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STELLENBOSCH  
UNIVERSITY

100  
1918 - 2018



2020 MARCH/APRIL GRADUATION

*Information Guide*

*saam vorentoe • forward together • masiye phambili*

## PLEASE NOTE

This Graduation Information Guide is sent to ALL undergraduate final - year students, and postgraduate students irrespective of whether they will graduate at one of the 2020 graduation ceremonies or not.

Receiving this information guide 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.

Qualifying graduands will receive an e-mail notification regarding graduation. Programme and graduate name lists will further be uploaded early in March 2020.



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# I. GENERAL INFORMATION



## I.1 Venue Details

- The awarding of degrees, diplomas and certificates (including doctoral degrees and Honorary doctorates) will take place in the:
  - ⇒ **Coetzenburg Centre (Coetzenburg Sport Grounds)**  
Suidwal Road, Coetzenburg  
Stellenbosch, 7601  
South Africa
  - ⇒ **Coordinates:** 33°56'25"S 18°52'16"E
  - ⇒ For **Campus map**, click **HERE**.
- Please see pages 3-4 for the specific ceremony details.

## I.2 University Accommodation

- University accommodation (self-catering flats) can be booked at reasonable rates for overnight stay during graduation ceremonies.
- For more information please contact Ms Zenobia Davids on 021 808 9568, or send an e-mail to zenobiadavids@sun.ac.za

## I.3 Contact Information

- Please contact the Client Services Centre at 021 808 9111 or email [info@sun.ac.za](mailto:info@sun.ac.za) for any assistance.

 For more information please visit our graduation page by clicking **HERE**.



## I.4 Special Arrangements

- Please note that the degrees of disabled or injured candidates will be conferred below the stage area.
- Special requests for the following must be sent to [graduation@sun.ac.za](mailto:graduation@sun.ac.za):
  - ⇒ Graduands who would not be able to cross the stage
  - ⇒ Graduands or guests that require the services of a sign language interpreter. Please note the venue is not equipped with a screen, arrangements will be made for the interpreter to be seated with the graduate or guests.
  - ⇒ Guests who need special arrangements due to health reasons
  - ⇒ Guests in wheelchairs - reserve a place for a wheelchair next to the chair of a partner.

Please forward all requests before **Wednesday, 25 March 2020**.



## I.5 Ceremony Details - March/April 2020



### Arts and Social Sciences

Tuesday,  
31 March 2020  
(09:00)



### Medicine & Health Sciences

Tuesday,  
31 March 2020  
(17:30)



### Military Science

Tuesday,  
31 March 2020  
(17:30)



### Education

Wednesday,  
1 April 2020  
(09:00)



### Law

Wednesday,  
1 April 2020  
(09:00)



### Science

Wednesday,  
1 April 2020  
(09:00)



### Engineering

Wednesday,  
1 April 2020  
(17:30)



### Theology

Wednesday,  
1 April 2020  
(17:30)



### AgriSciences

Friday,  
3 April 2020  
(09:00)



See page 4 for  
Economic &  
Management  
Sciences





## Economic and Management Sciences

### Group A Thursday, 2 April 2020 (09:00)

BCom (including Law but excluding Financial Accounting and Management Accounting)

Postgrad Diplomas (Actuarial Science; HIV / Aids Management; Marketing; Transport and Logistics)

BComHonours (excluding Public and Development Management)

MCom (excluding Public and Development Management)

MPhil (all programmes not listed under Group C)

PhD (Stellenbosch Campus)

### Group B Thursday, 2 April 2020 (13:00)

BAccounting

BAccountingLLB

BCom Financial Accounting

BCom Management Accounting

BAccountingHonours

MAccounting

### Group C Thursday, 2 April 2020 (17:30)

Diploma in Public Accountability

PG Diplomas (Business Management and Administration; Development Finance; Dispute Settlement; Environmental Management; Financial Planning; Futures Studies; Leadership Development; Project Management; Sustainable Development)

BComHonours (only Public and Development Management)

BPAHonours

MPhil (Development Finance; Environmental Management; Futures Studies; Management Coaching; Sustainable Development)

MPA

MBA

PhD (USB and SPL)



## I.6 Faculty of Medicine and Health Sciences

### Pledge Ceremony

Undergraduate Health Sciences graduands (MBChB, BOccTher, BScDiet, BScPhysio, and BSL and HT)

**Date:** Tuesday, 31 March 2020

**Arrival Time:** 10:00

**Venue:** Foyer of the JN de Villiers Committee Room, Dean's Division, Clinical Building, Tygerberg Campus

**Activity:** Students must report at the foyer of the JN de Villiers Committee Room to be allocated seating for the Pledge Ceremony and to receive information on the proceedings during the ceremony. Graduands are kindly requested to report on time.

**Ceremony Time:** 10:30

**Activity:** Pledge signing, certificate ceremony, and reception for students and parents

**Venue:** JN de Villiers Committee Room, Dean's Division, Clinical Building, Tygerberg Campus

**i** For further information, please contact Mrs Salot Hanekom at [salot@sun.ac.za](mailto:salot@sun.ac.za) or on 021 938 9487

**Please note** that in accordance with Safety Regulations and in the interest of all graduands and their guests, the seating capacity of the venue may not be exceeded. Therefore we can only accommodate a maximum of **2 guests** per graduand.





## 2. BEFORE THE CEREMONY



### 2.1 Qualifying for Graduation

- You must fulfil all requirements for your certificate, diploma or degree, in order to graduate.
- Please note that errors do occur and the onus is on you to verify that you fulfil all the requirements for graduation.
- Please contact the Client Services Centre at 021 808 9111 or email [info@sun.ac.za](mailto:info@sun.ac.za) for confirmation.

### 2.2 Examination Results

- The examination results will be officially released on **Friday, 6 March 2020 at 14:00.**
- Students may obtain their results:
  - ⇒ by using the student portal at [www.mymaties.com](http://www.mymaties.com), or
  - ⇒ by consulting the University's automatic answering service at 083 123 7777, or
  - ⇒ by using the cellphone web application at <http://m.mymaties.com>

**i** Please ensure that your name and surname are correct on the Student Portal, as replacement certificates will be at the student's own cost.



## 2.3 Outstanding Fees

- Candidates who have outstanding fees are subject to the following:
  - ⇒ 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 requesting payment thereof.
- To make it possible for the University to issue candidates' graduation documents at the ceremony, candidates must for the purposes of the March/April 2020 ceremonies settle the outstanding amount before 12:00 on Friday, 20 March 2020.
- Please contact Student Fees at 021 808 4521/4913 or via email at [studentaccounts@sun.ac.za](mailto:studentaccounts@sun.ac.za) to make arrangements.

 Click [HERE](#) for more information on student fees.



## 2.4 Graduation Deferral

- Graduation deferral is not allowed for the March/April graduation cycle.
- Undergraduate candidates who utilised and passed a second examination opportunity in a module in the November 2019 examination cycle and upon completing all requirements for the programme will automatically graduate at a ceremony in March/April 2020.

## 2.5 Graduating 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, 20 March 2020.
- Please make arrangements for the collection of the relevant graduation documentation after completion of all the ceremonies by sending a request to [graduation@sun.ac.za](mailto:graduation@sun.ac.za).

 Visit: [www.mymaties.com](http://www.mymaties.com) >> Studies >> Absence from graduation



## 2.6 Graduation Attire

### General Information

- In keeping with the dignity of the occasion, candidates are required to be decently and appropriately dressed.
- All graduands are required to wear the prescribed academic attire.
- The wearing of a gown is compulsory.
- Candidates can hire their academic attire from Dippenaar and Reinecke, who has been appointed by the University to issue academic attire.
- Candidates holding degree(s) 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.

### Rental Venue - Stellenbosch Campus

- Dance Hall in the Sport Science Building at Coetzenburg

### Contact Details

**Tel:** (012) 343 2945 / 7

**Fax:** (012) 343 2559

**Email:** [admin@diprei.com](mailto:admin@diprei.com)



## Rental Dates and Times – Stellenbosch Campus

DATES	TIME
Monday, 30 March 2020	10:00 – 16:00
Tuesday, 31 March - Thursday, 2 April 2020	07:00 – 21:00
Friday, 3 April 2020	07:00 – 09:00
Friday, 3 April 2020 (returns only)	09:00 – 16:00

**Venue: Dance Hall, Sport Science Building, Coetzenburg**

### Tariffs

DESCRIPTION	PRICE
<b>Undergraduate, Honours &amp; Masters</b>	
Outfit (gown and hood)	R 240.00 (non-refundable)
Gown only	R 230.00 (non-refundable)
Hood only	R 100.00 (non-refundable)
Refundable deposit	R 300.00
<b>Doctorate</b>	
Outfit (gown and hood)	R 340.00 (non-refundable)
Gown only	R 280.00 (non-refundable)
Hood only	R 200.00 (non-refundable)
Refundable deposit	R 500.00

Only cash will be accepted and the deposit is refundable when the hired academic wear is returned after the ceremony.

An additional hood for a previously awarded degree can be hired additionally - R100 (non-refundable)



## 2.7 Graduation Ceremony Tickets

Graduand and guest admission tickets will be emailed to graduands by **Tuesday, 24 March 2020**.

### Undergraduate Students

Please check your official "@sun" student email account for the admission tickets.

### Postgraduate Students

Please check the email account registered on the Student Information System

**i** Please check your spam / junk email folder should you not have received it by **24 March 2020**.

### Guest Admission Tickets

**Certificates, Diplomas and Undergraduate Degrees:** Each graduate may invite two (2) guests to the graduation ceremony

**Postgraduate Diplomas and Honours Degrees:** Each graduate may invite two (2) guests to the graduation ceremony

**Masters' Degrees:** Each graduate may invite three (3) guests to the graduation ceremony

**Doctoral Degrees:** Each graduate may invite four (4) guests to the graduation ceremony

Due to the local by-laws (population certificate requirements), we have very limited guest tickets. Regrettably, no additional tickets are available for any of the graduation ceremonies.

Guests without tickets, will be accommodated in the overflow venues in the Sports Science Building. They can follow the proceedings via live streaming. Once we have ascertained if there is sufficient seating in the Coetzenburg Centre, guests in the overflow venues may be invited to the Centre. Please note this cannot be guaranteed.

### What to do with your tickets

- Tickets can be printed or saved to cell phones and must be shown at the door.
- Duplicated tickets will not be accepted.
- These arrangements applies to both graduands and guests.



## 2.8 Arrival Time

### General Information

- Each graduation ceremony will start punctually at the time indicated on pages 3-4.
- All candidates must be in possession of their hired academic attire upon arrival. Please see page 9-10 for further details.
- 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).
- Guest arriving late will be accommodated in the overflow venues.

### All graduates up to Master's level

- Please note that graduands are **NO** longer required to report at the pavilion of the Danie Craven Stadium prior to the ceremony. Graduands must proceed directly to the Coetzenburg Centre **1 hour prior** to the commencement of the ceremony, already in possession of their hired academic wear. You will receive your announcement card at this point. Graduands are kindly requested to be seated **45 minutes** before the start of the ceremony.

### Doctoral Candidates

- Doctoral candidates must report to the Barlow Room in the Jannie Marais homestead at Coetzenburg, **1 hour prior** to the commencement of the ceremony.



## 3. DURING THE CEREMONY



### 3.1 Seating and Venue Protocol

- Guests arriving at the Coetzenburg Centre without admission tickets, will be requested to take seat in the overflow venue.
- Guests arriving after the commencement of a ceremony, even with admission tickets, may be requested to take seat in the overflow venues.
- The proceedings on the stage inside the Centre will be relayed to a big screen in the overflow venue.
- Preschool children should preferably not attend the ceremonies. 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.
- 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 and their guests are also kindly requested to bring only unflavoured water into the venue, **no food or other beverages are allowed in the venue.**
- Doors will open 1.5 hours prior to the ceremony for graduands. **Graduands are kindly requested to be seated 45 minutes before the start of the ceremony.**
- Doors will open 1 hour prior to the ceremony for guests.
- Ushers will be on hand to assist both graduands and guests to their seats
- Please note that the doors will be closed 15 minutes prior to the start of the ceremony.





### 3.2 Carrying the Degree Hood



**STEP 1**  
Place hood over left wrist with "V" facing top of arm.



**STEP 2**  
Clasp loose end of hood between thumb and index finger:

### 3.3 Carrying the Certificate / Diploma Hood



**STEP 1**  
Place hood over left wrist with "V" facing top of arm.



**STEP 2**  
Clasp loose end of hood between thumb and index finger:

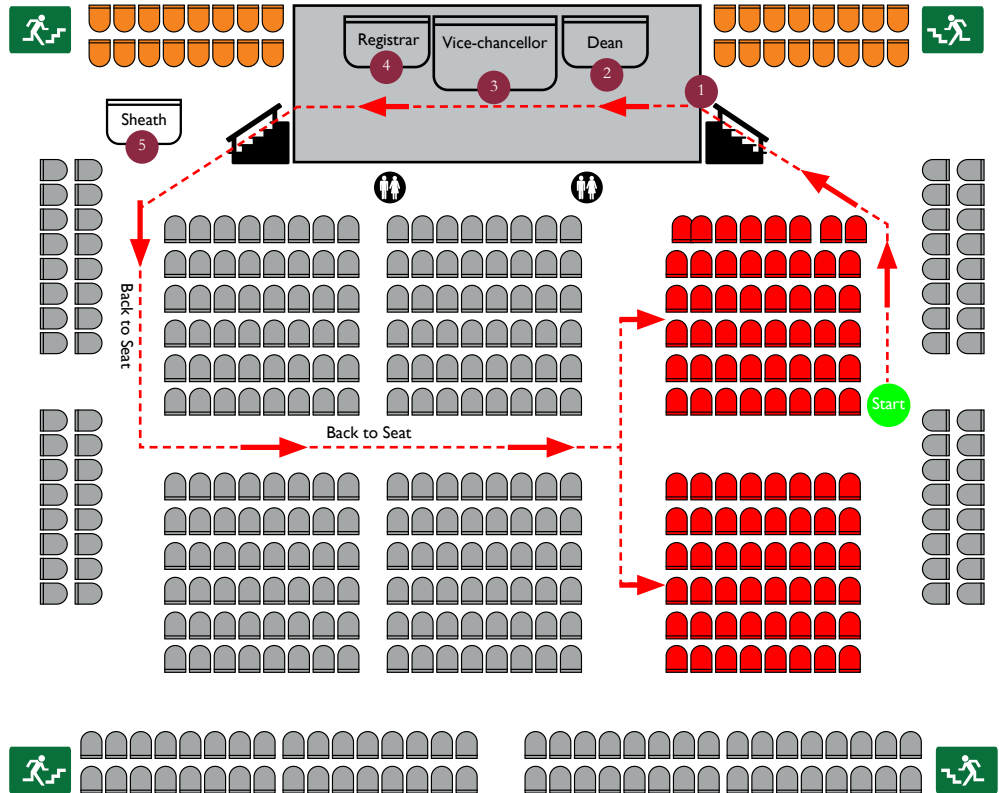


### 3.4 Graduation Walking Plan

**Start** Please line-up at this point in the correct sequence. A staff member will assist you.

- 1 Proceed up the stairway and hand your presentation card to the official.
- 2 Your name will be read out by the official.
- 3 Proceed to point 3 and bend forward to receive the "tap" on the head. Look slightly up to your left for your first photo (ensure that your hair is not covering the left side of your face).
- 4 Proceed to the official standing at point four. Hold out your left arm for the hood to be removed. (see page 15) Turn to the audience with your back to the official, who will drape the hood over your shoulders. Look slightly to your right for your second photo.
- 5 Proceed down the stairs. At the bottom you will receive your sheath with graduation documents. Please return to your original seat.

**i** What to expect on stage at Graduation?  
[CLICK HERE](#) for a demo.



Guest

Graduands

Academic

Follow these steps

Stairs

Restrooms

Exit/Entrance



## 4. AFTER THE CEREMONY



### 4.1 Photography

- Photographs will be taken during and after the ceremony by the University's official photographers, currently Stellenbosch Centre for Photographic Services.
- During the graduation ceremony, three photographs of each candidate will be taken on stage when the qualification is awarded. An order form will be sent to graduates after the ceremonies. Alternatively access the form by clicking [HERE](#).
- The photographers will be available to take photographs prior to the graduation ceremony and after the ceremony at the Sport Science Building at Coetzenburg.

#### Dates and times:

31 March 2020 – 2 April 2020: 07:30 to 20:30

03 April 2020: 07:30 to 13:00

- Graduates should deal directly with Stellenbosch Centre for Photographic Services once the photographs have been taken.

#### Contact Details

Cell: 083 492 7616

Tel: 021 808 3073 / 9260

Email: [pacj@sun.ac.za](mailto:pacj@sun.ac.za) OR [orders@scpsphoto.com](mailto:orders@scpsphoto.com)

Website: [www.scpsphoto.co.za](http://www.scpsphoto.co.za)

Bookings: (08:00 – 16:30)

Stellenbosch University, Admin A, Room 1013, Ryneveld Street





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## Registrar's Division

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*Administration A Building, Victoria Street, Stellenbosch*

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