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11 August 2014

Dear MBChB final year student

**ANNOUNCEMENT OF EXAMINATION RESULTS AND DECLARATION CEREMONY:
MBChB VI 28 NOVEMBER 2014: 13:00**

Examination results are to be announced, according to Faculty policy, directly after the conclusion of the Examination Moderating Committee meeting on **Friday, 28 November 2014**. **The attendance of the Declaration Ceremony is compulsory. Please note that staff members of the academic departments and Student Admin are not allowed to release marks.** An official printout of your academic record will only be available as from Wednesday, 3 December 2014. The same applies to the MTN number 083 123 111 and "Click Up".

Your attention is drawn to the following important arrangements according to the procedures:

1. **ANNOUNCEMENT OF RESULTS**

- 1.1 All students who will be writing examinations on 24, 25, 26 and 27 November 2014 must please ensure during **17 – 21 November 2014**, that Mrs M Viljoen, (Information Desk, Student Administration Centre) is in possession of their **correct** telephone/cell phone numbers;
- 1.2 Students who are **unsuccessful** in the final examination in November 2014 will be informed of the results between **11:30 and 12:00 on Friday, 28 November 2014**, at the telephone number given to Mrs Viljoen; (see 1.1).
- 1.3 You are kindly requested to be available at the telephone number in question during the time mentioned above, in order to avoid frustration to both parties;
- 1.4 Under no circumstances should you contact Student Administration at the Faculty – **you will definitely be contacted;**
- 1.5 **PLEASE NOTE:** The results of MBChB VI students who have **failed** certain clinical blocks of their SIC programme in November 2013 and in July 2014, have already been announced. These students are already repeating, or have repeated the relevant clinical rotations and therefore already know that they will not qualify on 28 November 2014. These students will therefore not be telephoned again (see 1.2).
- 1.6 All **successful MBChB VI SIC students** (those who have not failed any clinical rotations/blocks in the period July 2013 to November 2014) must be seated at **12:35** in the **Aula Theatre, Hatfield Campus** for
 - 1.6.1 The announcement and confirmation of your final results.
 - 1.6.2 The announcement of those students who have obtained distinctions.
 - 1.6.3 Receipt of your finalist letter with information on graduation, and the HPCSA form for registration at the HPCSA.
 - 1.6.4 Awarding of prizes.
 - 1.6.5 Receipt of your class photograph and your name badge with your title, initials and surname.

1.6.6 Participation in the Declaration Ceremony.

1.7 Family and friends are cordially invited to attend the occasion. Due to the size of the Aula Theatre, each student is allowed to invite 2- 3 guests but a **MAXIMUM OF THREE**.

If we could start promptly at 13:00, we should be finished between 14:00-14:30.

2. **REGISTRATION CERTIFICATE: HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA (HPCSA)**

2.1. After completion, the registration form must be handed in, together with the registration fee of approximately R216.00 as well as R100,00 for a log book, at the Health Professions Council of South Africa, corner of Hamilton and Vermeulen street. (The Health Professions Council of South Africa (HPCSA) does not accept any cash on their premises due to security reasons). The contact details for enquiries at the HPCSA Client Care Centre is tel (012) 338 9300 or 012 338 9301, fax number (012) 328 5120 and the email address is info@hpcsa.co.za

2.2. Please note that registration at the Council is compulsory before you can commence your internship. Your intern number must be supplied to the CEO / Superintendent of the relevant hospital before you may resume your duties.

3. **GRADUATION CEREMONY IN APRIL/MAY 2015**

3.1 The Autumn graduation ceremonies takes place during April / May 2015.

3.2 You may invite **three guests**.

3.3 Due to the formal nature of the occasion graduates are requested to dress accordingly: men – jacket and tie, and ladies elegantly casual.

3.4 Academic dress is compulsory and may be hired for the occasion, at your own cost, from Dippenaar & Reynecke, 752 Park Street, (corner of Park and Beckett Streets), Arcadia, Pretoria, Tel 012 343-2945/7. The official colour of the Faculty of Health Sciences is "**PEACOCK BLUE**".

3.5 Graduates with outstanding financial commitments to the University, or those with outstanding library material will not be issued with their degree certificates on the day of the graduation ceremony. These graduates, must please contact Mrs E Eksteen or Mrs M Makhado of the Student Finance Department at 012 354 2028/1059 or the cashier at 012 354 2001, and/or Medical Library (012 354 2298), HW Snyman Building North wing before the end of their academic year (15 November 2014).

3.6 If you are **unable to attend** the graduation ceremony, please notify Ms M Viljoen (Information Desk, Student Administration Centre), accordingly, before 15 February 2015, with a correct postal address to which your degree certificate can be mailed (note: also see 3.5).

4. **CHANGE OF SURNAME AND THE HIDING OF GRADES OCTOBER TO DECEMBER 2014**

4.1 Please note that the MBChB final year results will be hidden from 1 October until 4 December 2014. Students with SIC results with the 953 code on their academic records, will be replaced with the original mark obtained (69% and above).

4.2 Students who recently married and are still on the UP system with their maiden surname, please update/change your surname before 15 October 2014. Please submit supporting documentation (marriage certificate) to my office R3-54.

Yours sincerely



MR R COOPER
HEAD: STUDENT ADMINISTRATION
FACULTY OF HEALTH SCIENCES