

Please study **this document** very carefully. It is the personal responsibility of **graduands** to comply strictly with the instructions contained herein. Please bring it to the attention of your guests as well.

Summer Graduation Degree/Diploma and Certificate 2015

Conferral of master's and doctoral degrees as well as diplomas/certificates and degrees of the University of the Free State

Callie Human Centre – Bloemfontein Campus

	09:00	14:30
Thursday 10 December 2015	Ceremony 17 Master's and Doctoral degrees <i>in all Faculties</i>	Ceremony 18 School of Open Learning AS WELL AS undergraduate degrees in the Faculty of Health Sciences

Enquiries

For any enquiries, you may contact the applicable person mentioned below:

OFFICER	OFFICE NUMBER	FACULTY AND QUALIFICATIONS	TELEPHONE
Ms SV Williams Email: williamssv@ufs.ac.za	Admin A316	Master's and Doctoral degrees in the Faculties of Economic and Management Sciences (except MBA), The Humanities, Education, Law and Theology	051 401 9360
Ms RDB Dipyere Email: dipyererd@ufs.ac.za	Admin A315	Master's and Doctoral degrees in the Faculty of Natural and Agricultural Sciences	051 401 2209
Mrs Edna Cox Email: coxel@ufs.ac.za	UFS Business School EMS Building Block B 3 rd Floor	MBA degrees (Magister in Business Administration) in the Faculty of Economic and Management Sciences	051 401 3172
Mrs M du Randt Email: durandtm@ufs.ac.za	Muller Potgieter Building/Admin block (142A), Room 5	All the master's and doctoral degrees in the Faculty of Health Sciences.	051 401 7500
Mrs L du Toit Email: dutoitl@ufs.ac.za	Muller Potgieter Building/Admin Block 27E Room 7	Degrees in the Faculty of Health Sciences: MBChB, BSc (Physiotherapy, Dietetics, Occupational Therapy), BMedSc, BOptom.	051 401 7513
Mr RJ Liebenberg Email: liebenr@ufs.ac.za	South Campus Reg D 30	CE and NPDE: School of Open Learning	051 505 1221
Mrs L Wilson Email: wilsonla@ufs.ac.za	South Campus Reg D 34	ACE : School of Open Learning	051 505 1378
Ms KI March Email: marchki@ufs.ac.za	South Campus Reg D66	ACE: School of Open Learning	051 505 1342
Mrs Y Liebenberg Email: deklerky@ufs.ac.za	South Campus Reg D 36	NPDE and ACE : School of Open Learning	051 505 1212

UFS web address: www.ufs.ac.za.

Visit the web page regularly for news and new information.

Degree ceremonies

The university trusts that you will be able to attend your degree ceremony. Your full co-operation is required for the ceremony to proceed as smoothly as possible. Please study this information document very carefully and comply strictly with the instructions contained in it. Please arrive as early as possible so that you can take your seat in good time, as latecomers will not be admitted into the venue.

We cordially, but earnestly request that you do not invite more than eight(8) guests to the function.

- **Programmes:** On the day of the ceremony, you will receive **three (3) programmes** for yourself and your guests. The cost involved (**R20**), **is compulsory even if you ordered your own attire**. It must be defrayed together with the rental of the academic dress. You will receive one (1) programme with your name card and seat number in HMS, and two will be handed over to your guests at the Callie Human Centre.
- **Attendance:** Any person arriving late, after the start of the proceedings, **will not be admitted into the venue**.
- **No children under the age of six (6) years**, unless you are able to control them properly so that they do not cause any disturbance.
- **Dress** for graduands: neatly informal or traditional. **Please take into consideration** that you will walk in a procession for about 800 to 900 metres when you plan your shoes.
- **Guests:**
 - **Attendance:** Any person arriving late, after the start of the proceedings, **will not be admitted into the venue. They will be referred to HMS, where they will be able to follow the ceremony on a screen.**
 - **Dress** for the public: neatly informal or traditional.

Please complete the attached form in full and take it together with the proof of payment with you for collection of attire.

Qualifications in absentia

NB: Because an increasing number of qualification certificates are lost in the post, the posting of certificates must be limited.

- Certificates will **not** be handed over **before** the start of the ceremony.
- Certificates must be collected either in person, or **written authorisation** must be given to somebody else to collect the certificate on behalf of the student. No certificate will be handed over to another person **without the written permission of the student**. Persons who collect certificates on behalf of students are requested to provide **a copy of their identity document**.
- Corrections can only be made on certificates a week after the graduation ceremony has elapsed. The original certificate must be handed in before the certificate can be corrected.
- Certificates may be collected **one week after the ceremony has elapsed**. Please contact Mrs Pretorius/Mrs Seseane at 051 401 3016/3083
- If the certificate must indeed be posted, please provide the **correct address and contact number**. Certificates will only be mailed to students **on receipt** of proof of payment to the university of **R155 (South Africa only) or R175 (overseas and other countries)** per certificate.

- Certificates may also be sent via Postnet Courier, in which case it should be received within a period of two (2) or three (3) working days, depending on the delivery area. The cost involved is **R300** (cost for **South Africa only**). The **correct delivery address and contact number** is also required.

Payments in respect of the mailing of qualification certificates can be made at:

Bank: ABSA Brandwag

Account name: University of the Free State

Account number: 1570-850-071

Branch code: 630-734

A reference number, 1 641 09521-0082, as well as your student number, must be indicated clearly on the deposit slip.

Fax the slip to +27(0)86 5255 691 or email to graduations@ufs.ac.za

Academic dress

PLEASE NOTE: DEPENDANTS OF STAFF MEMBERS HAVE TO PAY FOR ACADEMIC ATTIRE AS IT DOES NOT FORM PART OF THE COUNCIL BURSARY.

If you are going to attend, you must deposit the amount involved for the rental of the gown, hood(s) and mortar board at **ABSA** or at the **cashiers of the university**.

The rental fees amount to **R230** for the **gown**, **R95** per **hood**, **R95** for the **mortar board**, and the cost of the **programmes** is **R20**.

Payments in respect of the rental for the academic attire can be made at:

Bank: ABSA Brandwag

Account name: University of the Free State

Account number: 1570-850-071

Branch code: 630-734

A reference number, 1 641 09521-0181, as well as your student number, must be indicated clearly on the deposit slip.

PLEASE NOTE: FOR THE COLLECTION OF ACADEMIC ATTIRE, PLEASE BRING ALONG A COPY OF YOUR APPLICATION FOR RENTING ACADEMIC ATTIRE AND/OR PROOF OF PAYMENT.

As from **14 October 2004**, mortar boards with **cherry-red tassels** also form part of the official academic dress.

The academic dress will be issued at the **Provisioning Building** from **Monday 23 November 2015**

between 08:00 and 16:00. This building is located in **Rector's Road**, and route to the **Faculty of Health Sciences**.

Academic dress will not be mailed or issued before the appointed date. Should you not be able to fetch it yourself, you may ask someone else to collect it on your behalf, if you personally accept responsibility for its condition and return.

NB: No arrangements for academic dress can be made on the same day as the graduation ceremony.

NB: To facilitate the return of the academic dress items, you are requested to return the gown, hood(s) and mortarboard to the Provisioning Gown Storeroom after the ceremony. Note that the storeroom will be open for returns only until 20:00. Students will remain fully liable for academic attire until all the items have been received and indicated as returned on the system.

Official supplier of academic dress

At present the university has a fixed policy on the academic dress that must be worn at official events, such as the graduation ceremonies.

Specific directives exist for every degree and diploma conferred. The colours of each hood are linked to BCC colour codes. There are directives concerning the composition of the colours and the material and every degree or diploma hood is approved beforehand by the University Council. Imitations are not acceptable, and students may be refused admission to the function on this basis. There are also specific directives for gowns. For **further enquiries** regarding the colour codes, contact **Ms Maggie Tsolo at 051 401 3012/9525**.

Should graduands wish to purchase the gowns, hoods and mortarboards, they must contact **House of Roleen at 016 422 3052**, the **official supplier** of academic dress to the university. (Please consult the information enclosed for your convenience!)

Reporting

Graduands for degree ceremonies on **10 December 2015** must report at **HMS (vanderMerwe Scholtz Hall) or, should it rain, at the southern entrance of the Callie Human Centre at 07:30** for the ceremonies starting at 09:00, and at **13:00** for the ceremony starting at **14:30**..

A card with your name and the number of the seat reserved for you, will be handed to you. **Please keep this card with you at all times.**

Take your seat as early as possible, but no later than **25 minutes** before the ceremony. **Should you arrive late, you will not be admitted!**

Procedure for the conferral of degrees

A: Conferral of degrees

The conferral will take place in the order indicated on the programme. (The programme will be handed to you at the point of reporting together with the name and seat cards.) **You will walk to the Callie Human Centre in procession, where you will take your seat as indicated.**

When it is your turn, the row controller will give you the sign to start walking towards the stage. You must proceed in the rows in alphabetical order, according to the programme, and in the same order in which you

took your seat. Drape the hood of the degree that will be conferred on you over your left forearm and proceed to the steps on the left-hand side of the stage, where you must hand your name card to the Dean. He/she will read out your name. (While you are still standing there, a photo will be taken of you.) After this, you must kneel in front of the Chancellor/Vice-Chancellor who will bless you and shake your hand to congratulate you on your achievement. (A second photo will now be taken of you.) The hood will be placed over your head by the Registrar. (Here a third photo will be taken of you.)

After this, leave the stage on the right-hand side, where your certificate will be handed to you, and resume your seat.

NB: You may not leave the hall before the proceedings have been concluded. When you need to leave the hall, re-admission may be refused!

B: Conferral of Doctor's degrees

A document containing information about the procedure for conferring doctor's degrees will be sent to all doctor's degree candidates before the graduation ceremony.

NB: You may not leave the hall before the proceedings have been concluded. When you need to leave the hall, re-admission may be refused!

Live streaming of graduation ceremonies:

To enable friends and family of our graduates to share in their achievement, all graduation ceremonies will be streamed live from the university's website. Click on <http://www.ufs.ac.za/ufslivestreaming> to view the ceremony. Times will be according to the programme.

Official photographer

Gordon Harris Photographic, a firm from Pretoria, is contracted as the official photographer for the graduation and diploma ceremonies of the University of the Free State. The conditions of the contract stipulate that no other photographer may take any photographs of graduands in the hall and on the campus for remuneration. Persons employed by the official photographer can be identified by the nametag **Gordon Harris Photographic** and/or a T-shirt displaying the logo **Gordon Harris Photographic**.

The University make use of official photographers, who will be present in the hall, however, areas on the campus have been allocated to a number of FREELANCE photographers for the purpose of photographing graduates. These photographers are not accredited, and the university therefore has no control over the quality of their photographs.

URGENT:

PLEASE ARRIVE WITH COMPLETED FORMS AT GRADUATIONS.

PLEASE DO NOT PAY THE MONEY FOR THE PHOTO'S IN ANY BANK ACCOUNT OF THE UNIVERSITY MENTIONED EARLIER, AS THE PHOTOGRAPHERS WILL BRING ALONG THEIR OWN CASHIERS. YOU WILL PAY DIRECTLY TO THEM ON THE DAY OF THE CEREMONY.

You are therefore **warned against unauthorised photographers** moving around outside the hall and taking photographs, as the university cannot accept any responsibility for their work or any possible financial losses you may suffer.