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GENERAL INFORMATION

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1. Purpose

The purpose of this graduation procedure is to establish a clear, comprehensive, and coordinated process that governs eligibility of candidates to receive their respective awards and qualifications. This document outlines the full set of actions required to verify academic completion, determine eligibility, and ensure that all necessary administrative checks are carried out. It also defines the roles and responsibilities of the various departments involved, specifies the timelines that must be adhered to, and identifies all records and forms required to support the accurate and efficient management of graduation activities. Beyond eligibility verification, this procedure further describes the necessary steps to prepare for the graduation ceremonies. It also includes the organisation of event logistics, the issuance of certificate documentation, and the completion of post-ceremony tasks that contribute to accurate record-keeping and a positive graduate experience.

2. Scope

This procedure applies to all institutional departments and units that take part in, contribute to, or support any stage of the graduation process. It encompasses the responsibilities of the Office of the Registrar (OTR), Institutes and Centres, the Events Department, and the Communications Department. It also includes any other internal or external stakeholders who participate in the planning, administration, and execution of graduation-related activities and ceremonies. All such entities are required to follow this procedure to ensure consistency, accuracy, and quality across the entire graduation cycle.

3. Acronyms

BoG: Board of Governors

CMIS: College Management Information System

ECTS: European Credit Transfer and Accumulation System (Credits)

EQF: European Qualifications Framework

MG2I: MCAST Gateway to Industry

MQF: Malta Qualifications Framework

NSO: National Statistics Office

OTR: Office of the Registrar

SAO: Senior Administrative Officer

VPC: Vocational and Professional Council

4. Definitions

- a) **Certificate number:** Unique number assigned to each certificate by the Certificates Coordinator and printed on the certificate.
- b) **Reference number:** Certificate number as recorded on CMIS prior to printing certificates.



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- c) **Graduand:** A candidate who has met academic requirements, successfully completed studies and is eligible for graduation.
- d) **Graduate:** A graduand whose qualification has been conferred.
- e) **Graduands list:** Finalised list of students eligible for graduation.
- f) **Robing:** Ceremonial and formal presentation in which the first in cohort (First Class) graduand is vested/robed.
- g) **Graduating in Absentia:** The status granted to a graduand, who notifies the OTR in advance that they are unable to attend the graduation ceremony, opting to have their degree conferred in their absence.
- h) **Europass Certificate Supplement:** An official document that describes in detail the knowledge, skills, and competences acquired by MCAST graduates (MQF Levels 1 – 4).
- i) **Europass Diploma Supplement:** An official document that describes in detail the knowledge, skills, and competences acquired by MCAST graduates (MQF/EQF Levels 5 – 8).
- j) **Transcript:** An official written record of a student's academic history, listing units taken, the MQF/EQF Level, ECTS credits earned, and grades received in a specific programme of study.
- k) **Presiding Officer:** The role of the Principal & CEO or the Deputy Principal as their delegate who confers the certificates and delivers the final speech during the graduation ceremony.
- l) **Desk Officer:** An employee within the Office of the Registrar responsible for carrying out administrative and academic support functions, including generating reports, processing academic records and transcripts among other things.

5. Procedure

The MCAST graduation ceremonies shall be held annually during the months of November and December.

The official Calendar is raised by the OTR Manager 2 and is published by end of September. The Registrar shall notify the VPC as necessary on the development process.

5.1. Eligibility for Graduation

Eligibility to graduate shall be determined after successful completion of a programme and by achieving the full amount of ECTS credits, as recorded in CMIS as per below.

- Intro A&B: 30 ECTS credits (Award)
- MQF Level 1: 40 ECTS credits (Introductory Certificate)
- MQF Level 2: 60 ECTS credits (Foundation Certificate)
- MQF Level 3: 60 ECTS credits (Diploma)
- MQF Level 3: 90 ECTS credits (Extended Diploma)
- MQF Level 4: 120 ECTS credits (Advanced Diploma)
- MQF Level 5: 120 ECTS credits (Higher Diploma)
- MQF Level 5: 90 ECTS credits (Undergraduate Higher Diploma)
- MQF Level 5: 60 ECTS credits (Undergraduate Diploma)
- MQF Level 5: 30 ECTS credits (Undergraduate Certificate)



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- MQF Level 6: 180 ECTS credits (Bachelor)
- MQF Level 6: 240 ECTS credits where applicable (Bachelor in Engineering)
- MQF Level 7: 30 ECTS credits for Postgraduate Certificate
- MQF Level 7: 60 ECTS credits for Postgraduate Diploma
- MQF Level 7: 90 ECTS credits for full Masters (MRES, MSc, Master, MA, MBA, M.Cons)
- MQF Level 7: 120 ECTS credits for MVEAR or full Master (Engineering)
- MQF Level 8: Doctorate in Research (DRES)

5.2. Generation and Verification of Graduation Lists

By mid-July, OTR desk officers shall generate Report 445 (Candidates for Graduation) from CMIS and submit it to the Institutes for review.

Institute review period: SAOs shall review Report 445 and return it marked as Graduating/Pending/Not Graduating.

If a student is marked as pending, the SAO shall provide a written justification explaining the reason, such as incomplete work-based learning requirements, pending synoptic assessments, required preventive classes, or an extension for dissertation submission.

Post-review: OTR desk officers process academic transcripts on CMIS, verifying students who meet the required ECTS credits. Missing ECTS credits are referred to the Institutes for thorough verification. Once verified, desk officers forward the graduation list in Excel format to the OTR Certificates Section.

5.3. Certificate/ Reference Number

The Certificate section within the OTR shall assign certificate numbers and seat numbers, and return the list to OTR desk officers who will then input this data in the overall annual result into CMIS (reference number field).

Transcript generation and printing: Once certificate/reference numbers are entered into CMIS, the desk officer generates transcripts using the respective reports (Refer to Table 1) and printing of transcripts shall commence.

- Once printed, the transcripts and Europass Diploma Supplements shall be scanned for record-keeping purposes. The desk officer shall ensure that each transcript and certificate is scanned and securely saved in the OTR shared folder.
- Following scanning, all transcripts and certificates shall be inserted into designated plastic folders and organised by course and in alphabetical order. The documents shall then be properly stored in preparation for the graduation ceremony.



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Report Number	Report Name
127	Absenteeism Report Periodic (Actual for P/T courses)
94	Europass Diploma Supplement Revised Level 5
99	Transcript Export Including Failed Units
105	Transcript Export (Select Course) Final
100	Transcript Export (Select Course) Including Failed Units
106	Transcript Export Final
164	Transcript Export P/T
194	Transcript with Completion Date
72	Transcript Export (Compact)
232	Transcript Export Final (IFE Logo)
233	Europass Diploma Supplement (IFE)
89	Europass Diploma Supplement Signed
70	Europass Certificate Export Signed
235	Europass Diploma Supplement (Signed) (Select_Course)
236	Transcript Export MQF 1-3
237	Transcript_Per Class Final_LVL1_3_ExitPoint_MCAST
248	Transcript Export Final (NU Logo)
250	Transcript Partner Schools Award (MCAST Units only)
251	Transcript Export MQF 7 (Exit Points)
252	Transcript Export MQF 7
253	Transcript Export MQF Select Course
254	Broadsheet for NFT/PT Courses
445	Candidates for Graduation (Data for Registrar)
370	Europass Certificate Export IPS signed
371	Transcript Export IPS signed
90	Europass Diploma Supplement IPS signed
495	Europass Diploma DRes

Table 1: List of reports used to print transcripts

5.4. Graduation Ceremonies - Venue and Seating Plan /Seating Numbers of Graduands

- 5.4.1. The OTR shall book the venue with the Events Department at least nine (9) months in advance by emailing hallbookings@mcast.edu.mt and specifying the date, time and purpose of the booking.
- 5.4.2. Upon confirmation of availability by the Events Department, the OTR shall submit the booking for graduation ceremonies through the Event Application and Booking System, available on the intranet under the Communications ToolKit.
- 5.4.3. The OTR shall submit the Communications Department 'Event Online Application Form' for graduation ceremonies at least nine (9) months prior to the commencement of the graduation ceremonies
- 5.4.4. The OTR shall issue a communication to all internal stakeholders detailing tasks and responsibilities required for the successful organisation of the graduation ceremonies.



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5.4.5. The OTR shall liaise with the Events Department to coordinate the venue setup.

5.4.6. Venue selection shall be based on the number of graduands and their guests (typically two (2) guests per graduand).

5.4.7. The Events Department shall book an appropriate venue, typically the MCAST Administration Hall at the Paola Campus, and shall also arrange the venue booking the Gozo Graduation Ceremony.

5.4.8. Once the venue is confirmed, the Maintenance Department, and the Events Department shall be responsible for setting up the venue, cleaning and arrange seating least two (2) days prior to graduation day.

5.4.9. The OTR Certificate Coordinator shall prepare the seating plan, outlining the assigned numbered seats to ensure orderly seating during the event.

5.4.10. The seating plan and the seat numbering shall be submitted to the Events Department for chair arrangement.

5.5. Presentation of Certificate Ceremonies for Intro A & B, and Levels 1-3

5.5.1. The Registrar/Deputy Registrar shall lead the ceremony as master/mistress of ceremonies.

5.5.2. Graduands and their guests shall be invited to arrive at least thirty (30) minutes prior to the scheduled commencement of the ceremony.

5.5.3. Graduands shall register via the official signature sheets and be ushered to their assigned seats. The signature sheets shall be filed by the OTR for record purposes.

5.5.4. Once the graduands and guests are seated, Health and Safety and any other relevant announcements, shall be delivered.

5.5.5. The ceremony shall commence with the screening of an institutional video provided by the Communications Department.

5.5.6. The Registrar/Deputy Registrar shall introduce the respective institute Directors to deliver their speech.

5.5.7. The Institute Director (particularly in joint ceremonies where the institute presents the majority of graduands) shall deliver a speech.



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5.5.8. The Registrar shall invite the presiding officer (Principal & CEO or Deputy Principal), President of the BoG, Directors, Deputy Directors, and lecturing staff to the stage for the conferral of certificates.

5.5.9. Graduands shall be called individually to receive their certificates in alphabetical order by surname, with the first name announced first (e.g. John Borg¹).

5.5.10. A concluding address shall be delivered by the Presiding Officer.

5.5.11. The ceremony shall proceed with the playing of the National Anthem, followed by official photographs. Students shall be allowed to take individual and family photos at the indicated venue.

5.6. Graduation Ceremony for Level 4

5.6.1. The Registrar/Deputy Registrar shall lead the ceremony as master/mistress of ceremonies.

5.6.2. Graduands and their guests shall be invited to arrive at least thirty (30) minutes prior to the scheduled commencement of the ceremony.

5.6.3. Graduands shall register via the official signature sheets and be ushered to their assigned seats. The signature sheets shall be filed by the OTR for record purposes.

5.6.4. Once the graduands and guests are seated, Health and Safety and any other relevant announcements, shall be delivered.

5.6.5. The ceremony shall commence with the screening of an institutional video provided by the Communications Department.

5.6.6. The Registrar shall deliver an address and introduce the student speaker.

5.6.7. The student shall deliver a speech.

5.6.8. The Registrar/Deputy Registrar shall introduce the respective Directors to deliver their speech.

5.6.9. The Institute Director (particularly in joint ceremonies where the institute presents the majority of graduands) shall deliver a speech.

5.6.10. The Registrar shall invite the presiding officer (Principal & CEO or Deputy Principal), President of the BoG, Directors, Deputy Directors, and lecturing staff to the stage for the conferral of certificates.

¹ In the cases of preferred names and/or alias kindly refer to DOC 373 MCAST Preferred Name and Email Alias Policy and Procedure



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5.6.11. Graduands shall be called to receive their certificates, one by one, in alphabetical order (surname) name first. Eg: John Borg.

5.6.12. A concluding address shall be delivered by the Presiding Officer.

5.6.13. The ceremony shall proceed with the playing of the National Anthem, followed by official photographs. Students shall be allowed to take individual and family photos at the indicated venue.

5.7. Graduation Ceremonies for Level 5/6/7/8

5.7.1. The Registrar/Deputy Registrar shall lead the ceremony as master/mistress of ceremonies.

5.7.2. Graduands and their guests shall be invited to arrive at least thirty (30) minutes prior to the scheduled commencement of the ceremony.

5.7.3. Graduands shall register via the official signature sheets and be ushered to their assigned seats. The signature sheets shall be filed by the OTR for record purposes.

5.7.4. Once the graduands and guests are seated, Health and Safety and any other relevant announcements, shall be delivered.

5.7.5. Candidates shall leave their seats to enter the venue in procession together with top management and academic staff.

5.7.6. The ceremony shall commence with the screening of an institutional video provided by the Communications Department.

5.7.7. The Registrar shall deliver an address and introduce the student speaker.

5.7.8. The student shall deliver a speech.

5.7.9. The Registrar/Deputy Registrar shall introduce the respective Directors to deliver their speech.

5.7.10. The Institute Director (particularly in joint ceremonies where the institute presents the majority of graduands) shall deliver a speech.

5.7.11. The Registrar shall invite the presiding officer (Principal & CEO or Deputy Principal), President of the BoG, Directors, Deputy Directors, and lecturing staff to the stage for the conferral of certificates.

5.7.12. A Declaration shall be read by the respective Directors for Level 6, 7, and 8 candidates.

5.7.13. The graduand who placed first in the course will be robed.

5.7.14. Graduands shall be called to receive their certificates, one by one, in alphabetical order (surname) name first. Eg: John Borg.



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5.7.15. A concluding address shall be delivered by the Presiding Officer.

5.7.16. Graduands shall read an affirmation to confirm their Degree.

5.7.17. The ceremony shall proceed with the playing of the National Anthem, followed by official photographs. Students shall be allowed to take individual and family photos at the indicated venue.

5.8. Graduation Booking Form / Graduation Information Booklet and Email

5.8.1. The OTR creates an online Graduation Booking Form (MS Forms) at least four (4) weeks prior to the graduation ceremonies.

5.8.2. Graduands shall provide required information to confirm attendance or indicate graduation in absentia. The booking form will include the following fields:

- Name
- Surname
- ID number
- Email Address
- Institute
- MQF Level
- Course Title
- Graduation Mass information (Levels 4,5,6,7,8)
- Confirmation of attendance for ceremony or absentia
- Number of guests for Graduation Mass
- Consent for joining the alumni community
- Consent for photography

5.8.3. The online booking form shall be available for a limited period (with a defined start and end date).

5.8.4. Once finalised, the link to the booking form shall be included in the Graduation Information Booklet issued by OTR.

5.9. Graduation Information Booklet Preparation

5.9.1. OTR shall gather all required information for the booklet, including:

- Joint message from the President and the Principal & CEO
- Graduation Thanksgiving Mass information (*provided by the designated person (HR DD) after confirming St. John's Co-Cathedral booking and the availability of His Excellency, the Archbishop or his delegate*)
- Registration link for graduation online booking
- Graduation dates and sessions/ceremonies and a list of courses by session
- Alumni registration form (registering consent to join alumni community)
- Photography service details and photography consent



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- Return dates for library books/items
- Information on pending tuition fees
- Blockcerts
- Graduation attire details, cowl colours and rental information
- Dates for Level 6,7 and 8 graduands to book, pick up and return cowls (rental via MG2i, or any other outlet)
- Queries email: graduations@mcast.edu.mt and tel. 23987104

5.9.2. OTR shall forward this information to the Communications Department for design purposes.

5.9.3. OTR shall liaise with the Communications Department while the booklet is being finalised.

5.9.4. Once approved by OTR, the booklet shall be published on the website.

5.9.5. An email with the booklet link shall be sent to all graduands using the name and emails from the finalised Graduation list.

5.10. Graduation invitations by email

5.10.1. Upon closing the graduation booking period, OTR Manager 2 shall process the graduand details.

5.10.2. The OTR Coordinator shall send an email to each graduand including:

- official graduation invitation (including guests)
- assigned seat number
- link to the graduation information booklet

5.11. Photography

5.11.1. An official photographer provided by the Communications Department shall cover the graduation ceremonies. The photographer shall take photos during and after the ceremony. Graduands shall book photos via provided link or contact the Communications Department directly. All graduands must provide consent before the ceremony begins.

5.12. Graduation Attire

5.12.1. Graduation attire shall vary according to the MQF Level and the respective Institute. Each Institute is assigned specific cowl colours to distinguish its graduands, ensuring clear identification during the ceremony.

5.12.2. A barcode system shall be used for booking cowls in coordination with MG2i.

5.12.3. Further details regarding colours, rental, and collection procedures are outlined below. Photos of cowls may also be referred to in Appendix 1. Level 1-4: Graduands shall wear a dark suit. No cowl or gown is required.



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5.12.4. Level 6 cows:

- Institute of Applied Science – **Purple Cowl**
- Centre for Agriculture, Aquatics and Animal Science – **Green Cowl**
- Institute of Business Management & Commerce – **Old Rose Cowl**
- Institute of Community Services – **Yellow Cowl**
- Institute for the Creative Arts – **Lilac Cowl**
- Institute for Engineering and Transport (Electronics) – **Shiny Light Green Cowl**
- Institute for Engineering and Transport (Mechanical) – **Light Blue Cowl**
- Institute for Engineering and Transport (Construction) – **Rust Cowl**
- Institute for Information and Communication Technology – **Gold Cowl**
- Northumbria University – **Gold and Red Cowl**
- Generic Degrees – **same colour of the respective institute**

5.12.5. Level 7 cows:

- Master of Science and Master by Research – **Blue, Gold, Red Cows**
- Master in Research Methods – **Old Rose, Silver, Navy Blue Cows**
- Master in Business Administration – **Gold and Red Cowl**
- Master of Arts – **Lilac, Red, Yellow Cows**

5.12.6. Level 8 cows:

- Professional Research Doctorate (DRes) on the Competitive Behaviour of Small Organisations

5.13. Programmes and Speeches (Level 4 – 8)

- 5.13.1. The OTR Department shall plan the graduation dates and assign institutes to each ceremony date.
- 5.13.2. The Registrar shall request institute Directors to prepare speeches for their institute's graduation ceremonies (all Levels). (See Appendix 2)
- 5.13.3. The Registrar shall request institute Directors to select a graduand to deliver the speech. (Level 4 to Level 8). (See Appendix 3)
- 5.13.4. The Registrar shall prepare a programme including the running order for each graduation ceremony.

5.14. Distribution of Uncollected Certificates

- 5.14.1. After each graduation ceremony, the OTR Certificates Section shall review uncollected certificates and mark them on the signature sheets. Students who did not attend shall be informed of the dates when to collect their certificates.





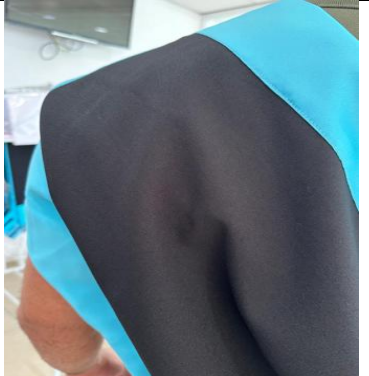
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5.15. Compilation of Graduation Statistics

5.15.1. The OTR Certificates Section shall compile attendance statistics for each Level and each graduation ceremony. This is an annual exercise to support organisation and planning of future graduation ceremonies.





5.15.2. The OTR Certificates Section shall compile graduation statistics for each Level. These statistics are forwarded to the MCAST Data Analyst for internal consumption and further processing for NSO purposes. This is an annual exercise required by the NSO.

6. Appendix 1

Institute	Image	Cowl Colour
Institute of Business Management & Commerce		Old rose Pantone 2340 C 12 M 61 Y 47 K 0
Institute for Information and Communication Technology		Gold Pantone 716 C 0 M 45 Y 91 K 0
Institute for Engineering and Transport (Mechanical)		Light Blue Pantone 130 C 87 M 0 Y 38 K 0



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Institute for Engineering and Transport (Construction)		Rust Pantone 179 C 0 M 74 Y 83 K 21
Institute for Engineering and Transport (Electronics)		Shiny light green Pantone 381 C 20 M 0 Y 91 K 0
Centre for Agriculture, Aquatics and Animal Science		Green Pantone 363 C 43 M 0 Y 100 K 24
Institute of Community Services		Yellow Pantone 115 C 0 M 9 Y 80 K 0






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Institute for the Creative Arts		Lilac Pantone 2573 C 30 M 43 Y 0 K 0
Institute of Applied Science		Purple Pantone 268C C 82 M 98 Y 0 K 12
Master in Research Methods		Old Rose, Silver and Navy Blue
Master of Science/Master by Research		Blue, Gold and Red
Master of Arts		Lilac, Red and Yellow



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Master in Business Administration		Gold and Red
Northumbria University		Red and Yellow
Professional Research Doctorate (DRes) on the Competitive Behaviour of Small Organisations	 	Blue and Yellow



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7. Appendix 2: Guidelines For Graduation Orations/Speeches – Deputy Principals/Directors/Lecturers

General Considerations

Graduation Ceremonies are significant occasions for the College. They are a manifestation of academic and vocational prowess of an educational and vocational institution, unique in its structure within the higher education sector in Malta. Being requested to deliver an oration and representing the College staff during one of the College's graduation ceremonies is an honour.

This honour asks for high quality speeches in line with the dignity of the College. It enhances a sense of belonging and pride in the College.

The conferment of Diplomas, Advanced Diplomas and Degrees is a public statement of the College's endeavour to provide universally accessible vocational and professional education and training with an international dimension, responsive to the needs of the individual and the economy.

The oration must appeal to all the different people in the audience – academic staff, graduands, their invited relatives and friends, and honoured guests.

The following guidelines are designed to serve as a guide to orators during the preparation and delivery of their oration.

DURATION: Maximum 8 – 10 MINS

INTRODUCTION:

- Introduction by addressing all VIPs in preceding order:

Honourable Prime Minister
Honourable Minister
President of the Board of Governors
MCAST Principal and CEO
Deputy Principals
Registrar
Directors
Deputy Directors
Lecturers/Coordinators
Guests
Graduands

SUGGESTED CONTENT:

- Relevance of graduand courses to respective Institute
- Merits of the respective courses offered by the Institute and relations with Industry partners



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- Important relevant values/work ethic of respective employment sector
- Any constructive criticism for potential improvement of courses
- Contain personal statements of gratitude to individuals or family and friends

PLAN:

- Begin with gratitude (general) even by thanking any previous speakers as well as all audience in attendance
- Address all distinguished guests, graduands and their guests as outlined above
- Express the privilege of being asked to address the audience on such a momentous occasion for College and graduands and their guests
- Use a motivational quote
- Narrate a short personal anecdote which can be an inspirational, learning experience to all attendees but avoid being entirely specific to it or enter into unnecessary personal detail.
- Encourage lifelong learning and continuous professional development
- Try to seize and maintain the attention of the whole audience that will be composed of a blend of academics, graduands, their invited relatives and friends, and honoured guests.
- Conclusion – end with congratulations to all the graduands

PRESENTATION:

- Read slowly
- Articulate your words clearly
- Adjust the microphone to your height
- Speak directly in the microphone



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8. Appendix 3: GUIDELINES FOR THE WRITING OF GRADUATION SPEECHES – GRADUANDS

General Considerations

Graduation Ceremonies are significant occasions for the College. They are a manifestation of academic and vocational prowess of an educational and vocational institution, unique in its structure within the higher education sector in Malta. Being requested to deliver a speech and representing the College graduands during one of the College's graduation ceremonies is an honour.

This honour asks for high quality speeches in line with the dignity of the College. It also enhances a sense of belonging and pride in the College.

The conferment of Diplomas, Advanced Diplomas and Degrees is a public statement of the College's endeavour to provide universally accessible vocational and professional education and training with an international dimension, responsive to the needs of the individual and the economy.

The speech must appeal to all the different people in the audience – academic staff, graduands, their invited relatives and friends, and honoured guests.

The following guidelines are designed to serve as a guide to speakers during the preparation and delivery of their speech.

DURATION: Maximum 5 mins

INTRODUCTION:

- Introduction by addressing all VIPs in preceding order:

Honourable Prime Minister
Honourable Minister
President of the Board of Governors
MCAST Principal and CEO
Deputy Principals
Registrar
Directors
Deputy Directors
Lecturers/Coordinators
Guests
Graduands

SUGGESTED CONTENT:

- Reflect on the past, what you learned and has changed you for the better
- Think about the future, include promises and any potential pitfalls
- Be encouraging with your words



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- Decide on a theme/message that can attract the attention of your audience and keep them engaged
- Benefits of failure and lessons learned

PLAN:

- Thank previous speakers
- Address all distinguished guests, graduands and their guests as outlined above
- Introduce yourself and express the privilege of being asked to address the audience on such a momentous occasion for College and graduands and their guests
- Share a motivational quote that is inspiring to you
- Good advice, recall good times
- Acknowledging your course friends and friendships, course memories
- Importance of overcoming obstacles
- Venturing new paths through life
- Embracing the unknown
- Staying true to your dreams

CONCLUSION:

- Re-state your motivational quote
- Use inspirational words to go out and make a difference out there
- Thank those who were with you throughout your journey (in general)

PRESENTATION:

- Read slowly
- Articulate your words clearly
- Adjust the microphone to your height
- Speak directly in the microphone