

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Convocation Ceremonies Policy
Policy Number	015
Approved by	President
Date of Original Approval	April 26, 2010
Date of Revision	January 1, 2011; September 3, 2014 (University Diploma and Degree Parchments); update of degrees and diplomas: March 17, 2016; July 6, 2017; March 29, 2018; April 21, 2020 (revision to two ceremonies policy)
Contact Office	Office of the Registrar
Appendices	A. Processes for Conducting Two Convocation Ceremonies on One Day B. Academic Regalia C. University Diploma and Degree Parchments

1.0 OVERVIEW

- 1.1 This policy establishes an annual calendar for the planning and conduct of the University's Convocation ceremonies.
- 1.2 This policy enables the Registrar's Office to provide better quality control and unambiguous communication to the University community (students, faculty, staff, administration, Trustees, parents) regarding the planning and conduct of the University's Convocation ceremonies.
- 1.3 The Policy on Convocation Ceremonies also provides a framework for policies and processes related to Convocation:
 - 1.3.1 Processes for Conducting Two Convocation Ceremonies on One Day (Appendix A)
 - 1.3.2 University's Academic Regalia (Appendix B)
 - 1.3.3 Diploma and Degree Parchments (Appendix C)

2.0 DEFINITION AND PURPOSE

- 2.1 Definitions
 - 2.1.1 Convocation is the University ceremony at which students, who have successfully completed an approved programme of study, and whose programme completion has been endorsed by Academic Council, receive their respective diploma / degree parchments.
 - 2.1.2 Convocation is the University ceremony at which University Awards and Honorary Degrees, approved by the Board of Trustees and the Chancellor, are presented.

- 2.1.3 In these context, the term “Convocation” applies to all such University ceremonies, regardless of campus.

2.2 Purpose

- 2.2.1 The primary purpose of University’s Convocation ceremonies is to recognise student achievements and to confer upon them publicly the degrees, diplomas and other qualifications that they have obtained. The audience is therefore in the first instance the graduands and their families as well as the faculty of the University.
- 2.2.2 In addition, provided this can be done without infringing on their prior rights, it is also an important opportunity for projecting the image of the University to the general public and to reinforce relationships with donors and alumni.

3.0 ELIGIBILITY TO PARTICIPATE

- 3.1 All students who have successfully completed an approved degree or diploma programme and whose completion of the programme of study has been endorsed by Academic Council, may participate in the appropriate Convocation ceremony.

4.0 PRESIDING AT CONVOCATION

- 4.1 The University’s Chancellor or his representative (e.g., the Chairman of the Board of Trustees, the President) will preside at Convocation.

5.0 CONVOCATION CEREMONIES CALENDAR

- 5.1 Normally, the University will conduct Convocation ceremonies in Karachi, Dar es Salaam, Kampala, London and Nairobi.

- 5.2 Convocation ceremonies will normally be held,

- 5.2.1 Karachi: November / December
- 5.2.2 London: December
- 5.2.3 Dar es Salaam, Kampala and Nairobi: February

- 5.3 Other considerations

- 5.3.1 From time to time, circumstances may delay the completion of a student’s programme of study. As a result, the student will not be eligible to graduate at their relevant Convocation ceremony and must wait for one year to receive their degree / diploma parchment. (Circumstances do not include non-completion of thesis/dissertation.)
- 5.3.2 June 1 has been established as the date at which degrees and diplomas may be awarded to those students who have completed their programme of study but for whom the next Convocation ceremony is more than five months away.
- 5.3.3 Students falling into this category will have their programmes of study reviewed by the required academic committee (Registrar’s Working Group) and, upon approval, will be forwarded to Academic Council for endorsement.
- 5.3.4 Academic units who are aware of the need for students to graduate at the “June 1 Convocation” must supply the names of these students to the Registrar’s Office at

the same time they are submitting the names of the students who will graduate at the Convocation ceremonies noted in Section 5.2.

- 5.3.5 The diploma / degree parchment preparation process will be the same as for those parchments awarded at the 'regular' Convocation ceremonies.
- 5.3.6 Students awarded their diploma or degree at the June 1 Convocation will be invited to attend the next available Karachi or East Africa Convocation ceremony.

APPENDIX A

PROCESSES FOR CONDUCTING TWO CONVOCATION CEREMONIES ON ONE DAY

1.0 PREFACE

- 1.1 From time to time, circumstances will dictate that the University will be required to hold two Convocation ceremony on the same day.
- 1.2 The determination to conduct a morning and afternoon Convocation ceremony will be made by the President.
- 1.3 Where Awards Night ceremonies are conducted, regardless of whether there are one or two Convocation ceremonies, there will only be one Awards Night ceremony.

2.0 TWO CONVOCATION CEREMONIES IN ONE DAY

- 2.1 Upon taking the decision to conduct two Convocation ceremonies in one day, the following considerations and actions will be undertaken by the University Registrar:
 - 2.1.1 There will be a morning ceremony and an afternoon ceremony.
 - 2.1.2 The morning ceremony will be scheduled to begin at 9:30 am.
 - 2.1.3 The afternoon ceremony, taking into account the need to allow time for the morning group to complete its celebrations and the timing of afternoon prayers, will commence at 2:00 pm.
 - 2.1.4 There will be one Convocation booklet that will include the names of all graduands and award recipients.
 - 2.1.5 In consultation with the academic entity heads, the University Registrar will determine a split in the number of students who will graduate at each ceremony.
 - 2.1.6 The split will be done by academic entity. For example, the graduating students from the Medical College and the Institute for Educational Development may graduate in the morning; the School of Nursing graduands in the afternoon.
 - 2.1.7 At no time will the Medical College, School of Nursing or the Institute for Educational Development be divided so that part of the graduating class will be required to attend the morning ceremony and part at the afternoon ceremony.

3.0 PROCEEDINGS

- 3.1 The President will determine whether there will be one or two Chief Guests.
 - 3.1.1 If there is one Chief Guest, the President will recommend that the same address should be delivered at both ceremonies.
- 3.2 While there will be a morning and an afternoon ceremony, the proceedings will be such that only one University Convocation Ceremony takes place annually. That is,
 - 3.2.1 The Chairman of the Board of Trustees will declare Convocation open at the morning ceremony.
 - 3.2.2 The Chairman will dismiss Convocation at the end of the morning ceremony.

- 3.2.3 The Chairman will reconvene Convocation at the beginning of the afternoon ceremony.
- 3.2.4 The Chairman will declare Convocation closed at the end of the afternoon ceremony.

- 3.3 There will be a different Blazon carrier for each ceremony. The Blazon carrier will be nominated / named in accordance with current practices.

- 3.4 The Pakistan national anthem will be played at the beginning of the morning and afternoon ceremony.

- 3.5 An Invocation will be given at the beginning of the morning and afternoon ceremony.

- 3.6 The President will make a Welcome Addresses at the morning ceremony and the afternoon ceremony.
 - 3.6.1 It is recommended that the same Welcome Address be used for both the morning and afternoon ceremony.

- 3.7 There will be a Valedictory Address at the morning and afternoon ceremony.

4.0 INVITATIONS AND ATTENDANCE

- 4.1 Students are only permitted to attend the Convocation ceremony at which their degree is being awarded.

- 4.2 Separate invitation cards will be developed for each ceremony identifying the group of students graduating.

- 4.3 Members of the Board of Trustees will be invited to attend both ceremonies.

- 4.4 Faculty members may attend both of the Convocation ceremonies.

- 4.5 Faculty members receiving University Awards of Distinction: Award of Distinction, Professor Emeritus/Emerita, Award for Excellence in Teaching and Teaching Leadership or Award for Excellence in Research will have the award presented at the Convocation ceremony associated with their academic entity.

APPENDIX B

ACADEMIC REGALIA

- 1.0 Academic regalia are worn during Convocation and other formal and ceremonial occasions. All on-stage participants in the Convocation Ceremony are required to wear the appropriate academic regalia.
- 2.0 By a resolution of the University's Board of Trustees (April 1988), all members of the University (senior academic leaders, faculty, students, and Trustees), even though they may have graduated from other universities, will wear the same basic robe (AKU regalia) as members of one and the same family of the Aga Khan University.
- 3.0 The University's academic regalia are called the Jamiapoash. This term is derived from the Arabic *jamia*, meaning 'institution of higher learning', and the Persian *poash*, meaning 'apparel'.
- 4.0 *The Jamiapoash*: comprises a Khila'at, meaning 'robe of honour' in Arabic and a Sirpoash, meaning 'headwear' in Persian. The Jamiapoash's basic colours are green and white.
- 5.0 *The Kilat'at*: the outer robe. It is an unpleated, unflared, calf-length over garment with bell-shaped short sleeves, which can be closed at the front if desired.
 - 5.1 Chancellor: the gown is distinguished by its very elaborate gold embroidery on the upper part of the robe both back and front, but is also unique for its white colour.
 - 5.2 Chief Guest: The robe is decorated with rich gold embroidery on a teak brown background.
 - 5.3 President and Members of the Board of Trustees: Six centimetres braid bearing a green motif on a white background with heavy gold lines on either side running along the facing, back collar and continuing all around the base line of the gown as well as around the cuffs. Each arm bears a 23 cm long vertical green motif on a white background trimmed in gold. Trustee gowns have a second gold band on the front and on the cuffs alongside the decorations of the faculty gown and a gold embroidered motif at each shoulder.
 - 5.4 Faculty and Honorary degree recipients: Six centimetres braid bearing a green motif on a white background with heavy gold lines on either side running along the facing, back collar and continuing all around the base line of the gown as well as around the cuffs. Each arm bears a 23 cm long vertical green motif on a white background trimmed in gold. Each gown has an additional braid in gold along the front and on the cuffs, with a gold motif on the arms and at the back.
 - 5.5 Doctoral: Six centimetre braid bearing a green motif on a white background with three sets of heavy gold lines on either side running along the facing, back collar and continuing all around the base line of the gown as well as around the cuffs. Each arm bears a vertical green motif on a white background trimmed in gold. The Doctoral gown is distinguished from the Master's gown by adding a third set of heavy gold lines that run along the facing, back collar and continuing all around the base line of the gown as well as around the cuffs.

- 5.6 Master's: Six centimetres braid bearing a green motif on a white background with heavy gold lines on either side of the braid running along the facing, back collar and continuing all around the base line of the gown as well as around the cuffs. Each arm bears a 23 cm long vertical green motif on a white background trimmed in gold. The Master's gown is distinguished from the Bachelor's gown by adding a second set of heavy gold lines that run along the facing, back collar and continuing all around the base line of the gown as well as around the cuffs.
- 5.7 Bachelor: Six centimetres braid bearing a green motif on a white background with heavy gold lines on either side running along the facing, back collar and continuing all around the base line of the gown as well as around the cuffs. Each arm bears a 23 cm long vertical green motif on a white background trimmed in gold.
- 5.8 Associate Degree and Diploma: Green tunic with a white fabric trim running along the facing, back collar and continuing all around the base line of the tunic as well as around the cuffs.
- 6.0 *The Sirpoash*: the headwear worn at Convocation. The tassel is worn on the right. The colour coding of the Sirpoash for each rank follows the colour combination of the Khila'at and its embroidery, with the higher ranks being distinguished by gold bands.
- 6.1 Chancellor: White in colour. Richly gold embroidered 5.5 cm wide band and a 2 cm wide secondary green band. Green and white tassel worn on the right.
- 6.2 Chief Guest: Teak brown in colour. Gold embroidered 5.5 cm wide band and a 2 cm wide secondary green band. Green and teak brown tassel worn on the right.
- 6.3 President and Board of Trustees: Green in colour. Gold embroidered 5.5 cm wide band and a 2 cm wide secondary white band. Green and white tassel worn on the right.
- 6.4 Faculty and Honorary degree recipients: Green in colour. Green and white embroidered 5.5 cm band with heavy gold lines on the top and bottom of the band and a 2 cm secondary white band. Green and white tassel worn on the right.
- 6.5 Doctoral: Green in colour. Plain 5.5 cm wide band and a 2 cm wide secondary white band and two heavy gold lines with a snow white tassel worn on the right.
- 6.6 Master's: Green in colour. Plain 5.5 cm wide band and a 2 cm wide secondary white band and heavy gold line with a snow white tassel worn on the right.
- 6.7 BScN: White in colour. Plain 5.5 cm wide band and a 2 cm wide secondary green band with a dark green tassel worn on the right.
- 6.8 Associate Degree and MBBS: Green in colour. Plain 5.5 cm wide band and a 2 cm wide secondary white band with a snow white tassel worn on the right.
- 6.9 Diploma: White in colour. Plain white cap with a white fabric ribbon worn at the back.

APPENDIX C

UNIVERSITY DIPLOMA AND DEGREE PARCHMENTS

1.0 DEFINITION

- 1.1 The parchment awarded by the University is an official document signifying that the individual named on the parchment has successfully completed the approved course of study for the degree indicated. As far as it is possible, all of the University's parchments should be consistent in their design, appearance and layout.

Note: The information included in this Appendix does not pertain to Honorary Degrees.

- 2.0 All graduands may attend the Convocation ceremony at which their diploma or degree parchments are awarded / conferred. However, as per University policy, graduands who have an outstanding account with the University may not receive their diploma or degree parchment at the ceremony. (cf. *Students with Outstanding Accounts with the University policy*)
- 3.0 Diploma and degree parchments will only be presented at the applicable Convocation ceremony. Students absent from the Convocation ceremony may pick up their diploma / degree parchment from the Registrar's Office.
- 4.0 Upon receipt of a request from a student, and where the University's parchment replacement criteria have been satisfied, a diploma or degree parchments may be reissued. The parchments will be presented to the graduate outside of the Convocation ceremony timings. (cf. *Degree, Diploma and Certificate Parchment Replacement Policy*)
- 5.0 Regulations and requirements for how names shall appear on parchments are outlined in the University's *Names on Degrees, Diploma and Certificates Policy*.

6.0 DEGREE PARCHMENTS

AKU graduate and undergraduate degree parchments will be printed on A3 in landscape orientation (11.69" height x 16.54" width). University graduate and undergraduate degree parchments will include the following:

- 6.1 The University Ayat Logo
- 6.1.1 Green (pantone 348) in colour, minimum 40 mm in diameter
 - 6.1.2 Centred width-wise, 29 mm from the top edge of the parchment
- 6.2 The name of the University
- 6.2.1 Written as "The Aga Khan University"
 - 6.2.2 Appears below the University Ayat Logo
 - 6.2.3 Centred on the parchment width-wise
- 6.3 The statement conferring the degree (Font: Bodoni)
- 6.3.1 Appears below the University name.

- 6.3.2 Is centred on the parchment width-wise.
- 6.3.3 May differ in wording in order to take into consideration local customs, agreements or legal requirements.
- 6.4 The name of the graduate (Font: Lucinda Calligraphy)
- 6.5 The name of the degree awarded (Font: Bodoni)
 - 6.5.1 Only the name of the degree appears on the parchment; degree abbreviations are not included.
- 6.6 The signatures of the Chancellor, the President and the University Registrar shall be placed immediately below the statement conferring the degree thusly:
 - 6.6.1 Chancellor: upper left.
 - 6.6.2 President: upper right.
 - 6.6.3 University Registrar: lower left.
- 6.7 The date of Convocation shall include the day, month and year that the degree is conferred and will appear below the President's signature.
- 6.8 An embossed seal
 - 6.8.1 The seal of the University shall be centred on the signatures and affixed 1" (one inch) above the bottom edge of the parchment.
- 6.9 The degree parchment will carry security features so as to aid in countering the forgery of the parchment.
- 6.10 The language of the degree parchment will be English.

7.0 DIPLOMA PARCHMENTS

AKU diploma parchments will be printed on A4 in portrait orientation (11.69" height x 8.27" width). University diploma parchments will include the following:

- 7.1 The University Ayat Logo
 - 7.1.1 Green (pantone 348) in colour, minimum 40 mm in diameter
 - 7.1.2 Centred width-wise, 12 mm from the top edge of the parchment
- 7.2 The name of the University
 - 7.2.1 Written as "The Aga Khan University"
 - 7.2.2 Appears below the University Ayat Logo
 - 7.2.3 Centred on the parchment width-wise
- 7.3 The statement awarding the diploma (Font: Bodoni)
 - 7.3.1 Appears below the University name.
 - 7.3.2 Centred on the parchment width-wise.

- 7.3.3 Includes the date of Convocation and shall include the day, month and year the diploma is awarded.
- 7.3.4 May differ in wording in order to take into consideration local customs, agreements or legal requirements.
- 7.4 The name of the graduate (Font: Lucinda Calligraphy)
- 7.5 The name of the diploma awarded (Font: Bodoni)
- 7.6 The signatures of the University Registrar and the Dean of the applicable academic entity shall be placed immediately below the statement awarding the diploma thusly:
 - 7.6.1 Dean: left of centred embossed seal.
 - 7.6.2 University Registrar: right of centred embossed seal.
- 7.7 An embossed seal
 - 7.7.1 The seal will be centred on the signatures and affixed 1" (one inch) above the bottom edge of the parchment.
- 7.8 The diploma parchment will have carry security features so as to aid in countering the forgery of the parchment.
- 7.9 The language of the diploma parchment will be English.