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## NOTICE

### AWARDING OF DEGREES, DIPLOMAS AND CERTIFICATES (INCLUDING DOCTORAL DEGREES)

**DECEMBER 2017 (and the dates for MARCH 2018)**

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.

Undergraduate final year students who utilize and pass the second examination opportunity of a module in the November examinations, will receive their qualifications at the March 2018 Graduation Ceremonies. Please note that the dates and times of the March 2018 graduation ceremonies have been inserted in paragraph J for your convenience.)

#### A. VENUE, DATES AND TIMES

The awarding of degrees, diplomas and certificates (here-after referred to as qualifications) (including doctoral degrees and Honorary doctorates) in **December 2017** will take place in the **Coetzenburg Centre** at the **Coetzenburg sport grounds** 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 up to masters level must be at the pavilion of the Danie Craven Stadium TWO HOURS earlier**, already in possession of their hired academic wear. **Doctoral candidates** must be in the **Barlow Room** of the **Jannie Marais homestead 1½ hours** before the start of the ceremony, also in possession of their hired academic wear. Candidates who arrive at the Coetzenburg 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 read sections B and C further on carefully.

DATE AND TIME	CEREMONY
1. MONDAY 4 DECEMBER (17:30)	Science
2. TUESDAY 5 DECEMBER (10:00)	Medicine and Health Sciences
3. TUESDAY 5 DECEMBER (17:30)	Education
	Military Science
4. WEDNESDAY 6 DECEMBER (10:00)	Economic and Management Sciences (Group A*)
5. WEDNESDAY 6 DECEMBER (17:30)	Arts and Social Sciences ( <b>but only</b> Drama, Music and Visual Arts up to the doctoral degrees in these three fields)
	AgriSciences
	Law ( <b>excluding</b> BCom Law, BA Law and BAccLLB)
6. THURSDAY 7 DECEMBER (10:00)	Arts and Social Sciences ( <b>including</b> BA Law, <b>but excluding</b> Drama, Music and Visual Arts up to the doctoral degrees in these three fields)

DATE AND TIME	CEREMONY
7. THURSDAY 7 DECEMBER (17:30)	Theology
	Engineering
8. FRIDAY 8 DECEMBER (10:00)	Economic and Management Sciences (Group B*)
	Honorary Doctorates

**\*GROUPINGS for Faculty of Economic and Management Sciences**

Group A	Group B
Diploma in Public Accountability	PG Dip in Actuarial Science
PG Dip in Business Management and Administration	PG Dip in HIV Aids Management
PG Dip in Development Finance	PG Dip in Marketing
PG Dip in Dispute Settlement	PG Dip in Transport and Logistics
PG Dip in Environmental Management	BCom ( <b>including</b> Law)
PG Dip in Financial Planning	BComHonours ( <b>but excluding</b> Public and Development Management)
PG Dip in Futures Studies	MPhil (all programmes not listed under Group A)
PG Dip in Leadership Development	MCom
PG Dip in Project Management	PhD (Stellenbosch Campus)
PG Dip in Sustainable Development	
BPAHonours	
BComHonours ( <b>only</b> Public and Dev Managem)	
MPhil (Development Finance, Environmental Management, Futures Studies, Management Coaching, Sustainable Development)	
MPA	
MBA	
BAccounting	
BAccountingLLB	
BAccountingHonours	
MAccounting	
PhD (Business School)	

## B. PROCEDURE AND GUESTS

1. All candidates (**excluding doctoral candidates, see 2 below**) 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 form up 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 section C below).

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 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 Coetzenburg sport grounds, that should be kept in mind. Parking (sometimes some distance from the Coetzenburg Centre) and hiring of academic wear could take time. Candidates travelling from afar are therefore advised to rather arrive in Stellenbosch the day before 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 already be in possession of their hired academic wear. 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 cross the stage for awarding of the qualification (stairs must be negotiated to get up to and down from the stage), should kindly contact the **Contact Centre by Friday 24 November** at tel number **021 808 9111** or email [info@sun.ac.za](mailto:info@sun.ac.za) for special arrangements to be made for the awarding of the qualification in front of the stage.
4. Candidates up to **masters level** may invite up to **four guests** each to the ceremony. **Doctoral candidates** may each invite up to **five guests**. No admission tickets are issued. The ceremonies are preferably not to be attended by children of preschool age.
5. In keeping with the dignity of the ceremony, all candidates, as well as their guests, 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 section D for the application process). Guests who will find it impossible to attend the whole ceremony, should rather not attend the ceremony.
6. Candidates and their guests are also kindly requested to bring only unflavoured water into the venue, no food or cooldrinks, please. The Coetzenburg Centre contains a special floor for indoor sporting events that can be damaged by sugary drinks and food falling on it.

## C. ACADEMIC WEAR

1. In keeping with the dignity of the occasion, candidates are required to be decently and appropriately dressed. Men should wear collar 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 up to masters level must already be in possession of their hired academic wear when they arrive at the pavilion of the Danie Craven Stadium at Coetzenburg two hours prior to the start of the ceremony, as well as doctoral candidates when they arrive at the Barlow Room 1½ hours prior to the start of the ceremony. The hiring takes place out of "Die Stal" in the Jannie Marais homestead at Coetzenburg on the following times:

Monday 4 to Thursday 7 December	07:00 – 21:00
Friday 8 December (hiring and returns)	07:00 – 10:00
Friday 8 December (returns only)	10:00 – 16:00

- 2.2 Candidates for the ceremony of Monday afternoon 4 December can hire their academic wear as of 07:00 on the Monday morning. 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 on Monday 4 December for undergraduate candidates of the Faculty of Medicine and Health Sciences, special arrangements, that were already communicated to them by the Faculty, are applicable.

- 2.3 The tariff for the hiring of a gown and hood will be **R220+R300 deposit = R520 up to masters level**, and **R320+R500 deposit = R820 for doctoral**. 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 the hired academic wear is returned 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 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](http://www.mymaties.com) **before Friday 24 November**. The relevant graduation documentation will then automatically be posted to their postal address on the database of the University, after completion of all the ceremonies.

**NB: Form available at [www.mymaties.com](http://www.mymaties.com) >> Studies >> 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 who 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](http://www.mymaties.com) **before Friday 24 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](http://www.mymaties.com) >> Studies >> Absence from graduation ceremony**

#### **F. TAKING OF GRADUATION PHOTOGRAPHS**

Academic wear is available at all local photographers for the taking of graduation photographs. Information regarding the taking of family portraits on the Coetzenburg grounds is given further on in this document. During the graduation ceremony, three photographs of each candidate are taken on stage 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 1 December at 14:00**. Students may obtain their results:

1. by using the **student portal** at [www.mymaties.com](http://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 who still 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 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 24 November 2017**.
  - the March 2018 ceremonies settle the outstanding amount **before 12:00 on 9 March 2018**.

#### **I. UNIVERSITY ACCOMMODATION DURING DEGREE CEREMONIES**

Self catering guest flats of the University can be booked at reasonable tariffs for overnight stay during graduation ceremonies. For more information in this regard, contact telephone number 021 808 9568, or send an e-mail to [zenobiadavids@sun.ac.za](mailto:zenobiadavids@sun.ac.za)

## J. AWARDING OF DEGREES / DIPLOMAS / CERTIFICATES ON 19, 20, 22 AND 23 MARCH 2018

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 2018** in the Coetzenburg Centre. Postgraduate students up to **doctoral level** whose examining can be completed timeously, will likewise graduate as follows in **March 2018**:

DATE AND TIME	CEREMONY
1. MONDAY 19 MARCH 2018 (17:00)	Economic and Management Sciences: PG Dip Actuarial Science, PG Dip HIV Aids Man, PG Dip Marketing, PG Dip Transport and Log, BCom (including Law), BComHons (excluding Public and Development Man), MCom, MPhil, PhD (Stellenbosch Campus)
	Honorary Doctorates
2. TUESDAY 20 MARCH 2018 (10:00)	Theology
	Engineering
	Honorary Doctorates
3. TUESDAY 20 MARCH 2018 (17:00)	AgriSciences
	Medicine and Health Sciences
	Honorary Doctorates
4. THURSDAY 22 MARCH 2018 (10:00)	Arts and Social Sciences
	Honorary Doctorates
5. THURSDAY 22 MARCH 2018 (17:00)	Science
	Education
	Law
	Military Science
	Honorary Doctorates
6. FRIDAY 23 MARCH 2018 (10:00)	Economic and Management Sciences: Dipl in Public Accountability, PG Dip Business Man and Admin, PG Dip Development Finance, PG Dip Dispute Settlement, PG Dip Environmental Man, PG Dip Fin Planning, PG Dip Futures Studies, PG Dip Leadership Dev, PG Dip Project Man, PG Dip Sustainable Development, BPAHons, BComHons (only Public and Dev Man), MPhil (Development Finance, Environmental Man, Futures Studies, Management Coaching, Sustainable Development), MPA, MBA, BAcc, BAccLLB, BAccHons, MAcc, PhD (Business School)
	Honorary Doctorates

# General Information

Procedure **two hours** prior to commencement of a ceremony for candidates up to Masters level:

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

**Step 2:** All candidates gather at the Danie Craven Pavilion.

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

**Step 4:** After your name was read, you proceed to the table to receive your announcement card (the card 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:** Proceed to the Coetzenburg Centre and take your seat. Officials will give directions.

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## FAMILY PORTRAITS



### VENUE:

### SPORT SCIENCE BUILDING, COETZENBURG

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

**Dates:** 4, 5, 6, 7 and 8 December

**Times:** 4 Dec (13:00 – 21:00), 5, 6, 7 Dec (07:30 – 21:00); 8 Dec (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

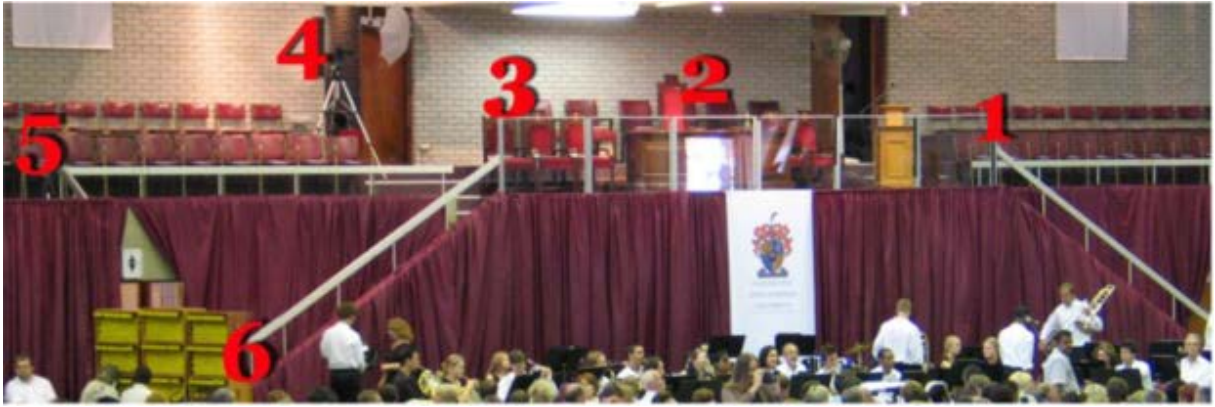
Administration Block A, Room 1013, or Tel: 021 808 3073 / 9260 / 3566 (08:00 – 16:30).

Directly after graduation 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

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. Proceed to the person sitting behind the bench 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](mailto:pacj@sun.ac.za) or [orders@scpsphoto.com](mailto:orders@scpsphoto.com) (Take 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.)