

Commencement Handbook

Kasem Bundit University

Preface

On behalf of Executive Administrators, faculty members and staff of Kasem Bundit University, we would like to extend our sincere congratulations to all graduates on your graduation.

University Commencement is a university-wide ceremony at which all undergraduate and graduate degrees are awarded throughout the past academic year. Since it is a prestigious ceremony, with graduates, faculty representatives and distinguished guests participating in academic regalia, this handbook will assist you to prepare yourself in attending the Commencement.

*Organization Committee
Graduation Commencement
Kasem Bundit University*

Contents

	page
Orders of Activities on Commencement Day	1
Pledge of Fealty	6
Steps of the Gown Taking	7
Instructions of the Gown Taking	8
Returning of the Gown	9
Recommendations for Graduates on Commencement	10

Orders of Activities on Commencement Day

1. Presenting

All graduates are to report your attendance to your row director. The rows are arranged with the letters A, B, C, etc. The row and the seat numbers will be posted on the last exercise day and also on Commencement Day at the 1st floor, Kasem Nakara Buiding. The graduates who fail to participate all exercises are not allowed to attend the Commencement.

2. Marching into the auditorium

The row director will lead the graduates into the Auditorium with proper manner and dignity.

3. Seating

The row director will lead the graduates to the seats provided based on their faculties of graduation.

4. Presenting of the Chairperson and the Board of Trustees Members

When the Chairperson and the Board of Trustees Members present at the front door of the Auditorium, the faculty member in charge will signal to all graduates to stand up, facing to the stage while the Thai classical band begins to play Maharuek Mahachai song. While the Chairperson and the party are walking to the stage, the graduates remain standing. When the song ends, the graduates bow simultaneously. The graduates can take the seats after Chairperson and the party are seated.

5. Getting ready to be on the stage

When the President of Kasem Bundit University announces "Now it's time to" the faculty member in charge will give the hand signal to the graduates sitting at the first row to stand up. When the hand is lower down, the graduates bow and form a line to the left of the Auditorium. When the line moves, the first graduate sitting at the second row will lead the others and turn left to the hallway until to the end and turn right to connect with the line. Walking in such a formal ceremony must be done in a graceful manner ; arm swinging should be natural and not be high, and walking steps should not be strong.

6. Walking on the stage

When the dean or the representative is at the microphone, the graduates will start walking from the first site to the third, paying respect to the portrait of His Majesty the King. Male graduates pay respect by bowing and female by curtsying. Then walk to the right to site 10, and stand facing the Chairperson. When each name is announced, the graduate pay respect and go to site 11, and stand straight, extending the right arm directly in the front. To get a diploma with a proper manner, one thumb with 45 degree angle attaches to the diploma and 4 fingers support the bottom above the belt. Then the graduates turn slightly, and walk backwards at an angle of 45 degrees, and after 2-3 paces, make a bow and turn right, walk off stage by keeping the left hand attached to the body.

Reminders

Site 1

Standing toe to toe and walking without arms swinging but attaching to the Body

Site 2

Walking without arms swinging but attaching to the body

Site 3

Paying respect to the portrait of His Majesty the King

Male - bow

Female - curtsy

Site 4-9

Walking without arms swinging but attaching to the body

Site 10

Paying respect to the chairperson

Male - bow

Female - pay respect (Thai style) and bend the knees

Site 11

Getting a diploma

Standing toe to toe, extending right arm

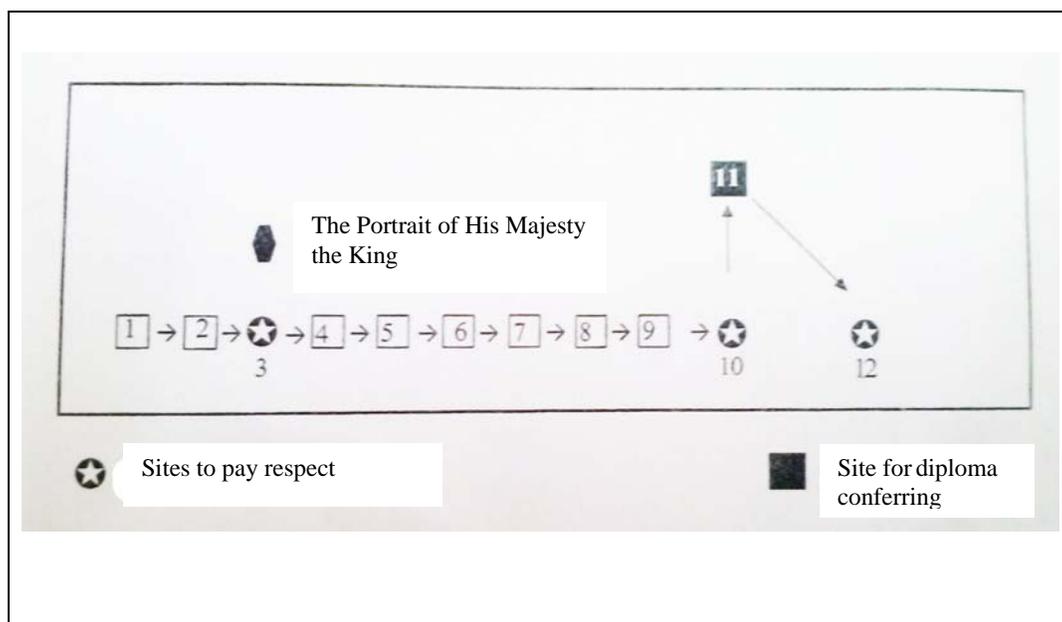
Holding the diploma above the belt

Site 12

Paying respect to the Chairperson

Moving out from the stage: left hand closes to the body, right hand holds the diploma

Site Plan



Reminder:

Paying respect is to be done to :

1. The portrait of His Majesty the King
 - Male - stands still and makes a bow
 - Female - stands still and makes a curtsy
2. The Chairperson
 - Male - makes a bow
 - Female - pays respect (Thai style)

7. Returning to the seats

The graduates sitting to the left of the Auditorium must return to their seats by making the first right turn at the end of the last row and the second right turn to the hallway. The graduates sitting on the right can return directly to the seats. All graduates must make a bow before seating with the diploma on the hand.

8. Awarding of the Gold Medal to Outstanding Graduates

Qualified graduates, who have been chosen to be awarded will be sitting next to the last graduate. The faculty member in charge will make a hand signal to the awardees to stand up and follow the same procedures as earlier. The Announcement is done by Vice President for Academic Affairs.

9. Applauding

1. The first applause is made to the honorably doctoral recipient. Giving the applause will do after the President announces “ to serve as the record of honor for years to come”.
2. The second applause is made to the graduates with the first honor and the second honor.
3. The third applause is made to every gold medal awardee.

10. Reciting the pledge by graduates and giving the address by the Chairperson

Reciting the pledge will start after the awarding. A graduate representative is a leader making the pledge. The graduates stand up, make a pledge and remain standing. After the address by the Chairperson is finished, the graduates make a bow, and remain standing.

11. Making a farewell to the Chairperson

When the Chairperson and the Board of Trustees members come down from the stage, all graduates face the hallway. When the party leaves, the graduates are allowed to be seated.

12. Making a farewell to the graduates

The graduates are asked to march in procession out of the Auditorium by the door on the left side, passing the faculty members who are waiting to congratulate on the success of the graduates.

Pledge of Fealty

I(name and last name).....pledge to the Chairperson of the ceremony, the Board of Trustees members of the University and the faculty members of the University that

I shall treasure my nation, religious, His Majesty the King and the democratic system of governing, which represent the pillar of sustainable development of my country and the people.

I shall devote myself a good citizen of my country enriched with desirable moral values and cultural understanding.

I shall use the knowledge gained from professional study with integrity in the framework of the rules of law.

I shall hold in high esteem the instructors of this University.

I shall maintain the dignity of the degree and uphold the honor of this University forever.

Steps of the Gown Taking

Required documents :

1. An original copy of receipt
(In case of loss, the graduates must report at the police station and make a request for a copy.)
2. An original copy of booking card (pink color) , stamped by the Finance Department
(In case of loss, the graduates can make a request for a copy on the exercise day.)
3. A confirmation card verifying the exercise attendance, stamped and signed by the authorized person.

Steps of the gown taking

- Spot 1 Queuing
(Only for the graduates who possess all required documents.)
- Spot 2 Documents checking
- Spot 3 Graduation gown taking
- Spot 4 Gown and suit servicing

Instructions for those whose documents are incomplete.

Case	Contact
1. No original copy of receipt	Ask assistance at spot 1
2. No booking card	Ask assistance at spot 1
3. No confirmation card verifying the exercise attendance	Look for exercising committee members

Notes:

1. Contact number for gown service is 0-2222-2633 or 0-263-6347.
2. Contact number for suit service is 0-2318-1970 or 0-231-1792-3.

Instructions for the Gown Taking

All graduates can take the gown after the first exercise.

Notes:

The authorized person must present the following documents:

1. A Letter of Authorization
2. A certified copy of Identification Card of the grantor and the proxy
3. An original copy of receipt
4. An original copy of booking card

Returning of the Gown

Returning of the gown, the graduates will get a deposit back of 2,000 baht (If the gown is not worn and the University pins are not lost). The claim can be done within 15 days after the Commencement at the 4th floor Chalermprakiat Building, Patanakarn Campus from 9.00 am to 6.00 pm (except Sunday) .

Moreover, the graduates can also get the deposit paid upon enrolment. (If there is no record of damage.) The return of the deposit can be done with the following documents:

1. A certified copy Identification Card
2. An original copy of the receipt of Commencement attendance fees

Note:

A Letter of Authorization and the certified copy of Identification Card of both the graduate and the proxy are required if the gown can not be returned by the graduate.

If the returning of the gown is delayed, the fee of 50 baht per day will be charged. If the delay is more than 30 days, the University will suspend the return of insurance deposits as well as the transcript of record or any other verified educational documents until the returning is complete.

The graduates who do not attend the Commencement or do not rent the gown from the University can make the refund of insurance deposit within 15 days after the Commencement at the Finance Department, Patanakarn Campus between 9.00 am to 6.00 pm (except Sunday)

Things to be returned together with the gown

Item	Number	Fine (baht) (In case of loss)
1. University pin	1 pair	200.00
2. hood	1	500.00
3. gown	1	2,000.00
4. gown cover	1	50.00
5. gown hanger	1	10.00

Recommendations for Graduates on Commencement Day

The following recommendations will assist the graduates to have a solemn, uninterrupted and desirable experience on their graduation day.

1. Take rest days before graduation so that you'll be at your best look. Having enough sleep is highly recommended.
2. Stay away from spicy food.
3. Don't drink too much water as visiting the restroom is prohibited during the ceremony.
4. Don't apply too much make-up. (Remember, it's your graduation day, not a night out party.)
5. Set your hair to the right side of your head and make sure that it won't cover your face. (Pictures will be taken from the right side of the stage which means that the left side of your face will be the focal point of the camera when receiving your diplomas.)
6. Put on comfortable shoes as you will be marching a lot.
7. Leave your valuable belongings at home.
8. Request a company of a friend/relative who can help you in case of emergencies.
9. Make sure that you leave your residences early as traffic jams could be a problem.
10. Familiarize the seat row and seat number as well as the other graduates around you, especially those in front and behind you.
11. Read and study the Commencement Handbook in advance.

Things prohibited in the Auditorium

1. Drinks
2. Cellular phones

Note:

Going to the restroom is also prohibited while seating in the auditorium. Therefore, diaper is recommended for those who have irregular bowel movements or if you think you need to relieve yourself during the ceremony.