

### General organisation of graduation colloquia

1. Graduation colloquia can be organised on campus as of June 2021.  
It is up to the programmes to determine whether ceremonies take place on campus or online.
2. For graduation colloquia, the general UT COVID19 (see appendix) protocols apply.
3. Those attending a graduation colloquium on campus are strongly advised to take a self-test **before** attending the ceremony and preferably (if possible) before coming to campus.
4. **For bachelors;**  
In consultation with the committee and the student, the secretariat of the research group requests a room for a graduation colloquium from Booking Office via the web form <https://www.utwente.nl/en/campus/reservations/reservation-request/>.  
**For masters;**  
BOZ-AP requests a room for a graduation colloquium from Booking Office via the web form <https://www.utwente.nl/en/campus/reservations/reservation-request/>.
5. There are several rooms available that can be used for a graduation colloquium. Rooms determined for project group use (Q4) cannot be used for this purpose.
6. For a graduation colloquium, two block hours will be reserved in advance (crowd control).
7. The Graduation Committee is responsible for supervising the graduation colloquium in terms of compliance with the prevailing COVID regulations.
8. In the building all participants are to follow the instructions of the Graduation Committee.

### Specific organization of graduation colloquia

1. The number of persons present at the graduation colloquium is limited to 30, including thesis student and the graduation committee and depending on the max. capacity of the room.  
Guests are invited by the graduate in advance. The graduate decides which guests to invite.
2. If any of the required attendees have COVID-related complaints, the colloquium may still be held online. In that case, the Graduation Committee/graduate is responsible for creating a link in Teams/Zoom or, if that is not possible anymore, move the colloquium to another date.  
If the colloquium cannot take place, it is the student's responsibility to inform the invitees.
3. After the colloquium there will be a short opportunity to congratulate the graduate (no shaking hands). However, the group should leave the building as soon as possible.
4. It cannot be guaranteed in advance that a diploma will be available at the end of the graduation colloquium.
5. Students whose diploma is not available immediately will be informed by their programme how to receive the diploma. They might also be invited to collect their diploma at the counter in the Citadel (that is specifically opened for this purpose).

## Appendix

### General Corona regulations for activities in UT buildings

General Corona regulations for activities in UT buildings The following codes of conduct apply to all forms of presence in UT buildings during the restrictive measures in the context of COVID19 (coronavirus). These are based on the general guidelines of RIVM (NHS), the protocol of the VSNU and the general UT guidelines.

1. You may enter the campus or a UT building, provided you have been free from (one of) the following symptoms in the preceding 24 hours:
  - Nose cold
  - Running nose
  - Sneezing
  - Sore throat
  - Slight cough
  - Increase in body temperature (up to 38 degrees C.) or fever (38 degrees C. and above)
2. You may enter the campus or a UT building, provided your family members/roommates have had no fever in the preceding 24 hours.
3. Wash your hands regularly (min. 6x per day) for 20 seconds with soap and water or use an anti-bacterial hand gel that contains at least 70% alcohol (only for clean hands) Clean your hands at least whenever you enter a UT building, after sneezing or blowing your nose, before preparing/eating food, after using the toilet, after traveling with public transport and after cleaning activities.
4. Cough and sneeze into the inside of your elbow.
5. If you cough/sneeze, use a paper tissue, then throw it in a dustbin and wash your hands.
6. Do not shake hands.
7. Keep 1.5 meters (2 arm's-lengths) distance.
8. Do not touch your face or touch it as little as possible.
9. Wherever possible, use your own work materials (eg keyboard, mouse, pen and (head) phones) and use the cleaning products offered to keep them sanitized.
10. If possible, close the toilet lid after using the toilet and before flushing.
11. In general traffic areas (e.g. halls, corridors, stairwells) keep to the right and look to your right when passing. Note that you are allowed to pass other people at less than 1.5 meters distance, provided this happens within 30 seconds and there is no physical contacts.
12. Use elevators with a maximum of 1 person at a time.
13. Keep at least 4 steps away from a predecessor whilst using a staircase.
14. Only come to a UT building after explicit approval or by invitation.
15. Follow the directions and instructions of the corona official.
16. It is mandatory to wear a mouth mask when you move around the university buildings. The moment you sit, you can take it off, but if you get up and move around, you have to put it back on.