



2018 Graduation Ceremony



Graduation Information Booklet

Theme: Celebrating a New Dawn

Date: Friday 23rd November, 2018

Venue: Ditshupo Hall, Gaborone

All queries and correspondences must be addressed through the Regional Programme Coordinators on the numbers given overleaf or in person.

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 that is designed to make your day as flawless as possible. Make every effort to read and understand the contents. Should you have queries, please contact your respective Regional Coordinators who should be able to resolve your issues. The Regional Campus contacts are given below;

Mr. Nonofa Selala
Francistown Regional Campus
P/Bag F32
Francistown
Tel. 241 8383, Fax. 241 4586

Mr. Mpho Champane
Gaborone Regional Campus
P/Bag BO 349
Gaborone
Tel. 393 0017, Fax. 393 0018

Mr. Oitiretse Tshotlego
Kang Regional Campus
P/Bag 006
Kang
Tel. 651 7248, Fax. 651 7396

Mr. Tumelo Makopola
Maun Regional Campus
P/Bag 0394
Maun
Tel. 686 5621, Fax. 680 0581

Ms. Lerato Moremi
Palapye Regional Campus
P/Bag 005
Palapye
Tel. 4924024, Fax. 490 0343

2.0 GRADUAND 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 invite you to the Graduation Ceremony; the enclosed REPLY COUPON must be completed and returned to your Regional Coordinator by **30th September, 2018**. Please note that even if you are not attending the Graduation Ceremony in person the REPLY COUPON MUST still be completed and submitted. This is meant to ensure that information about you has been verified.

3.0 INVITATION CARDS FOR GRADUANDS' GUESTS

Each graduand may invite only one guest to attend the Graduation Ceremony with them. Strict security control will operate during the Ceremony. Please be advised that no person will be allowed access at the gate without an Invitation Card. Seats will be reserved by programme and ushers will be around to show you where to sit.

4.0 REHEARSAL AND ARRIVAL OF GRADUANDS

Rehearsal is on **Thursday 22nd November, 2018 at 1500hrs**. During the rehearsal graduands will be shown the seating arrangements and how to march during their recognition on the graduation day. The graduands will also be given a chance to make arrangements with the official photographer.

On Graduation Day all graduands are expected to assemble in the open area at the graduation venue. Graduands will be called to line up according to their programmes and an usher will then guide each group into the venue and seat them accordingly. Please take the seats in the same order in which you were called and do not move to another seat as this will mix up the order of graduands. This order is very important, as you will need to follow each other in that way when your Dean or Head of Department calls your names.

5.0 PHOTOGRAPHIC SERVICES

An official photographer has been appointed to take your official photographs on stage. There must be prior arrangements with the photographer. Your guests should refrain from taking their own photographs in the venue during the ceremony. When the ceremony has started, only the official photographer will be allowed to take pictures.

6.0 YOUR ACADEMIC DRESS/GOWN

You are to wear an academic dress of the qualification you will be receiving and 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 supplier; Angels Enterprises. The other supplier who can provide the gown and mortar board for the rest of the graduands is Conn-Eit Designs. These are well-known suppliers of academic dress in Gaborone for hire or purchase. Their contact details are given below. The graduand must make all the arrangements with them directly, including payments.

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

7.0 DRESS CODE

The dress code is strictly formal.

8.0 DURATION OF THE CEREMONY

The Graduation Ceremony is expected to last approximately 2-3 hours. Please ensure that you arrive early (0600hrs) for roll-call and for your guest to take their seat. As a courtesy to your fellow graduands, please do not leave the venue until the ceremony is dissolved.

9.0 PROCEDURE DURING THE CEREMONY

All graduands and guests must rise when the academic procession enters the arena and remain standing until the stage party is seated.

During the ceremony graduands will be called according to their programme of study in their respective Schools. Graduands will rise in their group when prompted to do so by the Announcer and move to the walkway, and will then proceed to march one-by-one as the Dean or HOD reads out their names. The graduand then walks towards the Chancellor, doffs and then put on the mortar board and turn to face the audience. This will be the opportune moment for a good photograph for those who would have made arrangements with the official photographer. This moment, though very important, must be very brief so as not to stall the proceedings.

The graduand must then proceed marching, and picking the scroll on the right before getting back to his/her seat.

10.0 COLLECTION OF CERTIFICATES

Certificates will only be collected after the ceremony is over from the designated areas at the graduation venue. A valid identity document (Oman or Passport) will be required when collecting the certificate. Your Regional Coordinators or their assigned assistants will be on duty to assist you. A certificate is a security document and must be taken care of. The best way of handling your certificate is to roll it and store it in the scroll provided.

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.

11.0 PROCEDURE FOR GRADUANDS WHO DO NOT ATTEND THE CEREMONY

If you are unable to attend the graduation ceremony, and you have not sent any one to collect your certificate you should get it at your Regional Campus at your earliest convenience subsequent to the graduation. You may request someone with a valid ID document to collect it for you on graduation day or thereafter. The person you send must have written authorisation from you detailing their full names and ID number.

12.0 REPLY COUPON

The REPLY COUPON attached must be detached, completed and then submitted to your Regional Coordinator who will post it to the Examinations Office at Headquarters. Please do not send the REPLY COUPON directly to Headquarters as your Regional Campus must also have a record of who will be attending the graduation.

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