



Graduation

Information Booklet

theme

Embracing the Inclusive Agenda Through
Innovation, Collaboration and Research

Second Session of the 6th Graduation

Date: Wednesday 27th March 2024

Venue: Virtual

1.0 Introduction

The Botswana Open University (BOU) congratulates you on your achievement. Please note that where the word “graduand” is used it refers to you, the student who is about to receive a qualification award, whereas “graduate” refers to a person who has already been awarded a qualification.

This booklet contains important information on the requirements of the process of Graduation. Make every effort to read and understand the contents. Should you have queries regarding the graduation, please contact your respective Regional Campus, the contacts of which are given below;

Mr. Nonofa Selala
nselala@staff.bou.ac.bw
Francistown Regional Campus
P/Bag F32
Francistown
Tel. 241 8383, Fax. 241 4586

Mr. Baletetse Lekula
blekula@staff.bou.ac.bw
Gaborone Regional Campus
P/Bag BO 349
Gaborone
Tel. 3646121, Fax. 393 0018

Mr. Percy Moeti
pmoeti@staff.bou.ac.bw
Kang Regional Campus
P/Bag 006
Kang
Tel. 651 7248, Fax. 651 7396

Ms. Lerato Ontiretse
lmoremi@staff.bou.ac.bw
Palapye Regional Campus
P/Bag 005
Palapye
Tel. 4924024, Fax.490 0343

Ms. Boitshepo Kewagamang
kboitshepo@staff.bou.ac.bw
Maun Regional Campus
P/Bag 0394
Maun
Tel. 686 5621, Fax. 680 0581

2.0 Conduct of the March 2024 Graduation Ceremony (Second Session)

Plans have started for the second session of 2023/24 Graduation Ceremony which will be on the 27th March 2024. The event will be staged virtually. In order to watch and follow the proceedings, you will need to have access to internet connectivity. The University will share the link to be used to access the event online.

3.0 Graduation Reply Coupon

The University would like to plan for the ceremony at which you will be awarded your qualification. Note that having passed all your courses does not automatically add you to the Graduation List or invite you to the Graduation Ceremony. So, you will need to be cleared and be put on the Graduation List. Therefore, the Reply Coupon attached must be completed and returned to your Regional Coordinator by the 15th March 2024 to confirm that your names have been included in the Graduation List and are spelt correctly. Please note that even if you are not attending the Graduation Ceremony the Reply Coupon must still be completed and submitted to confirm that information about you has been verified. Also send in your verified academic record to your Regional Assessment Officer by email.

4.0 Your Academic Dress/Gown

Though this is a virtual Graduation, some graduands may want to wear the academic regalia of the qualification they will be receiving at self-organised gatherings. Please note that you are not allowed to put on previously obtained qualification regalia unless they conform to what is prescribed here. The prescribed gown is black, worn with a black mortar board.

Only the Bachelors' Degree graduands and above are allowed to put on hoods in the colour of their different Schools. Graduands must buy the hood and mortar board from the recommended suppliers; Angels Enterprises and Conn-Eit Designs. Their contact details are given below. The graduand must make all the arrangements with them directly, including payments.

1. Angeles Enterprises - Tel: 3971168
2. Conn-Eit Designs - Tel: 3913974

5.0 Collection of Certificates

Certificates will only be collected after the ceremony is over from your respective Regional Campuses. A valid identity document (Oman or Passport) will be required when collecting the certificate. You may request someone with a valid ID document to collect it for you. The person you send must have written authorisation from you, detailing their full names and ID number.

A Certificate is a security document and must be taken care of.

Please note that no certificate will be re-printed should you lose it; instead, a certifying document will be printed at a fee as determined by the University.

6.0 Clearance

All the necessary clearance must be done at your Regional Campus using the CLEARANCE FORM. Failure to submit the CLEARANCE FORM will result in delayed release of your certificate.