



UNIVERSITY OF CAPE TOWN

Graduation Information: March 2023

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

Congratulations on completing your studies. Please read this information carefully to ensure a smooth graduation

WHAT YOU NEED TO DO

CHECK YOUR ACADEMIC RECORD

Ensure that your qualification, specialisation, any distinctions and any dissertation/thesis titles are correctly reflected. If not, contact your faculty office **urgently**. **DEADLINE: 20 FEBRUARY 2023**

CHECK THAT YOUR NAME IS CORRECT ON UCT'S RECORDS

By law, your qualification documentation must reflect your full name exactly as recorded on your ID document or passport at the time of graduation. **Need a correction?** Email a certified copy of your ID document or passport to the [Student Records Office](#) by **20 FEBRUARY 2023**, with an accompanying note.

YOUR PREFERRED NAME WILL NOT APPEAR ON YOUR OFFICIAL UCT DOCUMENTATION 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

CHECK THAT YOU HAVE PAID ALL OUTSTANDING FEES, FINES AND DUES

All outstanding payments were due by 31 January 2023. Any qualifiers who had outstanding fees, fines, interests or dues as at **31 JANUARY 2023** have no guarantee of receiving their degrees, certificates or diplomas in March, and their names will not appear in the graduation programme.

Please contact the [Fees Office](#) if you have any queries regarding your fee account. Students on Financial Aid should direct queries to the [Financial Aid Office](#)

IF YOUR FEE ACCOUNT HAS NOT BEEN SETTLED YOU WILL NOT BE ABLE TO ACCESS YOUR ACADEMIC RECORD OR GRADUATE IN MARCH

SETTLE YOUR 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 **20 FEBRUARY 2023**, you will not be allowed to graduate in March. Direct disciplinary queries to [CA Pearce](#)

LIBRARY BOOKS

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

ICTS - WHAT YOU NEED TO DO BEFORE GRADUATION

You will lose system access 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.

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 **FRIDAY 10 MARCH 2023** 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.

NAME CARD AND TICKET COLLECTION

No 3rd party collections allowed. Please see the [UCT Graduation webpage](#) from 27 February onwards for details.

ACADEMIC ATTIRE

Please see the [UCT Graduation webpage](#) from 27 February onwards for details.

ON THE DAY OF YOUR CEREMONY

Venue:	Sarah Baartman Hall - Please see ceremony schedule below
Number of guests:	2 guests per graduate – no extra tickets are available. Please note that children regardless of their age require a ticket
RSVP:	Not required
Official Documents:	During the ceremony you will receive your official graduation documentation: certificate and transcript
Photographs:	Once you receive your official documentation, a professional photograph will be taken. See photographs paragraph below.
Academic Attire Return:	Return your academic attire in the Molly Blackburn Hall (upper campus) no later than 1 hour after your ceremony.

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-feenq@uct.ac.za

FINANCIAL AID

financialaid@uct.ac.za

POSTGRADUATE FUNDING

pgfunding@uct.ac.za

DOCTORAL DEGREES BOARD OFFICE

ddb@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

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 2 guests.

Gordon Harris is based in Pretoria. Website: <http://www.ghphoto.co.za/> Email: info@ghphoto.co.za Tel: 012 430-3725 Fax: 012 430-4300

WHAT YOU WILL RECEIVE UPON GRADUATING

- **If you attend the ceremony:** Your original hard copy degree certificate & 1 hard copy of your transcript will be given to you at the Sarah Baartman Hall.
If you do not attend the ceremony: Certificates will be available to absentia graduates from **11 APRIL 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
- 1 electronic certificate and 1 electronic transcript (emailed to your @myuct account after your graduation ceremony between 11 April - 22 May 2023).

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.

IMPORTANT INFORMATION

Whether you participate in the ceremony or not, you will graduate in March 2023, 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.

CEREMONY SCHEDULE

DATE	FACULTY	TIME
Monday 27 March	Commerce 1 (Students with surname A – F)	09h00
Monday 27 March	Commerce 2 (Students with surname G – L)	14h00
Monday 27 March	Commerce 3 (Students with surname M)	18h00
Tuesday 28 March	Commerce 4 (Students with surname N – S)	09h00
Tuesday 28 March	Commerce 5 (Students with surname T – Z)	14h00
Tuesday 28 March	Science 1 (Students with surname A – K)	
Tuesday 28 March	Science 2 (Students with surname L – Z)	18h00
Wednesday 29 March	Humanities 1 (Students with surname A – D)	09h00
Wednesday 29 March	Humanities 2 (Students with surname E – K)	14h00
Wednesday 29 March	Humanities 3 (Students with surname L – M)	18h00
Thursday 30 March	Humanities 4 (Students with surname N – T)	09h00
Thursday 30 March	Humanities 5 (Students with surname U – Z)	14h00
Thursday 30 March	Health Sciences 1 (Students with surname A – K)	
Thursday 30 March	Health Sciences 2 (Students with surname L – Z)	18h00
Friday 31 March	Engineering & the Built Environment 1 (Students with surname A – L)	09h00
Friday 31 March	Engineering & the Built Environment 2 (Students with surname M – S)	14h00
Friday 31 March	Engineering & the Built Environment 3 (Students with surname T – Z)	18h00
	Law	