



## Dear Graduate,

Congratulations on successfully completing your academic programme!

Your graduation ceremony marks an important milestone in your life and is a momentous occasion that is celebrated with loved ones.

We are pleased to inform you that the University will be hosting in-person graduation ceremonies in April 2023 at various campus locations.

**The dates, times and venues for the ceremonies are as follows:**

### Southern Campus

Date: Tuesday, 04 April 2023

Venue: Keetmanshoop Show Hall

Time: 09:00 (*doors open for graduates and guests from 07:30: Graduates and guests to be **seated** by 08:30*)

### UNAM Northern Campuses

Date: Thursday, 13 April 2023

Venue: Ongwediva Trade Fair Hall

Time: 08:00 (*doors open for graduates and guests from 06:30: Graduates and guests to be **seated** by 07:30*)

### Rundu Campus

Date: Tuesday, 18 April 2023

Venue: Rundu Trade Fair Hall

Time: 08:00 (*doors open for graduates and guests from 06:30: Graduates and guests **seated** by 07:30*)

### Katima Mulilo Campus

Date: Thursday, 20 April 2023

Venue: Kamunu Trade Fair Hall

Time: 09:00 (*doors open for graduates and guest from 06:30: Graduates and guests **seated** by 07:30*)

### Windhoek Campuses

Date: 26 – 27 April 2023

Venue: Safari Hotel & Conference Centre

Time: 08:00 / 14:30 (*doors open for graduates and guests at 06:30 / 13:30. Graduates and guests to be **seated** by 07:30 / 14:00*).

As a graduate, you have the option to receive your qualifications in *praesentia* (in person) or in *absentia* (remotely). If you choose to attend the Graduation Ceremony in person, please take note of the following:

1. Cell phones are allowed in the graduation venue.
2. There will be an official photographer present during the ceremony proceedings.
3. Both guests and graduates must be seated 30 minutes before the ceremony starts.
4. The procedures for the Graduation Ceremony are explained in the attached annexure.



5. No children under the age of twelve (12) are allowed.
6. Your qualification will be conferred at the Graduation Ceremony of 2023 on the date and venue indicated above.
7. Please note that only two (2) guests per graduate are allowed, and you are kindly requested to arrive at the venue 1 hour and 30 minutes before the ceremony's commencement for logistical reasons.
8. International students who prefer to receive their qualifications remotely can contact the International Students Office via email at [asam@unam.na](mailto:asam@unam.na)

You must collect your complete graduation invitation package, which includes your qualification certificate, credit certificate, seat ticket and guest tickets, from your Faculty Officers at the following dates, times and venues:

- i. **Southern Campus**  
30 March 2023 – between 08:00 and 16:30
- ii. **JEDS Campus**  
11 April 2023 – between 08:00 and 16:30
- iii. **Ogongo Campus**  
11 April 2023 – between 08:00 and 16:30
- iv. **Oshakati Campus**  
11 April 2023 – between 08:00 and 16:30
- v. **Hifikepunye Pohamba Campus**  
11 – 12 April 2023  
07:30 – 16:30 & 12:00 – 16:00 (after the Oath-Taking Ceremony)
- vi. **Sam Nujoma Campus**  
13 – 20 April 2023; between 08:00 and 16:30
- vii. **Rundu Campus**  
13 – 14 April 2023; between 08:00 and 16:30
- viii. **Katima Mulilo Campus**  
17 – 19 April 2023; between 08:00 and 16:30
- ix. **Windhoek campuses**  
Windhoek based graduates should collect from their respective Faculty Officers.  
17 – 21 April 2023; between 09:00 – 13:00 and 14:00 – 16:00

**Graduates from School of Law:** 24 – 25 April 2023; between 08:30 – 16:30

## Graduation attire

You can obtain full academic attire for your graduation from the following suppliers:

### In Windhoek, you can contact:

1. Gruners Blatt Investments cc, contact numbers: 081 388 6913 or 085 758 4355
2. Red Lantern Trading, contact number: 081 272 1901

### For the Northern Campuses, the suppliers are:

1. Shitaleni Clothing Trading CC, contact numbers: 081 042 6975, 081 129 2176, 081 203 045, Oshakati
2. Annely Fashion & Design, contact number: 081 128 7806, NDC, Block B 13, Ondangwa



## A BREAKDOWN OF WINDHOEK CAMPUS CEREMONIES SESSIONS:

### Tuesday, 26 April 2023

#### SESSION 1

---

**Time:** 08:00 | *All Certificates, Diplomas, Degrees, Masters, Postgraduate Diplomas and PhD*

#### **Faculty of Education and Human Sciences**

- School of Education

#### SESSION 2

---

**Time:** 14:30 | *All Certificates, Diplomas, Degrees, Masters, Postgraduate Diplomas and PhD*

#### **Faculty of Commerce, Management and Law**

- School of Accounting
- School of Business Management, Governance and Economics
- Namibia Business School

### Wednesday, 27 April 2023

#### SESSION 1

---

**Time:** 08:00 | *All Certificates, Diplomas, Degrees, Masters, Postgraduate Diplomas and PhD*

#### **Faculty of Agriculture, Engineering and Natural Resources**

- School of Agriculture and Fisheries
- School of Military Science
- School of Science

#### **Faculty of Commerce, Management and Law**

- School of Law

#### **Faculty of Education and Human Sciences**

- School of Humanities, Society and Development

#### SESSION 2

---

**Time:** 14:30 | *All Certificates, Diplomas, Degrees, Masters, Postgraduate Diplomas and PhD*

#### **Faculty of Health Sciences and Veterinary Medicine**

- School of Allied Health Sciences
- School of Dentistry
- School of Medicine
- School of Pharmacy
- School of Nursing and Public Health
- School of Veterinary Medicine



## PROCEDURES DURING THE GRADUATION CEREMONY

### (A) Before the Ceremony

- After going through security checks at the entrance, graduates will be directed to their specific seats as indicated on your seat ticket by event ushers.
- All graduates need to be fully robed in the approved official academic attire (dressed in black academic gown, sash/hood and mortarboard).

### (B) During the Ceremony

- Graduates and the Congregation will be informed by the Director of Ceremony to rise when the Academic Procession and the Stage Procession enter the hall and remain standing for the National and African Union (AU) Anthems.

### Undergraduate Certificates and Diplomas (All Graduations except Northern Campus Graduation)

- Faculty Officer will invite candidates to line-up for conferment of diplomas. Faculty Officers will ensure that 'name cards' are in the right hand of the candidate, and the sash/hood properly fitted.
- The candidate approaches the podium, hands his/her 'name card' to the Executive Dean or representative, who reads out the name and surname and returns the 'name card' to the graduate.
- The candidate approaches the Registrar and the scroll is handed to the candidate.
- An official photographer takes official photos during the aforementioned process.
- Please note that due to Covid-19 protocol, no hand activity is allowed.

### Undergraduate Certificates and Diplomas (Northern Campus only)

- Associate Dean will announce the qualification and read the names of the graduates.
- When your name is read, you should stand up at your seat and remain standing until you are requested to sit down.

### Undergraduate Degrees and, Postgraduate Certificates and Diplomas

- Faculty Officer will invite graduates to line-up for conferment of degrees. Faculty Officers will ensure that 'name cards' are in the right hand of the graduate, and the sash/hood properly fitted.
- The graduate approaches the podium, hands his/her 'name card' to the Associate Dean or representative, who reads out the name and surname and returns the 'name card' to the graduate.
- The graduate proceeds to the Vice Chancellor, who will congratulate him/her.
- The graduate proceeds to the Chancellor, kneels (with the right knee) on the bench in front of the Chancellor, waits for the Chancellor to cap him/her and thereafter will be congratulated by the Chancellor.
- The graduate approaches the Registrar and the scroll is handed to the graduate.
- An official photographer will take official photos during the aforementioned process.
- Please note that due to Covid-19 protocol, no hand activity is allowed.



## Masters Degrees

- Faculty will invite graduates to line-up for conferment of degrees. Faculty Officers will ensure that 'name cards' are in the right hand of the graduate, and the sash/hood properly fitted.
- The graduate approaches the podium, hands his/her 'name card' to the Associate Dean or representative, who reads out the name and surname and returns the 'name card' to the graduate.
- The graduate proceeds to the Vice Chancellor, who will congratulate him/her.
- The graduate proceeds to the Chancellor, kneels (with the right knee) on the bench in front of the Chancellor, waits for the Chancellor to cap him/her and thereafter will be congratulated by the Chancellor.
- The graduate approaches the Registrar hands over the sash / hood to the Registrar, faces the audience and the graduate will be robed by the Registrar. The Registrar hands the scroll to the graduate.
- An official photographer takes official photos during the aforementioned process.
- Please note that due to Covid-19 protocol, no hand activity is allowed.

## Doctorate Degrees

- Faculty Officer invites the graduate to proceed to the podium. The candidate will take position next to the Supervisor, facing the audience. The Supervisor will introduce the graduate and reads the citation.
- Once the Supervisor has completed reading of the citation, the graduate proceeds to the Vice Chancellor, who will congratulate him/her. Please note that due to Covid-19 protocol, no hand activity is allowed.
- The graduate proceeds to the Chancellor, kneels (with the right knee) on the bench in front of the Chancellor, waits for the Chancellor to cap him/her and thereafter will be congratulated by the Chancellor.
- The graduate approaches the Registrar (on the right-hand side of the Chancellor/ Vice Chancellor), hands over the sash / hood to the Registrar, faces the audience and the graduate will be robed by the Registrar. The Registrar hands the scroll to the graduate.
- An official photographer takes official photos during the aforementioned process.
- Please note that due to Covid-19 protocol, no hand activity is allowed.

## NOTE:

- No graduate is allowed to smoke inside the graduation venue or restricted proximity.
- Graduation ceremonies are formal university events. All graduates and guests are expected to dress respectfully and formally.
- No graduate is allowed to leave the hall during the ceremony.

## Graduates with outstanding fees:

For a ceremonious purpose, an empty scroll will be issued to such graduates during the Graduation Ceremony. Once graduates have fulfilled their financial obligations to UNAM, the Office of the Registrar (Examination Section) will issue their qualification certificate and credit certificate.

We are excited to welcome you to our prestigious Alumni family and look forward to seeing you on your graduation day!

Sincerely,

**Office of the Registrar**