

GUEST TICKETS AND SEATING CARDS

Unreserved seats are available for guests. Only 2 guests per graduand/diplomate may attend due to limited seating. Please note that 2 guest tickets can be collected when you collect your seat card. Please note that children under the age of twelve years will not be admitted.

PARKING FACILITIES

Graduands and guests are kindly requested to avail themselves of the parking facilities on the University precinct. Should you have elderly or disabled guests kindly arrange with the security officers on duty to allow you to drive into the Main Hall / Drop off area to drop off such guests. You must then drive out of this area immediately to make way for other

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UNIVERSITY OF
KWAZULU-NATAL

GRADUATION INFORMATION
CONTACT DETAILS

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Graduation Help Lines: (031) 260-2033 / 3661

(Howard College, Edgewood,
Medical School, Education â\200\224

motorists and park in areas allocated for this purpose. Pietermaritzubrg)

(033) 260-5214 / 5810 (Pietermaritzburg)
(031) 260-8220 / 8144 (Westville)

Fax: (031) 260-3552 (Howard College, Edgewood,
Medical School, Education â\200\224
Pietermaritzziibrg)

(Pietermaritzburg)

(033) 260-5729

N.B.: SMOKING IS NOT PERMITTED IN THE MAIN HALL. (031) 260-8219 (Westville)
CELLPHONES TO BE SWITCHED OFF DURING THE CEREMONY DETAILS
GRADUATION CEREMONIES
DATE TIME FACULTY / DISCIPLINE e

16h00 4 Education (All campuses) â\200\224- |4fpolvite

10h00 { Education (All campuses) Lpetun?e
14h30+tScience (Durban & Westville) |1 vlze
& Engineering (All campuses)

1. | Friday, 07 May 2004

2. | Saturday, 08 May 2004
Saturday, 08 May 2004

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N â\200\230gk | Sciences (PMB)
â\200\230g\i || 5. [Tuesday, 11 May 2004 _ 18h00"| Science & Agriculture (PMB) /0/716 d
6. | Wednesday, 12 May 2004 | 18h00"| Health Sciences & CADD ' | Afeoforie.
(Durban and Westville)
7. | Thursday, 13 May 2004 . 18h001 Law (All campuses) and - Wï¬\202f//e
L i Management Studies (Durban)
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8. | Friday, 14 May 2004 16h00 [Humanities (Durban & Westville) | / A7z e//e
rlday, 12 Vay e, ol oo B L, s
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9. | Saturday, 15 May 2004 10h00Y] Commerce & Management wlrte

\ Studies (Westville)

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1. ORDER OF PROCEEDINGS (TRADITIONS AND COURTESIES)

- (a) The Acting Chancellor will constitute the congregation
- (b) Welcome
- (c) Presentation of graduands
- (d) Vote of thanks
- (e) The Acting Chancellor will dissolve the congregation

Graduation is a formal occasion at which many courtesies and traditions are observed and it has its own terminology. Graduands are those who are about to have a degree conferred on them, after which they are called graduates. Diplomates are those who are about to be, or have been, awarded a diploma.

Courtesy includes graduands, diplomates and their guests all being seated before the procession enters the hall and remaining seated throughout. Graduands, diplomates and guests (congregation) should rise when the procession enters the hall. No one should resume his/her seat until the Acting Chancellor signals to do so. When the ceremony is at an end, the congregation should rise again and remain standing until the procession has left the hall. The graduates and diplomats will join the procession two rows at a time, starting from the front two rows (the most senior degrees) until the most junior diplomates form the end of the procession. The guests should not leave their seats until the last graduate has departed.

2. PROCEDURE TO BE FOLLOWED ON STAGE

(a) Graduands should, immediately after the Welcome Speech, proceed to the stage in the order in which their names appear on the programme. Caps should be left on the seats, but hoods should be draped by the neckband on the left arm, and cards held in readiness for handing to the Dean.

(b) After the dean has informed the Acting Chancellor that he/she will introduce the graduands, the first graduand will hand his/her card to the Dean, who will read out the name.

(c) After the name has been read out, the card will be returned to the graduand. The graduand will then walk towards the Acting Chancellor and kneel with his/her right knee upon the stool. The Acting Chancellor will confer the degree.

(d)

(e)

(f)

(g)

(h)

The graduate (as he/she now becomes) will proceed to the Executive Member who will congratulate him/her by shaking his/her hand.

The graduate will then approach the Registrar/Executive Dean, who will be standing to the right of the Vice-Chancellor, and hand the hood to him/her. The graduate should then turn and face the congregation, so that the Registrar/Executive Dean can drape the hood over his/her shoulders and a photograph can be taken.

The graduate will thereafter move across the stage to the right and come down the stairs where the certificate will be handed to him/her by an officer sitting at a table.

The graduate will then walk around the back of the congregation to return

to his/her seat, and don his/her cap.

Diplomates do as explained above except that they do not kneel on the stool since they are not capped

ACADEMIC DRESS

Academic dress will be formal, namely gown, hood and cap. Hoods of previous degrees must not be worn. The academic outfit can be purchased or hired from the official suppliers who will provide the correct outfit for your qualification. The academic dress looks best worn over formal clothing. (Refer to enclosed leaflets).

PHOTOGRAPHS AND VIDEOS

A photographer appointed by the University will be available at the graduation ceremony. A photograph of each graduate will be taken during the ceremony. However you are under no obligation to order this photograph. Studios will also be set up outside the Hall where photographs can be taken after the ceremony.

Full particulars will be made available by the photographer at the graduation ceremony. No unauthorized photographs/videos may be taken during the ceremony. The contract you enter into is between you and the photographic studio. The University has no part in the contract. The official video will be available from the Audio Visual Centre on your Campus.

From within extra copy
Grad ceremony Programme
Friday 5 May. 2014 | 10400, bbelville Cangesed

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Today's event is being professionally video recorded. To purchase a copy,
please fill out the form below and submit with payment.

Name:

Address: Tel No:

Date of Order:

Postage & Packing
(South Africa R10.00); Other parts of Africa R50.00; Overseas R70. 00)
TOTAL

Payment Cheque Postal Receipt No Dute Collected/ Signoture
Details Order Despatched
Comments/instructions

All orders must be prepaid. No duplication will commence until @ payment for an order is received.
DVD's and tapes will be available 1 and 2 weeks from the date of order.
The cost is R70.00 for a professionally recorded VHS copy of the entire evening's proceedings in a

hard presentation case with colour sleeve, or R0 for the same in DVD format.

Tapes and DVD's may be collected from the Audio Visual Centre (Howard College or Westville campus). If the appropriate details above are filed and the relevant postage amount included, the order will be posted to the address listed.

Payment can be made via electronic transfer and the order placed via phone, email or fax.

y Audio Visual Centre, Level 5 Shepstone Building

BY. UNIVERSITY OF University of KwaZulu-Natal, Durban 4041

"r'x KWAZULU-NATAL Tel (031) 260 2637; Fax (031) 260 2479;
W Email: mudalyp2@ukzn.ac.za

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THE CHURCH ON ALIWAL - 50 ALIWAL STREET - DURBAN
SOUTH AFRICA
P.O. BOX 55504 - DURMAIL - 4003

Photogranhers g (031) 332 - 6601 /337 â\200\224 6003 FAX: (031) 332 - 6604
[remesiioran iy email:info@balafoto.co.za website: www balafoto.co.za

SPECIALISTS IN: GRADUATIONS SCHOOLS WEDDINGS ADVERTISING COMMERCIAL & AERIAL PHOTOGRAPHY
STOCKISTSO F: FILMS ~ ALBUMS VIDEO EQUIPMENT PHOTOGRAPHIC ACCESSORIES

CONGRATULATIONS GRADUATES

UNIVERSITY OF KWAZULU-NATAL GRADUATION CEREMONY 2004

BALA GOVENDER & SONS HAVE BEEN APPOINTED AS THE OFFICIAL PHOTOGRAPHERS FOR YOUR GRADUATION CEREMONY.

TWO OFFICIAL PHOTOGRAPHS WILL BE TAKEN OF EVERY GRADUATE ON STAGE. AS YOU EXIT THE STAGE, A REFERENCE CARD WILL BE GIVEN TO YOU, PLEASE RETAIN THIS CARD TO ORDER YOUR PHOTOGRAPHS AFTE R THE CEREMONY. (PHOTOS WILL NOT BE PRINTED UNLESS FULLY PAID FOR)]

PHOTOS ONLY:

TWO OFFICIAL PHOTOGRAPHS (20 X 25CM) WITH NAME & CREST OF UNIVERSITY, @ R120.00
POSTAGE (REGISTERED MAILâ\200\224 ONLY IN SOUTH AFRICA) @ R 40.00
OTHER COUNTRIES @ R100.00
COMPLETE PACKAGE:

TWO OFFICIAL PHOTOGRAPHS (20X25CM) -+ POSTAGE (SOUTH AFRICA) @R 160.00
TWO OFFICIAL PHOTOGRAPHS (20X25CM) + POSTAGE (OTHER COUNTRIES) @R 220.00

PHOTOGRAPHS #U/STBE ORDERED BEFORE OR AFTER THE CEREMONY FROM THE PHOTOGRAPHERS. ORDERS CAN ALSO BE PLACED AT OUR OFFICES IN DURBAN OR BY POST. (ALL POSTAGE ORDERS BEFORE THE CERE MONY)

(THE AVERAGE WAITING PERIOD FOR ORDERS THAT ARE FULLY PAID FOR IS 30 WORKING DAYS)
ALL FAMILY PHOTOGRAPHS CAN BE TAKEN BEFORE OR AFTER THE CEREMONY, ONLY WITH THE OFFICIAL
PHOTOGRAPHERS ...

CONGRATULATIONS GRADUATES
UNIVERSITY OF KWAZULU - NATAL GRADUATION CEREMONY - 2004

HOW TO ORDER YOUR GRADUATION PHOTOGRAPHS:

SURNAME {AS APPEARS IN THE PROGRAMME }

INITIALS: TELE: CODE: NO:
ADDRESS:
CODE:

Email: : Y.

DATE OF GRADUATION: LN,

2 X OFFICIAL STAGE PHOTOGRAPHS (NAME & LOGO OF INSTITUTION) REF: | R120.00 :
FRAMES OPTIONAL i

FAMILY PHOTOGRAPH (NAME & LOGO OF INSTITUTION) REF: R 70.00
FREE FRAME OFFER VALID ONLY WHEN PAYING CASH ON DAY OF GRADUATION

FAMILY PHOTOGRAPH (NAME & LOGO OF INSTITUTION) REF: R 70.00
FREE FRAME OFFER VALID ONLY WHEN PAYING CASH ON DAY OF GRADUATION

FAMILY PHOTOGRAPH (NAME & LOGO OF INSTITUTION) REF: R 70.00
FREE FRAME OFFER VALID ONLY WHEN PAYING CASH ON DAY OF GRADUATION

POSTAGE & PACKAGING (SOUTH AFRICA) R 40.00

POSTAGE & PACKAGING (OTHER COUNTRIES) R 100.00

TOTAL PAYMENT DUE | R

OUR TELEPHONE NUMBERS AS FOLLOWS: (031) 332-6601/337-6003 FAX: (031) 332-6604

CREDIT CARD DETAILS:

NAME & SURNAME OF ACCOUNT HOLDER

EXPIRY DATE SIGNATURE: LAST THREE DIGITS ON REVERSE OF CARD [1{ _J{ _]
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BANKING DETAILS:

BANK: NEDBANK

BRANCH: SMITH STREET

ACCOUNT NUMBER: 1355-1307 --35

BRANCH CODE: 13-55-26-00 { PLEASE FAX/POST DEPOSIT SLIP WITH ORDER FORM & REF. CARD }

BANK: STANDARD BANK

BRANCH: OVERPORT CITY

ACCOUNT NUMBER: 05 - 25â\200\224 96 - 311

BRANCH CODE: 04 â\200\224 38 â\200\224 26 { PLEASE FAX/POST DEPOSIT SLIP WITH ORDER FORM & REF. CARD }

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UNIVERSITY OF KWAZULU-NATAL

GRADUATION : MAY 2004 : WESTVILLE AND PIETERMARITZBURG CAMPUSES

TO ALL MEMBERS OF STAFF WHO ARE ATTENDING ANY OF THE GRADUATION
CEREMONIES AND WILL FORM PART OF THE ACADEMIC PROCESSION

The attached Graduation Programme refers:-

1. Academic Dress

Members of staff who will be in the academic procession and who require
academic dress are kindly requested to contact.

MR RONALD PILLAY ON EXTENSION 2140

Please note that there will be a minimal charge for the hire of academic dress.

2. Robing

Robing at the Westville Campus will take place in the Staff Lounge of the Upper
Cafeteria next to the Main Hall.

Robing at the Pietermaritzburg Campus will take place in the marquee outside
the Student Union Building.

Members of staff constituting the academic procession are kindly requested to
be in the Robing Room, 20 minutes before the commencement of each ceremony.

MEMBERS OF THE ACADEMIC STAFF WHO HAVE NOT RESPONDED TO THE
INVITATION TO ATTEND THE GRADUATION CEREMONIES ARE KINDLY URGED
TO DO SO BY THURSDAY, 6 MAY 2004.

Thank you

..... 4 May 2004

DR E MNENEY
INTERIM REGISTRAR

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OFFICE OF THE REGISTRAR : DR E. MNENEY
GRADUATION MAY 2004

Seven Graduation Ceremonies will be held in the Main Hall at the Westville Campus. Two Graduation Ceremonies will be held at the Student Union Building, on the Pietermaritzburg Campus.

1. NUMBER OF GRADUATION CEREMONIES IN MAY 2004

There will be Nine separate graduation ceremonies from the 07 to 15 May 2004.

FACULTY (CAMPUS)	NO. OF GRADS	DATE	DAY	TIME
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1.Education (All Campuses) : P/G : 07 May Fri 16h00				
Doctorates, Masters, B.Ed (Hons), 341				
P/G Cert in Education				

2. Education (All campuses) : U/6 : 317 08 May Sat 10h00				
B. Ed, B. Paed. NPDE, ACE				
3.Science and Engineering 295 08 May Sat 14h30				
(Howard College & Westville)				

4. Human and Management Sciences 150 11 May Tues 14h00				
Pietermaritzburg				

5. Science & Agriculture 120 11 May Tues 18h00				
Pietermaritzburg				

6. Health Sciences (Westville and 388 12 May Wed 18h00				
Medical School) and CADD				

7. Law (All Campuses) Management 408 13 May Thurs 18h00				
Studies (Howard College)				

8. Humanities (Westville) and 300 14 May | Fri 16h00
Human Sciences (Howard College) ,
9. Commerce (Westville) 314 15 May | Sat 10h00

TOTAL NUMBER OF GRADUATES | 2 633

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UNIVERSITY OF KWAZULU-NATAL
OFFICE OF THE REGISTRAR : DR E. MNENEY
GRADUATION MAY 2004 : UPDATE

1. VENU}

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2. NUMBER OF GR&DUATION CEREMONIES IN MAY 2004

There will be Nine separate graduation ceremonies from the 07 to 15 May 2004.

3. GRADUATION CEREMONIES CO-ORDINATORS

Prof Chandru Kistan : Extension 260 8011 at Westville Campus

Prof George Trotter : Extension 260 2405 at Howard College Campus

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GRADS

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Studies (Howard College)

- 8. Humanities (Westville) and 300 14 May Fri 16h00
Human Sciences (Howard College)
- 9. Commerce (Westville) 314 15 May Sat 10h00

TOTAL NUMBER OF GRADUATES | 2633

15 April 2004

OFFICE OF THE REGISTRAR : DR E. MNENEY

General Notice to all Staff

1. VENUE y A/o. Sewen

GRADUATION MAY 2004

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GRADS

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(All campuses) 600
2. Education 08 May Sat 10h00
(All campuses)
3. Science and Engineering 295 08 May Sat 14h30
(Durban & Westville)
4. Human Sciences 11 May Tues 10h00
Pietermaritzburg Campus + 285
5. Science & Agriculture 11 May Tues 16h00
Pietermaritzburg Campus
6. Health Sciences and CADD 388 12 May Wed 18h00
7. Law (All faculties) and 408 13 May Thurs 18h00
Management Studies (Durban)
8. Humanities 300 14 May Fri 16h00
9. & 10. Commerce (Westville) 793 15 May Sat 10h00 &
(Two ceremonies) 14h30

TOTAL NUMBER OF | 3 069

GRADUATES

<http://innerweb.nu.ac.za/depts/admin/gradmay2004.htm> 3/29/2004