

Graduation Procedure - Administrative Arrangements

November 2021 - This document is rescinded and replaced by the [Conferral and Graduation Policy](#).

Section 1 - Preparation for Ceremonies

Administrative Responsibilities

(1) The responsibility for the preparation for, and conduct of, graduation ceremonies lies with the University Secretary. Many aspects of graduation have been delegated to staff from the Division of Student Success and to the Division of Student Administration. This is summarised below:

On shore graduations

TASKS	RESPONSIBILITY
Preliminary	
Arrange schedule of graduation dates	Division of Student Success Events Team Leader/University Secretary
Make venue booking	Division of Student Success Events Team Leader
Order Testamur stationery	University Secretary
Arrange graduation meeting at relevant campus if required	Division of Student Success Events Team Leader
Awards	
Prepare potential graduand lists	Division of Student Administration
Refer graduand lists to Academic Awards Committee for approval	Secretary, Academic Awards Committee
Identify prize winners	Office of Governance and Corporate Affairs
Print blank testamurs	Division of Student Administration
Script and check prize certificates	Office of Governance and Corporate Affairs
Print prize certificates	Office of Governance and Corporate Affairs
Script and check testamurs	Division of Student Administration
Update Honorary Awards booklet	University Secretary
Arrange for signing of testamurs	Division of Student Administration
Arrange selection of medal winners	Secretary, University Medals Committee
Advise medal winners of their awards	Secretary, University Medals Committee
Prepare medals	Division of Student Administration
The Venue	

Confirm venue booking	Division of Student Success Events Team Leader
Arrange graduand seating	Division of Student Administration
Arrange stage seating and layout	Division of Student Success Events Team Leader
Transport of ceremonial furniture and mace between campuses	Division of Student Success Events Team Leader
Arrange robing room for academic procession	Division of Student Success Events Team Leader
Arrange for decoration of hall (if necessary)	Division of Student Success Events Team Leader
Arrange for microphone equipment	Division of Student Success Events Team Leader
Arrange for off stage VIP seating	Division of Student Success Events Team Leader
Arrange for parking facilities	Division of Student Success Events Team Leader
Invitations	
Issue invitation to staff on "What's News" on behalf of Vice-Chancellor in consultation with the Office of the Vice-Chancellor.	Division of Student Success Events Team Leader
Issue invitations to official guests and advise acceptances to Head of Campus/relevant Executive Dean	Division of Student Success Events Team Leader in consultation with Head of the relevant campus/relevant Executive Dean for offsite ceremonies
Issue invitations to occasional speakers	Office of the Vice-Chancellor
Arrange attendance of occasional speakers, and obtain CV's and advance copy of speeches	Division of Student Success Events Team Leader
Consult with the Vice-Chancellor regarding the conferral of honorary degrees	University Secretary
Liaise with honorary degree recipients concerning arrangements for the ceremony	Division of Student Success Events Team Leader
Prepare graduand information brochure and tickets, and mail	Division of Student Administration
Ensure Vice-Chancellor issues invitations to civic dinner	Executive Assistant to the Vice-Chancellor
Issue invitations to Heads of Campus' luncheons	Head of the relevant campus/relevant Executive Dean for offsite ceremonies
Select those to introduce and thank occasional speakers, and those to deliver citations for honorary awards	Executive Assistant to the Vice-Chancellor
Issue invitations to introduce and thank occasional speakers, and to deliver citations	Division of Student Success Events Team Leader / Office of the Vice-Chancellor
Issue invitation to act as Esquire Bedell	Division of Student Success Events Team Leader in consultation with Heads of Campus / Executive Deans
Write to Chancellor, advising of arrangements for ceremonies	Division of Student Success Events Team Leader / Office of the Vice-Chancellor
Arrange travel and accommodation as required for the guest speaker	Division of Student Success Events Team Leader
Ceremony	
Arrange publicity	Media Office
Prepare program	Division of Student Success Events Team Leader/ Division of Student Success
Check program	Division of Student Success

Produce order of proceedings	Division of Student Success Events Team Leader
Produce and deliver draft course presenter scripts	Division of Student Success
Produce and deliver stage instructions for course presenter	Division of Student Success
Advise on protocol (as required)	Division of Student Success Events Team Leader
Arrange music	Division of Student Success Events Team Leader
Programs	
Arrange for printing of covers and inside coloured pages of program	Division of Student Success Events Team Leader
Provide details of Order of Proceedings, Honorary awardees, and citation readers to Student Administration	Division of Student Success Events Team Leader
Print final version of program	Student Administration
Other Tasks	
Arrange attendance of Esquire Bedell	Division of Student Success Events Team Leader
Arrange for graduand gown hire	Division of Student Success Events Team Leader
Arrange for gowns for Council members, occasional speakers, honorary degree recipients and Esquire Bedell	Division of Student Success Events Team Leader
Arrange ushers	Division of Student Success
Arrange testamur framers	Division of Student Success Events Team Leader
Arrange catering	Division of Student Success Events Team Leader
Arrange photographer	Division of Student Success Events Team Leader
Arrange child care (if necessary)	Division of Student Success Events Team Leader
Arrange Alumni promotion	Alumni Office / Division of Student Success Events Team Leader
Ensure Heads of Campus/Executive Deans receive and host occasional speakers	Division of Student Success Events Team Leader
Arrange to receive official visitors	Division of Student Success Events Team Leader
Arrange seating of graduands	Division of Student Success
Arrange marshalling of graduands	Division of Student Success
Sort and handle testamurs and prizes on stage	Division of Student Success
Marshall and organise the academic procession	Division of Student Success Events Team Leader
Supply water to main lectern	Division of Student Success Events Team Leader
Follow up	
Arrange debriefing session	Division of Student Success Events Team Leader
Issue thank you letters to occasional speakers	Office of the Vice-Chancellor
Save one copy of each program for Register of Use of Common Seal	University Secretary

Off shore graduations

TASKS	RESPONSIBILITY
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Preliminary	
Arrange schedule of graduation dates	Division of Student Success Events Team Leader
Make venue booking	Division of Student Success Events Team Leader
Awards	
Prepare potential graduand lists	Division of Student Success
Refer graduand lists to Academic Awards Committee for approval	Secretary, Academic Awards Committee
Print blank testamurs	University Secretary
Script and check testamurs	Division of Student Success
Arrange for signing of testamurs	Division of Student Success
Check for damaged testamurs	Division of Student Success prior to being couriered only
The Venue	
Confirm venue booking	Division of Student Success Events Team Leader
Ensure there is adequate space for graduand seating	Division of Student Success Events Team Leader
Arrange stage seating and layout	Division of Student Success Events Team Leader
Arrange robing room for academic procession	Division of Student Success Events Team Leader
Arrange for decoration of hall (if necessary)	Division of Student Success Events Team Leader
Arrange for microphone equipment	Division of Student Success Events Team Leader
Arrange for off stage VIP seating	Division of Student Success Events Team Leader
Invitations	
Issue invitation to staff on behalf of Vice-Chancellor	Division of Student Success Events Team Leader in consultation with the OVC
Issue invitations to official guests	Division of Student Success Events Team Leader in consultation with the OVC
Issue invitations to occasional speakers	Office of the Vice-Chancellor
Arrange attendance of occasional speakers, and obtain CVs and advance copy of speeches	Division of Student Success Events Team Leader
Consult with the Vice-Chancellor regarding the conferral of honorary degrees	University Secretary
Liaise with honorary degree recipients concerning arrangements for the ceremony	Division of Student Success Events Team Leader
Prepare graduand information brochure and tickets, and mail	Division of Student Success
Ensure Vice-Chancellor issues invitations to civic dinner	Division of Student Success Events Team Leader in consultation with and Off Shore coordinators
Select those to introduce and thank occasional speakers, and those to deliver citations for honorary awards	Division of Student Success Events Team Leader in consultation with and Off Shore coordinators
Issue invitations to introduce and thank occasional speakers, and to deliver citations	Division of Student Success Events Team Leader in consultation with the Vice-Chancellor's Executive Assistant
Write to Chancellor, advising of arrangements for ceremonies	Vice-Chancellor's Executive Assistant

Ceremony	
Arrange publicity	Media Office
Produce order of proceedings	Division of Student Success Events Team Leader
Produce and deliver draft course presenter scripts	Student Administration
Produce and deliver stage instructions for course presenters. Don't know what this is referring to. If it is the final script, it is the responsibility of the Division of Student Success ETL or Delegate	Student Administration
Advise on protocol (as required)	Division of Student Success Events Team Leader
Arrange music	Division of Student Success Events Team Leader Note: Division of Student Success ETL has CDs that are taken to each ceremony. Division of Student Success Events Team Leader needs to check with the Vice-Chancellor if he wants a Musical Interlude at the larger ceremonies, ie KL
Programs	
Arrange for printing of covers and inside coloured pages of program	Division of Student Success Events Team Leader
Prepare program	Division of Student Success Events Team Leader/Student Administration
Check program	Student Administration
Provide details of Order of Proceedings, Honorary awardees, and citation readers to	Division of Student Success Events Team Leader
Print final version of program	Student Administration
Other Tasks	
Arrange for graduand gown hire	Division of Student Success Events Team Leader
Arrange ushers	Division of Student Success Events Team Leader
Arrange testamur framers	Division of Student Success Events Team Leader/Alumni Office (for Canada only)
Arrange catering	Division of Student Success Events Team Leader
Ensure arrangements are in place for a photographer	Division of Student Success Events Team Leader
Arrange Alumni promotion	Alumni Office
Arrange to receive official visitors	Division of Student Success Events Team Leader/Vice-Chancellor
Arrange seating of graduands	Division of Student Success Events Team Leader in consultation with offshore coordinators
Arrange marshalling of graduands	Division of Student Success Events Team Leader in consultation with offshore coordinators
Sort and handle testamurs on stage	Division of Student Success Events Team Leader in consultation with offshore coordinators
Marshall and organise the academic procession	Division of Student Success Events Team Leader
Follow up	
Arrange debriefing session	Division of Student Success Events Team Leader
Issue thank you letters to occasional speakers	Office of the Vice-Chancellor

Rescheduling of Classes during Ceremonies

(2) It was agreed that the Academic Senate approve that academic staff who wish to attend their Faculty's graduation ceremony may, with the approval of the Executive Dean or the Executive Dean's delegate, reschedule their classes if they clash with the graduation ceremony. Such rescheduling of classes will be handled informally and students will be advised by the academic staff involved (AS 91/165, 22.10.91).

Posthumous Awards

(3) Arrangements for posthumous awards should be made in consultation with the next of kin. A relative or close friend may receive the award on the deceased's behalf.

Tickets to Ceremonies

(4) Graduands are normally issued with two tickets for guests to attend their ceremony. Where space permits, three tickets may be issued.

Section 2 - Graduation Program

Printing of Thesis Title and Qualifications in Program

(5) The thesis titles of higher degree research students are printed in the Program. The undergraduate qualifications of postgraduate students are also printed in the Program.

Section 3 - Order of Proceedings

(6) The order of proceedings is normally as follows:

- a. entrance of the Academic Procession;
- b. the National Anthem;
- c. introduction of the Chancellor
- d. welcome to country (Indigenous speaker);
- e. presentation of graduands;
- f. conferral of awards;
- g. presentation of honorary graduates;
- h. presentation of graduates to Chancellor (and Executive Deans who will hand graduates their testamurs);
- i. musical interlude;
- j. introduction of occasional speaker;
- k. occasional address;
- l. vote of thanks;
- m. concluding remarks and invitation to refreshments by the Chancellor.

(7) The order of proceedings script, approved for use at all ceremonies, is shown in H10.

Section 4 - Academic Procession

Order of Procession

(8) The order of procession is determined by order of precedence, persons taking part in the ceremony and seating requirements on stage. The procession moves in double file (except for the Yeoman Bedell, Esquire Bedell and Chancellor) as follows:

- a. Yeoman Bedell;
- b. student representatives;
- c. academic and support staff;
- d. members of the Board of Governors;
- e. staff participating in ceremony;
- f. Heads of School in host faculty;
- g. visiting the University Executive Deans
- h. Executive Dean of host Faculty
- i. visiting Heads of Campus
- j. host Head of Campus
- k. Bishops;
- l. Members of Parliament;
- m. local Mayor;
- n. occasional speaker;
- o. Vice-Chancellor
- p. Esquire Bedell;
- q. Chancellor

(9) Members of the procession normally wear academic dress.

Seating on Stage

(10) The Chancellor sits in the middle of the front row, with the Vice-Chancellor on his/her left and the occasional speaker on his/her right.

(11) Staff participating in the ceremony are seated as follows:

- a. the University Secretary sits to the left of the Chancellor, at the end of either the first or second row;
- b. Course Coordinators sit to the left of the Chancellor beginning in the second row;
- c. those introducing occasional speakers or reading honorary award citations sit either in the front row, or at the end of the second row to the right of the Chancellor.

(12) Persons sitting in the front row and those participating in the ceremony have their names placed on their seats on stage.

Section 5 - Role of Course Coordinators

(13) Course Coordinators normally introduce graduates to the Chancellor during graduation ceremonies. In certain circumstances, however, a Executive Dean may be requested to nominate a member of academic staff to represent the Course Coordinator at a ceremony.

Course Coordinator Script

(14) The Course Coordinator script, approved for use at ceremonies, is available from the Graduation Coordinator.

Instructions for Course Coordinators

(15) The following instructions are issued to Course Coordinators prior to graduation ceremonies:

- a. arrive in the robing room, (give location of robing room), 20 minutes prior to the commencement of the Ceremony (do not bring your practice script with you);
- b. places in the academic procession are indicated by names taped to the floor of the robing room. When it is time for the academic procession to assemble take your place by standing on your name;
- c. you will be seated on stage during the Ceremony (your chair will have your name on it);
- d. when you are introduced by the Master of Ceremonies (MC), who is the Head of Campus or his designate, proceed to the left hand lectern;
- e. when you reach the lectern doff to the Chancellor. He will doff in return;
- f. reading from your script* you will present each graduate to the Chancellor
- g. when the last graduate on your script has been presented doff to the Chancellor and resume your seat;
- h. if your Ceremony is in Albury or Wagga, you will be handed your script before you reach the stage. If you are in Bathurst, a member of staff will place your script on the left hand lectern while you are walking towards it.

Status and Details

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