

freme: Embracing the Inclusive Agenda through Innovation, Collaboration and Research





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Introduction

The Botswana Open University (BOU) congratulates you on your achievement. The University will this year stage a physical graduation ceremony after holding virtual ones during the COVID 19 period. We have passed through that difficult time and are now ready to celebrate physically with our invited graduands and guests. Please note that where the word "graduand" is used here, 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 and process of the Graduation Ceremony. 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;

Francistown	Mr. Nonofo Selala Francistown Regional Campus P/Bag F32, Francistown Tel. 241 6631, Fax. 241 4586 nselala@staff.bou.ac.bw
Gaborone	Mr Baletetse Lekula Gaborone Regional Campus P/Bag BO 349, Gaborone, Tel. 364 6121, Fax. 393 0018 blekula@staff.bou.ac.bw
Kang	Mr. Percy Moeti Kang Regional Campus P/Bag 006, Kang Tel. 6517256, Fax. 6517396 pmoeti@staff.bou.ac.bw
Palapye	Ms. Lerato Moremi Palapye Regional Campus P/Bag 005, Palapye Tel. 492 4004, Fax. 490 0343 Imoremi@staff.bou.ac.bw
Maun	Ms. Boitshepo Kewagamang Maun Regional Campus P/Bag 0394, Maun Tel. 686 3015, Fax. 680 0581 kboitshepo@staff.bou.ac.bw



Graduation Administration Fee

All completing students must pay a graduation fee of P300.00 as administration fee for the process.

The P300.00 will be charged to your account and will be treated just like all other fees that the student must pay. Students must clear their dues in preparation for the graduation ceremony using the Clearance Form (available on the University website) at the Regional Campus.



Clearance for Graduation

All the necessary clearance must be done at your Regional Campus using the Clearance Form (available on the University website). Failure to submit the Clerance Form will result in delayed release of your

certificate. Through the Clearance process, we are able to confirm that you have successfully completed all the courses in your programme of study. It also confirms that all fees due have been paid, and that you no longer owe the University in any way.







Graduation Reply Coupon

(available on the University website)

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 guarantee you a place at the Graduation Ceremony. You need to be cleared and included in the Graduation List. The Reply Coupon must be completed by all students and returned to the Regional Assessment Officer by the 30th of October 2023. Please note that even if you are not attending the Graduation Ceremony, the Reply Coupon must still be completed and submitted to confirm that you have verified the information about yourself, especially the names to be printed on the certificates. Also send in your academic transcript extracted from the student management system (Online Services) to your Regional Assessment Officer by email.

It must be verified that you have indeed completed all the required courses successfully. All incorrect entries in your record must be verified and corrected before your name can be added to the Graduation List.

The Assessment Officer must receive 3 items from you in total – the Transcript, Graduation Reply Coupon and the completed Clearance Form.





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Invitation Cards for Graduands' Guests

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



Rehearsal and Arrival of Graduands

Graduation Rehearsal is on Thursday 23rd November 2023 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 by 0630hrs. Graduands will be called to line up according to their programmes and an usher will then guide each group into the venue and sit 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. This order is very important, as you will need to follow each other that way when your Dean or Head of Department calls your names.



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.



Your Academic Dress/Gown

The dress code will be strictly formal, and you are to wear the academic dress of the qualification you will be receiving. 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. Information about hood colours can be obtained from the School Administrators. Graduands must buy the hood and mortar board from the recommended suppliers, Angels Enterprises www.bou.ac.bw and Conn-Eit Designs. Their contact details are given below. Each graduand must make all the arrangements with the suppliers directly, including payments.

1. Angeles Enterprises - Tel: 3971168

2. Conn-Eit Designs - Tel: 3913974





Duration of the Ceremony

The Graduation Ceremony is expected to last approximately 2-3 hours. Please ensure that you arrive early (0600hrs) for the rollcall 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 concluded and the assembly dissolved.



Duration of the Ceremony

More details about the event and expectations can be found on the University website



Procedure During the Ceremony

All graduands and guests must rise when the academic to the walkway and will then proceed to march one-byprocession 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

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 shall have made the necessary arrangements with the official photographer. This moment, though very important must be very brief so as not to stall the proceedings.



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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 (Omang 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 a written authorisation from you, detailing their full names and ID number. Postal/courier delivery is only by individual prior arrangements and each student is expected to pay for the service. Posts must be by registered mail only.

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.



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, go and get it at your Regional Campus two days after the graduation. You may request someone with a valid ID document to collect it on your behalf on the graduation day or thereafter. The person you send must have a written authorisation from you detailing their full names and ID number.