



GRADUATION GUIDELINES FOR STUDENTS

Introduction

This document serves as a guide for students in relation to graduation ceremonies. It contains information pertaining to requirements before graduation, during the ceremony itself and after graduation.

Who is invited to attend as a graduate?

Only students who were added as qualifiers on the PeopleSoft system and cleared have paid up their student fees are eligible for graduation. If a student has an outstanding fee debt but has completed all the academic requirements for graduation, such a student can only attend as assigned ceremony once their fees have been paid.

Support for graduands, staff and guests with disabilities

The Disability Service provides support at all UCT graduation ceremonies. Persons with disabilities including, but not limited to physical/mobility disabilities, deaf people who require the services of a South African Sign Language Interpreter, or other disabilities may contact the Disability Service (disabilitygrad@uct.ac.za) no later than 2 weeks before the graduation ceremony to request assistance. Please note that if a request for assistance is not requested timeously, the Disability Service will be unable to prioritise the request for assistance on the day of the graduation ceremony as there are limited resources available.

Steps to follow if a graduand will be attending a graduation ceremony

Students planning to attend their graduation ceremony are expected to do the following:

- Prebook the academic attire through [House of Graduates](#) and photography through [Gordon Harris Photographic](#). Students may only wear the gown and hood of the qualification that will be conferred at the graduation ceremony. Wearing gowns and hoods of previous qualifications will not be permitted.
- Wear the academic gown when entering the hall. The academic hood will be placed on a student, on stage, during the ceremony. PhD graduands must ensure the tassel of the bonnet is on the right for purposes of the stage photo.
- Students are required to RSVP on Peoplesoft to confirm attendance. Graduates will be issued with 2 guest tickets which must be collected the day before the ceremony as per the schedule below.

Steps to follow the day before the graduation ceremony:

Students are advised to do the following:

- Collect the assigned name card, 2 guest tickets, and academic attire from the Molly Blackburn Hall, Otto Beit Building between 09h00 and 18h00 as per the schedule. No third-party collections are permitted. Graduands must present a valid photo identity (i.e., SA ID document, passport, drivers' licence or student card) when collecting tickets.

Steps to follow on the day of the graduation ceremony:

- **One hour prior to the start of the** ceremony, graduands should enter the Sarah Baartman Hall at the side South Entrance wearing the academic attire and carrying the name card. No flowers, gifts or large bags will be permitted to be kept with the graduand in the hall.
- Guests should present their tickets at the front entrance to the hall and ensure that they are seated no later than 20 minutes before the ceremony commences. All guests require a ticket, regardless of their age.
- Promptly 15 minutes before the ceremony commences the procedure for the ceremony will be explained.
- During the ceremony graduands will receive official graduation documentation and have graduation photographs taken.
- After the ceremony graduands may have group/family pictures taken in the Maths Building.
- Return the academic attire to the Molly Blackburn Hall no later than 1 hour after the ceremony ends.

What to expect after the graduation ceremony?

Graduates will receive the following documentation:

- An original hard copy certificate and one hard copy of the official transcript.
- One electronic certificate and one electronic transcript. This will be emailed to studentnumber@myuct account after graduation ceremony.

Any graduate who has not received electronic documents within three months of the graduation ceremony must follow up with the Student Records Office. Failure to do so will result in receipt of an electronic transcript only. If a certificate received after graduation is subsequently lost, damaged or stolen, graduates may apply for a duplicate certificate through the Student Records Office, at a cost of R800. This fee is subject to change and costs will be published on the Student Records Office website.

FREQUENTLY ASKED QUESTIONS

How do I request a formal invitation to be used for visa purposes or to request time off from my employer?

- Invitation letters may be requested from reg-records@uct.ac.za. There is a turnaround period of 4 working days, therefore requests must be submitted timeously.

How do I request extra tickets?

- Graduands attending the ceremony will receive 2 guest tickets. It is not possible to receive additional tickets. It is not possible to request the tickets of someone who will not be attending the ceremony. No correspondence will be entered into regarding the request for additional tickets.

Are children allowed to attend the ceremony?

- Yes. Please note that all guests require a ticket, regardless of their age.

How long will the ceremony be?

- Graduation ceremony time differ. Whilst one can expect the ceremony to be approximately 2 hours long, the exact time cannot be confirmed.

Will the ceremony be livestreamed?

- Yes. The graduation ceremony will be livestreamed from the UCT website and social media channels.

Can I attend the ceremony and receive my certificate if I have outstanding fees?

- No. Students with outstanding fees are not permitted to graduate or receive their academic documents. Once you have settled your outstanding fees, you will be allocated to the next graduation session.

Is it possible to receive my certificate before the ceremony?

- Legally, it is not possible to receive your certificate before the qualification has been conferred upon you at the graduation ceremony (in person or in absentia). A qualification confirmation letter is available for download via PeopleSoft Self-Service to use in place of the certificate in the interim.

Can I request electronic copies of my academic documents?

- Electronic copies of your certificate and transcript will be emailed to your @myuct email after the graduation ceremony. The exact dates are communicated to graduands of each ceremony.

Can I postpone my ceremony?

- It is not possible to elect to attend a different ceremony. If you are not able to attend the graduation ceremony, you will graduate in absentia. No correspondence will be entered into regarding the deferment of graduation.

Will I still have access to my @myuct email address after graduation?

- Yes. Please follow the instructions on the ICTS website to ensure that you retain your email access: <http://www.icts.uct.ac.za/leaving-UCT>