



Protocol for flying flags at Aberystwyth University

Approving Body: University Executive

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Policy owner: University Secretary

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1. Purpose of this protocol

1. The purpose of this protocol is to:

- outline the usual arrangements for the displaying of flags;
- clarify the appropriate procedure should a request for the flying of a specific guest flag or flags be received;
- clarify the procedure for flying the flags at half-mast.

2. This protocol refers to the publication *Flying Flags in the United Kingdom, A Guide to Britain's Flag Protocol*, a copy of which can be accessed at https://www.flaginstitute.org/pdfs/Flying_Flags_in_the_United_Kingdom.pdf. A copy can also be obtained from the University Secretary.

2. Usual arrangements

The University has two flag poles at the entrance to the Penglais Campus. The Welsh Dragon Flag (*Y Ddraig Goch*) will fly from the flag pole nearest to the A487, and the EcoCampus Flag will fly from the second flag pole.

3. Variations

1. Annual Days / Events

There are some established arrangements for variance in the flag flown from the University's second flag pole (in place of the EcoCampus Flag). These are outlined below:

<u>Annual Day / Event</u>	<u>Date</u>	<u>Flag</u>
LGBT+ History Month	February	Rainbow Flag
St David's Day	01 March	St David's Flag
Commonwealth Day	14 March	Union Flag
Europe Day	09 May	European Union Flag
Official Celebration of Her Majesty the Queen's Birthday	11 June	Union Flag
Armed Forces Week	Week leading up to the last Saturday in June	Armed Forces Flag
Owain Glyndŵr Day	16 September	Owain Glyndŵr Flag
Remembrance Day	Second Sunday in November	Union Flag

2. Official Visits

Specific flags will be flown from the second flag pole when the University is welcoming particular visitors:

1. The Union Flag will be flown from the second flag pole (in place of the EcoCampus Flag) when dignitaries or members of the British Royal family visit the University at the request of the Vice-Chancellor (or delegated authority).
2. The flag of other visiting dignitaries will be flown from the second flag pole at the request of the Vice-Chancellor (or delegated authority). Eight weeks' notice is required if flags are to be purchased.

3. Flying flags at half mast

1. In circumstances of national mourning, such as the death of senior members of the British Royal family, the Union Flag will be flown from the second flag pole. All flags will be flown at half-mast from the two flag poles following the guidance contained in *Flying Flags in the United Kingdom, A Guide to Britain's Flag Protocol*.
2. In circumstances of local mourning, at the Vice Chancellor's discretion, all flags may be flown at half-mast from the two flag poles.
3. Flags at half-mast should be flown approximately two-thirds up between the top and bottom of the flag pole, with at least the height of the flag between the top of the flag and the top of the flagpole.

4. Varying flags procedure

1. Requests to vary the flags should be directed to the Vice Chancellor's Office and ideally be submitted at least two months in advance. All requests should include details of which flag is to be flown, why it is appropriate for the University to fly the guest flag and on which date(s) the guest flag is to be flown. The final decision on whether to fly the flag will rest with the Vice Chancellor.
2. The flag will be supplied by, and costs met by, the Institute or Department making the request and will be flown from the flag pole at the entrance to the Penglais Campus. All flags must meet the University's requirements in terms of standard size and quality.
3. All flags will be flown in accordance with the with protocols laid out in *Flying Flags in the United Kingdom, A Guide to Britain's Flag Protocol*, and those responsible for flying flags are to ensure that they are familiar with this guide.
4. All flags displayed by the University must be clean and in good repair. The condition of flags will be monitored by the Security team and replacements bought as necessary to ensure regular commitments are met. All flags must meet the University's requirements in terms of standard size and quality.