



Centre for
English Language

GRADUATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

Graduation Policy currently being developed

D.1 Procedure

Responsible	Procedure Steps			W/I
	1	Pre Graduation		
		1.1	Four weeks prior to graduation	
Academic Director		1.1.1	Set Graduation Date.	
		1.1.2	Recommend Guest Speakers.	
Program Support		1.1.3	Create Graduation list and advise the Academic Director via email.	
		1.1.4	Send an email to graduating students to note graduation date.	
		1.1.5	Confirm venue with Academic Director/Manager Student Administration.	
		1.1.6	Book venue and advise the College Administrator of the numbers for catering.	
College Administrator		1.1.7	Organise catering.	
Program Support		1.1.7	Email draft invitation to Academic Director for approval.	
Academic Director		1.1.8	Confirm guest list and any guest speakers and advise Program Support via email.	
		1.1.9	Approve invitation and return to Program Support.	
Program Support		1.1.10	Create Guest List and send invitation by email to SAIBT graduands.	
		1.2	Two weeks prior to graduation	
Program Support		1.2.1	Receive and monitor RSVPs.	
		1.2.3	Compile RSVP list of attendees.	
Program Support Officer and College Administrator		1.2.4	Confirm final numbers with venue and caterers.	

Responsible	Procedure Steps			W/I	
Program Support			1.2.5	Create graduation program and email to Academic Director for approval.	
Academic Director			1.2.6	Approve Graduation Program and send to Program Support.	
Program Support			1.2.7	Print Graduation Program.	
			1.2.8	Print and collate student transcripts and parchments and store securely.	
	2	Graduation day			
Program Support		2.1	Set up venue.		
Student/Guests		2.2	Arrive at venue to register attendance.		
Program Support		2.3	Finalise registration list of attendees for College Director.		
		2.4	Retain transcripts of students who did not register and store securely for later issuance.		
			Graduation Ceremony Begins		

D.2 Supporting Documentation

Forms and Records Management

Form	Retention Time	Retention Location
Transcript Template		
Graduation Invitation Template		
Graduation Program template		

Related Material

Name	Location
<u>Title of Work Instruction</u>	
<u>Title of Process Map</u>	