

# 2024 MARCH GRADUATION

## GRADUAND CEREMONY GUIDELINES

### Please read and follow these important steps:

1. Please refer to the guidelines provided on the right on how to carry your hood.
2. Please do not forget your hood (faculty/degree band).
3. You will note that announcement cards are placed on the seats. Please do not remove cards that belong to fellow graduands from seats in the venue.
4. Please take note of announcements during the graduation ceremony. You will be called to the stage for the awarding of your degree.
5. Please bring your announcement card to the stage when you are called for the awarding of your qualification. Without the card, your name cannot be read by the Dean.
6. At point **1**, you will hand the announcement card to the official on the stage who will then hand the card to the Dean (point **2**) for the reading of your name.
7. Please take your announcement card back from the Dean as it will be required for you to receive your certificate at point **5**.
8. Once your name has been read, walk to the Presiding Officer, bow and allow the Presiding Officer to cap you at point **3**.
9. After you have been capped, proceed to the Registrar at point **4**, where you will:
  - a. hand over your hood; and
  - b. turn around and allow her to hood you.
10. Receive your acknowledgement by the audience and then proceed to the end of the stage.
11. Please look out for markers on the stage floor indicating where you should stand.
12. You will receive your certificate at the bottom of the stage at point **5**.

### Step 1

Place hood over left wrist with "V" facing top of arm.



### Step 2

Clasp loose end of hood between thumb and index finger.



### Carrying the Certificate/ Diploma Hood

#### Step 1

Place hood over left wrist with "V" facing top of arm.



#### Step 2

Clasp loose end of hood between thumb and index finger.



## GRADUATE WALKING PLAN

