



**Title:** Graduation Ceremony Policy

**Code:** GU-PL73GC

**Version:** 3.1

**Date of Issue:** 2023

**Effective Date:** May 2023

**Approval Authority:** Board of Trustees

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

**Review:** The policy is subject to a periodic review every 4 years or in a shorter cycle as per amendments of university policies

## 1. Purpose

The purpose of this document is to set out the principles within which Gulf University conducts graduation ceremonies for eligible students.

## 2. Scope

The procedures apply to all academic programs at Gulf University.

## 3. Acronyms

<b>BQA</b>	Education and Training Quality Authority
<b>GU</b>	Gulf University

## 4. Definitions

**Graduate:** A person who has successfully completed a course of study or training, especially a person who has been awarded an undergraduate or first academic degree.

**Graduation Ceremony:** It is the act in which the university degrees and diplomas are conferred to graduates.

**Student:** Student is an individual who is formally registered in programs offered by Gulf University.

## 5. Policy Statements

- 5.1 All academic and students' codes of conduct stipulated at Gulf University apply to graduation ceremony day.
- 5.2 GU commits to honor and invites only the eligible graduates to participate in the graduation ceremony.
- 5.3 GU ensures that every student applying for graduation ceremony has successfully completed the degree requirements as per the relevant policies and procedures along with no dues in fees.
- 5.4 GU is committed to planning and execute the graduation ceremony meticulously with full dignity and professionalism.
- 5.5 GU ensures a unified and non-discrimination dress code. This should be stated in the graduation ceremony procedures.

- 5.6 GU ensures that the dress code is binding on every graduate attending the ceremony.
- 5.7 GU is committed to coordinating with the graduates eligible to participate in the ceremony for rehearsal, and instructions for commencement exercise.
- 5.8 GU preserves the right to stop or prevent a graduate who has not registered from participating in the ceremony, or any other reason relevant to violation of the university policies and procedures prior to the ceremony.

## 6. Responsibilities

### **Students are responsible for:**

- Following this document appropriately.

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

- Following this document appropriately.

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

- Following this document appropriately.

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

- Following this document appropriately.

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

- Ensuring that all faculty members 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.

## 7. Related Policies

- None

## 8. Related Procedures

- Graduation Ceremony Procedures
- Graduation Ceremony Protocol

## 9. Related References and Standards

<b>BQA</b>	Institutional Review Handbook
<b>BQA</b>	Programs-within-College Reviews Handbook