

NELSON MANDELA
UNIVERSITY



Graduation Guide

April 2024



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Starting Time and Duration of Ceremony

The ceremony will commence punctually as per programme time. All guests, are requested to be seated at least 60 minutes before the start of the ceremony. Graduands must please take into consideration the morning traffic, time required to collect the academic dress and graduate and guest seating tickets. Each ceremony lasts approximately two hours and guests must remain seated during the entire ceremony - walking around is strictly prohibited.

CANDIDATES WHO ARRIVE LATE RUN, THE RISK OF NOT GRADUATING

Dress Code for Graduating Candidates

The graduation ceremony is a formal occasion and you are requested to dress formally or in traditional wear, formal wear is acceptable, informal wear is not acceptable. The correct protocol is to wear only the hood of your highest qualification and thus not to wear more than the one you are to receive. Mortarboards/caps may only be placed on heads once candidates leave the stage.

Academic Dress

All candidates must attend the ceremony in prescribed academic dress which must be worn until you leave the hall. Purchase/hire forms have been included. Messrs T Birch & Co., Makhanda and their subsidiary, Croft, Magill & Watson (Pty) Ltd, are the only officially appointed academic dress suppliers for the University.

Satisfactory proof of identity must be produced in order to purchase academic dress. The accompanying letter may be used for this purpose. At the end of this document is an extract from the General Prospectus regarding the description of academic dress for graduates of the University in the various qualifications.

NB: All candidates must collect or arrange for collection of their academic dress from Croft, Magill & Watson at the relevant campus/venue as indicated on the graduation website. Collection may take place prior to graduation on the dates specified



on the enclosed documents from Croft, Magill & Watson, or on the day of the ceremony. Should you however, collect on the day of graduation, you must report at least two hours before the start of the ceremony.



Online Services

In an effort to streamline our processes, web tools have been developed for the benefit of graduating candidates. Graduating candidates are now able to access and submit important information online. The web address is <https://webapps.mandela.ac.za/graduationdashboard>. On this site you will be able to access information as well as forms to confirm whether you will attend the ceremony, order academic dress, and order official photographs.

Video Streaming of Ceremony

Should you have family and friends who cannot attend the graduation ceremony and would like to see you graduate, they can go to: <https://www.youtube.com/c/NelsonMandelaUniversity> to view the live feed. Please visit this site before graduation day to ensure you have the correct version of the required media player on your PC/device.

Name Cards - Graduates

Graduate seating cards will be placed on the seats that have been allocated to the graduates. Your seat number will be published at the entrance.

Entry Tickets

Graduate and guest tickets may be redeemed by accessing <https://ticketing.mandela>. George ceremony tickets will be accessible from **29 March 2024**. Gqeberha ceremony tickets will be accessible from **5 April 2024**. Tickets may be printed or the QR code may be scanned for venue entry. If challenges are encountered with downloading or printing entry tickets, graduate **ONLY** to report to the allocated ticket queries station.

Guests for Graduates

A maximum of four guests per graduate and five guests per doctoral recipient will be allowed. Guests require a ticket to be seated.

Guests or Graduates with Special Needs

Staff of Campus Health Services will be on stand-by at the graduation ceremony should assistance be needed. Please contact Sr Althea Hawkins in Gqeberha on 041 504 1149 and Sis. Mietjie Kock or Sis. Malan Marietjie in George Campus on 044-801-5062, well in advance to make prior arrangements. For special seating arrangements, please contact Mr Bernard Piater by e-mail: bernard.piater@mandela.ac.za.

Procedure during the presentation of qualifications

(This procedure will also be printed on the back of your name card)

- Staff members will direct you to the stage area. Staff from the Faculty Academic Administration section will control proceedings in this area and will assist you in lining up in the correct way.
- Move onto the stage individually with your hood draped over your left arm. Here again, staff from the Faculty Academic Administration section will guide you.
- When the Executive Dean of the Faculty reads your name, please proceed across the stage to the Chancellor/ Vice-Chancellor and kneel on the footstool, facing the Chancellor/Vice-Chancellor who will cap you.
- Proceed to the Registrar. Turn towards the congregation once the hood has been removed from your arm.
- The hood will be placed around your neck. A photograph will be taken at this stage.
- Leave the stage and place your mortarboard/cap on your head.
- Follow the arrows to the venue where you will collect your certificate. Hand your name card to the staff member on duty who will then hand over your certificate to you.
- Return to your seat. **Please do not leave the hall during the ceremony.**



- Certificates will only be issued to the graduate and not to a third party.

Photographs

The official photographer for the Nelson Mandela University graduation ceremony is Gordon Harris Photographic. Photographs will be taken of every graduate as he or she is being presented by the Executive Dean of the Faculty and when being hooded by the Registrar. A demarcated area will be used to take family photographs, please follow directional signage. Please refer to the enclosed photograph order form.

NOTE: NO OTHER PHOTOGRAPHERS WILL BE ALLOWED IN THE HALL.

NB: THE TAKING OF ALL PHOTOGRAPHS (INSIDE AND OUTSIDE THE HALL) IS A PRIVATE TRANSACTION BETWEEN EACH CANDIDATE AND THE PHOTOGRAPHER CONCERNED. THE UNIVERSITY ACCEPTS NO RESPONSIBILITY FOR THE QUALITY OF THE PHOTOGRAPHS.

Access to University Grounds

PLEASE NOTE: People attending the Gqeberha ceremonies should preferably make use of the Marine Drive entrance to and from the Madibaz Indoor Centre.

Parking

Parking will be allocated in a demarcated area. Please follow the directional signage.

Change of Address

Please note that the street address (not PO Box) completed on the documentation to receive your certificate, is only for the delivery of certificates. Should you want to change your address permanently on our records, please e-mail: studentrecords@mandela.ac.za.

Certificates: Collection/Courier

Candidates who are unable to attend graduation must please indicate this on the link provided on the graduation page. You must please indicate whether you will be attending or not attending and whether the certificate must be couriered to you or whether you will collect it in person.



Should you choose to have your certificate couriered to you, please ensure that the proof of payment of the administration/courier fee (R270) is attached/uploaded to the site. The account details are as follows:

Bank: Standard Bank
Branch: Stanley Street, Port Elizabeth
Branch code: 050417
Account Name: Nelson Mandela University Main
Account No.: 08 026 3011
Reference: **BG + student number**

Please ensure that the fee has been paid before you reply online.

The address that you supply must be a **street address** not a PO Box.

If collected in person, there is no fee to be paid.



Alumni Association

Once you have obtained your Nelson Mandela University certificate or diploma or degree you become an alumnus of the University and a member of the Nelson Mandela Alumni Association.

Duplicate Certificates

It is the candidate's responsibility to safeguard his or her certificate. A duplicate diploma/degree certificate may be issued in the following cases:



1. If the original certificate has been damaged, the replacement cost is R 470. The damaged certificate must be returned.
2. If the original certificate is completely lost, the replacement cost is R 470 and the graduate must submit a satisfactory sworn statement that the certificate has been lost, describing the circumstances leading to its loss. In addition, the graduate must undertake to return the duplicate should the original be recovered (without the right to reclaim the R 470).
3. In both cases the word "Duplicate" will appear on the duplicate certificate.

At the Ceremony

Graduation is a dignified occasion and members of the congregation are required to respect the dignity of the event. While we believe there should be joy and exuberance, we request that cheering and ululating be kept to a minimum, respecting fellow congregants.

Please note that you may invite a maximum of **FOUR GUESTS** for graduates and **FIVE GUESTS** for doctoral graduates to accompany you to the graduation ceremony (**NO CHILDREN UNDER THE AGE OF SIX ARE ALLOWED**).

No food or drink will be allowed in the graduation ceremony venue – we regret that the University does not serve any refreshments to the graduates and their guests after the ceremonies.

Candidates and guests who are suspected of being under the influence of alcohol or any other narcotic substance will be refused entrance to the graduation ceremony venue.

No weapons allowed. No vuvuzelas, whistles, or similar objects will be allowed in the venue as the use of these objects is disruptive to the proceedings (these objects will be confiscated and not returned).

Candidates and guests are required to remain seated throughout the proceedings and not to wander about. They are not permitted to leave the hall until the congregation has been dissolved and the academic procession has left the stage.





Doctor's degrees

Gown: Cardinal red polyester cashmere gown with long pointed sleeves pleated up with blue cord and button and lined with blue satin. Facings 125mm wide and collar in blue.

Hood: Full shape hood in cardinal red polyester cashmere lined with faculty colour satin and edged around the cowl with 75mm faculty colour ribbon with 15mm blue ribbon overlaid central. 50mm wide straight neckband in cardinal red polyester cashmere, 25mm faculty colour ribbon in centre of neckband with 15mm blue ribbon overlaid central to faculty ribbon.

Cap: Round doctor's bonnet in black velvet with faculty colour cord and tassel.

Master's degrees

Gown: Black gown, long pointed sleeves pleated up with blue twisted double cord and button. Similar cord detail on middle back of buggy.

Hood: Full shape blue hood lined faculty colour satin and edged around the outside of the cowl with 75mm faculty colour with ribbon.

50mm straight neckband in blue with 25mm faculty colour ribbon centred.

Cap: Black mortarboard with blue tassel.

Postgraduate diplomas

Gown: Black gown, long pointed sleeves pleated up with blue twisted double cord and button. Similar cord detail on middle back of buggy.

Hood: Blue simple shape hood lined silver grey satin. Straight neckband with 15mm faculty ribbon on top edge of neckband and around cowl. 15mm silver grey ribbon on bottom edge of neckband and around cowl spaced 20mm away from the faculty colour.

Cap: Black mortarboard with blue tassel.



Bachelor Honours degrees

Gown: Black gown, long pointed sleeves pleated up with blue twisted double cord and button. Similar cord detail on middle back of buggy.

Hood: Blue simple shape hood lined silver grey satin with 50mm wide straight neckband in faculty colour. Cowl edged 75mm faculty colour ribbon on the outside. 15mm silver grey ribbon runs along the outer edge of the cowl, overlaid on faculty ribbon and on top edge of neckband.

Cap: Black mortarboard with blue tassel.

4 Year Bachelor's degrees

(including Bachelor of Technology degrees)

Gown: Black gown, long pointed sleeves pleated up with blue twisted double cord and button. Similar cord detail on middle back of buggy.

Gown: Black gown, long pointed sleeves pleated up with blue twisted double cord and button. Similar cord detail on middle back of buggy.

Hood: Blue simple shape hood lined silver grey satin with 50mm wide straight neckband in faculty colour. Cowl edged 75mm faculty colour ribbon on the outside. 15mm silver grey ribbon runs along the outer edge of the cowl, overlaid on faculty ribbon and on top edge of neckband.

Cap: Black mortarboard with blue tassel.

Humanities: Primrose Yellow BCC 111 / Pantone 115 u

Business & Economic Sciences: Fuchsia BCC 199 / Pantone 228 u

Health Sciences: Apple Green BCC 22/ Pantone 390 u

Law: Adonis Blue BCC 85/ Pantone 659 u

Education: Tangerine Orange BCC 55/ Pantone 144 u

Science: Beetle Green BCC 24/ Pantone 355 u

Engineering, the Built Environment and Technology: Calamine Blue BCC 163/ Pantone 297 u

3 Year Bachelor's degrees

Advanced diploma

Gown: Black gown, long pointed sleeves pleated up with blue twisted double cord and button. Similar cord detail on middle back of buggy.

Hood: Blue simple shape hood lined with silver grey satin with 50mm wide straight neckband. 15mm faculty colour ribbon on top and bottom of neckband around cowl.

Cap: Black mortarboard with blue tassel.

Diploma

Gown: Black gown, long pointed sleeves pleated up with blue twisted double cord and button. Similar cord detail on middle back of buggy.

Hood: Blue simple shape hood with 50mm wide straight neckband. 25mm faculty colour ribbon on centre of neckband.

Cap: Black mortarboard with blue tassel.

Faculty Colours



Messrs T Birch & Co (Pty) Ltd and their subsidiary, Croft, Magill & Watson (Pty) Ltd, have been appointed as official academic dress suppliers to the University and as contracted suppliers of choice to candidates for graduation academic attire.

Accommodation

Should you require accommodation in the Gqeberha area please make your own arrangements before travelling to Gqeberha. You may use the Accommodation Call Centre of the Nelson Mandela Bay Tourism office which offers a free service:





Main office: Tel: **041 582 2575** (choose option 1 or ask for accommodation centre) from **08:00 until 16:00 (Monday to Friday)**.

Airport Office: Tel: **041 581 0456** from **07:00 until 20:00 (Daily)**

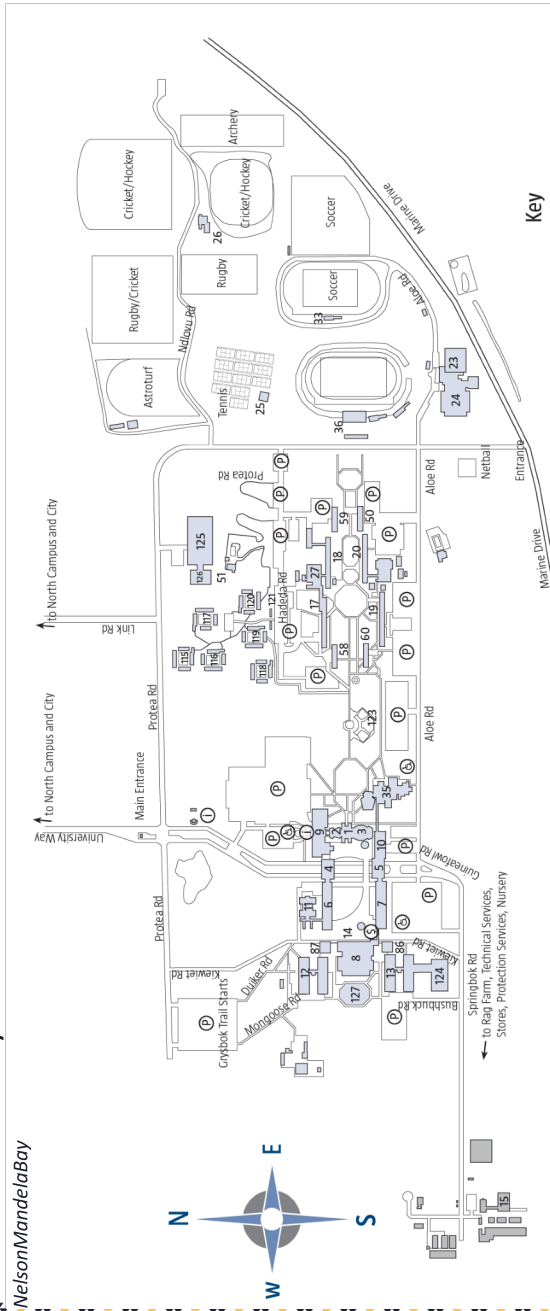
Campus Maps

A map indicating the major routes leading to the various University campuses has been included on the next couple of pages.

South Campus, Summerstrand

Nelson Mandela University

Nelson Mandela Bay



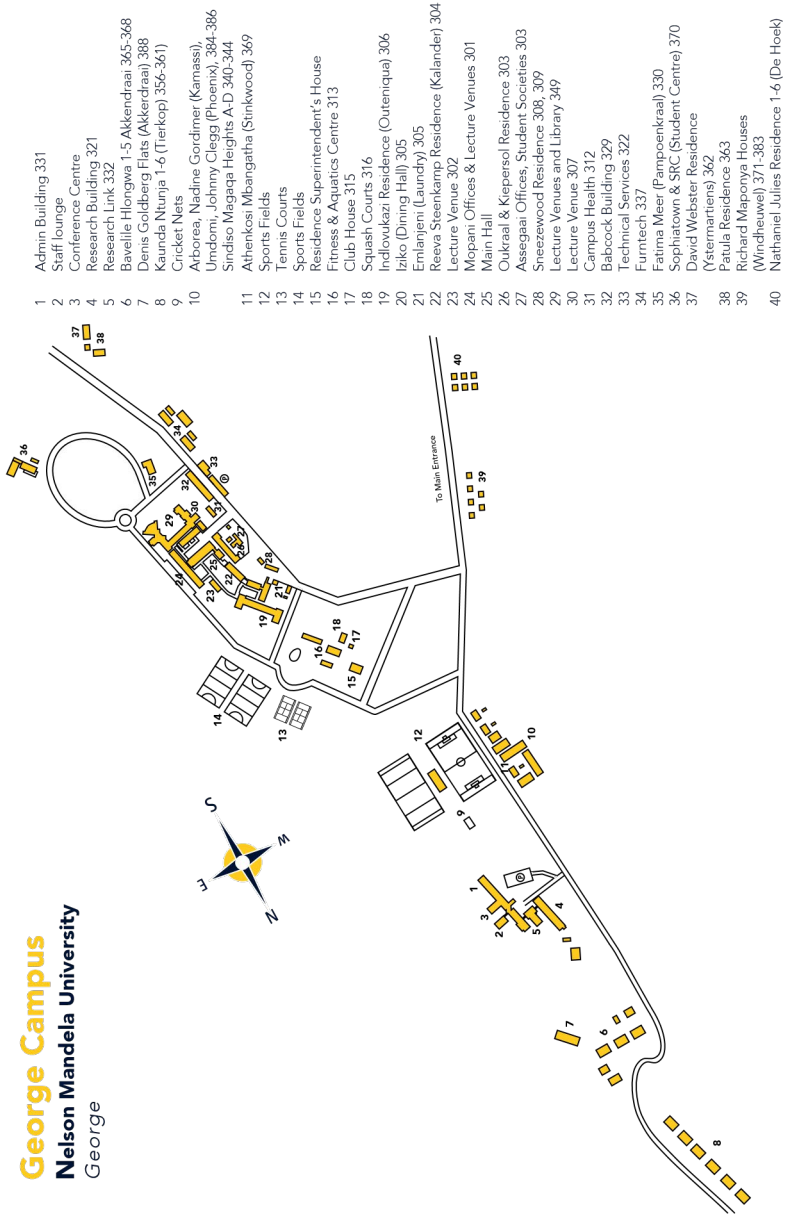
Key

- ① Information
- Ⓟ Parking
- ♿ Disabled Parking
- Ⓜ ATM

- 1 Main Building
- 2 Council Chamber
- 3 Auditorium
- 4 Old Mutual Lecture Halls
- 5 Sanlam Lecture Halls
- 6 Education, Writing Centre & ABSA Computer lab
- 7 M & P Building
- 8 Library & School of Architecture
- 9 Embazweni
- 10 Music
- 11 Education
- 12 Biological Sciences
- 13 Physics & Chemistry
- 14 Food Court
- 15 Technical Services/Procurement
- 17 Solomon Mahlangu Residence Main Block
- 18 Lilian Ngoyi Residence Main Block
- 19 Claude Gwane Residence Main Block
- 20 Sarah Baartman Residence Main Block
- 23 Fitness & Aquatics Centre
- 24 Indoor Sport Centre
- 25 Tennis Clubhouse
- 26 Cricket Clubhouse
- 27 Study Centre (Lilian Ngoyi Res)
- 33 Soccer Clubhouse
- 35 Building 35
- 36 Stadium & Clubhouse
- 50 Sarah Baartman Annex
- 51 Mahlangu/Ngoyi Clubhouse & Pool
- 58 Solomon Mahlangu Annex
- 59 Lilian Ngoyi Annex
- 60 Claude Gwane Annex
- 86 Goldfields South
- 87 Goldfields North (International Office)
- 115-120 Renaissance Postgrad Student Village
- 121 Housing Administration
- 123 Building 123
- 124 Centre for High Resolution Transmission Electron Microscopy (CHRTEM)
- 125 High Performance Complex
- 126 Dietetics
- 127 Life Sciences

Please note that buildings are numbered according to their numbers in the university's computerised record system.

George Campus
Nelson Mandela University
 George



- 1 Admin Building 331
- 2 Staff lounge
- 3 Conference Centre
- 4 Research Building 321
- 5 Research Link 332
- 6 Baniella Hlongwa 1-5 Akkenderai 365-368
- 7 Dennis Goldberg Flats (Akkenderai) 388
- 8 Kaunda Ntunja 1-6 (Tierkop) 356-361
- 9 Cricket Nets
- 10 Arborea, Nadine Gordimer (Kamassi),
 Umdoni, Johnny Clegg's (Phoenix), 384-386
 Sindiso Magaqa Heights A-D 340-344
- 11 Aithenkosi Mbangatha (Stinkwood) 369
- 12 Sports Fields
- 13 Tennis Courts
- 14 Sports Fields
- 15 Residence Superintendent's House
- 16 Fitness & Aquatics Centre 313
- 17 Club House 315
- 18 Squash Courts 316
- 19 Indlovukazi Residence (Outeniqua) 306
- 20 Iziko (Dining Hall) 305
- 21 Emhlanjeni (Laundry) 305
- 22 Reeva Steenkamp Residence (Kalanden) 304
- 23 Lecture Venue 302
- 24 Mopani Offices & Lecture Venues 301
- 25 Main Hall
- 26 Oukraal & Kiepersol Residence 303
- 27 Aasegaai Offices, Student Societies 303
- 28 Sneezewood Residence 308; 309
- 29 Lecture Venues and Library 349
- 30 Lecture Venue 307
- 31 Campus Health 312
- 32 Babcock Building 329
- 33 Technical Services 322
- 34 Furnitech 337
- 35 Fatima Meer (Pampoenkraal) 330
- 36 Sophiatown & SRC (Student Centre) 370
- 37 David Webster Residence
- 38 (Ystermartiens) 362
- 39 Patula Residence 363
- 39 Richard Maponya Houses
 (Wincheuwel) 371-383
- 40 Nathaniel Julies Residence 1-6 (De Hoek)

Change the World

mandela.ac.za

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