GRADUATION PROCEDURES AND GUIDELINES

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Liaise with guest speakers. Honorary award recipients and valedictorians about the conduct of the ceremony and the speaker/award recipient role in order to ensure that these key features of the ceremony occur smoothly.	Student Services Director or nominee
The same Massey waiata is to be used in all ceremonies.	Deputy Vice-

10. Student Administration team

Ceremonial splits	Liaise with Director Student Services, Campus Life Managers and Colleges to produce the ceremonial splits.
System set up	Create background data in accordance with agreed ceremonial split.
Timeline	Create a timeline documenting the activities for the various stakeholders.
Applications to graduate	Manage applications to graduate, including withdrawals, deferrals and changes, and verify ceremony allocation. Provide academic clearance for graduands and attest to their identity and eligibility to graduate.
Late applications	Closing date for ceremonies will be strictly adhered to. Decisions on late applications will be made in consultation with Student Administration and Campus Life. Where possible late applications will be processed with due consideration to: student experience, eligibility to graduate, ceremony size, seating availability, risk and inclusion in graduation documentation. Once a late application outcome is reached there is no right of appeal. Complaints will be escalated to the Director, Student Services.
Printed programmes	Update official information in the printed programmes including the lists of officers and Honorary Doctorate awards. Coordinate the production of the printed programmes and provide printed programmes to Campus Life offices.
Website	Display graduates details on the Massey University website. Ensure relevant information such as ceremony dates, times etc are current.
Graduation certificates	Order and quality assure graduation certificates, deliver to Campus Life teams. Provide academic qualification lists for each ceremony to the gown hire suppliers. Arrange for certificates to be sent to students who have withdrawn or inabsentia.
Associated graduation celebrations	Off-shore: Liaise with organisers of off-shore celebrations to honour graduates, managing academic clearances, graduation 'in Council' and production and delivery of certificates and programmes. Māori and Pasifika: Coordinate the production of certificates of attendance and printed programmes for the celebrations honouring Māori and Pasifika graduates.

11. Campus Life team

The Campus Life teams plan the organizational logistics for graduations. Campus Life team duties may vary and the following list of activities is indicative. It includes, but not limited to, organizing:

Venues	Booking of all venues, venue layout, catering, coordination of deliveries, emergency plan.
Street parades	Event permit, traffic management, book parade band, book parade. Parade cancellation notice: In consultation with Director, Student Services, make the wet weather call to cancel parade and arrange notification.
Signage	Booking of strategic street banners, hoardings and signage, and arrange installation
Furniture	Organize/confirm delivery dates/times of graduation furniture.
Ticketing	Graduand/guest ticket allocation, manage late ticket allocations/returns, manage reserved/VIP seating.
Website	Revise and update graduation information for website in conjunction with Marketing and Student Administration.
Intranet	

Staff gowning	Preparation of staff gowning rooms and staff procession rooms.
Ceremonial instructions	Prepare and distribute ceremonial instructions to Council secretary

Graduation day	2. Work collaboratively with the Campus Life teams. 3. Ensure that agreed processes are consistent across the University, having a good understanding of Graduation policy, procedures and guidelines. 4. Organise and document stage seating. Once the seating plan is relatively settled the Marshal/s will put the place names on the first two rows of seats. As the official party arrive they are marked off on the seating plan and ensure each person knows where they are sitting. 5. Liaise with graduation name readers, ensure they have checked for withdrawals, and understand the protocols for no-shows and 'in absentia'. 6. 20 minutes prior to the start of the ceremony begin lining up the academic procession, checking academic dress and counting staff to ensure there is adequate seating on stage. 7. 10 minutes prior to the start of the ceremony do a final check of numbers. Deal with staff arriving late. As a rule the 10 minute call is final and no-one can join the procession after this time. 8. 5 minutes prior to the start of the ceremony the academic procession should be lined up in order ready to proceed.

15. Graduation certificate handover

Pro Vice-Chancellors, or nominee, hand out the certificate to graduates as they progress across the stage.

16. Name readers

ACTION	WHO
Appoint name readers for each ceremony	Pro Vice-Chancellors
An appropriate reader is able to speak publically with clear diction, has sufficient time to seek advice on correct pronunciation of graduands' names, remain calm when receiving late changes, and able to pronounce the names correctly. This is a prestigious position representing the College.	Academic staff member
A list of graduands is provided to name readers approx one week prior to check pronunciation.	Campus Life
Check Student Management System if student has provided phonetic spelling.	Name readers
Pronunciation advice should be sought, and a phonetic system may be used. Check with Office of the Deputy Vice-Chancellor Māori and linguistic staff within the University.	Name readers
At Graduation, the Assistant Marshal will cover any changes with the name reader. The name reader will mark their copy of ceremonial instructions appropriately.	Assistant Marshal, name readers
Remain aware of last minute changes to graduands coming onto the stage using the established system for that graduation.	Name readers

17. Helpers

Campus Life team to coordinate adequate number of staff required each day, dependent on the size of the ceremony, to assist with people management. Helpers are sourced from university departments and /or casual staff. Indicative duties are:

ACTION	WHO / WHEN
Helpers report to Campus Life Manager or nominee.	Helpers
Double check that certificates are filed in correct order prior	2 helpers, prior to start of ceremony
Hand certificates to Pro Vice-Chancellor or nominee to hand to graduate	During the ceremony

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25. Associated graduation related activities

Celebrations are an associated graduation related activity not a graduation ceremony.

A. Celebrations honouring Māori and Pasifika graduates

Protocol	Differentiation between a graduation ceremony and a celebration is required to avoid misperception. Ceremonial gowns for only senior University officials will be provided by the Office of Governance and Assurance. Bonnets or trenchers are not worn, and the University mace and ceremonial banners not used.
Timing	It is preferable that celebrations honouring Māori and Pasifika graduates takes place after the graduation ceremonies in the relevant locations, and that graduates will have graduated at a ceremony or 'in Council' prior to the celebration. If there is valid logistical reason why this cannot occur, then the celebration would honour both graduands and/or graduates.
Event co-ordination	A convenor from the Office of the Deputy Vice-Chancellor Māori,and Office of the Provost for Pasifika, will be appointed to organize the events.
Guest speakers	Guest speakers for the celebrations are to be organized by Office of the Deputy Vice-Chancellor Māori, approved by the Deputy Vice-Chancellor, and Office of the Provost for Pasifika, approved by the Provost.
Certificate of completion	Graduates who have registered to attend the celebration receive a standardised Certificate of Completion at the celebration. Those graduates who choose to graduate 'in absentia', or do not attend their Graduation ceremony and attend only the celebration, will receive their Graduation certificate through the post.

B. Celebrations to honour off-shore graduates

Graduates will have graduated 'in Council' prior to the celebration.
Ceremonial gowns for only senior University officials will be provided by the Office of Governance and Assurance.
The University mace and ceremonial banners are not required.
Celebrations to honour off-shore graduates will be organised and funded by the College undertaking the off-shore education and the host institute.

Relevant legislation

Education Act 1989 Section 193 (2(a))

Legal compliance

Health and Safety at Work Act 2015

Related procedures / documents

Massey University Council Graduation Statute