

GRADUATION MEMORANDUM

Head of Area and Course Leader



Friday 7th October 2022, 11am Ceremony

BEFORE THE CEREMONY

1. Please register at the Town Hall via the Main (High Street) entrance by **10.15am**. A member of the marketing team will sign you in. As you are required to wear a gown you will be directed to the Council Chamber. Refreshments will then be served in the North Committee Room on the first floor.
2. The Moot Hall will open for seating at approximately **10.30am** and all graduands and their guests will be seated by **10.45am**.
3. As a Head of Area or a Course Leader you will be positioned on stage and asked to assemble in the Mayor's Suite at **10.50am**. A member of the Marketing team will make sure that you are in the correct order to take your seat on the back row of the stage and direct you to the staircase to enter the Moot Hall just before **10.55am**.
4. A safety announcement will be made.
5. At **11am** the Academic Procession will enter, heralded by a fanfare.

The Academic Procession will be ordered accordingly:

Neil Barnes	Master of Ceremonies with Mace
Kevin Prince	Chair: Colchester Institute Corporation
George Kieffer	Guest of Honour
Alison Andreas	Principal and Chief Executive
Nils Franke	Dean of Higher Education
Maeve Borges	Vice Principal: Student Services and Support
Jill Wognum	Vice Principal: Curriculum, Planning and Quality
Mark Cherry	Head of School: Applied Technologies
Professor Neil James	Professor of Multi Discipline Higher Education, School of Health Sciences, University of East Anglia
David Briggs	Deputy Dean of Partnerships (Europe) and Senior Lecturer, University of Essex

THE CEREMONY

6. Once the Academic Procession is seated on stage, Kevin Prince will open the ceremony. He will use the left lectern (left for those seated on stage) and welcome visitors and request that they be seated. He will then identify the members of the Academic Procession, followed by welcoming all the graduands and their guests, distinguished guests and staff.
7. Kevin Prince will deliver his welcome speech.
8. Kevin Prince will ask Nils Franke to stand at the left lectern (left for those seated on stage) to read the formal statement of authority. Nils Franke will then invite David Briggs to stand at the right lectern (right for those seated on stage).
9. David Briggs will read the University of Essex conferral words, before stepping back to his seat, but remaining standing.

"I CONFER OR GRANT ON ALL ELIGIBLE CANDIDATES PRESENTED AT THIS CEREMONY IN PERSON OR IN ABSENTIA THE DEGREES, DIPLOMAS AND CERTIFICATES TO WHICH THEY ARE ENTITLED."

10. Nils Franke will invite Professor Neil James to stand at the right lectern (right for those seated on stage).
11. Professor Neil James will read the University of East Anglia conferral words, before stepping back to his seat, but remaining standing

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"BY THE AUTHORITY OF THE UNIVERSITY OF EAST ANGLIA I CONFER ON THESE CANDIDATES, AND THOSE IN ABSENTIA, THE AWARD FOR WHICH THEY HAVE QUALIFIED."

- 12.** Kevin Prince will introduce George Kieffer. Kevin Prince will deliver a short speech and then invite George Kieffer to present the awards. George Kieffer will move in front of the left lectern (left for those seated on stage) to begin the presentation of certificates to Graduands and to shake each Graduand's hand.
 - 13.** Kevin Prince will introduce Mark Cherry, who will move from his seat to the right lectern (right for those seated on stage) to start the presentation of the awards for the School of Applied Technologies. Mark Cherry will then call the relevant Course Leader, who will proceed to the bottom of the downward flight of stairs on the left side of the stage (left for those seated on stage) to greet the graduates as they exit from the stage.
 - 14.** As each name is announced by Mark Cherry (and the subsequent name readers) the graduand will process singularly across the stage (from the right to the left (right to left for those seated on stage)) to George Kieffer to receive their certificate. George Kieffer and the graduand will then turn to face the photographer located on stage for one photograph. The student will then exit the stage via the stairs to the left (left for those seated on stage) to be greeted by their Course Leader, before making their way to the back of the Moot Hall to be directed back to their seat.
 - 15.** Upon the completion of the awards for the School of Applied Technologies Mark Cherry will invite Sally Chamberlain to the right lectern (right for those seated on stage) to start the presentation of awards for the Area of TESOL.
 - 16.** Upon the completion of the awards for the Area of TESOL Sally Chamberlain will invite Carmel Asbury to the right lectern (right for those seated on stage) to start the presentation of awards for the Area of Accounting.
 - 17.** Upon the completion of the awards for the Area of Accounting Carmel Asbury will invite Tristan Clifton to the right lectern (right for those seated on stage) to start the presentation of awards for the Area of Creative and Digital Media.
 - 18.** On conclusion of the presentation of certificates Tristan Clifton will return to his seat and Kevin Prince will invite George Kieffer to say a few words from the left lectern (left for those seated on stage).
 - 19.** Kevin Prince will introduce Alison Andreas who will deliver her speech from the left lectern (left for those seated on stage).
 - 20.** Kevin Prince will bring the ceremony to a close by asking graduates to remain in their gowns and make their way to The Minorities Art Gallery for a celebratory reception, once the Academic Procession have left the Moot Hall.
 - 21.** Kevin Prince will close by inviting all to stand whilst the Academic Procession exits led by Neil Barnes, followed by David Briggs and the front row on stage, followed by the back row on the stage.
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ORDER OF CEREMONY

Order of Ceremony	Role/Name	Position
Back row enter	Hand-shakers	Stage
Safety announcement	Suzanne Bush	Right Podium
Front row enter	Academic Procession	Stage
Chair welcome	Kevin Prince	Left Podium
Formal Statement of Authority	Nils Franke	Left Podium
University of Essex Graduate Conferral words	David Briggs	Right Podium
University of East Anglia Conferral words	Professor Neil James	Right Podium
Chair to start the presentation of awards	Kevin Prince	Left Podium
Introduction of School of Applied Technologies	Mark Cherry	Right Podium
Introduction of Area of TESOL	Sally Chamberlain	Right Podium
Introduction of Area of Accounting	Carmel Asbury	Right Podium
Introduction of Area of Creative and Digital Media	Tristan Clifton	Right Podium
Chair to welcome Guest Speaker	Kevin Prince	Left Podium
Guest Speaker speech	George Kieffer	Left Podium
Chair to welcome Principal and Chief Executive	Kevin Prince	Left Podium
Principal's speech	Alison Andreas	Left Podium
Chair closure of ceremony	Kevin Prince	Left Podium

Left / Right directions are from the perspective of those seated on stage

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POST-CEREMONY

Please make your way to The Minorities Art Gallery to join the post-ceremony reception. Please keep hold of your ticket for entry to the venue. Your token can be exchanged for a welcome drink.

NON-ATTENDING GRADUANDS

In the event where a student has not arrived for their ceremony, a '?' will appear on the presenting list next to the students' name.

When the name reader reaches the student with a question mark next to their name please look to Ed. If the student has arrived he will nod his head and send the student on to stage.

If the student has not arrived he will shake his head and their name should not be read out. If more than one student has failed to attend, Ed will shake his head and use a finger-gesture to indicate the number of missing students.

GOWN RETURN

Please ensure that all robes are returned to Ede & Ravenscroft at the Council Chamber at Colchester Town Hall or at The Minorities.

Please note: The Town Hall closes at 8pm.