

## GRADUATION PROTOCOL AND PROCEDURE

### 1. Procedure before the graduation ceremony commences

- All UP personnel will be wearing black and white, with the University blazer and either university scarf or tie and nametag, and Graduation assistants can be recognised by their blue University gowns for easy identification should you require any information or assistance
- In the event of a medical emergency, a paramedic is available. You can approach any personnel member for assistance.
- 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.
- Clapping of hands is the preferred form of applause.
- Please note that no food or beverages are allowed in the venue.
- You are requested to switch off your cell phone and refrain from moving about in the venue to take photographs or make video recordings while the ceremony is in session.
- 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.
- In the 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.
- Restrooms are located around the venue.
- You are requested not to leave the venue before the dissolution of the assembly.
- Please take note that it is not allowed to take a “selfie” on stage.
- You are welcome to join us after the graduation ceremony for liquid refreshments that will be served outside the venue.
- 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.

### 2. Procedure during the graduation ceremony

#### ➤ Candidates/graduates

The procedure commences when the candidate/graduate takes a position next to the Dean or representative and hands over the presentation card. The Dean or representative reads the first name and surname of the candidate/graduate. Should the candidate/graduate be awarded a prize or medal or obtain the qualification with distinction, the information will appear on the presentation card and is read by the Dean or representative. The first photograph will be taken with the student standing next to the Dean. Thereafter, the candidate/graduate walks to the Chancellor, Vice-Chancellor and Principal, or Vice-Principal, who congratulates them. and only candidates/graduates are capped with the academic cap. Thereafter, the candidate/graduate walks to the Registrar or representative who places the academic hood over their shoulders. A second photograph is taken during this step. The candidate/graduate is then congratulated by the Chairperson of the Convocation or a

representative. Candidates who obtained their qualifications with distinction will be congratulated by the Representative of the Student Representative Council (SRC). The candidate/graduate then walks off the stage to the table where their certificate is handed to them. Another photograph of the candidate/graduate is taken here.

➤ **Doctoral candidates**

The doctoral candidate takes a position next to the Dean or supervisor and is then introduced to the audience, and their citation is read out. Thereafter, the same procedure as for other candidates/graduates is followed.