

Awards Regulations - Academic Dress Procedure

Section 1 - Purpose / Objectives

(1) This procedure supports the Awards Regulations 2013 outlines the provision of academic dress to graduands, graduates and staff. Please see Schedule 1 of the Regulation for a complete tabulation of the dress requirements for all participants in a graduation.

Section 2 - Scope / Application

(2) This procedure applies to:

- a. Graduands and Graduates;
- b. Members of VU Council;
- c. Senior Managers, and
- d.

Section 3 - Definitions

(3) Nil

Section 4 - Policy Statement

(4) Nil

Section 5 - Procedures

Provision of Academic Dress to graduands, graduates and staff

Graduands and Graduates - Melbourne	a. Will be provided with academic dress on the day of the ceremony. The cost of hiring the academic dress is included in the Graduation Attendance Fee and graduates are responsible for any loss or damage. The regalia is to be returned on the day, by the stipulated time. Attendance at the ceremony signifies agreement with these requirements.
(6) Graduands and Graduates - Offshore	a. Will be provided with academic dress through the University agent. The cost of hiring the academic dress is included in the Graduation Attendance Fee and graduates are responsible for any loss or damage. The regalia is to be returned on the day, by the stipulated time. Attendance at the ceremony signifies agreement with these requirements. Offshore graduates may hire academic dress to be arranged and managed through the University agent.

(7) Staff	<p>a. Staff must nominate in advance to join the University procession at a Melbourne graduation ceremony, or other official function of the University where academic dress is to be worn, by a University invitation. They will wear their own academic dress or be provided with University academic dress according to their highest qualification. There will be no charge to the individual staff member. b. Staff who nominate to also accept an invitation to join the University procession at a ceremony held offshore will provide their own academic dress or be provided with University academic dress, to be carried in their personal luggage, before leaving Australia. Exceptions may include the Chancellor (or other Presiding Officer/s) and Vice-Chancellor, whose academic dress is organised by Event Services. c. Staff are responsible for the appearance of the academic dress on the day of the ceremony. Each staff member is responsible for return of the academic dress to the University. d. Staff who wish to attend must contact Victoria University International who are responsible for the University delegation. e. Members of the delegation who require academic dress will be advised when this is available for collection. f. Staff who are participating in an external formal ceremony and who require Victoria University academic dress may hire this as above. There is no charge for this hire; staff will indemnify the University against damage or loss of the regalia.</p>
(8) Academic Dress Hire or Purchase	<p>a. Academic dress can be hired from Southam Graduation Services. Arrangement details can be found at: http://www.southamstudios.com</p>
(9) The Provision of Academic Dress to Honorary Degree and Companion of the University Recipients	<p>a. Honorary Degree recipients will be provided with prescribed academic dress on the day of the ceremony. The Office for Advancement manages the liaison with the recipient for Honorary Degree, and are also responsible for the order and costs for the academic dress. b. The academic dress will be given as a gift to the recipient after the ceremony. The recipient of the Honorary Degree is then expected to wear this regalia on any future occasion, as invited by the University. c. Companion of the University recipients will be provided with a Council gown according to the Companion of the University Policy. The academic dress for The Companion is not given as a gift to the Companion.</p>

Section 6 - Guidelines

(10) Nil

Status and Details

Status	Historic
Effective Date	4th September 2014
Review Date	4th May 2017
Approval Authority	Vice-Chancellor
Approval Date	4th September 2014
Expiry Date	10th May 2018
Responsible Officer	Darrel Caulfield Chief Student Officer and Registrar darrel.caulfield@vu.edu.au
Enquiries Contact	Steve Wright Director, Admissions, Enrolments, and Graduations +61 3 9919 4078