

## **GUIDELINES FOR GRADUATION CEREMONIES**

### **A General Guidelines**

1. There shall be one "Graduation Week" every academic year to be located during the January Vacation.
2. The Graduate students shall have a separate, multi-disciplinary graduation ceremony from the undergraduate students.
3. The Chancellor shall open the "Graduation Week" by presiding over the ceremony of Graduate students and the graduation week shall be closed by the Chancellor or his/her representative.
4. The graduation ceremonies shall have one graduation number during that week and that on each day after the conferment of awards the Chancellor or his/her representative should adjourn the ceremony until the graduation week was closed. The congregation shall be dissolved on the last day of the graduation week.
5. The Chancellor or his/her representative shall give the Vice Chancellors awards or any other awards to person(s) being honoured.
6. Undergraduate students shall graduate according to their programmes on a scheduled day and time during the "Graduation Week". Programmes that are related and have small numbers of students will combine their ceremonies.
7. The Vice-Chancellor or his/her Deputies shall preside over the undergraduate ceremonies and confer degrees/award Diplomas.
8. All graduation ceremonies shall take place at the University or at such other venue as may be agreed upon by the University Senate.
9. There shall be a Chancellor's procession during the first graduation ceremony for graduate students.

10. In the decentralised Units, there shall be a procession of Deans, Heads of Departments, Academic Staff and invited guests, led by the Vice Chancellor (or Deputy Vice-Chancellor).
11. The Academic Registrar Department shall fully cover the decentralised graduation budgets.
12. Since few Graduands will attend at a time, there shall be no need to disrupt traffic around the Makerere University environments.
13. The list of the graduates shall be published on the Makerere University website.

## **B. Guidelines on Management, Administration and Coordination**

### **1. *The Senate Committee on ceremonies shall be responsible for:***

- i. Drawing out the schedules for all graduation ceremonies for a given academic year.
- ii. Arranging to publish one graduation booklet for all graduate and undergraduate students graduating in the "Graduation Week". The format of the booklet should be similar to the ones currently being printed in the centralised graduation system.
- iii. Arrange to issue invitation cards to Graduands and their guests in collaboration with the Academic Registrar.
- iv. Coordinating the parking and directing of guests to the graduation venue in collaboration with the relevant security officials.
- v. Arrange the issuing of gowns and other graduation regalia.
- vi. Arrange the issuing of passes to accredited professional photographers who will be at different sites.
- vii. Take care of security matters in collaboration with Makerere University Security Department and Makerere University Police Post.

- viii. Provide first aid stations at the graduation location in collaboration with Makerere University Hospital.
  - ix. Deal with media coverage.
  - x. Offer any assistance that may be required by the Academic Units.
2. There shall be Faculties/Institutes/Schools/Colleges Ceremonies Committees (Unit Ceremonies Committees) which will liaise with the Senate Committee on Ceremonies and Academic Registrar.
  3. In order to ensure uniformity of graduation gowns the University Procurement and Disposal Units shall pre-qualify up to four (4) Tailoring firms (tailors) to handle the making and issuing of Gowns on behalf of the University.
  4. There shall be an option for hiring the gowns if a student does not want to buy. Two separate fees (for hiring and owning gowns) shall be clearly communicated. The University shall be involved in fixing the price of Gowns and that the pre-qualified firms shall have a provision for hire and purchase of Gowns by Graduands.
  5. The Academic Registrar office in conjunction with the Vice Chancellor office will publish newsletters for each graduation week. The Newsletters shall include, *inter alia*, the Chancellor's and Vice Chancellor's speeches, news from Academic Units, and any other supplement.
  6. Graduation ceremony shall last not more than 3 hours, and the number of people graduating at any one ceremony shall be approximately range of 400 to 1,500.
  7. Examination results for students graduating shall be published and submitted to the Academic Registrar's office eight (8) weeks before the graduation ceremony.

8. A student shall be required to register to graduate eight (8) weeks before the ceremony by filling in appropriate form and clearing with all the relevant centres in the university.

**C. Entertainment**

1. The Units, in liaison with the Academic Registrar shall organise their programme and entertainment for the graduation day.
2. The ceremonies Committee shall organise and coordinate entertainment.
3. Both the National Anthem and Makerere Anthem shall be sung by students of Music, Dance & Drama at all the graduation ceremonies.
4. That Convocation shall be required to respond to the new structure.

**D. The Ceremony of Conferment of Degrees/Diplomas**

1. Each Faculties/Institutes/Schools/Colleges shall issue a certificate of recognition to their best student during the ceremony, including graduate students.
2. Faculties/Institutes/Schools/ Colleges with small numbers shall be free to group together for purposes of organizing graduation ceremonies.
3. The Units may invite their own Guest Speaker and select the theme of the speech, but the Vice Chancellor or Deputy Vice-Chancellor shall confer the degree and award of diplomas as per the Universities & Other Tertiary Institutions Act (2001).
4. The name(s) of a student(s) with the highest CGPA for each Programme shall read out and they would come forward to receive a certificate of recognition.
5. The Convocation Awards shall be given to the overall best Science and Humanities students. Such award shall be announced at the opening of

the Graduation Ceremony week and at the respective decentralised ceremonies where the candidates graduate.

6. The best graduate student shall be recognised at the graduation ceremony.

#### **E. Alumni**

1. Alumni from various Faculties may organize reunions at decentralised graduation ceremonies. This may facilitate Units and the University at large to strategically tap alumni finances in supporting the activities and plans of specific units.
2. The university shall cultivate the culture of alumni participation and giving through the introduction of prestigious and inspirational speeches by alumni and students. For example, a "chief orator" by a selected alumnus and /or "student oration" delivered by a non-graduating student