

MASSEY UNIVERSITY COUNCIL GRADUATION GUIDELINES

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| Section | Council |
| Contact | Office of AVC & University Registrar |
| Last Review | December 2015 |
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Purpose:

The purpose of the Massey University Graduation Guidelines is to outline a framework to assist and guide those involved in preparations for and running graduations to achieve tasks using a recommended course of action.

Graduation Ceremony Guidelines

1.0 Duration of Graduation Ceremony Guidelines

- 1.1 Every attempt must be made to keep a ceremony to a maximum length of less than two (2) hours.
- 1.2 The Chancellor welcome address should be no longer than five to seven (5-7) minutes.
- 1.3 A graduation speaker's address should be no more than ten (10) minutes.
- 1.4 An orator's citation should be no more than five to seven (5-7) minutes long.
- 1.5 If an Honorary Award is to be made, a musical item may not be required if time does not permit.
- 1.6 Read PhD citation summaries must be succinct (a maximum of up to 150 words) and written in non-technical language.

2.0 Conduct of Graduation Ceremony Guidelines

- 2.1 Chancellor, Pro-Chancellor or nominee to officiate.
- 2.2 Deputy Vice-Chancellor to deputise for Vice-Chancellor as required.
- 2.3 A putatara and karanga will be performed by a senior staff member or community member.
- 2.4 The Chancellor will give the welcome address which will include suitable reference to Tangata Whenua.
- 2.5 Pro Vice-Chancellor or nominee(s) will read graduands names.
- 2.6 Campus Graduation Committee Chair (Campus Registrar) to hand out scrolls to graduates and to recipients of awards. Graduates and recipients receiving two (2) or more scrolls will receive them when being presented for the highest award.
- 2.7 Marshal and/or Assistant Marshal will lead and seat the academic procession on to the stage; organise stage seating; ensure correct students are to be presented to the Chancellor; decide whether there is sufficient space on the stage to accommodate PhD recipients (all efforts should be made to accommodate PhD recipients on stage); liaise with guest speakers and honorary award recipients 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; and lead the street procession, carrying mace and heading official procession.

- 2.8 There shall be a musical interlude if there is sufficient time in the ceremony. All endeavours will be made to showcase New Zealand School of Music graduates or students, or appropriate students or entertainers who have links to the University.
- 2.9 The same recording of the National Anthem is to be used in all ceremonies. The National Anthem may be led by a singer/s.
- 2.10 Recorded processional music is available or live processional music may be used.
- 2.11 The academic procession precedes the official procession onto the stage at the commencement of each ceremony. The official procession leaves the stage first at the conclusion of each ceremony.
- 2.12 The University mace and ceremonial banners must be used at all ceremonies.

3.0 Graduation Marshals and Assistant Marshals Guidelines

- 3.1 The Marshal should arrive at least 90 minutes prior to the commencement of the ceremony.
- 3.2 The Marshal and Assistant Marshal(s) will work collaboratively with the Events Management Team and the Chair of the relevant Campus Graduation Committee.
- 3.3 The Marshal and the Assistant Marshal(s) will organise the stage seating, using a system (e.g. whiteboard) which is visible to all attendees, and which can be altered and amended easily. Guidelines for allocation of the first two rows of seating are:
 - 3.3.1 The front row at all ceremonies will consist of the eleven ceremonial chairs only;
 - 3.3.2 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 Assistant Vice-Chancellor Operations, International & University Registrar will take that place on the raised stage;
 - 3.3.3 On the left-hand side (facing the stage) of the raised stage will be the Pro Vice-Chancellor of the appropriate College, Campus Registrar and the Marshal and one other member of the Senior Leadership Team if a seat is available;
 - 3.3.4 On the right hand side will be the University Registrar if the Pro Chancellor is present, the graduation speaker, two further members of the Senior Leadership Team, and the Assistant Marshal;
 - 3.3.5 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;
 - 3.3.6 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;
 - 3.3.7 It is culturally appropriate that the senior member presenting the Putatara and Karanga be seated in the front row at the left edge;
 - 3.3.8 Subject to the number of honorary awards, the relevant Pro Vice-Chancellor and any additional graduation callers that may be required will be seated in the front row on the right hand side of the stage; and
 - 3.3.9 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. graduation callers.
- 3.4 Once the seating plan is relatively settled the Marshal and the Assistant Marshal(s) will put the place names on the first two rows of seats.
- 3.5 As the official party arrive they are marked off on the seating plan and ensure each person knows where they are sitting.

- 3.6 With the graduation speaker's chaperone greet the speaker and introduce him/her to the Vice-Chancellor and the Chancellor.
- 3.7 With the Executive Secretary (Council) greet Honorary Doctorate or Massey University Medal recipients, introduce them to the Vice-Chancellor and the Chancellor and ensure they have the correct academic regalia.
- 3.8 Liaise with graduation callers, ensure they have checked for withdrawals, and understand the protocols for no-shows and 'in absentia'.
- 3.9 Twenty (20) minutes prior to the commencement of the ceremony begin lining up the academic procession, checking academic regalia and counting staff to ensure there is adequate seating on stage.
- 3.10 Ten (10) minutes prior to the commencement of the ceremony do a final check of numbers. Deal with staff arriving late. As a rule the ten (10) minute call is final and no-one can join either the procession after this time.
- 3.11 Five (5) minutes prior to the commencement of the ceremony the academic procession should be at the Theatre/Auditorium door ready to proceed.
- 3.12 The Assistant Marshal leads the academic procession.
- 3.13 The Marshal carries the Mace and leads the official procession.

4.0 Graduation Callers Guidelines

- 4.1 Sufficient time must be allowed to establish correct pronunciation of graduands names.
- 4.2 Pronunciation advice may be sought from the Office of the Assistant Vice-Chancellor Māori and Pasifika for Māori and Pasifika names and linguistic staff within the University for other languages.
- 4.3 A phonetic system may be used.
- 4.4 Check own ceremonial procedures against the most up-to-date version supplied by the Events Management Team. These will be found in the staff gowning area prior to the official procession moving out for the ceremony.
- 4.5 Remain aware of last minute changes to graduands coming onto the stage using the established system for that graduation.

5.0 Graduation Orators Guidelines

- 5.1 The Office of the Assistant Vice-Chancellor & University Registrar will liaise with the orator.
- 5.2 The orator will be responsible for researching and presenting the oration for recipients of honorary awards.
- 5.3 The citation will be no longer than five to seven (5-7) minutes.
- 5.4 The Vice-Chancellor will approve the citation prior to the Executive Secretary (Council) printing it on citation parchment for presentation to the awardee.

6.0 Graduation Academic Dress Guidelines

- 6.1 Black gowns are standard for all Massey graduates, except Honorary Doctorate gowns which are 'post office red'.
- 6.2 The colour and tones of hoods are standardised for each qualification.
- 6.3 A Massey University stole will be used for diplomats who do not hold a degree. For those graduates who hold a degree the appropriate gown, hood and trencher/bonnet is to be worn. Should the degree regalia not be available a gown, stole and trencher is to be worn.

- 6.4 All people seated on the stage must wear academic regalia. Non-graduates will be required to wear a black bachelor gown.
- 6.5 Staff are required to be appropriately attired in academic regalia and that they should be wearing formal dress. Marshals have the authority to require staff to adapt dress accordingly to meet formal dress requirements.

7.0 Graduation Speaker Chaperone Guidelines

- 7.1 The graduation speaker's chaperone is organised through the Campus Registrars Offices.
- 7.2 Organise and return the speaker's academic regalia as required.
- 7.3 Meet the speaker and his/her guests at the commencement of the parade or graduation venue.
- 7.4 Arrange for the guests to be seated in the auditorium.
- 7.5 Introduce the speaker to the Marshal, Chancellor and Vice-Chancellor.
- 7.6 Meet the speaker after the ceremony and return academic regalia as required.
- 7.7 If College activities have been organised for the speaker assist as appropriate.

8.0 Graduation Ushers Guidelines

- 8.1 Events Management Team to coordinate and/or collaborate with the Contact Centre to ensure twenty to thirty (20-30) staff required each day dependent on the size of the ceremony. Ushers are sourced from Massey Contact staff, other University departments and casual staff.
- 8.2 Usher duties may vary in each region. The following list of ushers activities is indicative:
 - 8.2.1 Chief ushers appointed to manage ushers and health and safety requirements;
 - 8.2.2 Two ushers double check that scrolls are filed in correct order prior to commencement of ceremony;
 - 8.2.3 During the ceremony hand scrolls to Campus Registrar to hand to graduates;
 - 8.2.4 Staffing of help desk for any enquiries regarding the ceremony e.g. for late request of additional tickets and guests/students;
 - 8.2.5 Sell programmes using EFTPOS machine as required;
 - 8.2.6 Fit academic dress as required in staff and student gowning rooms;
 - 8.2.7 Check academic regalia and order of graduands as they prepare to cross the stage;
 - 8.2.8 Advise graduation callers using the established process if a graduand is not present to cross the stage;
 - 8.2.9 Man auditorium/theatre doors to give general direction to where student/guest seats are and refer on to aisle ushers;
 - 8.2.10 Assist students/guests with disabilities e.g. take to their allocated spaces and advise of process at end of ceremony. Graduands who need assistance will be advised of process specific to their needs;
 - 8.2.11 Fill balloons with helium and at conclusion of ceremony hand these to graduates;
 - 8.2.12 Hold University banners at the start of the procession; and
 - 8.2.13 Procession assistants to walk alongside the procession to the destination and ensure safety of procession.

9.0 Events Management Team Guidelines

- 9.1 The Events Management Teams plan the organisational logistics for graduations. Events Management Team duties may vary and the following list of activities is indicative. It includes organising:

- 9.1.1 Graduation venues e.g. booking of all venues, venue layout, venue catering, coordination of deliveries, emergency plan;
- 9.1.2 Street parades e.g. event permit, traffic management, book parade band, book parade cancellation notice with radio station, during graduation and in consultation with the Chair of the Campus Graduation Committee make the wet weather call to cancel parade;
- 9.1.3 Signage/street banners/hoardings e.g. booking of strategic street banners, arrange for banners to be installed;
- 9.1.4 Delivery of graduation furniture by Security/Regional Facilities Management e.g. organise/confirm delivery date/times of graduation furniture;
- 9.1.5 Ticketing e.g. graduand/guest ticket allocation, manage late ticket allocations/returns, manage reserved/VIP seating;
- 9.1.6 Preparation and delivery of information booklets in collaboration with External Relations e.g. revise and update graduation information for website and information booklet;
- 9.1.7 Graduation information packs e.g. order requirements for packs, liaise with Marketing re inclusions, arrange date/time to process graduation pack mail-out;
- 9.1.8 Ordering and distribution of the graduation programme e.g. in consultation with Academic Services: Student Management check all relevant ceremonial information in programme, order the required quantity of programmes and confirm delivery date, distribute and deliver programmes;
- 9.1.9 Putting scrolls into envelopes for the ceremony;
- 9.1.10 Preparation of gowning rooms and staff procession rooms;
- 9.1.11 Preparation and distribution of ceremonial instructions to Executive Secretary (Council) for Chancellor and Vice-Chancellor, Campus Registrars and graduation callers;
- 9.1.12 Assisting with rehearsals and running of the graduation ceremony e.g. music;
- 9.1.13 Assisting with related graduation functions;
- 9.1.14 Managing graduation parking;
- 9.1.15 Coordinating and/or collaborating with Contact Centre to ensure sufficient ushers; and
- 9.1.16 Assisting with commercial stall set up as appropriate e.g. photographers, framers.

10.0 Office of Assistant Vice-Chancellor Māori and Pasifika Guidelines

- 10.1 Assist the Chancellor to include Māori or Pasifika as part of his/her graduation ceremony address.
- 10.2 Assist Executive Secretary (Council) at the graduation ceremony in hosting Māori and Pasifika Honorary Awardees, their whānau, and groups who wish to support them.
- 10.3 If appropriate organise, host and fund an appropriate event such as a lunch or dinner, for Māori or Pasifika Honorary Awardees to conclude the graduation formalities in a culturally appropriate manner.
- 10.4 Recommend inclusion of cultural aspects as part of the Order of Ceremony if deemed to be necessary.
- 10.5 Appoint a convenor and organise each of the Celebrations to Honour Māori Graduates.
- 10.6 Appoint a convenor and organise each of the Celebrations to Honour Pasifika Graduates.

Massey University 'In Council' Graduation Guidelines

- 1.1 Executive Secretary (Council) to provide Academic Services: Student Administration with Academic Board and Council meeting dates as soon as they are available.
- 1.2 Academic Services: Student Administration to place Academic Board dates on the graduation webpage. These become the dates for 'in Council' graduations.
- 1.3 Academic Services: Student Management to provide Executive Secretary (Council) with a 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 and a statement from the Manager, Enrolment and Academic Services 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 of the University.
- 1.4 Executive Secretary (Council) to provide Academic Services: Student Management with the minute approving the degrees had been conferred and certificates and diplomas awarded.
- 1.5 Academic Services: Student Management manage the printing of the scrolls, dated as at the Academic Board meeting at which the degrees had been conferred and certificates and diplomas awarded and send to the graduate.

Relevant legislation:

Education Act 1989 Section 193 (2(a))

Legal compliance:

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Related procedures / documents:

Massey University Graduation Statute
Massey University Graduation Procedures

Document Management Control:

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