GRADUATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

Graduation Policy

D.1   Procedure

Responsible	Procedure Steps				W/I
	1	**Pre Graduation**			
		1.1	**Beginning of the academic year**		
Manager, Student and Academic Services (SAS), Academic Directorate			**1.1.1**	Set Graduation Date.	
Manager SAS			**1.1.2**	Book venue.	
		1.2	**Four weeks prior to Graduation**		
Academic Directorate			**1.2.1**	Recommend Guest Speakers.	
Academic Support			**1.2.2**	Create Graduation list and advise Student Services via email.	✓
			1.2.2.1	Flag under 18 students for monitoring during the event.	
SAS			**1.2.3**	Send an email to graduating students to note graduation date- (save the date).	
			1.2.4	Email draft invitation to Academic Director for approval.	✓
Academic Director			**1.2.5**	Approve invitation and return to Student Services.	
			1.2.6	Confirm guest list and advise Student Services via email.	
SAS			**1.2.7**	Create Guest List and Send invitation by email.	✓
		1.3	**Two weeks prior to graduation**		
SAS			**1.3.1**	Contact graduating students who have not RSVP'd and confirm attendance.	
			1.3.2	Receive/monitor RSVPs.	
			1.3.3	Compile RSVP list of attendees and send to Program Support.	✓
Manager SAS			**1.3.4**	Confirm umbers with venue and caterers.	

Responsible	Procedure Steps				W/I
Academic Support			**1.3.5**	Create graduation program and email to Academic Director for approval.	✓
Academic Director			**1.3.6**	Approve Graduation Program and send to Academic Support.	
Academic Support			**1.3.7**	Print Graduation Program.	✓
			1.3.8	Print and collate student transcripts and parchments and store securely.	✓
			1.3.9	Prepare equipment as required to take to the venue.	
	2	**Graduation day**			
SAS		**2.1**		Set up venue.	✓
Student/ Guests		**2.2**		Arrive at venue to register attendance.	
SAS		**2.3**		Mark attendees and finalise registration list of attendees	
	3	**After event**			
SAS		**3.1**		Retain transcripts of students who did not register and store securely for later issuance.	

D.2   Supporting Documentation

Related material	Location
None.	

Form templates	Location
Transcript template	Generated through student management system
Graduation Invitation Template	Student and Academic Services
Graduation Program Template	Student and Academic Services

Records (including completed forms)	Location
None.	

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: https://bit.ly/2OQrJEU

D.3   Version Control

Current Version Number	v3.1
Date of Effect	04/2024
Privilege Level	Public

ONCE PRINTED THIS DOCUMENT IS NO LONGER A CONTROLLED DOCUMENT