



UNIVERSITY OF CAPE TOWN

GRADUATION: December 2022

PLEASE NOTE:
This is official information about graduation, any other information should be disregarded. The university will not be held liable for students following incorrect information.

BEFORE YOU GRADUATE

It is important that you check your academic record to ensure that your name, programme, any distinctions, and any dissertation/thesis titles are correctly reflected and ensure that there are no outstanding fees or disciplinarys. Please note the stipulated deadlines and adhere to these.

1. CHECK YOUR ACADEMIC RECORD

Log into PeopleSoft and check your Academic Record carefully to ensure that your qualification, specialisation, any distinctions and any dissertation/thesis titles are correctly reflected. If it is not, contact your faculty office **urgently**.

View your Academic Record on PeopleSoft: click on the 'Academic Records' tile then click 'View Academic Record'. Ensure Academic Record Self-Service is the Report Type then click 'Submit'. Enable pop-ups as the Academic Record will open in a new window.

The deadline to ensure that these details are correct is **11 November 2022**

2. CHECK THAT YOUR NAME IS CORRECT

By law, your degree documentation must reflect your full name exactly as recorded on your ID document or passport.

Check your name on PeopleSoft click on the 'Profile' tile and click on the 'Names' link under 'Personal Details' to view your full name. **Your 'Primary Name' is what will appear on your certificate. The preferred name does not appear on official UCT documentation** (please note that titles don't appear on the certificate). You can also view your full name on your Academic Record.

If your name is reflected incorrectly on UCT's records, or you have subsequently changed your name, please e-mail a certified copy of your ID document or passport to the [Student Records Office](#) by **11 November 2022**, with an accompanying note.

SHOULD YOU FAIL TO VERIFY YOUR NAME AND REQUIRE A CORRECTED CERTIFICATE TO BE PRINTED AFTER YOUR GRADUATION YOU WILL HAVE TO PAY A FEE OF **R400.00**

3. CHECK THAT YOU HAVE PAID ALL OUTSTANDING FEES, FINES & DUES

All outstanding payments were due by 31 October 2022.

Any qualifiers who had outstanding fees, fines, interests, or dues as of 31 October 2022 have no guarantee of receiving their degrees, certificates or diplomas in December, and their names will not appear in the graduation programme. Please contact the [Fees Office](#) if you have any queries regarding your fee account.

Even if you think your account is up to date, please check to ensure that no additional charges may have changed your fee account (e.g. course change). If in doubt, contact the [Fees Office](#) or check your fee balance via PeopleSoft by clicking on the 'Student Finance' tile and then click 'View Account Details'. If a payment is made by direct deposit on or near the cut-off date, a copy of the deposit slip must be forwarded to the [Fees Office](#) marked 'Graduation', or the payment may not be noted in time.

DO NOT RELY ON A BURSAR, SPONSOR, OR EMPLOYER TO MAKE LAST-MINUTE PAYMENTS ON YOUR BEHALF, AS WE MAY NOT BE ABLE TO GET THIS CREDIT ONTO YOUR FEE ACCOUNT IN TIME TO QUALIFY FOR GRADUATION. IF YOUR FEE ACCOUNT HAS NOT BEEN SETTLED, YOU WILL NOT BE ABLE TO ACCESS YOUR ACADEMIC RECORD OR GRADUATE IN DECEMBER.

4. UNIVERSITY COURT MATTERS

If you have a disciplinary case pending in the Student Disciplinary Tribunal, an unpaid fine and/or community service yet to be performed as of **11 November 2022**, you will not be allowed to graduate in December. Direct disciplinary queries to [CA Pearce](#)

5. LIBRARY BOOKS

Ensure that you have a clear library record and owe no fines or outstanding books.

6. ICTS – WHAT YOU NEED TO DO BEFORE GRADUATION

Students' network accounts give them access to UCT services which you will lose access to upon graduation; it is important that you carefully follow the instructions by ICTS on what to do **before** leaving UCT: [ICTS: leaving UCT](#) Your student email account remains active, which you may continue to use permanently, if you wish. An alias will be created following the format of [name.surname@alumni.uct.ac.za](#). You may use either this alias or your original student email address.

7. SUPPORT FOR GRADUANDS, STAFF, AND GUESTS WITH DISABILITIES

The Disability Service provides support at all UCT graduation ceremonies. Persons with various disabilities including physical/mobility disabilities, Deaf people who require the services of a South African Sign Language Interpreter, or other disabilities may contact the [Disability Service](#) no later than 2 weeks before the graduation ceremony to request assistance. Please note that if you do not indicate that you require assistance timeously, the Disability Service will be unable to prioritise your request for assistance on the day of the graduation ceremony as there are limited resources available.

USEFUL CONTACTS

Always include your full name, student number, and faculty in correspondence with the University.

GRADUATION

graduation@uct.ac.za

STUDENT RECORDS

reg-records@uct.ac.za

FEES

Check your fee balance on [PeopleSoft](#)

fnd-feeeng@uct.ac.za

POSTGRADUATE FUNDING

pgfunding@uct.ac.za

DOCTORAL DEGREES BOARD OFFICE

ddeb@uct.ac.za

ICTS

icts-helpdesk@uct.ac.za

FACULTY OFFICES

COMMERCE

com-faculty@uct.ac.za

GRADUATE SCHOOL OF BUSINESS (GSB)

Academic Programmes
rethar.jansen@uct.ac.za

Executive Education
jodie.martin@uct.ac.za

ENGINEERING & THE BUILT ENVIRONMENT
ebe-faculty@uct.ac.za

HEALTH SCIENCES: UG
siziwe.xozwa@uct.ac.za

HEALTH SCIENCES: PG
fhs-pg@uct.ac.za

HUMANITIES: UG
hum-ugrad@uct.ac.za

HUMANITIES: PG
hum-postgrad@uct.ac.za

LAW
law-studies@uct.ac.za

SCIENCE
sci-science@uct.ac.za

GRADUATION CEREMONY

Graduands and diplomats are invited to attend their graduation ceremony with a maximum of **4 guests**, which will be held outside the Sarah Baartman Hall. During the ceremony you will walk across the platform where your name will be read out, you will be capped by the Chancellor or Vice-Chancellor, and hooded. It is not necessary to indicate whether you will be attending your ceremony or not. Ensure that you arrive on campus 30 minutes before your ceremony commences.

CEREMONY DATE	FACULTY	CEREMONY TIME	NAME CARD & ACADEMIC ATTIRE COLLECTION (Kramer Building, Middle Campus)
Wednesday 14 December 2022	Commerce	10h00	Tuesday 13 December 09h00 to 16h00
	Humanities	14h00	
Thursday 15 December 2022	Engineering & the Built Environment and Science	10h00	Wednesday 14 December 09h00 to 16h00
	Health Sciences and Law	14h00	

ATTENDING THE CEREMONY

- Book your academic attire. [House of Graduates](#) will be available on campus, and their order form is available via the [website](#).
- Collect your name card and academic attire from the Kramer building (in the quad on level 3) as per above table.
- During the ceremony you will receive your official graduation documentation and have your graduation photo taken.
- Return your academic attire in the Molly Blackburn Hall (upper campus) no later than 1 hour after your ceremony.

PHOTOGRAPHS

Professional photographs will be taken by [Gordon Harris Photographic](#) (contracted by UCT) at various stages during your ceremony.

Details regarding their services is available on the [website](#). In addition, they will set up studios in the Mathematics Building where you may pose for photographs with your four guests.

Gordon Harris is based in Pretoria and their contact details are:

Website: <http://www.ghphoto.co.za/>

Email: info@ghphoto.co.za

Tel: 012 430-3725 Fax: 012 430-4300

NOT ATTENDING THE CEREMONY

- Certificates will be available to absentia graduates from 6 January 2023 onwards. Collect your official graduation documentation from the [Student Records Office](#) or request a courier delivery via email to reg-records@uct.ac.za

PLEASE NOTE

Whether you participate in the ceremony or not, you will graduate in December 2022, unfortunately, it's not possible to defer your graduation to a future date. Legally, students are admitted to degrees/diplomas by a speech act.

This is when the Chancellor or Vice-Chancellor says the words:

“By virtue of the authority conferred upon me, I admit to the degrees specified and grant the diplomas specified the candidates recorded as in absentia. I shall now admit to the degrees specified and grant the diplomas specified the candidates to be presented to me.”

Therefore, a graduand has been formally admitted and cannot later have another graduation because a graduand can only be admitted to a degree/diploma once. Please kindly note that no correspondence of any kind will be entered into regarding the deferment of graduation.

THE RECORDS YOU WILL RECEIVE UPON GRADUATING

You will receive the following documentation:

- Your original hard copy degree certificate & 1 hard copy of your transcript.
- 1 electronic certificate and 1 electronic transcript (emailed to your @myuct account after your graduation ceremony i.e. between 19 December and 30 December 2022).

After 3 months has passed, you will only be able to receive an electronic transcript through the [Student Records Office](#). If a certificate received after graduation is subsequently lost, damaged or stolen, graduates may apply for a duplicate certificate through the [Student Records Office](#). The fee for a duplicate certificate is currently R800.