



INVITATION TO THE SPRING GRADUATION CEREMONY 2024

Dear Graduands and Diplomandi,

Congratulations on successful completion of your studies. You are invited to the graduation ceremony of the University that will be held as follows:

20 September 2024 at the University Sports Complex from 09h00

PLEASE TAKE NOTE OF THE FOLLOWING:

1. Admission, graduation cards and seating cards for guests cards

- a. You can enter the University through the **Main Gate, Gate 1** (Dorothea Gate, accessible from M17) or **Gate 6** (Small Gate), to avoid delays.
- b. Children under the age of seven (7) will not be allowed in the venue.
- c. Graduation cards and seating cards for guests should be collected at the parking lot of the University Sports Complex from 8:00. Please present your student card, ID, or passport for identification purposes.
- d. You need to be seated in the venue before the start of the ceremony. The doors will be closed at 9:00.
- e. Please note that after commencement of the ceremony proceedings, you and your guests will not be allowed to vacate the venue until the end of the ceremony.
- f. Undergraduate, Postgraduate Diplomas, Honours and Masters graduands are allowed to come with a maximum five (5) guests. Doctoral graduands are allowed to come with seven (7) guests.

2. Personal details

It is your responsibility to ensure that your biographical information is accurate and up to date in the University's records. If there are any inaccuracies, feel free to contact:

- Ms M Hlatshwayo on mmule.hlatshwayo@smu.ac.za (for undergraduates).
- Ms S Mogale on sarah.mogale@smu.ac.za (for postgraduates).

You can also log into ITS iEnabler and check the correctness of their details on "Update Personal Information" option under Applications.

3. Academic attire

You are required to wear the correct academic attire (gown, hood, and mortarboard) for your qualification. The graduation attire will be available at the venue from the official gown suppliers, Dieppenaar & Reinecke, assigned by the University. The academic attire will be issued at the University Sports Complex two hours before the ceremony. For inquiries about academic attire, contact Dieppenaar & Reinecke on 012 343 2945/6/7.

However, you can obtain the academic attire from a supplier of your choice, but it remains your responsibility to ensure that it is correct.

4. Livestreaming of graduation ceremony

There will be livestreaming of the ceremony on YouTube. We encourage you to invite your family and friends (who cannot accompany you) to watch the ceremony live. Secondly, by attending the ceremony, you consent to being recorded during the ceremony. You can find the link by clicking [HERE](#)

5. Photography

The University has arranged an official photographer who will be taking photos in the University Sports Complex and personal photographers are not permitted inside the venue during the ceremony. Please be aware that the photos are not for free and if you order them, it will be at your own expense. For more information, contact Gordon Harris Photographic on 012 430 3725.

6. Graduating in absentia

If you are unable to attend the graduation ceremony, you will graduate in absentia. If you do not have outstanding fees, you can collect your certificate from the Assessment and Certification office, Room N007, Clinical Pathology Building from the 23rd of September. Alternatively, you can nominate someone to collect your certificate on your behalf. This person must produce your contact details, a copy of your ID/Passport, his/her ID/Passport, and a signed proxy letter.

For security reasons, certificates that are not collected will not be mailed. You may arrange and at your own cost, for a courier service of your choice to collect your certificate, but you must first arrange with the Assessment and Certification office.

7. Outstanding fees

If you have outstanding fees or have not returned library books, try to settle your debt or return the books before the graduation date. Should you fail to do so, your certificate, will unfortunately not be released. Enquiries about fees should be directed to Student Debtor's Office on 012 521 4500/4317/4735.

8. Enquiries

Should you require more information, please contact the following staff members:

- Mr D Masola: Tel. 012 521 5845 or email matsemela.masola@smu.ac.za;
- Ms R Van Wyk: Tel. 012 521 4556 or email rose.vanwyk@smu.ac.za;
- Ms E Khoza: Tel. 012 521 3287 or email elizabeth.khoza@smu.ac.za; or
- Ms P Mankge Tel. 012 521 5353 or email penelope.mankge@smu.ac.za

Alternatively, you can visit the University website on: www.smu.ac.za.

9. Disclaimer

In the event that any errors or discrepancies are found in this letter, the University reserves the right to make the necessary changes or corrections. Additionally, if you do not qualify for the awarding or conferment of the qualification, the University reserves the right to cancel this invitation.

We look forward to celebrating this special occasion with you.

Yours sincerely

Issued by

**OFFICE OF THE REGISTRAR
22 AUGUST 2024**