

Order of Proceedings

This order of proceedings applies to graduation ceremonies authorised under the [Graduation Policy](#)

1 Order of Proceedings

1.1 Graduation ceremony proceedings will be as follows:

(a) Graduands are seated. Academic procession files to stage and takes seats.

(b) Chancellor is seated and mace is laid in position. (The use of the mace is optional for conferring ceremonies conducted off-campus.)

(c) Chancellor says, "By virtue of the authority vested in me by the Council of the University I shall confer certain degrees" and calls on the President of the Academic Board.

(d) President of the Academic Board says, "Chancellor, I certify to you and to the University that the candidates now to be presented have fulfilled the conditions prescribed for admission to certain degrees and are entitled to be admitted to the rank, privileges and responsibilities of those degrees."

(e) Chancellor says, "I call on Professor X, the Dean of the [name of faculty/graduate school]."

(f) Chancellor says, "By virtue of the authority vested in me I shall present to each candidate a certificate of admission to the appropriate degree and by so doing shall admit them to the rank, privileges and responsibilities of those degrees. I will now receive the candidates for admission to bachelor degrees."

(g) Degrees are conferred as set out in sections 2 to 8.

(h) Chancellor invites the speaker to address the graduates and visitors.

(i) Chancellor and procession retire.

2 Proceedings for bachelor degrees

2.1 Proceedings for the conferring of bachelor degrees will be as follows:

(a) The Dean says, "Chancellor, I present to you this/these candidate(s) for admission to the degree of Bachelor of X."

(b) Candidates proceed across stage and receive testamur.

(c) On completion of bachelor degree candidates from first faculty/graduate school, Chancellor calls on next Dean.

3 Proceedings for master degrees

3.1 Proceedings for the conferring of master degrees will be as follows:

(a) Chancellor says, "I will now receive the candidates for admission to graduate degrees. I call on Professor X (adding the words "the Dean of the [name of faculty/graduate school]" if the dean has not previously been called)."

(b) The Dean says "Chancellor, I present to you this/these candidate(s) for admission to the degree of Master of X."

(c) Presentation as in section 2.1 above.

4 Proceedings for Doctor of Philosophy

4.1 Proceedings for the conferring of Doctor of Philosophy and other doctoral degrees will be as follows:

(a) Chancellor says, "I call on Professor X [President of the Academic Board or, if his/her nominee, [Title] of the [name of faculty/graduate school] to present the candidates for admission to the degree of Doctor of Philosophy."

(b) President of the Academic Board or nominee says "Chancellor, I present to you this/these candidate(s) for admission to the degree of Doctor of Philosophy."

(c) President of the Academic Board or nominee reads a short citation, after which the candidate proceeds across the stage and receives testamur.

5 Proceedings for other doctoral degrees

5.1 Proceedings for the conferring of other doctoral degrees will be as follows:

(a) Chancellor says, "I call on Professor X, Dean of the [name of faculty/graduate school] to present the candidate(s) for the degree of Doctor of X."

(b) Presentation as in section 4.1 above.

6 Proceedings for conferring of degrees in absentia

6.1 Proceedings for the conferring of degrees in absentia will be as follows:

(a) President of Academic Board says, "Chancellor, I certify to you and to the University that the candidates whose names are included on this list have fulfilled the conditions prescribed for admission to the degrees severally set out and are entitled to be admitted in absentia to the rank, privileges and responsibilities of those degrees."

(b) Chancellor says, "I admit these candidates to the rank, privileges and responsibilities of the degrees severally set out."

7 Proceedings for conferring of degrees posthumously

7.1 Proceedings for the conferring of degrees posthumously in person to a nominated representative of the deceased's estate will be as follows:

(a) The Dean of the faculty says, "Chancellor, accepting the degree on behalf of [deceased's name] is [executor or administrator or nominated representative]".

8 Proceedings for honorary degrees

8.1 Proceedings for the conferring of honorary degrees will be as follows:

(a) Chancellor says, "I call on Professor X, (President of the Academic Board or Dean of the [name of faculty/graduate school]) to present the candidate for the honorary degree of X."

(b) The President of the Academic Board or the Dean reads the citation, after which the candidate proceeds across the stage and receives testamur.

9 Proceedings for degrees (honoris causa) - posthumously

9.1 The University will adopt the following process for the conferring of posthumous degrees (honoris causa):

(a) Conferral will take place at a normal meeting of Council.

(b) Testamurs will be passed to the families at a separate function arranged at a later date.

9.2 The University will adopt the following process at the relevant meeting of Council:

(a) The conferring is listed as an AO item.

(b) At the appropriate time, the Chancellor calls upon the University Secretary to report Council's decision to confer the degree(s) posthumously.

(c) The Chancellor then calls upon the Dean of the faculty/graduate school or the President of the Academic Board, as appropriate, to read the citation pertaining to the first degree to be conferred to the Council. The citations for subsequent degrees are then read following the same procedure.

(d) After all the citations have been read, the Chancellor then declares that the conferees are admitted to the rank of the degrees conferred and that suitable arrangements for the handing over of the testamurs to the families concerned will be made.

(e) The Council meeting then proceeds.

9.3 The University will adopt the following process at the small function subsequent to the Council meeting:

(a) The function is attended, on invitation, by the families and friends of the deceased persons together with senior members of the University and Council.

(b) At the function, when all the guests are assembled, the Chancellor outlines the reason for the gathering and then calls upon the dean of the faculty/graduate school or President of the Academic Board, as appropriate, to read the citation for the first award. The Chancellor then presents the testamur to the representative of the family.

(c) The same procedure is repeated for any further awards being presented.

10 Proceedings for degrees conferred at faculty or graduate school ceremonies

10.1 Proceedings at faculty/graduate school conferral ceremonies will follow the proceedings outlined above as closely as possible whilst retaining any customary elements of the faculty/graduate school.

10.2 Faculty/graduate school ceremonies will commence with a representative of the faculty or graduate school making a statement confirming the University Council has vested the necessary authority in him or her, and that he or she is presiding at this ceremony. The certification of students will be performed by that same person, acting on behalf of the President of the Academic Board.

Definitions

Term	Definition
Chancellor	For the purposes of this procedure, 'Chancellor' refers to the Chancellor or his/her nominee, who may be a Deputy Chancellor or other Authorised Officer.
Dean	For the purposes of this procedure, 'Dean' refers to the Dean or his/her nominee, who may be: a) a Deputy Dean; b) an Associate Dean of the same faculty; c) a member of the same faculty of the rank of Senior Lecturer or above, or Faculty Executive Director (or equivalent) who is nominated by the Dean; or d) the President of the Board or a person nominated by the President.
President of the Academic Board	For the purposes of this procedure, 'President of the Academic Board' refers to the President of the Academic Board or his/her nominee, who may be: a) the Vice-President of the Board; b) the Deputy Vice-President of the Board; or c) any professor to whom the President, Vice-President or Deputy Vice-President may delegate those duties.

Version History

Version	Approved by	Approval date	Effective date	Sections Modified
1	Council	16 March 2016	21 July 2016	N/A