
SECTION 2: GRADUATION

2.0 Introduction

Summer graduation draft schedules are normally submitted to the Vice-Chancellor in February each year with a view to publication within the first week in March.

Winter graduation draft schedules are normally submitted to the Vice-Chancellor in September each year with a view to publication within the first week of October.

2.1 Summer Graduations

There are currently twelve Summer graduation ceremonies. The Institute of Professional Legal Studies manages a certificate presentation ceremony for their students in late June with input from Student Registry Services in the supply of parchments and printing of programmes.

The planning process for Summer graduations commences prior to the Christmas holiday period. Information is extracted from the Student Information System (QIS) based on a student's expected graduation year in QIS and / or the number of credits achieved prior to entering their final year.

The data extracted is used to determine approximate numbers of students associated with each ceremony including projected seating arrangements for graduands and guests.

Following a process of checks and adjustments, draft schedules are produced and assessed by a small committee chaired by the Vice-Chancellor. The schedules are normally published in the first week of March.

Systems tables are then populated and numerous checks performed internally. The on-line registration mechanism, for students, goes 'live' in late May. The bulk of examination results are processed in late June and the majority of graduating students register their intention to attend or not attend over a 6-7 day period in late June.

Graduation inserts are prepared and transmitted electronically for printing. 'Proof' inserts are returned by the design team for approval within a 12 – 24 hour period of copy being dispatched for printing.

In consultation with the Directorate of Student Plus (Eventus), production of pre-printed parchments and graduation folders are prepared in advance of graduation week. Graduation lists are compiled from examination results which are mapped to the appropriate ceremonies.

Parchments and seating allocations are arranged and rigorously checked prior to each ceremony. A 'rolling' process develops over a short period when preparations for 4 – 5 ceremonies are managed simultaneously.

Graduation lists are distributed to local newspapers within a lead-in time of 48 hours of newspapers going to press.

2.2 Winter Graduations

Conferment of Doctors' Degrees, Masters' Degrees, Bachelors' Degrees & Postgraduate Diplomas and Certificates takes place over six Winter graduation ceremonies. Ceremonies are normally scheduled around a three day period (Wednesday/Friday) mid-December or the preceding week depending on when term ends in December.

The online registration wizard for Winter graduations goes 'live' in early November, provided a valid degree result has been applied to their record.

The deadline for the publication of examination results for this period is the last week in November.

The remaining administrative processes supporting winter ceremonies follow a similar pattern to Summer graduations.

2.3 Requirements from Schools

Processing Degree Pathways

The 1st day of August each year is the deadline (cut-off date) for University information to be extracted from our core systems and reported to HESA.

For the purposes of defining the set of qualifications to be submitted to HESA in any given year the 1st August deadline must be adhered to. The following rule will apply;

All program plan / sub-plan results processed before 1 August will be applied to the current academic session of a student's record.

All program plan / sub-plan results processed after 31 July will be entered into the new academic session and the student record prepared for winter graduation.

It is the responsibility of the School to arrange for the student record to be term activated in the new academic session (for graduation only). *Please note:* module results will always be applied to the academic term in which they were taught.

Deadlines for the Publication of Examination Results

It is important that Schools adhere to the deadline for the publication of examination results for both Summer and Winter graduations, details of which can be found under Student Records – Important Dates: <http://www.gub.ac.uk/sr>

Contacts

Student Services and Systems on ext 3223.