

# 2024 GRADUATION

*Information Booklet*

*November 2024 Graduation Ceremony*

*Date: Thursday, 28<sup>th</sup> November 2024*

*Venue: Ditshupo Hall, Gaborone*

*"INCLUSIVE GROWTH: TOWARDS A KNOWLEDGE-BASED FUTURE"*



# 1

## Introduction

The Botswana Open University (BOU) congratulates you on your achievement of successfully completing your programme of study. You are now a graduand and the University will confer upon you the award you have achieved. The ceremony at which you will be recognised will be held centrally in Gaborone at Ditshupo Hall on the 28th November, 2024. Please note that the word “graduand” as 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 processes of the graduation ceremony. Please make every effort to read and understand the contents. Should you have queries regarding the graduation ceremony, please contact your respective Regional Campus, using the contacts given below:

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### Francistown

#### **Mr. Nonofa Selala**

Francistown Regional Campus  
P/Bag F32, Francistown  
Tel. 241 6631, Fax. 241 4586  
nsselala@staff.bou.ac.bw

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### Gaborone

#### **Mr Baletetse Lekula**

Gaborone Regional Campus  
P/Bag BO 349, Gaborone,  
Tel. 364 6121, Fax. 393 0018  
blekula@staff.bou.ac.bw

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### Kang

#### **Mr. Percy Moeti**

Kang Regional Campus  
P/Bag 006, Kang  
Tel. 651 7256, Fax. 651 7396  
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### Palapye

#### **Ms. Lerato Moremi**

Palapye Regional Campus  
P/Bag 005, Palapye  
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### Maun

#### **Ms. Boitshepo Kewagamang**

Maun Regional Campus  
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Tel. 686 3015, Fax. 680 0581  
kboitshepo@staff.bou.ac.bw

## Graduation Administration Fee

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All completing students must pay a graduation administration fee of P300.00. The P300.00 will be charged to your account and will be treated just like all other fees that the student must pay. Graduands must complete the Clearance Form available on the University website and submit it to their respective Regional Campuses.

## Clearance for Graduation

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All the necessary clearance must be done at your Regional Campus using the Clearance Form (available on the University website). Failure to submit the Clearance 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, all library books have been returned, and that you do not have anything outstanding with the University.



# 4

## 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 and returned to the Regional Assessment Officer by the 04th November 2024.

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. Furthermore, send 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.



# 5

## Invitation Cards for Graduands' Guests

Each graduand is allowed to invite **only one guest** to attend the Graduation Ceremony with them. Please be advised that no person will be allowed access at the gate without an Invitation Card. Ushers will be around to show you where to sit.

# 6

## Rehearsal and Arrival of Graduands

Graduation Rehearsal is on **Wednesday 27th November 2024 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 at 0630hrs. Graduands will be called to line up according to their programmes and an ushers 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.

# 7

## Photographic Services

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

All other individual photographs may be taken around the venue after the ceremony has been completed.

# 8

## 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 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 | Cell:71696076 | Email: info@angels.co.bw

2. Conn-Eit Designs - Tel: 71903339/74011780 | App: 73056633/72844336 | Email: keomos9@gmail.com

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## Duration of the Ceremony

The Graduation Ceremony is expected to last for 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 your seats until the ceremony is concluded and the assembly dissolved.

# 10

## 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 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 puts on the mortar board and turns 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.

# 11

## Collection of Certificates

Certificates will only be collected after Graduation Day at the Regional Campuses. 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, contact details and a certified copy of your ID. Postal/courier delivery is only by individual prior arrangements, and you will be expected to pay for the service.

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