

## 2025 GRADUATION CEREMONY INFORMATION FOR GRADUANDS

### 1. DATE/TIME/VENUE

The Ceremony will be held at the Harare Institute of Technology Campus, on Friday 12 September 2025. The Ceremony will start at 0800 hours. Invited Guests and Graduands should be seated by 0800 hours.

### 2. SEATING

There will be reserved seating for Graduands, and separate reserved sections for VIPs and staff. The Graduands' seats will be arranged by School, in alphabetical order. Seats will be reserved for each individual Graduand and each Graduand must be seated in the seat reserved for him/her by 0800 hours.

### 3. DRESS

Men should wear a suit, preferably dark, with a plain shirt and a dark tie. Women should wear a white blouse and a dark skirt/trousers (a jacket may be worn over the blouse if desired) or a dark dress. All Graduands must wear full academic dress/regalia i.e. appropriate gown, hood and cap. Those with inappropriate academic dress will be excluded from the graduation proceedings.

### 4. PURCHASE OF ACADEMIC DRESS

The approved HIT academic dress is strictly obtainable from the Registration and Student Records Management Office from 18 August to 10 September 2025 upon submission of a receipt from the Finance Office. The cost of the full set of academic regalia is US\$70.00 for Undergraduates and US\$75.00 for Postgraduates.

### 5. GRADUATION FEE

Graduation fee is US\$70.00 for Undergraduates and US\$75.00 for Postgraduates payable by Wednesday 10 September 2025. The fee must be deposited into the Institute's Bank Account:

- **USD Nostro Account  
Harare Institute of Technology,**

**CBZ Bank Account Number 10720583120213 Institutional Banking**

### 6. OUTSTANDING FEES

Graduands with fees balances should clear the outstanding amounts with the Finance Office well before Graduation Day, to be eligible to graduate.

### 7. GUESTS

Each graduand will be allowed a maximum of two (2) guests. Graduation invitation cards will be collected from the Graduation Venue on Thursday 11 September 2025 after the rehearsals.

### 8. PHOTOGRAPHERS

No other photographers will be allowed to take photographs when graduands are being capped except the Harare Institute of Technology Photographers and those accredited by the University. A video for the whole graduation proceedings will be available for sale, from the Communications, Advancement and International Relations Office after the Ceremony. Once the Ceremony has started, the only persons allowed into the front area of the main platform will be the Institute's official photographers, television crew and officials.

### 9. PRESENTATION PROCEDURES

Each graduand must sit in the seat reserved for them with his/her name. You will find a card bearing your first name(s), surname and programme, stuck on to your chair. Students being capped will present this card to the Dean, on graduation, and he/she will announce your name and awards from this card. The Ceremony will start with a fanfare by the Band. The Congregation will rise. The Chancellor, members of Academic Staff, Senate and Board will enter in procession, followed by the Platform Party. Once the full procession has been completed, the Congregation, led by the Choir, will sing

the National Anthem. This will be followed by reading of the Institute Prayer. Thereafter the Chancellor will formally constitute the Congregation as a Graduation Ceremony and the Vice-Chancellor will then deliver his address of welcome. The degrees will be formally conferred by the Chancellor. The graduands to be capped will be presented for conferment by the Chancellor. School Administrators will marshal the graduands. They will ensure that you line up in the correct order and that your academic dress is worn properly.

**NB:** Those being capped by the Chancellor should not put on the cap until one has been formally "capped" by the Chancellor.

When signalled to do so by the School Administrator, you will line up next to the platform, having your cap in one hand and your name-card in the other. Each Dean will announce the degree awards and the names of the graduands in his School. When it is your turn, you will hand your name-card to the Dean. He/she will read out your name(s). As he/she does so, you walk to the centre of the platform, and kneel on the cushion in front of the Chancellor. The Chancellor will tap you lightly on the head, thereby formally "capping" you. You then rise, place your cap on your head, "doff" to the Chancellor (i.e. lift your cap with your right hand and bow slightly), place your cap back on your head, turn and leave the platform to return to your seat, via the route indicated for all graduands.

**NB:** Do not pause for photographs. Return briskly to your seat and sit down.

### 10. REHEARSALS

Rehearsals will be held on Thursday 11 September 2025 starting at 1100 hours. Rehearsals are compulsory and graduands who do not attend the rehearsals will be excluded from taking part in the Graduation proceedings.

### 11. REFRESHMENTS

After the Platform Party has left, the Deputy Registrar - Academic Affairs will make announcements. Ushers will direct you to your designated area where refreshments will be served.

### 12. ISSUING OF DEGREE CERTIFICATES AND TRANSCRIPTS

Degree Certificates and Transcripts will be available from Examinations Office E107 and Registration and Student Records Management Office E102 respectively after the Ceremony. To collect your certificate and transcript, you must produce acceptable identification document. The Institute will withhold your certificate and transcript if you are still indebted to it.

13. A Storage fee would be charged if you fail to collect your certificate and transcript within six months after graduation. Please refer to our website for the Registrar's Administrative circular number 14 of 2022 on circumstantial fees.

14. Verifications of certificates and transcripts for Graduates would be done at a fee. Please refer to our website for the Registrar's Administrative circular number 14 of 2022 on circumstantial fees.

### 15. CONDUCT

Graduands are requested to conduct themselves in an orderly manner. Any Graduand who will present himself/herself in a drunken state will not be allowed to take part in the Graduation Ceremony.

### 16. RESTRICTED ITEMS

The following items are NOT allowed into the graduation venue: lipstick and perfume containers, knives, ball point pens, cameras or sharp objects.