Awards Regulations - Graduation Administration Procedure

Section 1 - Summary

(1) This Procedure sets out requirements for the management and conduct of graduation ceremonies at Victoria University (VU). VU reserves the right to amend graduation ceremony arrangements at any time, if circumstances require variations.

Section 2 - TEQSA/ASQA/ESOS Alignment

(2) Nil.

Section 3 - Scope

(3) This Procedure applies to all formal graduation ceremonies at Victoria University.

Section 4 - Definitions

(4) Nil.

Section 5 - Policy/Regulation

(5) Awards Regulations 2018

Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
Graduation Steering Committee	Provides recommendations to the Director, Student Administration on all aspects of the ceremony, including venue, logistics, coordination, participation and timing. Consists of staff from Student Administration, Events Services and the Research Office. Other staff are invited to attend meetings as required, for example from the Media Unit.

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Roles	Responsibilities
Awards and Graduations	Ensures correct documentation is provided to graduates either at a graduation ceremony or in absentia. Arranges for conferral and testamur generation. Generates cue cards, seating lists, attendance lists for each graduation ceremony. Generates reports and documents for in absentia graduates.
Events Services	Coordinates graduation ceremonies. Recruits and trains ushers to work at graduation ceremonies. Coordinates participation of VIPs and senior staff, including Vice-Chancellor and Chancellor.
VU Research	Coordinates specific needs of research students, e.g. liaises with the Events Services and Business Systems and Reporting Teams leading up to and on ceremony days, prepares scripts for HDR presenters.
Director, Student Administration	Responsible for decisions about all aspects of the ceremony, including venue, logistics, coordination, participation and timing. Responsible for approving University Medalists and Student Speaker nominations.
Chief Student Officer (or delegate)	Accountable Officer for graduation ceremonies. Acts as Master of Ceremonies at the graduation ceremony.
Chancellor (or delegate)	Presides over the ceremony on behalf of Council.
Vice-Chancellor (or delegate)	Reads the Charge to graduating students.
Executive Dean, Deputy Vice-Chancellor, Vocational Education (or delegate)	Announces graduands' names on behalf of their college.
Chair of Academic Board (or delegate)	Leads the academic procession and carries the Ceremonial Mace.

Part B - Planning Graduation Ceremonies

(6) The Graduation Steering Committee meets regularly throughout the year to plan each ceremony or set of ceremonies ('graduation round').

(7) The Graduation Steering Committee provides recommendations to the Director, Student Administration on all aspects of the ceremony, including venue, logistics, coordination, participation and timing.

(8) The Director, Student Administration consults with the Chief Student Officer and key stakeholders as required to ensure graduation ceremonies reflect VU's values and appropriately celebrate student success.

Part C - Preparing for a Graduation Ceremony

(9) Once Higher Education completions have been finalised, the Awards and Graduations arrange conferral and the issuing of documentation for Higher Education students, including:

a. Extracting students eligible for completion and conferral and providing the master list to Events Services.
b. Processing award conferrals.
c. Generating graduation documentation – that is, Notices of Completion, Testamurs, Academic Transcripts, AHEGs and VU Extra transcripts – in accordance with the relevant procedure.

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d. Printing and delivery/postage of graduation documentation, including liaising with external printing and mailing services as required.
e. Ensuring correct documentation is provided to graduates either at a graduation ceremony or in absentia.

(10) VET students are invited to attend graduation but receive their completion documents immediately after completion, in accordance with the Awards Regulations - Awards and Testamurs Procedure.

(11) Prior to each ceremony, the Events Team coordinates venue arrangements including managing contracts, bookings, liaison and set up/pack up ('bump-in' and 'bump out').

(12) Awards and Graduations prepares cue cards, seating lists, attendance lists and arranges for suitably trained ushers to be available for each ceremony.

(13) VU Research coordinates research students' requirements including allocation to ceremonies and preparation of scripts for HDR presenters.

(14) VU Research nominates Research Medalist for approval by Director, Student Administration, in accordance with the Medals Procedure.

(15) Awards and Graduations identifies coursework students with highest GPAs and seeks approval of University Medalists from Director, Student Administration in accordance with the Medals Procedure.

(16) Awards and Graduations liaises with colleges and seeks approval of Student Speaker nominations from Director, Student Administration in accordance with the Awards Regulations - Student Speaker Procedure.

Part D - Ceremony Attendance

(17) The Events Team liaise with the external partner to ensure eligible students are invited to the ceremony and are able to register, hire regalia, book guest tickets and obtain information about the ceremony.

(18) Students are invited to attend the first ceremony round that occurs after their conferral. Students may seek to defer their attendance at a ceremony once, by lodging a request via SAVU.

(19) Students must lodge a deferral request no later than ten weeks prior to the next ceremony. Students may defer their attendance once. If they are unable to attend the next ceremony they will be conferred in absentia.

Part E - Ceremony Proceedings

(20) A graduation ceremony will normally include the following components: Academic Procession, Welcome to Country, Occasional Address, Graduates names are read and they receive testamurs, Student Speaker, Presentation of Medalist, Awarding of research higher degrees. These components may vary depending on circumstances.

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Status and Details

Status	Historic
Effective Date	6th November 2020
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