

UNIVERSITY of CUMBRIA ACADEMIC PROCEDURES AND PROCESSES

APPENDIX 7

Degree and Award Ceremony Procedures

1. Degree and Award Ceremonies

1.1 Definition

- 1.1.1 Degree and Award Ceremonies shall be held for awards that merit a formal conferral. This will normally include awards from Diploma of Higher Education and Foundation Degree upwards. Other awards will not normally be presented at a conferment ceremony.
- 1.1.2 Awards are ratified at the University Assessment Board and take effect from this date. A public conferral of those awards shall subsequently take place at the Degree and Award Ceremony.
- 1.1.3 Graduands who do not attend the Degree and Award Ceremony will graduate in-absentia and their names will be included in the graduation programme. Where posthumous awards are conferred, student names will be included in the graduation programme.
- 1.1.4 The Degree and Award Ceremonies shall follow a common order of proceedings.
- 1.1.5 All Degree and Award Ceremonies shall be held in a location specified in advance by the University.
- 1.1.6 The University Mace is the symbol of authority of the University and should normally be carried and exhibited on all occasions when awards are being conferred.

1.2 Ceremonial Officers of the University

- 1.2.1 The following shall be Ceremonial Officers of the University:
- i. **Honorary members:** the Chancellor; the Chair of the University Board; the Deputy Chair of the University Board.
 - ii. **Ex-officio members:** the Vice Chancellor, the Deputy Vice Chancellor, the University Secretary & Registrar, the Chief Operating Officer, the Director of Finance & Planning
 - iii. **In attendance:** the University Mace; the University Orator, the Director of Ceremonies; the Ceremonial Marshals; the Assistant Marshals.
- 1.2.2 The Chancellor and the Vice Chancellor shall have the authority to publicly confer awards. These officers may also delegate authority to the Deputy Vice Chancellor, the Chair of the University Board or the Deputy Chair of the University Board.

1.3 Debt and Deferral

- 1.3.1 Graduands who have outstanding academic debt to the University are not permitted to attend a conferment ceremony. Graduands who are not permitted to attend their ceremony as a result of outstanding academic debt will not be permitted to attend a subsequent ceremony. At the discretion of the Vice Chancellor, financial good standing conditions may be waived in the case of a posthumous award.
- 1.3.2 Those graduands who are not permitted to attend their ceremony due to outstanding assessment will be invited to attend a corresponding ceremony in the following academic year.

- 1.3.3 Deferral of a ceremony for any reason other than outstanding assessment is only permitted in exceptional circumstances. All requests for deferrals must normally be put in writing to the Ceremonies Office at least three weeks in advance of the ceremony to which the graduand has been originally invited.

1.4 **Information about Degree and Award Ceremonies**

- 1.4.1 A schedule of ceremonies will be published by the Ceremonies Office on an annual basis. The specific dates and times of ceremonies will be published approximately six months prior to the ceremonies.
- 1.4.2 Graduands are expected to familiarise themselves with the timeframes for ceremonies as published by the Ceremonies Office. If a graduand does not arrive at a ceremony within the specified timeframe this may result in the graduand being prevented from attending the ceremony.
- 1.4.3 Graduands are normally entitled to two guest tickets providing a request is made within the published timeframe. There will normally be a further opportunity to apply for extra tickets if these are still available once the standard entitlement of all graduands has been met. Priority, when allocating extra guest tickets, will be on a first-come first-served basis and will be subject to availability. The quantities of extra tickets allocated will be at the discretion of the University.
- 1.4.4 The University reserves the right to transfer graduands to an alternative ceremony for operational reasons.
- 1.4.5 Guest tickets are non-transferable to another ceremony or to another student without the approval of the Ceremonies Office.
- 1.4.6 To enable the University to ensure that students and guests are able to participate fully in ceremonies, any special access requirements must be made known to the graduation team in advance.

1.5 **Presentation of Students, Badges and Prizes**

- 1.5.1 Graduands will be presented by the Dean for Student Success (or an appointed representative) responsible for the programme of study.
- 1.5.2 Badges, where appropriate, will be presented by a representative of the relevant Department as nominated by the Dean for Student Success.
- 1.5.3 Prizes, where appropriate, will be presented separately following the main ceremony, as advised by the Ceremonies Office. The Dean for Student Success (or an appointed representative) will preside over any prize giving events.

1.6 **Unforeseen circumstances**

If the graduation ceremonies cannot take place or are delayed due to circumstances beyond the control of the university including (without limitation) fire, flood, adverse weather, power cut, explosion, terrorist act (or threat of terrorist act), act of God, pandemic, traffic incident, or as a result of any industrial action or dispute involving the university, or the venues at which the ceremonies are due to be held, the University will not be liable for any losses direct, or otherwise, incurred by students or their guests. The University will, where at all possible, make alternative arrangements for any students affected, but students and their guests should ensure that they have sufficient insurance protection to cover any losses they might suffer as a result of a ceremony being cancelled or delayed.

2. Honorary Degrees & Fellowships

- 2.1 The University may award Honorary Degrees and Fellowships in accordance with the criteria laid down by Academic Board.
- 2.2 The presentation of Honorary Graduates and Fellows shall be preceded by a short biography by the University Orator. After the conferral of the award the Honorary Graduate /Fellow may be asked to give a response.

3. Academic Dress

- 3.1 Academic Dress, as detailed below, must be worn by all active participants of the Degree and Award Ceremonies.
- 3.2 Officers of the University shall wear robes as prescribed by the University.
- 3.3 The presenting Dean of Student Success (or nominated representative) shall wear the appropriate academic dress of their respective awarding institution.
- 3.4 Honorary Fellows shall wear robes as prescribed by the University.
- 3.5 Honorary Graduates shall wear comparable dress to the equivalent merited award, with suitable trim denoting the honorary status of the award.
- 3.6 Members of the academic procession who hold a degree or degrees shall wear the appropriate academic dress of the respective awarding institution. Participants with more than one degree should wear the academic dress of the higher award. Participants who do not hold a degree are eligible to wear black gown and mortarboard.
- 3.7 All participating graduands must acquire the appropriate academic dress as prescribed by the University. All graduands shall wear black gowns (with trim at Master level) and mortar boards along with the appropriate hood for the specified award.
- 3.8 Prescribed academic headwear shall be worn throughout the ceremony by all participants.

4. Review of procedures

The University will review these procedures periodically.