



# **HIGHER DEGREE ADMINISTRATION**

**Important dates**

**January 2019 – July 2020**

ITEM DESCRIPTION	TIMELINES
<b>TO REMEMBER:</b>	
Registration dates	<p>From 09 January 2019/20</p> <p><b>-Contact sessions: Prior to or during the first session</b></p> <p><b>-Dissertation or thesis students: 30 April 2019/20</b></p> <p><b>Web registrations open 09 January 2020</b></p>
<p>Option 2 and 3 amendments minimum-maximum dates before approval</p> <p>Option 2: 2-4 weeks</p> <p>Option 3: 3-9 months</p>	<p>Faculty meetings should be conducted regularly during the course of the academic year. This is to make provision for the minimum period required for amendments to expire before submission can take place.</p>
<p>Notice of Submission validity rule: <i>Every Notice of Submission is valid from July until June.</i> If a student does not submit according to the date indicated on the Notice of Submission, the NoS can ONLY be <b>re-activated via an email</b> from the supervisor/promoter, confirming the postponed date of submission</p>	<p>Due to the peak times in the Higher Degree environment extending from July until May, each Notice of Submission is valid from July this year, until June next year.</p>
<p>Progress reports: Period for the finalisation of student progress reports</p>	<p>Dates and process managed by Faculties</p>
<p>Closing date for applications 2019/20</p>	<p>Dates managed by Faculties per individual program</p>
<b>JANUARY</b>	
<p>Registration 2019 for M &amp; D students opens</p>	<p>09 January 2019</p>
<p>Period for giving Notice of Submission to submit in April/May for the <b>Spring Graduation (October) Ceremony 2019</b></p>	<p>10 January to 28 February 2019</p>
<p>Last day for receiving examiner's reports for <b>Autumn Graduation Ceremony (April/May) 2019</b></p>	<p>15 January 2019</p>
<p>Faculty meetings to finalize Options and amendment decisions.</p>	<p>15 Jan to 15 February 2019</p>
<b>FEBRUARY</b>	
<p>Final Marks/Summative/Combined Reports for the <b>Autumn Graduation Ceremony (April/May) 2019 to be submitted to HDA</b></p>	<p>1 to 20 February 2019</p>
<p>Closing of Graduate list: Results for candidates for the Graduate List of the <b>Autumn Graduation Ceremony (April/May) 2019</b> must be submitted to HDA. <i>Students who's reports have not been submitted to HDA on this date will be postponed to the Winter Graduation Ceremony (July) 2019</i></p>	<p>20 February 2019</p>
<p><b>Controls and corrections period for the closing of data for 2018</b></p>	<p>21 to 28 February 2019</p>
<p>Last day for giving Notice of Submission to submit in April/May for the <b>Spring Graduation (October) Ceremony 2019</b></p>	<p>28 February 2019</p>
<p>Period for the submission of examination copies for participation in the <b>Winter Graduation Ceremony (July) 2019.</b></p>	<p>1 February to 16 March 2019</p>
<b>MARCH</b>	
<p>Last day for the submission of examination copies for</p>	<p>16 March 2019</p>

participation in the <b>Winter Graduation Ceremony (July) 2019.</b>	
<b>APRIL</b>	
Period for the submission of examination copies for participation in the <b>Spring Graduation Ceremony (Oct) 2019</b>	1 April to 31 May 2019
Last day for registration and re-registration 2019 for M & D students who do not attend contact sessions.	30 April 2019
<b>MAY</b>	
Appointment of examiners for the next three examination sessions.	1 May to 30 June 2019
Period for the submission of examination copies for participation in the <b>Spring Graduation Ceremony (Oct) 2019</b>	1 April to 31 May
Faculty meetings to finalize Options and amendment decisions for participating in the <b>Winter Graduation Ceremony (July) 2019</b>	1 to 31 May 2019
<b>JUNE</b>	
Final marks sent to HDA for capturing and loading of degrees for participation in the <b>Winter Graduation Ceremony (July) 2019</b>	1-20 June 2019
Period for giving Notice of Submission to submit for examination in September and October for participation in the <b>Autumn Graduation Ceremony (May) 2020</b>	1 June 2019 to 31 July 2019
<b>Closing of Graduation list:</b> Students who's reports have not been submitted to HDA on this date will be postponed to the Spring Graduation Ceremony (October) 2019	21 June 2019
Faculty meetings to finalize Options and amendment decisions for participating in the <b>Spring Graduation Ceremony (Oct) 2019</b>	1 June 2019 to 12 July 2019
Appointment of examiners for the next three examination sessions continues	1 May to 30 June 2019
<b>JULY</b>	
HDA Records Management of student files	1 to 31 July 2019
Final marks sent to HDA for capturing and loading of degrees for participation in the <b>Spring Graduation Ceremony (October) 2019</b>	15 July to 7 August 2019
Last day for giving Notice of Submission to submit for examination in September and October for participation in the <b>Autumn Graduation Ceremony (May) 2020</b>	31 July 2019
<b>AUGUST</b>	
Closing of Graduation List: <i>Students who's reports have not been submitted to HDA on this date, will be postponed to the Autumn Graduation Ceremony (May) 2020</i>	14 August 2019
<b>SEPTEMBER</b>	
Period for the submission of examination copies for participation in the <b>Autumn Graduation Ceremony (April/May) 2020</b>	1 September to 31 October 2019
<b>OCTOBER</b>	
Last day for the submission of examination copies for participation in the <b>Autumn Graduation Ceremony (May) 2020</b>	31 October 2019
Faculty meetings to finalize Options and amendment	21 October to 29 November 2019

desicions for participating in the <b>Autumn Graduation Ceremony (May) 2020</b>	
<b>NOVEMBER</b>	
Period for giving Notice of Submission to submit for examination in February and March for participation in the <b>Winter Graduation Ceremony (July) 2020</b>	1 to 30 November 2019
Faculty meetings to finalize Options and amendment desicions for participating in the Autumn Graduation Ceremony (May) 2020 continues.	1 to 29 November 2019
<b>DECEMBER</b>	
Period for giving Notice of Submission to submit for examination in February and March for participation in the <b>Winter Graduation Ceremony (July) 2020</b> . <i>Every Notice of Submisstion is valid from July until June of the following year. If a student does not submit according to the date indicated on the Notice of Submission, the NoS can ONLY be re-activated via an email from the supervisor/promoter, confirming the postponed date of submission</i>	15 November to 15 December 2019
<b>JANUARY 2020</b>	
<b>HDA closed for submission of examination copies</b>	2 January to 31 January 2020
Last day for receiving examiner's reports for determning of Option results for the <b>Autumn Graduation Ceremony (May ) 2020</b>	15 January 2020
Period for giving Notice of Submission for participation in the <b>Spring Graduation Ceremony (October) 2020</b>	1 to 28 February 2020
<b>FEBRUARY 2020</b>	
Submission of examination copies for the Winter Graduation Ceremony (July) 2020	1 February to 16 March 2020
<b>Closing of the Graduation list for the Autumn Graduation Ceremony (May) 2020</b> Results for candidates for the Graduate List of the <b>Autumn Graduation Ceremony (May) 2020</b> must be submitted to HDA Students who's reports have not been submitted to HDA on this date, will be postponed to the <b>Spring Graduation Ceremony (October) 2020</b>	20 February 2020
<b>Controls and corrections period for the closing of data for 2020</b>	21 to 28 February 2020
<b>MARCH 2020</b>	
Last day for the submission of examination copies for participation in the <b>Winter Graduation Ceremony (July) 2020</b>	16 March 2020
<b>APRIL 2020</b>	
Period for the submission of examination copies for participation in the <b>Spring Graduation Ceremony (October) 2020</b>	1 to 30 April 2020
Last day for registration and re-registration 2020 for M & D students who do not attend contact sessions	30 April 2020
<b>MAY 2020</b>	
Period for the submission of examination copies for participation in the <b>Spring Graduation Ceremony (Oct) 2020</b> continues	1 April to 31 May 2020
Appointment of examiners for the next three examination sessions	1 May to 30 June 2020

Last day for receiving examiner's reports for the determining of Option results for students, for the <b>Winter Graduation Ceremony (July) 2020</b>	6 May 2020
<b>JUNE 2020</b>	
Appointment of examiners continue	1 May to 30 June 2020
Final marks sent to HDA for capturing and loading of degrees for participation in the <b>Winter Graduation Ceremony (July) 2019</b>	1 to 20 June 2020
<b>Closing of Graduation list:</b> Students who's reports have not been submitted to HDA on this date, will be postponed to the Spring Graduation Ceremony (October) 2020	21 June 2020
Last day for receiving examiner's reports for participation in the <b>Spring Graduation Ceremony (Sept/Oct) 2020</b>	30 June 2020
<b>JULY 2020</b>	
HDA Records Management of student files	1 to 30 July 2020
Period for giving Notice of Submission to submit for examination in September and October for participation in the <b>Autumn Graduation Ceremony (May) 2021</b> . <i>Every Notice of Submission is valid from July until June of the following year.</i> If a student does not submit according to the date indicated on the Notice of Submission, the NoS can ONLY be <b>re-activated via an email</b> from the supervisor/promoter, confirming the postponed date of submission	1 to 30 July 2020
Last day for the finalisation of Combined Reports for the <b>Spring Graduation Ceremony (October) 2020</b>	17 July 2020

Important dates 2020/2020: Updated 15 January 2020