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## NOTICE

### AWARDING OF DEGREES, DIPLOMAS AND CERTIFICATES: DECEMBER 2007 AND MARCH 2008

**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.

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

The **December 2007** degree, diploma and certificate (here-after referred to as qualifications) ceremonies will be held in the **DF Malan Memorial Centre (Coetzenburg Grounds)** on the dates and at the times shown below.

1. TUESDAY 11 DECEMBER (09:30)	Health Sciences
2. TUESDAY 11 DECEMBER (17:30)	Economic and Management Sciences (Group B*)
3. WEDNESDAY 12 DECEMBER (09:30)	Arts and Social Sciences
4. WEDNESDAY 12 DECEMBER (17:30)	Science Military Science
5. THURSDAY 13 DECEMBER (09:30)	Education Theology
6. THURSDAY 13 DECEMBER (17:30)	Law Economic and Management Sciences (Group A*)
7. FRIDAY 14 DECEMBER (09:30)	AgriSciences Engineering Honorary Doctorates

## \*GROUPING

Group A	Group B	
ADBA	PD in Accounting	BAcc Hons
ADPA	PD in Actuarial Science	MComm
BB en A Hons	PD in Auditing	MEcon
BPA Hons	PD in Financial Planning	MDevFin
MBA	PD in HIV (Aids-Man)	MAcc
MPA	PD in Marketing	MPhil
PhD (of Business School)	BComm	PhD (of Stellenbosch Campus)
BAcc (of Stellenbosch Campus)	BPhil	DAdmin
BAcc LLB (of Stellenbosch Campus)	BComm Hons	DComm
	BEcon Hons	

### B. PROCEDURE AND GUESTS

- All candidates, **except doctoral candidates**, must report **behind the pavilion at the Danie Craven Stadium** at Coetzenburg **two hours** before the start of the ceremony. This will allow sufficient time for the corps of candidates to be lined up in the appropriate order. Candidates who arrive late, will not be permitted to participate in the ceremonies, because the procession would already have been lined up in the appropriate order and candidates would already have been briefed about the procedure to be followed on stage when receiving their qualifications.
- 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 degree ceremony.
- Disabled candidates** who would not be able to cross the stage for awarding of the relevant qualification, should kindly contact Venessa Williams by **Friday 30 November** at tel number 021 808 4977 or email [venessa@sun.ac.za](mailto:venessa@sun.ac.za) to arrange for the awarding of the qualification in front of the stage.
- All candidates, together with their parents and friends, are requested not to leave the hall during the ceremony. Departures during the ceremony cause inevitable disruption. Candidates whose circumstances make it impossible for them to be present for the full duration of the ceremony, are advised to consider the alternative: arranging to receive their certificates *in absentia* (application form attached).
- 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

- In keeping with the dignity of the occasion, students are required to be decently dressed. The ladies dressed in white always contrast well with the black academic attire, but this is only a suggestion.
- The procedure for the issuing and return of gowns and hoods is as follows:
  - Gowns and hoods will be issued to all candidates free of charge when they report at the Danie Craven Stadium at Coetzenburg. No gowns or hoods will be issued at any other time.
  - Candidates are to leave their gowns and hoods on their seats in the hall after the ceremony.
  - Candidates holding one or more degrees from elsewhere may wish to wear the corresponding hood(s) at the ceremony. If so, they should requisition the appropriate hood(s) from the relevant university / 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 accompanying form and returning it by post or preferably fax not later than **Friday 30 November** to **The Head: Examinations Department**. The address and fax number are on the form.

**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 accompanying form and returning it by post or preferably fax not later than **Friday 30 November** to **The Head: Examinations Department**. Candidates **will not be eligible for such deferral** if they present their particulars after this date. The address and fax number are on the form.

**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 released on **Friday, 7 December at 14:00**. Students may obtain their results–

1. preferably by looking under the University’s home page at the WWW address <http://www.mymaties.com>, or
2. by consulting the University’s automatic answering service at **083 123 7777**.

**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 until the amount owing has been settled in full. Nor shall such candidate receive the above-said 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 23 November 2007**.
- the March ceremonies settle the outstanding amount **before 12:00 on 22 February 2008**.

**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 Linda Cilliers or Dawie Malan at tel (021) 808 4547. Brochures can also be obtained by e-mail from [lcill@sun.ac.za](mailto:lcill@sun.ac.za) or [djma@sun.ac.za](mailto:djma@sun.ac.za)

**J. AWARDING OF DEGREES / DIPLOMAS/ CERTIFICATES ON 17, 18 AND 19 MARCH 2008**

Undergraduate students who are writing the re-examination end of November/beginning of December 2007, will, if they qualify, receive their degrees / diplomas / certificates at the **March ceremonies in 2008**. Postgraduate students whose examining can be completed timeously, will likewise graduate in **March 2008**, as follow:

1. MONDAY 17 MARCH (16:30)	Science Education Engineering Health Sciences
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2. TUESDAY 18 MARCH (16:30)	Arts and Social Sciences Law Theology Military Science
3. WEDNESDAY 19 MARCH (16:30)	AgriSciences Economic and Management Sciences Honorary Doctorates

JA Aspelng  
**REGISTRAR**

University Offices  
STELLENBOSCH  
**29 October 2007**

## General Information

The process in chronological order:

Set up of all candidates prior to moving into the hall:

- Step 1:** All candidates on arrival to fetch a black gown at the rugby field between the DF Malan Hall and the Coetzenburg Rugby Stadium.
- Step 2:** All candidates assemble on the rugby field
- Step 3:** The names of all candidates are read out per faculty. Undergraduate qualifications first, then post graduates.
- Step 4:** 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 5:** After receiving your presentation card the relevant hood will be issued.
- Step 6:** After receiving your hood, 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:** Final announcements after lining up.
- Step 8:** Keep gown in hand as shown on photo 1 and 2 (on the reverse side of this document)
- Step 9:** Proceed to DF Malan Hall and take up seat.

During ceremony:

- Step 10:** The process is shown on the reverse side of this document.

General:

- Put off all cellphones.
- No smoking inside the hall.
- Leave hood and gown on seat after the ceremony. (All photographers have the respective hoods and gowns)



STELLENBOSCH SENTRUM VIR FOTOGRAFIESE DIENSTE  
**SSED/SCPS**  
STELLENBOSCH CENTRE FOR PHOTOGRAPHIC SERVICES



**GESINSFOTO'S** AMPTELIKE GRADE FOTOGRAWE

LOKAAL : GYMNASIEK SAAL COETZENBURG

OORKANT D.F.MALAN SAAL IN SPORTS WETENSKAP GEBOU

DATUMS: 11, 12, 13 & 14de DESEMBER 2007

TYE: 08H00 TOT 21H00 & 14de (8H00 tot 15h00)

KOSTE : R130-00 PER PAKKET

INGESLUIT: TOGA'S, BANDE & HOEDE

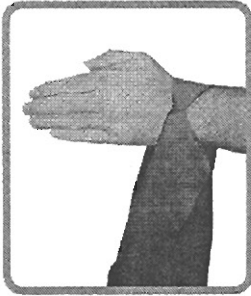
6 VERSKILLENDE JUMBO FOTO'S VAN

U KEUSE EN POSGELD (R.S.A)

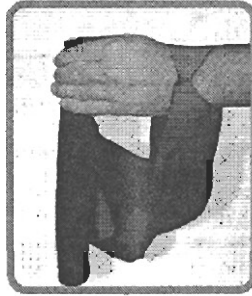
TEL: 021 808 3073 OF 021 808 3566 (KANTOOR URE)

BESPREKINGS TE: ADMINISTRASIE GEBOU BLOK A (KAMER 1051)





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



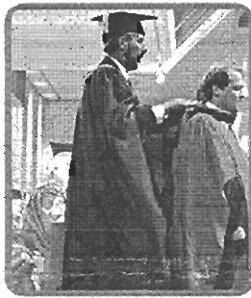
Clasp loose end of hood between thumb and index finger.



Climb stairs, give presentation card to Dean.



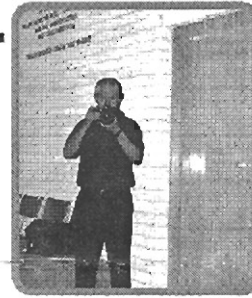
Walk to front of podium, shake hands using right hand (tie your hair up, if needed).



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.



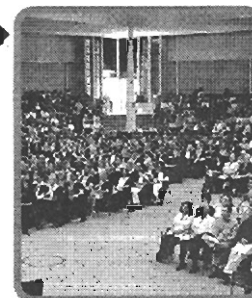
Look to the right for photo no. 2.



Photographer position no. 5



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



Return to seat.

