



COMMENCEMENT
CEREMONY
BROCHURE

Dear Students of the 2020 and 2021 Graduating Classes,

The Webster Vienna Private University Commencement Ceremony is the highpoint of your academic career. After years of diligent and hard work, celebrating your achievements is an extraordinary occasion. Sharing this day with you is the proudest and most memorable moment for our faculty. Although your family and loved ones cannot applaud you in-person this year, we hope that you will still join us for this milestone. We are doing our best to make this ceremony unforgettable and special despite the difficult circumstances.

This brochure will provide you with some helpful information and deadlines for your big celebration. Please read through the following pages carefully to ensure a memorable commencement ceremony. The graduation team and the members of your program department are happy to assist you with any questions you may have.



A white, stylized handwritten signature of Prof. Dr. Johannes Pollak on a dark blue background.

Prof. Dr. Johannes Pollak
Director
Webster Vienna Private University

Congrats

The Final Steps to Graduation

Congratulations on the completion of your degree at Webster Vienna Private University. In honor of these major milestones in your life and to celebrate your achievements, we have planned a memorable commencement ceremony for the Classes of 2020 and 2021.

We are working diligently to organize a memorable graduation despite the difficult circumstances posed by the ongoing pandemic. Together with the Student Government Association, we have explored multiple options on how to best proceed and collectively decided to host a special hybrid event. This opportunity will allow graduates of the Classes of 2020 and 2021 to walk on stage in the Imperial Hofburg Palace, have their graduation portraits taken and commemorate the moment with a toast with an intimate group of peers and faculty.

Alas, safety must come first, and we are prevented from allowing family and friends outside of the university to attend in person. **However, the entire event will be professionally produced, recorded, and then streamed online on the scheduled Commencement day, May 15, 2021.** The entire recorded event will remain available online for future viewing, allowing us to memorialize this special day.

The ceremony will be recorded on April 12 and 13, 2021 from 08:00–18:00. You will not need to be there the entire time on both days; we are working on a schedule and will be in touch by March regarding the precise time periods where we would require your presence.

To register for the commencement ceremony, please visit webster.ac.at/graduation.

The deadline to complete the registration is **March 3, 2021**.

- 1 Meet with your academic advisor** Check the progress of your studies and make sure you meet the requirements to graduate.
- 2 Submit your petition to graduate** Your department coordinator will be able to help guide you if you have any questions.
- 3 Register for the Commencement Ceremony** Fill out the form until March 3, 2021 to ensure your gown and participation in the ceremony.
Register through this link:
webster.ac.at/graduation.
- 4 Make the payment** Please note that payment for the regalia is due via bank transfer between March 8–10, 2021.
- 5 Gown pick-up** Pick up on April 9 with a scheduled appointment. Available appointments will be provided via e-mail following registration.
- 6 Recording days** On April 12 and 13, 2021 from 08:00–18:00.
- 7 Commencement Ceremony stream** May 15, 2021 at 14:00

Orientation

Accessibility

Please notify the graduation team of any disabilities or special requirements so we can ensure the appropriate accommodations.

Dress Code

The Commencement Ceremony is the premiere moment setting you up for the next chapter of your life. To ease your decision on the outfit for your big day, please find more details on the dress code below:

MEN	dark or grey suit under your gown
WOMEN	dress, skirt and blouse or dress pants under your gown

Considering the current distancing restrictions, we ask you to arrive at the Imperial Hofburg Palace already fully dressed in your regalia or have it prepared on a hanger. We will have a coat check area where you can leave your belongings, however we will NOT offer a dressing room for steaming your regalia, make-up, or hair.

Directions

The entrance to Hofburg Palace is at Botschafterstiege / Schweizerhof. It can easily be reached via metro U2 (station “Museumsquartier”) or by trams 1, 2, D and 71 (station “Burgring”). Please note that there is no parking available directly at Hofburg but you can find the nearest parking garage at MQ, Museumsplatz 1, 1070 Wien.

After arrival at the Imperial Hofburg Palace

After arrival at Hofburg, a coat check is available for you to store away any coats and bags. Graduates should arrive wearing regalia, but there will also be space available at Hofburg to change into your celebratory gown.

Please make sure to arrive a few minutes early to allow yourself enough time to prepare for the scheduled activities. Visit webster.ac.at/graduation to find detailed instructions regarding the commencement day activities.

Timeline: April 12–April 13, 2021.

Ceremony costs

Regalia: €50 for UG students and €80 for GR students. This fee includes the cost of the Academic Gown, cap, tassel, and hood (for graduate students).

Tickets: Considering the commencement's hybrid format, there will be no fee applicable to family and friends. We encourage you to invite your guests to stay tuned and watch the ceremony.

Graduation Fee

€ 100. This administrative cost is applied to all students during their final term, independent of their attendance at the ceremony. Please note that you should have already paid your mandatory Graduation FEE the last term of your attendance.

Payment Information

You will receive an e-mail with the detailed payment instructions. All payments can be made via bank transfer. To ensure a timely process of your payment, please be aware that the deadline is March 8-10, 2021

Your regalia may be picked up in the Atrium on April 9, 2021 with a scheduled appointment. We will contact you via e-mail in order to book an appointment.

- You may give permission to someone to pick up your regalia on your behalf. Permission must be sent to graduation.assistant@webster.ac.at before March 30 (23:59h).
- Please ensure that your e-mail indicates: subject line (Regalia Pick-Up/LastName/StudentID), the full legal name of the individual picking up the regalia on your behalf, and your e-mail signature should be your full legal name and student ID number.
- For further instructions for those not located in Austria, please e-mail us at graduation.assistant@webster.ac.at, and we will contact you to provide the information on how to pick up your regalia.

Commencement Speaker: Laura Leyser

Laura Leyser has more than a decade of leadership experience. After working as a strategy consultant for the Boston Consulting Group, she focused on development cooperation working for the Austrian Development Agency and the UK Department for International Development (DFID), including several years of living and working in Mozambique and Nepal. She was most recently Deputy Head of the Department for Governance, Open Societies and Anti-Corruption at DFID in London, before moving back to Vienna to become the General Director of Médecins Sans Frontières (MSF)/Doctors without Borders Austria in November 2018. She holds master's degrees in development management, International Development and Social and Cultural Anthropology.



Photography

A professional photographer, Gabriele Paar, will be on-site to capture your big milestone. A variety of photo packages are available for purchase, which must be paid directly to the photographer via bank transfer.

One week post ceremony, you will be able to choose and order their photos from a password protected website. The photos will be sent to your home address after online purchase. You have the option to choose between the price packages shown on the right. www.gabrielepaar.net

Accessibility

Please notify the graduation team of any disabilities or special requirements of the graduating students so we can ensure the appropriate accommodations.

PHOTOGRAPHY PRICING

Group Photo

35€

The Group Photo package includes a physical print (15×22cm) and high resolution digital jpg, which is ready to be printed.

Digital Package

55€

Including 1 group photo, 1 individual portrait, 1 portrait on stage with diploma, all photos are edited professionally and sent as jpg files (ready to print)

Print and Digital Package

85€

Including 1 group photo, 1 individual portrait, 1 portrait on stage with diploma, all photos are edited professionally and sent as jpg files, in addition three prints in 15×22cm will be sent to the selected postal address.

Ambient and Portraits

Digital 5€ per photo
Print 13×18 7€ per photo
Print+ Digital 10€ per photo
Costs for postage:
3,90€ Austria
9€ EU
15€ Worldwide

Contacts

International Relations Department Coordinator

Department Coordinator
Katharina Neumann, BA
ir.dept@webster.ac.at

Business & Management Department Coordinator

Dorothy Kishbaugh, LMSW
bm.dept@webster.ac.at

Media Communications Department Coordinator

Mag. Daniela Machian
media.dept@webster.ac.at

Psychology Department Coordinator

Chryssi Tsounta, MSc
psyc.dept@webster.ac.at

Graduation Team Graduation Assistant

graduation.assistant@webster.ac.at

Webster

Stay tuned in your Webster e-mail (@webster.edu)!

We will send all the detailed information to your Webster e-mail.

You will receive in the following weeks:

- Registration link
- Timeline of the ceremony
- Payment details
- Timeframe for the regalia pick-up

Make sure you can access your e-mail!

In case of doubts or questions, e-mail us at graduation.assistant@webster.ac.at