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## NOTICE

### AWARDING OF DEGREES, DIPLOMAS AND CERTIFICATES (INCLUDING DOCTORAL DEGREES): MARCH 2017

**This notice is being sent to ALL undergraduate final year students and postgraduate students and will therefore also be received by students who are not graduating at any of the ceremonies. This notice thus does not serve as confirmation of acquirement of the qualification.**

#### A. VENUE, DATES AND TIMES

The awarding of degrees, diplomas and certificates (hereafter referred to as **qualifications**) (including doctoral degrees and honorary doctorates) in **March 2017** 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 Coetzenburg Club Room behind the pavilion **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 14 MARCH (17:00)	AgriSciences Medicine and Health Sciences
2. WEDNESDAY 15 MARCH (10:00)	Theology Engineering
3. WEDNESDAY 15 MARCH (17:00)	Arts and Social Sciences
4. THURSDAY 16 MARCH (10:00)	Science Education Law Military Science
5. THURSDAY 16 MARCH (17:00)	Economic and Management Sciences ( <b>Group A*</b> )
6. FRIDAY 17 MARCH (10:00)	Economic and Management Sciences ( <b>Group B*</b> ) Honorary Doctorates

**\*GROUP ALLOCATION for Faculty of Economic and Management Sciences**

<b>Group A</b>	<b>Group B</b>
Postgraduate Diplomas (Business Man and Admin, Development Finance, Dispute Settlement, Environmental Management, Financial Planning, Futures Studies, Leadership Development, Project Management, Sustainable Development)	Postgraduate Diploma in Actuarial Science
HonoursBPA	Postgraduate Diploma in HIV / Aids Management
MPhil (Development Finance, Environmental Management, Futures Studies, 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	PhD (Stellenbosch Campus)
MAccounting	
PhD (Business School)	

**B. PROCEDURE AND GUESTS**

- 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).

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*.

- Doctoral candidates** must report in the **Coetzenburg Club Room in the pavilion of the Danie Craven Stadium** 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 (see section C below for hiring of academic wear).
- 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 the Contact Centre by **Friday 3 March** at tel number 021 808 9111 or email [info@sun.ac.za](mailto:info@sun.ac.za) to arrange for the awarding of the qualification in front of the stage.
- Candidates up to **masters level** may each invite up to **four guests** 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. 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. DRESS AND 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” in the Jannie Marais house at Coetzenburg on the following days and times:

Monday 13 March	08:00 – 17:00
Tuesday 14 March	07:00 – 21:00
Wednesday 15 March	07:00 – 21:00
Thursday 16 March	07:00 – 21:00
Friday 17 March (hiring and returning)	07:00 – 10:00
Friday 17 March (for return only)	10:00 – 16:00

- 2.2 Candidates for the ceremony of Tuesday afternoon 14 March can hire their academic wear from **08:00** the Monday morning. Candidates for the ceremonies of Wednesday morning, Thursday morning and Friday morning can already hire their academic wear the previous day from **15:00**. Candidates for the ceremonies of the Tuesday afternoon and Wednesday afternoon can hire their academic wear from **07:00** on the day of the ceremony. 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 **masters level** will be **R220+R300 deposit = R520** and for **doctoral R320+R500 deposit = R820**. An additional hood for a previously awarded qualification can be hired for **R140 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](http://www.mymaties.com) before **Friday 3 March**. The graduation documentation will then automatically be sent to their postal address on the University’s data base after completion of all the ceremonies.

**NB: Form available at [www.mymaties.com](http://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 2 March 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>

#### **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 3 March at 12:00.**

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

Dr Ronel Retief  
**REGISTRAR**

**6 February 2017**

## 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.

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# 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** (13:00 – 21:00); **15, 16** (07:30 – 21:00); **17** (07:30 – 14:00)

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)**