

Graduation Speeches Board Guidelines

Amended October 2021

Definitions

In this document **Graduation Speeches Board Guidelines**, unless the context otherwise requires:

Board means the group of individuals approved by the Education Officer to select the students who will deliver the graduation speeches for ceremonies one (1) to fourteen (26).

Member means an individual approved by the Education Officer who has the right to vote and express their opinion on the speech submitted, provided that the conditions outlined out in this document which are required for the individual to serve as a member are satisfied.

Observer means an individual who is invited by the Board to give their opinion on a speech but who has no vote, provided that the conditions outlined in this document which are required for the individual to serve as an observer are satisfied.

Student representative means a member of the Commission, who may also be granted the status of Observer by the board.

Candidate means any student eligible to submit a graduation speech to be considered by the Board without any discrimination provided that the guidelines are respected.

Guidelines means the document provided to all potential candidates via the Office of the Registrar as approved by the Education Officer.

Standing Orders of the Board

1. The Board consists of five (5) members: The Education Officer (chair) and four (4) other members chosen by the Education Officer not forming part of the KSU Executive.
2. The Education Officer does not have a vote. They are responsible for chairing the board.
3. The rest of the board members have only one (1) vote each.
4. Any member of the Board shall have the right to cast their vote on a speech submitted by a candidate, except in the circumstance when the candidate is in the graduating class and/or is a relative of a board member. In such an instance, the board member shall be considered to have an observer status.
5. If a member of the Board submits a speech, the member loses both their right to vote and the right to act as an observer for that particular ceremony.
6. The Board may invite observers from the respective Faculty/ Institute/Centre/School to submit their recommendations. With respect to the people invited by the Board, priority is given to student representatives of each Faculty/ Institute/Centre/School, and then to Faculty-based organisations.
7. If a student representative submits a speech, he/she cannot act as an Observer during the selection of that particular speech.
8. The Board is obliged to submit a detailed report to KSU giving the rationale for their choice on each ceremony.

Criteria

The following are the criteria that the Board shall adopt in the order of priority:

1. The quality of the speech, where the evaluation sub-criteria are: general message being sent, inclusion of other courses, use of language, and nature of criticism (Weighting of 8).
2. In their speech, the candidate must mention the importance of student activism, mention some activities and student societies and their participation in such activities/societies, and finally encourage students to be active whilst studying at the University of Malta (Weighting of 6).
3. The motivation and enthusiasm, the candidate displays whilst giving the speech, as well as the tone used to deliver the speech. These can also be seen in the qualities of message being communicated and the attitude towards University life (Weighting of 4)
4. No Previous Participation in a graduation speech in order to give priority to those candidates who did not give a speech before, irrespective of whether these candidates are in the same course or not. (Weighting of 2)

Marking Methodology & Scheme

The methodology adopted will be as follows:

1. The board members will assess the first criterion on their own. This means that after reading of the speeches, marking as explained above will take place.
2. Each student will be invited to an interview. The procedure followed during the interviews, which last between 10 – 15 minutes, should be as follows:
 - A timed reading of the speech by the candidate.
 - Maximum of two questions relating to candidate's motivation for submitting and delivering the speech.
 - Maximum of two questions relating to candidate's participation in student activism, both on campus and off-campus.
 - General feedback from board on content and delivery of speech
 - An explanation of the procedure being followed by board to candidate.
3. The board will be assessing criterion 1, 2, 3 and 4 during the course, and following the outcome, of each interview.
4. Each member of the board will give a final mark out of twenty (20) for a particular speech. The marks will then be pooled to provide the final rankings of the speeches as an average mark from the board. A breakdown of these points may be provided as an appendix in the final report.

Each member of the board will assign the following points for each criterion listed above:

Criterion	Definition	Maximum Points
1	Quality of the Speech.	8
2	Importance of Student Activism	6
3	Delivery of Speech	4
4	Previous Participation in Graduation Speeches	2

The points for the first two criteria (Quality of Speech and Importance of Student Activism) are to be assigned by each board member based on the written speeches submitted. Criteria 3 and 4 (Delivery of Speech and Previous Participation in Graduation Speeches) will be given points after the candidate has delivered the speech during the interview. The information given for criterion 4 will be confirmed by the Education Officer.

It is at the discretion of the board member whether to allocate the maximum points or not for each particular criterion.

Candidates must necessarily obtain a minimum average of 4 points for criterion 1 in order to be eligible to deliver the graduation speech.

The candidate who scores the highest average mark will be selected to deliver the speech.