

# Awards Regulations - Academic Dress Procedure

## Section 1 - Summary

(1) This Procedure outlines the provision of academic dress to graduands, graduates and staff.

## Section 2 - Scope

(2) This Procedure applies to:

- a. Graduands and graduates;
- b. Members of Victoria University (VU) Council;
- c. Senior Managers and;
- d. Honorary Degree and Companion of the University Recipients.

## Section 3 - Definitions

(3) Nil.

## Section 4 - Policy/Regulation

(4) [Awards Regulations 2018](#)

## Section 5 - Procedures

### Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
n/a	

### Part B - Provision of Academic Dress to Graduands and Graduates

(5) Graduands and Graduates in Melbourne will be provided with hired academic dress on the day of the ceremony. Graduands and Graduates who are Offshore will be provided with academic dress through VU's agent.

(6) The cost of hiring the academic dress is included in the [Graduation Attendance Fee](#). Graduates are responsible for any loss or damage. The academic dress is to be returned on the day, by the stipulated time. Attendance at the

ceremony signifies agreement with these requirements.

## **Part C - Provision of Academic Dress to Staff**

(7) Staff must nominate in advance to join the University procession at a Melbourne graduation ceremony, or other official function of VU where academic dress is to be worn.

(8) Staff will wear their own academic dress or be provided with VU academic dress according to their highest qualification. There will be no charge to the individual staff member.

(9) Staff who are participating in an external formal ceremony and who require VU academic dress may hire dress via the VU's preferred provider who can be contacted through the Event Services team. There is no charge for this hire; staff will indemnify VU against damage or loss of the regalia.

(10) Staff must ensure neat and tidy appearance of academic dress on the day of the ceremony. Each staff member is responsible for return of the academic dress to VU.

(11) Staff who accept an invitation to join the University procession at an offshore ceremony will either provide their own academic dress or be provided with VU academic dress, to be carried in their personal luggage, before leaving Australia. Members of the delegation who require academic dress will be advised when this is available for collection. Exceptions may include the Chancellor (or other Presiding Officer/s) and Vice-Chancellor, whose academic dress is organised by Event Services.

(12) 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.

## **Part D - The Provision of Academic Dress to Honorary Degree and Companion of the University Recipients**

(13) 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.

(14) 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 VU.

(15) Companion of the University recipients will be provided with a Council gown according to the [Awards Regulations 2018](#). The academic dress for The Companion must be returned after the ceremony.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	7th December 2021
<b>Review Date</b>	7th December 2024
<b>Approval Authority</b>	Academic Board
<b>Approval Date</b>	1st December 2021
<b>Expiry Date</b>	25th January 2024
<b>Accountable Officer</b>	Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au
<b>Responsible Officer</b>	Darrel Caulfield Chief Student Officer and Registrar darrel.caulfield@vu.edu.au
<b>Enquiries Contact</b>	Steve Wright Director, Admissions, Enrolments, and Graduations +61 3 9919 4078