

## INFORMATION BROCHURE

### DIPLOMA CEREMONY

Congratulations are in order to all those who will be graduating in the current Academic Year.

All prospective Graduates must **Note** the following critical points:

### ACADEMIC REQUIREMENTS

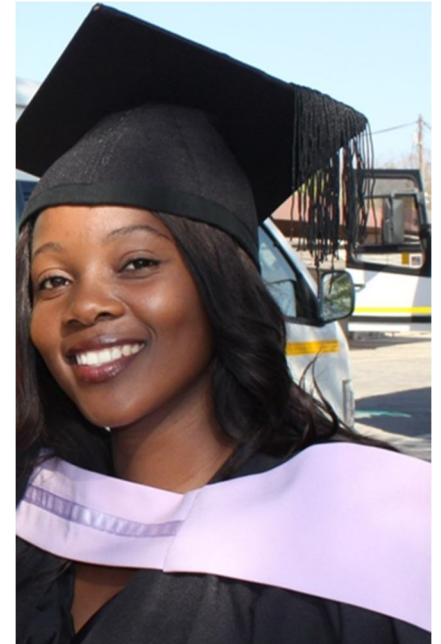
- All your tuition fees must have been paid in full.
- Make sure that all your contact details , that is your cell phone number, postal/residential address are correct so that your invitation may reach you on time and at the right place.

#### 1. Guidelines for Nated Students

- A Diplomandi must have completed their theory and internship as well as in possession of a Diploma Certificate from the DHET (Department of Higher Education & Training)

Steps to follow when applying for a Diploma

- Complete Forms to apply for the Diploma Certificate at your Campus.
- Ensure that the following documents are attached to the forms;
  - Certified copies of N4-N6



- Certified copies of their (students) ID
  - Letter of working experience on a Company letter head with the company's stamp and employer number  
The letter must stipulate the job description in a paragraph form.
  - Forms must be returned to the Campus after they have been signed by the immediate supervisor of the student at the Company.
  - Once all forms have been filled and accompanying documents being attached to them, then the College will take the forms to DHET for approval.
- NB: The above mentioned exercise will take 1 year to be concluded/be finalised.***
- Once the Diploma Certificate has been received by the student automatically all names are written for the next Diploma Ceremony by the Campus

## **2. Guidelines for NC(V) students**

- An NCV certificate recipient must have completed their Level 2-4 and have passed all seven subjects on all levels
- Your name will automatically be written for the next Diploma Ceremony.
- Your Campus will contact you to confirm your attendance.

## **3. Before/Prior the Event**

Ensure that you have a pack consisting of the following;

- Invitation Cards
- A Letter from supplier of Academic dress

- A Letter from the official Photographer
- Phoned in to RSVP as to whether she/he will come or not.
- Map to where the function will be held.
- A letter from the College congratulating the student on his/her achievement

#### 4. Graduations Day

- Dress Code: Diplomandis & Certificate recipients are expected to dress up in semi-formal attire.
- Academic Regalia:
  - A Professional gown provider/ supplier will be there on the day of the event – candidates can hire/purchase the regalia.
  - The hood/belt can either be purchased or hired.
  - The hood/belt colours are as follows; Natural Sciences (Engineering) = **Mustard**, General Studies (Business) = **Royal Blue with a hint of white and black** , Utility Studies (Hospitality) = **Lavender**, Early Child hood Development = **Navy with red detail in front**
- Cameras are **NOT** allowed inside the Venue because an Official Photographer will be present on the day.
- Signage indicating where the above mentioned suppliers will be stationed on the day, will be visible (be on the lookout).
- Details for both the service providers will be included in the invitation pack.

- Time of Arrival: All Diplomandis and certificate recipients are expected to arrive earlier, an hour before the ceremony starts.
- Seats will have already been reserved for both Diplomandis and Certificate Recipients.
- Parents/Guardians/loved ones will not seat on the same seats with Diplomandis and Certificate recipients on the day of the event but with the audience.
- Invitation cards will entitle **ONLY** two(2) guests per Diplomandi /Certificate recipient - no provision will be made for extra family members.
- No children will be allowed.