

14 March 2025

TO: ALL SUPERVISORS (OR CO-SUPERVISORS, WHERE APPLICABLE) OF DOCTORAL CANDIDATES.
(March 2025 – Graduation, Degree, Diploma and Certificate ceremonies)

c.c. : All Deans, Vice-Deans and Deputy Registrars for information

Dear Colleague

DECLARATION ON DISSERTATION DURING GRADUATION CEREMONIES

It gives me great pleasure to congratulate you on the achievement of your candidate who will receive their doctorate during one of the March 2025 graduation, degree, diploma and certificate ceremonies. This is the culmination of hard work by both the candidate and you, and we look forward to making the graduation experience a memorable one.

In order to ensure that the proceedings run smoothly and efficiently when the degree is awarded, I would like to draw your attention to certain procedural steps. The Executive Committee of Senate drew up the following guidelines with regard to the declaration made by supervisors (or co-supervisors, where applicable) on the dissertation of their candidate during graduation ceremonies:

- (a) If a candidate for a doctorate is **absent** from the graduation ceremony, **no declaration** on the dissertation is presented.
- (b) The declaration made by a supervisor on the dissertation of a candidate who is **present** must be limited to a **maximum of 50 words**.
- (c) The declaration is a **popularised** summary that must be limited to the actual content and significance of the research and the dissertation. (No biographical information relating to the candidate, the title of the dissertation or the recommendation(s) of the examiners may be provided.)
- (d) The supervisor submits the text of the declaration in advance to the relevant dean for approval. (You might already have been informed of this by the relevant dean or faculty administrator.)
- (e) During the graduation ceremony, **before reading the declaration**, the supervisor acknowledges the presiding office-bearer (Chancellor or Vice-Chancellor) by nodding their head in the direction of the office-bearer. The latter will answer this acknowledgement by nodding their head.
- (f) The presentation of the declaration begins with the words: **"Mister Chancellor" or "Mister Vice-Chancellor"** and the text that was approved in advance must be adhered to. **You conclude with the following words: "I request you to confer the degree on(name)."**
- (g) After the declaration has been made, the supervisor remains standing by the microphone until the hood has been draped around the doctoral candidate by the Registrar. (At this stage, the next supervisor should be standing close to the microphone in order to save time.)
- (h) **Once the hood has been draped** around the doctoral candidate, the supervisor again acknowledges the presiding office-bearer by nodding their head in the direction of the office-bearer, who will again answer this acknowledgement. Only then does the supervisor return to their seat.



Stellenbosch

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OFFICE OF THE REGISTRAR

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I trust that these guidelines will serve to facilitate your task during the relevant ceremony. Please take note of the important information below regarding the 50-word summary, venue, admission tickets and academic attire.

50-word summary

We kindly request that the 50-word summary be added to the PhD candidate information spreadsheet distributed by the Faculty Administrator. This will be of great help in case you cannot attend the ceremony, allowing the Dean or a designated substitute to read the summary on your behalf during the candidate's ceremony.

Venue

The graduation series will be held at the Coetzenburg Centre, situated on the Coetzenburg sports grounds, from Monday 24 to Thursday 27 March 2025.

Admission tickets

Please note that members of the academic procession received parking tickets, if you have not received your ticket, please contact demi@sun.ac.za. All procession members will park at the Coetzenburg Centre's parking. Our dedicated security team will ensure a smooth entry process for everyone involved. Please click [here](#) for the parking map.

Academic attire

Academic attire will be available in the foyer of the Coetzenburg Centre for staff members who form part of the procession and who do not have their own academic attire. Please note that these gowns need to be returned to the foyer immediately after the graduation ceremony. You are also welcome to wear your own academic attire.

Arrival time

Persons who have indicated their participation in the procession are requested to report to the foyer of the Coetzenburg Centre **45 minutes before the start of the ceremony** for the formation of the procession.

Yours sincerely

Dr Ronel Retief
Registrar