

## DIPLOMA CEREMONY INFORMATION BROCHURE

- ✓ 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 all 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)

#### 2. 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 for 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.***

#### 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

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#### **4. GRADUATIONS DAY**

- ✓ Dress Code: Diplomandis are expected to dress up in semi-formal attire.

#### **5. 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, (Hospitality) = Lavender.
- ✓ 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 are expected to arrive earlier that is an hour before the ceremony starts.
- ✓ Seats will have already been reserved for both Diplomandis.
- ✓ Parents/Guardians/loved ones will not seat on the same seats with Diplomandis on the day of the event but with the audience.
- ✓ Invitation cards will entitle ONLY two (2) guests per Diplomandi - no provision will be made for extra family members.
- ✓ No children will be allowed.

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