



Convocation and Graduation Ceremony Guidelines

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Applicable Department : VinUniversity Faculty Members and Staff

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1.0	07/05/2025	06/05/2025	Developed by: Head of Student Affairs Management Reviewed by: Student Affairs Committee, Associate Vice Provost of Academic Administration Approved by: Provost	First release

I. PURPOSE

These guidelines establish formal procedures for organizing convocation and graduation ceremony at VinUniversity. They aim to ensure the ceremony is conducted with dignity, uniformity, and efficiency, reflecting the university's values and standards. This includes ensuring all participants understand their roles and responsibilities and that ceremonies reflect the academic prestige of the institution.

II. SCOPE

This policy applies to all convocation and graduation ceremonies organized for undergraduate, graduate, and postgraduate levels at VinUniversity.

III. PARTICIPANTS AND DRESS CODE

1. Participants: All invited participants including university leadership, faculty, current students, alumni, families, distinguished guests/speakers, academic and industry partners.
2. Dress code:
 - Faculty: Official VinUniversity academic gown
 - Staff: Formal business attire or Ao dai
 - Guests: Formal business attire or Ao dai
 - Graduating Students: Official VinUniversity academic gown
 - Current Students: White shirt, dark pants/dress with academic stole

IV. STANDARD AGENDA

1. Convocation Ceremony

No.	Activity
1	Academic procession
2	National flag ceremony
3	Opening remarks by university leader
4	Deans introduce new students
5	Drumming
6	Inspirational speeches (optional)
7	Student speech & VinUniversity pledge
8	Inspirational video (optional)
9	Student performance (optional)

2. Graduation Ceremony

No.	Activity
1	Academic Procession
2	Scepter ceremony
3	National flag ceremony
4	Inspirational video (optional)
5	Opening remarks by university leader
6	Inspirational speeches (optional)
7	Conferring of degrees for students
8	Student performance (optional)

Note: Above is the standard agenda. During execution, the University might have some adjustments if needed.

3. Order of precedence for academic procession

The Academic Procession follows a structured order below to maintain the ceremonial dignity of the Convocation and Graduation Ceremony. The procession order serves as a reference, but adjustments may be made by the organizers to ensure the smooth execution of the event.

- President
- Provost
- Vice Provost/ Associate Vice Provost/ Vice President/ Associate Vice President
- Deans/ Vice Deans/ Program Directors

Notes of execution flexibility: The event organizers have full autonomy to adjust the order based on logistical needs, venue setup, or other considerations to maintain an orderly and seamless procession. Any modifications should prioritize efficiency, participant experience, and adherence to the formality of the occasion.

V. ROLES AND RESPONSIBILITIES

The following roles and responsibilities serve as a reference for event planning and execution. Functions may be adjusted as needed to enhance efficiency and align with specific event requirements.

Function	Key Responsibilities	PIC
Event Coordination and Student Activities	<ul style="list-style-type: none"> - Conceptualizing & planning event themes and structure. - Budgeting and financial management. - Identifying and inviting guests including faculty, students and parents, managing follow-ups. - Organizing student activities (performances, speeches, engagement). - Coordinating student outfits for the event. 	Student Affairs Management (SAM)
Logistical Support	<ul style="list-style-type: none"> - Ensuring security, crowd control, and emergency preparedness. - Managing housekeeping for clean and ready event spaces. - Providing technical support (sound, lighting, stage setup). - Handling purchasing of required materials and event catering. 	Operation (OP)
Promotion and Marketing	<ul style="list-style-type: none"> - Creating marketing materials (photos, videos, brochures, event programs, key visuals and adapting materials). - Managing social media posts, press relations, and media coverage. - Organizing livestream and online broadcasting. 	Marketing and Communications (MAC)
Guest Invitation and Follow-up	<ul style="list-style-type: none"> - Invite leaders, faculty, staff, government, academic and industry leaders, press and media representatives. 	All Colleges, Human Resources (HR), Academic Engagement

	- Coordinate, engage and follow-up with invited guests.	(AE), Career, Alumni, Industry & Development (CAID), and other relevant units/persons
Graduation Certification and Diploma	<ul style="list-style-type: none"> - Preparing official graduation certificates and diplomas. - Managing diploma printing, verification, and distribution. - Keeping records of graduates and handling post-event certification needs. 	Office of Registrar (REG)

VI. RELATED DOCUMENTS AND FORM

- Procedure for [Undergraduate Graduation Review and Degree Conferral](#) at VinUniversity.
- VinUniversity [Graduation Diploma Templates](#)

VII. APPENDIX

[*Appendix 1: Academic Regalia Instructions*](#)