

GRADUATION PROCEDURES

Graduation Checklist

In organising the Graduation Ceremonies of the College:

- 1 It shall be the responsibility of the Council to determine:
 - the venue at which the ceremony is to be held;
 - the occasional speaker;
 - the final list of graduands to be invited to graduate at the ceremony.

- 2 It shall be the responsibility of the Dean to:
 - issue a letter of welcome to graduands and include procedural information for the Graduation Ceremony;
 - issue invitations for special guests;
 - ensure that all Testamurs are inscribed, signed and sealed;
 - ensure that all Academic Transcripts are signed and sealed;
 - ensure that the names of all new graduates are inscribed in the College Graduation Roll;
 - oversee the order of service for the Graduation Ceremony;
 - ensure in conjunction with the Treasurer the payment of an honorarium to:
 - the Organist;
 - the Choir Director.

- 3 It shall be the responsibility of the Office of the Dean to:
 - prepare Testamurs;
 - prepare Academic Transcripts in conjunction with Member Institution Registrars;
 - organise the printing and posting of invitations;
 - organise the printing of the order of service;
 - organise the Graduation Dinner.

- 4 It shall be the responsibility of the Member Institutions to:
 - ensure that their graduands are appropriately robed for the Graduation Ceremony;
 - be responsible for the sale of hoods and/or stoles to those graduates who wish to purchase same.

- 5 It shall be the responsibility of the Dean and Office of the Dean to undertake all matters relevant to the graduation of postgraduate research candidates.

- 6 The following items need to be arranged by the Office of the Dean for the Ceremony:
 - the order of service;
 - the photographer;

- the music;
- the flowers;
- the marshals and ushers who shall be drawn from two of the Member Institutions of the College;
- the arrangement of the seating reserved for official guests
- the proceedings in the Robing Room prior to the commencement of the Academic Procession;
- instructions for graduands;
- instructions for the Academic Procession.