



Graduate Codes of Conduct for International Graduates
in Attending the Rehearsal and Commencement Ceremony
Prince of Songkla University Commencement Ceremony, 2016 Academic Year

 Rehearsal Schedule and Sequences 

1. First Rehearsal :

Thursday 28th, September 2017, at The 60th Anniversary of His Majesty the King's Accession to the Throne International Convention Center, is scheduled for the rehearsal verbatim to the procedure of the actual ceremony. **Graduates are required to dress according to the following item 1.3.**

2. Dress Rehearsal :

Friday 29th, September 2017, at The 60th Anniversary of His Majesty the King's Accession to the Throne International Convention Center, is scheduled for the same rehearsal as the First Rehearsal. **Graduates are required to be in the academic gown as the actual ceremony day.**

3. Rehearsal Sequence :

In both the First and Dress Rehearsals graduates will be arranged into **3 groups** in accordance with the date of commencement ceremony. Graduates are advised to check the schedule of the First and the Dress Rehearsals in the following attached **Table 1**.

Codes of Conduct and Suggestions for the Rehearsal and Commencement Ceremony

1. Codes of Conduct

1.1. Graduates are required to comply with the **procedures** and **requirements** of rehearsal and attending the commencement ceremony, as well as other related regulations.

1.2. Graduates who do not attend the first rehearsal and dress rehearsal and those who fail to report in time will be deprived of the right to attend the commencement ceremony. Graduates compelled to be absent from the rehearsals have to request permission in writing from the Vice President for Academic Affairs (Submit the request to the Registrar's Division, LRC Building). The absence can only be accepted after permission is granted.

1.3. **On the first rehearsal day**, bachelor degree graduates are required to wear student uniform, master and doctoral degree graduates are required to wear proper attire. Female graduates wear **skirts covering the knees**. **Sandals are not allowed** and graduation caps must be carried. **On the first rehearsal, handbags are not allowed, except** for the carriage of certain necessary items, i.e. room key, car key, mobile phone (turn off), and appropriate size wallets, and all the items **must be kept in slack or skirt pockets** to avoid any hindrance to the rehearsal or loss of items due to being left unattended. The Central Ceremony Sub-committee will not accept responsibility for the safe-keeping of any items.

1.4. **On the dress rehearsal day** graduates have to wear the actual graduation gown they will wear on the commencement day.

1.5. **On the dress rehearsal and the commencement days**, graduates are strictly forbidden to carry any unauthorized items to the ceremony. (See additional details of graduate dress codes).

1.6. Graduates with **pregnancy or mobility issues, or who require a wheelchair, or other walking aids, or who have any condition** that hinders or prevents them attending the graduation ceremony have to inform the sub-committee of each faculty or college of the details prior to the rehearsal days.

1.7. Any graduates arriving at the venue **after** the sub-committee have called for checking their names and other graduates have been in the line waiting for the ceremony are strictly **prohibited** to join the line without express permission. Any graduates contravening this rule **will be deprived of their right to attend the commencement.**

All code of conducts are determined on basis of security reason and to keep ceremony traditional.

2. Suggestions

2.1. Check all the **schedules** and take into consideration increased traffic and/or inclement weather conditions when planning daily trips. Additional time should also be allowed for any unforeseen circumstances.

2.2. Ensure you are physically prepared for the event. Meals taking **use restrooms** before participating in the rehearsals and commencement ceremony. **Graduates will be allowed to use restrooms for a short and limited time during the commencement ceremony**, except for previously notified physical conditions.

2.3. Graduates are advised to have their family or friends arrange transportation since no vehicles are allowed to enter the venue. In addition, graduates will not be allowed to carry car keys, mobile phones, or other form of communication devices. However, medical service will be provided at the venue.

3. Procedures of Rehearsal and Commencement Ceremony

Steps	Persons in charge / coordinator
<p>1. Name checking on the roster and stand in line according to the order stated on the roster.</p> <p>1.1 Check schedules in Table 1 and 2 and the attached venue map.</p> <p>1.2. Graduates must go to the Convention Hall themselves. Therefore, study the traffic route prior to the commencement. Tented seating areas will be provided for graduates who arrive at the Convention Hall ahead of time to check their names.</p>	<p>1. A sub-committee from each faculty / college</p> <p>2. The Sub-committee for Ceremony in charge of forming up graduate lines, checking graduate names and checking up on graduate dress codes</p>
<p>2. Walk in line into the Convention Hall: Recheck name, prohibited/unauthorized items/security check-point, and the body temperature check-point. (Checking unauthorized and prohibited items, and body temperature is done only on the commencement days.)</p> <p>Importance Note: Officials may have to physically inspect each Graduate.</p>	<p>The Sub-committee for Ceremony in charge of forming graduate line, checking graduate names and dress codes</p>
<p>3. Be seated in the specified seat in the convention hall.</p>	<p>The Sub-committee for Ceremony in charge of seating graduates</p>
<p>4. Wait for rehearsal / welcoming the royal party (Using restroom is not allowed. In case of sickness or urgent necessity, report to the sub-committee.)</p>	<p>1. The Sub-committee for Ceremony in charge of coaching the rehearsals and supervising graduates</p> <p>2. A faculty member representing each faculty</p>
<p>5. Commencement ceremony</p>	<p>The Sub-committee for Ceremony</p>
<p>6. Ceremony conclusion The selected graduates must form a line to bid Her Royal</p>	<p>The Sub-committee for Ceremony in charge of coaching the rehearsal and</p>

Highness farewell (only on the commencement day)	supervising and seating graduates
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4. Codes of Conduct in Attending the Commencement Ceremony (View the VTR presentation.)

4.1. Walking

4.1.1. **If the marked spot is not shown**, walk in a normal manner but with no arm movement or rhythm pattern. Male graduates hold graduation caps with left hands and the palms open up, using the index, middle and ring fingers on the outer brim of the caps, bending the elbow to have the back angle of the cap be under the armpit.

4.1.2. While on the stage and get to the marked spot, step on the spots with walking through in the rhythm—left, right, bring both legs together; i.e. move forward on the left leg half a step, following by the right leg to step on the front spot, then draw the left leg to the right, all in a natural manner.

4.1.3 After receiving the degree certificate, hold it against the chest and return to the same seat.

4.2. Getting out of Seat and Walking in line

4.2.1. To get out of the seat in preparing to receive the degree certificate on the stage: notice the signal given by the ceremony manager. Those in the following row watch those in previous row and always prepare for the following step.

4.2.2. To stand up from the seat, the whole row stands up simultaneously with as little noise as possible.

4.2.3. The whole row pays homage to Her Royal Highness simultaneously (The graduate at the end of the row gives a signal.) and turn left before walking out from the seat.

4.2.4. Walk continuously in the line keeping pace to the person in the front. If the line pauses, stand still at the spot.

4.2.5. After receiving the degree certificate, walk down from the stage and proceed to the same seat, wait until all the members of the row arrive at their seats and pay homage to Her Royal Highness simultaneously before sitting down simultaneously (The graduate at the end of the row gives a signal.).

4.3. Paying Homage

4.3.1. **Male graduates: bow**, stand upright, arm (s) against the body with the head slightly bending.

4.3.2. **Female graduates: curtsey**, pull the left leg back slightly toward the right one, bend down gracefully, with straight body, a slight bow, keeping two hands together on one thigh (to speed up the

process, after pulling the left leg to the back and bend the body, step forward on the left leg following by the right one toward the spot in the front and get the left leg close to the right—following the rhythm of left, right, and two legs together.).

4.3.3. Paying homage to Her Royal Highness on the stage is made at two spots, spots 4 and 8 as marked on the following **stage plan**.

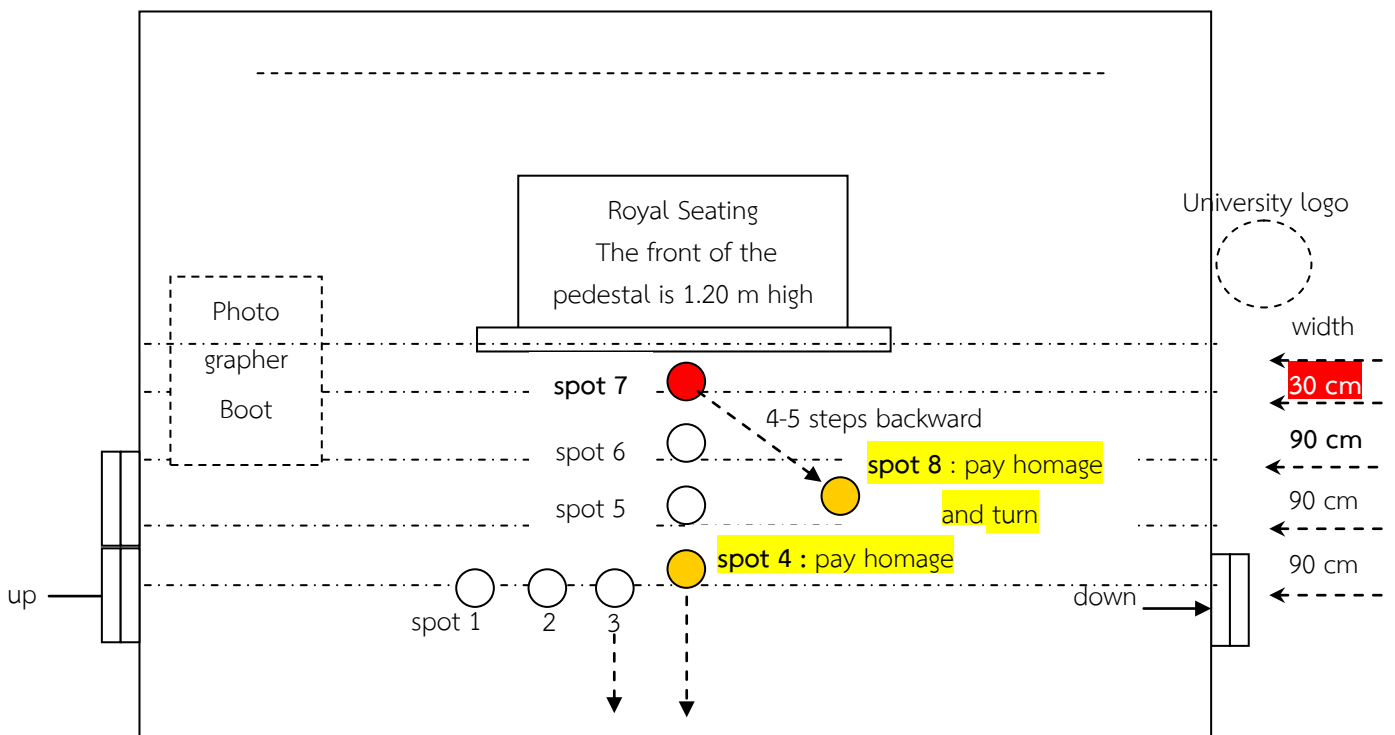
4.4. Receiving and Holding the Degree Certificate

Raise the right hand to the height of the certificate with the arm straight, palm open and four fingers close together perpendicularly to the floor (except the thumb). Then slightly raise the hand to receive the certificate, then with the thumb on top of the certificate, pull the hand back gently and hold the certificate against the chest while walking backward.

4.5 Receiving the Degree Certificate

4.5.1. The speed of degree certificate conferring is designated **at approximately 30-33 graduates per minute**.

Stage Plan and Positions on Commencement Ceremony 2016 Academic Year



4.5.2. (Graduates are advised to study the spots marked on stage plan above) Graduates walk in rhythm—left, right, feet-together, with no arm movement until reaching the spot marked for paying homage (**spot 4**). After paying homage, step forward in the left-right-two legs together pattern to reach the spot where the degree certificate is conferred (**spot 7**) ; Stand as close as to the spot to get a firm standing point in preparing for receiving the degree certificate. When reaching the **spot 7**, extend the right hand to receive the degree certificate while bending the head slightly. Gently hold the certificate against the chest and make 4-5 steps backward and slightly to the right to get to **spot 8** where homage is paid once more. Then turn to your right and carefully walk down from the stage back to the seat (Be careful not to step on other graduates' feet while walking backward. Those who have walked backward must not pause in order to avoid being stepped on by following graduate.)

5. Graduate Dress Codes

5.1. Attire and Graduation Gown

5.1.1. **Male graduates** should wear black slacks (jeans are not allowed), Raj Pattern shirt, with faculty / college color band attached on the collar.

5.1.2. **Female graduates** wear student uniform consisting of black skirt covering the knee but not longer than the ankles, short sleeve blouse with university buttons up to the collar. For Muslim graduates, replace metal buttons at the wrists with white plastic ones and wear a black hijab underneath the graduation cap.

5.1.3. Graduates working as **government servants** – (not related to international graduate)

5.1.4 . Wear the **graduation gown** on top of the attire stated in 5.1.1-5.1.3

5.1.4.1. Wear the hood lined with each faculty color ban

5.1.4.2. Pin the degree insignia on the middle of color ban on the right of the graduation gown

5.1.4.3. Male graduates: Hold the cap with the left hand the whole period of the ceremony with the cap brim paralleling with the floor and the angle of the cap in the armpit while the arm is perpendicular to the body. Have the cap on, **with the tassel on the left as before, while seated after receiving the degree certificate.**

5.1.4.4. Female graduates: Have the cap on the whole period of the ceremony **with the tassel on the right.** Move the tassel to the left after receiving the degree certificate. **Note, after making a vow graduates are required to move the tassels to the right simultaneously in signifying their becoming graduates.**

5.2. Stockings, Socks and Shoes

5.2.1 **Male graduates**: wear plain black slip-on shoes and socks. Shoes with metal decoration or decoration of any types and laced shoes are prohibited.

5.2.2 **Female graduates:** wear court shoes with no ornament of any type, with a **maximum of 2.5 inch heels**. Wear plain skin-colored stockings, with no other design. **Sandals or slippers of any type and stilettos are strictly prohibited.** (Stilettos are inappropriate for the carpeted floor in the ceremony hall and may cause stumbling as graduates have to move fast all the time.)

5.3. Hair

5.3.1. **Male graduates:** wear a conservative haircut, not lower than the nape of the neck. Hair dyed unnatural color(s) is prohibited.

5.3.2. **Female graduates:** wear a conservative haircut. The front part should not be set so high that the cap worn is not parallel with the floor. Longhair must be tied up or worn in a bun. Head ornaments of any kind and unnatural colored hair are prohibited.

5.4. Jewelry and Accessories

Accessories of any kind are prohibited; necklaces, rings, watches, bangles, holy threads, earrings, and brooches as well as any other kinds of adornment, are not allowed. Bouquets are not allowed to be pinned on the gown and head garlands are not to be worn. Sunglasses are not allowed (Graduates can wear eye glasses.) **Fragrance or perfume is prohibited.**

5.5. Nail

All graduates must have nails trimmed neatly, with no nail enamel on. Any other kinds of nail decoration are also prohibited.

5.6. Personal Belongings

On the dress rehearsal and commencement ceremony, no items of any type are allowed in the ceremony hall, especially all kinds of communication devices-- including tablet, notebook computer--, coin, credit card, ATM card, wallet of all kinds, facial tissue, desserts, and candy. **Only bank notes of a value of less than one hundred baht are allowed and must be kept either in slacks, skirt, or shirt pocket.** On the first rehearsal day, **handbags are not allowed**, except necessary items, such as room key, car key, mobile phone (turn off), and wallet, all of which must be kept in slacks or skirt pockets.

Please check the following appointment tables and map

(Time in Table 1 and 2 is scheduled by the central sub-committee for ceremony)

Table 1 Schedule for first rehearsal (September 28th, 2017) and dress rehearsal (September 29th, 2017)

Group 1 (Actual ceremony is scheduled on September 30 th , 2017)		Group 2 (Actual ceremony is scheduled on October 1 st , 2017)		Group 3 (Actual ceremony is scheduled on October 2 nd , 2017)	
06.20 am.	Start walking to the seats provided.	09.50 am.	Start walking to the seats provided.	01.20 pm.	Start walking to the seats provided.
07.30 am.	The rehearsal begins.	11.00 am.	The rehearsal begins.	02.30 pm.	The rehearsal begins.
10.00 am.	The rehearsal ends.	01.30 pm.	The rehearsal ends.	05.00 pm.	The rehearsal ends.
<u>Graduate</u> <ul style="list-style-type: none"> ● Technology and Environment ● Hospitality and Tourism ● Liberal Arts and Management Sciences ● Science and Industrial Technology ● Thai Traditional Medicine ● Medicine ● Pharmaceutical Sciences ● Dentistry 		<u>Graduate</u> <ul style="list-style-type: none"> ● Islamic Studies ● Management Sciences ● Nursing ● Science and Technology ● Science ● Natural Resources ● Economics 		<u>Graduate</u> <ul style="list-style-type: none"> ● Engineering ● Education ● Liberal Arts ● Agro-industry ● Humanities and Social Sciences ● Environment Management ● Marine and Coastal Resources ● Peace Studies ● Health System management 	
<u>Bachelor Degree</u> <ul style="list-style-type: none"> ● Science and Industrial Technology ● Thai Traditional Medicine ● Dentistry ● Liberal Arts and Management Sciences ● Hospitality and Tourism ● International Studies ● Technology and Environment ● Pharmaceutical Sciences ● Medicine ● Commercial and Management ● Architecture 		<u>Bachelor Degree</u> <ul style="list-style-type: none"> ● Islamic Studies ● Fine and Applied Arts ● Management Sciences ● Natural Resources ● Economics ● Science ● Science and Technology ● Nursing (Hatyai Campus) ● Nursing (Pattani Campus) ● Political Science ● Medical Technology 		<u>Bachelor Degree</u> <ul style="list-style-type: none"> ● Engineering ● Laws ● Liberal Arts ● International Collage (Hatyai Campus) ● Education ● Humanities and Social Sciences ● Communication Sciences ● Agro-industry 	

Table 2 Schedule for attending the commencement ceremony
 For September 30th, October 1st – 2nd 2017 (The ceremony or actual day)

Time	Schedule	Venue
11.30 am.	The faculty member of each faculty is given the graduate roster.	Table placed beside the Convention Hall
12.00 pm.	The faculty member of each faculty submits the graduate roster. And graduates walk in line to the seats provided in the Convention Hall.	Table placed beside the Convention Hall
02.00 pm.	Royal program for arriving.	Convention Hall
05.00 pm.	End of Commencement Ceremony (approximate time).	

Order of faculties, steps and practices in forming lines and seating are the same as the first and dress rehearsal days.

Map and Plan of The 60th Anniversary of His Majesty the King's Accession to the Throne
 International Convention Center

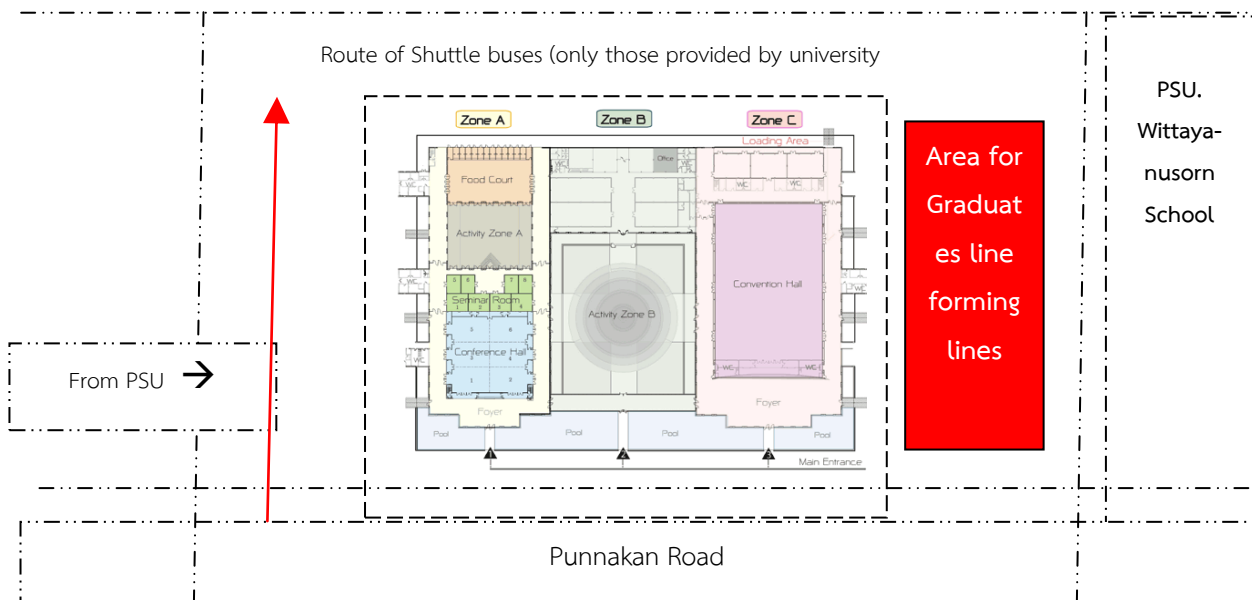


Photo of the Stage

