

# GRADUATION PROCEDURES AND GUIDELINES

Section	<a href="https://masseyuni.sharepoint.com/teams/RiskAssurancePoliciesProcedures/SitePages/Council-Statutes.aspx">https://masseyuni.sharepoint.com/teams/RiskAssurancePoliciesProcedures/SitePages/Council-Statutes.aspx</a>
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## 1. Purpose

The purpose of the Massey University Graduation Procedures and Guidelines is to:

1. Be read in conjunction with the Massey University Council Graduation statute.
2. Outline a framework to assist and guide those involved in preparations for and running graduations to achieve tasks using a recommended course of action.
3. Provide direction regarding the organisational and logistical issues relating to graduation ceremonies.
4. Establish a clear set of directives and procedures that address ceremonial processes.
5. Identify the responsibility, role and function of role-players.
6. Integrate, align and coordinate relevant graduation processes across the University.
7. Identify the responsibility and processes for graduation “in Council”.
8. Identify 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 parchment or 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”: an informal occasion to honour graduates: to acknowledge off-shore cohorts or Māori or Pasifika graduates. A celebration is not a graduation “ceremony”, and no Graduation certificate is presented.

## 3. Audience

All staff involved with graduation ceremonies and ‘in Council’ graduations

## 4. 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 certificate to graduates. Graduates receiving 2 or more certificates will receive them when being presented for the highest award.	Pro Vice-Chancellor or nominee supported by Deputy Vice-Chancellor Students and Alumni
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 correct students are presented to the Chancellor.	Marshal, Assistant Marshal, Campus Life Manager
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 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-Chancellor Māori
The same recording of processional music, and the NZ national anthem is to be used in all ceremonies.	Campus Life Managers

## 5. Duration of ceremonies

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 150 words

## 6. Academic dress

Standard for all Massey graduates	Black gowns
Standardized 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 degree the student is permitted to cross the stage with gown, trencher and stole instead of the relevant hood.

The Director, Student Services or nominee has the authority to require staff to adapt dress accordingly to meet formal dress standards.

## 7. Office of Governance and Assurance

Statutes	Responsible for all national and international statutes, procedures and guidelines relating to graduation.
Council members	Liases 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 standardization of academic dress and accoutrements across the campuses Provides the ceremonial academic dress for the positions of Chancellor, Pro-Chancellor, Vice-Chancellor, Deputy Vice-Chancellor Students and Alumni, Student Services Director and members of Council Provides Honorary Doctorate academic dress. Should the Honorary Doctorate recipient wish to keep the Honorary Doctorate academic dress 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 Administration with Academic Board meeting dates for publication in the University Calendar for ‘in Council’ graduations. Liaises with Student Administration 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.

## 8. Deputy Vice-Chancellor Māori

Advise	Assist the Chancellor to include Māori as part of his/her graduation ceremony address.
Liaison	Have a dedicated liaison person for each Campus Life team to provide protocol guidance for ceremonies, in conjunction with the Student Services Director.
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.
Cultural aspects	Recommend inclusion of cultural aspects as part of the Order of Ceremony if necessary, including placement of the New Zealand national anthem.
Hosting	Assist Vice-Chancellor’s office 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.
Celebrations	Appoint a convenor and organise and fund all aspects of the celebrations to honour Māori graduates, ensuring this is not perceived as a graduation ceremony.
Validate	Liaise with Student Administration to confirm eligibility status of those attending celebrations.

## 9. Student Services Director

The Director, Student Services, as Graduation Committee chair, 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 Director, Student Services is responsible for:

Overall	Overall planning and delivery of graduation ceremonies. Reviewing of all graduation ceremonies and procedures. Chair the Graduation National Delivery meetings. Programme sign off.
Ceremonial splits	Decisions regarding the ceremonial split will be made by the Student Service Director in conjunction with Student Administration, Campus Life Managers 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 recipient no additional guest speaker is required. The Director, Student Services will advise the Deputy Vice-Chancellor Students and Alumni of the proposed graduation speakers prior to finalization.
Valedictorians	The engagement of 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.
Processions	The coordination of the academic procession and 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.

## 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	Revise and update graduation information for staff.
Printed programme	In consultation with Student Administration check all relevant ceremonial information in programme, order the required quantity of programmes and confirm delivery date, distribute and deliver programmes.
Certificates	Put certificates into folders before each ceremony.
Academic dress hire	Ensure 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.

Staff gowning	Preparation of staff gowning rooms and staff procession rooms.
Ceremonial instructions	Prepare and distribute ceremonial instructions to Council secretary for Chancellor and Vice-Chancellor, Student Services Director and name readers.
Functions	Provide guidance to those organizing related functions.
Commercial stalls	Assist with commercial stall set up where appropriate.
Security/operations	Organise and manage security and operations staff prior to and during graduation.
Parking/transport	Manage parking and transportation where appropriate.
Helpers	Co-ordinate and/or collaborate with university departments and casual staff to ensure sufficient helpers. Manage helpers.
Health and safety	Manage health and safety requirements in conjunction with venue.
Cultural protocol	Liaise with Office of the Deputy Vice-Chancellor Māori on protocol guidance for ceremonies, in conjunction with the Director, Student Services.
Marketing and Public Relations	Provide information of interest to Marketing and Public Relations.
Rehearsals	Manage rehearsals and running of the ceremonies.
Briefing	Lead operational briefing and debriefing sessions before and after each ceremony to discuss variances and known withdrawals.

## 12. Marketing and Public Relations team

Marketing and branding	Marketing team to liaise with Campus Life and Student Administration 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.
Public Relations	Public Relations team to run digital media campaigns. Provide 'on demand' recording of graduation ceremonies for Massey 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.

## 13. Alumni office

Merchandise	Alumni office organise and run merchandise stalls at each ceremony.
Functions	Alumni office organise and run alumni related activities and functions.

## 14. Marshals and Assistant Marshals

Marshal	The Graduation 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 Student Services Director will appoint a senior academic as Graduation Marshal to each campus. A senior professional staff member, in consultation with their relevant Deputy Vice-Chancellor, may also be a Graduation Marshal. Where possible, one Marshal will carry out the duties for all ceremonies in that season.
Assistant Marshal(s)	The Student Services Director appoints Assistant Marshal(s) for each ceremony 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 Student Services Director or nominee. Appointment will be confirmed annually.
Duties on	1. Arrive at least 90 minutes prior to the start of the ceremony.

Graduation day	<ol style="list-style-type: none"> <li>2. Work collaboratively with the Campus Life teams.</li> <li>3. Ensure that agreed processes are consistent across the University, having a good understanding of Graduation policy, procedures and guidelines.</li> <li>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.</li> <li>5. Liaise with graduation name readers, ensure they have checked for withdrawals, and understand the protocols for no-shows and 'in absentia'.</li> <li>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.</li> <li>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.</li> <li>8. 5 minutes prior to the start of the ceremony the academic procession should be lined up in order ready to proceed.</li> </ol>
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## 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

Staffing of help desk for any enquiries regarding the ceremony, eg for late request of additional tickets and guests/students	Daily
Sell programmes using 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 Staff auditorium/theatre door ushers are briefed to give general direction to student/guest seating, and ceremony length	Campus Life team, before each ceremony
Assist students/guests with disabilities eg take to allocated spaces and advise of process at end of ceremony.	Venue team or helpers, daily
Graduands who need assistance will be advised of process specific to their needs.	Campus Life team
Procession assistants to walk alongside the procession to the destination and ensure safety of procession, along with traffic management company.	During each procession

## 18. Graduation speakers

ACTION	WHO
Suggestions of speakers for each ceremony are put forward to the Student Services Directorate	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.	Student Services Directorate/ Campus Life teams
If there is an Honorary Doctorate 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 - meets the speaker after the ceremony and returns academic dress as required	Student Services Directorate/ Campus Life teams
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 Student Services Director or nominee.	Student Services Directorate/ Campus Life teams

## 19. Honorary doctorate award

Refer separate honorary doctorate guidelines.

## 20. Valedictorians

ACTION	WHO
Arrange for a list of graduands to be provided to Offices of Pro Vice Chancellors and College Account Executives	Student Services Director or nominee
Pro Vice-Chancellors provide nominations for valedictorian for their relevant ceremony	Pro Vice-Chancellors
Provide support to the valedictorians in a mentoring capacity	College Account Executives or Pro Vice-Chancellor nominee
Appoint a valedictorian minder for each ceremony, who: - liaises with the valedictorian prior, providing support	Student Services Director or nominee



- meets the valedictorian at the start of the parade or graduation venue	
- introduces the valedictorian to the Chancellor and Vice-Chancellor	
Arrange a valedictorian acknowledgement gift (from Massey Alumni) to be presented to the valedictorian by the Student Services Director or nominee.	Student Services Director or nominee

## 21. Posthumous award

ACTION	WHO
Student Services Directorate to advise Student Administration of the outcome of communication regarding whanau attending a ceremony to receive an award posthumously. To occur within ceremony timelines.	Student Services Directorate
Liaise with next of kin	Student Services Directorate
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.	Student Services Directorate
Liaise with College. Arrange minder.	Student Services Directorate

At 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 eg 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 received the certificate from the certificate handover person, again in the right hand.
- The relative/s then exit the stage, and if they choose return to their seat.
- Staff on stage resume their seats.

## 22. Stage seating guidelines

Front row	<ol style="list-style-type: none"> <li>1. The front row at all ceremonies will consist of the eleven ceremonial chairs only.</li> <li>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 Deputy Vice-Chancellor Students and Alumni will take that place on the raised stage.</li> <li>3. On the left-hand side (facing the stage) of the raised stage will be the Pro Vice-Chancellor of the appropriate College, Student Services Director and the Marshal and one other member of the Senior Leadership Team if a seat is available.</li> <li>4. On the right hand side will be the Deputy Vice-Chancellor Students and Alumni if the Pro Chancellor is present, the graduation speaker, two further members of the Senior Leadership Team.</li> <li>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.</li> <li>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.</li> <li>7. The guest speaker is seated to the right of the Pro-Chancellor.</li> <li>8. Subject to the number of honorary awards, name readers may be seated in the front row on the right hand side of the stage.</li> <li>9. It is culturally appropriate that the senior member presenting the putatara and kaikaranga may be seated in either the front or second row at the left edge depending on front row allocations.</li> </ol>
Second row	<ol style="list-style-type: none"> <li>1. Depending on front row allocations, the second row will comprise Council members and</li> </ol>

- Senior Leadership Team members. Where vacant seats remain these will be allocated to senior staff of the College associated with that graduation eg name readers.
- The Assistant Marshal will be seated in the second row near the right hand end.

Flexibility for each ceremony is required depending on attendance of Senior Leadership and Council members. One example is:

THIRD ROW	Academics										
SECOND ROW	Putatara / Kaikaranga	Senior Academic	Council member	Council member	Senior Academic	Senior Academic	Senior Academic	Council member	Council member	Name Reader	Assistant Marshal
FRONT ROW L-R facing the stage	1 Marshal	2 Student Services Director	3 Deputy Vice-Chancellor Students and Alumni or Senior Leadership Team member)	4 Pro Vice-Chancellor	5 Vice-Chancellor	6 Chancellor	7 Pro-Chancellor (or Deputy Vice-Chancellor Students and Alumni)	8 Guest Speaker	9 Senior Leadership Team member	10 Senior Leadership Team member	11 Name Reader

FRONT ROW IF HONORARY DOCTORATE	1 Marshal	2 Student Services Director	3 Deputy Vice-Chancellor Students and Alumni (or Senior Leadership Team member)	4 Pro Vice-Chancellor	5 Vice-Chancellor	6 Chancellor	7 Pro-Chancellor (or Deputy Vice-Chancellor Students and Alumni)	8 Honorary Doctorate recipient	9 Honorary Doctorate orator	10 Senior Leadership Team member	11 Name Reader
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### 23. "In Council" graduations

		WHO
Dates	Provide Student Administration with Academic Board and Council meeting dates as soon as available	Council Secretary
Online	Place Academic Board dates on graduation webpage. These become the dates for "in Council" graduations.	Student Administration
Schedule	Provide Council secretary 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 Student Administration manager 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 authorized staff.	Student Administration
Minute	Provide Student Administration with the minute approving the degrees had been conferred, and certificates and diplomas awarded.	Council Secretary
Printing	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 Administration

### 24. National graduation delivery committee

Chaired by the Director, Student Services 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 Alumni, ensuring best practice across all ceremonies. Meets as required.

## 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 <u>after</u> the graduation ceremonies in the relevant locations, and that graduates will have graduated at a ceremony or 'in Council' <u>prior</u> 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  
Honorary Doctorate Guidelines

### Document management control

Prepared by: Director, Student Services

Authorised by: Director, Student Services

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