



DUT
DURBAN
UNIVERSITY OF
TECHNOLOGY

SPRING
GRADUATION
2015

INFORMATION BOOKLET

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FROM THE PRESIDENT OF CONVOCATION



The Executive Committee of Convocation wishes to congratulate you and your family on this milestone that you have achieved. The years of sacrifice has finally culminated in this day – your graduation from one of the leading Universities of Technology – DUT.

Having obtained your qualification from DUT, you are now an Alumnus of this prestigious institution. I want to also take this opportunity to invite you to join me and other fellow graduates, together with the university's academic community, former professors and associate professors elected by the senate to be emeritus professors and emeritus associate professors to make up DUT's Convocation assembly. This stakeholder group as legislated through the Institutional Statute represents us on the University's Council which is the highest institutional governing body at DUT.

Through the Convocation and Alumni Relations Office, the University arranges a number of events which will be held both locally and nationally. Your support of these events will ensure that you are kept updated of developments at your Alma Mater. The main thrust of the Alumni Relations programme for the period 2014 - 2017 is to inculcate a culture of philanthropy amongst our alumni and society in general. This has been partly informed by yet another valuable teaching from our late Former President Nelson Mandela who expressed this ethos of philanthropy to the educational institutions that he crossed paths with in his lifetime. There is indeed a valuable lesson to learn from the great man.

We call upon graduates to support our Individual Giving Campaign which is aimed at raising funds to assist academically deserving students with bursaries as well as the One Meal, Once a Day initiative which is intended to provide food security for needy students within the DUT community. Alumni have an important role to play in the development of our beloved institution and use their sheer critical mass in responding to the challenges of high demand against limited resources. The University has developed a platform for online donations. We urge you to access this service through our site: www.Foundation.dut.ac.za in order to make donations online. The site provides a secured facility for you to make donations to these projects or any other project of your choice.

We also encourage you to continuously update your details with the Department of Convocation and Alumni Relations so that we can maintain our lifelong link with our Alma Mater. We also urge you to follow us on twitter: @dutalumni and like us on Facebook. The Executive Committee of Convocation joins the rest of the university community in wishing you well in your life journey for the betterment of society and our country in general.

2015 SPRING GRADUATION CEREMONIES

Wednesday, 02 September 2015 @ 09:00, 13:00 and 17:00

Durban ceremonies to be held in the Fred Crookes Sports Centre, Steve Biko Campus, Steve Biko Road, Durban

SESSION 1 09:00	FACULTIES OF ACCOUNTING and INFORMATICS APPLIED SCIENCES ARTS and DESIGN
SESSION 2 13:00	FACULTIES OF HEALTH SCIENCES MANAGEMENT SCIENCES
SESSION 3 17:00	FACULTY OF ENGINEERING AND THE BUILT ENVIRONMENT

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. Make every effort to read and understand the contents.

Should you have queries of an academic nature, contact your respective Faculty Office as follows:

INDUMISO CAMPUS

Accounting and Informatics

E-mail: celez@dut.ac.za

Tel: +27 (0)33 845 8820

Arts and Design

E-mail: upasnar@dut.ac.za / sandrak@dut.ac.za

Tel: +27 (0) 33 845 8927 / +27 (0) 33 845 8959

Fax: +27 (0)33 845 8936

Engineering and the Built Environment

E-mail: lindit@dut.ac.za

Tel: +27 (0)33 845 8951

Management Sciences

E-mail: manjub@dut.ac.za

Tel: +27 (0)33 845 8815

Health Sciences

E-mail: Lindaa@dut.ac.za

Tel: +27(31) 373 2566

DURBAN CAMPUSES

Accounting and Informatics

Tel: +27 (0)31 373 5520/5418/5152/5670

Fax: +27 (0)31 086 674 0358

E-mail: sandram@dut.ac.za

E-mail: deborahs@dut.ac.za

E-mail: bongekilen@dut.ac.za

Applied Sciences

Tel: +27 (0)31 373 2506/2717/3036

Fax: +27 (0)31 373 2175

E-mail: jessican@dut.ac.za

E-mail: siphamandlam@dut.ac.za

Arts and Design

Tel: +27 (0)31 373 6520

Fax: +27 (0)31 373 6518

E-mail: ntandox@dut.ac.za

E-mail: rajeshreej@dut.ac.za

E-mail: rajesp@dut.ac.za

Engineering and the Built Environment

Tel: +27 (0)31 373 3040/2186/2718/2716/3041

E-mail: singhn@dut.ac.za

E-mail: brendaj@dut.ac.za

E-mail: mazibukov@dut.ac.za

E-mail: nisharaj@dut.ac.za

E-mail: thandekaz@dut.ac.za

Health Sciences

Tel: +27 (0)31 373 2702/2446/2566

Fax: +27 (0)31 373 2407

E-mail: Lindaa@dut.ac.za

E-mail: emmanueln2@dut.ac.za

Management Sciences

Tel: +27 (0)31 373 5441

Fax: +27 (0)86 674 1216

E-mail: preganshn@dut.ac.za

REPLY CARD

The enclosed reply card must be completed and returned as soon as possible, even if you are not attending.

ENTRY CARDS

Please produce your student card/ID book/drivers licence in order to collect your entry cards.

You may invite a total of four guests to attend the ceremony with you. We regret that no extra guests can be accommodated. **Children** under 12 years are not allowed into the ceremony.

- Strict security control will operate during the Graduation Ceremony. **Please be advised that no person will be allowed access to the Sports Centre without an entry card.** The guest entry cards will be available for collection at the graduation venue **one and a half hours** before the ceremony starts.

SEATING FOR GUESTS

Seats are not reserved by name, therefore guests may sit anywhere in the open seating area.

YOUR ARRIVAL

When you arrive at the ceremony, report to your allocated table in the foyer of the Sports Centre **one and a half hours** before the commencement of your ceremony.

The seating card indicates your seat number - please ensure that you sit according to your seat number and do not move to another seat as this will mix up the order of recipients.

Your guests should proceed to the open seating area where ushers will be on duty to assist them.

PHOTOGRAPHIC SERVICES: DUT PHOTOGRAPHY

An accredited photographer has been appointed to take your official photographs on stage.

Your guests should refrain from taking their own photographs and any recording. Please do not use photographers that are outside the campus.

The accredited photographer will issue details to you on the day of your graduation for payment and collections.

ACADEMIC DRESS

You are not permitted to wear academic dress pertaining to previously obtained qualifications.

There are four styles of hoods. Each style indicates the level of academic achievement at National Diploma/National Higher Diploma, Bachelors, Masters and Doctorate levels.

Your hood must reflect your faculty colour as follows:

FACULTY

Applied Sciences
Arts and Design
Accounting and Informatics
Engineering and the Built Environment
Health Sciences
Management Sciences

COLOUR

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

HIRING OF ACADEMIC DRESS AND HEADWEAR

QUALIFICATION	SPECIFICATION FOR ACADEMIC DRESS AND HEADWEAR
DTech	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.
MTech	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.
BTech, National Diploma, National Higher Diploma	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.
Certificate	Black gown with long-pointed sleeves, pleated up with a black ribbon. No mortarboard and hood is required.

HOW TO HIRE YOUR ACADEMIC DRESS

An order form is enclosed. You may purchase or hire your academic dress. The order form must be immediately faxed to the supplier together with a copy of your proof of payment should you wish to purchase your academic dress. If you are hiring your academic dress, you need not fax the order form through, but you need to make payment at the bank and bring your original proof of payment on collection day.

You may choose to have your purchase order posted via Speed Service for collection from your Post office, or have your purchases delivered to the University for collection prior to graduation at the following collection point:

Steve Biko Campus: Tech Arms/Pavillion Room, Fred Crooks Sports Centre, Gate 5.

Hired goods will be brought to the University for collection prior to the graduation ceremony. Hired goods must be returned to the gown hire company immediately after your graduation ceremony.

DURATION OF CEREMONY

Your ceremony is expected to last approximately 2 hours. Please ensure that you arrive early (one and a half hours before the commencement of the ceremony) to collect your seating card, and for your guests to take their seats. As a courtesy, please do not leave the venue until the ceremony is concluded. Children under 12 years are not allowed entry into the ceremony.

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

- You will stand when prompted by a DUT staff member and walk on to the stage from the left carrying your seating card in your right hand and your hood over your left arm.
- Once on the stage, you will hand your card to the Executive Dean, who will read out your name.
- After your name has been read out, the card will be returned to you. You will then walk towards the Chancellor who will confer the degree by lightly tapping your head.
- You will then approach the Registrar, who will be at the end of the stage. You will hand your hood to him, and then turn to face the audience. A photograph is taken once the Registrar 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

- You will stand when prompted by a DUT staff member and walk on to the stage.
- Once on the stage, you will hand your card to the Executive Dean, who will read out your name.
- After your name has been read out the card will be returned to you. You will then walk towards the Vice-Chancellor who will congratulate you with a handshake. A photograph is taken at the moment when the Vice-Chancellor shakes hands with you.
- You will then leave the stage after which your certificate will be handed to you.
- You will return to your seat and remain seated until the ceremony is concluded.

PARKING AND GRADUATION VENUE:

Steve Biko Campus, Steve Biko Road

Parking: Gates 5 and 9, Steve Biko Road (formerly Mansfield Road)

Venue: Fred Crookes Indoor Sports Centre, Steve Biko Campus, Steve Biko Road

PROCEDURE FOR THOSE WHO DO NOT ATTEND THE CEREMONY

If you are unable to attend your ceremony, collect your degree/diploma/certificate by producing your ID document at your Faculty Office not later than one month after your graduation ceremony.

OUTSTANDING FEES

You will not receive your degree/diploma/certificate, unless and until all outstanding fees are settled. Those wishing to check their financial status at the university should contact the following numbers:

031 373 5164 / 2379 / 5334 and 5248 or

DUT HOTLINE NUMBER: 082 236 2222 or

SMS the following to 34763 for balance enquiries: DUT <space>Student Number<space>B

GRADUATION OFFICE

Please contact us for further assistance on:

Graduation Office: +27 31 373 2521 / 2462

Office Hours: 08h00 - 16h30, Monday to Thursday, 08h00 - 15h00, Friday

Physical Address: Division of Corporate Affairs
Botanic Mansions Building, Ground Floor (Gate I)
Steve Biko Road (old Mansfield Road)
Steve Biko Campus
Durban University of Technology



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