Graduation award ceremonies and reunion celebrations at TU Graz from 1 September 2020 and on

Version 1.0

31 July 2020
1. Graduation award ceremonies

Graduation ceremonies at which master’s and doctoral degrees are conferred will be held from 1 September 2020 and on. Attendance at these ceremonies will be limited, but the ceremony will be broadcast live to other rooms at TU Graz. The TU Graz Event Service must be involved in planning and carrying out these events. The preferred location for these ceremonies is the main TU Graz assembly hall (Aula). The following points must be observed when ceremonies are held in the TU Graz assembly hall:

- Candidates from only one Faculty are admitted to graduation ceremonies for the conferral of master’s degrees
- A maximum of 12 candidates per round is permitted
- A maximum of 48 persons are allowed to sit in the area reserved for members of the public in the assembly hall (according to seating plan)
  - e.g. if 12 candidates are present, a maximum of 3 guests
  - e.g. if 8 candidates are present, a maximum of 5 guests per candidate
- Each candidate can register his or her guests at the responsible Dean’s Office and will receive tickets for the guests. Candidates should present the name(s), address(es) and phone number(s) of their guests, if possible, upon registration (filling out the registration list ahead of time will speed up registration process on site)
- Admission of guests: the responsible Dean’s Office will send at least two people to staff the entrance of the assembly hall and control admittance. All participating guests will be identified by checking the prepared registration lists or be registered on site (name, address and telephone number required). All guests will be provided with information about the hygiene regulations on site
- In addition to the public seating area, spaces will be reserved for 3-4 dignitaries (incl. the Pedell) in the front area of the assembly hall for master’s graduation ceremonies and 4-6 dignitaries for doctoral degree graduation ceremonies
- The candidate raises his or her hand while taking the academic oath
- Arrangements for live music should be made; otherwise, recorded music is used
- Social distancing is to be observed during the entrance into and exit from the assembly hall
- Bowing is acceptable as a gesture of appreciation instead of shaking hands
- Photos of candidates and the academic dignitaries will be taken in a square, demarcated area (distance of 1 meter, markings visible on the floor)
- Offering catering services after the graduation ceremony is NOT possible
- Live streaming for additional guests: live streaming of the ceremony can be commissioned via the Event Service, organised by Stephan Lippitsch; the costs for live streaming are borne by the Faculty (conferral of doctoral degrees) or the Rectorate (conferral of master’s degrees). Lecture halls I, II or V can be used for live streaming depending on their availability (coordination necessary with the Event Service and the OU Educational Technology) and can be occupied according to the currently valid seating plan
- A buffer period of at least 60 minutes will be established between the individual graduation ceremonies. This not only ensures that the rooms are well-ventilated, but
also that there are not too many people in the building at any one time
- The Dean’s Office responsible for the completed graduation ceremony is also responsible for airing out the auditorium (Aula)

The TU Graz assembly hall is still the preferred venue for academic celebrations. However, Faculties may also use other locations for celebrations, as long as the applicable social distancing and hygiene regulations are observed and the celebration is organised in coordination with the Event Service.

2. Reunion celebrations (silver and golden graduation award ceremonies)

Reunion celebrations (silver and golden graduation award ceremonies for degrees) are held in line with the graduation award ceremonies for the conferral of master’s and doctoral degrees (see above). If necessary, they are moved to larger lecture halls.

The procedure in detail:

Silver degrees: Chemistry, Chemical and Process Engineering, Electrical Engineering, Mechanical Engineering: scheduled dates in 2021 and 2023 - currently no action required
Architecture, Civil Engineering, Telematics, Physics/Mathematics: scheduled dates in 2020 and 2022

- Architecture, Civil Engineering and Physics/Mathematics: dates in 2020 no longer apply and will be merged with 2022
- Telematics: 19 October 2020 in HS I with live streaming offered in HS II

The award ceremony for the golden degree is currently planned for December. Should it become necessary to cancel the award ceremony, only certificates will be issued and sent out to this year’s candidates.

3. Contacts

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Additional information about the current regulations regarding COVID-19 can be found at www.tugraz.at/go/coronavirus
4. Appendix

Assembly hall seating plan
Mock tickets for master’s / doctoral degree graduation award ceremonies

Assembly Hall seating plan
Mock Tickets for master’s / doctoral degree graduation award ceremonies

**Akademische Feier**
Aula der TU Graz, Rechbauerstraße 12, 1. OG, Graz

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