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NOTICE

AWARDING OF DEGREES, DIPLOMAS AND CERTIFICATES (EXCLUDING DOCTORAL DEGREES): MARCH 2016

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 Thursday morning in the Coetzenburg Centre at the Coetzenburg sport grounds. This notice is being sent to ALL undergraduate final year students and postgraduate students up to master's level and thus does not serve the purpose of confirmation of acquiring of the qualification.

A. VENUE, DATES AND TIMES

The awarding of degrees, diplomas and certificates (hereafter referred to as **qualifications**) (excluding doctoral degrees but including honorary doctorates) in **March 2016** 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 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. 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. MONDAY 14 MARCH (10:00)	Science AgriSciences Theology Engineering
2. TUESDAY 15 MARCH (10:00)	Economic and Management Sciences (Group A*)
3. TUESDAY 15 MARCH (17:00)	Education Law Medicine and Health Sciences Military Science
4. WEDNESDAY 16 MARCH (17:00)	Economic and Management Sciences (Group B*)
5. THURSDAY 17 MARCH (10:00)	Arts and Social Sciences Honorary Doctorates

*GROUP ALLOCATION for Faculty of Economic and Management Sciences

Group A	Group B
Postgraduate Diplomas (Business Man and Admin, Development Finance, Dispute Settlement, Environmental Management, Futures Studies, HIV/Aids Management, Leadership, Project	Postgraduate Diploma in Actuarial Science

Management, Sustainable Development)	
HonoursBPA	Postgraduate Diploma in Financial Planning
MPhil (Development Finance, Environmental Management, Futures Studies, HIV/Aids Management, Management Coaching, Sustainable Development)	Postgraduate Diploma in Marketing
MPA	BCom (including Law)
MBA	HonoursBCom
BAccounting	MCom
BAccountingLLB	MPhil (all fields of study not listed under Group A)
BAccountingHonours	
MAccounting	

B. PROCEDURE AND GUESTS

1. All candidates 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 in this regard).

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.

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

2. **Disabled or injured candidates** who would not be able to negotiate the steps leading to the stage for awarding of the relevant qualification, should contact Nikki Malan by **Friday 4 March** at tel number 021 808 3729 or email nikkimalan@sun.ac.za to arrange for the awarding of the qualification in front of the stage.
3. Candidates may each invite up to **four guests** to the ceremony. No admission tickets are issued. The ceremonies are preferably not to be attended by children of preschool age.
4. 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.
5. Candidates and their guests are kindly requested to only bring unflavoured water into the graduation venue, no cold drinks 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. DRESS AND ACADEMIC WEAR

1. In keeping with the dignity of the occasion, students are required to be decently 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 must 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. The hiring takes place out of “**Die Stal**” in the Jannie Marais house at Coetzenburg on the following times:

Monday, 14 March	07:00 – 21:00
Tuesday, 15 March	07:00 – 21:00
Wednesday, 16 March	07:00 – 21:00
Thursday, 17 March (hiring and returning)	07:00 – 10:00
Thursday, 17 March (for return only)	10:00 – 16:00

- 2.2 Candidates for the ceremony of Monday morning 14 March can hire their academic wear from 07:00 the Monday morning. Candidates for the ceremony of Tuesday morning 15 March can hire their academic wear on Monday 14 March from **15:00**. Candidates for the ceremonies of the afternoon of Tuesday and Wednesday can hire their academic wear from **07:00** on the day of the ceremony. Candidates for the ceremony of Thursday morning 17 March can hire their academic wear on Wednesday 16 March from **15:00**. Academic wear can also be hired on arrival for the ceremony.
- 2.3 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 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 form on www.mymaties.com before **Friday 4 March**.

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 **Thursday 3 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 letter demanding 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 4 March at 12:00**.

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

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 on the Danie Craven Pavilion

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: Proceed to Coetzenburg Centre and take up seat.

General:

- Put off all cell phones - No smoking inside the hall.

FAMILY PORTRAITS

Official graduation photographers of Stellenbosch University



VENUE: SPORTS SCIENCE BUILDING COETZENBURG

BEHIND COETZENBURG CENTRE IN SPORT SCIENCE BUILDING (MAIN ENTRANCE)

Dates: 14, 15, 16 and 17 March

Times: **14** (08:00 – 14:00); **15, 16** (08:00 – 21:00); **17** (08:00 – 13:00)

4 (20cm x 15cm) mini enlargements **R160** (collect) or **R200** for registered post

Incl: gown, cap, hood

Bookings

Administration Block A Room 1013 or Tel: 021 808 3073 or 021 808 9260 (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.

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)**