

MASSEY UNIVERSITY COUNCIL GRADUATION PROCEDURES

Section	Council
Contact	Office of AVC & University Registrar
Last Review	December 2015
Next Review	December 2018
Approval	Council C16/01: 4.1.1

Purpose:

The purpose of the Massey University Graduation Procedures is to:

- 1.1 Provide directives regarding the organisational and logistical issues pertaining to the graduation ceremony;
- 1.2 Establish a clear set of directives and procedures that address ceremonial processes;
- 1.3 Identify the responsibility, role and function of role-players;
- 1.4 Integrate, align and coordinate relevant graduation processes across the University;
- 1.5 Identify the responsibility and processes for graduation 'in Council'; and
- 1.6 Identify the responsibility for Celebrations to Honour Graduates

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.

Celebration to Honour Graduates: a celebration to acknowledge the graduation of Māori or Pasifika graduates or off-shore cohorts. Not a graduation ceremony.

Audience:

All staff involved in graduation ceremonies, 'in Council' graduations and celebrations to honour graduates.

Procedures and Responsibilities:

1.0 The Vice-Chancellor's Office – through the Assistant Vice-Chancellor Operations, International & University Registrar's Office

- 1.1 Responsible for all international and national statutes, procedures and guidelines, pertaining to graduation.
- 1.2 Liaises with and makes arrangements for Council members.
- 1.3 Academic Dress:
 - 1.3.1 Provides the ceremonial regalia for the positions of Chancellor, Pro-Chancellor, Vice-Chancellor, University Registrar, Campus Registrar and members of Council;
 - 1.3.2 Responsible for approval and standardisation of academic dress and accoutrements across the campuses;

- 1.3.3 Provides Honorary Doctorate regalia. Should the Honorary Doctorate recipient wish to keep the Honorary Doctorate regalia Council will gift it. If not Council will provide it on request; and
- 1.3.4 In the case of a posthumous award the Council will gift the hood and trencher/bonnet to the family of the graduate. This may be at a graduation ceremony or at another time.
- 1.4 Honorary Awards:
 - 1.4.1 Advises the relevant Campus Registrar's Office, Events Management Team, External Relations, Academic Services: Student Management and Office of the Assistant Vice-Chancellor Māori and Pasifika as appropriate, of any Honorary Award recipients as soon as possible after the award has been confirmed;
 - 1.4.2 Liaises with and coordinates arrangements for Honorary Doctorate and Massey University Medal recipients;
 - 1.4.3 Appoints the orator for Honorary Doctorates and Massey University Medal awards on an 'as needs and most appropriate' basis for the particular recipient (in terms of knowledge of the candidate concerned) to prepare and deliver the citation for the honorary awardee;
 - 1.4.4 Initiates the process for the production of the scroll or medal for Honorary Doctorates and Massey University Medal recipients and ensures they are safely delivered to the graduation venue; and
 - 1.4.5 Initiates and organises the ceremony for the conferring an Honorary Doctorate or awarding of a Massey University Medal that is not taking place at a scheduled graduation ceremony.
- 1.5 Liaises with Council members and Honorary Award recipients at the graduation venue/s prior to and following the graduation ceremony.
- 1.6 'In Council' graduations:
 - 1.6.1 Provides Academic Services: Student Management with Academic Board meeting dates for publication in the University Calendar for 'in Council' graduations; and
 - 1.6.2 Liaises with Academic Services: Student Management 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.

2.0 Campus Registrars' Offices

The Campus Registrar, as Graduation Committee chair, takes a leadership role in the operational management of graduation ceremonies in their location and for collaborating with other Campus Registrars/Graduation Committee chairs to promote a 'one university approach' to graduation. The Campus Registrars Offices:

- 2.1 Are responsible for the overall planning and delivery of graduation ceremonies relevant to their location.
- 2.2 Liaise with Academic Services, Student Management and Colleges to produce the ceremonial splits cognisant of achieving a critical mass at the ceremonies.
- 2.3 Are entrusted by the Vice-Chancellor with responsibility for the selection and engagement of ceremony speakers taking into consideration Massey Hero's and Honorary Doctorate / Massey Medal recipients and subject to advice from the Vice-Chancellor, and all specific arrangements (travel, accommodation, chaperones) for each speaker. Campus Registrars will advise the Senior Leadership Team, through the regular What's Happening meetings, of the proposed graduation speakers prior to finalisation.
- 2.4 Are responsible for all non-ceremonial front-of-house matters including venue bookings, invitations to staff, invitations to official guests, publicity, programmes, flowers, parking, thank-you letters.
- 2.5 Liaise with External Relations and Information Technology Services to provide 'on demand' recording of graduation ceremonies for YouTube and capture for video recording.
- 2.6 Are responsible for the coordination of the academic procession and street processions.
- 2.7 Assist the Assistant Vice-Chancellor & University Registrar to host graduation activities, including any graduation luncheons and dinners.
- 2.8 Are responsible for all other graduation related activities, including after graduation hospitality and town and gown events.

- 2.9 Work with the Office of the Assistant Vice-Chancellor Māori and Pasifika as required on the Celebrations to Honour Māori and Pasifika Graduates.
- 2.10 Are responsible for the appointment and training of Marshals and Assistant Marshals.
- 2.11 Chair (Campus Registrar) the Campus Graduation Committee.
- 2.12 Review of all graduation ceremonies and procedures.

3.0 Academic Services, Student Administration

- 3.1 Liaise with Chair of the appropriate Campus Graduation Committee and Colleges to produce the ceremonial splits.
- 3.2 Manage applications to graduate, including withdrawals, deferrals and changes, and verify ceremony allocation.
- 3.3 Provide academic clearance for graduands and attest to their identity and eligibility to graduate.
- 3.4 Order and quality assure scrolls, deliver to Events Management. Provide academic qualification information to the gown hire suppliers
- 3.5 Provide Office of the Assistant Vice-Chancellor Māori and Pasifika with programmes and Certificates of Attendance for graduates for celebrations to Honour Māori and Pasifika Graduates.
- 3.6 Liaise with organisers of off-shore Celebrations to Honour Graduates managing academic clearances, graduation 'in Council' and production and delivery of scrolls and programmes.

4.0 Information Services and Student Administration

- 4.1 Update official information in the graduation programmes including the lists of officers and Honorary Awards.
- 4.2 Coordinate the production of the graduation programmes and provide printed programmes to Campus Registrar's Office (Events Management). Coordinate the production of programmes for the celebrations to honour Māori and Pasifika graduates.
- 4.3 Display graduates details on the Massey University Graduate Search site.

5.0 External Relations

- 5.1 Liaise with Events Management Team to compile the graduation information handbooks.
- 5.2 Provide a template regarding design aspects of the graduation programmes.
- 5.3 Ensure brand consistency.
- 5.4 Provision of photographs for printed graduation material.
- 5.5 Supply and arrange advertising of graduations in the media.
- 5.6 Provide publicity and media releases on graduates, Honorary Doctorates and Massey University Medal recipients (including photographs).
- 5.7 Liaise with Campus Registrars' Offices and Information Technology Services to provide 'on demand' recording of graduation ceremonies for YouTube and capture for video recording,
- 5.8 Organise Alumni related activities including the Alumni Memorabilia Stall and Alumni functions.
- 5.9 Provide support in external functions relating to graduation.

6.0 Graduation Marshals

- 6.1 Has oversight of all ceremonial aspects and processes of Massey University's graduations relevant to their location, and ensures that agreed processes are complied with through mutual contact and the Graduation Chairs Committee.
- 6.2 Assist in ensuring that the agreed processes are consistent across the University.

- 6.3 Assist with the development and monitoring of policy by mutual contact between the three Marshals, reporting through to the Chairs of the Campus Graduation Committees.

7.0 Graduation Callers

- 7.1 Each College is responsible for providing appropriate callers.
7.2 Each graduand is to have the name correctly pronounced by callers.
7.3 An appropriate caller is a staff member who is able to speak publically, who has sufficient time to seek advice on correct pronunciation of graduands' names and pronounce the names correctly.

8.0 Graduation Committees

- 8.1 Each campus will have a Campus Graduation Committee and a Graduation Chairs Committee.
8.2 Campus Graduation Committee:
8.2.1 The Campus Graduation Committee is chaired by the relevant Campus Registrar; and
8.2.2 The Campus Graduation Committee has an operational focus and will be responsible for organising and ensuring the smooth delivery of all graduation events at the relevant location.
8.3 Graduation Chairs Committee:
8.3.1 The Graduation Chairs Committee, chaired by one of the Campus Graduation Committee chairs will develop and monitor policy, subject to approval by the Assistant Vice-Chancellor & University Registrar's Office on behalf of the Vice-Chancellor, and ensure best practice across all graduation ceremonies; and
8.3.2 Meet biannually and more often as required.
8.4 Decisions regarding the ceremonial split will be made by the chair of the appropriate Campus Graduation Committee in conjunction with Academic Services, and the relevant Colleges.

9.0 Celebrations to Honour Graduates

9.1 Celebration to Honour Māori Graduates: Procedures and Responsibilities

- 9.1.1 The Celebration to Honour Māori Graduates will take place after the graduation ceremonies in the relevant location. However, if there are valid logistical reasons why this cannot occur, then the ceremony would honour graduands and/or graduates.
9.1.2 The Office of Assistant Vice-Chancellor Māori and Pasifika will appoint a convenor for the celebrations and organise the event. The appropriate Campus Registrar's office will provide support as required.
9.1.3 Guest speakers for the Māori celebrations to be approved by the Assistant Vice-Chancellor Māori and Pasifika.
9.1.4 All graduates receive a standardised Certificate of Attendance at the Celebration to Honour Māori Graduates. Those graduates who choose to graduate 'in absentia' and attend only the Celebration to Honour Māori Graduates will receive their scroll through the post.
9.1.5 The University Mace and ceremonial banners are not required at the Celebration to Honour Māori Graduates.

9.2 Celebration to Honour Pasifika Graduates: Procedures and Responsibilities

- 9.2.1 The Celebration to Honour Pasifika Graduates will take place after the graduation ceremonies in the relevant location. However if there are valid logistical reasons why this cannot occur, then the celebration would honour graduands and/or graduates.
9.2.2 The Office of the Assistant Vice-Chancellor Māori and Pasifika will appoint a suitable liaison Pasifika staff member to work with the Campus Registrars Offices.

- 9.2.3 Advice and support around protocol and policy will be requested as needed from the Office of the Assistant Vice-Chancellor Māori and Pasifika.
- 9.2.4 Guest speakers for the Pasifika celebrations to be approved by the Assistant Vice-Chancellor Māori and Pasifika.
- 9.2.5 All graduates receive a standardised Certificate of Attendance at the Celebration to Honour Pasifika Graduates. Those graduates who choose to graduate 'in absentia' and attend only the Celebration to Honour Pasifika Graduates will receive their scroll through the post.
- 9.2.6 The University Mace and ceremonial banners are not required at the Celebration to Honour Pasifika Graduates.

9.3 **Celebrations to Honour Off-Shore Graduates: Procedures and Responsibilities**

- 9.3.1 Celebrations to Honour Off-Shore Graduates will be organised and funded by the College undertaking the off-shore education and the host institute.
- 9.3.2 Graduates will have graduated 'in Council' prior to the ceremony.
- 9.3.3 Ceremonial gowns for University officials only will be supplied by Office of the Assistant Vice-Chancellor & University Registrar.

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 Guidelines

Document Management Control:

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