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NOTICE

AWARDING OF DEGREES, DIPLOMAS AND CERTIFICATES (INCLUDING DOCTORAL DEGREES): APRIL 2019

This notice is being sent to ALL undergraduate final year students and postgraduate students, irrespective of whether they will graduate at one of the undermentioned ceremonies, or not.

The notice can thus not be regarded as proof of obtaining a qualification, as it is distributed and published before it is known which students will graduate at the respective ceremonies.

ADMISSION TICKETS FOR GUESTS: In accordance with Safety Regulations and in the interest of all candidates and their guests, the seat capacity of the Coetzenburg Centre may not be exceeded. Therefore, a specific number of admission tickets per candidate will be issued. See section B, point 4, further on for the specific arrangements in this regard.

A. VENUE, DATES AND TIMES

The awarding of degrees, diplomas and certificates (hereafter referred to as **qualifications**) (including doctoral degrees and honorary doctorates) in **April 2019** takes place in the **Coetzenburg Centre** at the **Coetzenburg sport grounds** on the dates and at the times shown in the table below.

Each ceremony will commence punctually at the time indicated in brackets below, but all **candidates up to masters level** must report at the **pavilion of the Danie Craven Stadium TWO HOURS** prior to the commencement of the ceremony, already in possession of their hired academic wear. **Doctoral candidates** must report in the **Barlow Room** in the **Jannie Marais homestead** at Coetzenburg, **1½ hours** prior to the commencement of the ceremony, also already in possession of their hired academic wear. Candidates who arrive with or without their hired academic wear at the Coetzenburg Centre after the ceremony has commenced, will not be able to walk over the stage and their qualification will be awarded **in absentia**. Please read sections B and C further on very carefully.

1. TUESDAY 2 APRIL (17:00)	AgriSciences Medicine and Health Sciences Honorary Doctorate
2. WEDNESDAY 3 APRIL (10:00)	Economic and Management Sciences (Group A*) Honorary Doctorate
3. WEDNESDAY 3 APRIL (17:00)	Theology Economic and Management Sciences, but only BAccLLB, BAcc, BAccHonours and MAcc Engineering Honorary Doctorate
4. THURSDAY 4 APRIL (10:00)	Economic and Management Sciences (Group B*)
5. THURSDAY 4 APRIL (17:00)	Arts and Social Sciences, excluding BA (Law), which is scheduled for Friday 5 April at 10:00

6. FRIDAY 5 APRIL (10:00)	Science Education Law (BA Law, LLB and postgraduate qualifications of the Law Faculty) Military Science Honorary Doctorate
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***GROUP ALLOCATION for Faculty of Economic and Management Sciences**

Group A	Group B
Diploma in Public Accountability	Postgrad Dip in Actuarial Science
Postgrad Dip in Business Man and Admin	Postgrad Dip in HIV / Aids Management
Postgrad Dip in Development Finance	Postgrad Dip in Marketing
Postgrad Dip in Dispute Settlement	Postgrad Dip in Transport and Logistics
Postgrad Dip in Environmental Management	BCom (including Law)
Postgrad Dip in Financial Planning	BComHonours (but excluding Public and Development Management, it falls under Group A)
Postgrad Dip in Futures Studies	MPhil (all programmes not listed under Group A)
Postgrad Dip in Leadership Development	MCom
Postgrad Dip in Project Management	PhD (Stellenbosch Campus)
Postgrad Dip in Sustainable Development	PLEASE NOTE: BAccLLB, BAcc, BAccHonours and MAcc is scheduled on Wednesday 3 April at 17:00
BPAHonours	
BComHonours (but only Public and Development Management)	
MPhil (Development Finance, Environmental Management, Futures Studies, Management Coaching, Sustainable Development)	
MPA	
MBA	
PhD (Business School)	
PLEASE NOTE: BAccLLB, BAcc, BAccHonours and MAcc is scheduled on Wednesday 3 April at 17:00	

B. PROCEDURE AND GUESTS

1. All candidates (**excluding doctoral candidates, see point 2 below**) must report **at the back of the pavilion of the Danie Craven Stadium two hours** before the start of the ceremony to be lined up in the appropriate order (candidates' procession) and to receive the **announcement card that is handed to the Dean when crossing the stage**. For ceremonies in the morning, candidates gather behind the pavilion and for ceremonies in the afternoon, candidates sit on the pavilion on the side of the river. On arrival at the Danie Craven Pavilion, all candidates must already be in possession of their hired academic wear for the ceremony (see section C below for the hiring of academic wear). The formation of the candidates' procession will commence per faculty with the masters' degrees, then honours degrees, then postgraduate diplomas, then bachelors' degrees and then undergraduate diplomas.

Candidates who are not familiar with Stellenbosch, are advised to determine in advance the location of and route to Coetzenburg sport grounds and the Coetzenburg Centre. Candidates making use of public transport and/or will be travelling long distances to attend graduation ceremonies, should allow sufficient travelling time in case of unforeseen circumstances, such as buses or flights that may be delayed, road works that might cause delays, or vehicles that break down. Heavy traffic in Stellenbosch, especially at the Coetzenburg sport grounds, should also be taken into account. Finding parking (sometimes some distance from the venue) and hiring of the

academic wear might be time consuming. Candidates coming from very far are advised to rather arrive in Stellenbosch on the day prior to the ceremony.

2. **Doctoral candidates** must report in the **Barlow Room in the Jannie Marais homestead at Coetzenburg**, **1½ hours** before the start of the relevant ceremony. At that stage, all doctoral candidates should be in possession of their hired academic wear for the ceremony. The Jannie Marais homestead and “Die Stal”, where the academic wear is hired, form part of the same group of buildings. See section C below for the hiring of academic wear.
3. **Disabled or injured candidates** who would not be able to walk over the stage for awarding of their qualification (there are steps leading up to and down from the stage), should contact the Contact Centre by **Thursday 20 March** at tel number 021 808 9111 or email info@sun.ac.za to arrange for the awarding of the qualification in front of the stage.
4. The following arrangements are applicable to **admission tickets** for the **guests of candidates**:
 - Candidates up to **honours level** may each invite **two guests**, **masters’ candidates** may each invite **three guests** and **doctoral candidates** may each invite **four guests** to a graduation ceremony.
 - The admission tickets will be issued to candidates when they hire their academic wear at “**Die Stal**” at the **Jannie Marais-huis at Coetzenburg**. See section C below for the hiring of academic wear.
 - Guests arriving at the Coetzenburg Centre without admission tickets, will be requested to take seat in a lecture hall in the Sport Science building just behind the Coetzenburg Centre. The proceedings on the stage inside the Centre will be relayed to a big screen in the lecture hall. Should there be open seats available in the Coetzenburg Centre at the commencement of a ceremony, these guests will probably be moved to the Centre.
 - Guests arriving after the commencement of a ceremony, may – even with admission tickets – be placed in a lecture hall in the Sport Science building.
 - Preschool children should preferably not attend a ceremony. If it happens, such a child must also be in possession of an admission ticket and will therefore form part of the number of admission tickets that can be issued to a candidate.
5. To ensure the dignity of the occasion, all candidates, as well as their guests, are kindly requested not to leave the hall during the ceremony. Candidates whose circumstances make it impossible for them to be present for the full duration of the ceremony, are advised to consider receiving their qualifications **in absentia** (see section D for the application procedure). If guests would not be able to attend the full duration of the ceremony, it should be considered to rather not attend.
6. Candidates and their guests are kindly requested to only bring unflavoured water into the graduation venue, no cooldrinks or food, please. The Coetzenburg Centre is fitted with a special floor for indoor sporting events and sugary drinks and food falling on the floor might cause permanent damage to the surface.

C. ACADEMIC WEAR

1. In keeping with the dignity of the occasion, students are required to be decently dressed. Men should wear collared shirts. The wearing of a gown is compulsory.
2. The procedure for the hiring of academic wear (gowns and hoods) is as follows:
 - 2.1 All candidates must be in possession of their hired academic wear when they arrive at the pavilion of the Danie Craven Stadium at Coetzenburg two hours (1½ hours for doctoral candidates) before the start of the ceremony. The hiring takes place out of “**Die Stal**” at the **Jannie Marais homestead at Coetzenburg** on the following days and times:

Tuesday 2 to Thursday 4 April	07:00 – 21:00
Friday 5 April (hiring and returning)	07:00 – 10:00
Friday 5 April (for return only)	10:00 – 16:00

- 2.2 Candidates for the ceremonies of Tuesday afternoon, Wednesday afternoon and Thursday afternoon can hire their academic wear from **07:00** on the day of the ceremony. Candidates for the ceremonies of Wednesday morning, Thursday morning and Friday morning can already hire their academic wear from **15:00** on the previous day. Academic wear can also be hired on arrival for the ceremony, but the reporting time at the Danie Craven Pavilion should be kept in mind.
- 2.3 The tariff for the hiring of a gown and hood up to **master's level** will be **R230+R300 deposit = R530** and for **doctoral R330+R500 deposit = R830**. An additional hood for a previously awarded qualification can be hired for **R100 extra** (non-refundable). **Only cash** will be accepted and the R300 or R500 deposit is refundable when returning the hired academic wear at "Die Stal" after the ceremony. **Hired academic wear must be returned at "Die Stal" after completion of a graduation ceremony.**
- 2.4 Candidates holding one or more degrees from other universities may wear the corresponding hood(s) at the ceremony. If so, they should requisition the appropriate hood(s) from the relevant universities well in advance.

D. AWARDING OF DEGREES, DIPLOMAS AND CERTIFICATES IN ABSENCE

Candidates who are unable to attend the ceremony, can arrange for their degree, diploma or certificate to be awarded ***in absentia*** by completing the necessary request on www.mymaties.com **before Friday 22 March**. The graduation documentation will then automatically be sent by registered mail to their postal address on the University's data base after completion of all the ceremonies.

NB: Form available at www.mymaties.com >> Studies >> Absence from graduation ceremony

E. TAKING OF GRADUATION PHOTOGRAPHS

All local photographers have academic dress available for candidates wishing to have their graduation photographs taken. Information about family photos taken on the Coetzenburg terrain is available further on in this document. Three photos of each candidate are taken on the stage when the qualification is awarded, which can be ordered later. An order form will be sent to graduates after the ceremonies.

F. EXAMINATION RESULTS

The examination results will be officially released on **Friday 8 March at 14:00**.

Students may obtain their results:

1. by using the **student portal** at www.mymaties.com, or
2. by consulting the University's **automatic answering service** at 083 123 7777, or
3. by using the **cell phone** web application at <http://m.mymaties.com>

G. OUTSTANDING DEBTORS

All candidates who are to graduate, but who owe money to the University, are subject to the following resolutions:

1. Where the amount owing is in excess of R100,00, the sheath received by the candidate at the ceremony will contain an account for the said amount and a reminding letter for the payment thereof, instead of the official graduation documentation. Where the amount owing is less than R100,00, the candidate will receive the official graduation documentation.
2. To make it logistically possible for the University to issue candidates' graduation documentation at the ceremonies, candidates **must settle the outstanding amount by Friday 22 March at 12:00**.

We hope and trust that the attendance of a ceremony will be a pleasant experience for candidates, family and friends.

Dr Ronel Retief
REGISTRAR

8 February 2019

General Information

Procedure **two hours (1½ hours for doctoral)** prior to commencement of a ceremony:

Step 1: All candidates to timeously hire a gown and hood at “Die Stal” and obtain admission tickets for their guests.

Step 2: All candidates up to master’s level gather at the Danie Craven Pavilion and doctoral candidates in the Barlow Room. The procedure from step 3 onwards is only applicable to candidates up to master’s level.

Step 3: Procedure is explained and the names of all candidates are read out per faculty per qualification. Firstly all postgraduate qualifications, followed by the undergraduate qualifications.

Step 4: After your name was read, you proceed to the table to receive your announcement card, that is used during the ceremony by your Dean to read your name(s) and surname.

Step 5: All candidates are lined up in numerical order, in accordance with the number printed in the top right hand corner of the announcement card.

Step 6: Keep your hood in your hand as demonstrated in photo’s on the next page.

Step 7: Officials will take the candidates’ procession to the Coetzenburg Centre.

FAMILY PHOTOS



VENUE:

SPORT SCIENCE BUILDING, COETZENBURG

(BEHIND COETZENBURG CENTRE IN SPORT SCIENCE BUILDING (MAIN ENTRANCE))

Dates: 2, 3, 4 and 5 April

Times: 2 April (13:00 – 21:00), 3 and 4 April (07:30 – 21:00); 5 April (07:30 – 14:00)

4 x (20cm x 15cm) mini enlargements: **R180,00** for collection or **R220,00** for registered post.
Gown and hood available at studio.

Note: Photographs will only be taken after payment has been received.
Payments can be done at the studio: cash, snapscan or cheque.

Bookings

Administration Block A, Room 1013, or Tel: 021 808 3073 / 9260 / 3566 (08:00 – 16:30).

Directly after graduation ceremonies we will photograph candidates on first come basis, as we do not know precisely how late the graduation ceremonies will finish.

Candidates can book for any day, it does not have to be on their graduation day.

Official graduation photographers of Stellenbosch University

GRADUATION CEREMONY AND PROCEDURE ON STAGE



HOW TO CARRY THE HOOD

Place hood over left wrist with “V” facing top of arm



PHOTO A

Hold loose end of hood between thumb and index finger



PHOTO B

PHOTO C



RED NUMBERS ON STAGE (WHAT HAPPENS HERE)

1. Proceed up the stairs; hand your presentation card to the official. Your name will be read out.
2. Proceed to the person sitting behind the podium and bend forward to receive the “tap” on the head. Look slightly up and to your left for PHOTO A (photographer at red number 4) Ensure that your hair is not covering the left side of your face.
3. Proceed to the official standing further on, hold out your left arm and hood will be removed from your arm. Turn to the audience with your back to the official, who will drape the hood over your shoulders. Look slightly to your right for FOTO B and C (photographer at red number 5)
4. Proceed down the stairs. At the bottom you will receive your sheath with graduation documents and return to your original seat in the hall.

Please note: If you would like to receive your proof photo's via e-mail, please e-mail your student number, name and e-mail address to pacj@sun.ac.za or orders@scpsphoto.com

(Just note that students who are not studying further, will not have access to their student e-mail accounts from the beginning of the next year.)