

Protocol

Graduation Ceremonies – University Attendees

Date Approved:	22 October 2020
Date of next review	22 October 2021

1. Introduction

This protocol sets out the University’s principles for identifying those members of staff and others who will be required to attend Graduation ceremonies in academic dress.

The University will bear the cost of making the appropriate academic dress available for those individuals so required.

2. Purpose

2.1 The purpose of the ‘Graduation Ceremonies - University Attendees’ Protocol is to set out the criteria for selection to form part of the official academic representation at a Graduation ceremony.

2.2 The Protocol also provides a framework and clear guidelines for that inclusion.

3. Scope

3.1 This policy applies to relevant staff, associates and other official invitees who may be required to participate in a Graduation Ceremony or similar official academic function eg the Installation of a new Chancellor.

4. Definitions

Academic dress	Academic gown, hood, and cap or bonnet specific to the awarding institution and level of award, eg MSc.
Higher degree	Degrees and other awards, eg PGCE, MA, PhD that are higher than an undergraduate degree.

5. Principles

5.1 The University will only bear the cost of providing academic dress for those **required** to attend as part of the official representation.

5.2 Other persons who attend a ceremony, such as other University staff/faculty, University Associates and/or academic guests of an official University attendee, who do **not have a formal role** within the ceremony or have not been **specifically requested by the University** to wear academic robes, may choose to wear academic dress as private individuals and **at their own expense** (see section 6, ‘Tiers 3 & 4’).

5.3 The University may choose to facilitate the provision on the day of the academic dress to be worn by such persons under clause 5.2 at its sole discretion and without financial cost to itself.

6. Selection criteria

6.1 Tier 1:

Individuals in the following roles **will be expected** to attend a University Graduation ceremony in academic dress, provided by the University:

- Chancellor of the University
- Vice-Chancellor
- Director of Academic Programmes and Research
- Heads of School and/or Centres of Excellence (or designates) who have a cohort of students graduating at that ceremony
- Relevant Institute Directors
- PhD Supervisors (if one of their students is graduating)
- Beacon Professors.

6.2 Tier 2:

Guests with a **formal role** in the delivery of the ceremony (e.g. Chief Minister, other Ministers, Chair of Board of Governors, etc.), will be offered the option to wear academic dress provided by the University, but will not be required to do so.

6.3 Tier 3:

Other University staff, holding a university degree, including Associates, **may** be requested to attend in academic dress provided by the University in order to undertake a formal role. These include:

- A Director and member of the Executive Committee
- Registrar
- A member of the Senior Management Team
- Heads of School and/or Centres of Excellence who **do not** have a cohort of students graduating at that ceremony
- Parasol Librarian
- Programme Coordinators
- Research Associates and Associate Lecturers
- Adjunct Professors, Research Fellows
- Other University Associates including members of its Academic Board and/or its subcommittees

6.4 Tier 4:

The University **will not** provide academic dress for:

- Invited guests who do not have a formal role in the delivery of the ceremony
- University staff who do not have a formal role in the delivery of the ceremony and/or have not been requested to attend in academic dress

- Research and other Associates (including Hon. Lecturers, Research Fellows and Adjunct Professors) who do not have a formal role in the delivery of the ceremony and/or have not been requested to attend in academic dress
- Personal guests of invited attendees.