



NOTICE

AWARDING OF DEGREES, DIPLOMAS AND CERTIFICATES (EXCLUDING DOCTORAL DEGREES)

DECEMBER 2014 AND MARCH 2015

This notice is being sent to ALL undergraduate final year students and postgraduate students up to master's level and would thus also be received by students who are not graduating at anyone of the undermentioned ceremonies. Undergraduate candidates who utilize and pass the second examination opportunity of a module in the November examinations, will receive their qualifications at the March 2015 Graduation Ceremonies. Doctoral degrees will be awarded at two special ceremonies for doctoral candidates only, in the Endler Hall of the Conservatory for Music and information in this regard is communicated in a special notice for doctoral ceremonies. Honorary doctorates will however still be awarded at the last ceremony on Friday morning in the DF Malan Memorial Centre at Coetzenburg.

A. VENUE, DATES AND TIMES (The dates and times of the March 2015 graduation ceremonies are stated at paragraph J.)

The awarding of degrees, diplomas and certificates (here-after referred to as qualifications) in **December 2014** will take place in the **DF Malan Memorial Centre** at **Coetzenburg** on the dates and at the times shown in the table below.

Each graduation ceremony will start punctually at the time indicated in brackets, but ALL GRADUATES have to arrive at the Danie Craven Stadium at least TWO HOURS earlier, already in possession of their hired academic wear. Candidates who arrive at the DF Malan Memorial Centre after the ceremony has commenced, will not be allowed to cross the stage and will receive their qualification *in absentia* (even if they have already hired their academic wear). Please take note of sections B and C.

1. 9 DECEMBER, TUESDAY (10:00)	Medicine and Health Sciences
2. 9 DECEMBER, TUESDAY (17:30)	Agrisciences Engineering
3. 10 DECEMBER, WEDNESDAY (10:00)	Economic and Management Sciences (Group B*)
4. 10 DECEMBER, WEDNESDAY (17:30)	Arts and Social Sciences
5. 11 DECEMBER, THURSDAY (10:00)	Science
6. 11 DECEMBER, THURSDAY (17:30)	Education Theology Military Science
7. 12 DECEMBER, FRIDAY (10:00)	Law Economic and Management Sciences (Group A*) Honorary Doctorates

***GROUPINGS**

Group A	Group B
PD Dip in Development Finance	PG Dip in Actuarial Science
PG Dip in Dispute Settlement	PG Dip in Financial Planning
PG Dip in Environmental Management	PG Dip in Marketing
PG Dip in HIV Aids Management	BCom
PG Dip in Leadership	BCom (Law)
PG Dip in Project Management	HonsBCom
PG Dip in Sustainable Development	MCom
HonsBPA	MPhil (all programmes not listed under Group A)
MPhil (Development Finance, Environmental Management, Future Studies, HIV Aids Management, Management Coaching, Sustainable Development)	
MPA	
MBA	
BAccounting	
BAccLLB	
HonsBAccounting	
MAccounting	

B. PROCEDURE AND GUESTS

- All candidates must report **at 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 will be presented to the Dean when crossing the stage.** For ceremonies in the morning, candidates stand at the back of 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 paragraph C below).

Candidates who are not familiar with Stellenbosch, are advised to determine in advance the location of and route to Coetzenburg and the DF Malan Memorial Centre. Candidates who will be making use of public transport and/or those who will be travelling long distances to attend graduation ceremonies, should allow sufficient travelling time to allow for flights or buses that may be delayed, road works that might cause delays, or vehicles that break down. Traffic congestion could occur in Stellenbosch, especially at the DF Malan Memorial Centre, that should be planned for. Parking (sometimes some distance from the venue) and hiring of academic wear could take up a lot of time. Candidates travelling from afar are advised to rather arrive in Stellenbosch the day before the ceremony. The visitor flats of the University can be booked for overnight stay during graduation ceremonies. See section I for more information in this regard.

Candidates who arrive with or without hired academic wear at the DF Malan Memorial Centre after the ceremony has commenced, will not be accommodated and will have to receive their qualification ***in absentia***.

2. **Disabled or injured candidates** who would not be able to cross the stage for awarding of the qualification (stairs must be negotiated to cross the stage), should kindly contact Dorothy van Kerwel by **Friday 28 November** at tel number 021 808 3729 or email dvk@sun.ac.za to arrange for the awarding of the qualification in front of the stage.
3. Candidates may invite up to **three guests** each to their respective ceremonies. No admission tickets are issued. The ceremonies are preferably not to be attended by children of preschool age.
4. In keeping with the dignity of the ceremony, all candidates, as well as their parents and friends, are 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 paragraph D for the application process). Guests who will find it impossible to attend the whole ceremony, should rather not attend the ceremony.
5. Candidates and their guests are requested to bring only unflavoured water into the venue, no food or cooldrinks, please. The DF Malan Memorial Centre contains a special floor for indoor sporting events and sugary drinks and food falling on the floor can cause damage to the surface.

C. DRESS AND ACADEMIC WEAR

1. In keeping with the dignity of the occasion, candidates are required to be decently dressed. Men should wear collar shirts. The wearing of a gown is compulsory.
2. **Candidates who arrive with or without hired academic wear at the DF Malan Memorial Centre after the ceremony has commenced, will not be accommodated and will have to receive their qualification *in absentia*.**
3. The procedure for the hiring of academic wear (gowns and hoods) is as follows:
 - 3.1 All candidates must already be in possession of their hired gowns and hoods when they arrive at the pavilion of the Danie Craven Stadium at Coetzenburg two hours prior to the start of the ceremony. The hiring takes place out of “Die Stal” in the Jannie Marais House at Coetzenburg on the following times:

Monday 8 December	10:00 – 16:00
Tuesday 9, Wednesday 10, Thursday 11 Dec	07:00 – 21:00
Friday 12 December (hiring and returns)	07:00 – 10:00
Friday 12 December (returns only)	10:00 – 16:00

- 3.2 Candidates for the ceremony of Tuesday morning 9 December can hire their academic wear on Monday 8 December. Candidates for other morning ceremonies can hire their academic wear from 15:00 on the previous day, and candidates for afternoon ceremonies can hire their academic wear from 07:00 on the day of the ceremony. Academic wear can also be hired at arrival for a ceremony. Due to the Oath Taking Ceremonies for undergraduate candidates of the Faculty of Medicine and Health Sciences, special arrangements, that were already communicated to them, are applicable.
- 3.3 The tariff for the hiring of a gown and hood will be **R200+R200 deposit = R400**. An additional hood for a previously awarded qualification can be hired for **R120 extra** (non-refundable). **Only cash** will be accepted and the R200 deposit is refundable when the hired academic wear is returned at “Die Stal” after the ceremony. **Hired academic wear must be returned at “Die Stal” immediately after the photo session after completion of a graduation ceremony.**
- 3.4 Candidates holding one or more degrees from other universities may wear the relevant 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 ABSENTIA*

Candidates who are unable to attend the ceremony can arrange for their degree, diploma or certificate to be awarded **in absentia** by completing the form on www.mymaties.com before **Friday 28 November**. The relevant graduation documentation will then automatically be posted to them after completion of all the ceremonies.

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

E. DEFERRAL OF AWARDING OF A QUALIFICATION TO THE MARCH CEREMONY

Candidates who qualify for the awarding of a degree, diploma or certificate at a December ceremony, but want to defer the awarding of the qualification to the March ceremony, should arrange the deferral by completing the relevant form on www.mymaties.com **before Friday 28 November**. Undergraduate candidates utilizing and passing a second examination opportunity in a module in November – and thus automatically graduating at a ceremony in March the following year – need not complete the form.

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

F. TAKING OF GRADUATION PHOTOGRAPHS

All local photographers have academic dress available for candidates wishing to have graduation photographs taken. During the graduation ceremony, candidates are photographed twice when the qualification is awarded and the photos can be ordered later. An order form is being sent to graduates after the ceremonies.

G. EXAMINATION RESULTS

The examination results will be officially released on **Friday 5 December 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>

H. OUTSTANDING DEBTORS

Candidates for graduation by whom fees or other moneys are owing 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 not contain the official graduation documents, but will, instead, contain an account for the outstanding amount and a letter demanding payment thereof. Where such amount owing is under R100,00, the candidate will receive the graduation documents.
2. To make it logistically possible for the University to issue candidates' graduation documents at the ceremony, candidates **must** for the purposes of:
 - the December ceremonies settle the outstanding amount **before 12:00 on 28 November 2014**.
 - the March 2015 ceremonies settle the outstanding amount **before 12:00 on 13 March 2015**.

I. UNIVERSITY ACCOMMODATION DURING DEGREE CEREMONIES

The visitor flats of the University can be booked for overnight stay during graduation ceremonies. For more information, contact the Letting Office at tel (021) 808 2895.

J. AWARDING OF DEGREES / DIPLOMAS / CERTIFICATES ON 23, 24, 25 AND 26 MARCH 2015

Undergraduate students who are utilizing the second examination opportunity in a module in the November examinations, will, if they qualify, receive their degrees, diplomas or certificates as follows at the **March ceremonies in 2015** in the DF Malan Memorial Centre. Postgraduate students up to master's level whose examining can be completed timeously, will likewise graduate as follows in **March 2015** (doctoral degrees, with the exception of Honorary Doctorates, will be awarded at two special graduation ceremonies in the Endler Hall of the Conservatory for Music and information in this regard is communicated in a special notice for doctoral ceremonies):

1. MONDAY 23 MARCH 2015 (17:00)	Education Law Medicine and Health Sciences Military Science
2. TUESDAY 24 MARCH 2015 (10:00)	Economic and Management Sciences: PG Dip Dispute Settlement, PG Dip Leadership, PG Dip HIV Aids Man, PG Dip Environmental Man, PG Dip Development Finance, PG Dip Project Man, PG Dip Sustainable Development, HonsBPA, MPhil (Management Coaching, HIV Aids Man, Environmental Man, Development Finance, Future Studies, Sustainable Development), MPA, MBA, BAcc, BAclLB, HonsBAcc, MAcc
3. TUESDAY 24 MARCH 2015 (17:00)	Economic and Management Sciences: PG Dip Actuarial Science, PG Dip Marketing, PG Dip Financial Planning, BCom (including Law), HonsBCom, MCom, MPhil (all programmes not listed at 10:00 the morning)
4. WEDNESDAY 25 MARCH 2015 (17:00)	Arts and Social Sciences
5. THURSDAY 26 MARCH 2015 (10:00)	Science Agrisciences Theology Engineering Honorary Doctorates

JA Aspelng
REGISTRAR
17 October 2014

General Information

Set up of all candidates prior to moving into the hall:

Step 1: All candidates to hire a gown and hood at Die Stal.

Step 2: All candidates assemble **in the pavilion at the Danie Craven Stadium.**

Step 3: Final announcements

Step 4: The names of all candidates are read out per faculty. Undergraduate qualifications first, then post graduates.

Step 5: After reading out of your name, proceed to table to be handed your presentation card. This will be used to read out your name at the graduation ceremony.

Step 6: You will be lined up in numerical order. Your specific number is printed on the top right hand corner of your presentation card.

Step 7: Keep gown in hand as shown on photo 1 and 2 (on the reverse side of this document)

Step 8: Proceed to DF Malan Memorial Centre and take up seat.

General:

- Silence cellphone - No smoking inside the hall.

FAMILY PORTRAITS



VENUE: SPORTS SCIENCE BUILDING COETZENBURG

(BEHIND DF MALAN HALL IN SPORT SCIENCE BUILDING (MAIN ENTRANCE))

Dates: 9, 10, 11 and 12 December

Times: 9, 10, 11 Dec (07:30 – 21:00); 12 Dec (07:30 – 14:00)

4 x (20cm x 15cm) mini enlargements: **R160,00** for collection or **R200,00** 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 or 021 808 3566 (08:00 – 16:30)

Directly after graduation on first come basis, as we do not know how late sessions finish.

Students can book for any day; does not have to be on their graduation day.

Official graduation photographers of Stellenbosch University

GRADUATION CEREMONY PROCEDURE ON STAGE



HOW TO CARRY HOOD

Place hood over left wrist with "V" facing top of arm



PHOTO A

Clasp loose end of hood between thumb and index finger



PHOTO B

PHOTO C



RED NUMBERS ON STAGE (WHAT HAPPENS HERE)

1. Proceed up the stairway; hand your presentation card to the official.
Your name will be read out.
2. Move to front of bench and bend forward to receive symbolic 'tap' on the head.
Do not shake hands.
(Ensure hair is clipped back, if necessary)
Look slightly up and to your left for PHOTO A (photographer @ 4) .
3. Move to the official on your left, hold your left arm – hood will be removed from your arm
Turn to audience, official will drape hood over your shoulders.
Look slightly to your right. (PHOTO B & C will be taken photographer positioned @ 5)
6. Proceed down stairs, at the bottom you will receive your quiver and return to your seat.

**NB: IF YOU WOULD LIKE TO RECEIVE PROOF PHOTO'S BY E-MAIL:
PLEASE E-MAIL STUDENT NUMBER / NAME AND E-MAIL ADDRESS.
TO: info @ ssfd.com (students who are not studing further,
will not have access to their student e-mails)**