GRADUATION

PROCEDURES AND GUIDELINES

Section	Council Statutes
Contact	Events and Sponsorship Team
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1. Purpose

The purpose of the Massey University Graduation Procedures and Guidelines is to support the delivery of and the protocols to be applied for Massey University graduations:

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1. It should be read in conjunction with the Massey University Council Graduation Statute.
2. It is a framework to assist those involved in preparations for and running of graduations.
3. It provides direction regarding the organisational and logistical considerations relating to graduation ceremonies.
4. It establishes a clear set of directives and procedures that address ceremonial processes.
5. It identifies the responsibility, role, and function of key-players.
6. It integrates, aligns, and coordinates relevant graduation processes across the University.
7. It identifies the responsibility and processes for graduation "in Council."
8. It identifies the responsibility for celebrations to honour graduates.

2. Definitions

'In Council' graduation	Where the graduate has chosen to graduate at a time other than a graduation ceremony. The dates are declared by the University and will be the dates of the Academic Board meetings, and Council meetings as required.
"Academic dress"	Formerly referred to as "regalia." Change made to be consistent with hireage.
"Helpers"	Formerly referred to as "ushers." Change made to reflect that ushers are sometimes provided by the venue.
"Graduation certificate"	Formerly referred to as "scroll." Change made to reflect that they are no longer rolled but presented flat in a folder.
"Name reader"	Formerly referred to as "caller." Change made to differentiate between the Kaikaranga caller.
"Ceremony"	A formal occasion with delegated authority to confer degrees, award diplomas and certificates and present the graduation certificates to graduands.
"Celebration"	Is not a conferral event but an informal occasion to honour graduates: to acknowledge cohorts. Please note – these events can also be formal – but it needs to be made clear that awards are not conferred at these events. A celebration is not a graduation "ceremony," and no graduation certificates are presented.

3. Audience (for this guidance)

All staff involved with graduation ceremonies and 'in Council' graduations.

4. Graduand and guest attendance at ceremonies

Graduands may only graduate at one conferral event per qualification, and for this purpose Academic Board and Graduation ceremonies are conferral events.
The graduation events for Māori students can be attended by students of any ethnicity.
Graduands may attend any ceremony which is offered for their qualification.
Graduands will be invited to all ceremonies.
Graduands must choose one ceremony to attend – the Māori ceremony or their college ceremony. They cannot attend both.
Graduates who have previously graduated via Academic Board are not able to attend or walk the stage for a ceremony unless they meet the conditions for exception management (such as University Error, or events out of their control – injury or family death prevents). Escalation is via the DVC SAGE. Management is via the Events

and Sponsorship team and Student Registry.
The graduands will be listed in alphabetical order by qualification and College.
Graduands will be given no less than 3 guest tickets per ceremony (dependent on venue capacity). The Māori ceremonies have no limits applied.
Whānau (families) will be encouraged to offer their own form of 'tautoko' for when their graduand crosses the stage. The ceremony lead or caller will normally pause until the end of each 'tautoko.'
Graduands and guests who have identified requiring extra assistance (mobility, hearing impaired etc.) are contacted and accommodated prior to the ceremonies.

5. Conduct of ceremonies

ACTION	WHO
Putatara and kaikaranga Arranged through Deputy Vice-Chancellor Māori	Performed by a senior staff member or community member
Officiate	Chancellor, Pro-Chancellor, or nominee
Welcome address, including suitable reference to tangata whenua	Chancellor or Pro Chancellor
Closing address, charge to students	Vice-Chancellor or nominee
Read graduands names	Senior academic staff nominated by Pro Vice-Chancellor
Hand out graduation certificates to graduates. Graduates receiving two or more certificates in the same ceremony will receive them when being presented the highest award. They will not cross the stage more than once.	Pro Vice-Chancellor or nominee supported by Deputy Vice-Chancellor Students and Global Engagement
The University mace must be used at all ceremonies. Lead the street procession, carrying mace and heading official procession.	Marshal
The official procession leaves the stage first at the conclusion of each ceremony.	Marshal
Organise stage seating, decide whether there is sufficient space on stage to accommodate PhD recipients (all efforts should be made to do this). Ensure the correct students are presented to the Chancellor.	Marshal, Assistant Marshal
The academic procession precedes the official procession onto the stage at the commencement of each ceremony	Assistant Marshal
Liaise with guest speakers. Honorary award recipients,' valedictorians, and posthumous when required about the format of the ceremony and the speaker/award recipient role in order to ensure that these key features of the ceremony occur smoothly.	Events Manager
The Massey waiata (Te Kunenga ki Pūrehuroa) is to be used in all ceremonies.	Deputy Vice-Chancellor Māori
The same recording of introductory video, processional music, and the NZ national anthem is to be used in all ceremonies.	Events Manager
A procession will occur if conditions allow for graduands and their guests.	Events Manager

6. Chancellor and Vice-Chancellor roles, and official alternatives.

Alternative Order	Chancellors Role	Vice-Chancellors Role
Standard	Chancellor	Vice-Chancellor
Alternative One	Pro Chancellor	Vice-Chancellor
Alternative Two	Designated Council Member	Vice-Chancellor
Alternative Three	Vice-Chancellor	Provost
Alternative Four	Provost	University Registrar (DVC SAGE)

7. Duration of ceremonies and speakers

Attempt should be made to keep a ceremony to less than 2 hours:

SPEAKER	NO LONGER THAN
Chancellor welcome address	5-7 minutes
Guest speaker address	5-7 minutes
Valedictorian address	2-3 minutes
Honorary doctorate orator citation	4-5 minutes
Honorary doctorate recipient address	4-5 minutes
PhD citation summaries must be succinct and written in non-technical language	Up to 100 words

8. Academic dress

Standard for all Massey graduates	Black gowns
Standardised for each qualification	Colour and tones of hoods
Honorary Doctorate	Post office red gown
Diplomats who do not hold a degree.	Massey stole
Diplomats who hold a degree	Appropriate gown/hood/trencher/bonnet
All people seated on stage	Must wear academic dress accompanied by formal dress standards.
Non-graduates	Black bachelor gown (except Honorary Doctorate)

Where a student cleared to graduate, and listed in the printed programme, arrives at the graduation venue without academic dress, and insufficient time to obtain full academic dress before ceremony commencement, a few spare gowns, trenchers, and stoles are held at the venue. For a bachelor's degree the student is permitted to cross the stage with gown, trencher and stole instead of the relevant hood.

The Marshal or nominee has the authority to require staff to adapt dress accordingly to meet formal dress standards.

9. Deputy Vice-Chancellor, Students and Global Engagement (University Registrar)

Role	Responsibility
Graduation Statute and Guidance	Responsible for all national and international statutes, procedures and guidelines relating to graduation. Is overall responsible for graduation ceremonies and is the main escalation point for all areas.
Adviser	Acts as an advisor to the Chancellor or Vice-Chancellor during the event.
University Registrar	The Deputy Vice-Chancellor, Students and Global Engagement is also the University Registrar. In this capacity, the DVC SAGE oversees the key teams linked to the graduation ceremonies, including Student Registry, Events, Marketing, Student Experience and is also a member of Academic Board.

10. Office of Governance and Assurance

Role	Responsibility
Council members	Liaises with and makes arrangements for Council members, including at the graduation venue/s prior to and following the graduation ceremony.
Academic dress	Responsible for approval and standardisation of academic dress and accoutrements across the campuses.

	Provides ceremonial academic dress for the positions of Chancellor, Pro-Chancellor, Vice-Chancellor, Deputy Vice-Chancellor Students and Global Engagement (University Registrar), and members of Council. Provides Honorary Doctorate academic dress. Should the Honorary Doctorate recipient wish to keep the Honorary Doctorate academic dress, the Council will gift it. If not, Council will provide it on request. In the case of a posthumous award the Council will gift the stole or floppy bonnet to the family of the graduate. Currently Academic Dress hire donate this. This may be at a graduation ceremony or at another time.
"In Council" graduations	Provides Student Registry with Academic Board meeting dates for publication in the University Calendar for 'in Council' graduations. Liaises with Student Registry to ensure 'in Council' graduation lists are supplied, with the accompanying attestation confirming the identity and eligibility to graduate of those listed, for the appropriate Academic Board or Council meeting.
Conferment of degrees	At a graduation ceremony, the Chancellor, Pro-Chancellor, or Council nominee has the delegated authority of Council to confer degrees and award diplomas and certificates on those to be presented in person or listed as 'in absentia' in each Graduation Programme.

11. Deputy Vice-Chancellor Māori (main graduation)

Role	Responsibility
Advise	Assist the Chancellor to include Te Reo Māori as part of his/her graduation ceremony address.
Waiata	Responsible for the University waiata, including professional recording, and its placement in the ceremonies.
Kaikaranga	Delivery of the Kaikaranga at each ceremony, and any associated payments.
Mana Whenua	Responsible for inviting, liaising, and supporting any Mana Whenua involvement in the ceremony.
Tikanga or Cultural aspects	Advise on cultural aspects as part of the Order of Ceremony if necessary.
Hosting	Assist the Office of the Vice-Chancellor at the graduation ceremony in hosting Māori Honorary Doctorates, their whānau, and groups who wish to support them. If appropriate organise, host, and fund an appropriate event such as a lunch or dinner, for Māori Honorary Doctorates to conclude the graduation formalities in a culturally appropriate manner.
Ceremony liaison	Appoint a convenor to liaise with the Events and Sponsorship team to advise on all cultural aspects of the ceremonies.

12. Delivery of Whakapotaetanga Māori (Māori Ceremony)

Role	Responsibility
General	Any student who is eligible to graduate can choose to attend the Māori Ceremony – they do not need to be Māori. Graduands must choose <u>one</u> ceremony to attend – the Māori ceremony <u>or</u> their college ceremony. They cannot attend both. The ceremony should be kept as close to two hours where possible. The *tewhawha* is used to replace the University mace. The ceremonies are bilingual – Te Reo Māori and English. In order to futureproof the use of Te Reo Māori when a new Chancellor is appointed, an MC from the Office of the DVC Māori may be selected to ensure Te Reo Māori is used throughout. Kakahu or Korowai (or alternatives) are encouraged, as are whānau who may tautoko their graduand when crossing the stage. The format does not differ from a main graduation ceremony – the Chancellor still does an

	opening speech, the University Waiata is sung. The Vice-Chancellor still reads his/her PhD extract and citations, plus his/her charge speech, and the ceremony ends with the National Anthem.
Student Registry	Students can state their Iwi on the 'application to graduate' form. This is included in the graduation programme and read out during the during the ceremony following their name, by the name reader.
DVC Māori /Event Manager	At each region, a working group is formed where both parties meet regularly and work through all aspects of the ceremony (which may include local Mana Whenua).
DVC Māori	Is responsible for: all cultural aspects including, the appointment and liaison of the kapa haka group, the taonga - the tewhawha and mauri stone, the choosing of the guest speaker and valedictorian, the name readers, MC, processional music, inviting local kaumatua and kura, Māori@massey volunteers and how students enter the auditorium (seated or process in).
Events and Sponsorship team	Is responsible for: run sheet, the ceremonial procedures and ensuring DVC Māori, Council, Vice-Chancellor and MC has a copy in a timely manner, student and guest ticketing, staff on stage registration, packing scrolls in correct order, communication to students and staff, liaising with the guest speaker and valedictorian, the venue set up and technical requirements, traffic management, parking and catering.
Marshal's	Responsible for liaising with the DVC Māori (or appointee) around the seating and entrance of staff.
Payment	The Events and Sponsorship team pays for the venue, kapa haka groups, technical requirements, photographer, and catering.
Draft run sheet	Please see Appendix 1 for a copy of the run sheet. Note: each region differs slightly due to venue capacities and the number of graduands attending.

11. Office for Pacific Student Success

Role	Responsibilities
Hosting	Assist the Office of the Vice-Chancellor at the graduation ceremony in hosting Pacific Honorary Doctorates, their family, and groups who wish to support them. If appropriate organise, host, and fund an appropriate event such as a lunch or dinner, for Pacific Honorary Doctorates to conclude the graduation formalities in a culturally appropriate manner.

12. Events and Sponsorships team

The Events and Sponsorship Team takes a leadership role in the operational management of graduation ceremonies nationally, and for collaborating with all campuses to promote a "one university approach" to graduation. The team plans the organisational logistics for graduations. The following is an indicative list of activities:

Role	Responsibilities
Overall	Overall planning and delivery of graduation ceremonies. Reviewing of all graduation ceremonies and procedures. Chair the Graduation Delivery meetings (nationally and locally). Coordinate the Programme sign off with Student Registry.
Ceremonial splits	Decisions regarding the ceremonial split will be made by the Events office in conjunction with Student Registry, and relevant Colleges, cognisant of achieving a critical mass at the ceremonies.
Guest speakers	The engagement of guest speakers nominated by the College Pro Vice-Chancellors and all specific arrangements (academic dress, travel, accommodation, chaperones) for each speaker. If there is an Honorary Doctorate or Massey Medal recipient, then no additional guest speaker is required. The Events and Sponsorship team will advise the Deputy Vice-Chancellor Students and Global

	Engagement of the proposed graduation speakers prior to finalisation.
Valedictorians	The engagement with valedictorians nominated by the College Pro Vice-Chancellors.
Marshals	Liaison with College Pro Vice-Chancellors on the appointment and training of Marshals and Assistant Marshals. The DVC SAGE formally appoints any nominees and will maintain this record.
Processions	The coordination of the academic procession in conjunction with the Marshal. The coordination of the Graduation Street processions.
Non ceremonial	All non-ceremonial front-of-house matters including venue bookings, invitations to staff, invitations to official guests, publicity, programmes, flowers, parking, thank-you.
Oversight	Oversight of associated graduation related activities such as hospitality before or after graduation ceremonies. Celebrations honouring graduates and College or Alumni events are excluded.
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: - make the wet weather call to cancel parade and arrange notification.
Signage	Booking of strategic street banners, hoardings, and signage, and arrange installation
Furniture	Organise/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 Student Registry.
Intranet	Revise and update graduation information for staff.
Printed programme	In consultation with Student Registry check all relevant ceremonial information in programme, order and pay for the required quantity of programmes and confirm delivery date, distribute, and deliver programmes.
Certificates	Events office order and pay for the presentation folders and collate certificates for presentation into folders before each ceremony. Certificates are paid for by Student Registry.
Academic dress hire	Ensure the academic dress hire provider has sufficient venue and spaces to carry out their service. Liaise with them on days and hours of service so this can be communicated.
System development	Continuous improvement of systems to improve student experience and delivery of graduation related functions.

13. Student Registry team

Role	Responsibilities
Ceremonial splits	Liaise with the Events and Sponsorship team 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. Finalisation of graduands to attend may be delayed to manage attendance volumes.
Late applications	Closing date for ceremonies will be strictly adhered to. Decisions on late applications will be made in consultation with Student Registry and the Events office. 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 Events and Sponsorship team. The DVC SAGE is the ultimate escalation point.
Printed	Develop and deliver a printed programme, which includes all ceremonies for each graduation

programmes	location. Update official information in the printed programmes including the lists of officers and Honorary Doctorate awards. Graduands will be listed by college, by qualification and in graduand alphabetical order (by surname). Coordinate the production of the printed programmes and provide printed programmes to the Events office.
Website	Display graduation details on the Massey University website. Ensure relevant information such as ceremony date and times are current.
Graduation certificates	Order and quality assure graduation certificates, deliver for the Events office. Provide academic qualification lists for each ceremony to the gown hire suppliers. Arrange for certificates to be sent to students who have withdrawn or in-absentia. Maintain the security protocols around certificate production.
Associated graduation celebrations	Off-shore: Liaise with organisers of off-shore ceremonies or celebrations. Ensure all relevant processes have been adhered to, including all relevant checks and clearances before producing certificates and programmes.
System development	Continuous improvement of systems to improve student experience and delivery of graduation related functions.

14. Marketing team

Role	Responsibilities
Marketing and branding	Marketing team to liaise with Events and Sponsorship team, and Student Registry to update associated branding on the printed programme, certificate folders and all other collateral as well as pay for all associated costs of the design. Ensure brand consistency. Provide culturally appropriate photographs for printed graduation material. Supply and arrange advertising of graduations in the media.
Comms	Communications team to run digital media campaigns. Provide 'on demand' recording of graduation ceremonies for university website. Provide publicity and media releases on graduates, Honorary Doctorates and Massey University Medal recipients (including photographs).
Web	Compile graduation information for students online.
Related events	Provide support for graduation related events.

15. Alumni office

Role	Responsibilities
Merchandise	Alumni office organise and run merchandise stalls at each ceremony.
Association	Alumni office provide information about the Massey Alumni Association and its relevant benefits and chapters.

16. Marshals and Assistant Marshals

Role	Responsibilities
Marshal	The Marshal is a senior position, leading the processions, carrying the mace, and providing support to the graduation team. In consultation with Pro Vice-Chancellors, the DVC Students and Global Engagement will appoint a senior academic as Marshal to each campus. A senior professional staff member, in consultation with their relevant Deputy Vice-Chancellor or Provost, may also be a Marshal. Where possible, one Marshal will carry out the duties for all ceremonies in that season.
Assistant	The DVC Students and Global Engagement appoints Assistant Marshal(s) for each ceremony

Marshal(s)	from either academic or professional staff. The Assistant Marshal team should be consistent for all ceremonies within a season where possible to ensure continuity of delivery.
Reporting	Marshals and Assistant Marshals report to the DVC Students and Global Engagement Appointments are based on periods of time (normally up to 4 years) and can be extended by mutual agreement.
Duties on Graduation Day	1. Arrive at least 90 minutes prior to the start of the ceremony. 2. Work collaboratively with the Events office. 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. At this time, provide an introduction to the academic procession of the ceremony, any special allowances or acknowledgements, and "housekeeping". 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. NB. The ceremonies have a short video that plays before staff process into the hall.

17. Graduation certificate handover

The Pro Vice-Chancellors, or nominee, hand out the certificate to taught graduates as they progress across the stage.
The Provost, or nominee, hand out the certificate to research graduates as they process across the stage.

18. Name readers

ACTION	WHO
Appoint name readers for each ceremony	Pro Vice-Chancellors
An appropriate reader is able to speak publicly 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 approximately one week prior to check pronunciation and practice names.	Events office
If a student has provided phonetic spelling of their name this will be provided to the name reader by the Events office.	Events office
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	Name readers

using the established system for that graduation.

19. Helpers

Events office 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 the Events Manager or nominee	Helpers
Double check that certificates are filed in correct order prior	Helpers, prior to start of ceremony
Hand certificates to Pro Vice-Chancellor or nominee to hand to graduate	During the ceremony
Staffing of help desk for any enquiries regarding the ceremony, e.g., for late request of additional tickets and guests/students	Daily
Sell programmes using the EFTPOS machine as required	Daily
Fit academic dress as required in staff and student gowning rooms	Before each ceremony
Check academic dress and order of graduands as they prepare to cross the stage	During the ceremony
Advise name readers using the established process if a graduand is not present to cross the stage	Before and during the ceremony
Ensure auditorium/theatre door ushers are briefed to give general direction to student/guest seating, and ceremony length	Events and Sponsorship team, before each ceremony
Assist students/guests with disabilities e.g., take to allocated spaces and advise of process at end of ceremony. Graduands who need assistance will be advised of process specific to their needs.	Venue team or helpers, daily Events and Sponsorship team
Procession assistants to walk alongside the procession to the destination and ensure safety of procession, along with traffic management company.	During each procession

20. Graduation speakers

ACTION	WHO
Suggestions of speakers for each ceremony are put forward to the Events and Sponsorship team	Pro Vice-Chancellors
Approach suggestions approved by the Pro Vice-Chancellors on behalf of the College, and manage the speakers, including arranging academic dress, transport, accommodation.	Events and Sponsorship team
If there is an Honorary Doctorate or Massey University Medal recipient and orator, no additional speaker is required.	Vice-Chancellor's office
Appoint a chaperone for each ceremony, who: - meets the speaker and guests at the start of the parade or graduation venue. - arranges for speaker to be robed. - arranges for speaker's guests to be seated in the auditorium. - introduces the speaker to the Chancellor and Vice-Chancellor (and other officials) - meets the speaker after the ceremony and returns academic dress as required.	Events and Sponsorship team
Arrange a speaker thank you gift (from Alumni or Massey Press) with appropriate message, to be presented to the speaker after the ceremony by the DVC SAGE or nominee.	Events and Sponsorship team

21. Honorary doctorate award

Refer separate honorary doctorate guidelines.

22. Higher degree awards

The University can offer a range of higher degrees, which include:

- Doctor of Science: DSc (Honoris Causa)
- Doctor of Literature: DLit (Honoris Causa)
- Doctor of Commerce: DCom (Honoris Causa)
- Doctor of Music: DMus (Honoris Causa)
- Doctor of Fine Arts: DFA (Honoris Causa)
- Doctor of Health: DHealth (Honoris Causa)

More information can be found in the Qualification Regulations.

ACTION	WHO
Confirmation of higher degree awards	Student Registry (in conjunction with the Graduate Research School)
Preparation of graduation stole gift and flowers. Each award should have a stole that corresponds to the colour of that discipline.	Events and Sponsorship team (in conjunction with Academic Dress Hire)
The stole will always be given by the Chancellor, while the gift and flowers are given by the Provost. The Vice-Chancellor leads all spoken activities.	Chancellor, Vice-Chancellor, and Provost (or their nominees)

23. Valedictorians

ACTION	WHO
Arrange for a list of graduands to be provided to Offices of Pro Vice Chancellors	Events and Sponsorship team
Pro Vice-Chancellors provide nominations for valedictorian for their relevant ceremony	Pro Vice-Chancellors
Provide support to the valedictorians in a mentoring capacity.	Events and Sponsorship team and Communications team
Appoint a valedictorian minder for each ceremony, who: - liaises with the valedictorian prior, providing support. - meets the valedictorian at the graduation venue. - introduces the valedictorian to the Chancellor and Vice-Chancellor (and other officials)	Events and Sponsorship team
Arrange a valedictorian acknowledgement gift (from Massey Alumni) to be presented to the valedictorian by the PVC's or nominee.	Events and Sponsorship team

24. Posthumous award

ACTION	WHO
Send a letter to the family from the DVC SAGE	Student Experience
Student Experience Directorate to advise Student Registry of the outcome of communication regarding whānau attending a ceremony to receive an award posthumously. To occur within ceremony timelines.	Student Experience

Liaise with next of kin	Events and Sponsorship team
In the case of a posthumous award the Council will gift the hood and trencher/bonnet to the family of the graduate. Currently Academic Dress Hire donate this. This may be at a graduation ceremony or at another time. Liaise with Academic Dress Hire.	Events and Sponsorship team
Liaise with College. Arrange minder.	Events and Sponsorship team

During the ceremony:

- The Name Reader states the following:

  Chancellor, this award is made posthumously and will be collected on behalf of ***student's name*** *by his/her (describe relationship e.g., father, cousin).*
- The relative/s wait with the Assistant Marshal until the Name Reader has fully announced the award for the deceased student and the on-stage staff are all standing.
- All staff on stage are to stand.
- The relative/s then proceed across the stage with the hood/stole over the left forearm and holds the trencher in the left hand, so that this faces the audience.
- The relative/s then shake hands with the Chancellor with the right hand and then receives the certificate from the certificate handover person, again in the right hand.
- The relative/s then exit the stage, and if they choose to return to their seat.
- Staff on stage resume their seats.

25. Stage seating guidelines

Row	Guidelines
Front row	• The front row at all ceremonies will consist of three ceremonial chairs only. • The front row will have (left to right facing the stage) the Vice-Chancellor, Chancellor, and Pro Chancellor on the raised stage. If the Pro Chancellor is not present the Deputy Vice-Chancellor Students and Global Engagement will take that place on the raised stage. • On the left-hand side (facing the stage) of the raised stage will be the Pro Vice-Chancellor of the appropriate College, the Marshal and one other member of the Senior Leadership Team if a seat is available. • On the right-hand side will be the Deputy Vice-Chancellor Students and Global Engagement if the Pro Chancellor is present, the graduation speaker, two further members of the Senior Leadership Team and the Assistant Marshal. • Where there is an Honorary Doctorate or Massey University Medal being awarded, the two Senior Leadership Team members on the right-hand side will move to the second row to accommodate the Honorary Doctorate/ Massey University Medal recipient and orator. • The front row will always have Senior Leadership Team or senior academics from the College in the seats not allocated to graduation officials. If there is no room they will sit with Council members in the second row. • The guest speaker is seated to the right of the Pro-Chancellor. • Subject to the number of honorary awards, name readers may be seated in the front row on the right-hand side of the stage. • It is culturally appropriate that the senior member presenting the Pūtātara and Kaikaranga may be seated in either the front or second row at the left edge depending on front row allocations.
Second row	• Depending on front row allocations, the second row will comprise Council members and Senior Leadership Team members. Where vacant seats remain, these will be allocated to senior staff of the College associated with that graduation e.g., name readers.

Flexibility for each ceremony is required depending on the attendance of Senior Leadership and Council

members. One example is:

THIRD ROW	Academics										
SECOND ROW	Pūtātara / Kaikaranga	Senior Academic	Council member	Council member	Senior Academic	Senior Academic	Senior Academic	Council member	Council member	Name Reader	Name Reader
FRONT ROW L-R facing the stage	1 SLT for College	2 SLT for College	3 Marshal	4 Provost	**5** **Vice-Chancellor**	**6** **Chancellor**	**7** **Pro-Chancellor** (or DVC SAGE)	8 DVC SAGE	9 Guest Speaker	10 Senior Leadership Team member	11 Assistant Marshal

FRONT ROW IF HONORARY DOCTORATE	1 SLT for College	2 SLT for College	3 Marshal	4 Provost	**5** **Vice-Chancellor**	**6** **Chancellor**	**7** **Pro-Chancellor** (or DVC SAGE)	8 DVC SAGE or SLT member	9 Honorary Doctorate orator	10 Honorary Doctorate recipient	11 Assistant Marshal

26. "In Council" graduations

	Details	Who
Dates	Provide Student Registry with Academic Board and Council meeting dates as soon as available	Academic Board Secretary – Governance
Website	Place Academic Board dates on graduation webpage. These become the dates for "in Council" graduations.	Student Registry
Schedule	Provide Academic Board Secretary - Governance with schedule of graduands who have applied to have their degree conferred, or certificate or diploma awarded, at an "in Council" graduation in time to be included in the relevant Academic Board meeting papers. Provide a statement from the Head of Student Registry (on behalf of the DVC SAGE) attesting that all graduands presented on the schedule had been subjected to the necessary procedures to confirm their identity, and their eligibility to graduate, and that the procedures had been conducted by appropriately authorised staff.	Student Registry
Minute	Provide Student Registry with the minute approving the degrees had been conferred, and certificates and diplomas awarded.	Academic Board Secretary – Governance
Printing and Postage	Manage the printing of the certificates, dated as at the Academic Board meeting at which the degree had been conferred, and certificates and diplomas awarded, and send to graduate.	Student Registry

27. Graduation delivery committee (national and local)

Chaired by the Events and Sponsorship team or nominee. Has an operational focus and will be responsible for organising and ensuring the smooth delivery of all graduation events at the relevant location. Develops and monitors policy, subject to approval by the Deputy Vice-Chancellor Students and Global Engagement, ensuring best practice across all ceremonies. Should meet at least twice per year and linked to the associated graduation seasons.

28. International graduations

Graduation ceremonies normally take place in New Zealand, however, as Massey is growing its international footprint, ceremonies or celebrations conducted outside of New Zealand are expected to grow. International Graduations will only be considered if approved the by Vice-Chancellor or DVC Students and Global Engagement.

Ceremonies will only be considered internationally when Massey has a transnational footprint (either through partnership or through its own campus). Ceremonies will be required to follow these guidelines but can be nuanced based on local customs and practices. Student Registry to confirm these graduates have completed and are eligible to confer their awards. Ceremonial gowns for senior University officials will only be provided by the Office of Governance and Assurance. Any deviation from these guidelines must be agreed with the DVC Students and Global Engagement in advance. It is anticipated that if an international ceremony is held, the procedures will be recorded for future ceremonies (and for consistency).

Celebrations should be used to acknowledge graduates in most other circumstances. Graduates will have graduated 'in Council' prior to the celebration as a cohort. Student Registry to confirm these graduates have completed. Ceremonial gowns for senior University officials will only be provided by the Office of Governance and Assurance. The University mace and ceremonial banners are not required. Celebrations to acknowledge cohorts of graduates will be organised and funded by the College delivering the education and the host institute.

29. Postponement

If Graduation ceremonies are unable to be held for any reason, students will be conferred via Chancellor approval and offered an alternative graduation ceremony to attend as per approved 1.B of the contingency plans. A decision will be made 4 weeks prior to the commencement of the ceremonies. Student Registry and the Events and Sponsorship team in conjunction with the communications team, to create, coordinate and deliver communications for staff and students.

Relevant legislation

Education and Training Act 2020 Section 283 (2(a))

Legal compliance

Health and Safety at Work Act 2015

Related procedures / documents

Massey University Council Graduation Statute
Honorary Doctorate Guidelines

Document management control

Prepared by: Events and Sponsorship team
Authorised by: Executive Director, Marketing and Communications
Approved by: Deputy Vice-Chancellor, Students and Global Engagement (University Registrar)
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