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NOTICE

AWARDING OF DEGREES, DIPLOMAS AND CERTIFICATES (EXCLUDING DOCTORAL DEGREES)

DECEMBER 2013 AND APRIL 2014

This notice is being sent out to ALL undergraduate final year students and postgraduate students up to master's level and would thus also be received by students who are not graduating at anyone of the undermentioned ceremonies. Undergraduate candidates who utilize and pass the second examination opportunity of a module in the November examinations, will receive their qualifications at the April 2014 Graduation Ceremonies. 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 Friday morning in the DF Malan Memorial Centre at Coetzenburg.

A. VENUE, DATES AND TIMES (The dates and times of the April 2014 graduation ceremonies are stated at paragraph J.)

The awarding of degrees, diplomas and certificates (here-after referred to as qualifications) in **December 2013** will take place in the **DF Malan Memorial Centre** at **Coetzenburg** 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 have to arrive at the Danie Craven stadium at least TWO HOURS earlier, already in possession of their hired academic wear. Candidates who arrive at the DF Malan Memorial Centre after the ceremony has commenced, will not be allowed to cross the stage and will receive their degree or diploma *in absentia* (even if they have hired academic wear). Please take note of sections B and C.

1. 10 DECEMBER, TUESDAY (10:00)	Medicine and Health Sciences
2. 10 DECEMBER, TUESDAY (17:30)	Economic and Management Sciences (Group B*)
3. 11 DECEMBER, WEDNESDAY (10:00)	Arts and Social Sciences
4. 11 DECEMBER, WEDNESDAY (17:30)	Science
5. 12 DECEMBER, THURSDAY (10:00)	Education Theology Military Science
6. 12 DECEMBER, THURSDAY (17:30)	Law Economic and Management Sciences (Group A*)
7. 13 DECEMBER, FRIDAY (10:00)	Agrisciences Engineering Honorary Doctorates

*GROUPINGS

Group A	Group B
PD Dip in Development Finance	PG Dip in Actuarial Science
PG Dip in Dispute Settlement	PG Dip in Financial Planning
PG Dip in Leadership	PG Dip in HIV (Aids Man)
PG Dip in Project Management	PG Dip in Marketing
PG Dip in Sustainable Development	BCom
HonsBPA	BCom (Law)
MPhil (Environmental Management, Future Studies, Management Coaching, Sustainable Development)	BPhil
MDevelopmentFinance	HonsBCom
MBA	MCom
MPA	MPhil
BAccounting	
BAccLLB	
HonsBAccounting	
MAccounting	

B. PROCEDURE AND GUESTS

1. All 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) **and to receive the announcement card that will be presented to the Dean when crossing the stage.** On arrival at the Danie Craven Pavilion, all candidates must already be in possession of their hired academic wear for the ceremony (see paragraph C below).

Candidates who will be making use of public transport or those who will be travelling long distances to attend graduation ceremonies, should allow sufficient travelling time in case of peak traffic, buses or flights that may be delayed, road closures and diversions or vehicles that break down. Finding parking (sometimes some distance from the venue), hiring academic attire and the setting up of the academic procession of students take up a lot of time. Traffic congestion should be expected in Stellenbosch, especially at the DF Malan Memorial Centre. This may lead to delays and late arrivals.

Candidates who are not familiar with Stellenbosch, are advised to determine in advance the location of and route to Coetzenburg and the DF Malan Memorial Centre to avoid arriving late. It is recommended that candidates who travel from very far, especially using public transport such as aircraft, trains or buses, should arrive the day prior to the date of their graduation ceremony. Accommodation is available in university residences at reasonable rates. Refer to section I for more information.

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

2. **Disabled or injured candidates** who would not be able to cross the stage for awarding of the qualification (stairs must be negotiated to cross the stage), should kindly contact Dorothy van Kerwel by **Friday 29**

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.

3. 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). Guests who will find it impossible to attend the whole ceremony, should rather not attend the ceremony.
4. Candidates and their guests are requested to bring only unflavoured water into the venue, no cooldrinks or food, please. The DF Malan Memorial Centre contains a special floor for indoor sporting events and sugary drinks and food cause permanent damage to the surface.
5. Candidates may invite up to **three guests** each to their respective ceremonies. No admission tickets are issued. The ceremonies are preferably not to be attended by children of preschool age.

C. DRESS AND ACADEMIC WEAR

1. In keeping with the dignity of the occasion, candidates are required to be decently dressed. Men should wear collar shirts. The wearing of a gown is compulsory.
2. **Candidates who arrive with or without hired academic wear at the DF Malan Memorial Centre after the ceremony has commenced, will not be accommodated and will have to receive their qualification in absentia.**
3. The procedure for the hiring of academic wear (gowns and hoods) is as follows:
 - 3.1 All candidates must be in possession of their hired gowns and hoods 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:

Monday, 9 December	10:00 – 16:00
Tuesday 10, Wednesday 11, Thursday 12 Dec	07:00 – 21:00
Friday, 13 December	07:00 – 19:00 (Returns only from 10:00)

- 3.2 Candidates for morning ceremonies are advised to hire their academic wear on a previous day. Due to the Oath Taking Ceremonies for undergraduate candidates of the Faculty of Medicine and Health Sciences, special arrangements, that were already communicated to them, are applicable to them.
- 3.3 The tariff for the hiring of a gown and hood will be **R160+R200 deposit = R360**. An additional hood for a previously awarded qualification can be hired for **R100 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 must be returned at "Die Stal" immediately after the photo session after completion of a graduation ceremony.**
- 3.4 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 before **Friday 6 December**. The relevant graduation documentation will then automatically be posted to them after completion of all the ceremonies.

NB: Form available at [>>Studies>>Graduation>>Absence from graduation ceremony](http://www.mymaties.com)

E. DEFERRAL OF AWARDING OF QUALIFICATION

Candidates who qualify for the awarding of a degree, diploma or certificate at a December ceremony, but want to defer the awarding of the qualification to the April ceremony, should arrange the deferral by completing the relevant form on www.mymaties.com **before Friday 6 December**. Undergraduate candidates utilizing and

passing a second examination opportunity in a module in November – and thus automatically graduating at a ceremony in April the next year – need not complete the form.

NB: Form available at www.mymaties.com >>Studies>>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. During the graduation ceremony, candidates are photographed 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, 6 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

Candidates for graduation by whom fees or other moneys are owing 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 29 November 2013**.
 - the April ceremonies settle the outstanding amount **before 12:00 on 10 April 2014**.

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 2895. Brochures can also be obtained by e-mail from mbekaardt@sun.ac.za

J. AWARDING OF DEGREES / DIPLOMAS / CERTIFICATES ON 22, 23, 24 AND 25 APRIL 2014

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 **April ceremonies in 2014**. Postgraduate students up to master's level whose examining can be completed timeously, will likewise graduate in **April 2014**, as follow (doctoral degrees, with the exception of Honorary Doctorates, will be awarded at two special graduation ceremonies in the Endler Hall in the Conservatory for Music and information in this regard is communicated in a special notice for doctoral ceremonies):

<p>1. TUESDAY 22 APRIL 2014 (17:00)</p>	<ul style="list-style-type: none"> • Economic and Management Sciences: PG Dip in Dispute Settlement, PG Dip in Leadership, PG Dip in HIV (Aids Man), PG Dip in Development Finance, PG Dip in Project Management, PG Dip in Sustainable Development, HonsBPA, MPhil (Management Coaching, Environmental Management, Future Studies, Sustainable Development), MDevFin, MPA, MBA, BAcc, BAccLLB, HonsBAcc, MAcc
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2. WEDNESDAY 23 APRIL 2014 (10:00)	<ul style="list-style-type: none"> Economic and Management Sciences: PG Dip in Actuarial Science, PG Dip in Marketing, PG Dip in Financial Planning, BCom (including Law), BPhil, HonsBCom, MCom, MPhil
3. WEDNESDAY 23 APRIL 2014 (17:00)	<ul style="list-style-type: none"> Arts and Social Sciences
4. THURSDAY 24 APRIL 2014 (17:00)	<ul style="list-style-type: none"> Science Agrisciences Theology Engineering
5. FRIDAY 25 APRIL 2014 (10:00)	<ul style="list-style-type: none"> Education Law Medicine and Health Sciences Military Science Honorary Doctorates

JA Aspeling
REGISTRAR

28 October 2013

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:

- Silence cellphone - No smoking inside the hall.

FAMILY PORTRAITS



VENUE: SPORTS SCIENCE BUILDING COETZENBURG

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

Dates: 10, 11, 12 and 13 December

Times: 10, 11, 12 Dec (07:30 – 21:00); 13 Dec (07:30 – 15:30)

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

Bookings

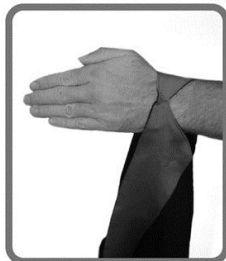
Administration Block A Room 1013 or Tel: 021 808 3073 or 021 808 3566 (08:00 – 16:30)

Directly after graduation on first come basis, as we do not know how late sessions finish.

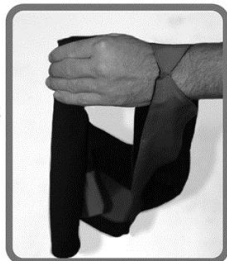
Students can book for any day; does not have to be on their graduation day.

Official graduation photographers of Stellenbosch University

PROCESS DURING CEREMONY



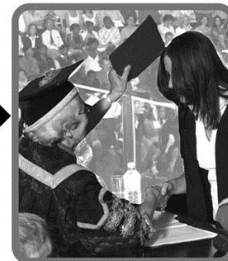
Place hood over left wrist with "V" facing top of arm.



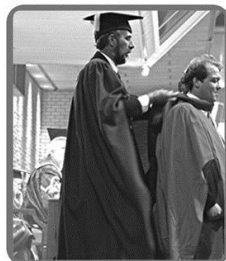
Clasp loose end of hood between thumb and index finger.



Climb stairs, give presentation card to Dean.



Walk to front of podium, shake hands using right hand (tie your hair up, if needed).



Turn to face audience - hood will be draped over shoulders.



Walk towards Registrar and extend left arm - hood will be taken.



Photographer position no.4



Look slightly to your left for photo no.1.



Look to the right for photo no.2.



Photographer position no.5



Walk down stairs, receive degree certificate at bottom of stairs.



Return to seat.