

# Awards Regulations 2013

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VICTORIA UNIVERSITY

*Victoria University Act 2010*

**Awards Regulations 2013**

The Council makes the following Regulations:

Dated: 23 December 2013

**THE COMMON SEAL** of VICTORIA  
UNIVERSITY was affixed to this  
document at the direction of the Council  
in the presence of:

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)  
)  
)



.....  
Professor Peter Dawkins  
Vice-Chancellor and President

.....  
Ms Natalina Velardi  
Director – Legal, Governance  
and Risk

## PART 1—PRELIMINARY

### 1. Objective

The objective of these Regulations is to make provision for aegrotat and posthumous awards, prescribe the academic dress to be worn by members of the University and the occasions on which it is to be worn, further provision for the revocation of awards granted by the University and provision for the form and content of a testamur, in accordance with the *Governance, Academic and Student Affairs Statute 2013*.

### 2. Authorising provision

These Regulations are made under the *Governance, Academic and Student Affairs Statute 2013* and sections 28, 29 and 30 of the *Victoria University Act 2010*.

### 3. Definitions

In these Regulations—

*aegrotat award* means a degree, diploma, certificate or other award issued to a student who is taken to have completed the requirements for that degree, diploma, certificate or other award by reason of regulation 4;

*collaborative award* means a degree, diploma, certificate or other award that is taught or supervised with another organisation.

*Posthumous award* means a degree, diploma, certificate or other award that is awarded after the death of a student.

## **PART 2 – AEGROTAT AWARD**

### **4. Entitlement to an aegrotat award**

A student is taken to have completed the requirements for a degree, diploma, certificate or other award, if:

- (a) the student:
  - (i) is unable to complete the requirements due to incapacitating injury or illness; or
  - (ii) has died; and
- (b) the student has satisfactorily completed at least half of the requirements of the award; and
- (c) taking into consideration the student's academic results, it is reasonable to conclude that the student would have completed the requirements.

**PART 3 – POSTHUMOUS AWARD**

**5. Entitlement to a posthumous award**

A student is taken to have completed the requirements for a degree, diploma, certificate or other award, if after completing all the requirements of the award and before conferral, the student dies.

## PART 4—ACADEMIC DRESS

### 6. Academic Dress

The academic dress to be worn by specified members of the University under this regulation is set out in the Schedule.

### 7. Indigenous stoles

- (1) Indigenous graduands and staff may wear a stole at a graduation ceremony.
- (2) The stole will be calf length jet black and cherry silk that has saffron tassels, a map of Victoria in saffron silk and 'Victoria University' embroidered in saffron on the left end of the stole, and the sun in saffron silk and 'Moondani Balluk' embroidered in saffron on the right end of the stole.
- (3) The stole is to be worn under any academic colours.
- (4) If there are no academic colours (that is, certificate and apprenticeship recipients) the stole is to be worn under the gown so as not to be mistaken for the colours of the discipline.

### 8. Trencher

The cap is worn flat or horizontal, with the tassel down over the left eye.

### 9. Occasions

Academic dress is to be worn on the following occasions—

- (a) ceremonies for the conferral and granting of awards of the University unless the University specifies otherwise;
- (b) any other formal occasion of the University for which the University specifies academic dress;
- (c) ceremonies of other institutions at which the wearing of academic dress is appropriate or requested.

### 10. Eligibility to wear academic dress – graduates, graduands and candidates

- (1) A person is eligible to wear academic dress appropriate to the award if he or she is a graduate or graduand who—

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Part 4—Academic Dress

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- (a) has had an award conferred; or
  - (b) is eligible to graduate.
- (2) Graduates from other universities are entitled to wear academic dress appropriate to the award they have received.
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## PART 5 —REVOCATION OF AWARDS

### 11. Circumstances to be reported to the Vice-Chancellor

If it appears that an award may have been obtained in circumstances that would enable the Council to revoke the award under the *Governance, Academic and Student Affairs Statute* 2013 the circumstances must be reported to the Vice-Chancellor.

#### Note

Section 30 of the *Governance, Academic and Student Affairs Statute* 2013 empowers the Council to revoke an award in specific circumstances.

### 12. Investigation process

- (1) After receiving a report under regulation 11, the Vice-Chancellor may convene an investigation.
- (2) The investigation process may be conducted by a person nominated by the Vice-Chancellor.
- (3) An investigation process must:
  - (a) inform the award holder of the reported circumstances;
  - (b) advise the award holder that their award may be revoked; and
  - (c) provide the award holder with an opportunity to respond.
- (4) If the investigation finds that the degree or other award was obtained as a result of administrative error, the Council delegates to the Vice-Chancellor the power to revoke the degree or other award.
- (5) If, after considering the outcome of an investigation, the Vice-Chancellor believes that the award should be revoked because it was obtained:
  - (a) fraudulently, improperly or by material misrepresentation; or
  - (b) as a result of transgression of ethical research practice,then the Vice-Chancellor may recommend the revocation of the award to the Council.
- (6) The recommendation under sub-regulation (5) must detail:



- (a) the circumstances that enable the Council to revoke the award under the *Governance, Academic and Student Affairs Statute 2013*; and
- (b) the reasons for his or her belief.

**13. Council decision**

- (1) The Council must consider the recommendation of the Vice-Chancellor and decide to revoke or not to revoke the award.
- (2) If the Vice Chancellor's recommendation under sub-regulation (1) is to revoke the award, prior to making its decision, the Council must provide the award holder an opportunity to respond to the Vice Chancellor's recommendation.
- (3) The Council must require an award holder whose award has been revoked to return the testamur issued.

## PART 6 – TESTAMUR

### 14. Form and content of testamur

- (1) A testamur must be printed on parchment paper measuring approximately 375mm by 265mm.
- (2) A testamur must include the following content:
  - (a) an embossed University logo;
  - (b) the expression “By authority of the Council of Victoria University”;
  - (c) the full legal name of the student;
  - (d) the expression “having satisfied the requirements of the University was granted the”;
  - (e) the title of the degree, diploma, certificate or other award conferred;
  - (f) if applicable, a statement that the degree, diploma, certificate or other award was taught in a language other than English;
  - (g) the date, month and year of the conferral;
  - (h) the expression “The qualification is recognised within the Australian Qualifications Framework”;
  - (i) the name and signature of the Chancellor and Vice-Chancellor;
  - (j) the University common seal or a representation of it; and
  - (k) a unique document identification number.
- (3) It is adequate compliance with sub-regulation (2)(i) if a representation of the signature is used.
- (4) The content must be printed in the order, from the top of the paper to the bottom, as listed in sub-regulation (2)
- (5) If the degree, diploma, certificate or other award conferred is listed on the Australian Government’s National Training Register a testamur must also include the following content:
  - (a) the degree, diploma, certificate or other award’s code number and title on the National Training Register;

- (b) the Nationally Recognised Training logo, applied in accordance with the Australian Government’s conditions of use; and
  - (c) if applicable, the wording, “achieved through Australian Apprenticeship arrangements”.
- (6) If the degree, diploma, certificate or other award conferred is a collaborative award a testamur must also include the following content:
- (a) the collaborator’s logo; and
  - (b) if required by the University’s policies and procedures:
    - (i) the expression “This programme of study for this course was undertaken in affiliation with the [name of collaborator]”: or
    - (ii) the expression “This course was undertaken jointly with [name of collaborator].

**PART 7 – REVOCATION**

**15. Revocation of regulation**

The Revocation of Awards Regulations 2013 are revoked on the day on which these regulations come into operation.

**SCHEDULE**

**ACADEMIC DRESS**

**Part 1—Official Members**

**The Visitor**

A gown of black cloth, trimmed with red silk and gold braid and a black bonnet with a gold cord and tassel. The Visitor may also wear the habit of his or her Award

**Chancellor**

A gown of black cloth trimmed with gold on the facings, yoke and sleeves; with gold braid ('frog') adornments on both sleeves. The Chancellor may wear a gold braided black trencher cap with a gold tassel or a black bonnet with a gold cord and tassel.

**Vice-Chancellor**

A gown of black cloth trimmed with silver on the facings, yoke and sleeves, with silver braid ('frog') adornments and silver bands on both sleeves. The Vice-Chancellor may wear a silver braided black trencher cap with a silver tassel or a black bonnet with a silver cord and tassel.

**Deputy Vice-Chancellor/s**

A gown of black cloth trimmed with silver on the facings, yoke and sleeves. The Deputy Vice-Chancellor/s may wear a silver braided black trencher cap with a silver tassel or a black bonnet with a silver cord and tassel.

**Victoria University Council Members**

A Master's gown with a facing of sky blue, together with a trencher. Council members may elect to wear the habit of their award in place of the above.

**Staff of the University**

The habit of their award. If no award has been achieved, the staff member may wear the Bachelor's gown without trencher or adornment.

Staff of the University participating in the University Procession may wear academic dress.

Staff participating in a public role at a University Graduation ceremony and not part of the University Procession, may wear the Bachelor's gown without trencher or adornment.

### **Indigenous Australians**

The habit of their award, with a calf-length jet black and cherry stole with

- saffron tassels on each end;
- a map of Victoria in saffron and 'Victoria University' embroidered in saffron on the left end of the stole;
- the sun in saffron and 'Moondani Balluk' embroidered in saffron on the right end of the stole.

### **Honorary Degree Recipient**

A Doctor's gown of scarlet with full-length silk facings of Sky Blue and a Doctor's hood, together with a bonnet with gold cord and tassel.

Honorary Degree recipients will be provided with prescribed academic dress on the day of the ceremony.

The Honorary Degree recipient's academic dress is purchased by the University and will be given as a gift to the recipient after the ceremony.

### **Companion of The University**

Will be provided with a Council gown according to the Companion of the University Policy. The regalia for the Companion is not given as a gift after the ceremony.

### **Recipient of The Chancellor's Medal**

The recipient of The Chancellor's Medal will be invited to participate in the University procession and will be invited to wear their habit of their award.

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**Part 2—Academic Dress by award**

<b>Award</b>	<b>Gown</b>	<b>Stole / Hood</b>	<b>Head wear</b>
Certificate I - IV	Bachelor	Stole with lower facing in the discipline colour	Trencher
Diploma	Bachelor	Stole with two bands in the discipline colour on the lower facing	Trencher
Advanced Diploma	Bachelor	Stole with three bands in the discipline colour on the lower facing	Trencher
Associate Degree	Bachelor	Stole with the upper facing in the discipline colour, half the width of the stole and extending across the shoulders to the back	Trencher
Bachelor	Bachelor	Hood half lined in the discipline colour. The coloured edge is manually turned out to show approximately 2cm across the shoulders and back.	Trencher
Bachelor with Honours	Bachelor	Hood half lined in the discipline colour and with a white band on the outer edge of the hood. The coloured edge is manually turned out to show approximately 2cm across the shoulders and back.	Trencher
Graduate Certificate	Bachelor	Stole with lower-half facing in the discipline colour	Trencher
Graduate Diploma	Bachelor	Stole with full-length facing in the discipline colour	Trencher
Master	Master	Hood fully-lined with the discipline colour. The coloured edge is not turned out on the Masters hood.	Trencher
Doctor	Doctor	Hood fully-lined in the colour Sapphire	Bonnet

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**Part 3— Discipline Colours**

<b>British Colour Code (BCC)</b>	<b>Colour name</b>	<b>Discipline [Undergraduate]</b>	<b>Doctors</b>
BCC 85	<b>Adonis Blue</b>		Doctor of Business and Business Administration
BCC 66	<b>Buff</b>	Psychology	
BCC 185	<b>Cherry</b>	Education	Doctor of Education
BCC 114	<b>Gold</b>	Social Work	
BCC 155	<b>Graphite</b>		Doctor of Engineering
BCC 220	<b>Jet Black</b>	[Stoles, hoods and gowns]	
BCC 115	<b>Old Gold</b>		Doctor of Psychology
BCC 157	<b>Old Rose</b>	Health Science	
BCC 180	<b>Pansy</b>	Music	
BCC 165	<b>Parchment</b>	Law	
BCC 151	<b>Pearl White</b>		Doctor of Laws
BCC 38	<b>Ruby</b>	Arts	Doctor of Letters
BCC 54	<b>Saffron</b>	[appears on the Indigenous stole]	
BCC 88	<b>Sapphire</b>		Doctor of Philosophy
BCC 153	<b>Silver Grey</b>	Building or Engineering	
BCC 162	<b>Sky Blue</b>		Doctor of The University
BCC 100	<b>Spectrum Green</b>	Applied Science or Science	Doctor of Science
BCC 55	<b>Tangerine</b>	Vocational and Further Education (TAFE) Certificate I - IV	
BCC 148	<b>Ultramarine</b>	Business or Business Administration	



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