



## Graduation Office

Tel: (016) 950 9290

18-MAR-2019

Dear **KALONDA CHRISTIAN ZEMA**  
Student number: **218276621**  
Id Number:

### GRADUATION CONFIRMATION LETTER AND CEREMONIES INVITATION

According to our records you qualify for the award of B TECH: BUSINESS ADMINISTRATION which will be awarded to you in the ceremony to take place on **10-APR-2019 at VANDERBIJLPARK**.

The ceremony is a very important occasion for both the University and the students to whom awards will be made. You are therefore requested to give your full co-operation in order to make a success of the ceremony and give it the solemnity it deserves.

Students who are not present at the ceremony will have to pay graduation "in absentia" fee of **R130.00** before the qualification is issued to them after the ceremony.

A maximum of two guests per student will be allowed and children under 10 years of age will under no circumstances be admitted to the hall.

Admission cards for the ceremony will be collected on the ceremony day at the same venue where gowns will be issued. These cards should be shown at the entrance of the hall for admission. Please note that admission to the hall will be on a first-come first-serve basis as space is limited.

**Graduandi/diplomandi** should report at the right hand door of the main entrance to the hall where an admission card will be exchanged for a qualification card with a seat number.

You are requested to be seated **30 minutes before** the start of the ceremony and the doors will be closed 15 minutes before the start of the ceremony.

Official photographers will be in attendance during and after the ceremony, should you wish to have a photo taken in your academic dress.

**NO OTHER PHOTOGRAPHERS WILL BE ALLOWED IN THE HALL.** Hiring of academic wear will only be done on the day of the ceremony.

All graduandi and diplomandi attending the ceremony have to wear the correct academic dress.

**ALL Graduandis/Diplomandis are STRONGLY advised to wear the recommended attire. No other attire will be accepted other than that provided by the official supplier to be announced on the VUT website no later than two weeks before your ceremony. The time and venue of your ceremony will also then be available.**

If, for any reason the ceremony has to be cancelled, the University does not accept liability for any costs incurred by the student and/or relatives in the process of attending such ceremony.

**M-Tech and D-Tech** Graduandi should make sure that they submit the two (2) books and a CD of their Dissertations/Thesis to the examination office B110 before graduating.

## **PROCEDURE FOR RECEIVING DEGREES / DIPLOMAS**

1. You must be dressed in your own gown with hood draped over your left arm. A member of the University personnel will signal when you should proceed to the stage.
2. You will hand your qualification card, kept in your right hand to the Executive Dean of the relevant Faculty, who will present you to the audience.
3. Proceed to the Vice Chancellor, who will be seated in the middle of the stage.

**3.1 Diplomandi:** Turn and face the Vice-Chancellor for congratulation and handshake.

**3.2 Graduandi:** Turn to the Vice-Chancellor, kneel on the bench and bend your head towards the Vice- Chancellor.

4. Proceed to the Registrar: who will be standing on the left hand side of the stage. Turning with your left shoulder, present the hood draped on your left arm to the Registrar and turn to face the audience. You will now be hooded by the Registrar.  
The placing of the hood around your neck is an official confirmation that the qualification has been conferred to you. Leave the stage on the left hand side and receive your certificate in front of the stage. Proceed to your seat.

**Thank you**

**Yours faithfully**

**Mr GL Mofokeng**

**Senior Deputy Registrar: Judicial Services, Records and Shared Services**