



GRADUATION INFORMATION PACK

Theme:

"Embracing Mindset Change, Achieving Greatness:
Celebrating 49 Years of Regional Transformation"



24 NOVEMBER
2023



**ROYAL ARIA, TLOKWENG,
BOTSWANA**



1 VENUE & DATE

- The 17th Joint Graduation Ceremony will be held on the 24th November 2023 at Royal Aria, Tlokweng, Botswana.
- The location is accessible via this link [here](#).

2 ACADEMIC REGALIA

- All graduands wishing to take part in the ceremony must be adorned in approved academic regalia as determined by the Institute.
- Official suppliers of the academic dress for the Institute have been published on the Institute social media channels.
- It is the responsibility of the graduand to ensure that they have hired or purchased the correct academic dress for the degree they are being awarded.
- Graduands who do not have the appropriate academic dress will not be permitted to take part in the ceremony.

3 GRADUATION DRESS CODE

- Graduation is a formal occasion therefore it is expected that graduands should wear formal clothing underneath their gown.
- Casual clothing is not permitted at the graduation ceremony.

4 ATTENDANCE

- Graduands should ensure that they arrive for the Graduation Ceremony at the stipulated time of 0600hrs.
- The graduation ceremony shall start promptly at the official time (0715hrs) by which time all graduands must be seated at their designated areas.

5 DRESS REHEARSAL

- There shall be a compulsory graduation dress rehearsal on the eve of the Graduation Ceremony (23rd November, starting at 18h00) for all registered graduands at Royal Aria.
- The dress rehearsal shall be recorded and will be available on social media platforms for viewing.

6 CONDUCT AND DECORUM

- Follow the instructions given by the ushers for seating arrangements and procession. Maintain order and respect the processional order as you enter the venue. Remain in your assigned seat until instructed otherwise. (Graduands to revert to their initial seats after conferment, and should remain seated until the end of the official programmes)
- Show respect and attentiveness throughout the ceremony. Silence your cell phones and avoid any disruptive behaviour. Listen attentively to the speeches, presentations, and any instructions given by the speakers or faculty members.

7 DOCUMENTATION OF THE GRADUATION CEREMONY (FILMING AND PHOTOGRAPHY)

- Officially appointed professional photographers and videographers shall be assigned to take still photographs and capture motion footage throughout the graduation day. All Graduands and guests should be aware that they may feature in this footage.
- Official graduation photographs and videos shall be maintained at the Library as part of the library collections.



- Other photographers may be allowed following the established process of accreditation of official photographers. Unauthorised video recording of the Graduation Ceremony is strictly prohibited.

- The taking of 'selfies' during the ceremony, particularly on stage, is strictly prohibited.

- Official photo booths will be set up at the graduation venue.

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GRADUATION PROGRAMME

- Copies of the graduation programme are made available to graduands and guests during the Graduation Ceremony.

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GRADUATION LIST

- The provisional graduation list was published on the 29th October on the Institute social media platforms. Students were expected to have verified their details and communicate corrections with the relevant office by November 6. The Institute cannot accept responsibility for errors or omissions.

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GRADUATION BOOKLET

- A limited printed copies of the graduation booklet will be availed to graduands. The digital version of the booklet will be availed in the IDM website, downloads section.

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GRADUATE EXCELLENCE AWARDS

- Different categories of prizes and awards shall be bestowed on deserving candidates following procedures established by the Academic Body.

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ALUMNI

- Once you graduate, you will become a member of the alumni of IDM. Liaise with the Marketing and Communications/ Registrar for more information.

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COLLECTION OF CERTIFICATES

- Academic documents are not handed out at the graduation ceremony; each graduand attending the ceremony shall receive an official graduation scroll during the graduation ceremony.

- Arrangements for collection of academic documents shall be communicated to graduands. However, certificates shall be available for collection at the BLE Campuses after graduation. Academic transcripts and result slips may be collected earlier.

- Graduands may request for their academic documents to be collected on their behalf following established procedures.

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ACCOMMODATION

- Limited accommodation is available at Royal Aria (+267 73602172, info@royalaria.co.bw, www.royalaria.com)

- Affordable accommodation facilities are also available in Tlokweng and Gaborone; access list of facilities from the Botswana Tourism Organization website [here](#). Gaborone is 20-30 minutes driving distance to Royal Aria.



15 IMMIGRATION SERVICES

Tlokweng is easily accessible through Tlokweng border, which is about 15 minutes to the graduation venue. Pioneer border (Lobatse) is 79kms to Tlokweng (1hr 12mins). Both borders close at 1200hrs and open at 0600hrs.

HATS OFF CLASS OF 2023, YOU MADE IT without a frown, now you are the hottest property in town.....

