



**Title:** Graduation Ceremony Protocol

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**Approval Authority:** University Council

**Document Owner:** Vice President for Academic Affairs

**Review:** The document is subject to a periodic review as per amendments of university policies and procedures

## 1. Purpose:

The purpose of this document is to describe the detailed guidelines and instructions and the process flow for all activities during the graduation ceremony.

## 2. Scope:

This document applied to graduands and the guests attending the ceremony.

## 3. Definitions

**Academic Regalia:** This is the formal attire worn by graduands and academics during the graduation ceremony.

**Graduate:** A student who has successfully completed a program of study and has been awarded an undergraduate or postgraduate academic degree.

**Graduand:** A student who is eligible to graduate (i.e has successfully completed a program of study) but has not yet graduated.

**Graduation Ceremony:** It is the act in which the undergraduate or postgraduate academic degrees are conferred to graduands.

**Graduation Ceremony Protocol:** This is the detailed guidelines and instructions and the process flow for all activities during the graduation ceremony.

**Students:** Students are individuals who are formally registered in programs offered by Gulf University.

## 4. Protocol Details:

### 4.1 Graduation Ceremony Dress Code:

Graduands and staff members shall wear formal attire:

#### 4.1.1 Attire and appearance of male graduates:

##### i. Graduands shall be expected to wear:

- lounge suit.
- long sleeve white shirt.
- dark trousers.
- dark coat/blazer.
- socks and formal shoes.
- dark colored necktie.

ii. Graduands shall not be expected to wear:

- bow tie.
- jeans.
- thoub.

4.1.2 Attire and appearance of female graduands:

i. Graduands shall be expected to wear:

- women's robe/long gown, long dress
- niqab/hijab as necessary.
- long skirt with long sleeve shirt.
- Shoes must be suitable for a formal ceremony (court shoes).

ii. Graduands shall not be expected to:

- wear transparent/translucent or improper dress.

4.2 Graduations shall be held with a plain black gown with long sleeves, cap with tassel, and a hood that symbolize the college to which the staff and graduand belong, and the degree obtained by the graduate.

4.2.1 Colors of the hood for the staff and the bachelor's degree graduand are as follows:

- For the college of Engineering the color is orange.
- For the college of Administrative and Financial Science, the color is red.
- For the college of Computer Engineering and Science, the color is yellow.
- For the college of Mass Communications and Media Technologies, the color is royal blue.
- For the college of Law, the color is purple.

4.2.2 The master's degree gown, cap with tassel and the hood shall be the same as stated in (4.2 and 4.2.1 of this document). However, the gown shall be distinguished by two golden velvet strips on the arms.

4.2.3 The doctoral degree gown, cap with tassel and the hood shall be the same as stated in (4.2 and 4.2.1 of this document). However, the gown shall be distinguished by three golden velvet strips on the arms.

4.3 Graduands with special needs (e.g. pregnant, disabled or injured) who need assistance (e.g. in terms of a wheelchair or other assistance) for the rehearsal shall inform the Graduation Ceremony Committee at least one day before the rehearsal.

4.4 The Code of Conduct applies at the commencement Ceremony.

4.4.1 During the ceremony, graduands shall be quiet as a mark of respect for the occasion.

4.4.2 Graduands and guests shall mute/silence cell phones and similar devices during the ceremony.

- 4.4.3 Graduands shall not leave the hall during the ceremony.
- 4.4.4 All attendees shall avoid shouting or using noisemakers while degrees are being presented during the ceremony.
- 4.5 All graduands, in full regalia, shall arrive at least 3 hours before the scheduled start time on the day of the commencement exercise and line-up at the ceremony venue entrance.
- 4.6 Graduation registration shall be done as per the venue, date, time, and program mentioned in the distributed schedule.
- 4.7 The Chair of the Graduation Committee shall give directions and address any graduands concerns.
- 4.8 Gulf University shall reserve the right to refuse entry to a graduand and/or their guests who do not comply with the conditions outlined in this document.
- 4.9 Regular guests shall arrive about an hour before the scheduled start time of the ceremony to be seated before the procession begins. They shall follow instructions for entering the gate and their seats. Regular guest seating shall be first-come, first-seated.
- 4.10 The ceremony Patron and VIP guests shall be received by the chairperson of BOT and president of the university at the main entrance of the ceremony venue. They shall be seated in the VIP room for a short period of time, shall be served coffee/tea/ soft drinks. This shall be followed by moving to the ceremony venue/hall to commence the ceremony.
- 4.11 Ceremony Order of Proceedings:**
- 4.11.1 The ceremony patron and VIP guests shall enter the ceremony venue and take their seats. This shall signal the start time of the ceremony.
- 4.11.2 The National Anthem shall be performed. All guests and attendees shall stand upright. After completing the National Anthem, a short welcome speech shall be delivered by the ceremony presenter.
- 4.11.3 A student (or a staff member) shall deliver short verses of Holy Quran.
- 4.11.4 The ceremony presenter shall announce the entrance of flag bearers' parade, the academic and graduands processions in the following order:
- i. Flag bearers' parade. The "Marsh" music shall be played during the entrance period.
  - ii. Academic procession. The "Aida" music shall be played during the entrance period.
  - iii. Graduands procession. The "Hop Glory" music shall be played during the entrance period.
- 4.11.5 The academic procession shall enter to take their seats onstage in the following order:

- i. Chairperson of board of trustees,
  - ii. President of the university,
  - iii. Members of the University Council, except the head of A&R unit, who shall lead the graduands procession then shall take his/her seat onstage with other members of the university council.
  - iv. College of Engineering, College of Administrative and Financial Science, College of Communications and Media Technologies, and College of Law.
  - v. Lecturers shall come first in the column followed by assistant professors, then by associate professors, then by professors.
- 4.11.6 The graduands procession, led by the head of A&R Unit, shall enter to take their seats onstage, in a college and degree order as follows:
- i. College of Engineering, College of Administrative and Financial Science, College of Communications and Media Technologies, and College of Law.
  - ii. postgraduate graduands (if any) come first in the column followed by outstanding graduands of the academic programs, followed by other graduands of the relevant college.
- 4.11.7 Once the procession process is completed, the music shall be muted, and the ceremony presenter shall announce the presentation of a short video about the graduates and the Gulf University.
- 4.11.8 The ceremony presenter invites the following to deliver their speeches, in order: Chairperson of BOT, President of the University, and the guest of honour. Each speech, except that of the guest of honour, shall not last more than 5 minutes. The speech of the guest of honour shall not last more than 15 minutes.
- 4.11.9 The ceremony presenter shall announce the presentation of a short graduate's testimonial video. This is followed by delivering the graduands speeches in Arabic and English languages by 2 graduands. Finally, a song performed by graduands shall be presented.
- 4.11.10 At the end of speeches, the ceremony patron shall be honoured by the chairperson of BOT, who shall be accompanied by the president of the university.
- 4.11.11 The ceremony patron shall be invited to award the guest of honour and the outstanding graduands of the academic programs, who obtained the highest grades. The ceremony patron shall be accompanied by chairperson of BOT and the president of the university. The Head of A&R unit shall read the names of such graduands and ask them to come to the stage one by one for awarding. Outstanding postgraduate graduands (if any) shall come first followed by other outstanding graduands.
- 4.11.12 After completion of the awarding, the ceremony presenter shall request the ceremony patron to award the graduates their graduation certificates. The head of A&R unit shall ask the graduates to come to the stage starting from the first

- row and each row shall follow the preceding row and shall read the names of graduates in a college order (as shown in 4.11.5 iv of this document).
- 4.11.13 Graduates shall commence movement from left side of their seating rows, shall return from right side to their seats, and shall immediately sit down.
- 4.11.14 **Sequence of conferring the graduation degrees** shall be as follows:
- 4.11.14.1 The ceremony presenter shall invite the president of the university to come on to the stage, shall invite the deans in the following order: College of Engineering, College of Administrative and Financial Science, College of Communications and Media Technologies, and College of Law (in case there are graduates from the college), to come on to the stage and request president of the university to confer the graduation degree to their relevant students.
- 4.11.14.2 All relevant graduands shall stand up in their seating rows while the degrees are being conferred.
- 4.11.14.3 Postgraduate graduands (if any) shall be the first to be conferred followed by other graduands.
- 4.11.14.4 President of the university shall deliver the conferral remarks.
- 4.11.14.5 After being conferred by the president of the university, all relevant graduates shall shift the tassel from the left side to the right side of their caps and shall sit down in their seats.
- 4.11.14.6 The relevant dean shall return to his/her seat. The cycle shall be repeated for other colleges.
- 4.11.14.7 After completion of the conferring process, the ceremony presenter shall ask all graduates to stand up for echoing the graduation oath following the president of the university. This is followed by the president of the university return to his seat and all graduates sit down to their seats.
- 4.11.15 The ceremony presenter shall deliver a short farewell speech and final words to end the ceremony. A traditional farewell music or song shall be performed.
- 4.11.16 The ceremony patron, the chairperson of BOT, and VIP guests shall leave the ceremony venue. This signals the formal closure of the ceremony.
- 4.11.17 The graduates shall leave the stage and come down to meet their families and guests.
- 4.11.18 Graduates shall have sufficient time inside the venue to have photos for their graduation, shall record their beautiful memories and moments during the graduation ceremony.
- 4.11.19 Graduates and their families and guests are invited to attend the reception, which shall be located outside the ceremony venue.
- 4.11.20 After all graduates, families and guests are cleared out, GU facilities staff shall take care of clearing the venue from all equipment, chairs, and devices, which belong to the university, shall ensure cleaning the venue and close all doors before leave.

## **5. Responsibilities**

### **Graduands are responsible for:**

- following this document appropriately.

### **Admission and Registration Unit is responsible for:**

- following this document appropriately.

### **Student Services Unit is responsible for:**

- following this document appropriately.

### **Graduation Ceremony Committee is responsible for:**

- following this document appropriately.

### **Heads of Departments are responsible for:**

- ensuring that all faculty members and students are fully informed of this document.
- ensuring that this document is appropriately implemented.

### **Deans are responsible for:**

- ensuring that all faculty members and students follow this document.
- ensuring that this document is appropriately implemented.

### **The Vice President for Academic Affairs is responsible for:**

- appropriate implementation of this document.

### **University Policy Development and Review Committee is responsible for:**

- systematic review of the effectiveness of this document.

## **6. Related Policies**

- Graduation Ceremony Policy

## **7. Related Procedures**

- none