



EGERTON UNIVERSITY

*Virtual
Graduation
Etiquette*

VIRTUAL GRADUATION CEREMONY ETIQUETTE

A Graduation Ceremony is an academic gathering that marks the climax of educational pursuit by students and their families and a major accomplishment and milestone by the University. This occasion therefore demands that certain basic rules are observed. Etiquette covers behaviour and basically the overall presentation of an individual in a defined setting. In other words, all interactions in every situation require strict adherence to etiquette standards. Conscious of the changing times, Egerton University has envisaged a virtual graduation ceremony. The need for a virtual graduation is motivated by the COVID-19 pandemic of 2020, the growth of internationalism at Egerton University and the desire for a new normal.

In this regard, the University has developed virtual graduation ceremony etiquette to cover the behavior and overall presentation of graduands, parents, staff and other stakeholders involved in a virtual graduation ceremony.



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In view of this, the following rules should be observed during Egerton University virtual graduation ceremonies;

- 1. Time:** The online LIVE stream of the virtual graduation will start at 9:00am engaging the audience through pre-recorded video entertainment. At 9.45am, the official virtual graduation ceremony will commence with the procession located at the physical graduation venue.
- 2. Online engagement:** Parents, friends and the general public are encouraged to send congratulatory messages to graduands using the social media channels provided through retweeting and mentioning. The national language (English or Kiswahili) will be used to engage on social media. Do not post offensive messages. Kindly avoid use of language that discriminates others along race, religion or tribe.
- 3. Official Communication:** Official communication is through the official university website, Twitter and Facebook accounts.
 - a. Website: www.egerton.ac.ke and graduation.egerton.ac.ke
 - b. Twitter: @egertonunikenya
 - c. Facebook: Egerton University - "Transforming Lives through Quality Education"
- 4. Copyright and Intellectual property:** Egerton University reserves the copyrights and intellectual property rights associated with the content aired during the virtual graduation. Unauthorized recording and sharing of the virtual graduation will be termed as an infringement of these rights and will be liable to prosecution.



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Pre-virtual Graduation Ceremony Checklist

- Confirm the date and time and pen it in your diary.
- For persons invited to attend the graduation via Zoom, download the Zoom Client for Meetings for your laptop/desktop or smartphone from <https://zoom.us/download>
- Before joining Zoom meeting, make sure you have the necessary equipment;
 - An internet connection - broadband/mobile data
 - Wired or wireless headset/earbuds with microphone
 - Webcam - built-in or USB plug-in

Download the Zoom Meeting-Participant Guide to have as a reference during your meeting.



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Pre-virtual Graduation Ceremony Checklist

- **Helpful Hint:**
 - Always remember to mute your mic to prevent painful feedback.
 - Turn off non-essential software that may be using the internet while you are in a Zoom Webinar/meeting.
 - If your internet connection becomes unstable, disable your webcam (stop video)
 - If you are using the chat feature and want to send a private message to another participant, double click on their name in the participants list and make sure you are not sending the message to everyone.

