

**PROVIDER NAME:** CCT College Dublin (CCT)

**POLICY AREA:** Standard 9: Learning Resource and Student Support

**Policy and Procedure Title:** Graduation

**Policy No:** CCTP907

**Version:** 2.0

**Policy Statement**

It is CCT's policy to invite all students who have successfully completed a programme in CCT to a graduation ceremony to celebrate the achievements of the student with their families, friends, peers and lecturers.

**Staff Involved**

All full time and part time staff faculty within CCT, Lecturers, Faculty Heads, Dean of Academic Affairs, Dean of School, QA Officer, Faculty Coordinators, Head of Student Services

**Procedure Outline / Method(s) used to carry out this procedure**

**Responsibility of**

**Evidence generated by this procedure to ensure its effectiveness**

1. Following the Exam Board ratification of final results and recommendation for an award, the QA Officer will contact all students eligible to graduate by email inviting them to a graduation ceremony
2. The graduation is normally held in a central venue in Dublin, accessible by public transport, that is deemed appropriate for such an occasion.
3. Approval of a graduation venue is the responsibility of the College President in conjunction with the Dean of Academic Affairs and the Dean of School. Any proposed venue must satisfy the following requirements:
  - o Capacity – the venue must be of an appropriate size to accommodate each of the graduands entitled to attend, plus 1 guest per graduand, plus all faculty and full-time staff associated with the programmes in question, and any speakers, musicians and special guests. Where necessary, multiple ceremonies may be scheduled in order to satisfy this requirement.

QA Officer  
President, Dean of Academic Affairs, Dean of School

E-mail communication

<ul style="list-style-type: none"> <li>○ Accessibility – the venue should be accessible by public transport and also have adequate accessible facilities for staff, graduands or guests who may have mobility issues.</li> <li>○ Fitness for purpose – as a celebration of academic achievement, the graduation ceremony should be held in a venue that is suitable for such an event. This should include the facilities to host the ceremony with a platform for the presentation of parchments, sufficient space to allow an academic procession, separate space for robing, photography and refreshments.</li> </ul> <ol style="list-style-type: none"> <li>4. Graduands are required to confirm their attendance at the ceremony by the date specified in the invitation. Failure to confirm attendance by the date specified may result in the graduand not being permitted to attend the ceremony.</li> <li>5. Graduands are required to confirm their intention to bring a guest / guests. The number of guests permitted per graduand is communicated as part of the invitation. Any requests for additional guests will be recorded by the QA Officer and additional tickets will be allocated once initial invitation of guest responses have been received. A graduand who fails to confirm the intention to bring a guest / guests will lose their guest ticket allocation and this will be issued to a graduand requesting additional guest tickets.</li> <li>6. Guests arriving at a graduation ceremony without guest tickets will not be permitted to attend the ceremony.</li> <li>7. A graduand is entitled to request their parchment be posted to them after the graduation ceremony, if they decide not to attend.</li> <li>8. In some venues, the attendance of under 18s is not permitted. CCT will enforce this policy requirement as appropriate. Where a venue does permit attendance of under 18s, CCT encourages graduands to consider the suitability of the occasion for the under 18-year-old. In particular, CCT does not encourage the attendance of young children. Where young children do attend, they must be accompanied by an adult at all times. In the instance of a child not remaining silent and in their seat, as is required as part of ceremonial protocol, the accompanying adult will be required to leave the ceremony hall with the child.</li> <li>9. Formal dress &amp; robing is required for all graduands. CCT will provide details of a robe hiring company and it is the responsibility of graduands to arrange their own robes. Failure to have the appropriate gown may result in CCT refusing to allow the graduand to participate in the graduation ceremony.</li> </ol>	<p>Graduands</p>	
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<p>10. Graduands will be awarded their parchment in reverse order – starting with the lowest award level and ending with the highest level</p> <p>11. Graduands are awarded in alphabetical order</p> <p>12. CCT awards the Student of the Year award to the highest achieving student (based on marks) in an award stage. This is based on overall academic performance in the academic year just ended, leading to a QQI major award of a minimum of 120 credits. The Student of the Year award is confined to the highest academically performing student of their respective programme</p> <p>13. CCT also awards a College Spirit Award to a deserving student (final year), proposed and decided by faculty and administrative staff, this special award goes to a student who embodies the spirit and culture of CCT.</p> <p>14. Graduands who are unable to attend the ceremony should contact the Exams Office to arrange to collect their parchment.</p>		
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**Monitoring**

<b>Monitor (Job Title)</b>	<b>Frequency</b>	<b>Monitoring Method(s)</b>
QA Officer Faculty Coordinator	<b>Annual</b>	Exam Boards Exam Transcripts

## POLICY CONTROL SHEET

Policy Title	Graduation
Responsible Officer(s)	Dean of Academic Affairs, QA Officer
Issuance Date	August 2017
Effective Date	August 2017
Last Review Date	January 2018
Supersedes	Version 1.0
Next Review Date	August 2019
Designated Reviewer(s)	QA Officer
Scope	Internal staff (full and part time); Graduates

### Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Policy	August 2015	New QA system	Senior Management Team	Head of Academics, College Registrar
Version 2.0	August 2017	Update of roles and addition of clarifications	Dean of Academic Affairs	Academic Council

### References upon which the Policy section is based

CCT Policy area	Learner Resources and Student Support
Statutory & System Wide Basis	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, Relevant QQI Standards and Guidelines
Related CCT Policies / Forms	