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NOTICE

AWARDING OF DEGREES, DIPLOMAS AND CERTIFICATES: DECEMBER 2011 AND MARCH 2012

KINDLY NOTE: This notice is being sent out to ALL undergraduate final year students and postgraduate students and would thus also be received by students who are not graduating at one of the undermentioned ceremonies. Undergraduate candidates who utilize and pass the second examination opportunity of a module in the November examinations, shall receive their qualifications at the March 2012 Graduation Ceremonies.

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

The awarding of degrees, diplomas and certificates (here-after referred to as qualifications) in **December 2011** will take place in the **DF Malan Memorial Centre** at **Coetzenburg** on the dates and at the times shown below:

1. TUESDAY 6 DECEMBER (10:00)	Health Sciences
2. TUESDAY 6 DECEMBER (17:30)	Science
3. WEDNESDAY 7 DECEMBER (10:00)	Education Theology Military Science
4. WEDNESDAY 7 DECEMBER (17:30)	Law Economic and Management Sciences (Group A*)
5. THURSDAY 8 DECEMBER (10:00)	Agrisciences Engineering
6. THURSDAY 8 DECEMBER (17:30)	Economic and Management Sciences (Group B*)
7. FRIDAY 9 DECEMBER (10:00)	Arts and Social Sciences Honorary Degrees

***GROUPING**

Group A	Group B
B en AHons	PG Dip in Actuarial Science
BPAHons	PG Dip in Financial Planning
BPhil (Sustainable development)	PG Dip in HIV (Aids Man)
MPhil (Environmental Management, Future Studies, Sustainable Development, Management Coaching)	PG Dip in Marketing
MBA	BComm
MPA	BComm (Law)
MDevelopmentFinance	BPhil
PhD (Bellvillepark Campus)	BCommHons
BAcc	BEconHons
BAccLLB	MComm
BAccHons	MPhil
MAcc	PhD (Stellenbosch Campus)
PG Dip in Accounting	DAdmin
PG Dip in Auditing	DComm
PG Dip in Dispute Settlement	

B. PROCEDURE AND GUESTS

1. All candidates, **except doctoral candidates**, must report **in the pavilion at the Danie Craven Stadium two hours** before the start of the ceremony – candidates sit in the pavilion on the side of the river - to be lined up in the appropriate order (candidates' procession). At that stage, all candidates must be in possession of their hired academic wear for the ceremony (see paragraph C below).
2. **Doctoral candidates** must report in the **Coetzenburg Club Room in the pavilion of the Danie Craven Stadium 1½ hours** before the start of the relevant degree ceremony. At that stage, all doctoral candidates must be in possession of their hired academic wear for the ceremony (see paragraph C below).
3. **Disabled or injured candidates** who would not be able to cross the stage for awarding of the relevant qualification, should kindly contact Dorothy van Kerwel by **Friday 25 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.
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).

5. Candidates up to master's level may invite up to **three guests** each to their respective ceremonies. Doctoral candidates may each invite up to **five guests**. No admission tickets will be issued. The ceremonies are preferably not to be attended by children of preschool age.

C. DRESS AND ACADEMIC DRESS

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 gowns and hoods/scarves is as follows:
 - 2.1 All candidates must be in possession of their hired gowns and hoods/scarves when they present themselves in 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:

Friday, 2 December	10:00 – 16:00
Saturday, 3 December	10:00 – 14:00
Monday, 5 December	10:00 – 16:00
Tuesday, Wednesday, Thursday, 6,7,8 December	07:00 – 21:00
Friday, 9 December	07:00 – 16:00
Saturday, 10 December (for return only)	08:00 – 12:00

Candidates for morning ceremonies are advised to hire their academic wear on a previous day. Specific arrangements were made for undergraduate candidates of the Faculty of Health Sciences, that were already communicated to them.

- 2.2 The tariff for the hiring of a gown and hood/scarf will be **R120+R200 deposit = R320** (R180+R300 = R480 for doctoral). An additional hood/scarf for a previously awarded qualification can be hired for **R70 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 can be returned at "Die Stal" at any time during the times indicated at 2.1 above.
- 2.3 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. AWARD 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 **Saturday 26 November**.

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

E. DEFERRAL OF AWARDING OF QUALIFICATION

Some candidates who qualify for the awarding of a degree, diploma or certificate at a December ceremony may wish to defer the awarding of the qualification to the March ceremony. They should arrange the deferral by completing the form on www.mymaties.com before **Saturday 26 November**. Undergraduate candidates utilizing and passing a second examination opportunity in a module in November – and thus graduating at a ceremony in March the next year – need not complete the form.

NB: Form available at www.mymaties.com >>My 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. Photos of each candidate are taken in the hall when the qualification is awarded, which 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, 2 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

Students in their final year by whom fees or other moneys are owing to the University are subject to the following resolutions, adopted by the University Council:

1. Where the amount owing is R500,00 or less, the examination results shall be made known and the candidate will be permitted to attend the ceremony. Where such amount owing is over R100,00, the sheath received by the candidate at the ceremony shall however not contain the qualification (and associated formal academic documents) but shall, instead, contain an account for the said amount and a letter demanding payment thereof. Where such amount owing is under R100,00, the candidate shall receive the formal academic documents.
2. Where the amount owing is in excess of R500,00, the candidate shall not be permitted to attend the ceremony, nor shall such candidate receive the abovementioned academic documents until after such full settlement.

To make it logistically possible for the University (i) to announce their results in the press, and (ii) to include their names in the graduation day programme, candidates **must** for the purposes of:

- the December ceremonies settle the outstanding amount **before 12:00 on 25 November 2011**.
- the March ceremonies settle the outstanding amount **before 12:00 on 17 February 2012**.

I. ACCOMMODATION DURING DEGREE CEREMONIES

Residences and houses of the University can be utilized for overnight stay during the degree ceremonies. For more information, contact Mrs Mathilde Bekaardt at tel (021) 808 4547. Brochures can also be obtained by e-mail from mbekaardt@sun.ac.za

J. AWARDING OF DEGREES / DIPLOMAS / CERTIFICATES ON 26, 27, 28 AND 29 MARCH 2012

Undergraduate students who are utilizing the second examination opportunity in a module in the November examinations, will, if they qualify, receive their degrees / diplomas / certificates at the **March ceremonies in 2012**. Postgraduate students whose examining can be completed timeously, will likewise graduate in **March 2012**, as follow:

1. MONDAY 26 MARCH 2012 (16:30)	AgriSciences Economic and Management Sciences: BPhil (Sustainable Devel), B en AHons, BPAHons, MBA, MPA, MDevFin, MPhil (Environmental Management, Future Studies, Sustainable Development, Management Coaching), PG Dip in HIV (Aids Man), PG Dip in Acc, PG Dip in Aud, PG Dip in Dispute, BAcc, BAccHons, BAccLLB, MAcc, PhD (Bellville park campus)
2. TUESDAY 27 MARCH 2012 (16:30)	Education Economic and Management Sciences: PG Dip in Actuarial Science, PG Dip in Financial Planning, PG Dip in Marketing, BComm, BPhil, BCommHons, BEconHons, MComm, MPhil, PhD (Stellenbosch campus), DAdmin, DComm
3. WEDNESDAY 28 MARCH 2012 (16:30)	Science Engineering Health Sciences
4. THURSDAY 29 MARCH 2012 (16:30)	Arts and Social Sciences Law Theology Military Science Honorary Doctorates

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REGISTRAR

University Offices
STELLENBOSCH

1 November 2011



You're probably burning the midnight oil at the moment as you're preparing for your final exams and if all goes well you'll be joining the MatiesAlumni community of more than 120 000 members.

Although you may be leaving campus, we'd like to reassure you that your alma mater will remain your intellectual home. We hope that you will stay connected via the Alumni Relations Office for opportunities to expand your personal and professional networks.

We'll celebrate with you!

The Alumni Relations team will be welcoming you at *Die Stal* when you'll be collecting your gown. To congratulate you, we'd like to present you with a gift which you can collect at *Die Stal*.

Following your graduation ceremony you and your family are invited to toast your success with us in the tent behind the DF Malan Centre

Good luck with the studies!

Regards

The Alumni Relations team

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:

- Put off cellphone - No smoking inside the hall.

FAMILY PORTRAITS



VENUE: SPORTS SCIENCE BUILDING COETZENBURG

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

Dates: 6, 7, 8 and 9 December

Times: 6, 7, 8 Dec (07:30 – 21:00); 9 Dec (07:30 – 15:30)

2 Packages available: 3 Jumbos @ R110,00/6 Jumbos @ R140,00 Incl: gown, cap, hood and postage (RSA)

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

PROCESS DURING CEREMONY

