




Botswana Open  
University

2022 

# GRADUATION

*"BUILDING RESILIENCE FOR LIFE LONG LEARNING"*

## INFORMATION BOOKLET

**1st Session of the 2022/23 Graduation Ceremony**

**Date:** Friday 25th November, 2022

**Venue:** Virtual

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All queries and correspondences must be addressed through the Regional Assessment Officers on the numbers given overleaf

## 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 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;

Mr. Nonofa Selala  
[nselala@staff.bou.ac.bw](mailto:nselala@staff.bou.ac.bw)  
Francistown Regional Campus  
P/Bag F32  
Francistown  
Tel. 241 8383, Fax. 241 4586

Mr. Mpho Champane  
[mchampane@staff.bou.ac.bw](mailto:mchampane@staff.bou.ac.bw)  
Gaborone Regional Campus  
P/Bag BO 349  
Gaborone  
Tel. 393 0017, Fax. 393 0018

Mr. Percy Moeti  
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Kang Regional Campus  
P/Bag 006  
Kang  
Tel. 651 7248, Fax. 651 7396

Ms. Lerato Moremi  
[lmoremi@staff.bou.ac.bw](mailto: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](mailto:kboitshepo@staff.bou.ac.bw)  
Maun Regional Campus  
P/Bag 0394  
Maun  
Tel. 686 5621, Fax. 680 0581

## 2.0 Conduct of the 2022 Graduation Ceremony

A critical event in the calendar of the University is the Graduation Ceremony. Therefore, plans have started for the 2022/23 Graduation Ceremony. The plan is to stage the event virtually as it was done with the 1st and 2nd sessions of the 2021/22 Graduation Ceremonies. In this case the first Graduation Ceremony is scheduled for November 25, 2022 and will be held virtually. In order to attend the event virtually, you will need to have access to internet connectivity. The University will provide you with a link to attend 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 invite you to the Graduation Ceremony, so you will need to be cleared and be put on the Graduation List. The Reply Coupon attached therefore must be completed and returned to your Regional Coordinator by 21st October 2022 to confirm that you will be virtually present at the Graduation Ceremony. 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

You are to wear the 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 suppliers; Angeles 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 (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 written authorisation from you detailing their full names and ID number.

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 it be lost; 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.

More details about the event and expectations can be found on the University website: [www.bou.ac.bw](http://www.bou.ac.bw)

# REPLY COUPON FOR GRADUATING STUDENTS

Tick (✓) appropriately in the box and the table below;

I ..... of student ID.....have confirmed my details as follows;

| Programme of Study                                  | Region              | Student Details<br><i>*Fill in the necessary information where there is a correction to be made</i>  |  |
|---|---------------------|--|--|
| *Write qualification code only as shown in the key. | Francistown (FP)    | Names checked and all correct  |  |
|   |                     | Names need correction (indicate where correction is required)  |  |
|   | Gaborone (GP) or HQ | Academic record has been checked<br>- *no corrections required   |  |
|   |                     | Academic Record has been checked<br>- *correction required as shown  |  |
|   | Kang (KP)           | Copy of transcript attached for corrections as indicated   |  |
|   | Maun (MP)           | <b>Key:</b><br>SSBM – Small Scale Business Management<br>MSO – Microsoft Office Suite<br>CDM – Certificate in Disaster Management<br>CBWCY – Community Based Work with Children and Youth<br>CDEP – Certificate for Distance Education Practitioners<br>DIECD/DIECDM – Diploma in Integrated Early Childhood Development<br>DHRM – Diploma in Human Resources Management<br>DBM – Diploma in Business Management<br>BBA-LCM – Bachelor in Business Administration - Leadership and Change Management<br>BBE - Bachelor in Business Entrepreneurship<br>BCOM –HR – Bachelor of Commerce (Human Resources & Industrial Relations )<br>BEDPRI – Bachelor of Education (Primary Education)<br>BEDIEC – Bachelor of Education (Early Childhood Development)<br>PGCQAE – Post Graduate Certificate in Quality Assurance in Education<br>CEMBA – Commonwealth Executive Master of Business Administration<br>CEMPA - Commonwealth Executive Master of Public Administration<br>MEDEL – Master of Education (Educational Leadership) |  |
|   | Palapye (PP)        |  |  |
|   |                     |  |  |
|   |                     |  |  |

\*NOTE that even if you are NOT attending graduation this REPLY COUPON must still be completed and submitted as instructed by the 15th March, 2022.

Student's  
Signature: ..... Date: .....

Regional Coordinator: .....

Signature: ..... Date: .....

Date Stamp: