



UNIVERSITY OF PRETORIA
Department of Enrolment and Student Administration

GRADUATION PROCEDURES

Document type: Procedure
Policy Category: Student Administration

Document number: Rt 60/23

CONTENTS

1.	Academic Procession	2
2.	Seating arrangement of functionaries	3
2.1	Group led by the Registrar or DESA representative	3
2.2	Group led by the respective Heads of Student Administration.....	3
2.3	General seating arrangements:	4
3.	Seating arrangements for graduates.....	4
4.	Constitution of the Ceremony	5
5.	Awarding/Conferment of academic qualifications	5
6.	Draping of Hoods.....	5
7.	On stage procedure	5
7.1	Graduates	5
7.2	Honorary awards (Honorary Doctorate and Chancellor's Medal candidates).....	6
7.3	Medals, Prizes and Certificates of the Vice-Chancellor and Principal	7
8.	Dissolution of the ceremony	7
9.	General Information.....	8
9.1	Posthumous awarding of qualifications	8
9.2	Graduates with disabilities	8
9.3	Procedure for visiting dignitaries	9
9.4	Media	9
10.	Service Providers	10
10.1	Academic dress	10

10.2	Photography	10
10.3	Security Services	10
11.	Emergency/Medical assistance	10
12.	Refreshments	11

INTRODUCTION

This document sets out the protocol and procedure to be observed for all graduation ceremonies on the respective campuses of the University of Pretoria.

1. Academic Procession

The Academic Procession comprises the Chancellor/Vice-Chancellor and Principal or officiating Vice-Principal, Council members, Executive Management, Deans, Deputy Deans, Chairpersons of Schools, the Registrar, Heads of Departments, Emeritus professors, honorary professors, directors, lecturers. as well as other guests who are invited to take part in the Procession.

The Procession consists of two sections: The one section is seated to the right of the Chancellor/Vice-Chancellor and Principal or officiating Vice-Principal. This section is made up of the Deans, Deputy Deans, Honorary candidates and supervisors. The other section is seated to the left of the Chancellor/Vice-Chancellor and Principal or officiating Vice-Principal. This section is made up of the Registrar, or representative from Department of Enrolment and Student Administration (DESA), Executive Director, Council members or representatives and the SRC.

These two groups are led to the stage by procession leaders who may be Deputy Directors or other personnel in the DESA and the Heads of Student Administration at faculties. Heads of Student Administration will lead the group seated to the right of the podium, while the Registrar (or DESA representative) will lead the group seated to the left of the podium.

A campus-wide notification is sent out two months before each graduation season (Autumn, Spring and Summer). This notification contains information regarding the respective graduation dates for each faculty and academics are requested to confirm their participation in the Procession online by a set closing date. The titles, names and positions of academics are included in the graduation programmes. This information is provided by the UP-human resources system to facilitate the compilation of a protocol list.

2. Seating arrangement of functionaries

2.1 Group led by the Registrar or DESA representative

This group is seated to the left of the podium and consists of the following:

- Seating arrangements for first row:
 - The Chairperson of Council or Deputy Chairperson of Council (seat nearest to the podium);
 - The Executive Mayor (if in attendance – next to the Chairperson of Council);
 - Attending Vice-Principals;
 - The Registrar and Executive Director (or their representatives from DESA) who will be draping the hoods of the graduates);
 - The President of the Convocation or an academic staff member designated to congratulate the graduate (last seat of the first row);
 - In the absence of any of the above functionaries, and should a seat be vacant, this seat may be occupied by any attending Council or Executive member, or an HoD.
- Seating arrangements for second and other rows:
 - The representative of the SRC awarding academic colours is seated in the last seat of the second row furthest from the podium.
 - Graduates receiving achievement awards (Medals and Certificates from the Chancellor/Vice-Chancellor and Principal) are seated in the first seat closest to the podium.
 - The rest of the seats are filled by attending academics, observing protocol.

2.2 Group led by the respective Heads of Student Administration

This group is seated to the right of the podium and consists of the following:

- Seating arrangements for first row:

There are 5 (five) seats in the first row (including the podium) which are filled as follows:

- The Chancellor, Vice-Chancellor and Principal, or Vice-Principal acting as functionary will be seated on the podium;
- Deans (seat nearest to the podium); (in cases where two faculties share the same session deans are seated next to each other depending on which faculty will be first);
- Candidate for the Honorary degree, Chancellor's Medal or guest speaker, where applicable, (seated next to the Dean);
- Supervisors of doctoral candidates seated according to programme order;

- Other senior academics (All protocol must be observed).
- Seating arrangements for the second and other rows:

The remaining seats will be filled by attending academics, in order of seniority.

2.3 General seating arrangements:

- Dignitaries who wish to participate in the ceremony, will be seated on the Registrar's side of the Procession nearest to the podium.
- Dignitaries who do not wish to participate in the Procession and dignitaries that attend the ceremony without prior notification to the Coordinator: Graduation ceremonies and Inaugural addresses, will be seated behind the graduates, facing the stage.
- Bodyguards of dignitaries are positioned in close proximity to the dignitaries in their care.
- Guests and family members of honorary doctoral candidates are seated directly behind the graduates facing the stage.

3. Seating arrangements for graduates

- Graduates collect their presentation cards from a designated desk outside the venue before entering the graduation venue.
- Upon entering the venue, they are escorted to their respective seats by faculty administrative staff.
- All graduates will be seated according to the order of the graduation programme.
- Doctoral candidates are seated in the front row.
- Graduates must be seated at least 30 minutes before the start of the ceremony.
- Graduates who have not arrived approximately five minutes before the start of the ceremony will be marked absent, using the graduation programme.
- These marked programmes will be handed to the staff members managing the certificate table as well as staff members responsible for the late arrivals.
- Late arrivals will be assisted by the staff members in possession of the marked programmes, and the presentation cards. They will either be seated or taken to the back of the stage where they will be assisted.
- The presentation cards of students who were absent from the graduation are retained by administrative staff until the end of the ceremony and then handed to the staff managing the certificate table.

4. Constitution of the Ceremony

Once all the members of the Procession are on the stage, the officiating functionary will declare the ceremony to be a legally constituted assembly, after which everyone may be seated.

The graduation programme sets out the proceedings from this point onward.

5. Awarding/Conferment of academic qualifications

The Chancellor, Vice-Chancellor and Principal and Vice-Principals are the only Executive members authorised to confer/award academic qualifications upon graduates.

6. Draping of Hoods

The draping of hoods can only be done by the Registrar, the Executive Director or their representative from DESA.

7. On stage procedure

Order of conferment

This is done according to the graduation programme, i.e. doctorates, master's, honours, postgraduate diplomas and undergraduate qualifications.

7.1 Graduates

- The procedure commences when the graduate takes their position next to the Dean or their representative and hands over the presentation card. The Dean or representative reads the first name and surname of each graduate as printed on the presentation card. Should the graduate be awarded a prize or medal or have obtained the qualification with distinction, the information will appear on the presentation card and is read by the Dean or representative.
- For doctoral candidates, the Dean will request the supervisor(s) to introduce the doctoral candidate. The supervisors or their representatives then read the name of their doctoral candidate as well as the abstract of their doctoral thesis.
- The first photograph will be taken with the graduate standing next to the Dean/supervisor. Thereafter, the graduate walks to the Chancellor, or Vice-Chancellor and Principal, or Vice-Principal who congratulates them, and, where a degree is being conferred, they are then capped with the academic cap.
- Graduates receiving certificate and diploma qualifications are congratulated but are not capped.
- Thereafter, the graduate walks to the Registrar or representative who drapes the academic hood over their shoulders. A second photograph is taken during this step.

- The graduate is then congratulated by the Chairperson of the Convocation or a representative. Graduates who obtained their qualification with distinction will be congratulated by the Representative of the SRC.
- The graduate then walks off the stage to the table where their certificate is handed to them. Another photograph of the graduate holding their certificate is taken after this step.
- Graduates should return to their allocated seats after this step.

7.2 Honorary awards (Honorary Doctorate and Chancellor's Medal candidates)

- The Chancellor/Vice-Chancellor and Principal/Vice-Principal welcomes all guests and provides a brief introduction on the significance of bestowing an Honorary Doctorate or Chancellor's Medal (as applicable) on a candidate.
- The Chancellor/Vice-Chancellor and Principal/Vice-Principal requests the Dean or representative to introduce the candidate.
- The Dean, together, with the candidate take their places at the podium to the right of the Chancellor/Vice-Chancellor and Principal/Vice-Principal.
- The Dean introduces the candidate to the Chancellor/Vice-Chancellor and Principal/Vice-Principal by reading their *laudatio*.
- Thereafter, the Chancellor/Vice-Chancellor and Principal/Vice-Principal confers the Honorary Doctorate/awards the Chancellor's Medal on the candidate.
- Accompanied by the Dean, the candidate then proceeds to the Registrar.
- For an Honorary Doctorate, the Registrar or representative drapes the hood around the candidate's shoulders and hands over the holder containing the Honorary Doctorate degree certificate to the candidate.
- For a Chancellor's Medal, the Registrar or representative hands over the scroll containing the certificate confirming the award of the Chancellor's Medal to the candidate and the Dean accompanies the candidate back to the Chancellor/Vice-Chancellor and Principal/Vice-Principal who then presents the candidate with the respective medal.
- The candidate, accompanied by the Dean, returns to their seats.
- The Chancellor/Vice-Chancellor and Principal/Vice-Principal invites the recipient to address the assembly.
- The recipient takes their place at the podium and presents their address.
- On completion of the address the recipient returns to their seat.
- The Chancellor/Vice-Chancellor and Principal/Vice-Principal thanks the recipient for their address and continues with the rest of the programme (awarding of certificates and diplomas and conferment of degrees).
- If there is more than one recipient for an Honorary Doctorate in one ceremony, the recipients will be awarded in alphabetical order.
- The initials, surname and date of conferral the award/medal to each recipient is recorded annually in the Institutional Information of the University.

7.3 Medals, Prizes and Certificates of the Vice-Chancellor and Principal

- The medals, prizes and certificates of the Vice-Chancellor and Principal will be awarded after all academic qualifications and Honorary Doctorate/Chancellor's Medals have been conferred. This is the last official award during the ceremony.
- Should there be two faculties grouped in the same ceremony, the first faculty's medal winner will be awarded before the commencement of the conferral or award of qualifications to graduates from the second faculty.
- The medal and certificate will be placed on the shelf below the Chancellor/Vice-Chancellor and Principal/Vice-Principal's podium with the presentation box open.
- The Chancellor/Vice-Chancellor and Principal/Vice-Principal requests the Dean to introduce the candidate who will then will take position alongside the podium, next to the Dean.
- The Dean will introduce the candidate to the Chancellor/Vice-Chancellor and Principal/Vice-Principal by reading the *commendatio*, which is printed in the Dean's script.
- The candidate will then walk to the Chancellor/Vice-Chancellor and Principal/Vice-Principal who will present them with the medal.
- The candidate will be congratulated by the President of the Convocation (or representative) and the Representative of the SRC.
- The candidate then returns to their seat.
- The initials, surname and date of award to each recipient is recorded annually in the Institutional Information of the University.

8. Dissolution of the ceremony

- Once all the qualifications and prizes as set out in the graduation programme have been awarded and conferred, and the programme is complete, the Chancellor/Vice-Chancellor and Principal/Vice-Principal dissolves the assembly and requests the guests to stand and remain standing until the Academic Procession has left the venue.
- When the Procession exits the venue, the respective platform procession groups are led off the stage to the right and to the left, by the Chancellor, Vice-Chancellor and Principal, or Vice-Principal and the Registrar or representative respectively.

9. General Information

9.1 Posthumous awarding of qualifications

- The Head of Student Administration must be informed of a deceased student, and who will be receiving the certificate on their behalf (only one family member) in advance. This information must be conveyed to the Dean before the graduation ceremony.
- The Head of Student Administration must ensure that the presentation card indicates “Posthumous” (This is for the Dean’s information when the deceased graduate is presented.)
- Parents and/or family are invited to attend the ceremony.
- A faculty staff member is assigned to the family member who will receive the certificate to assist with the following:
 - seating arrangements
 - on-stage procedure
- The family member who will receive the certificate will not wear Academic dress.
- The Dean will only read out the name of the deceased graduate and mention that the qualification is conferred posthumously.
- The family member will be congratulated by the Chancellor, Vice-Chancellor and Principal or Vice Principal and thereafter by the President of the Convocation or representative, and the SRC representative.
- No draping of the hood will be done.
- The family member who receives the certificate will descend the stage where the certificate will be handed to them and will then take their seat behind the graduates.

9.2 Graduates with disabilities

- The Head of Student Administration must be informed of a disabled graduate in advance and will inform the respective Dean before the start of the graduation ceremony.
- A faculty staff member is assigned to the disabled candidate to assist with the following:
 - seating arrangements
 - on-stage procedure (i.e. familiarising the candidate with the set-up, as well as the actual conferral/awarding of the qualification)
- The disabled graduate will follow the same procedure as any other graduate, save that they will only leave the stage after the dissolution of the assembly and can collect their certificate after the graduation ceremony.
- Should any assistance be required with regard to the graduate crossing the stage or at any point in the proceedings they may be accompanied by either a staff member or a family member.

- Guide dogs are allowed in the venue and on the stage as necessary during graduation ceremonies.

9.3 Procedure for visiting dignitaries

- “Dignitaries” refers to government ministers, sponsors, guest speakers, ambassadors, and others.
- The Coordinator: Graduation ceremonies and Inaugural addresses informs the Department of Institutional Advancement (DIA) of the attendance of any dignitaries, if any.
- The DIA is responsible for all the arrangements regarding visiting dignitaries attending the graduation ceremonies in their official capacity.
- During graduation ceremonies, a designated area (room) at the venue must be made available for all visiting dignitaries. A member of the Executive, Dean, Deputy Dean or designated official should attend to the dignitary throughout their visit.
- Visiting dignitaries are allowed to participate in the Procession, should they wish to do so, wearing Academic dress.

9.4 Media

9.4.1 Script for the Chancellor/Vice-Chancellor and Principal/Vice-Principals and Deans

- The Coordinator: Graduation ceremonies and Inaugural addresses is responsible for preparing and printing the scripts.
- These are provided to the officiating Chancellor, Vice-Chancellor and Principal, Vice-Principals and emailed to Deans and Heads of Student Administration (to be distributed to supervisors), prior to each graduation session.
- The scripts are set out according to the order of the graduation programme and consist of the exact wording to be spoken on stage by the officiating Chancellor/Vice-Chancellor and Principal/Vice-Principal, Deans and supervisors.
- The Coordinator: Graduation ceremonies and Inaugural addresses places an additional script on the seat of the functionary responsible for draping the hoods. This serves as an extra script should one be required on stage.
- The Coordinator: Graduation ceremonies and Inaugural addresses will also provide the sound engineer with a script for each graduation ceremony and will have an additional copy, should one be required.

9.4.2 Sound (announcements and on-stage procedure)

- A complete sound system is installed at the venue for the duration of the graduation season.

- A professional sound engineer will be available each day from 08:00 until the end of the last graduation ceremony, to attend to all technical issues which may occur.
- The sound engineer is situated near the stage area and is responsible for the overall sound before, during and after each graduation ceremony. This includes:
 - Music
 - Audio/video clip of announcements of the protocol (played in English, Afrikaans and Sepedi)
 - Audio/video clip of on-stage procedure (15 minutes before each ceremony).

10. Service Providers

10.1 Academic dress

Dippenaar and Reinecke and House of Graduates are the University's only official/authorised providers of Academic dress as they comply with the specific requirements of the University in terms of gown styles and faculty colours. No other service providers are allowed on the premises. The University sternly cautions graduates against the acquisition of incorrect academic dress from unauthorised providers.

10.2 Photography

- Gordon Harris Photographic is the only official photographer of the University of Pretoria authorised to take formal photographs inside the venue.
- Photographs are taken of each candidate during the graduation ceremony both on stage and after the qualification has been conferred/awarded.
- Accredited freelance photographers are allowed to provide photographic services to the graduates outside the venue only.

10.3 Security Services

- Security Services are available from 06:00-18:00 daily and are assigned to designated points to oversee traffic, security and provide general assistance with regard to graduations.
- Staff members will be required to present their staff cards as well as parking tickets to Security Services. Academic staff members should ensure that they print their parking tickets after registering for participation in the Procession.

11. Emergency/Medical assistance

In the event of an emergency or if medical assistance is required, paramedics will be available throughout the ceremonies.

They are situated inside the venue.

12. Refreshments

Liquid refreshments (coffee/tea and fruit juice) will be served after each graduation ceremony outside the venue. All attendees are welcome to partake.

ANNOUNCEMENTS

THE MASTER OF CEREMONIES ANNOUNCES THE FOLLOWING BEFORE THE GRADUATION CEREMONY COMMENCES:

Ladies and gentlemen, the University of Pretoria welcomes you to this graduation ceremony. Please note that the order of the proceedings is indicated in the programme.

Just a few important announcements before the official start of the proceedings:

This event will be live-streamed on all UP social media platforms.

1. All DESA personnel and other UP staff members on duty to assist, will be wearing black and white, the University blazer and either a university scarf or tie and a nametag. Graduation assistants can be recognised by their blue University gowns, for easy identification should you require any information or assistance
2. In the event of a medical emergency, a paramedic is available. You can approach any personnel member for assistance.
3. No vuvuzelas, whistles or any other instruments may be used during the ceremony. Your cooperation in this regard is appreciated. Should any of the aforementioned instruments be used, it will unfortunately be confiscated.
4. Clapping of hands is the preferred form of applause.
5. Please note that no food or beverages are allowed in the venue.
6. You are requested to switch off your cell phone and to refrain from moving about in the venue to take photographs or make video recordings while the ceremony is in session.
7. Photographers will be available throughout the day. You are welcome to have photographs taken before and after the ceremony. The official photographers will take formal photographs during the ceremony. Students can complete an order form should they wish to order these formal photographs.
8. In the unlikely event of an emergency, you are requested to leave the venue in an orderly manner. All side doors will be opened so that you can exit as quickly as possible. Please follow the instructions from UP staff.
9. Restrooms are located off the passageway around the venue.
10. You are requested not to leave the venue before the dissolution of the assembly.
11. As you proceed to the stage to be capped, kindly ensure that only the hood and tassel for the qualification being conferred are worn. Additional hoods and tassels may be worn afterward for photographs
12. Please take note that it is not permitted to take a “selfie” on stage.
13. You are welcome to join us after the graduation ceremony for liquid refreshments that will be served outside the venue.
14. You are kindly requested to stand when the Academic Procession enters the venue and also at the conclusion of the proceedings when the Procession leaves the venue.

PROCEDURE DURING THE CEREMONY:

Graduates must please take note of the following demonstration of the procedure during the ceremony.

- The procedure commences when the graduate takes up the position next to the Dean or their representative and hands over the presentation card. The Dean or representative reads the first name and surname of each graduate as printed on the presentation card. Should the graduate be awarded a prize or medal or have obtained the qualification with distinction, the information will appear on the presentation card and is read by the Dean or representative.
- For doctoral candidates, the Dean will request the supervisor(s) to introduce the doctoral candidate. The supervisors or representative then reads the name of their doctoral candidate as well as the abstract of their doctoral thesis.
- The first photograph will be taken with the graduate standing next to the Dean/(supervisor). Thereafter the graduate walks to the Chancellor, or Vice-Chancellor and Principal, or Vice-Principal who congratulates them, and only then graduates are capped with the academic cap, with the exception of graduates receiving certificates and diplomas
- Thereafter the graduate walks to the Registrar or representative who drapes the academic hood over their shoulders. A second photograph is taken during this step. The graduate is then congratulated by the Chairperson of the Convocation or a representative. Graduates who obtained their qualification with distinction will be congratulated by the Representative of the SRC.
- The graduate then walks off the stage to the table where their certificate is handed to them. Another photograph of the graduate holding their certificate is taken after this step.

Graduates should return to their allocated seats after this step

Ladies and gentlemen, the Academic Procession will enter shortly. You are kindly requested to stand.

AFRIKAANS

Dames en here, die Universiteit van Pretoria heet u hartlik welkom by hierdie Promosieplegtigheid. Let asseblief daarop dat die volgorde van die verrigtinge in die program aangedui word.

Net 'n paar belangrike aankondigings voordat die verrigtinge amptelik begin:

Die geleentheid sal regstreeks op alle UP sosialemediaplatforms uitgesaai word.

1. Alle UP-personeel is geklee in swart en wit, en die Universiteitsbaadjie met 'n Universiteitserp of -das en 'n naamplaatjie. Assistenten kan uitgekien word aan die blou Universiteitstoga indien u enige inligting of hulp benodig.
2. In geval van 'n mediese noodgeval is 'n paramediese beampte beskikbaar. U kan enige van die personele nader vir hulp.
3. Geen vuvuzelas, fluitjies of enige ander instrumente mag gedurende die plegtigheid gebruik word nie. U samewerking in hierdie verband word waardeur. Indien enige van bogenoemde instrumente gebruik word, sal dit ongelukkig gekonfiskeer word.
4. Handeklap word verkies bo enige ander vorm van applous.
5. Let asseblief daarop dat geen voedsel of drinkgoed in die saal toegelaat word nie.
6. U word versoek om u selfoon af te skakel en nie in die saal rond te beweeg vir die neem van foto's of video-opnames tydens die plegtigheid nie.
7. Fotografe is heeltemal beskikbaar. U is welkom om voor en ná die plegtigheid foto's te laat neem. Die amptelike fotografe sal gedurende die plegtigheid formele foto's neem. Studente kan bestelvorms invul indien hulle die formele foto's wil bestel.
8. Indien 'n noodsituasie ontstaan, word u versoek om die saal ordelik te verlaat. Alle sydeure sal oopgemaak word sodat u vinnig na buite kan beweeg. Volg asseblief die UP-personeel se instruksies.
9. Daar is kleedkamers rondom die saal.
10. U word versoek om nie die saal verlaat voordat die gradeplegtigheid verdaag is nie.
11. Terwyl u na die verhoog beweeg om u graad te ontvang, maak asseblief seker dat u slegs die band en tassel van die kwalifikasie wat toegeken word, dra. Addisionele bande en tassels kan daarna vir foto's gedra word.
12. Neem asseblief kennis dat die neem van 'n "selfie" op die verhoog nie toegelaat word nie.
13. U is welkom om ná afloop van die promosieplegtigheid saam met ons 'n versnapering buite die saal te geniet.
14. U word vriendelik versoek om te staan terwyl die Akademiese Prosessie die saal binnekom en ook wanneer die Prosessie aan die einde van die verrigtinge die saal verlaat.

PROSEDURE TYDENS DIE PLEGTIGHEID:

Graduandi moet asseblief let op die volgende demonstrasie van die prosedure wat tydens die plegtigheid gevolg moet word.

- Die prosedure begin wanneer die gegradueerde die staanplek langs die Dekaan of hul verteenwoordiger inneem en die voorstellingskaartjie oorhandig. Die Dekaan of verteenwoordiger lees die voornaam en van van elke gegradueerde soos dit op die voorstellingskaartjie staan. Sou die gegradueerde 'n prys of medalje ontvang of die kwalifikasie met lof verwerf het, sal die inligting op die voorstellingskaartjie verskyn en deur die Dekaan of verteenwoordiger gelees word.
- Vir doktorale kandidate sal die Dekaan die studieleier(s) versoek om die doktorale kandidaat bekend te stel. Die studieleiers of verteenwoordiger lees dan die naam van hul doktorale kandidaat sowel as die opsomming van die doktorale proefskrif.
- Die eerste foto sal geneem word met die gegradueerde wat langs die Dekaan/studieleier staan. Daarna stap die gegradueerde na die Kanselier, of Visekanselier en Rektor, of Viserektor wat hulle gelukwens, en eers daarna word die akademiese mus oor hul kop gehou (buiten kandidate wat sertifikate en diplomas ontvang).
- Vervolgens stap die gegradueerde na die Registrateur of verteenwoordiger wat die akademiese band oor hul skouers drapeer. 'n Tweede foto word tydens hierdie stap geneem. Die gegradueerde word dan deur die Voorsitter van die Konvokasie of 'n verteenwoordiger gelukgewens. Gegradueerdes wat hul kwalifikasie met lof verwerf het, sal deur die Verteenwoordiger van die SR gelukgewens word.
- Die gegradueerde stap dan van die verhoog af na die tafel waar hul sertifikaat aan hulle oorhandig word. Nog 'n foto – van die gegradueerde met hul sertifikaat – word na hierdie stap geneem.

Gegradueerdes moet na hierdie stap na hul toegekende sitplekke terugkeer.

Dames en here, die Akademiese Prosessie sal binnekort inbeweeg. U word versoek om asseblief op te staan.

SEPEDI

Bomma le botate, Yunibesithi ya Pretoria e le amogela mo moletlong wa dikapešo. Le kgopelwa go lemoga gore taetšo ya ditshepedišo e bontšhitšwe mo lenaneong.

Ditsebišo tše mmalwa pele go thongwa semmušo ka ditshepedišo:

Tiragalo ye e tla bontšhwa thwii go difala ka moka tša bobegaditaba bja leago bja UP

1. Badirišani ka moka ba UP ba tla ba ba apare diaparo tša mmala wo moso le wo mošweu, le poleisara le sekhafo sa yunibesithi goba thai le theke ya leina, gomme bathuši ba Moletlo wa Dialoga ba ka lemogwa ka diaparo tša Yunibesithi tša thuto tše di talalerata, gore ba tsebege bonolo ge ba nyaka tshedimošo efe goba efe goba thušo.
2. Ge go na le yo a ka lwalago ka tšhoganetšo, mothušakalafo o gona. O ka ya go leloko le lengwe le lengwe la badirišani go nyaka thušo.
3. Divuvuzela, dinakana goba diletšo tše dingwe le tše dingwe ga se tša dumelelwa go šomišwago nakong ya moletlo. Re ka leboga tšhomišano ya lena malebana le se. Ge se sengwe sa didirišwa tše di boletšwego ka godimo se ka šomišwa, maswabi ke gore di tla tšewa.
4. Go opa magoswi ke mokgwa wo mokaone wa go reta.
5. Le kgopelwa go lemoga gore dijo le dino ga se tša dumelelwa ka lefelong.
6. Le kgopelwa go tima diselefouno tša lena le go emiša go sepela ka lefelong go tšea diswantšho goba go rekota ka video ge moletlo o tšwela pele.
7. Batšeadiswantšho ba tla ba gona letšatši ka moka. Le amogetšwe go tšea diswantšho pele le ka morago ga moletlo. Batšeadiswantšho ba semmušo ba tla tšea diswantšho tša semmušo nakong ya moletlo. Baithuti ba ka tlatša fomo ya go otara ge ba nyaka go otara diswantšho tše tša semmušo.
8. Ge go ka ba le tšhoganetšo o kgopelwa go tšwa ka lefelong ka mokgwa wo mobotse. Mabati a ka thoko ka moka a tla bulwa gore o kgone go tšwa ka pela ka moo go kgonagalago. O kgopelwa go latela ditaelo go tšwa go bašomi ba UP.
9. Dintlwana tša boithomelo di gona mo lefelong.
10. Le kgopelwa go se tšwe ka lefelong go fihlela ge moletlo o fedile.
11. Ge o eya sefaleng go rwešwa korone, o kgopelwa go kgonthiša gore o apere lepanta le thasele ya lengwalo la dithuto leo o le abelwago. Mapanta a tlaleletšo le dithasele di ka aparwa ka morago ge o eya go tšea diswantšho
12. Le kgopelwa go lemoga gore ga se gwa dumelelwa go “tšea seswantšho” mo sefaleng.
13. O amogetšwe go ba le rena ka morago ga moletlo wa dialoga go tla go nwa dilapološi tša seela tšeo di tla fiwago ka ntle ga lefelo.
14. Le kgopelwa go ema ge Molokoloko wa Dirutegi o tsena ka lefelong le ka morago ga ge tshepedišo e fedile ge molokoloko o etšwa lefelong.

TSHEPEDIŠO NAKONG YA MOLETLO:

Dialoga di swanetše go lemoga ditaetšo tše di latelago tša tshepedišo nakong ya moletlo.

- Tshepedišo e thoma ge sealoga se tšea maemo kgauswi le Hlogo ya Lefapha goba moemedi wa gagwe gomme a mo fa karata ya kabo ya karata. Hlogo ya Lefapha goba moemedi o bala leina la mathomo le sefane sa sealoga se sengwe le se sengwe bjalo ka ge le gatišitšwe mo karateng ya kabo. Ge sealoga se ka abelwa sefoka goba metale goba a hweditše lengwalo la dithuto ka dihlora, tshedimošo e tla tšwelela karateng ya kabo gomme e balwa ke Hlogo ya Lefapha goba moemedi.
- Go balekwa ba bongaka, Hlogo ya Lefapha o tla kgopela mohlalhi/bahlalhi go tsebiša molekwa wa bongaka. Bahlahi goba moemedi ke moka o bala leina la molekwa wa gagwe wa bongaka gammogo le kakaretšo ya thesisi ya bongaka bja gagwe.
- Seswantšho sa mathomo se tla tšewa sealoga se eme kgauswi le Hlogo ya Lefapha/(mohlalhi). Ka morago ga moo sealoga se ya go Mokhanseliri, goba Motlatšamokhanseliri le Hlogo, goba Motlatšahlogo go yo lebogišwa, ke moka ka morago ga moo dialoga di bewa kepisi ya thuto, ntle le dialoga tšeo di amogelago disetifieiti goba diploma.
- Ka morago ga moo sealoga se ya go Morejistara goba moemedi yoo a mo apešago lepanta la thuto magetleng a gagwe. Seswantšho sa bobedi se a tšewa nakong ya kgato ye. Ke moka sealogwa se lebogišwa ke Modulasetulo wa Kopano goba moemedi. Dialoga tšeo di hweditšego mangwalo a tšona a thuto ka dihlora di tla lebogišwa ke Moemedi goba SRC.
- Ke moka sealoga se tloga sefaleng gomme sa ya tafoleng yeo ba fiwago setifikeiti. Go tšewa seswantšho sa sealoga se swere setifikeiti ka morago ga kgato ye.

Dialoga di swanetše go boela madulong a bona ka morago ga kgato ye

Bomma le botate, Molokoloko wa Dirutegi o tla tsena mo nakong ye kopana. Le kgopelwa go ema.

1. ACADEMIC DRESS

1.1 Academics, Professional staff and other members of the Procession

The prescribed gown and cap applicable to each faculty must be worn at all times during the ceremony. Academics may wear their own attire only if the colours match those of the University and their respective faculties or departments. Members attending from other academic institutions, or visiting dignitaries may wear their own attire from their institution or otherwise a black Senate gown with a black cap with black tassel.

Members participating in the Procession are required to be dressed in the Academic dress as described below:

Academic dress is provided by the University, and can be accessed in the Procession room, unless the academics are in possession of their own attire, and it matches the colour of the respective faculty.

Chancellor	Old gold gown. Black hard cap with old gold tassel.
Vice-Chancellor and Principal	Red gown with tricolour insert (gold, black, grey) with detailed golden embroidery on grey insert in front. Black hard cap with old gold tassel.
Vice-Principals	Red gown with tricolour insert (gold, black, grey) with single gold embroidery on grey insert in front. Soft black velvet cap with gold tassel
Registrar	Blue gown with tricolour insert (silver, black, grey) with detailed silver embroidery on grey insert in front. Soft black velvet cap with silver tassel.
Executive Director	Blue gown with tricolour insert (silver, red, gold) in front. Soft black velvet cap with silver tassel.
Director: Enrolment and Student Administration	Blue gown with tricolour insert (silver, black, grey) with detailed silver embroidery on grey insert in front. Soft black velvet cap with silver tassel
Deputy Directors: Enrolment and Student Administration	Blue gown with tricolour insert (silver, black, grey) with single embroidery on grey insert in front. Soft black velvet cap with silver tassel
Council members	Grey gown with red insert on dark blue background in front. Soft black velvet cap with red tassel.
Chairperson of Council	Grey gown with tricolour insert (gold, black, blue) with detailed silver embroidery on blue insert in front.

	Black hard cap with silver tassel
President of the Convocation	Grey gown with tricolour insert (gold, black red) with detailed silver embroidery on red insert in front. Soft black velvet cap with silver tassel
Guest speaker	Black Senate gown (Cambridge model). Black cap with red tassel.
Deans	Dean's gown in the faculty colour. Soft black velvet cap with tassel in the faculty colour.
Deputy Deans	Black Senate gown (Cambridge model) with short bib with detailed embroidery in faculty colour. Soft black cap with tassel in the faculty colour.
Honorary Doctorate	Red gown (Utrecht model) with an insert in front in the faculty colour. Soft red cap with tassel in the faculty colour
Chancellor's medal	Black Senate gown (Cambridge model). Soft black cap with dark blue tassel, no hood.
Directors: Support Services	Black Senate gown (Cambridge model). Director's bib (silver, blue and red) worn over the shoulders. Soft black cap with navy blue tassel.
Head of Department	Black Senate gown (Cambridge model). Long bib in faculty colour worn over the shoulders. Soft black cap with tassel in faculty colour.
Head of Schools	Black Senate gown. Short bib in faculty colour worn over the shoulders. Soft black cap with tassel in faculty colour.
Professors and other lecturers	Black Senate gown (Cambridge model). Soft black cap with tassel in faculty colour.
SRC President or representative	Grey gown with university colours insert in front (blue, red, gold). Soft black cap with tassel in colour of faculty currently enrolled in.
DESA personnel and other UP staff members on duty	Black and white, with the University blazer and either university scarf or tie and nametag.
Graduation assistants	Blue University gown
Ministers, Mayor and other dignitaries	Black Senate gown (Cambridge model). Soft cap with black tassel.

1.2 Graduates

The wearing of academic dress is compulsory and should be acquired well in advance at own cost from the service providers currently contracted by the University, namely **Dippenaar and Reinecke** and **House of Graduates**.

Graduates serving in the SANDF and SAPS, etc. who wish to attend the graduation ceremony in uniform, may do so subject to wearing full military uniform with a beret and an academic gown. These graduates should salute the officiating functionary (Chancellor, Vice-Chancellor and Principal, or Vice-Principal).

Doctorate	A scarlet gown (Cambridge model) with a 15cm band in the faculty colour on the front panel. A scarlet cap (Utrecht model) with tassel in the faculty colour. A maroon hood lined in the colour of the faculty (Oxford model) with a 7,5cm border in the faculty colour. Hood(s) of previous degree(s) are not worn.
Master's	A black gown (Cambridge model). A flat square black cap with tassel in the faculty colour. Black hood made of Cashmere fabric lined in the faculty colour with a 7,5cm border in the faculty colour. Candidate wears hood of highest previous degree obtained.
Honours	A black gown (Cambridge model). A flat square black cap with tassel in the faculty colour. As for Bachelor's degrees but hemmed with a 2cm band of the base material. Candidate wears hood of highest previous degree obtained.
Bachelor's	A black gown (Cambridge model). A flat square black cap with tassel in the faculty colour. A grey hood made of Cashmere fabric with a 7,5cm edging in the faculty colour. Candidate wears hood of highest previous degree obtained.
Diplomas and Certificates	A black gown (Cambridge model). A flat square black cap with black tassel. A 12cm wide hood band made of Cashmere fabric in the prescribed faculty colours with a 50cm V-form neck piece with a 15cm grey strip in the centre of the neck piece. Candidate wears hood of highest previous degree obtained, if any.

1.3 Faculty Colours

Faculty of Humanities	Orange
Faculty of Natural and Agricultural Sciences	Green
Faculty of Law	Scarlet
Faculty of Theology	Purple
Faculty of Economic and Management Sciences	Dark blue
Faculty of Veterinary Science	Salmon
Faculty of Education	Old Gold
Faculty of Health Sciences	Peacock blue
Faculty of Engineering, Built Environment and Information Technology	Turquoise
Gordon Institute of Business Science	Dark blue

DOCUMENT METADATA

Document number:	Rt 60/23
Document version:	Rt 60/23 is the first approved version
Document approval authority:	Executive
Document approval date:	14 February 2023
Document owner:	Director DESA
Document author(s):	Student Administration
Next review date:	14 February 2028
Visibility: Display on staff intranet Display on student intranet	X