



HIGHER DEGREE ADMINISTRATION

Important dates

April 2019 – August 2020

ITEM DESCRIPTION	TIMELINES
TO REMEMBER:	
Registration dates	From 09 January 2019/20 -Contact sessions: Prior to or during the first session -Dissertation or thesis students: 30 April 2019/20 Web registrations open 09 January 2020
Option 2 and 3 amendments minimum-maximum dates before approval Option 2: 0-4 weeks Option 3: 0-9 months	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.
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 re-activated via an email from the supervisor/promoter, confirming the postponed date of submission	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.
Progress reports: Period for the finalisation of student progress reports	Dates and process managed by Faculties
Closing date for applications 2019/20	Dates managed by Faculties per individual program
APRIL	
Period for the submission of examination copies for participation in the Spring Graduation Ceremony (Oct) 2019	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
MAY	
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 Spring Graduation Ceremony (Oct) 2019	(started 1 April) 1 to 31 May
Receiving of examination reports for faculty meetings to commence with Options 2 and 3 amendment decisions for participating in the Winter Graduation Ceremony (July) 2019	15 to 31 May 2019
Last day for the submission of examination copies for participation in the Spring Graduation Ceremony (Sept/Oct) 2020	31 May 2019
JUNE	
Final marks sent to HDA for capturing and loading of degrees for participation in the Winter Graduation Ceremony (July) 2019	1-20 June 2019
Starting of period for giving Notice of Submission to submit for examination in September and October for participation in the PC Autumn Graduation Ceremony (May) 2020	1 June 2019 to 31 August 2019
Closing of Graduation list: <i>Students who's reports have not been submitted to HDA on this date, will not qualify for the Winter Ceremony of 2019, and the loading of degree will be</i>	21 June 2019

Important dates updated 30 April 2019

<i>carried over to the Spring Graduation Ceremony (October) 2019</i>	
Receiving examination reports for faculty meetings to commence to finalize Options 2 and 3 amendment decisions for students who wishes to participate in the Spring Graduation Ceremony (Oct) 2019	20 June 2019 to 12 July 2019
Appointment of examiners for the next three examination sessions continues	(From May) 1 to 30 June 2019
JULY	
HDA Records Management of student files	1 to 31 July 2019
Final marks after approved amendments , sent to HDA for capturing and loading of degrees for participation in the Spring Graduation Ceremony (October) 2019	15 July to 7 August 2019
AUGUST	
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
Last day for giving Notice of Submission to submit for examination in September, October and November, for participation in the Autumn Graduation Ceremony (April and May) 2020	31 August 2019
SEPTEMBER	
Period starts for the submission of examination copies for participation in the Autumn Graduation Ceremony (April/May) 2020	1 September to 25 November 2019
OCTOBER	
Submission period continues of examination copies for participation in the Autumn Graduation Ceremony (April and May) 2020	1 October 2019- 25 November
Faculty meetings to finalize Options and amendment decisions for participating in the Autumn Graduation Ceremony (April and May) 2020	21 October to 29 November 2019
NOVEMBER	
Last day for the submission of examination copies for participation in the Autumn Graduation Ceremony (May) 2020	25 November 2019
After receiving early bird examination submission, (Sept-Oct) Faculty meetings may commence to finalize Options 2 and 3 amendment decisions for participating in the Autumn Graduation Ceremony (April and May) 2020 continues.	Last days of November 2019
DECEMBER	
Period for giving Notice of Submission to submit for examination in February and March for participation in the Winter Graduation Ceremony (July) 2020. <i>Every Notice of Submission 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>	26 November to 15 December 2019
HDA closed for submission of examination copies from 26 November to 31 January 2020	
JANUARY 2020	
Registration 2020	Still to be announced

HDA closed for submission of examination copies	(Starting 26 November)2 January to 31 January 2020
Receiving examination reports for faculty meetings to commence to finalize Options 2 and 3 amendment decisions for students who wishes to participate in the Autumn Graduation Ceremony (April and May) 2020	15 January to 31 January 2020
Period for giving Notice of Submission for participation in the Spring Graduation Ceremony (October) 2020	1 to 28 February 2020
FEBRUARY 2020	
Submission starts of examination copies for the Winter Graduation Ceremony (July) 2020	1 February to 16 March 2020
Final marks sent to HDA for capturing and loading of degrees for participation in the Autumn Ceremonies (April and May 2020)	1-20 June 2019
Closing of the Graduation list for the Autumn Graduation Ceremony (May) 2020 Results for candidates for the Graduate List of the Autumn Graduation Ceremony (May) 2020 must be submitted to HDA Students who's reports have not been submitted to HDA on this date, will be postponed to the Spring Graduation Ceremony (October) 2020	20 February 2020
Controls and corrections period for the closing of data for 2020	21 to 28 February 2020
Last day for the submission of examination copies for participation in the Winter Graduation Ceremony (July) 2020	16 March 2020
APRIL 2020	
Period for the submission of examination copies for participation in the Spring Graduation Ceremony (October) 2020	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
MAY 2020	
Period for the submission of examination copies for participation in the Spring Graduation Ceremony (Oct) 2020 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 Winter Graduation Ceremony (July) 2020	6 May 2020
Last day for the submission of examination copies for participation in the Spring Graduation Ceremony (Sept/Oct) 2020	31 May 2020
JUNE 2020	
Appointment of examiners continues	1 May to 30 June 2020
Final marks sent to HDA for capturing and loading of degrees for participation in the Winter Graduation Ceremony (July) 2019	1 to 20 June 2020
Closing of Graduation list: 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 Spring Graduation Ceremony (Sept/Oct) 2020	30 June 2020
JULY 2020	
HDA Records Management of student files	1 to 30 July 2020
Last day for the finalisation of Combined Reports for the Spring Graduation Ceremony (October) 2020	17 July 2020
Period for giving Notice of Submission to submit for examination in September and October	1 July until 31 August 2020