

## 5. 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.

## 6. 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 motorists and park in areas allocated for this purpose.

**N.B.: SMOKING IS NOT PERMITTED IN THE MAIN HALL.  
CELLPHONES TO BE SWITCHED OFF DURING THE  
GRADUATION CEREMONIES**



UNIVERSITY OF  
KWAZULU-NATAL

## GRADUATION INFORMATION

### CONTACT DETAILS

Graduation Help Lines: (031) 260-2033 / 3661 (Howard College, Edgewood,  
Medical School, Education –  
Pietermaritzburg)  
(033) 260-5214 / 5810 (Pietermaritzburg)  
(031) 260-8220 / 8144 (Westville)  
Fax: (031) 260-3552 (Howard College, Edgewood,  
Medical School, Education –  
Pietermaritzburg)  
(033) 260-5729 (Pietermaritzburg)  
(031) 260-8219 (Westville)

### CEREMONY DETAILS

	DATE	TIME	FACULTY / DISCIPLINE	venue
1.	Friday, 07 May 2004	16h00	Education (All campuses)	Westville
2.	Saturday, 08 May 2004	10h00	Education (All campuses)	Westville
3.	Saturday, 08 May 2004	14h30	Science (Durban & Westville) & Engineering (All campuses)	Westville
4.	Tuesday, 11 May 2004	14h00	Human & Management Sciences (PMB)	Pmb
5.	Tuesday, 11 May 2004	18h00	Science & Agriculture (PMB)	Pmb
6.	Wednesday, 12 May 2004	18h00	Health Sciences & CADD (Durban and Westville)	Westville
7.	Thursday, 13 May 2004	18h00	Law (All campuses) and Management Studies (Durban)	Westville
8.	Friday, 14 May 2004	16h00	Humanities (Durban & Westville)	Westville
9.	Saturday, 15 May 2004	10h00	Commerce & Management Studies (Westville)	Westville

*Filed under  
Post grad  
programmes*

*All 9 grad programmes received + filed, 21/12/2005*



## **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) The graduate (as he/she now becomes) will proceed to the Executive Member who will congratulate him/her by shaking his/her hand.
- (e) 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.
- (f) 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.
- (g) The graduate will then walk around the back of the congregation to return to his/her seat, and don his/her cap.
- (h) Diplomates do as explained above except that they do not kneel on the stool since they are not capped

## **3. 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).

## **4. 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 of  
Grad ceremony programme  
Friday 5 Nov. 2004, 10h00, Westville Campus*

2004

# GRADUATION VIDEO

## THE ENTIRE EVENINGS PROCEEDINGS

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

<b>Name:</b>					
<b>Address:</b>				<b>Tel No:</b>	
				<b>Date of Order:</b>	
<b>Copies</b>	<b>Faculty</b>	<b>Date of Ceremony</b>			<b>Cost</b>
	<b>Postage &amp; Packing</b>				
	(South Africa R10.00); Other parts of Africa R50.00; Overseas R70.00)				
<b>TOTAL</b>					
<b>Payment Details</b>	<b>Cheque</b>	<b>Postal Order</b>	<b>Receipt No</b>	<b>Date Collected/ Despatched</b>	<b>Signature</b>
<b>Comments/Instructions</b>					
<ul style="list-style-type: none"> <li>• All orders must be prepaid. No duplication will commence until a payment for an order is received.</li> <li>• DVD's and tapes will be available 1 and 2 weeks from the date of order.</li> <li>• 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 R90 for the same in DVD format.</li> <li>• Tapes and DVD's may be collected from the Audio Visual Centre (Howard College or Westville campus). If the appropriate details above are filled and the relevant postage amount included, the order will be posted to the address listed.</li> <li>• Payment can be made via electronic transfer and the order placed via phone, email or fax.</li> </ul>					



**UNIVERSITY OF  
KWAZULU-NATAL**

**Audio Visual Centre, Level 5 Shepstone Building**  
**University of KwaZulu-Natal, Durban 4041**  
**Tel (031) 260 2637; Fax (031) 260 2479;**  
**Email: mudalyp2@ukzn.ac.za**



# BALA GOVENDER & SONS



Photographers

memories for life

THE CHURCH ON ALI WAL - 50 ALI WAL STREET - DURBAN  
SOUTH AFRICA

P.O. BOX 55504 - DURMAIL - 4003

TEL: (031) 332 - 6601 / 337 - 6003 FAX: (031) 332 - 6604

email: info@balafoto.co.za website: www.balafoto.co.za

SPECIALISTS IN: GRADUATIONS SCHOOLS WEDDINGS ADVERTISING COMMERCIAL & AERIAL PHOTOGRAPHY  
STOCKISTS OF: 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 AFTER 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 MAIL - 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 **MUST** BE 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 CEREMONY)

(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 ...



2004

**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: \_\_\_\_\_

DATE OF GRADUATION: \_\_\_\_\_

2 X OFFICIAL STAGE PHOTOGRAPHS (NAME & LOGO OF INSTITUTION)	REF:	R 120.00
FRAMES OPTIONAL		
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 ☐☐☐

CARD NO: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

**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 - 25 - 96 - 311**

**BRANCH CODE: 04 - 38 - 26 {PLEASE FAX/POST DEPOSIT SLIP WITH ORDER FORM & REF. CARD}**

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



**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
1. Education (All Campuses) : P/G : Doctorates, Masters, B.Ed (Hons), P/G Cert in Education	341	07 May	Fri	16h00
2. Education (All campuses) : U/G : B. Ed, B. Paed. NPDE, ACE	317	08 May	Sat	10h00
3. Science and Engineering (Howard College & Westville)	295	08 May	Sat	14h30
4. Human and Management Sciences Pietermaritzburg	150	11 May	Tues	14h00
5. Science & Agriculture Pietermaritzburg	120	11 May	Tues	18h00
6. Health Sciences (Westville and Medical School) and CADD	388	12 May	Wed	18h00
7. Law (All Campuses) Management Studies (Howard College)	408	13 May	Thurs	18h00
8. Humanities (Westville) and Human Sciences (Howard College)	300	14 May	Fri	16h00
9. Commerce (Westville)	314	15 May	Sat	10h00
<b>TOTAL NUMBER OF GRADUATES</b>	<b>2 633</b>			

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

**1. VENUE**

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.

**2. NUMBER OF GRADUATION 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

FACULTY (CAMPUS)	NO. OF GRADS	DATE	DAY	TIME
1. Education (All Campuses) : P/G : Doctorates, Masters, B.Ed (Hons), P/G Cert in Education	341	07 May	Fri	16h00
2. Education (All campuses) : U/G : B. Ed, B. Paed. NPDE, ACE	317	08 May	Sat	10h00
3. Science and Engineering (Howard College & Westville)	295	08 May	Sat	14h30
4. Human and Management Sciences Pietermaritzburg	150	11 May	Tues	14h00
5. Science & Agriculture Pietermaritzburg	120	11 May	Tues	18h00
6. Health Sciences (Westville and Medical School) and CADD	388	12 May	Wed	18h00
7. Law (All Campuses) Management Studies (Howard College)	408	13 May	Thurs	18h00
8. Humanities (Westville) and Human Sciences (Howard College)	300	14 May	Fri	16h00
9. Commerce (Westville)	314	15 May	Sat	10h00
<b>TOTAL NUMBER OF GRADUATES</b>	<b>2 633</b>			

15 April 2004



2004  
Dup

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

**General Notice to all Staff***Incorrect.***1. VENUE** *x No. Seven*

~~Eight~~ 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.

**2. NUMBER OF GRADUATION CEREMONIES IN MAY 2004**

~~There will be ten separate graduation ceremonies from the~~ *x No. Nine ceremonies.*  
 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

FACULTIES	NO. OF GRADS	DATE	DAY	TIME
1. Education (All campuses)	600	07 May	Fri	16h00
2. Education (All campuses)		08 May	Sat	10h00
3. Science and Engineering (Durban & Westville)	295	08 May	Sat	14h30
4. Human Sciences Pietermaritzburg Campus	+ 285	11 May	Tues	10h00
5. Science & Agriculture Pietermaritzburg Campus		11 May	Tues	16h00
6. Health Sciences and CADD	388	12 May	Wed	18h00
7. Law (All faculties) and Management Studies (Durban)	408	13 May	Thurs	18h00
8. Humanities	300	14 May	Fri	16h00
9. & 10. Commerce (Westville) (Two ceremonies)	793	15 May	Sat	10h00 & 14h30
<b>TOTAL NUMBER OF GRADUATES</b>	<b>3 069</b>			