



RHODES UNIVERSITY

Grabamstown • 6140 • South Africa

Graduation Booklet 2017

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CONGRATULATIONS!

December 2016

Dear Graduand/Diplomand

I would like at the outset, on behalf of the University, to congratulate you on your academic achievement and to wish you and your guests a happy and memorable Graduation weekend in April 2017. The highlights of this special period in the University calendar include the formal splendour of the Graduation ceremonies themselves and the equally colourful but more relaxed atmosphere of the Garden Party.

In the following pages you will find the necessary information about various practical aspects of the Graduation weekend (including booking tickets, appropriate attire and payments).

Details are also provided about membership of Convocation and the Old Rhodian Union, and about the NRF Register of Graduates - items which should be of interest to new graduates/diplomates.

If there are any aspects pertaining to graduation that are not adequately covered in this booklet, enquiries should be directed to the Student Bureau (Eden Grove) by telephone +27 (0)46 603 8276, by fax +27 (0)46 603 8300 or by e-mail registrar@ru.ac.za.

Yours sincerely

Dr Stephen Fourie
Registrar

Graduation Ceremonies in 2017

There will be *six* University Graduation Ceremonies in April 2017 to be held in the main auditorium of the 1820 Settlers' Monument:

Thursday, 20 April 2017 at 10h00

Bachelor's: Bachelor of Arts, Bachelor of Fine Art
Honours: Bachelor of Social Science Honours
Master's: Master of Fine Art, Master of Social Science
Doctorate: PhD in Humanities following completion of Master of Social Science

Thursday, 20 April 2017 at 17h00 (note the earlier evening start)

Bachelor's: Bachelor of Social Science
Honours: Bachelor of Arts Honours
Master's: Master of Arts
Doctorate: PhD in Humanities following completion of Master of Arts

Friday, 21 April 2017 at 10h00

Bachelor's: Bachelor of Science, Bachelor of Science (Information Systems),
Bachelor of Science (Software Development)
Honours: Bachelor of Science Honours
Doctorate: PhD in Science

Friday, 21 April 2017 at 14h30

Bachelor's: Bachelor of Journalism, Bachelor of Music, Bachelor of Education
Postgrad Diplomas: Postgraduate Diploma in Journalism, Postgraduate Diploma in
Economics Journalism, Postgraduate Diploma in Media
Management, Postgraduate Diploma in International Studies,
Postgraduate Certificate in Education, Postgraduate Diploma in
Higher Education
Honours: Bachelor of Education Honours
Master's: Master of Music, Master of Education
Doctorate: PhD in Education

Friday, 21 April 2017 at 18h30 (note the later evening start)

Bachelor's: Bachelor of Pharmacy, Bachelor of Laws
Honours: Bachelor of Commerce Honours, Bachelor of Economics Honours
Postgrad Diplomas: Postgraduate Diploma in Accountancy, Postgraduate Diploma in
Taxation
Master's: Master of Science, Master of Science (Pharmacy), Master of
Pharmacy, Master of Laws
Doctorate: Doctor of Pharmacy, PhD in Pharmacy, PhD in Law

Saturday, 22 April 2017 at 10h00

Bachelor's: Bachelor of Commerce, Bachelor of Economics, Bachelor of
Business Science
Postgrad Diplomas: Postgraduate Diploma in Enterprise Management
Master's: Master of Business Administration, Master of Commerce, Master of
Economics
Doctorate: PhD in Commerce.

If your degree or diploma does not appear in any of the ceremony lists, please contact the Academic Administration Office by email at AcademicAdmin@ru.ac.za or by telephone on +27 (0)46 603 8213.

Section 1: Confirming attendance/non-attendance at Graduation

How do I inform the University if I will/will not attend graduation?

The preferred method to inform the University of your intention to attend/not attend the graduation ceremony is to complete our online graduation reply card at <https://ross.ru.ac.za>. Alternatively you may complete and return the small colour coded reply card enclosed with your graduation pack.

When is the closing date for confirming attendance?

Graduands/Diplomands must respond to the University regarding their attendance at graduation by no later than **Friday, 31 March 2017**. *Graduands/Diplomands who fail to do so, are at risk of not being allocated any tickets for their guests for the Graduation Ceremony or Garden Party.* It is thus in your own interest to inform the University of your attendance as soon as possible.

More information about the online reply card

Completing the online reply card is the easiest and safest way in which to inform the University of your attendance/non-attendance. You are required to log onto your ROSS account to access it, which allows the system to identify the qualification awarded to you and to determine at which ceremony your qualification is being awarded/conferred.

If you indicate that you do not wish to attend the graduation ceremony, you will be directed to information regarding the various means by which you can receive your parchment after the ceremonies in 2017 – for further details see Section 2.

More information about the hard copy reply card

The hard copy reply cards are divided into six colours, corresponding to the six graduation ceremonies. They are as follows:

1.	Thursday	20 April 2017	10h00	Blue
2.	Thursday	20 April 2017	17h00	Yellow
3.	Friday	21 April 2017	10h00	Lilac (light purple)
4.	Friday	21 April 2017	14h30	Buff (light orange)
5.	Friday	21 April 2017	18h30	Green
6.	Saturday	22 April 2017	10h00	Pink

Should you decide to return the colour coded hard copy reply card, please use the coding that appears in the University Calendar when confirming which qualification you have completed, e.g. BCom, MSS, PhD (Education), etc.

REPLY CARD COLOUR: BLUE - CEREMONY NUMBER: 1			
Rhodes University Graduation - 1940s, 20 April 2017 at 1929 Soutter's Movement, Grahamstown			
ONLINE REPLY CARD available at: https://ross.ru.ac.za			
Closing Date for submission of reply card: 31 March 2017			
Returns to: Student Bureau, Box 94, Grahamstown, 6140 or Fax: +2746-6918300 or registrar@ru.ac.za			
Student number:		Title:	
Surname:			
First name(s):			
Which degree diploma (e.g. BA)?		Will you be present?	
IF YES:	Yes/no	Number	IF NO:
Guest tickets required:	Auditorium		You are still required to return a reply card (details above) and are further referred to the form: "Returning Degree Diploma Parchment" if "Not Attending Graduation" to arrange receipt of your parchment. An online version is available at: https://ross.ru.ac.za
	TV Hall		
	Garden Party		
Please note the Graduand automatically has a seat			
Tel:	(xx)	(xx)	(xxx)
Signed:		Email:	

May children attend the ceremony?

Children **under the age of 15 years** will *not* be allowed entrance to the main auditorium. They are instead permitted to watch the ceremony on closed-circuit television in one of the TV Halls, but must be accompanied by an adult.

I would like to attend - how many tickets may I book?

Graduands/Diplomands attending the ceremony are each **automatically allocated a seat**, thus they should not be included in the request for tickets.

Each graduand/diplomand is entitled to two guest tickets for the **auditorium**. Recipients of a Masters or an LLB degree are entitled to three auditorium tickets, while recipients of a Doctoral degree are entitled to four auditorium tickets.

There are also a limited number of **TV Hall tickets** available, which entitle holders to view proceedings in one of the TV Halls on closed-circuit television. Normally **no more than two** TV Hall tickets can be given to a Graduand /Diplomand and it is recommended that students check the allocation of the TV Hall tickets before booking flights, etc. for any additional guests.

Garden Party tickets are issued to Graduands/Diplomands and up to 6 guests.

How should I return the hard copy reply card?

You may post, email or fax the reply card using the below contact details. Alternatively you may hand deliver it to our Student Bureau in the Eden Grove Building. Please bear in mind that dark coloured cards may need to be lightened when faxing or emailing, so as to ensure that the image is legible when received.

Furthermore, if posting the reply card it is recommended that registered mail be used. In fact, registered mail should be used to return this or any other mail addressed to the Student Bureau or the Conference Manager. The University will not be held responsible for cheques/postal orders posted by ordinary mail or sent through the University's Internal Mail.

Our postal address is:

Student Bureau
Rhodes University
P O Box 94
6140 Grahamstown

fax number: +27 (0)46 603 8300
telephone: +27 (0)46 603 8276
e-mail address: registrar@ru.ac.za

If you return the hard copy reply card, the onus is on you to confirm that we have received it, but kindly only do so **after Friday, 24 February 2017**, once we have added the details to our database. Should you submit your reply card after that date, allow a 24 hour period before confirming receipt. Due to the large volume of queries, we would prefer that you e-mail your request for confirmation to registrar@ru.ac.za.

When and where do I collect my tickets?

NB: Seating tickets and Garden Party tickets will NOT be emailed/posted to Graduands/Diplomands.

All tickets must be collected in person, either at the Student Bureau (Eden Grove Building) until an hour before each ceremony or at the Monument Box Office immediately before the relevant ceremony. Tickets will be available for collection at the Student Bureau during office hours (09h00 – 16h00) from Tuesday, 18 April 2017. The Box Office at the Monument will be open an hour before each ceremony. Please produce suitable ID (student card, identity document or passport) when collecting your tickets.

Section 2: Information for Students Not Attending Graduation

I am not able to attend graduation – what do I do?

Graduands/Diplomands who will not be attending the ceremony **must** inform the University of their non-attendance by completing the online reply card or by returning the hard copy reply card.

What arrangements are needed to receive my parchment?

Students who graduate in absentia (i.e. do not attend the ceremony) **may collect** their degree/diploma parchments at the Academic Administration Office (lower ground floor of the Eden Grove Building) starting from the Tuesday of the week **AFTER** the graduation weekend, i.e. from Tuesday, 25 April 2017.

Alternatively, students may submit written permission allowing a **friend/family member to collect** the parchments on their behalf from 25 April 2017 onwards. The written permission must be submitted to the Academic Administration Office either by email to AcademicAdmin@ru.ac.za or by fax to +27 (0)46 603 8104. Please include the details of the relevant student as well as the full name and ID/Passport number of the friend/family member who in turn must produce suitable ID (identity document or passport) when collecting the parchment.

Students who are not able to collect their degree/diploma parchments may request that their parchment **be sent** to them or to their parents/guardians by completing the form titled “Receiving Degree/Diploma Parchment if Not Attending Graduation”. Those students who complete the online reply card will be directed to an online version of this form at which point they will also have the option to pay the relevant courier fee via Mygate.

NO degree parchments will be sent without written instruction from the student and payment of the courier fee.

How will my parchment be sent to me?

Kindly note that for security reasons parchments will **only be couriered** and will not be mailed via registered or secure mail, thus please do not submit a Private Bag, PO Box, etc. address. You are required to provide the following information regarding the person receiving the parchment:

Name and surname
Physical/street address
Postal code
Contact telephone number
Email address

If you do not provide all the details needed, it will prevent the University from being able to send your parchment.

What is the cost and how do I make payment?

The various courier fees are included further on and payment thereof is required before parchments will be sent to their recipients. Students who complete the online version of the “Receiving Degree/Diploma Parchment if Not Attending Graduation” form and pay via Mygate will *not* be required to provide proof of payment.

However, students who complete the online form and do *not* pay via Mygate, will be required to provide proof of payment. Similarly, students who complete and return the

hard copy version of the above form are required to submit proof of payment along with the form either by email to AcademicAdmin@ru.ac.za or by fax to +27 (0)46 603 8104.

Courier fees:	R145-00	National (within South Africa)
	R235-00	Neighbouring southern African countries (i.e. Botswana, Lesotho, Mozambique, Namibia, Swaziland and Zimbabwe)
	R335-00	All other countries
Banking details:	Bank	First National Bank
	Account Name	Rhodes University
	Account Number	621 455 03 076
	Branch Number	21 07 17
	Use Reference	05350 484 125 and student number

When can I expect delivery of my degree/diploma parchment?

We are only permitted to release the degree/diploma parchments to their recipients **after** the graduation ceremonies have taken place. Further, due to the volume of parchments to be dispatched, kindly allow a **minimum of 6 weeks** for delivery after the graduation weekend or 6 weeks after receipt of your courier details and proof of payment.

Section 3: What to Wear

What do I wear to the Graduation Ceremony and Garden Party?

Academic dress must be worn at the Graduation Ceremonies and at the Garden Party.

Graduands must wear graduate gowns and carry the hood appropriate to the degree they are to receive. They must not appear on the stage wearing hoods from other Universities or for first Rhodes degrees.

Diplomands who are already graduates wear a graduate gown and the hood of their degree. All other Diplomands must wear an undergraduate gown and carry a Rhodes diplomate stole. The proper length of the graduate and undergraduate gown is 15 - 20 centimetres below the knee, and a gown shorter than this should never be worn.

In the case of women Graduands and Diplomands, the length of the gown is never to be related to the length of the wearer's dress and a gown should never be shortened so that the sleeves are longer than the gown. The collar of the dress should never appear over the gown.

Rhodes Graduands and Diplomands traditionally wear:

Men	Women
Dark suit	Long sleeve white or black dress
White shirt	Or white blouse and black skirt
Black tie	Or white blouse and black trousers
Black socks	Stockings to match
Black shoes	White or black shoes with <i>reasonable heels</i> (maximum 7cm)

It is important to note that should you not be wearing sensible shoes, you will not be allowed on stage.

Jewellery **should not** be worn by Graduands/Diplomands, with the exception of wedding, engagement and signet or similar rings. The University is aware of the many cultures and traditions inherent in its student body. Graduands/Diplomands are welcome to wear garments which reflect those cultures and traditions. By custom, Graduands and Diplomands at Rhodes University **do not wear mortar boards** at the Graduation ceremony. Extravagant or fancy hair styles for men or women are out of keeping with the dignity of the Graduation ceremony.

What should my guests wear?

Guests are welcome, and even encouraged, to wear academic dress. The dress for the evening is usually more formal than that worn at the morning ceremonies. Most men wear dark suits to the evening ceremonies and many women wear long dresses. Guests are also welcome to wear traditional garments or dress.

Where do I purchase/hire academic dress? (Form included separately)

Messrs T. Birch & Co. (Pty) Ltd (Birch's) - PO Box 66, Grahamstown, 6140, is the preferred service provider for Rhodes academic dress. They maintain a rental stock of Graduate gowns and hoods. Please use the Birch's order form included in your graduation pack for your convenience and deal directly with the shop. Queries can be directed to rhodes@birchs.co.za or telephone: +27 (0)46 622 7010 or fax: +27 (0)46 622 5091 / +27 (0)46 622 7809. The University is not involved in these transactions and accepts no responsibility for any mishaps.

Section 4: Seating for Ceremonies

When should my guests be seated?

The ceremonies are held in the main auditorium at the 1820 Settlers Monument. Doors will be opened at 09h00 and 15h30 on the Thursday; 09h00, 13h30 and 17h30 on the Friday and 09h00 on the Saturday.

Please move into the auditorium early **and be reminded that guests are not permitted to leave the auditorium until the ceremony has concluded.** Please note, *seats that are vacant 15 minutes before the ceremony commences will be allocated to guests holding TV Hall Tickets.* Late comers or those with ticket problems should report to the box office at the main entrance.

Guests are reminded that **children under the age of 15 years** will *not* be allowed entrance to the auditorium. They can watch the ceremony on closed-circuit television in one of the TV Halls, but must be accompanied by an adult.

When should the Graduands and Diplomands be seated?

Graduands and Diplomands should be seated half an hour before the commencement of the ceremony. Seating plans for the Graduands and Diplomands will be on display outside the auditorium. Detailed instructions for the guidance of Graduands and Diplomands in receiving degrees/diplomas will be found on the seats reserved for them on stage.

Are cameras allowed into the auditorium?

Guests are NOT ALLOWED to use video, digital or still cameras in the auditorium. Professional photographers will be present at and after each ceremony (please see section 6 for details).

Parking

Parking facilities for Graduands, Diplomands and their guests are on a first-come, first-served basis. Please note that access to the reserved parking area is restricted to “Reserved Parking” ticket holders only.

Section 5: Garden Party**Garden Party**

The Garden Party will be held on the Drostdy Lawns at 15h15 on Saturday, 22 April 2017. If the weather is not suitable for the Garden Party, it will be cancelled and an announcement to this effect will be made after the Saturday morning ceremony. (There is no indoor venue in Grahamstown large enough to accommodate the crowd.)

Please note that academic dress must be worn by graduands/diplomands.

Section 6: Practical Aspects/Services available**Accommodation (Form included separately)**

The University provides bed and breakfast accommodation in certain student residences for Graduands/Diplomands and their guests for the nights of Wednesday 19 April 2017, Thursday 20 April 2017, Friday 21 April 2017 and Saturday 22 April 2017. The rates/cost of this accommodation, per night, is included on both the online and hard copy booking form.

The preferred means of booking this accommodation is via the online booking form, found when you log onto your ROSS account: <https://ross.ru.ac.za>. Alternatively, a hard copy booking form is enclosed with your graduation pack – please complete and submit the form with proof of full payment to:

The Conference Manager
Rhodes University
PO Box 94
Grahamstown, 6140

Fax: +27 (0)46 603 8962
Email: conference@ru.ac.za

Visit the website: www.ru.ac.za/conferences for further information. Alternatively, contact the Conference Office on telephone +27 (0)46 603 8772//8901/8138/8607.

Connecting transport

Listed below are the contact details of privately run businesses that may be able to assist you with the arrangement of transport, shuttle service and/or accommodation for your stay in Grahamstown. Please contact them directly to make enquiries or bookings. The University is not involved in these transactions and accepts no responsibility for any mishaps.

Go Travel (assistance with air tickets, bus tickets, shuttle service and accommodation bookings)

Their offices are located at Peppergrove Shopping Mall, Grahamstown. Contact them for bus timetables and bookings for Greyhound, Mini-lux, Intercap and Cityliner. They can also assist with booking of flights, accommodation, shuttle service & AVIS Car Rental.

Telephone: +27 (0) 46-622 2235

Fax: +27 (0) 46-622 3982

E-mail: clinton@gotravel.co.za or meena@gotravel.co.za

Translux and City to City (bus service)

Bus tickets may be purchased/changed/refunded from Makana Tourism – their offices are located at 63 High Street, Church Square, Grahamstown.

Telephone: +27 (0) 46-622 3241

Fax: +27 (0) 46-622 3266

E-mail: info@grahamstown.co.za or welekazi@grahamstown.co.za

Degree framing

At the annual Graduation Ceremonies, a professional degree framer is available to frame your degree/diploma parchment. It is advisable to do this, to prevent possible damage to the parchment. The University is not involved in this transaction and accepts no responsibility for any mishaps.

Lamination of parchments

In recent years Graduands/Diplomands have opted to have their parchments laminated. It is important to realise that the parchments currently issued lend themselves to **COLD LAMINATING ONLY**. Hot laminating will damage the parchment irreparably.

Photographs

At the annual Graduation Ceremonies, it has been customary for selected professional studios to take individual photographs of graduands/diplomands being capped by the Chancellor and hooded by the Registrar in the auditorium. These photographs are then available from the studios concerned. The University is not involved in the transaction and accepts no responsibility for any mishaps.

Guests are reminded that no flash photography is allowed within the main auditorium during the graduation ceremonies.

Studio photographs

Photographic studio services will be available. These studios will operate from the foyer of the Monument. The University is not involved in this transaction and accepts no responsibility for any mishaps.

Section 7: Convocation and Old Rhodian Union

Convocation

All persons who are graduates of Rhodes University become, in terms of the University Statute, members of the Convocation of the University. Graduands are requested to notify the Secretary (who is the Registrar) of any change of address. Kindly forward any change in your address to the Alumni Office at alumni@ru.ac.za. The Annual General Meeting of Convocation is held at Rhodes each year. In 2017 the AGM meeting will be held on Saturday, 26 August 2017.

Dr Stephen Fourie
(Secretary of Convocation)

Old Rhodian Union (ORU)

December 2016

Dear Rhodian,

It gives me great pleasure to congratulate you on the achievement of graduate status and to welcome you to membership of Convocation and of the Old Rhodian Union. Membership of ORU (but not of Convocation) is also open to non-graduate past students. As a member of Convocation you will be entitled, after Graduation, to attend the Annual General Meetings of this statutory body and to participate in the performance of its functions. In order to exercise these rights, please ensure that the University has your current contact details, including e-mail and postal addresses. Update your details by emailing alumni@ru.ac.za.

Membership of the Old Rhodian Union entitles you to attend all ORU functions, including periodic reunions, either in Grahamstown or in other centres. Regular editions of the Newsletter will be sent to you, provided that your correct postal/email address is known to the University at all times. In welcoming you to the ranks of Rhodes University alumni, we urge you to take an active interest, throughout your life, in the affairs of Convocation, the Old Rhodian Union and the University as such. Please help us to maintain contact with you and we appeal to you to let us have news of yourself and other Old Rhodians from time to time.

With very best wishes for the future,

Yours sincerely

Sharron Tweddle
Honorary Secretary (ORU)

Section 8: The Alumni Relations Office

A lifelong association – once a Rhodian, always a Rhodian!

The Rhodes Alumni team extends our heartiest congratulations to you on your graduation. You have joined a distinguished and select group of individuals who have a Rhodes degree. Our job is to help you maintain contact with the University, as well as with the friends you have made in your time here.

We do this by: arranging reunions; providing a “Find-a-Friend” service; keeping you up-to-date with happenings at Rhodes through our electronic newsletters and maintaining the Rhodes Alumni webpage at: <http://www.ru.ac.za/alumni> where you can update your contact details, send in personal news and get information on forthcoming activities. In addition you may like to join our FaceBook page “Rhodes Oldies”

If you wish to know more, please contact us at alumni@ru.ac.za or call in and see us at Alumni House (between Eden Grove and the Block House) in Lucas Avenue.

Wishing you all the best for the future and don’t forget to look out for our table at graduation to receive your graduation gift and to update your contact details.

Rhodes Alumni Office

Section 9: The National Research Foundation

National Research Foundation Register of Graduates

The NRF (formerly called the HSRC) has asked the University to provide information annually about new graduates and I am writing to you because the University has undertaken not to disclose information to third parties without the approval of the student.

Since the 1960s the NRF has maintained and extended a register of graduates of RSA universities. The available information has been and will be used, *inter alia*, for demand and supply studies in various occupations and fields of study, projects on the manpower situation of specific groups (for example new graduates), studies on occupations and fields of study, salary research and statistics on education. The data will be used only for research purposes and names and addresses will not be divulged without the specific approval of those concerned.

In addition to the information already available in the graduation programme, namely, surname, other names, qualification obtained, field of study and/or specialization and major subjects, the NRF wishes to have the following: gender of graduate; population group; date of birth; postal address/residential address/permanent address.

If you do not wish to permit the additional information not in the Graduation Programme to be disclosed, please complete the form at the end of this document and return it to me via the Student Bureau. If I do not hear from you by 28 April 2017, I will assume that you have no objection to my providing the information requested.

Dr Stephen Fourie
Registrar

NRF Declaration

The Registrar, Rhodes University, Grahamstown, 6140

I am **not prepared** to authorize the disclosure to the NRF of any information about me which is not already publicly available.

Name: _____

Student No.: _____

Signature: _____

PLEASE USE BLOCK LETTERS

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