



GRADUATION CEREMONIES

GUIDELINES FOR *CURRICULA VITAE* AND *LAUDĀTIŌNĒS* OF DOCTORAL CANDIDATES IN GRADUATION CEREMONY PROGRAMMES

1. *Curricula vitae*

1.1 The supervisors are responsible for obtaining the *curricula vitae* of their doctoral candidates. If the supervisor is not available, this becomes the responsibility of the respective head of department.

1.2 *Curriculum vitae* (CV) consist of a **maximum of 100 words to be used in the graduation programme**. The abbreviated CV should focus on the candidate's academic progress.

1.3 *Curricula vitae* are not read out during graduation ceremonies.

See 2.5 below.

2. *Laudatio*

2.1 The supervisor (or the head of the department if the supervisor is not available), in consultation with the candidate, is responsible for compiling the doctoral candidate's *laudatio*.

2.2 A *laudatio* consists of a **maximum of 150 words** to be used in the graduation programme.

2.3 An additional 75 word summary of the laudation is required for reading on stage.

2.4 A *laudatio* is a brief narrative description of the research that was conducted for a doctoral degree, as well as a description of the original contribution of the research.

2.5 No aspects other than those mentioned under 2.3 are included in a *laudatio*, the only exception being that of international recognition given to a doctoral candidate for doctoral research. The acceptance and publication of articles resulting from the particular doctoral research in *recognised international accredited journals are included in a laudatio*.

2.6 The supervisor (or the head of the department if the supervisor is not available) submits a candidate's *laudatio* and CV (see 1 above) together to the Head: Faculty Administration (HFA). Upon editorial review, the HFA submits a consolidated set of *laudatiōnēs* to the dean. The dean approves the *laudatio* and the CV for inclusion in the graduation ceremony programme.

2.7 The supervisor (or in his/her absence, and if applicable, a co-supervisor, or the relevant dean in the absence of the co-supervisor) reads out the *laudatio* during the graduation ceremony. When reading the *laudatio*, the reader may not deviate from the text approved by the dean (i.e. no additions or omissions may be made).

3. Honorary doctorates

3.1 The person proposing the awarding of an honorary doctorate arranges for the acquisition of a CV and for the compilation of a *laudatio* pertaining to the honorary doctorate.

- 3.2 In the case of an honorary doctorate, the *CV* and the *laudatio* may be longer than 100 words each, but no longer than 300 words in total. If the joint document exceeds 200 words (up to a maximum 300 words), the longer version will be included in the graduation programme, but a shorter version consisting of a maximum of 150-200 words must also be provided to be read out by the Vice-Chancellor at the graduation ceremony.
- 3.3 The *laudatio* of an honorary doctoral candidate may cover a wide spectrum of outstanding achievements.
- 3.4 The proposers of honorary doctorates must provide the Registrar with a *CV* and a *laudatio* (as well as shorter versions of both – see 3.2 above) by a predetermined date for approval.
- 3.5 The Vice-Chancellor (or the functionary acting on behalf of the Vice-Chancellor) reads the *laudatio* as it appears in the programme or an abridged version of it. The Registrar provides the Vice-Chancellor with an abridged version of the *laudatio* to be used at his discretion.

4. Language medium and language editing

- 4.1 The language used for the *CV* and the *laudatio* is the language in which the study was conducted and submitted.
- 4.2 The supervisor (or the head of the department in the absence of the supervisor/HFA) is responsible for ensuring that the candidate's *CV* and *laudatio* have been edited for language errors before submitting them to the HFA concerned.
- 4.3 In the case of honorary doctorates, the Vice-Chancellor decides on the language in which the *CV* and *laudatio* are to be included in the graduation ceremony programme. The Registrar is responsible for the language editing of these documents.

IC BURGER (Prof)

REGISTRAR

2022-03-31

Guidelines for Curricula Vitae and Laudātiōnēs of Doctoral Candidates 2022-Final.v.1