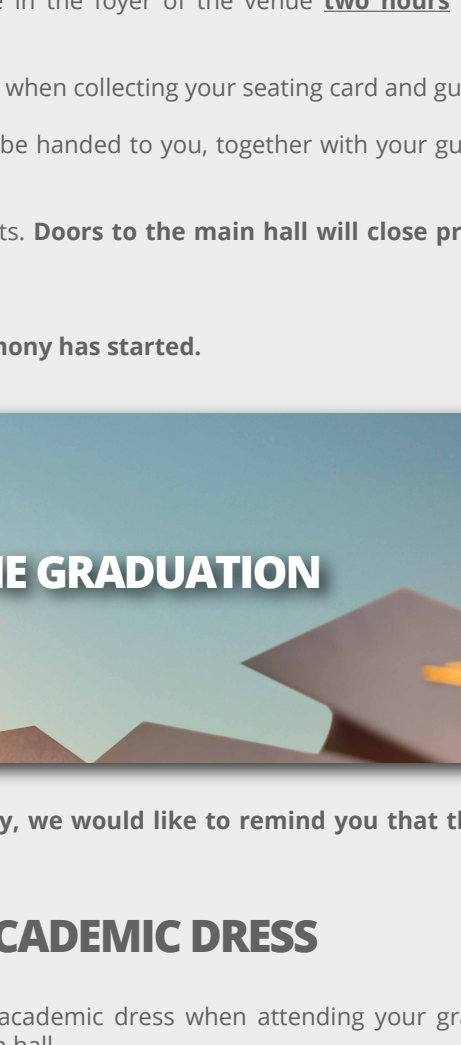
Graduands are required to strictly adhere to the dates, times and sessions as allocated in the schedule above. Unfortunately you will not be granted a further opportunity to attend an alternate graduation ceremony, should you miss your allocated session. If you are unsure of which session to attend, kindly contact your relevant Faculty Office who will advise you of the correct date, time and session of your ceremony.



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. Please make every effort to read and understand the contents. Should you have any queries with regard to the graduation ceremony, you may contact your respective Faculty Office. The details are listed below.

DURBAN CAMPUSES		MIDLANDS CAMPUSES	
	Tel: +27 (0)31 373 5520/5418/5152 Email: saradram@dut.ac.za Email: deborahs@dut.ac.za Email: wandilec@dut.ac.za		Email: zamandosc@dut.ac.za Tel: +27 (0)33 845 8815
	Tel: +27(0)31 373 6519/21/23 Fax: +27 (0)31 373 6518 Email: musawenkosi@dut.ac.za Email: Rajesp@dut.ac.za Email: Ntombizinhlek@dut.ac.za		Email: upasnar@dut.ac.za Email: sandrak@dut.ac.za Tel: +27 (0) 33 845 8927 / +27 (0)33 845 8959 Fax: +27 (0)33 845 8936
	Tel: +27 (0)31 373 2506/2717/3036 Email: fas@dut.ac.za Email: nonhlanhlan3@dut.ac.za Email: spha@dut.ac.za		Email: nonkululekoM2@dut.ac.za Tel: +27 (0)31 373 3141
	Tel: +27 (0)31 373 3040 / 2186 / 2718 / 2716 / 3041 / 6855 Email: singhn@dut.ac.za Email: mazibukv@dut.ac.za Email: denishag@dut.ac.za Email: satimain@dut.ac.za Email: thandekaz@dut.ac.za Email: sazisom@dut.ac.za		Email: Lindaa@dut.ac.za Tel: +27(31) 373 2566
	Tel: +27 (0)31 373 2702 / 2446 / 2566 Email: Lindaa@dut.ac.za Email: Benedicta1@dut.ac.za Email: NokuthulaS1@dut.ac.za		Email: manjub@dut.ac.za Tel: +27 (0)33 845 8815
	Tel: +27 (0)31 373 5441 / 5157 / 6339 / 5403 / 5156 / 5623 / 5625 Fax: +27 (0)86 674 1216 Email: pregashn@dut.ac.za Email: simonm@dut.ac.za Email: Devagi@dut.ac.za Email: Shanilis@dut.ac.za Email: thobanem@dut.ac.za Email: celiwen@dut.ac.za Email: Sikelelwam@dut.ac.za		



To confirm your participation in the graduation ceremony and to update your contact details.

The reply form **must be completed** at least 7 days prior to your graduation date, even if you are not attending.

TICKETS FOR GUESTS

You may invite a maximum of four guests to attend the ceremony with you. We regret that no extra guests can be accommodated.

Children are not allowed into the ceremony

Strict security control will operate during the graduation ceremony. **Please be advised that no persons will be allowed access to the ceremony without a guest ticket.**

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 at 16:30 for the 18:00 ceremony.

SEATING FOR GUESTS

Guests must be seated in the graduation venue at least 30 minutes before the ceremony starts.

Seats for guests are not reserved by name; ushers will be on standby to seat guests accordingly. **Doors to the main hall will close promptly 15 minutes prior to the start time.**

Guests arriving after the ceremony has started will not be allowed into the venue.

GRADUAND ARRIVAL

When you arrive at the ceremony, report to your allocated table in the foyer of the venue **two hours** before the commencement of the ceremony.

You are requested to show either your Student Card, ID or Passport when collecting your seating card and guest tickets.

A seating card with your name, qualification and seat number will be handed to you, together with your guest tickets. Please ensure that you sit according to your seat number.

Graduands must be seated **20 minutes before** the ceremony starts. **Doors to the main hall will close promptly 15 minutes prior to the start time.**

Latecomers will not be admitted into the venue after the ceremony has started.

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

In keeping with university traditions, you must wear the correct academic dress when attending your graduation ceremony. If you don't, you won't be admitted to the graduation hall.

Please ensure that your academic dress complies with the university's specifications for your qualification.

It is your responsibility to make the necessary arrangements for your academic dress for your graduation ceremony. The university does not facilitate any arrangements in this regard. Please ensure that you order your academic dress in time for your graduation ceremony.

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 enclosed order form on how to order or purchase your academic attire.

For more information on the House of Graduates, please [CLICK HERE](#)

House of Graduates
HEAD OFFICE
DURBAN
110 Umhlanga Rocks Drive
Durban North, 4083, KwaZulu-Natal, South Africa
GPS: 29°46'02.7"S 31°02'25.7"E
TEL: 031 301 8015
Email: info@houseofgraduates.co.za
Website: http://houseofgraduates.co.za/

ACADEMIC DRESS

You are not permitted to wear academic dress pertaining to previously obtained qualifications. There are six styles of hoods. Each style indicates the level of academic achievement. Your hood must reflect your faculty colour as follows:

	Ultra Marine Blue		Union Jack Red
	Emerald Green		Amethyst
	Royal Purple		Calamine Blue

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.
Postgraduate Diploma, Professional Bachelor's Degree, Bachelor Honours Degree	Black gown with long pointed sleeves, pleated up with a black ribbon. A hood and a mortarboard with a black tassel. You should not wear the mortarboard before the certificate has been received.
3 Year Diploma, Bachelor's Degrees, Postgraduate Certificates	Black gown with long pointed sleeves, pleated up with a black ribbon. A hood and a mortarboard with a black tassel. You should not wear the mortarboard before the certificate has been received.
3 Year Diploma	Black gown with pointed sleeve, pleated up with a black ribbon. A hood and mortarboard with black tassel. You should not wear the mortarboard before the certificate has been received.
Advanced Certificate, 2 Year Diploma	Black gown with pointed sleeve, pleated up with a black ribbon. A hood and mortarboard with black tassel. You should not wear the mortarboard before the certificate has been received.
Higher Certificate National Higher Certificate	Black gown with long-pointed sleeves, pleated up with a black ribbon. No mortarboard and hood is required.

PHOTOGRAPHIC AND VIDEOGRAPHY SERVICES

An accredited photographer and videographer has been appointed to take your official photographs on stage and record all graduation ceremonies.

Your guests should refrain from taking their own 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 collections.

For the sake of family and friends who are unable to attend the event, we will also be livestreaming the ceremonies, check our website www.dut.ac.za.

GENERAL

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

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.

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/Executive Dean's representative, who will read out your name.
- After your name has been read out, your 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.

PARKING AND GRADUATION VENUE

Entrance and Parking: Durban Exhibition Centre Gate A, 11 Walnut Road
(Opposite the Hilton Hotel)

Cost of parking will be for the graduates own account.

Durban Exhibition Centre Flat Rate: R44, 00



PROTECTOR FOR THOSE WHO DO NOT ATTEND THE CEREMONY

If you are unable to attend your ceremony, DUT will despatch your certificate to you 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 arrears 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 iEnabler system using the following link:
https://mercury.dut.ac.za/pls/prod141.w99pkg.mi_login2.numtype5

Despatch by Courier Services

For this method of despatch, DUT will arrange to have your degree/diploma certificates couriered to you via a courier services company. Please note that when selecting despatch by courier services you will need to provide us 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 either of the above despatch options to have your graduation certificate delivered to you then DUT will cover the delivery costs.

- Please ensure that your address details on the student portal is updated with the most recent postal and physical address, as we would be using the address on the system to courier/mail your documents to you.

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. Driver's license will not be acceptable.

- The bearer must produce a certified copy of the graduates ID/passport.

- The release of the certificate is subject to all arrears fees being settled and outstanding documents being submitted.



For further information and updates with regard to the 2022 Spring Graduation ceremonies, please check the DUT graduation webpage.



ADVANCEMENT AND ALUMNI RELATIONS

Now that you have graduated, you are officially a member of the alumni community. Alumni of the Durban University of Technology belong to a distinguished network of graduates whose competencies, successes, and contributions enable them to make their mark wherever they may be.

Our alumni community provides a true reflection of our institution's quality, image, and reputation. Your involvement is important for the growth and development of the Durban University of Technology. The Advancement and Alumni Relations Office is committed to keeping you informed, engaged and welcomes your suggestions for events, engagement opportunities, and better communication.

Stay Connected with your Alma Mater!

Website www.dutalumni.com
Email: alumni@dut.ac.za

- @DUTalumni
- #DUTAlumni
- @dualumni
- #dualumni

SOCIAL

We encourage graduates and families to post using the special graduation hashtags to share excitement, encouragement, and celebration via written posts, pictures, and videos.

#DUTSpringGraduation
#DUTSpringGrad2022
#IamDUT2022

For further information and updates with regard to the 2022 Spring Graduation ceremonies, please check the DUT graduation webpage.

