



UNIVERSITY OF EDUCATION, WINNEBA



Handbook on
ACADEMIC CEREMONIES

AUGUST, 2012



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**A Handbook on
Academic Ceremonies**

AUGUST 2012

Foreword

Academic ceremonies are memorable and special occasions in tertiary institutions all over the world. These ceremonies are formal University events which relevant stakeholders, including guardians, students and staff of the University wait for with great expectation. Whether it is an investiture of a Vice-Chancellor into office, matriculation of fresh students or, a congregation, staff and students expect the ceremony to be dignified and steeped in tradition. Few however, know what should go into academic ceremonies and what is expected of participants. It behoves members of the University of Education, Winneba to observe the etiquettes on academic ceremonies at all times. While there is no penalty for violating the regulations of academic ceremonies, observance of the regulations must be ensured.

It is for this reason that this handbook has been written. The book is intended to provide guidelines to regulate academic programmes in the UEW system. The various academic ceremonies held in the University are discussed to educate all stakeholders on the essence of such ceremonies.

The handbook is essentially in two parts. The first part deals with the definitions and the important roles of these ceremonies. The second part as contained in the annexes, is on the organization and actual practice that must be observed during the ceremonies. It is our desire that as staff and students read this handbook, their appreciation of academic ceremonies would increase and this will impact positively on the conduct of such ceremonies.

This first edition of the handbook is worth the effort and is worth reading. It is recommended that every staff and student apprise him or herself of the content of the handbook.

Prof. Akwasi Asabere-Ameyaw

Vice-Chancellor

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1.0 INTRODUCTION

The University of Education, Winneba (UEW) has evolved from a college to a full-fledged autonomous institution and its remarkable growth is evidenced in the number and diversity of programmes currently being run, increasing student enrolment and a large number of the graduands turn-over each year.

In the UEW system, three main academic ceremonies are observed. They are;

- i. Formal conferment of studentship on fresh students, i.e.; Matriculation**
- ii. Award of certificates, diplomas and degrees to students and other personalities, i.e.; Congregation**
- iii. Investment of a Chancellor or a Vice Chancellor into office.**

This document is a guide to the organization of the above academic ceremonies at UEW. Its use will ensure consistency across UEW ceremonies.

1.1 MATRICULATION CEREMONY

Matriculation is the term used to describe students' formal entry into the University. It is an important requirement and the University Statutes requires that a person enrolling in the University for the first time shall be matriculated. At UEW, matriculation ceremonies are held in September, January and July at all the four campuses of UEW, viz: Winneba, Kumasi, Mampong-Ashanti and Ajumako to welcome new students to the University. The ceremony lasts approximately forty minutes, and it is obligatory for all fresh students.

1.1.1 MATRICULATION PROCESSION

The essential elements of a matriculation are the same as those of congregation. Matriculation begins and ends with an academic procession (though a smaller one than congregation) consisting of Convocation Members, Governing Council and Vice-Chancellor.

As it is customary, the mace bearer leads the procession. Convocation wears regalia, although students do not. Students are to dress appropriately for the ceremony. The ceremony starts with the procession made up of members of Convocation and other invited distinguished guests. During the ceremony, the Registrar welcomes the students to the University, calls upon each Dean from the Faculties to present all new members of their faculty.

The Vice-Chancellor makes a speech followed by the matriculation pronouncement. This formally admits fresh students into the University. Matriculands later sign the Matriculation Register. Students once matriculated in UEW are not expected to matriculate again even when they are enrolled as graduate students.

1.1.2 MATRICULATION RECESSION

The recession reverses the order of the procession. It is led by the mace bearer, followed by Registrar, Vice-Chancellor, Pro-Vice-Chancellor, Deans and Convocation. The audience remains standing until the procession has exited.

1.2 CONGREGATION CEREMONY

Congregation ceremonies mark the successful completion of the University programme. During the ceremony, the graduands may be recognized individually, or they may be presented as a group in which case only the first class and graduate students will be given the opportunity to shake hands with dignitaries.

Graduands wear special regalia and one can tell the type of degree being conferred by the nature of

the recipient's gown. At UEW, an undergraduate earning a bachelor's degree wears a plain gown, hood and flat "mortar board" cap. A student earning a Master's degree wears a gown, hood and flat "mortar board". Gown for Doctoral candidates carry three stripes on the sleeves, a hood and tam. The colour of the hood indicates the student's Faculty or School (e.g. education, business, social science).

At the University of Education, Winneba a congregation ceremony follows a prescribed pattern, the main ingredients of which are the; procession, speeches by the Chancellor, Chairman of Council and the Vice Chancellor's report, and the climax being the conferment of degrees.

1.2.1 CONFERMENT OF DEGREES

Before the conferment of degrees, the Academic Board would have approved the results of the graduating students. During the ceremony, the Deans present graduands on the recommendation of the Faculty and the Academic Board to the Chancellor or Chairman of the Governing Council stating that each candidate has fulfilled the requirements for whatever degree is to be conferred. Thus, the Deans recommend degrees to be awarded graduands by speaking directly to the Chancellor/Chairman of Council who then pronounces the deed done, citing his or her authority to do so as delegated by the University Council.

The practice in UEW over the years is that graduands are called individually to the dais and presented their degrees. This process is repeated for each level of degree. For every graduand, it is an opportunity to walk across the dais, have his/her name announced, and be congratulated by a Dean, Vice-Chancellor, Chairman of Council and the Chancellor.

With the increasing number of students, another option is for the Doctoral, Masters and first class Bachelor students only will be presented. The rest of the undergraduates will be mentioned and presented en masse. Students would be graduated en masse and will not walk across the dais. They will be conferred with their degrees while standing.

1.2.2 AWARD OF HONORARY DEGREES

Honorary degrees are neither academic nor professional qualifications in the sense that they are not acquired through any rigorous training or study. It does not therefore entitle the recipient to the same privileges as individuals who have earned degrees. Honorary degrees are conferred "honoris causa", a Latin expression meaning "for the sake of honour". Honorary degrees are reserved for eminent individuals who have made significant contributions to national or international development. Recipients are typically leading scholars, discoverers, inventors, authors, artists, musicians, entrepreneurs, social activists and leaders in politics or government. Recipients are not necessarily graduates of the awarding institution. Instead the University often views the degree as opportunity to establish ties with a prominent person.

Honorary degree recipients are selected through a nomination process established by the Academic Board and approved by the University Council.

1.2.3 PRESENTING HONORARY DEGREE

In a regular congregation setting, the candidate for an honorary degree needs to be robed by the Chancellor, Chairman of Council or the Vice-Chancellor. The Registrar reads a citation as the honoree is robed, handed a scroll and a copy of the citation, either framed or in a leather portfolio. The honoree shakes hands with the Principal Officers and return to his or her seat.

1.2.4 AWARD OF POSTHUMOUS DEGREES

The Academic Board can recommend that a degree be awarded posthumously, this may be done as follows:

A family member accepts the award on behalf of the deceased. The deceased graduate's name is announced as well as the name of the person accepting on his/her behalf. The posthumous degree is announced after all other graduands of that person's faculty have been awarded.

If the deceased was a doctoral student who would normally receive a hood, the degree and hood can be accepted by a stand-in who will have the hood drape over the person's left arm and degree handed over. There should be no robing of the recipient and no comments should be invited from the dais.

1.3 INVESTITURE

Investiture is a grand celebration in honour of the installation of a new Chancellor or Vice-Chancellor. The purpose is to introduce the new Chancellor/Vice-Chancellor and it provides a platform for the Chancellor/Vice-Chancellor to publicly express his or her vision. The investiture is the actual moment on which the Chancellor/Vice-Chancellor is conferred with the symbol of office. It is also an opportunity for the University community to welcome a new leader.

During the recession, the mace is carried in front of the new Chancellor/Vice Chancellor.

If the outgoing Chancellor/Vice Chancellor is not present, the mace is carried immediately before the Chairman of Council.

The role of the outgoing Chancellor/Vice Chancellor is greatly contingent on the circumstance under which he or she is leaving office. The outgoing Vice Chancellor marches in the investiture procession but does not have a speaking role. In the procession, the mace is carried for the last time in front of the outgoing Chancellor/ Vice Chancellor.

2.0 REGALIA FOR ACADEMIC CEREMONIES

In UEW regalia for academic ceremonies worn by holders of diploma, bachelors, masters and doctoral, are distinct from each other. Principal Officer's regalia also differ from each other.

The history of wearing academic gowns for academic ceremonies in UEW is traced from universities in Europe and America. It has since become the sub-culture across the world. UEW as an integral part of universities in the world has adopted academic gowns in this direction. Academic departments have their own regalia distinguished from one another by their colours.

Faculty and visiting scholars who are graduates of foreign universities are entitled to wear their own regalia. On such occasions invited guests are also allowed to wear their own regalia.

2.1 DOCTORAL REGALIA

2.1.1 GOWNS

A gown is a loose flowing garment worn over other clothes to indicate the type of degree conferred on the graduate. Doctoral gowns symbolize the highest level of degree attainable at a University. Doctoral gowns are fuller and more flowing than master's or bachelor's gown, and fall approximately six inches below the wearer's ankle and have distinctive billowy as well as bell-shaped sleeves.

The doctoral gown has a front facing of velvet and three bars of velvet across the sleeves. These facing and bars can be either black, PhD blue, or the faculty colours of the academic disciple to which the degree pertains. It is proper to wear the doctoral gown closed or open. Red is the recommended traditional colour. The fabric should be smooth without pattern, and of natural or synthetic fibers in a weight suitable for the climate.

2.1.2 TAMS

Tams are the hats often worn by graduands receiving a doctoral degree in some universities. They are also worn by members of convocation who hold a PhD degree. Tams have between four to eight corners. The tams are properly placed flat on the wearer's head. It should not be pulled too far forward onto the forehead like a beret, nor should it cling precariously to the back of the head. The preferred colour is black. Mortarboard and tam are part of academic regalia and the costume is not complete without it.

2.1.3 HOODS

A hood is a type of cover around the neck often fastened to the gown so that it can hang back. It is a garment of cured silk worn over a University gown to show the degree held or discipline of the person wearing it. Their length and the colours of the lining and binding may also communicate the school, degree and field of study of the person. All hood designs must be made of the same fabric as the gown, and that the base colour of all hoods should be black.

The Doctoral hoods must have side panels to create a three-dimensional effect and give the article more heft. Doctoral degree hoods are four feet in length. The edging or binding of both Masters and PhD hoods is made of velvet in the colour that pertains to the degree.

2.2 MASTER'S REGALIA

2.2.1 GOWNS

The distinctive feature of the masters' degree gown is its unusual sleeves. This peculiar design lets the hand come out at the usual place, but a long rectangular piece of cloth on the backside of each sleeve dangles to the wearer's knees. The ends of the sleeves appendage are cut into crescent shapes. The gown has no trim, and should reach about six inches below the ankle, and can be worn either open or closed. The fabric can be either natural fibre (such as silk) or a synthetic (such as polyester) with a smooth finish and without designs or patterns.

2.2.2 HOODS

Master's degree hoods are three and half feet long. The hood depicts the type of degree and field of study through their length and the colours of the lining and binding. The hood designs must be made of the same fabrics as the gown, and that the base colour of all hoods should be black.

2.2.3 MORTARBOARDS

The mortarboard should be worn by all degrees, diploma and certificates. Mortarboards should be black and covered with the same fabric as the gown. The hat is properly worn flat on the head with the pointed under-cape onto the wearer's forehead. It should be parallel to the ground, and not cocked back on the head, so that the tassel can fall straight down the side of the wearer's face. Academic costume is not complete and correct without the mortarboard.

2.3 BACHELOR'S REGALIA

2.3.1 GOWN

Traditional bachelor's gown is black, fall to just above the ankle in length. It feature a pleated yolk and twin front fabric panels, and have distinctive long pointed sleeves that are intended to have fullness and drape. The Bachelor's gown has a straight -bottomed sleeve. The gown is designed to be worn closed.

2.3.2 MORTARBOARDS

The mortarboard should be worn by all degrees, diploma and certificates. Mortarboards should be black and covered with the same fabric as the gown. The hat is properly worn flat on the head with the pointed under-cape onto the wearer's forehead. It should be parallel to the ground, and not cocked back on the head, so that the tassel can fall straight down the side of the wearer's face. Academic costume is not complete and correct without the mortarboard.

2.3.3 HOODS

Bachelor's degree hoods are three feet long, and.. The hood depicts the type of degree and field of study through their length and the colours of the lining and binding. The hood designs must be made of the same fabrics as the gown.

2.4 DIPLOMA REGALIA

2.4.1 GOWN

Diploma holder's gown is black, fall to just above the ankle in length. Has no a pleats, and have distinctive long pointed sleeves that are intended to have plain drape. The Diploma holder's gown has a straight -bottomed sleeve and is designed to be worn closed. Diploma holders wear gowns without a hood.

2.4.2 MORTARBOARDS

The Diploma holder's mortarboard should be worn by all diploma and certificate holders. Mortarboards should be black and covered with the same fabric as the gown. The hat is properly worn flat on the head with the pointed under-cape onto the wearer's forehead. It should be parallel to the ground, and not cocked back on the head, so that the tassel can fall straight down the side of the wearer's face. Academic costume is not complete and correct without the mortarboard.

2.5 HONORARY DEGREE REGALIA

The candidate is required to wear a doctoral gown or the University's customized doctoral regalia. Appropriate headgear is tam with a tassel of gold. If the candidate has doctorate degree, the hood of his or her own regalia is left behind as the candidate processes in an unadorned gown in preparation for receiving the honorary degree hood. It is also acceptable for a candidate who already owns PhD. regalia to wear his or her own robe; otherwise a doctoral robe with black-not PhD blue-velvet trim should be provided.

2.6 CHANCELLOR/ GOVERNING COUNCIL CHAIRMAN'S REGALIA

The regalia worn by Chancellor and Governing Council Chairman are specially crafted designs made to portray a sense of lordship or mastership during the ceremony. They are worn on special occasions in full. The designs are after traditional emblems or signs associated with the University and its environment. There is a great deal of cultural influence in the cutting and finishing of the gown. The Tam is of the same shape as the Vice Chancellor's but bigger in size.

2.7 GOVERNING COUNCIL MEMBERS REGALIA

Uniform robes should be worn by University Council members during academic ceremonies to make the group appear dignified on the dais during matriculation or congregation. The gowns should be in University's colours with hoods designed to complement the gown. The gown should be 4 feet long. These regalia are not intended to connote a degree; rather the purpose is to demonstrate respect and hospitality by clothing the guest appropriately for the activity at hand.

Full academic regalia must be worn. The SRC representative must be in either the bachelor's degree gown or diploma holder's gown with mortarboards. The tassel should remain on the right side to indicate that the degree is not yet granted.

2.8 VICE-CHANCELLOR'S REGALIA

The University has distinctive regalia for the Vice Chancellor. The special regalia are emblematic of the University and the Vice Chancellor's rank and authority as the Chief Executive, and not his or her academic credentials. Vice Chancellor's regalia are worn on all ceremonial occasions including

matriculation, congregation, honorary degree ceremonies, and selected academic speaking engagements. A Vice-Chancellor can also correctly wear his or her own earned regalia in lieu of a special costume.

2.9 PRO-VICE-CHANCELLOR'S REGALIA

The Pro Vice Chancellors regalia follow the one worn by the Vice Chancellor. In the absence of the Vice Chancellor at the ceremony, he or she may wear the regalia appropriate to the Vice Chancellor's.

2.10 REGISTRAR'S REGALIA

The Registrar's costume, as the custodian of the University seal must be showy, but dignified as he or she leads the academic processions. The preferred colour of the Registrar's gown is mauve, as it represents the colour of the law profession. The hood is of the doctoral type with a tam to match.

2.11 PRINCIPAL OFFICERS REGALIA

For the purpose of distinction and recognition, a special set of regalia is recommended for designated Principal Officers. Since the office of the Principal Officer may not necessarily have the same qualification that goes with the various gowns or hoods suitable for the office, it is appropriate one is modeled after the one worn by the Registrar.

2.12 MACE BEARER'S REGALIA

The University can decide to have a permanent mace bearer, who will usually serve without compensation. The office of macebearer is strictly ceremonial.

The mace is the University's most sacred symbol of office. It symbolizes the authority invested in the Vice-Chancellor by the Governing Council. The mace bearer's regalia are a rich kente cloth and white lace short sleeve shirt. The bearer leads the Governing Council procession.

2.13 WHEN TO REMOVE MORTARBOARDS AND TAMS

Mortarboards and tams are worn throughout the academic procession and conferral of degrees. Men should remove their headgear as a sign of respect during the national anthem, University's anthem, prayer and during the period of handshake with the Principal Officers of the University. Women are not required to remove their mortarboards and tams at any time.




As a practical matter, Doctoral candidates who are receiving hoods should remove their mortarboards and leave them on their seats prior to the hooding ceremony.

2.14 FACULTY COLOURS

Colour is an important feature of all academic ceremonies. Not only does it portray beauty, but its use on hoods, robes, tassel, and flags carries symbolic meaning of an institution. In academia, the colour used to symbolize degree earned and areas of study are referred to as "faculty colours". These colours have to be displayed on gowns, edgings of hoods, tassels on caps, and flags or banners to represent each faculty.

2.14.1 COLOURS

Here are the faculty colours used for tassels, trimmings of doctoral gowns, and binding on hoods. The Colours are:

(1) Agriculture Education	Maize	
(2) Educational Studies	Light blue	
(3) Business Education	Drab	

(4) Languages Education	White	
(5) Creative Arts	Brown	
(6) Social Science Education	Citron	
(7) Science Education	Gold	
(8) Technology Education	Orange	
(9) IEDE	Light blue	

3.0 ACADEMIC PROCESSIONS

Academic ceremonies always begin and end with procession. Appropriate music provided by the drumming and playing of the mmenoun gives the marchers a stately nature and affords the audience time to savour the meaning of the day and its colour.

Academic processions are divided into groups according to their affinity, for example, Convocation, Guests of sister universities and institutions, the Pro-Vice-Chancellor, Vice-Chancellor, the Governing Council, Chancellor, Head of State or a designated representative. Each division should be separated by a gap of about twenty (20) feet, which is adequate to keep marchers from bunching up as people move into their seating rows. The gaps also ensure a dignified pace and afford the audience a better view of the marchers regalia. Since traditional protocol dictates that the last position is the place of honour, the members for the dais, including the Vice-Chancellor should enter last. During academic ceremonies the honoree is part of the Vice-Chancellor's procession to the dais. He is escorted by an eminent faculty member or Dean from the honoree's discipline.

The order of procession for the various academic ceremonies is outlined as follows:

3.1 ORDER OF MATRICULATION PROCESSION

- Mace bearer
- Registrar
- Convocation
- University Chaplain
- Deans
- Principal Officers (Librarian, Finance Officer)
- Principals of affiliated Colleges
- Principals of UEW Colleges
- Pro-Vice-Chancellor
- Vice-Chancellor

3.2 ORDER OF CONGREGATION PROCESSION

Division I

- Mmenoun
- Registrar
- Convocation (beginning with Assistant Lecturers/Lecturers, and Analogous ranks);
- Associate Professors (in order of seniority, newest first and Analogous ranks);
- Professors (in order of seniority, newest first)

Division II

- Mmesnoun
- Mace bearer
- Registrar
- University Chaplain
- Deans
- Principals of affiliated Colleges
- Principals of UEW Colleges
- Governing Council members
- Guest Speaker
- Former Vice Chancellors and Principals
- Vice Chancellors of Sister Universities
- Pro-Vice-Chancellor
- Vice-Chancellor
- Council Chairman
- Chancellor

3.2.1 ORDER OF CONGREGATION RECESSION

The recession reverses the order of the procession. It is led by the Macebearer, followed by the Vice Chancellor, members on the dais, then the convocation members. The audience remains standing until the procession has exited the ceremonial grounds.

3.3 ORDER OF INVESTITURE PROCESSION

- Mmensoun
- Mace bearer
- Registrar
- SRC Representative
- Alumni Representative
- Guests from other universities
- Guests from affiliated institutions
- Convocation
- University Chaplain
- Director IEDE and Deans
- Principals of UEW Colleges
- Honorary Awardees
- Former Principals and Vice Chancellors
- Governing Council members
- Pro-Vice-Chancellor
- Medallion bearer
- Chairman of Council
- New Chancellor/ Vice-Chancellor
- Head of State

3.4 WHEN TO USE THE MACE

The mace is used only on formal academic processions, such as Matriculation, Congregation, and Investiture of Chancellor or Vice-Chancellor. Participants are expected to be in full regalia when the mace is being used. The mace is a symbol of Vice-Chancellor's authority as the University's legal representative with the right to govern. It is carried in procession immediately before the Registrar.

During the ceremony the mace rest either on a stand or on a specially designed table near the Vice Chancellor. It should never be placed on the floor. The mace precedes the Vice Chancellor during the recession. During the installation of the new Chancellor/ Vice Chancellor, the mace is handed over to him or her. For the recession, the mace precedes the newly invested chancellor/ Vice Chancellor.

If the former Vice Chancellor is not taking part in the inauguration, the mace precedes the Chairman of the University Council. It precedes the new Chancellor/Vice Chancellor during the recession.

ANNEXES

A. FORMAT FOR ISSUING INVITATIONS

i. Individual invitations

The University's Governing Council extends invitations. One invitation will be issued, but a variety of insert cards will be needed to invite various constituents from marching in the procession to attending special events such as receptions and performances.

The standard wording is as follows:

The University Governing Council and the Academic Board of the University of Education, Winneba Request the honour of your presence at the investiture of Prof. (name of person), Ph.D. as the Vice Chancellor of the University.

- On (day, month, and year)
- (Time written out)
- (Specific Place)

ii. Corporate/ and institutional invitations

Invitations to other universities or institutions should be directed to the executive head. If the executive head of institution is not able to attend, the same courtesies should be extended to the appointed representative. In all cases, a card requesting for the following information should be included in the invitation:

- Name of institution
- Name of delegate
- Title
- Delegate's highest academic degree
- Delegate's contact information.
- checkboxes for a yes-or-no response and for confirmation
- Such invitation should include the information whether the invitee will be part of the procession, as opposed to sitting in the audience as well as indicating that invitees will be supplied regalia or not.

B. CEREMONIAL PROGRAMMES

Programmes give directions to sequence of events during academic ceremonies. Since each ceremony is unique, specific programmes must be prepared for each ceremony. Sample programmes are as follows:

i. Matriculation programme

- Matriculants and guests seated.
Background music
- Vice-Chancellor's procession arrives
- Opening Prayer by University Chaplain
- The National Anthem
- Registrar announces the purpose of the meeting.
- Registrar invites the Dean of Faculty(s) to present students for matriculation.
- Registrar administers the Matriculation Oath by Faculties, Institutes or Schools (Matriculants remain standing while Oath is read)
- UEW Anthem
- Vice-Chancellor's Address
- Vice-Chancellor's Matriculation Pronouncement
- Registrar dissolves the assembly
- Closing Prayer
- Yen Ara Asase Ni
- Vice-Chancellor's procession leaves the Matriculation Ground.

ii. Congregation programme

- Graduands to be seated/Music interlude
- Guests and University staff to be seated
- Procession begins
Convocation
University Council
- Opening Prayer
- National Anthem
- Welcome Address by the Chancellor/Chairman of Council
- Chancellor/Chairman of Council declares assembly duly constituted
- University Anthem
- Address by the Vice-Chancellor
- Music Interlude – Cultural Display
- Presentation of Special Prizes
- Music Interlude – Music Department
- Address by the President or his representative
- Conferment of Degrees/Diplomas/Certificates in this order; Doctoral, Masters, Bachelors, and others
- Closing prayer
- Chairman of Council dissolves Congregation
- National Song (Yen Ara Asaase Ni)
- Recession
The President of the Republic of Ghana or his/her representative
University Council
Special Guests
Convocation
Graduands

iii. Investiture programme

The investiture programme is a very special document that serves as an official record of the installation and as a memento for guests. It is usually, beautifully printed on the highest quality paper, often with expensive extras.

Traditionally, the programme includes this information:

- Order of procession
- Order of delegates from other Colleagues and Universities (oldest first)
- Order of the installation ceremonies, with speakers name and the titles
- Listing of former Chancellors/ Chairmen of Council/ Vice-Chancellors/ Principals and their years of service,
- Musical selections, including names of composers and performers.
- The new Chancellor/Vice-Chancellor last on the list.
- Listing of University Council members, beginning with the Chairman
- History of the University
- Descriptions and photos of the symbols of office (optional).
- Biography of the new Chancellor/Vice-Chancellor with photo (optional).
- List of institutions sending greetings (optional)

A. Investiture of Chancellor

The programme is divided into two parts; the investiture and the induction ceremonies

1. Order of Investiture Proceedings

- Invited Guests Seated
- Procession of Convocation
- Procession of Council
- National Anthem
- Chairman of Council declares Assembly duly constituted
- Opening Prayer: University Chaplain
- Welcome Address by Chairman of Council
- University Anthem
- Address by Vice-Chancellor
- Music Interlude
- Message from H.E, the President of the Republic of Ghana
- Music Interlude

2. Order of Induction of Chancellor Proceedings

- Profile of Chancellor - Registrar
- Presentation of Robe
- Invitation to Chancellor to step forward -Chairman of Council
- Robbing of Chancellor -His Excellency the President of the Republic of Ghana assisted by Chairman of Council and Vice-Chancellor
- Pronouncement - Chairman of Council
- Enthronement - Chairman of Council assisted by the V.C and the Registrar
- Induction Prayer for Chancellor - Officiating Minister
- Musical Interlude
- Address by Chancellor
- Halleluiah Chorus
- Chancellor of University Dissolves Assembly
- Closing Prayer -Officiating Minister
- Recession
- Announcements
- End of Programme

B. Investiture of Vice-Chancellor

The programme is divided into two parts; the investiture and the induction ceremonies.

1. Order of Investiture of Vice-Chancellor Proceedings

- Invited Guests Seated
- Procession of Convocation
- Opening Prayer - University Chaplain
- Chairman of Council invited to declare Assembly duly constituted and Welcome Address
- Musical Interlude -
- Profile of Vice-Chancellor -
- Investiture - Chairman of Council
- Song:

2. Order of Induction of Vice-Chancellor Proceedings

- Goodwill Messages - SRC, Alumni, VCG, etc.
- Appellations-
- UEW Anthem-
- Address by Vice-Chancellor-
- Song-
- Vote of Thanks-
- Dissolution of Assembly - Chairman of Council
- Closing Prayer- University Chaplain
- Benediction- Officiating Minister
- Recessional Song-

C. Seating arrangement

Dais seating arrangements vary widely. Each facility and ceremony presents its own set of circumstances. Nonetheless, a few basic protocols must be observed.

Ushers guide special visitors and other visitors who march in the procession to their seating areas. Special visitors who choose to sit in the audience instead of marching are given preferred seating in an area designated for special guests.

Based on space considerations, the Planning Committee must decide whether or not to seat delegates' families with them or elsewhere. Notify delegates of such arrangements in advance. Convocation is seated in the reverse order of procession. As the procession enters the ceremonial grounds, assistant lecturers, lecturers, senior lecturers and analogous ranks move on to occupy their seats at the back. Associate professors and professors and analogous ranks (in order of seniority, newest first,) occupy the front rows.

The first row of seats on the dais is reserved to the University's highest ranking officials and most important guests, with the host usually the Vice Chancellor, in the centre and the guest of honour seated on the Vice Chancellor's right. Because academic ceremonies are full of very important people, determining who ranks as guest of honour among the assembled dignitaries requires careful consideration. It should be noted that people with official rank and high-level government elected officials take precedence over others.

Once priorities have been established, seating continues by alternating from left to right, starting from the centre. The second most important guest is seated to the Vice Chancellor's left with the second highest-ranking University Official on that person's left. The third-most important guest is seated on the right side with the third host, the fourth-most-important guest on the left side with the fourth host, and so on. Once front-row seating is assigned, use discretion to determine the rest of platform seating. For example, if chiefs, members of UEW management, and the governing body are seated on the platform, the administrators and the governing body have priority over the chiefs. Thus the University Council members would be in the second row, chiefs in the third. Seat "supporting functionaries", such as the macebearer and the members of the clergy, at the end of the front row so that they can perform their parts without interruptions.

Because it affects the order of march in the procession, the seating plan must be carefully thought through. The line-up is planned so that everyone arrives at his or her assigned seat without jostling others. Remember that the Vice Chancellor and his/her party enter last. Each participant's chair is label with the appropriate name in very large lettering that is legible at a glance. The best way to do this is to write last names in large permanent black marker on white three-by five-inch cards.

Tape over the entire card with clear packaging tape to eliminate any chance of ink transferring to clothing and tape the cards to the chair spindle.

Participants can then discreetly double-check their seating. Participants should be briefed on seating arrangements before the procession begins and, ideally, a walkthrough rehearsal is recommended. This will both show them how to find their seats with confidence and familiarize them with elements like the feel of the portable stairs that access the stage.

D. Congregation events

i. Events preceding congregation

1. Public Lecture

Annual public lectures are held as part of activities preceding the congregation ceremony.

Theme and Topic

The Planning Committee has to develop a theme for the congregation and a topic for the lecture for consideration by management. This shall be the theme for the public lecture. However, the speaker has the option to revise the topic.

Hosting Campus

The University's policy is for the public lectures to be held on annual rotational basis by the Campuses.

2. Exhibitions

Faculty and Departmental joint exhibitions are to be organized as part of activities preceding the congregation. This is organized in the week of the congregation usually for three days from Thursday through Saturday to run concurrently with the congregation. A Sub Committee has to be constituted to plan and coordinate the exhibition.

3. Documentary Video Show

A documentary video show on the University's innovations and inventions is organized in the evening of the Friday before the ceremony.

ii. Activities after the congregation ceremony

1. *Congregation Saturday*

Reception follows for the specified persons after the ceremony at the designated venues. Graduands return academic gowns.

Distribution of certificates with folders to graduands at designated places by Academic Affairs staff

2. *Sunday*

Joint thanksgiving service is organized by the University Chaplaincy.

The ceremony grounds is cleared of canopies, chairs and other items and cleaned

iii. Ensuing week

Additional academic gowns hired from other universities are organized and returned while payment for cost of hiring is processed for settlement. Arrangements are made to process payment to suppliers and other expenses

The Planning Committee convenes its last meeting to assess the ceremony and submit its report to management.

E. Photography

i. **Accreditations**

All photographers who wish to operate their business on campus should register and be accredited by the Universality Relations Office. Normally, an application is submitted and applicant vetted before accreditation (badge and identification tags are supplied to photographer upon payment of a prescribed fee.

ii. **Students**

A limited number of official photographers are accredited and appointed by the University to take ceremonial photographs. Additionally, a photograph of each student's presentation at the ceremonial hall/ grounds will be taken automatically by the official photographer(s) and this will be available for purchase by the student. No individual photography will be permitted on the ceremony grounds.

iii. **Special guests**

The designated unit of the University photographic section is responsible for documenting institutional photographs. Different levels of guests for the ceremony are grouped together for picture taking. Arrangement of guests for photography is the responsibility of the protocol office who will then compile albums for display and distribution.

F. Outline of speeches

i. **Content of chancellor's speech at congregation/ investiture**

The Chancellor is the highest ceremonial head of the University during ceremonies. His/ her speech would contain issues bordering on strategies for current and future growth of the University in terms, of infrastructure, human resource and students. The Chancellor's speech thus, should be brief and strategic driven.

ii. Content of council chairman’s speech at congregation/ investiture

The Chairman of Council’s speech represents the highest decision-making body of the University and therefore contains highpoints of executive decisions taken over a period. It is brief and made to the point. It is also designed to welcome special guests and open the ceremony. Often times it would capture the purpose of the gathering and highlight the University’s role in the achievement of national goals.

iii. Content of Vice-Chancellor’s speech at matriculation/ congregation/ investiture at winneba

As the Chief Executive of the University, the Vice Chancellor’s speech focuses on the vision and mission of the University and steps being taken to achieve these. It reports on the state of affairs of the entire University. The speech may also contain some major achievement during his/her tenure. He/she has the opportunity to talk directly to the students and offer bits of advice to them.

iv. Content of Vice-Chancellor’s speech at matriculation/ congregation/ investiture at college campuses

The Vice Chancellors speech at the college campus, apart from reiterating the vision and mission of the University, he/she may also take the opportunity to detail aspects of his own vision for the growth of the college since he/ she is not stationed on that college campus. Some words of advice to the students and staff should be appropriate.

v. Content of principal’s speech at matriculation/ congregation/ investiture at college campus

The Principal of Colleges gives a short welcome address and presents a report highlighting only the major developments on their campuses. Basically, the speech is crafted as a report to the Vice Chancellor on the state of affairs on the campus

G. Pronouncements during academic ceremonies

i. Matriculation pronouncements

The Registrar announces the purpose of the assembly and then invites the Dean/ Director of (name of Faculty, Institute or School) to present students for matriculation.

a. The Registrar will rise, cap to Vice-Chancellor and say:

“Vice Chancellor, I have the honour to call upon the Dean of (name of Faculty, Institute of School) to present students of the (name of Faculty, Institute of School) to be matriculated into the University of Education, Winneba”.

b. The Dean of the Faculty will rise cap to the Vice-Chancellor and say:

“At the close of registration for the (...) academic year, (...) fresh students had registered at the (name of Faculty, Institute of School) for the (names of programmes of matriculating students) Programmes.”

Vice Chancellor, “May I have your permission to present (number of students) non alumni of the (name of Faculty, Institute of School), (name of Campus) to be matriculated. Students of the (name of Faculty, Institute of School) present, please rise and remain standing.

c. The Registrar administers the Matriculation Oath by of Faculties, Institutes or Schools

The matriculand while standing makes the following declaration to the Vice-Chancellor: ‘I, (name of student), do solemnly promise, to be a loyal member of the University of Education, Winneba, to study diligently and to conform to all statutes, regulations and rules, in so far as they concern me, so help me God’.

- d. The Vice-Chancellor makes a speech followed by the matriculation pronouncement thus:**
 “By the powers in me vested, I do hereby matriculate you, admitting you to the privileges and responsibilities of the School/ Faculties and Halls of affiliation to which you are assigned in the University of Education, Winneba”.
- e. The Registrar dissolves the Assembly by saying:**
 “ I now declare the Congregation duly dissolved “.
- ii. Congregation pronouncements**
- a. Opening Prayer**
 Registrar:
 “Your Excellency, Distinguish Guests, Ladies and Gentlemen, it is my pleasure to invite The University Chaplain (name of Chaplain) to lead us in the opening prayers”.
- b. Constitution of the Assembly into a Congregation**
 The Registrars shall rise, cap and say:
 “Your Excellency, Distinguish Guests, Ladies and Gentlemen, it is my pleasure to invite the Chairman of the University Council to constitute this Assembly into a Congregation and deliver his Welcome Address”.
- c. The Chairman declares the Congregation open by saying:**
 “ Your Excellency, President of the Republic of Ghana, Members of Governing Council, Members of the Academic Board, Distinguish Guests, Ladies and Gentlemen, I hereby constitute this Assembly as a Congregation of the University of Education Winneba for the purpose of conferring Degrees”.
 The Chairman reads his Welcome Address:
 The Chairman resumes his seat.
- d. The Vice-Chancellor’s Address:**
 The Registrars shall rise, cap and say:
 “I now call upon the Vice-Chancellor to deliver his Address”.
- e. Address by the President of the Republic of Ghana.**
 The Chairman of Council will rise and say:
 “I have the honour to invite His Excellency the President of Ghana, to deliver his address.”
- f. Conferment of Degrees, Diplomas and Certificates**
 The Registrar will invite the Deans of Faculty, in turns to present their candidates for the conferment of Degrees.
- The Registrar will rise, cap to Chairman of Council and say:
 “Chairman, I have the honour to call upon the Dean of (...) to present those students of the Faculty who have fulfilled the Degree requirements of the University of Education, Winneba and have been found worthy in learning to be admitted to the Bachelor of Education (Programme), of the University of Education, Winneba”.
- The Dean of the Faculty will rise cap to the Chairman and say:
 “Will the graduating students of the Faculty of (...) please stand, and remain standing.”

“Chairman, I have the honour to present to you those students of the Faculty of (...) who have successfully completed the Degree, requirements in this University and have been found worthy in learning to be admitted to the Bachelor of Education: those present and those unavoidably absent, whose names appear on the list and for whom I stand proxy.”

The Chairman will rise and say:

“By the authority of the Academic Board, I admit you all and severally to the Bachelor of Education of the University of Education, Winneba.

The graduates will then bow.

The Faculty Officer calls the name of the graduates by year of graduation and the particulars of their Degrees. The graduates will then proceed to shake hands with the Vice-Chancellor, Chairman and the President of the Republic of Ghana. They remain standing until the last graduate returns to the group. The Dean then caps and the graduates resume their seats.

g. Dissolution

The Registrar will rise, cap to Chairman of Council and say:

“Your Excellency, Distinguish Guests, Ladies and Gentlemen, it is my pleasure to invite the Chairman of the University Council to dissolve this Assembly”.

Chairman of Council will rise and dissolve the Congregation saying:

“His Excellency the President of Republic of Ghana, Members of the Academic Board, the Congregation, the Staff and Students of the University, Distinguished Guests, Ladies and Gentlemen, I wish on behalf of the University of Education, Winneba to express my deep appreciation for your honouring the invitation of the University to attend the Congregation. I wish you a safe journey to your respective destinations. I now declare the Congregation dissolved.

h. National Song

The Assembly will rise as the National Song is played. The Assembly will remain standing as the procession leaves the Forecourt.

iii. Investiture pronouncements

a. Investiture pronouncements for Chancellor

• Officiating Minister

Almighty God, we thank you and we bless your Holy name for all your goodness to us; we wish to thank you specially for your servant (name of Chancellor) who has generously and humbly accepted the call to the position of Chancellor at the University of Education, Winneba.

Please God, we pray you to grant him in abundance the grace he needs to faithfully discharge his duties. Grant him wisdom; give him the gift of humanity, the listening ear, and the courage to respond to this awesome responsibility. Help him to remember that being in office is an opportunity to serve.

Pour out your mighty and sustaining blessing on his family, his colleagues, and give them the kindness they need to work collaboratively with this new leader: and grant that in the end, our University would be a place of moral and academic excellence.

We make this prayer to you God through you son Jesus Christ; Amen:

- **Officiating Minister**

Dear brother and friend, you have been called as an administrator to take responsibility as the chancellor of this public University.

We believe that you have given prayerful and serious thought to take responsibilities which have been entrusted to you, and that you will weigh them, applying to them and asking help from the almighty God who alone can empower you sufficiently to fulfil this duties.

This Ministry is an honour, a blessing, but also many serious implications of service and other responsibilities. This position recognizes your special talents and gifts, and this new status calls you to work among us. In genuine love we thank you for gladly accepting the obligation, and we challenge you to offer your best to the Lord, to the people of this good nation, and to the world. We pray that through your work, our Lord will be praised.

So now, in order that the people gathered here to witness this occasion may fully understand your intentions, and also that, in future your recollection of this moment may bestir you to your responsibilities, we require that you answer the following question;

Officiating Minister: Do you again affirm your faith in God?

Response: I do

Officiating Minister: Do you in the name of God and in the presence of this assembly, accept this trust and responsibility?

Response: I do

Officiating Minister: Are you determined to carry out your responsibilities faithfully, seeking the welfare of all those who are under you?

Response: I have so determined by God's grace

Officiating Minister: Do you promise to be subject to God, and through active cooperation with the University Council and Academic Board, further the work of education in this country?

Response: I do promise, God being my helper

Officiating Minister: In the management of your office, as well as human financial resources, will you sacrifice your life and comfort, and without seeking your own personal interest work so selflessly, seeking the glory of God and reward that he alone gives to His faithful workers?

Response: I will, God being my helper

Officiating Minister: Are you so prepared as to ensure that academic work, moral education and religious training at UEW will be lifted higher than its present standards, so that our graduates will be great scholars and good citizens of our country, Ghana?

Response: I am so prepared, God being my helper.

(The Congregation Stands)

Officiating Minister: Dear Brothers and Sisters you have heard the solemn pledge of our brother (name of Chancellor), who has been appointed the Chancellor of the University of Education, Winneba.

- Will you also on behalf of God and the Nation signify your approval?
- Will you do in your power to assist (name of Chancellor) and encourage him in all the responsibilities to which he has been called, giving him your counsel and your prayers?

Congregation: We accept him and promise to support him with our prayers and counsel.
We wish God's blessings upon him.

b. The investiture pronouncements of the Vice-Chancellor

- **Pronouncement by Chairman of University Governing Council**

"Let him who has come to be invested as the Vice-Chancellor of University of Education, Winneba, please step forward".

Investiture pronouncement:

By virtue of the authority conferred on the University Council I invest you (Name of Vice Chancellor) as the Vice Chancellor of the University of Education, Winneba This (day, month, in the year 20... Anno Domino)

- **The Induction**

Brothers and sisters, we are gathered here today to induct into office our brother, (Name of Vice Chancellor), who has been appointed and invested as the Vice Chancellor of the University of Education, Winneba and to ask God's blessing and the Spirit's guidance to enable him carry out the responsibilities of his office.

(Name of Vice Chancellor), you have been called as the Vice Chancellor of this University, we believe that you have given thought to the new responsibilities which have been thrust upon you and that you will weigh, apply yourself to them and ask help from God who alone can enable you fulfill yourself in this calling.

So now in order that the people gathered here to witness this occasion may fully understand your intention and also that, in future your recollection of this moment may bestir you to your responsibilities, we require that you answer these questions.

Are you determined to carry out your responsibility faithfully, seeking the welfare of those who work under you?

- Answer: I am so determined, God being my helper
- Are you so prepared as to ensure that the academic work and moral education will be lifted higher than their present standard, so that the students who come out of this University will be seen as good citizens of our country, Ghana?
- Answer: I am so prepared, the Lord being my helper

- As a faithful manager of this University will you endeavour to work in collaboration with all your colleagues and to eschew any form of dishonesty in your administration?
- Answer: I will so endeavour, God being my Helper
- Dear Brothers and Sisters, you have heard the solemn pledges of (Name of Vice-Chancellor) who has been appointed and invested as the Vice-Chancellor of this University.
- Will you now signify your approval?
- (All standing shall respond)
- Response: we accept him and promise to support him.
- I induct you as the Vice-Chancellor of the University of Education, Winneba. God is the source of all wisdom and knowledge. Let us ask him to bless our brother and fill him with his wisdom by the power of his holy spirit.
- Let us pray
- God our creator, we thank you that you have chosen your servant (Name of Vice-Chancellor) to the office of Vice-Chancellor of this University, give him continually the gifts and graces necessary for the faithful exercise of his work. Direct, O Lord all his doings with your most gracious favour and continual help that in all his works begun, continued and ended in you, we may glorify your holy name.
- Send down your holy spirit upon him and fill him with your wisdom and blessing. In the name of our lord Jesus Christ. Amen.
- May god strengthen you and bring your work to completion.
- May hope accompany your journey through the days to come,
- May God's abiding presence be with you
- All the days of your life.



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HANDBOOK ON ACADEMIC CEREMONIES