



30 January 1987

The Registrar  
Personnel Department  
University of Natal  
P O Box 375  
PIETERMARITZBURG  
3200

Attention : Mr. C. J. Binnendyk

Dear Sir

re: 1987 Graduation Ceremonies

I refer to your letter of 17 November 1987 and our recent telephone discussions regarding your 1987 Graduation Ceremonies. I apologise again for the delay resulting from both of us being on leave.

We have reserved the Sports Centre for you from Monday 30 March 1987. Naturally we have had to cancel on going fixtures and have had to build loss of revenue into this quote.

As agreed you will vacate and clear the Sports Centre by 3pm on Saturday 4th April to allow the Badminton Nationals to commence. We are most grateful for your assistance and compromise with this tricky double booking. The badminton officials have advised that the far left court may be utilised for storage eg Chancellor's chair and shrubbery which may then be cleared on the Monday morning.

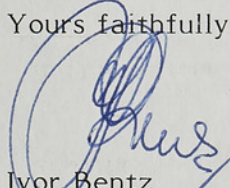
I would suggest that we meet at some stage and discuss requirements on site. This would include the positioning of the marquee for which you may require earlier reservation of the Sports field than 3rd April unless the far corner is utilised.

The use of sherry, although not normal YMCA policy, will be acceptable since it is controlled.

Our flat rate for the entire period is R1500 payable within 30 days.

Thank you for your co-operation. We trust that the Graduation will be a great success.

Yours faithfully

  
Ivor Bentz  
GENERAL SECRETARY



# City of /Stad Pietermaritzburg

1987

Parks & Recreation Department  
Parke en Ontspanning Departement

F.W. QUAYLE N.D.P.R.A. F.I.N.S.T. P.R.A.  
DIRECTOR OF PARKS AND RECREATION  
DIREKTEUR VAN PARKE EN OUTSPANNING  
TELEPHONE/TELEFOON 22970 23186

Alexandra Park  
P.O. Box/Posbus 31  
Pietermaritzburg 3200

OUR REF. \_\_\_\_\_  
ONS REF. 04/2C/12 RA/MCS  
YOUR REF. \_\_\_\_\_  
U VERF. \_\_\_\_\_

21 November 1986

The Registrar  
Natal University  
P O Box 375  
PIETERMARITZBURG  
3200



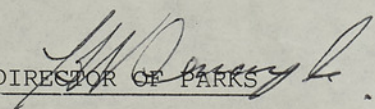
Dear Sir

re: HIRE OF Y M C A SPORTSGROUND

Your letter dated 17 instant, refers.

As you are no doubt aware, the future of the Y M C A is uncertain at this time. We have provisionally booked the field for your function on 4.4.1987, as requested, but this is dependent on the field still being under our control at that time.

Yours faithfully

  
DIRECTOR OF PARKS



1987

**YMCA  
CVJM**  
PIETERMARITZBURG



7 January 1987

Dear Sir / Madam

We acknowledge your bookings for 1987, and are confident of our commitment, despite ongoing negotiations in connection with the possible change in management of the Sports Centre.

If this were to take place, every effort would be made to accommodate existing bookings. In the extreme case of cancellations, or changes timeous notice will be given to minimise inconvenience.

Yours faithfully

Mike Lundy

INDOOR SPORTS CENTRE







University of Natal  
Memorandum

23 July 1987



1987  
Graduation

(F)  
✓

To: The Chairman : Professor V J Bredenkamp  
Academic Ceremonials Committee  
University of Natal  
PIETERMARITZBURG

From: Mr B M Emmerich  
Assistant Registrar (Academic)  
University of Natal  
PIETERMARITZBURG

SUBJECT : GRADUATION CEREMONIES :1988 : PMB.

1. The latest statistics after the audit of the 1987 student data base at the first Tuesday in June reveal that we have 1072 "possible grads" which figure is 110 up on last year.
2. Based on calculations over the past few years the following would appear to be a reasonable estimate of the numbers we can expect at graduation in 1988:

* possible grads	1072
* success rate 86.2%	924
* expected masters /doctors	86
* total to graduate	1010
* attendance rate (85%)	858
* students per ceremony :	
* Two ceremonies	429
* Three ceremonies	286
* expected duration of ceremonies :	
* Two ceremonies	140 mins.
* Three ceremonies	110 mins.
* <u>Note</u> : The 1987 ceremonies took :	136 mins.

3. On the basis of the above figures it would seem advisable at this stage to plan on holding three graduation ceremonies in 1988 in Pmb.

Kind regards.

Yours sincerely,

*BME*

B.M. EMMERICH  
ASSISTANT REGISTRAR (ACADEMIC)

cc. Mr C J Binnendyk  
cc. Mr T E Cochran

Book YMC  
+ marquee



ESTIMATED DURATION IN MINUTES

GRADUATION : 1988

TWO CEREMONIES

THREE CEREMONIES

1.	Procession enters	3	3
2.	Chancellor constitutes congregation	$\frac{1}{2}$	$\frac{1}{2}$
3.	Prayer	$2\frac{1}{2}$	$2\frac{1}{2}$
4.	Welcome to guests	8	8
5.	Presentation of Doctors (a) 10 x 2.6 (b) 7 x 2.6	26	18
6.	Introduction of Guest Speaker (or) Orator presents Honorary Graduand	25	25
7.	Address by Guest Speaker (or) Address by Honorary Graduand		
8.	University Choir	$3\frac{1}{2}$	$3\frac{1}{2}$
9.	Presentation of graduands	67	45
10.	Chancellor dissolves congregation	$\frac{1}{2}$	$\frac{1}{2}$
11.	Procession exits	$3\frac{1}{2}$	$3\frac{1}{2}$

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139 $\frac{1}{2}$

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109 $\frac{1}{2}$

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2 HRS 20 MINS

1 HR 50 MINS





# University of Natal

## Memorandum

1st December, 1986.

*To:* The Deputy Registrar (Academic),  
University of Natal,  
DURBAN.

*From:* The Assistant Registrar (Academic),  
University of Natal,  
PIETERMARITZBURG.

**SUBJECT :** GRADUATION CEREMONIES : 1987 : PMB. CAMPUS

1. Background.

(a) I attach copies of relevant correspondence as follows :

- 1.1. Memo dated 6.10.1986 to Professors Benyon and Barrett (copy to yourself) reminding them of the limited time available for report back to Senate.
- 1.2 Memo dated 9.10.1986 to you suggesting a distribution of faculites for four ceremonies in the absence of an alternative recommendation.
- 1.3 Memo dated 22.10.1986 from C.J. Binnendyk to the Vice-Chancellor recommending the use of the Y.M.C.A. Sports Hall.
- 1.4 Memo dated 7.11.1986 from C.J. Binnendyk to the Vice-Chancellor referring to their visit to the Y.M.C.A. Sports Hall.

(b) I regret to advise that "Student Affairs" has not been involved in any of the visits to the Y.M.C.A. Hall arranged for the Vice-Chancellor, the Vice-Principal and the Registrar.

2. I presume that if aspects such as acoustics, hall capacity, microphones, seating plans, etc. etc. do not concern the Student Affairs Section, then we should concentrate on those that do :

2.1 Recommended Number of Ceremonies :

It is expected that approximately 800 candidates will attend the graduation ceremonies in Pmb. It is therefore recommended that **TWO** ceremonies be scheduled.

2.2 Recommended distribution of faculites :

Friday :	Agriculture	130
	Commerce	130 (excludes Diplomates)
	Education	100
	Social Science	40
		<u>400</u>
		===
Saturday :	Arts	200
	Science	160
	Law	40
		<u>400</u>
		===



2.3 Recommended starting times :

It is estimated that each ceremony will have a time duration of approximately three and a quarter hours (See estimate attached) and therefore it is recommended that the starting time be changed to :

Friday: 5.30 p.m. (to close at approximately 8.45 p.m.)

Saturday: 10.00 a.m. (to close at approximately 1.15 p.m.)

2.4 I enclose two letters for signature by the Registrar in anticipation of the above recommendations being accepted.

3. Urgency :

May I request that this matter be dealt with as a matter of some urgency.

Many thanks for your help.

Kind regards,

Yours sincerely,

B.M. EMMERICH.  
ASSISTANT REGISTRAR (ACADEMIC)

Encl.



GRADUATION CEREMONIES : ESTIMATED DURATION BASED ON A TYPICAL PROGRAMME.

	<u>MINS.</u>
1. Procedural items on the programme (Items 1, 2, 3, 4, 6, 8, 9)	24
2. Guest Speaker/Honorary Graduand (Item 7a or 7b)	30
3. Presentation of Graduands (Item 5)	
3.1 Deans' Formula in presenting the first candidate in each case : 1 min.	
3.2 Deans' Formula in regard to in absentia graduands : a half a minute	
3.3 Estimate : 18 degrees x one and a half minutes	27
3.4 Processing time for the remaining candidates viz 400 - 18 - 8 Ph.D's at a processing time of 5 per minute : = $374 \div 5 =$	75
3.5 Doctoral Eulogies 8 x 5 =	40
	<u>196</u>

TOTAL ESTIMATED TIME : 3 Hours 16 Minutes

Recommended starting times :

Friday : 5.30 p.m. (to close at approximately 8.45 p.m.)

- Saturday : 10.00 a.m. (to close at approximately 1.15 p.m.)



UNIVERSITY OF NATAL

:

PIETERMARITZBURG CAMPUS

GRADUATION CEREMONIES :      ESTIMATED DURATION  
BASED ON A TYPICAL PROGRAMME.

	<u>MINS</u>
1. Procession enters	<u>4</u>
2. Chancellor constitutes the congregation	1
3. Prayer	3
4. Welcome to guests	5
5. Presentation of Graduands	
. Dean's formula and first student : 1 min.	
. Dean's formula in re absentees : half min.	
. Processing time : 5 per minute	
. Doctoral Eulogies 5 mins each	
6. University Choir	6
7(a) Introduction of Guest Speaker      5)	
Address by Guest Speaker              25)	30
<u>Alternatively</u>	
7(b) Orator presents the Honorary Graduand      10)	
Address by Honorary Graduand                  20)	30
8. Chancellor dissolves the congregation	1
9. Procession exits	4