

University of Melbourne Graduation Ceremonies



ORDER OF PROCEEDINGS

This order of proceedings applies to graduation ceremonies authorised under the [Graduation Policy](#) for attendees who have already had their degree conferred by the University in advance of the ceremony.

1 Order of Proceedings

1.1 Graduation ceremony proceedings will be as follows:

- (a) Graduates are seated. Academic procession files to stage and takes seats.
- (b) Presiding Officer is seated and mace is laid in position. *(The use of the mace is optional for conferring ceremonies conducted off-campus.)*
- (c) Presiding Officer delivers an Acknowledgement of Country.
- (d) Presiding Officer delivers the Ceremony Welcome
(Suggested text is provided and may be personalized by the Presiding Officer).
- (e) Presiding Officer invites the Speakers to address the graduates and visitors.
- (f) Presiding Officer says, "I invite [insert name] of the Academic Board to acknowledge the achievement of today's graduates".
- (g) President of the Academic Board says, "Thank you Chancellor/Vice Chancellor. I am delighted to confirm that the graduates to be presented today/this evening have been conferred from degrees at the University of Melbourne. Since graduating, they have held the rank, privileges and responsibilities of those degrees. On behalf of the Academic Board and my academic colleagues here today, I congratulate you all on this significant achievement."
(Academic Board Officer may further personalize their acknowledgment after this point).
- (h) Presiding Officer says, "I invite Professor X, [President of the Academic Board or, if his/her nominee, [Title] of the [name of faculty/graduate school] to present graduates of the degree of Doctor of Philosophy."
- (i) Graduates of the Degree of Doctor of Philosophy are presented as set out in section 2 and take their seat onstage.
- (j) Presiding Officer says, "Graduates and guests, our Doctoral graduates have now taken their place onstage, symbolising their induction into the academic community, and their recognition as scholars and peers within their respective fields. Please join me in acknowledging and congratulating them on their outstanding achievements and welcoming them to the academy."
- (k) Presiding Officer says, I now invite Professor X, from the [name of faculty/graduate school]."
- (l) The Dean asks all members of the Academic profession to stand and applaud the achievements of the graduates present.

- (m) Graduates are presented as set out in sections 3 to 6.
- (n) The Graduate's Address is delivered by nominated graduate.
- (o) The Graduate's Pledge is delivered by nominated graduate[s].
- (p) Presiding Officer and procession retire.

2 Proceedings for Doctoral degrees

2.1 Proceedings for the presentation of Doctor of Philosophy and other doctoral degrees will be as follows:

- (a) Presiding Officer 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 these graduates of the degree of Doctor of Philosophy."
- (b) President of the Academic Board or nominee says "Thank you Chancellor/Vice Chancellor, I am pleased to present this/these graduates from doctoral degrees.

Before I do, I'd like to congratulate our doctoral graduates and their guests here today on the significance of this achievement. Today is a celebration of a multi-year research project, a thesis that has made a unique contribution to scholarship and that gives you a permanent presence in your field of research and at the University of Melbourne. Thank you for your hard work and for the meaningful contribution that you have made to our research community.

Graduates from the degree of Doctor of X"

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

3 Proceedings for bachelor degrees

3.1 Proceedings for the presentation of bachelor degrees will be as follows:

- (a) The Dean says, "Thank you Chancellor/Vice Chancellor. Before we start our presentation, I would like to invite my faculty colleagues here today to join me in congratulating you on your wonderful achievement. *[Academic Procession stands and applauds graduates]*. I am now pleased to present this/these graduate(s) from the following Bachelor degrees. I invite Professor X to join me in presenting these awards." *[Dean may further personalize their introduction]*.

[EXAMPLE OF PERSONALISED VERSION:

"Thank you Chancellor/Vice Chancellor. Graduates from the Faculty of X - you have taken a range of different paths to arrive at this ceremony today and have specialised in areas across the discipline. Each and every one of you are finishing your studies as advanced critical thinkers and communicators, with analytical and creative skills that you can take into your lives and careers... Before we start our presentation, I would like to invite my faculty colleagues here today to join me in congratulating you on your wonderful achievement. *[Academic Procession stands and applauds graduates]*."

- (b) Graduates proceed across stage and receive presentation tube.

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

4 Proceedings for master degrees

4.1 Proceedings for the presentation of master degrees will be as follows:

- (a) Presiding Officer says, "I invite Professor X to present graduates from the [name of faculty/graduate school]."
- (b) The Dean says "Thank you Chancellor/Vice Chancellor. I am now pleased to present this/these graduates from the following Masters degrees. I invite Professor X to join me in presenting these awards." *[Dean may further personalize their introduction]*.
- (c) Presentation as in section 2.1 above.

5 Proceedings for presentation of degrees posthumously

5.1 Proceedings for the presentation 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/Vice Chancellor, attending on behalf of [deceased's name] is [executor or administrator or nominated representative]".

6 Proceedings for degrees conferred at faculty or graduate school ceremonies

6.1 Proceedings at faculty/graduate school graduation celebrations will follow the proceedings outlined above as closely as possible whilst retaining any customary elements of the faculty/graduate school.

Definitions

Term	Definition
Presiding Officer	For the purposes of this procedure, 'Presiding Officer' refers to the Chancellor or his/her nominee, who may be a Deputy Chancellor, University Council member, Vice Chancellor, Deputy Vice Chancellor, Pro Vice 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 or Head of School 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	21 March 2022	25 March 2022	N/A
2	Council	8 December 2022	22 December 2022	Full review as part of formal review cycle.
3	Council	16 October 2024	16 October 2024	Section 1, changing a reference from Chancellor to Presiding Officer and clause 1 (h) to (j) to elevate the PhD graduate presentation process and amplify the significance of their achievements Definitions, adding in University Council to the Presiding Officer definition.