



GRADUATION
Ceremony

STUDENT HANDBOOK





Student Graduation Handbook 2026

Version 1.0

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1. Introduction

This graduation handbook contains general guidelines for Eduvos students who are eligible to graduate. It highlights the rules and regulations which apply to graduations.

2. Before the Graduation

2.1 Qualifying to Graduate

All potential graduands must have fulfilled the requirements to graduate. Students who are uncertain about these requirements and/or whether they have fulfilled them, must approach the Academic Administration Manager/Academic Administration at their specific campus.

2.2 Outstanding Materials

Any outstanding fees, fines, interest and/or other dues must be paid, and all Resource Centre books returned to the Resource Centre. If any account has not been settled in full at least 30 days prior to the ceremony date, the student may not receive his/her qualification certificate at the graduation ceremony and will only receive it once the account has been settled. Graduands will be allowed to attend the ceremony and walk across the stage but will not receive their certificate and academic transcript until their account is settled in full.

3. Attending the Graduation Ceremony

3.1 Verification of Graduation

All graduands who have fulfilled the necessary requirements to graduate will receive an electronic invitation from their specific campus. The invitation will stipulate the date, time, and venue of the graduation ceremony.

3.2 Confirming Attendance

Graduands who will be attending the graduation ceremony **must confirm their attendance**, as well as that of their guests, by informing their specific campus. Each graduand is entitled to two guest tickets only. Proof of confirmation must be presented at the graduation venue on the day of the ceremony.

4. The Graduation Day

4.1 Dress Code

Graduation ceremonies are formal occasions, and the dress code is smart casual/business. It is expected that graduands and their guests will dress appropriately. The official Eduvos academic dress supplier is Academic Apparel Gowns and Robes. All graduands are required to wear the prescribed academic dress to ceremonies. Academic dress should be arranged for and paid directly by the graduands to the approved specific supplier.

4.2 Photography

The official Eduvos Photographers are Gordon Harris Photographic. All photographic needs will be provided by Gordon Harris Photographic; this includes all photography before, during and after the ceremony. Graduands will be provided with the relevant information on how to place an order and the online order link. No unofficial photographers will be allowed to enter the venue premises on the graduation day.

4.3 Arrival at the Venue

Graduands should arrive at the venue at least an hour and a half before the official starting time of the ceremony. This will ensure that there is sufficient time to complete all required formalities prior to the ceremony. Graduands need to collect their information cards prior to the event and be seated in reserved seats at least 15 minutes prior to the start of the ceremony.

4.4 Seating of Graduands

Graduands must be seated at least 15 minutes before the start of the ceremony. Graduands have reserved seats; the allocated seat number appears on the graduand's information card. Ushers will assist graduands with finding their allocated seats.

4.5 Seating of Guests

Guests are to be seated at least 20 minutes before the official starting time of the ceremony. There are no reserved seats for guests. Guests are requested to fill up seats from the front of the hall. This will minimise any disturbance by latecomers.

Guests who arrive after the ceremony has started will be accommodated after the Guest Speakers' address and only if seats are still available.

4.6 General Rules and Regulations

- **No food or beverages** are allowed inside the graduation hall.
- The graduation venue is a non-smoking venue. Please take note that smoking is not permitted while wearing hired academic attire, even within a designated smoking area.
- In the event of an emergency, please follow the instructions of venue staff.
- The ceremony will last approximately two hours. Guests will not be able to leave the hall during this time. Guests are requested to remain seated for the duration of the ceremony and may only leave the hall once the congregation has been dissolved and the academic procession has left the hall.
- Guests and graduands are to stand at the beginning and end of the ceremony for the entry/exit of the academic procession.
- Guests are allowed to take photographs or videos, provided that they remain seated.
- Please note that all cellphones must be switched off during the ceremony.
- The achievement of the graduands is acknowledged by applause. Graduations are joyous celebrations, and, as such parents are encouraged to applaud and express their joy and pride at such an occasion. Please keep applause brief so the next graduate's name can be heard clearly.
- No disruptions to the ceremony will be tolerated.

5. During the Ceremony

5.1 Conferring of Degrees

The following sets out the procedures to be adhered to when degrees are conferred on graduands:

5.1.1 Lining Up to Walk onto the Stage

Each group of graduands will leave their seats and stand in line at the side of the room. An usher will be on hand to direct the graduands. The alphabetical order, as indicated in the programme, must be maintained as each group of graduands moves towards the stage. When the row in front is half full, the next row of students should quietly leave their seats to join the queue of graduands.

5.1.2 Before Walking onto the Stage

Graduands must have their prescribed hood folded over their left arm with the loop on the outside and the coloured section towards the wrist. The information card is to be held in the right hand.

Graduands wearing caps should ensure that the tassel hangs on the left side of the head between the left ear and left eye. Once the hood has been draped across the graduand's shoulders, the tassel will be moved to the right side of the head by the person doing the hooding.

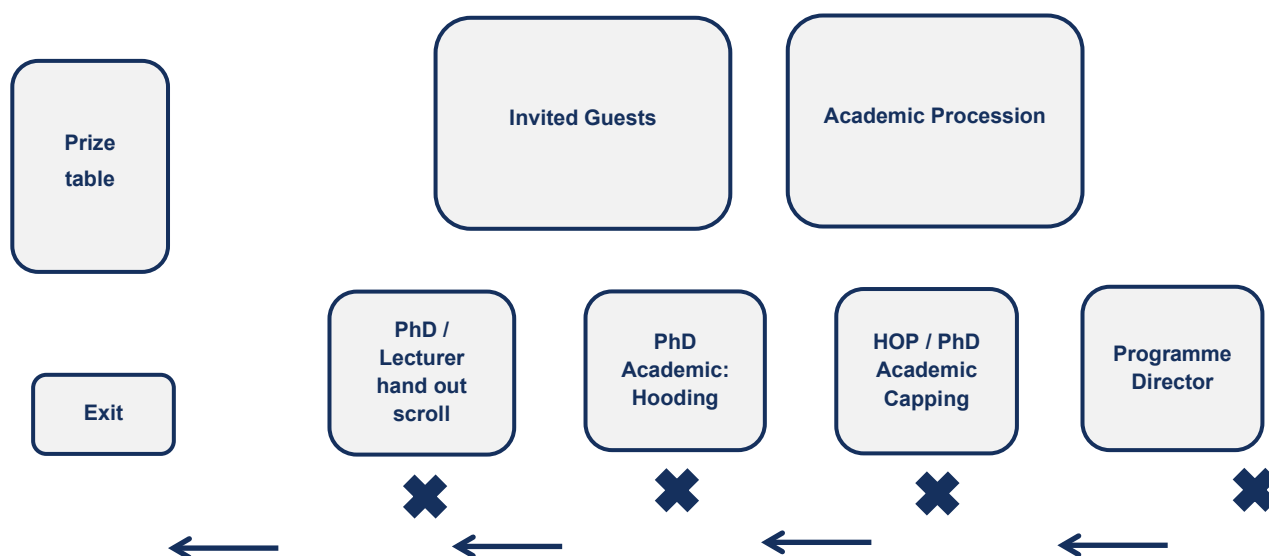
Crosses and arrows will be marked on the floor with masking tape to indicate where the graduands should stand and walk. These markers should be followed precisely.

Crosses will be at the following places:

- Where graduands will stand when handing over their information cards.
- Where the HoP/PhD Academic will be capping the graduands.
- Where the PhD Academic will hood graduands.
- Where the PhD Academic/Lecturer will hand out the scroll.

Arrows will be at the following places:

- One pointing towards the capping.
- One pointing towards the hooding.
- One pointing towards handing out of scroll.
- One pointing towards the exit.



Picture 1: Stage Setup – Graduate Markers

5.1.3 On stage

Once on the stage, each graduand must walk up to the Programme Director and hand him/her their information card. The Programme Director will read out each name while the graduand remains standing next to him/her. If the degree is conferred with Cum Laude/Magna Cum Laude/Summa Cum Laude, the student must **wait** next to the Programme Director until he/she has also read out these details. A photograph will be taken of each graduand at this stage.

Arrows are placed on the stage for the graduands convenience, these should be followed. Once the Programme Director has made his/her announcement, the following steps are followed:

Step 1

The graduand to proceed from the Programme Director to the HoP/PhD Academic Member

Step 2

The graduand turns to face the HoP/PhD Academic Member. He/she will hold a cap above their head as they bow in front of him/her. (During step 1 the hood remains draped over the graduand's left arm).

Step 3

The graduate proceeds to the PhD Academic Member who will be standing on a small podium. He/She will take the hood from the graduand, they are to take up a position in front of the Academic Member, facing the audience. (Graduates must not bend forward.) The Academic Member will drape the hood over the graduate's shoulders from behind while another photograph is taken.

Step 4

The graduate proceeds to the PhD Academic Member/Lecturer. He/she will hand over a graduation scroll to graduand.

Step 6

Graduates leave the stage on the side opposite to that from which they entered. They will receive information regarding the photographs taken on stage and another photograph will be taken.

Step 7

When graduates return to their seats, they should kindly maintain the alphabetical order as in the programme. The ushers will show them the route to follow.

5.1.4 Leaving the Stage

Candidates must return to their seats after being hooded. Nobody will be permitted to leave the hall before the entire ceremony has been concluded.

5.1.5 Dissolving the congregation

After the singing of the National Anthem, the congregation will be dissolved by the Senate Member who opened the ceremony. All guests and graduates are requested to remain standing until the academic procession have left the stage and exited the hall/venue.

6. After the Ceremony

Graduates are to collect their certificates from the appropriate campus staff member after the ceremony. All graduates are to sign the Graduate receipt of graduation documentation and complete the required Certificate Confirmation of Receipt form and hand it back to the relevant campus staff member. Please note that all certificates are issued in English.

Hired gowns/hoods must be returned to the supplier within an hour after the ceremony.

All floating trophies must be returned to the relevant campus staff member immediately after the ceremony. Graduates are not allowed to leave the venue with the floating trophy.

7. Not Attending the Ceremony

Students who are unable to attend the graduation ceremony will graduate in absentia. Such students must notify their specific campus that they will be graduating in absentia. Appropriate arrangements will be made for the collection of the certificate.

8. Non-Collection of Certificates

Certificates not handed over at the ceremony will be retained until collected by the student or an arranged third party.

9. Nominating a Third Party to Collect a Certificate

A third party may be nominated to collect a certificate on behalf of a student. This request must be made in writing to the specific campus, stating the person's full details as well as their identity number. The third-party must produce their ID and sign on behalf of the graduate when collecting the certificate.