Name of Policy	Graduation Ceremonies Protocols
Description of Policy	This policy describes in details all of the ceremonial activities that are part of an ACU Graduation Ceremony.
☐ New policy	☒ Revision
Description of Revision	

Human Resources Directorate

Policy and Revision Number	
Original Effective Date	
Review Due Date	
Revision Effective Date	
Senate Approval Date	
Vice Chancellor's Approval Date	

Graduation Protocols

Updated 17 November 2011

ACU
AUSTRALIAN CATHOLIC UNIVERSITY

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ACU
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1 Preamble

Graduation is one of the key activities in the University calendar where the students' academic achievements are acknowledged and celebrated. Graduation is a highly public activity which involves not only graduates and their families but also the senior executive of the University and high ranking dignitaries external to the University.

The purpose of this Protocols document is to describe, in principle and in detail, all the ceremonial activities that are part of the graduation function of the University.

At least one graduation ceremony is conducted each year for each of the six Australian campuses - a total of ten ceremonies is typically organized and conducted each year, and attended by some 2000 graduands and around 9000 guests. Around 68% of the University's graduates attend their graduation ceremony. In addition to the University's main locations, ceremonies have been conducted in Adelaide as well as ceremonies for off-shore graduating students, eg Hong Kong, New Zealand and East Timor.

The University also acknowledges its linkages with the communities in which it operates, and confers Honorary Degrees on the recommendation of the Senate of the University. Protocols for these special awards are included.

Protocol aspects of the ceremonies and associated arrangements may also need to be considered when special guests are invited: eg: Governor-General, State Governors, Federal and State Ministers, senior members of the Church.

The responsibility for the management of the University's graduation ceremonies lies within University Relations. All protocols are authorised by the Ceremonial and Protocols Committee, chaired by the Deputy Vice-Chancellor (Academic Affairs).

All administrative functions carried out by Enrolments and the Graduation Office that relate to the confirmation of eligibility to graduate can be found in the Graduation Procedures Manual.

Matters pertaining to publicity and decoration of the venue are the responsibility of the Marketing and External Relations Directorate.

[See Appendix 1 – Graduation Organisational Responsibilities]

General points

The sections below that relate to the aspects of protocol for Australian Catholic University can be modified to suit a particular circumstance by negotiation with the Vice-Chancellor's Office, the Chair of the Ceremonial and Protocols Committee, and the Deans or other senior officer of the University.

Graduation ceremonies are a time of celebration of the achievements of graduates of the University and graduates must be able to participate if at all possible. In the event of the late arrival at the venue of attending graduates, or the unexpected arrival of graduates who had not notified the Graduation Office that they were attending, they will be included in alphabetical order within their course group, provided that the Executive Deans' lists have not been finalised and the testamurs sorted into order for the presentations.

If graduands arrive after the closure of the registration desk and the finalisation of the Executive Deans' lists/testamurs, their names and awards will be added at the end of all other graduates and they will be presented at the end of the presentation of other graduates by the last Executive Dean presenting, immediately prior to presenting the *in absentia* candidates. In this situation it is irrelevant whether the graduate has completed a course in the Faculty of the presenting Executive Dean.

If students present at the registration desk, claiming to be eligible to graduate at the ceremony, but their names are not on any list and it is not clear that they are eligible to graduate, they will be permitted to cross the stage on the

condition that they sign a document clarifying their status and acknowledges that their being permitted to participate in the ceremony does not constitute approval of their eligibility to graduate.

In this document, reference is made to the Chancellor, Vice-Chancellor, Deputy Vice-Chancellor, Associate Vice-Chancellor/Campus Dean, Executive Deans and Academic Registrar, although at particular ceremonies their roles may be performed by others.

2 Definitions

***Academic Procession*:** The Academic Procession is made up of members of the University staff, who dress in academic regalia.

***Award*:** A degree, diploma or certificate, or other qualification, that is approved by the Academic Board of the University, and is awarded upon completion of the relevant course requirements.

Graduation Ceremony: Represents a meeting of Senate that is convened for the express purpose of conferring awards on those students who have qualified for an award from the University. The occasion is formal, and is normally presided over by the Chancellor, the Pro-Chancellor or the Vice-Chancellor.

Mace Bearer: The Academic Registrar or nominee. The Mace Bearer leads the Presiding Officer, the Presenting Officer and the official guest, at the end of the Academic Procession, carrying the University Mace. The Mace is placed on a low table at the front of the stage. At the conclusion of the ceremony, the Mace Bearer leads the Presiding Officer off the stage, followed by the remainder of the Official Party and the Academic Procession.

***Presenting Officer*:** A senior officer of the University (usually performed by the Vice-Chancellor if the Chancellor or Pro-Chancellor is presiding, or by the Pro-Vice-Chancellor if the Vice-Chancellor is presiding). The Presenting Officer will present the PhD and other doctoral awards, present the recipient of an Honorary Doctorate award and introduce the Guest Speaker, as appropriate for any particular ceremony.

***Presiding Officer*:** The Chancellor, the Pro-Chancellor or the Vice-Chancellor. The Presiding Officer presides over the ceremony and presents graduates with their awards. The Presiding Officer will also confer any special awards, including the Honorary Doctorate, that are presented at the ceremony. The Presiding Officer is the official ceremony host.

***Special Award*:** Awards such as the Excellence in Teaching Award, Outstanding Community Engagement Award, and Excellence in Research Supervision Award, which are presented after the graduates' awards.

***Stage Directions*:** The terms STAGE LEFT and STAGE RIGHT mean left and right from the point of view of the Presiding Officer seated in centre of the stage, facing the audience.

***Testamur Officer*:** The officer who hands the testamurs to the Presiding Officer. The Testamur Officer also hands the Medals and Special Awards to the Presiding Officer as required at the appropriate times in the ceremony. The Testamur Officer normally conducts the graduand briefing and the preliminary announcement.

Register of Graduates: The official record of all graduates at a ceremony. Since the program may not include late additions (or deletions), the authoritative list of graduates will be compiled from the Deans' lists following each ceremony and provided to the Secretary to Senate.

Definition of graduation options offered by ACU

- ***Graduation in attendance at a graduation ceremony:*** A student who has been approved for course completion may attend one of the University's graduation ceremonies for their Faculty to be presented with their conferred award.

- ***Graduation in absentia:*** A student who has been approved for course completion may elect not to attend the graduation ceremony at which their award is being conferred (ie graduate *in absentia*).

  Graduands who do not advise the University of their wish to attend or defer their graduation ceremony will be graduated *in absentia* at the graduation ceremony for their Faculty, campus and year group.

- ***Deferment:*** A student who has been approved for course completion by Academic Board may elect to defer their attendance at a graduation ceremony for up to 12 months.

- ***Attendance at a later ceremony:*** A graduate whose award was conferred *in absentia* may apply to attend a graduation ceremony, to be presented on stage as a recent graduate, no more than one year after the award was conferred.

  The presentation of recent graduates at graduation ceremonies is the same as for all other graduates, except that they will be presented with a congratulatory certificate, instead of their testamur, which they have already received. In the program, the names of recent graduates will include, in brackets, the date on which their award was conferred.

  The conditions of attendance at the graduation ceremony for recent graduates will be the same as for graduating students (eg payment of charges, wearing of academic dress, formal registration, etc).

Definition of awards to be presented at graduation ceremonies

Only courses that lead to an award approved by Academic Board in accordance with the University's *Policy and Procedures for Course Approval, Amendment and Review – Higher Education Awards* will be presented at graduation ceremonies.

Non-award courses approved by Academic Board in accordance with the University's procedure on non-award course approval will not be presented at graduation ceremonies.

Therefore the following awards (only) will be presented at a graduation ceremony:

- Doctorate
- Master (Research)
- Master
- Postgraduate Diploma
- Graduate Diploma
- Postgraduate Certificate
- Graduate Certificate[1]
- Bachelor (Honours)
- Bachelor
- Associate Degree
- Diplomas (other than UniAccess Diplomas)

1

3 Protocol/Procedural Functions Carried out Prior to the Graduation Ceremony

3.1 Scripts, briefs and Deans' lists

[See Section 12 – Scripts and Briefings for the Graduation Ceremonies]

The Graduation Office manages the following:

1. Production of all general briefs and scripts in consultation with the Vice-Chancellor's Office. The Communications Team, Marketing and External Relations will provide a copy of the citation/introduction for the Honorary Doctorate recipient and/or person delivering the Occasional Address, to be included in the Presenting Officer's script.
2. Production of a general brief (including Academic Procession and seating diagram) and provision of this brief to all senior officers of the University with roles in graduation ceremonies and to Honorary Doctorate recipients, no later than one week prior to the ceremony.
3. Production and provision of the lists of names of graduands eligible to attend each ceremony to the relevant Executive Dean/s no later than one week prior to the ceremony. Initially, this list is developed from those students who register to attend the relevant ceremony. The Executive Deans will be provided with an edited list, compiled following closure of registration on the day of the ceremony.

3.2 Guests of the Company and members of the Senate

The following procedural arrangements will occur in relation to guests of the Company and members of the Senate.

1. A standard invitation, will be prepared the Graduation Office and issued by the the Office of the Vice-Chancellor, to members of the Company and Senate.
2. The Office of the Vice-Chancellor will coordinate the collation of responses from guests of the Company and Senate,
3. The Graduation Office will organise any ACU academic dress requirements for these guests.

3.3 VIP guests who may/may not be part of the Academic Procession

VIP guests (eg Vice-Regal, high-ranking members of the Church) will have special arrangements made for them according to individual circumstances. Such guests may or may not be included in the Academic Procession and the Vice-Chancellor's Office will liaise with the Graduation Office to provide reserved seating tickets and other arrangements as required.

Honorary Doctorate recipients and their guests

[See Section 8 - Honorary Awards]

1. The Vice-Chancellor's Office will provide the Graduation Office with contact details for the Honorary Doctorate recipients and any other pertinent information.
2. The Graduation Office will correspond with the recipient regarding requirements for academic regalia and guest tickets.
3. No later than one week prior to the relevant ceremony, the Graduation Office will request a copy of the recipient's speech and provide it to the offices of the Vice-Chancellor and the relevant Associate Vice-Chancellor or Campus Dean.

3.5 Invited guests

The following procedural arrangements will occur in relation to invited guests:

1. A standard template invitation (with provision for campus specific details) and timeline will be provided to each Associate Vice-Chancellor's/Campus Dean's Office by the Graduation Office.
2. The Vice-Chancellor and/or other senior University officers may recommend that appropriate dignitaries be invited to attend a particular graduation ceremony, and such recommendations should, in the first instance, be submitted to the Associate Vice-Chancellor's/Campus Dean's Office.
3. The Associate Vice-Chancellor's/Campus Dean's Office manages the process of compiling a list of 'invited' guests, sending the invitations, compiling responses, providing the Graduation Office with a list of

acceptances and posting tickets (provided by the Graduation Office) and an information letter to invited guests.

4. Lists of invited guests must be sent to the Office of the Vice-Chancellor for approval prior to the release of invitations.

[See Appendix 1 – Graduation Organisational Responsibilities]

3.6 Invitations to staff to participate in the Academic Procession and/or provide assistance at the graduation ceremony

The Associate Vice-Chancellor/Campus Dean requests staff to play a part in graduation ceremonies/s by either participating in the Academic Procession and/or providing administrative and practical assistance to Graduations staff on the day of the ceremony.

- The Graduation Office provides the Associate Vice-Chancellor's/Campus Dean's office with a template invitation to staff.
- The invitation is promulgated to staff via an email under the Associate Vice-Chancellor's/Campus Dean's name. Staff are provided with a link to an online response form which is situated on the Graduations website.
- Staff complete the form online and the Graduation Office maintains a database of responses.
- The Graduation Office creates a roster which includes work times and roles and responsibilities for all staff assisting at the relevant ceremony. The Graduation Office also conducts a briefing session for such staff, usually the day prior to the relevant ceremony/ies.
- Staff participating in the Academic Procession are provided with a general brief, which includes an Academic Procession and stage seating plan, approximately one week prior to the relevant ceremony.

3.7 Graduation catering and functions

1. Where the Vice-Chancellor hosts a lunch/dinner or function prior to or following a graduation ceremony, the Events team, Marketing and Exernal Relations (under the direction of the Vice-Chancellor's Office) will determine and manage the guest list. Such functions will be organised either by the Events team and all costs will be met by the Vice-Chancellor.
2. The Graduation Office will arrange the catering for the Official Party refreshments served at the ceremony venue, in liaison with the Vice-Chancellor's Office. Marketing and External Relations will meet associated costs that are consistent with the attached cost schedule.
3. The Graduation Office will also arrange the catering for other members of the Academic Procession, graduates and their guests and, where required, members of a choir performing at a ceremony. Marketing and External Relations will meet associated costs that are consistent with the attached cost schedule.

[See Appendix 2 – Schedule of Items, Rates and Costs met by University Relations]

4 At the Ceremony

4.1 Set-up of the stage

At the ceremony, the Graduation Coordinator, Graduation or other designated person must ensure that the stage is set up in the following arrangement:

- Two lecterns with microphones supplied –
  - Stage Left for the Presenting Officer and the Deans.
  - Stage Right – for the Briefing of the Graduates, the Preliminary Announcement, the Academic Registrar, the Guest Speaker, the Graduate Vote of Thanks, the Reading and the Blessing.
- Stage Left and Stage Right scripts are placed on relevant lecterns.
- The University emblem banners are attached to the lecterns.
- The Australian, Aboriginal and Torres Strait Islander flags are to be displayed at every ceremony. Where possible they should hang behind the Academic seating on stage.
- When all flags are flown at the same height, the Australian National Flag should be on the far left. The Aboriginal and Torres Strait Islander flags can be flown in the middle and right (any order).

- The appropriate number of chairs are placed (according to seating pattern) on stage, with at least two spare chairs in the back row.
- A small table is placed at the front of the stage between the centre line and the stage right lectern for the Mace. The wooden block which supports the handle of the Mace (about ¾ of the way along) is placed on this table. The head of the Mace (with the ACU symbol on it) should face towards the audience. The book stand for the Processional Bible should also be included on this table.
- Three small tables with a jug of water and 3 glasses on each are placed on the stage for the various speakers: one beside each lectern on the outer side, and the third next to the visiting speaker/special guest's chair.
- The testamur table is placed behind the Presiding Officer's chair, and sufficient gap is left for the Testamur Officer (seated in the second row) to move easily between the table and Presiding Officer's seat for the purpose of handing the testamurs to that officer.
- A program is placed on every seat on the stage.
- A floral arrangement(s) is/are placed on stage left, but must not obscure the audience's view of the lectern.
- All the front row seats are labelled with name tags for the senior officers, and VIP guests. The Campus Ministry facilitator, Bible Bearer and Testamur Officer seats should also be labelled.

Audio Visual

- A radio microphone is fitted on the Presiding Officer 30 minutes prior to the ceremony by the audio visual staff of the venue.
- A light and sound check is performed prior to the doors being opened to the public; this is performed by the audio visual staff of the venue in conjunction with the photographer so that all hand-shake photographs will be well lit, and that all microphones and lighting are appropriate for the ceremony.

4.2 Seating of the graduands

Where the venue has one central aisle, the graduands are to be seated on the stage left (facing the audience) part of the hall. Where the venue has two central aisles, the graduands are to be seated in the stage left section of the hall. Where a venue has no centre aisle/s, the graduands are to be seated across the front rows.

Candidates are arranged by Faculty, and alphabetically within each course group, as printed in the program.

Graduands must have registered that they are present by the time set down in the instructions for graduands. Graduands should be advised to enter the Hall one hour prior to the commencement time of the ceremony.

Graduands with a disability, and/or who may require seating other than in the regular seats supplied by the venue, will be accommodated, and their needs addressed on a case by case basis.
[See Section 7 – Procedures for Graduands with Disabilities]

4.3 Briefing of the graduands

Once all the graduands are seated, the Testamur Officer conducts a briefing to show where the graduands must walk and how to salute the Presiding Officer etc. Whilst this is happening, the ushers will be conducting a final check that all graduands are in their correct seats.

4.4 Audience

Members of the audience are permitted to enter the hall at least one hour before commencement of the ceremony. Ushers will guide guests and ensure that the graduate and reserved seating is used only for its assigned purpose.

In the case of any guests who are aged, disabled or infirm, they and their family will be permitted to enter the Hall prior to that time if they cannot be seated comfortably in the foyer or would have difficulty entering with the main body of guests.

4.5 Executive Deans' lists and testamurs

Any graduands who do not attend/register on the day will have their names removed from the original Executive Dean's list.

Three lists are printed:

- The Executive Dean's list - placed on the stage left lectern. (If more than one Executive Dean is presenting candidates, this must be done for each Executive Dean).
- Ushers' list - used as a final check as graduates are lined to cross the stage.
- Photographer's list - so that handshake photographs can be linked to the correct graduate.

The testamurs are checked against the actual Executive Dean's list and placed on the stage (5 – 10 minutes prior to the ceremony commencement time).

Graduands arriving after the Executive Deans' lists have been printed and the testamurs sorted, will be added to the end of the list of all graduates for that ceremony, even though this may mean that they are separate from other graduands in the relevant course. Such graduates will be presented at the end of the presentation of other graduates by the last Executive Dean presenting, immediately prior to presenting the *in absentia* candidates.

If it is necessary to advise the Executive Dean of a late graduate when they are already on the stage presenting, a Graduations Officer will hand him/her written advice (proforma for this purpose) from stage left side at an unobtrusive moment during the ceremony (normally as they approach the end of the list of their Faculty's graduates).

In the event that a graduate does not have a testamur on the stage (for whatever reason), a substitute testamur (in a folder so that the audience will not know that it is different) will be presented to the graduate. The substitute document will instruct the graduate to report to the registration desk at the conclusion of the ceremony.

4.6 Academic Procession and stage seating

The Academic Procession forms up in the vestibule, ante-room or hallway outside the Hall approximately 15 to 20 minutes prior to commencement time.

The Academic Procession is made up of staff of the University, members of Senate, Chapter, the Company, and invited senior members of the Church. When senior academics from other universities or former senior academic staff of ACU accept an invitation to attend, they may be invited to join the Academic Procession; in such event they must notify the Graduation Office at least five working days in advance of the ceremony whether they intend to join the Academic Procession and, if they do so, they will wear full academic dress.

The Graduation Office is responsible for organising the provision of information to academic staff involved in the Academic Procession, in the lead up to, and on the day of, the ceremony.
The Academic Procession will be organised in such a way that entry onto the stage and seating is a smooth process and that seats are filled from the second front row, towards the rear of the seating.

The Graduation Office will liaise with the Vice-Chancellor's Office and the relevant Associate Vice-Chancellor/Campus Dean regarding the stage seating arrangements.

The Chancellor, Vice-Chancellor, Pro-Vice-Chancellor, Associate Vice-Chancellor, Campus Dean, Deans, Guest Speaker, Honorary Doctorate recipient, Academic Registrar and other dignitaries/presenters (eg senior member/s of the Church, senior officers from other universities such as invited Vice-Chancellors, Deputy Vice-Chancellors etc) will be seated in named seats in the front row.

The order of the balance of Academic Procession is not structured and names are not placed on seats.

The second row will normally include members of Senate, Members of Chapter and the Company and other senior personnel. Remaining places will normally be occupied by Heads of School followed by other staff (together with any other persons who have an official role, eg the Campus Ministry facilitator and the Testamur Officer. Remaining rows will be occupied by other staff in approximately hierarchical order (front to rear).

The order for the Academic Procession is as follows:

- Members of staff of the University enter in pairs.
- Senior Officers and members of the official party enter the Hall last.

- The Mace Bearer walks in front of the Guest Speaker/Honorary Doctorate recipient, the Presenting Officer and the Presiding Officer (who enter the stage last).
- Staff who are to receive a Special Award must be placed in the Academic Procession so that they will be seated at the end of the second row, at stage left (ie they will be on the right side of the procession as it walks in).

Testamur Officer
The Testamur Officer:

- wears a black gown (and mortarboard if processing);
- remains standing when reaching their chair on the stage until the conclusion of the National Anthem;
- stands (without mortarboard) to present the testamurs to the Presiding Officer for handing to the graduate;
- presents medals to the Presiding Officer with the testamur, and with the medal box closed and not in the cardboard sleeve;
- sits (without mortarboard) at all other times while on stage.

4.7 Movement of graduates across the stage

If there are centre steps (preferred option):
The graduands are seated on the stage left side of the Hall (as viewed from the stage) alphabetically within each block of awards.

When the Presiding Officer has admitted the graduands to their awards, the first row of graduates is gestured to stand and form a quiet, orderly queue preparatory to being presented with their awards.

The ushers ensure that each graduate is in correct order by asking for name, and checking it against the Dean's list duplicate before the graduate goes on stage. It is important to ensure that the first few graduates are ready immediately, to avoid any delay in the proceedings.

The first graduate is sent forward to stand at the top of the stairs, stage left. The second and subsequent graduates wait a little way back and move up as the graduate in front of them is called across the stage. (The exact movements, and manner in which the graduates queue to cross the stage, vary according to venue).

The Presenting Officer (for PhD and professional doctorate awards) or Executive Dean (Faculty awards) announces the first block of awards and the first graduate's name. The graduate walks across the stage, in front of stage left lectern, towards the centre line, to face the Presiding Officer at a distance of one metre. The Presiding Officer and the graduate exchange salutes. The Testamur Officer gives the testamur to the Presiding Officer's left hand. The Presiding Officer gives the testamur to the left hand of graduate and shakes the graduate's right hand. The hand-shake photograph is taken at this point.

The graduate turns and goes down centre steps and resumes their seat.

When the first graduate has reached the Presiding Officer the usher will send the next graduate to the marked spot on stage.

The Presenting Officer or Executive Dean announces the next graduate (name only) when the first graduate has turned and moved away from the Presiding Officer. The name of the last graduate in a group is preceded by 'and', signalling that another group is to be presented.

In the case of graduates who are to be awarded dual degrees eg Bachelor of Arts/Bachelor of Teaching, they should appear on stage only once and be presented with their respective testamurs.

If there are no centre steps:
The procedure is the same as the foregoing except that graduates leave stage by stage right steps and then walk across the floor of the auditorium to return to their seats (or proceed up the side aisle and across the back of the Hall if that has been decided to be more convenient).

4.8 Area for staff to secure belongings at the ceremony

Where possible the Graduation Office will facilitate an area for processing staff to secure belongings at the venue. Usually this is achieved by instructing the venue operators to lock down the VIP and Academic Gowning Room as the last processional participant leaves the rooms and to unlock these areas as the Academic Procession recesses from the Graduation Hall.

5 Standard Graduation Ceremony

1. It is essential that the ceremony commence on time.
2. A preliminary announcement is made in the Hall (stage right lectern). This is usually done by the Testamur Officer, who remains on stage, at the side. (The announcement should include requests that all mobile phones are switched off and that members of the audience remain in the Hall for the duration of the ceremony). As the Academic Procession makes its way onto the stage, the Testamur Officer goes to their seat, behind the Presiding Officer, and next to the Testamur Table.
3. Processional music commences (organ if available, or suitable instrumental or recorded music) and the Academic Procession moves forward.
4. Audience members stand as the Academic Procession enters from the vestibule, ante-room or hallway outside the Hall and proceeds onto the stage.
5. The Academic Procession makes its way onto the stage, and all stand in front of their designated seats.
6. The Mace Bearer salutes the Presiding Officer, by raising the Mace in a vertical salute, then places the Mace on its stand on the table at front of the stage. The Mace Bearer then stands in front of their chair.
7. There is an Acknowledgement of Traditional Owners, followed by the National Anthem. All mortar boards and bonnets are removed, All remain standing until end of National Anthem.
8. The Presiding Officer sits and then all sit.
9. The Associate-Vice-Chancellor/Campus Dean welcomes guests (stage right microphone).
10. The Campus Ministry facilitator introduces the scripture reading and response and delivers the prayer (stage right microphone).
11. A graduate presents a Reading from Scripture (stage right lectern**).**
12. Response to Reading – depends on ceremony and venue.
13. The Presenting Officer presents the candidate for any Honorary Award, or to introduce the Guest Speaker if no Honorary Doctorate is being presented (centre stage lapel microphone).
14. The Presenting Officer reads the citation for the Honorary Doctorate candidate, or introduces the Guest Speaker if there is no Honorary Doctorate presentation (stage left microphone).
15. In the case of an Honorary Doctorate, the Presiding Officer formally confers the award (centre stage, lapel microphone). At the end of the reading of the citation, the Presiding Officer and Honorary Doctorate recipient stand and shake hands. The Presiding Officer hands the Honorary Doctorate recipient the award and the citation (in special presentation folder).
16. The Presiding Officer (centre stage, lapel microphone) asks the Honorary Doctorate, or Guest Speaker, to present the Occasional Address.
17. If there is an Honorary Doctorate recipient, but they are not delivering the Occasional Address, then the Presiding Officer will ask the Presenting Officer to introduce the Guest Speaker.
18. The Guest Speaker delivers the Occasional Address (stage right microphone).
19. The Presiding Officer (centre stage, lapel microphone) thanks the Guest Speaker.The Academic Registrar calls on candidates to stand and declares to the Presiding Officer that they are qualified to receive their awards (stage right microphone).
20. The Presiding Officer admits the candidates *en masse* (centre stage, lapel microphone).
21. The Academic Registrar advises all graduates to be seated.
22. The Presenting Officer presents the candidates for the Doctor of Philosophy, professional doctorate awards and University awards (if attending) and then sits (stage left microphone).
23. The Executive Dean of the relevant Faculty presents the Faculty candidates and then sits (stage left microphone).
24. If there are graduates from more than one Faculty graduating at the ceremony, the next Executive Dean presents their candidates (stage left microphone).

25. At the conclusion of presenting their candidates, the final presenting Executive Dean also presents any candidates (irrespective of course/Faculty) who have arrived after closure of registration.
26. The final Executive Dean then asks the Presiding Officer to confer the awards on those candidates who are not present (*in absentia*) and sits.
27. The Presiding Officer confers the awards on the *in absentia* candidates (lapel microphone centre stage).
28. If there are Special Awards, the Presiding Officer asks the Presenting Officer to present them (centre stage lapel microphone).
29. The Presenting Officer presents the Special Awards (stage left lectern).
30. The Presiding Officer (centre stage, lapel microphone) thanks the addresses graduates introduces the graduate delivering the Vote of Thanks (stage right or left microphone depending on the ceremony).
31. A new graduate delivers the Graduate Vote of Thanks (stage right microphone).
32. A local Bishop, priest or other selected person delivers the Final Blessing (stage right lectern).
33. The Academic Registrar closes the ceremony (stage right microphone).
34. Processional music commences. All stand.
35. The Academic Registrar collects the Mace, salutes the Presiding Officer and leads the Academic Procession off the stage.
36. New graduates follow the Academic Procession as it leaves the Hall.
37. Organ, or other music, plays until all graduates and guests have left the Hall.

6 Variations and Additional Items in Ceremonies

6.1 Medals

There are two categories of Medals awarded to graduates of the University:

1. University Medal

a. Recommendations for the award of the University Medal are made by the respective Faculty Board and considered by the University Medals Committee which makes a recommendation to the Academic Board. [2]
b. Academic Board considers each recommendation and, if approved, advises the Senate of the names of the recipients of the award.[3]
c. The Secretary of Academic Board will inform the Graduations Office of the names of the University Medal recipients immediately following the Academic Board meeting.
d. The names and award of the University Medal recipient/s are printed in the University Awards section of the graduation programs underneath the professional doctorate candidates.
e. The University Medal is presented after the presentation of any PhD or professional doctorate candidates and prior to the presentation of the other graduates. Where a University Medal is to be presented the following is included in the Presenting Officer's script:

The University has instituted the award of the University Medal, for the best performing students who have qualified for a Bachelor's degree with first class honours and have shown outstanding merit in their work for the degree.

Chancellor, I present to you, for the award of the University Medal……

2. Faculty Medal

a. The award of Faculty Medal (Pass and Honours) is decided at the meeting of the relevant Faculty Board prior to the main round of graduation ceremonies.[4]
b. Each Faculty Office will inform the Graduations Office of the names of the Faculty's Medal recipients for inclusion in the ceremony program, immediately following the Faculty Board meeting.
c. The recipient's name appears in the appropriate place for their award in the ceremony program with the text "recipient of the Faculty of …….. Pass Honours Medal, beside their name.
d. Faculty Medals are presented by the relevant Executive Dean. The recipient is presented with his/her award in normal course and alphabetical order. The Executive Dean reads his/her name and adds "who is also the recipient of the Faculty Pass Medal"

The stock of blank medals and the engraving of medals are managed by the Graduation Office.

When the medal recipients have been advised, the Secretary, Academic board will advise the Graduations Office who will then organise engraving of the medals.

On the day of the graduation ceremony, it is the responsibility of the Graduations Officer and the Testamur Officer to ensure that relevant medal/s are on the testamur table and that both the degree and the medal are handed to the Presiding Office at the correct time in the ceremony.

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[2] Rules for the Award of University Medals.
[3] Rules for the Award of University Medals.
[4] Rules for the Award of Faculty Medals.

6.2 Special Awards

[See Appendix 5 for examples of how special awards are integrated into the ceremony and Presenting Officer Scripts.]

Excellence in Teaching Awards
Excellence in Teaching Awards are awarded every year in the prescribed format. The awards are announced towards the end of each academic year and the recipients receive their award during the next round of graduation ceremonies.

The Graduation Office will correspond with the recipients and advise them of the arrangements for the ceremony. Recipients form part of the academic procession and wear full academic dress.

Outstanding Community Engagement Awards
Outstanding Community Engagement Awards are awarded every year in the prescribed format. The awards are announced towards the end of each academic year and the recipients receive their award during the next round of graduation ceremonies.

The Graduation Office will correspond with the recipients and advise them of the arrangements for the ceremony. Recipients form part of the academic procession and wear full academic dress if relevant.

Excellence in Research Supervision Awards
Excellence in Research Supervision Awards are awarded every year in the prescribed format. The awards are announced towards the end of each academic year and the recipients receive their award during the next round of graduation ceremonies.

The Graduation Office will correspond with the recipients and advise them of the arrangements for the ceremony. Recipients form part of the procession and wear full academic dress.

Vice-Chancellor's Award for Exceptional Performance and Determination
The Vice-Chancellor's Award for Exceptional Performance and Determination is awarded on an intermittent basis according to particular circumstances. If there is to be an award, it will be announced and the recipient/s receive the award during the next round of graduation ceremonies.

The Graduation Office will correspond with the recipients and advise them of the arrangements for the ceremony. Due to the nature of the award, there may be circumstances where the person who will receive the award at the ceremony is not the person to whom the award has been made.

Scholarships and Awards (Melbourne Spring only)
Providing numbers are not significantly increased, all prizes, scholarships and awards will be presented after the conferral of awards at the Melbourne Spring graduation. Graduations will work in conjuction with Partnerships and Development and the Events team to coordinate the section of the ceremony as well as recipient and donor information.

Procedure for Presentation of Special Awards to staff participating in the Academic Procession
Staff who are to receive one of the above Awards are placed in the Academic Procession so that they will be seated at the end of the second row, at stage left (ie they will be on the right side of the procession as it walks in).

The Presiding Officer asks the Presenting Officer to present the candidate/s when all the other awards have been made. The Presiding Officer stands and the recipient steps to the front of the stage to walk in the same path as the graduating students.

The recipient stands, stage left, at the spot marked on the floor for graduates. The Presenting Officer reads from his/her script, stage left, and at the conclusion of the presentation the recipient moves forward, salutes and the Presiding Officer presents the award.

The recipient then returns to his/her seat on the stage (usually by retracing their steps). If there is more than one recipient, the same procedure is followed for each.

6.3 Procedures for presentation of an award posthumously

If a graduand dies before the ceremony at which they would normally have been presented with their award and the University is notified within a reasonable time, then the award can be presented to a member of their family or other appropriate person.

Note: Not all families wish to attend the graduation ceremony and receive their family member's award. If they do not attend, then this is not a protocol issue; the award will be sent to the family, on request, as for *in absentia* awards. In such cases the Graduation Office would normally liaise with the Deputy Vice-Chancellor (Students, Learning and Teaching) to provide a letter of condolence which is included with the testamur.

If there is a posthumous award, the relevant Executive Dean will present it to a member of the family, or other appropriate person, at the end of the other awards for that Faculty.

- At the conclusion of the Faculty's awards, the Executive Dean will pause before announcing the posthumous presentation.
- An usher will signal the family member of the posthumous graduate, and place them at the top of the stairs, stage left, ready to cross the stage and receive the award.
- The Head of School will move to the top of the stairs, stage left, to usher the family member towards the Presiding Officer.
- The Executive Dean will read a few words, including a brief introduction to the fact that this is a posthumous award. [**See example below]
- The Head of School will wait at the side until the award has been presented and then resume their seat.
- The family member will leave the stage by either the centre stairs or the right hand stairs if there are no centre stairs.

**IN 200- THE SCHOOL OF ---------- WAS PLEASED TO WELCOME ---NAME--- AS A STUDENT IN THE --COURSE NAME---.

----ADD HERE A FEW SENTENCES ABOUT THE GRADUATE---

CHANCELLOR, (SALUTE) ---GRADUATES FULL NAME--- COMPLETED ALL ASPECTS OF THE DEGREE OF --------- BUT PASSED AWAY BEFORE THIS CONFERRAL CEREMONY. WOULD YOU PLEASE PRESENT HER/HIS AWARD TO HER/HIS ----EG MOTHER, NAME---.

Responsibility of the Graduation Office

- Liaison between the family of the deceased graduand, the Head of School and/or designated person regarding arrangements for either the presentation of the award at a ceremony, or postage of the testamur.

If a family member chooses to attend a graduation ceremony:

- Briefing the family prior to the ceremony.
- Briefing the Presiding Officer, the Presenting Officer and the relevant Executive Dean and Head of School that there is a posthumous award, and the exact nature of any variations to the standard procedure.
- Corresponding with the family and supplying as many tickets as required for reserved seating.

Responsibility of the Head of School and/or Course Co-ordinator

- Liaison with the Graduation Office regarding the wording in the Dean's script.
- Liaison with the Graduation Office to ensure he/she is seated at the end of the row on stage left so that he/she may escort the family member up the stairs and onto the stage to receive his/her family member's award.

6.4 Conferral of award where course requirements are not fully satisfied

In rare and exceptional circumstances, approval may be given for the award of a degree to a student who has not completed all course requirements.

[See Appendix 5 – Conferral of an Award Where Course Requirements not Satisfied]

6.5 Photography of dignitaries and special award recipients

An official photography session is to be conducted on the day of the ceremony.

The purpose of the session is to take the photographs of the Honorary Award recipient with the Chancellor/Pro-Chancellor/Vice-Chancellor/other senior officers as well as any doctoral graduates, medallists and others, as advised by the Graduation Office and as required by Marketing and External Relations.

The official photography session is to be conducted in the first 15 minutes following the ceremony, at the ceremony venue, in the main refreshments area (unless an alternative location has been determined and communicated in advance to all relevant parties).

<u>Responsibility of the Graduation Office</u>

- Managing the arrangements for identifying the participants in the official photography session leading up to the ceremony day.
- Including advice that photographs will be taken following the ceremony in correspondence to the Honorary Award recipient and/or guest speaker.
- Issuing a letter to doctoral graduates, medallists and Special Award recipients inviting them to contact the Graduation Office so that arrangements may be put in place for their attendance on the day and a photograph of them with the Presiding Officer. When they contact the Graduation Office, they will be advised of the actions they will need to follow in order to be photographed. This advice will stipulate that the photo opportunity is only available for a limited time and the members of the Official Party must attend to other duties after that time.
- Preparing a list of Occasional Speakers/Honorary Award recipients, doctoral graduates, Special Award recipients etc who have indicated to the Graduation Office that they wish to participate in the photography session. This list is to include the email address of the photography session participants and will be provided to the Marketing and External Relations Photographer a least one week before the ceremony.

<u>Responsibility of Communications Team, Marketing and External Relations</u>

- Managing the taking of the official photographs on the ceremony day and the issuing of the photographs.
- Issuing photograph/s to requesting recipients, usually via email with the photograph as an attachment, within one week of the ceremony.

<u>Marketing and External Relations Photographer (under direction from Communications Team)</u>

- Introducing him/herself to the members of the Official Party prior to the commencement of the ceremony (usually by visiting the VIP room 20 minutes before the ceremony start time).
- Conducting the official photography session, in the main refreshments area (unless previously notified otherwise), in the first 15 minutes following the ceremony's conclusion.
- The Marketing and External Relations Photographer is not to photograph other graduates and/or their guests as such photography is the subject of a contract with external providers.
- Providing the Vice-Chancellor's Office with a photograph of the Honorary Doctorate recipient for courteous inclusion in the Vice-Chancellor's letter of thanks.

7 Procedures for Graduands with Disabilities

The protocols below have been based on negotiated solutions to particular issues that have arisen in the past. At all times due consideration must be given to the individual needs of the graduand and the best method of meeting those needs within the context of the graduation ceremony.

The University has a responsibility to ensure that graduands with a disability participate in the ceremony, as far as is practicable, in the same manner as the rest of the graduands. Graduands with a disability should be able to participate in the ceremony with dignity. Early notification to the Graduation Office by the student is essential for appropriate arrangements to be made. Notification will normally be provided via the Graduation Registration form.

It is expected that the Disability Advisers/Co-ordinator will be involved in the arrangements in order to ensure that appropriate accommodations can be made. Early notification (at least one week prior to the ceremony) should be provided to the Presiding Officer, the Presenting Officer and Dean, who must also be briefed prior to the ceremony so that they are prepared for any alterations to the usual flow of events.

7.1 Graduands who have a hearing impairment or are deaf

Provision can be made, on request, for a Sign Language Interpreter at graduation ceremonies.

<u>Responsibility of the Graduation Office</u>

- Arranging for an appointment with the Disability Adviser, prior to the ceremony, to consult about appropriate accommodations for the graduand.
- Checking the location of hearing augmentation systems (if available) and including advice on the rows covered by these, and where necessary assigning graduands and/or their guests to hearing impairments seating in such areas.
- Briefing the Sign Language Interpreter prior to the ceremony.
- Placing the Sign Language Interpreter on the stage in as unobtrusive a position as possible on the same side as, and in good view of, the hearing impaired person. The Graduation Office must ensure that the position is suitably lit. (It is important the attention of the audience is not distracted from the University Officers or the Guest Speaker whilst they are speaking.)
- Briefing the Presiding Officer, the Presenting Officer and the relevant Dean that there is a graduand who is deaf/has a hearing impairment. If necessary the Sign Language Interpreter will approach the Presiding Officer with the graduate as they receive the award, in order to translate the words said to the graduate.
- Providing the Graduation Program to the Sign Language Interpreter 1 – 2 days prior to the ceremony. It is not possible to give them any of the speeches, but a copy of the Order of Proceedings will keep them informed of the progress of the ceremony.
- Paying for the Sign Language Interpreter, making sure to use the disability tracking code (as advised by Finance) on the authorisation for payment.

<u>Responsibility of the Disability Advisor/Co-ordinator</u>

- Maintaining a list of appropriate Sign-Language Interpreters who can be employed at graduation ceremonies.
- Attending a meeting with the graduand and the Graduations Office so that the best possible outcome can be assured.

What IS signed:

- All the speeches from the various University officers on the stage.
- The speech of the Guest Speaker.
- Only the names of the graduates in the same award, whose names commence with the same letter as the graduate concerned – so that they can tell where they are up to.

What IS NOT signed:

- ALL graduate's names (see above).

- The Prayer or the Blessing (they are both printed in the program).
- The singing of the hymn or psalm.

7.2 Graduands with mobility impairments

Graduands with mobility impairments may include those graduands who are temporarily or permanently in a wheelchair, those graduands who may have difficulties walking due to walking sticks, crutches, broken lower limbs etc.

Graduands in Wheelchairs
In most venues there are suitable accommodations to enable graduates in wheelchairs to be on the stage and cross to the Presiding Officer.

At other venues the Presiding Officer will descend the stairs and present the award to the graduate in their seat.

In this situation, the Graduation Office will ensure that the graduate is seated in the most convenient place for this to occur, and brief the Presiding Officer, the Dean and the graduate regarding the process.

Early notification by the graduand is required. Notification will normally be provided via the Graduation Registration form. A visit to the venue with the graduand and the Disability Advisor/Co-ordinator is recommended.

<u>Responsibility of the Graduation Office</u>

- Making an appointment with the Disability Adviser, prior to the ceremony, to consult about appropriate accommodations for the graduand. This may incorporate a visit to the venue if appropriate.
- Making appropriate arrangements with the venue and/or graduations staff regarding vehicle drop off and transfer arrangements as required.
- Briefing the graduand (and their assistant if appropriate) prior to the ceremony.
- Briefing the Presiding Officer, the Presenting Officer and the relevant Dean that there is a graduand with a mobility impairment, and the exact nature of any variations to the standard procedure.
- Instructing the graduand to arrive early for the ceremony so that a rehearsal of the exact process can occur. This is better done before the doors are opened to the general public.
- Ensuring that the seating arrangements in the body of the Hall will accommodate a graduate with a mobility impairment in a satisfactory manner.

<u>Responsibility of the Disability Adviser/Co-ordinator</u>

- Attending a meeting with the graduand and the Graduation Office so that the best possible outcome can be assured.

7.3 Graduands who have vision impairments or are blind

Graduands who are blind or have vision impairments may include those who require a white cane, an assistant to guide them, or a seeing-eye dog or those who have difficulty in dimly lit situations, as occurs back stage and in the body of the hall once the ceremony has commenced.

<u>Responsibility of the Graduation Office</u>

- Briefing of the graduand (and their assistant if appropriate) prior to the ceremony.
- Briefing the Presiding Officer, the Presenting Officer and the relevant Dean that there is a graduand with a visual impairment, and the exact nature of any variations to the standard procedure.
- Instructing the graduand to arrive early for the ceremony so that a rehearsal of the exact process can occur. This is better done before the doors are opened to the general public.
- Ensuring that the seating arrangements in the body of the Hall will accommodate the graduand who is blind/has a vision impairment.
- Informing the venue, if the graduand has a seeing-eye dog to ensure special arrangements can be made if required.

<u>Responsibility of the Disability Adviser/Co-ordinator</u>

- Attending a meeting with the graduand and the Graduation Office so that the best possible outcome can be assured.

8 Honorary Awards

The Senate of the University is the approving body for the conferral of Honorary Doctorates at ACU's graduation ceremonies.[5]

Once a recipient has agreed to accept the award, and the ceremony at which it will be conferred is determined, the production of the citation and the testamur can be commenced.

The Honorary Doctorates to be conferred at the year's graduation ceremonies are announced by the Vice-Chancellor to the University community in January/February each year. The announcement includes the names of the recipients and the ceremonies at which the Honorary Doctorates will be conferred.

The Honorary Doctorate recipient will receive a special testamur and a 2–3 page citation at the ceremony. Both these documents are individually produced by a calligrapher.

The testamur will include the recipient's name and the reason that the award has been conferred, the signatures of the Chancellor, the Vice-Chancellor and the Academic Registrar and the Academic Seal of the University.

The citation is a brief biographical and descriptive piece of writing that is read out at the ceremony. It is compiled, in consultation with the recipient, by an officer designated by the Vice-Chancellor or the Pro-Vice-Chancellor (Academic Affairs), and finally approved by the Vice-Chancellor prior to being sent to the calligrapher. The Presenting Officer will read the citation at the appropriate time in the graduation ceremony.

8.1 Overview of the process for the presentation of the citation

- The Communications team, Marketing and External Relations appoints a person, the Author, to research and/or interview the recipient in order to write the citation.
- The draft citation is sent to the recipient to check. If necessary, the text is edited, and returned to the Author of the citation.
- The citation is then sent to the Vice-Chancellor who will check and edit it. The Vice-Chancellor signs off on the final version of the citation.
- The wording for the testamur for each recipient will be sent to the Graduation Coordinator, Graduation by the Author.
- When the citation is finalised, it is sent to the Graduation Coordinator, Graduation, to arrange for the calligraphy of the citation and testamur.
- The Graduation Coordinator Graduation will arrange for the Chancellor, Vice-Chancellor and the Academic Registrar, to sign the testamur.
- The Graduation Coordinator Graduation will arrange for the testamur to be embossed.
- The citation and the testamur are taken to the ceremony so that they can be presented to the recipient as part of the formal ceremony.
- The Graduation Coordinator Graduation compiles the graduation program and the ceremonial scripts for the ceremony.

<u>Responsibility of the Citation Author</u>

- Researching and/or interviewing the recipient in order to write the citation.
- Writing and editing the citation as required.
- Confirming the full name and post-nominals with the recipient, including both civil and academic post-nominals, for inclusion in the Graduation Program.
- Provide completed citation and post-nominal details to the Vice-Chancellor's Office.
- Briefing the recipient on the appropriate emphasis and duration of the occasional address.

[5] Statute 6.2

Responsibility of the Graduation Office

- Liaising with the Vice-Chancellor's Office regarding appropriate timelines and requirements related to the Honorary Doctorate recipient.
- Managing the calligraphy of the testamur and the citation, and the signing and embossing of the testamur. It is critical that enough time is allowed for completion of each one, and that they are done one at a time.
- Inserting the text of the citation into the Presenting Officer's script for the relevant graduation ceremony.
- Corresponding with the Honorary Doctorate recipients to determine robing and guest ticket requirements and to provide information, support and assistance as required.
- Requesting a copy of the occasional address for the Vice-Chancellor's Office approximately one week prior to the ceremony.

8.2 The presentation of the testamur and citation

- The citation should be approximately 750 words in length.
- The calligraphy is undertaken by hand and the calligrapher requires around 4 – 5 days for each citation and testamur. Some time is spent on the design and layout of each citation. The testamur is written in three colours and the ink must dry and set before the next section is commenced.
- The citation also has coloured capitals at the beginning of each paragraph and special flourishes at the end of paragraphs etc.
- It is also helpful, and saves some time if there are several citations, if the testamurs can be done early in the process – say in late January or February. This can be negotiated with the Author and the Vice-Chancellor's Office.
- The testamurs require the full name of the recipient and the wording (from the minutes of Senate) as determined by Senate regarding the circumstances leading to the nomination of the award of Honorary Doctorate.
- Choice of appropriate paper and purchase are negotiated between the Graduation Office and the Vice-Chancellor's Office.
- Each testamur must be signed by the Chancellor, the Vice-Chancellor and the Academic Registrar. Due to the distant locations, enough time must be allowed for the testamur to be sent, signed and returned.
- Each testamur must be embossed with the University seal.
- The testamur (together with the citation) is presented in a special presentation folder, supplies of which are held by the Graduations Office.

8.3 Honorary Doctorate regalia

[See Section 13 Academic Regalia]

- In 2009, it was agreed that the University would make a gift of regalia to the Honorary Doctorate recipients. As such, the Graduation Office should pre-order a stock of Honorary Doctorate regalia in a variety of sizes from our regalia suppliers, Bredin and Sons. This regalia is stored by the Graduation Office.
- It is important that the height of the recipient, and their head circumference (a tape around the head just above the ears) is known, so that the correct size robe and bonnet can be taken to the venue.
- The Honorary Doctorate regalia will be placed in the Robing Room in advance of the recipient arriving at the venue. The recipient will be robed prior to joining the Academic Procession and a Graduation Officer will be available to assist with robing if required, though normally the senior University officer present will do this.
- Following the graduation ceremony the Honorary Doctorate recipient keeps his/her regalia.

8.4 Guests of Honorary Doctorate recipients

The Honorary Doctorate recipient may invite as many guests as they wish and their guests will be issued with reserved seating tickets. The Graduation Office will check if any of the recipients' guests are senior members of the clergy, members of Parliament or other VIPs, as it may be necessary to make additional arrangements.

8.5 Accompanying the Honorary Doctorate

The Presiding Officer will be instructed within their script to meet the Honorary Doctorate recipient on arrival. The Presiding Officer will then escort the recipient to the VIP robing room for light refreshments and gowning. A senior staff member, as nominated by the Office of the Vice-Chancellor, will accompany the Honorary Doctorate recipient post ceremony. They will escort the recipient back to the VIP robing room, following any photography or media commitments.

8.5 Attendance at subsequent ceremonies by an Honorary Doctorate recipient

Past recipients of ACU Honorary Doctorates are entitled to wear the University's honorary doctorate regalia at any ACU graduation ceremonies which they attend. In such cases, prior notification of the person's intention to participate in the ceremony must be provided to the Graduation Office at least ten working days prior to the ceremony.

8.6 Titles and postnominals for an Honorary Doctorate recipient.

Honorary Doctorate recipients are permitted to use the following post nominals: DUniv(HonorisCausa) ACU. This is only permitted once the award has been conferred. Recipients should be advised of this in a letter of thanks from the Office of the Vice-Chancellor following the graduation ceremony.

9 Graduate Vote of Thanks

For each ceremony, the Campus Minister will nominate and engage graduands who will present a Vote of Thanks at each of the ceremonies.

The Graduate Vote of Thanks is a brief presentation of thanks on the behalf of all the graduates, and is delivered by the selected graduate who is graduating at the relevant ceremony.

Following the presentation of his/her award the graduate delivering the Vote of Thanks exits the stage and returns to a reserved seat in the front row of the graduand seating area. He/she returns to the stage to deliver their presentation when introduced by the Presiding Officer.

Responsibility of the Campus Minister

- Liaising with the Relevant Executive Dean, Campus Life staff and, where required, Student Association, regarding the identification of potential graduating students to deliver the Vote of Thanks:
- Approaching the selected graduands to invite them to undertake this role.
- Advising the graduands who accept the role that the Graduation Office will provide them with a brief relevant to their role in the ceremony and guidelines for writing the Vote of Thanks.
- Providing the Graduation Office with the names and details (ie student number and course) of the graduands who have agreed to undertake the role at each ceremony.
- Approving the graduate Vote of Thanks and providing the final version to the Graduation Office.

Responsibility of the Graduations Office

- Providing the local Campus Minister with a list of the graduands participating in the forthcoming ceremony/ies approximately 2 – 4 weeks before the ceremony.
- Corresponding with the selected graduands, to provide them with a ceremony brief and guidelines for writing the Vote of Thanks.
- Providing the graduand with additional complimentary guest tickets, if requested by the graduand and if possible to do so.
- Providing each graduand with a briefing session on the day of the relevant ceremony.

10 Prayer and Blessing

The Prayer and Blessing component of the graduation ceremonies is organised by the Campus Minister.

[See Appendix 4 for selections for Scripture Readings and Blessing]

The basic outline is:

1. Introduction – Campus Minister
As per Appendix 4.

2. Scripture Reading - Graduate
There is no requirement that all the ceremonies have the same Reading – the Graduation Office will provide the Campus Minister with a list of Readings [Appendix 4] and he/she will determine the Scripture Reading and the Reader for the relevant ceremony, and advise the Graduation Office accordingly.

If possible a graduating student will be chosen as the Reader, and, if the Graduation Office is advised in time, (the end of the first week of February for the Autumn ceremonies, and the end of July for the Spring ceremony) their name will be included in the ceremony program. If a graduand is chosen, the Campus Minister must also advise them that the Graduation Office will communicate with them and ask for relevant contact details for this purpose.

The Graduation Office will correspond with the selected graduands, to provide them with a ceremony brief and a script. The Graduation Office will also provide each graduand with a briefing session on the day of the relevant ceremony. If requested by the graduate and tickets are available, the Graduation Office will provide the graduate with additional complimentary guest tickets.

3. Responsorial Psalm
A Responsorial Psalm can be spoken or sung or appropriate choral responses to the scripture reading can be used. This will vary according to the resources of each campus.

Campus Ministry facilitators and appropriate members of the campus community will organise and arrange choirs, singers, musicians etc.

Each Campus Ministry facilitator will provide details to the Graduation Office.

4. Final Blessing – Bishop, Priest or other
All ceremonies will have a final Blessing. Different forms of the Blessing are required depending on whether an ordained or non-ordained person delivers it.

The Blessing will normally be delivered by the most senior clerical person participating in the ceremony. The person will be identified by the Vice-Chancellor (where appropriate, on the advice of the Associate Vice-Chancellor or Campus Dean) following compilation of responses from invited guests; normally the Vice-Chancellor would consult with the person concerned before finalising this arrangement. The Vice-Chancellor's Office will advise the Graduation Office and the relevant Campus Minister of the name of the person who will deliver the Blessing.

A list of appropriate Blessings [Appendix 4] is provided by the Graduation Office to the relevant Campus Minister, who will consult with the Director of Identity and Mission, regarding selection of the Blessing to be used. The

Campus Minister will advise the Graduation Office regarding the selected Blessing, so that it can be printed in the program.

The Graduation Office will provide a ceremony brief and script to the person delivering the Blessing prior to the graduation ceremony.

12 Scripts and Briefings for the Graduation Ceremonies

The Graduation Office is responsible for constructing a brief and/or script for all those who have a participatory role in each graduation ceremony and for providing such scripts approximately one week prior to the relevant graduation ceremony.

The Graduation Office is also responsible for ensuring correct scripts are provided on stage right and stage left lecterns for each graduation ceremony.

The General Brief
This details each activity that takes place during the ceremony, from the time of the Preliminary Announcement until the end of the ceremony when the Academic Procession leaves the stage. It also provides a list of staff participating in the academic procession and stage seating details. It is provided to all staff, students, graduands and guests participating in the Academic Procession. The General Brief is also used as the "running sheet" by the venue 26amiliariz for audio visual requirements, assessing how long before refreshments will be required at the end of the ceremony etc.

Individual Scripts
An individual brief and script is be provided to all staff, graduands and guests who have a speaking role at the ceremony, and where relevant (for Honorary Doctorate recipients, those delivering the Occasional Address and the Blessing) useful instructions about arrival time, where he/she will be met, where to walk in the procession etc are also included.

Presiding Officer and Presenting Officer Scripts
Both the Presiding and Presenting Officer scripts are provided to the Vice-Chancellor's Office for checking. Approved scripts are placed in small (hand held) folders and provided to the relevant officer by the staff of the Vice-Chancellor's Office.

Deans' Lists
The Executive Dean's are provided with a list of the names of eligible graduands from their Faculty, approximately one week prior to the relevant ceremony. These are preliminary lists, used mainly to 26amiliarize the Executive Dean with the names that may have to be read out at the ceremony. The initial lists provide the names of graduands who have registered to date, and the names of the graduands who have yet to register or have advised they will graduate *in absentia*. On the day of the graduation ceremony, each Executive Dean will read from an updated list provided on the stage left lectern, which has been amended according to actual graduand registrations.

All briefs and scripts are compiled from information supplied by the Vice-Chancellor's Office, information that emerges as a result of the course completion process (eg particular course graduating, doctoral graduands etc), and reference to the standard activities that occur during the course of a graduation ceremony.

Lectern Scripts
The script for each participant is added to a folder in running order and relevant to the lectern the participant will present from (either stage right or stage left).

13 Academic Regalia

13.1 General guidelines

There are established conventions about the wearing of academic dress, and the following guidelines incorporate them for the information of those attending and those arranging University ceremonies. There are, however, sometimes different practices at other institutions (especially relating to the wearing of mortar boards and bonnets). The academic dress and the ceremonial observances prescribed below should be observed at ceremonies of Australian Catholic University.

Graduates must wear gowns, hoods and stoles as prescribed for the award being conferred. Academic dress for the University's graduation ceremonies is hired from an external gowning provider and information regarding the arrangements for the hire of gowns is published each year by the Graduation Office.

Members of staff should wear only the academic dress prescribed for their own qualification and awarding institution; it is inappropriate to wear the academic dress of another institution.
Members of the University staff may wear any dress prescribed by the Senate for their office in the University, or the academic dress to which they are entitled or, if not so entitled, a plain black Oxford bachelor's gown with a mortar board.

Members of staff being awarded the Graduate Certificate in Higher Education will be given the choice of wearing the regalia appropriate to the award (black bachelor gown, scarlet stole and mortar board) or regalia for a higher degree which they have been awarded. *Should staff choose to wear the regalia for the higher degree, they should also wear the scarlet stole.*

Persons who are not in possession of a qualification entitling them to academic dress and who need to wear academic dress (for example in a procession or when acting as an attendant at a ceremony) should wear only a plain black bachelor's gown of the Oxford style; a mortar board is not worn.

Those being presented for, or already having been awarded, Associate Degrees, Graduate Certificates or Graduate Diplomas should wear a plain Oxford bachelor's gown, a mortar board, and the stole as prescribed in the accompanying table.

Those being presented for, or already having been awarded, degrees of Bachelor, Master, or Doctor should wear the gown, hood, and mortar board or bonnet prescribed in the accompanying table.

If under exceptional circumstances Certificates or Advanced Certificates are to be awarded at a graduation ceremony, the graduate will wear a plain Oxford bachelor's gown with mortar board.

Academic dress for members of the Senate (who are not graduates), the University Secretary, Vice-Chancellor, Pro-Chancellor, and Chancellor are also listed in the accompanying table.

If two awards are being presented at the same time, only one item of regalia (hood or stole) can be worn at the ceremony. The regalia for the higher award will be worn if two levels of award are being received. If receiving a combined award from two Faculties of the University then the colours of the vocational or main award will be worn.

At a formal occasion specifying the wearing of medals and decorations with academic dress they, and items such as badges, are not worn on any part of academic dress but on one's clothing.

The clothing to be worn with academic dress will depend on the time and formality of the occasion. In general it might be kept in mind that academic ceremonies are formal occasions, especially at the time of graduation, and it is a compliment to others, especially visitors, to dress accordingly.

13.2 Gowns

The University uses gowns of the Oxford pattern. Where Oxford pattern gowns cannot be secured other comparable gowns (ie Cambridge style) may be used. The same style in black is used for undergraduates and for

those receiving awards at all levels below that of master. There are distinctive gowns, again of the Oxford pattern, for the degrees of master and professional doctorates.

The gowns for Honorary Doctor of the University and for Higher Doctorates are of the Oxford full dress pattern, with bell-shaped sleeves.

Gowns are worn about knee length, with doctoral gowns usually longer than others.

13.3 Hoods and stoles

A person being presented for an award should wear the dress for that award, and no other.
Only one hood or stole should be worn at a time. A person who has more than one award should wear the academic dress appropriate to the occasion and not a mixture of dress. For example, if receiving an award they wear the dress of that award; if attending a ceremony at another university, and entitled to do so, it may be appropriate to wear the dress for an award of that university; otherwise wear the dress for the most senior award to which entitled.

The hood is worn as it folds naturally on the back, and with some of the lining showing on one shoulder and black on the other. It should not show all the lining in the middle of the back. Higher degree hoods, however, are sometimes designed to show lining on both shoulders.
Hoods are of the Oxford pattern for degrees at level of bachelor and master; of Cambridge pattern for doctoral degrees.

The stole is worn so that it is of equal length at each side.

The colours for hoods and stoles are described in the accompanying table.

13.4 Mortar boards and bonnets

The mortar board or bonnet as prescribed in the accompanying table is part of the academic dress for an award and should be worn by both men and women, and modern practice is for there to be no distinction between their method of doing so.

Doctoral candidates wear a black velvet Tudor bonnet. The bonnet is worn so that it is basically level, with the coloured cord tied in a long bow on the right hand side. Bonnets from universities other than ACU may have slightly different ways of being worn.

The mortar board is basically worn level, with the small peak at the front and the point in the centre of the forehead. The coloured tassel is worn on the right hand side.

The general rules are: wear mortar board or bonnet when standing or walking (ie in procession, or when speaking at a ceremony, or when going to receive an award) except when the National Anthem is played, when all should be removed. Members of the Academic Procession, remove their mortar board or bonnet when seated, except in the case of the Presiding Officer, who wears the mortar board at all times except during the playing of the National Anthem and during the liturgical blessing.

It is not the custom to wear a mortar board or bonnet at dinners or luncheons for which academic dress is prescribed, although they may be worn at a reception after an academic ceremony if there is no cloakroom facility.

Mortar boards and bonnets must be worn in the prescribed manner. If a graduate has a specific reason for not wishing to wear a mortar board or bonnet, they must inform the Graduation Office in writing of their reasons. Generally, if a turban, or other similar headwear is usually worn by the graduate, then the wearing of the mortar board is a matter of preference for the graduate. If a female graduate usually wears a head-scarf or similar head covering, this can still be worn with the mortar board.

13.5 Salutation

The mortar board or bonnet is lifted in salutation when a graduate is being presented to the Presiding Officer. That officer returns the greeting.

Those addressing the Presiding Officer salute when referring directly to him/her (but not when speaking about him/her), and the salute is returned.

Those who are not wearing a mortar board or bonnet salute by a nod of the head.

13.6 ACU graduates' academic dress

	Gown	Hood	Stole	Mortar Board/ Bonnet
Student without academic qualification	Black, bachelor style	-	-	-
Member of staff without an academic qualification	Black, bachelor style	-	-	Black mortar board
Certificate Advanced Certificate	Black, bachelor style	-	-	Black mortar board
Associate Diploma	Black, bachelor style	-	In faculty colour	Black mortar board
Associate Degree	Black, bachelor style	-	In faculty colour	Black mortar board
Bachelor	Black, bachelor style	Black, Oxford pattern, lined with faculty colour	-	Black mortar board
Graduate Certificate, Graduate Diploma	Black, bachelor style	-	In faculty colour	Black mortar board
Graduate Certificate in Higher Education	Black, bachelor style		In University colour	Black mortar board
Master (General)	Black, master style	Black, Oxford pattern, lined and edged 10mm with faculty colour	-	Black mortar board
Master of Philosophy	Black, master style	Blue, Oxford pattern, lined and edged 10mm with faculty colour	-	Black mortar board
Doctor of Practical Ministry	Black, master style, faced 100mm with faculty colour	Black, Cambridge pattern, lined and edge 10mm with faculty colour		Black bonnet with cord, of faculty colour
Doctor of Psychology	Black, master style, faced 100mm with faculty colour	Black, Cambridge pattern, lined and edge 10mm with faculty colour		Black bonnet with cord, of faculty colour
Doctor of Education	Black, master style, faced 100mm with faculty colour	Black, Cambridge pattern, lined and edge 10mm with faculty colour	-	Black bonnet with cord, of faculty colour
Doctor of Philosophy	Blue, master style, faced 100mm with scarlet	Blue, Cambridge pattern, lined and edged 10mm with scarlet	-	Black bonnet with scarlet cord
Doctor of the University (Honorary)	Scarlet, Oxford doctor style, faced 100mm with gold, and bell sleeves half lined/ faced with gold	Scarlet, Cambridge pattern, lined and edged 10mm with gold	-	Black bonnet with scarlet cord

	Gown	Hood	Stole	Mortar Board/ Bonnet
Higher Doctorates	Scarlet, Oxford doctor style, faced 100mm with faculty colour and bell sleeves half lined/ faced with faculty colour	Scarlet, Cambridge pattern, lined and edged 10mm with faculty colour	-	Black bonnet with cord of faculty colour

13.7 ACU Senior officers academic dress

Role	Gown	Mortar Board/ Bonnet
Members of the Senate who are not graduates	Black, master style, faced 100mm with scarlet, with gold cross embroidered towards top of each panel	Black mortar board
Vice-Chancellor	Black, master style, with each inverted T-shaped sleeve opening edged with 25mm gold lace. A boomerang shape outlined in gold embroidery, filled with wattle flowers in gold and leaves in silver, placed at join of sleeve and body of gown. The gown to be faced with red, with 7 gold crosses embroidered vertically. A shoulder cape in red with a gold cross embroidered in centre. The sleeves are decorated from sleeve opening down with three vertical bands of 25mm gold lace. The cape, gown, outer edges of facing, and outer bottom hem of sleeves to be edged with 25mm gold lace	Black mortar board edged with 25mm gold lace and with gold tassel on the left side.
Pro-Chancellor	As for Vice-Chancellor, with gold lace (except for sleeve opening) to be 37mm wide	As for Vice-Chancellor
Chancellor	As for Vice-Chancellor, with gold edging lace (except for sleeve opening) to be 50mm wide, and with a spray of the floral emblems of the Australian States and the A.C.T. embroidered in gold and silver between the sleeve opening and the shoulder ornament	As for Vice-Chancellor

13.8 University colours

Faculty colours

Arts and Sciences	Spectrum Blue	BCC86
Business	Gold	
Education	Malachite Green	BCC23
Health Sciences	Peach	BCC92
Theology and Philosophy	Violet	BCC179

Other colours

Bachelor and Masters and EdD Gowns	Black	
Blue – as for PhD gowns	Lapis Lazuli	BCC150
Scarlet –as for PhD (Satin trim) and Honorary Doctorates (Gowns)	Cardinal	BCC186
Gold – as for Honorary Doctorates (satin trim)	Saffron	BCC54

14 Postnominals and Other Qualifications

Degrees, Diplomas, Certificates, Civil and Professional Postnominals

Abbreviations of honours, degrees etc do not have full stops, eg
BA, PhD, AO, MHR, KCMG, FACE

Academic awards may be cited either in full or in shortened form, but not in a mixture of both forms. Thus they can be cited as:
Master of Arts (Leadership) **OR** MA(Lead)

Order of Qualifications
Qualifications should be listed in the following order:

1. For Religious Persons: letters denoting the religious congregation to which they belong.
2. National Honours (eg AO, AM, AC etc).
3. Degrees before Diplomas, in conferring order – from other universities first, then ACU. Where another university is the awarding institution, include the abbreviation of that institution's name (in brackets) after the abbreviation of the award.
4. Fellowships, then Memberships (professional institutions and learned bodies, by election of for scholarship).

Note: Each of the four categories is separated by a comma. Commas are not used within each category. The abbreviation for the institution is in brackets (at some universities it is normal to have the abbreviations italicised but this is not always practical).

Absorption
Master's degrees supersede Bachelor's degrees if they are both written in the same form and from the same institution; eg, if a person has both a BA and an MA from the same institution, only the MA will be listed. The same is true of somebody having for example, a BSc, an MSc and a DSc, where only the DSc will be listed. However, if the person has degrees of the same type but from different institutions, they should all be listed: eg; BA(Hons)(Tas) MA(Qld).

Summary
Following the principles above, an entry which reads:

Professor John Smith AM, BA(Hons) PhD(NSW) MA(Macq) GradDipEd(Sec)(ACU), FACE

Indicates that Professor John Smith is a Member in the General Order of Australia, received a BA(Hons) and a PhD from the University of NSW, an MA from Macquarie University, and a Graduate Diploma in Secondary Education from ACU, and is a Fellow of the Australian College of Education.

Note that commas appear only between his national honour and his degrees, and between his degrees and his Fellowship. There are no full stops.

ACU
AUSTRALIAN CATHOLIC UNIVERSITY

APPENDIX 1 - Graduation Organisational Responsibilities

This document is designed to facilitate understanding of the various roles and responsibilities associated with graduations.

Graduation Office Responsibilities:

- Under the direction of the Vice-Chancellor, organise and communicate ceremony locations, faculty allocations, date/s and time/s.
- Negotiate, book and liaise with management of venues at which graduation ceremonies are to be held, regarding all aspects of venue requirements and arrange venue payments.
- Book and liaise with graduation photographers, and conduct tender activities as required.
- Book and liaise with graduation gowning services, and conduct tender activities as required.
- Organise catering for the receptions that follow the ceremonies, the VIP Robing Room, the Academic Robing Room and the Choir robing room (as required).
- Liaise with the Vice-Chancellor's Office regarding any additional catering requirements, such as lunches, dinners or functions requested by the Vice-Chancellor.
- Organise the production of tickets for each venue and delivery of relevant number of 'Reserved Seating' tickets to the and Associate Vice-Chancellor's/Campus Dean's Office.
- Distribute 'Reserved Seating' tickets to campus staff who wish to attend the ceremony as a member of the audience.
- Liaise with Vice-Chancellor's Office regarding the details (including contact details) of each guest speaker/s and/or Honorary Doctorate recipients.
- Liaise with the Honorary Doctorate/s and guest speaker/s to regarding ceremonial aspects, robing and ticket requirements etc.
- Organise the calligraphy for Honorary Doctorate testamurs and citations.
- Liaise with each Campus Minister to receive the names and contact details of graduands who will present the Graduate Vote of Thanks at each of the ceremonies.
- Liaise with the Campus Ministers to receive the names and contact details of graduands who will present the Scripture Reading at each of the ceremonies.
- Provide instructions and scripts to graduands selected to deliver the Graduate Vote of Thanks and the Scripture Reading.
- Prepare and provide a template re participation in the Academic Procession and/or assistance at the relevant graduation ceremony, to each Deputy Vice-Chancellor's Office and Associate Vice-Chancellor's/Campus Dean's Office.
- Provide each Associate Vice-Chancellor's/Campus Dean's Office with template for invitation for Invited Guests and a due date for provision of the names of invited guests.
- Produce coloured 'Reserved Seating' labels and attach to required number of tickets.
- Provide each and Associate Vice-Chancellor's/Campus Dean's Office with required number of 'Reserved Seating' tickets.
- Provide academic staff with guidelines in relation to hiring of academic regalia.
- Liaise with the Research Office to ensure all eligible research candidates are completed and approved for graduation and arrange provision of plain English abstracts for each of the graduands.
- Provide advice to Doctoral graduates, medallists and Special Award recipients regarding the official photography session at the conclusion of the graduation ceremony.
- Provide a list of Occasional Speakers, Honorary Award recipients, Doctoral graduates, medallists and Special Award recipients at each of the ceremonies to Communications team, Marketing and External Relations for official photography purposes.
- Provide appropriate and timely graduation information to graduands through mail and the web.
- Provide guest tickets to those graduands who have registered and paid in a timely manner.
- Organise engraving of the medals once the University and Faculty medal recipients have been confirmed.

- Coordinate and organise ceremony attendance arrangements for special awards.
  (ie. Excellence in Teaching Award, Outstanding Community Engagement Award, Excellence in Research Supervision Award, Vice-Chancellor's Award for Exceptional Performance and Determination, and medallists).
- Organise all required arrangements for graduates/guests with special needs.
- Continually consult with and provide detailed procedures and instructions to campus Graduation Presences.
- Continually consult and liaise with relevant campus staff.
- Advise each campus community about the graduation website.
- Liaise with and provide appropriate and timely graduation information and instructions to academic staff through mail and email and graduations website.
- Organise processing of online Graduation Registrations and graduation payments.
- Prepare and print graduation programs.
- Prepare and print testamurs.
- Prepare and provide preliminary Deans' lists and ceremony scripts for all participants at each of the ceremonies.
- Prepare Stage Left and Stage Right lectern scripts.
- Advise relevant presenter/s of any significant aspects in relation to graduating cohorts, eg a graduand with a disability.
- Organise the delivery of graduation equipment and regalia to the campus Graduation Presence prior to the ceremony.
- Organise the movement of graduation equipment and regalia from the campus to the venue. (At Ballarat, ensure delivery of Honorary Doctorate academic dress to the Campus Dean's Office for transport to the Cathedral prior to the Mass).
- Organise detailed staff duties and roster for the ceremony.
- Conduct staff training/information session the day before the ceremony, including detailed clarification of roles, responsibilities and work times and the provision of travel/parking/meal arrangements.
- Provide guidelines to ushers.
- Organise all ceremony set up/pack down requirements, including stage and hall set up, reserved and graduate seating, venue signage, auxiliary rooms and registration desk, lighting, sound, etc.
- Oversee and ensure the orderly running of the ceremony on the day, including, registration, the provision of accurate Dean's lists, robing, venue catering, ceremony services, movement of students, staff and guests before, during and immediately following the ceremony.
- Organise and oversee the greeting and hosting of academic staff, senior executives and guests of the University participating in the Academic Procession or attending the ceremony.
- Organise the briefing of academic staff and VIPs participating in the procession just prior to the commencement of the ceremony.
- Provide a briefing session to graduands just prior to the ceremony.
- Organise the movement of graduation equipment back to campus or other required location and/or on-shipping (with assistance from the campus Graduation Presence).
- Ensure the provision of feedback from the campus Graduation Presence and campus staff for the purpose of review and addition to the graduation report.
- Authorise expenditure in relation to graduation related expenses.
- Manage the stock of blank medals (for University and Faculty Medals), the engraving of such medals and provision of engraved medals to the Graduation Office.
- Manage the setting up of banners, visual displays and decoration of venues both internally and externally for each stage and venue as suited to the site.
- Send reminder follow up emails to the Associate Vice-Chancellor's/Campus Dean's invitation as required.
- Distribute graduation tickets to campus staff, who wish to attend the ceremony and are not participating in the Academic Procession (those participating in the Academic Procession do not require a ticket).
- Distribute final work roster to all relevant staff.
- Book a venue for the staff briefing session (if required) and advise all relevant staff of the date, time and venue.

- Order floral arrangement, including delivery requirements. (Not required for Canberra).
- Ensure safe storage of academic regalia, programs and testamurs when received.
- Liaise with Graduation Office and Campus Operations to arrange a suitable vehicle and driver for movement of regalia, programs and testamurs to the venue the day prior to the graduation ceremony, the day of the ceremony and for the movement of graduation equipment back to campus/required location and/or on-shipping.
- Order and ensure the availability of required number of suitable Registered Post envelopes for the postage of *in absentia* testamurs and ensure these are transported to the venue.
- Provide and pack in suitable containers all stationery requirements for use on the day of the ceremony/ies and ensure these supplies are transported to the venue.

Vice-Chancellor's Office Responsibilities:

- Liaise with the Graduation Office regarding the requirements of the Presiding Officer and Vice-Chancellor and the production of scripts and briefs.
- Provide each Associate Vice-Chancellor's/Campus Dean's Office with the names and addresses of any guests the Vice-Chancellor would like included on the 'Invited Guest' list. Such guests, other than those invited to be part of the Official Party and participating in the Academic Procession, receive reserved seating.
- Provide the Graduation Office with details of Honorary Doctorate recipients and/or persons delivering the Occasional Address, including their full name and post-nominals (civil and academic).
- Inform the Honorary Doctorate recipients/guest speaker that the Graduation Office will contact them regarding ceremonial aspects of the ceremony such as timing, regalia requirements, guest tickets etc.
- Provide the Graduation Office with a list of the Presiding and Presenting Officers for each of the graduation ceremonies.
- Ensure the Honorary Doctorate testamurs are signed by the Chancellor and Vice-Chancellor and returned to the Graduation Office.
- Check the general briefs and scripts for the Presiding and Presenting Officers and provide editing advice to the Graduation Office.
- Provide approved Presiding and Presenting Officer Scripts, in folders, to the relevant officer for each ceremony.
- Provide a letter of thanks to all honorary doctorate recipients following the graduation ceremonies.

Associate-Vice-Chancellor's/Campus Dean's Office Responsibilities:

- Management of 'Invited Guests'
  - A standard template invitation (with provision for campus specific details) will be provided to each Associate-Vice-Chancellor's/Campus Dean's Office by the Graduation Office.
  - The Graduation Office will also advise the Associate Vice-Chancellor's/Campus Dean's Office of required timeframes for requesting and sending invited guest tickets for each ceremony.
  - The Vice-Chancellor and/or other senior University officers may recommend that appropriate dignitaries be invited to attend a particular graduation ceremony, and such recommendations should be made, in the first instance, to the Associate Vice-Chancellor's/Campus Dean's Office.
  - The Associate Vice-Chancellor's/Campus Dean's Office manages the process for compiling a list of guests to be invited for the respective campus/state ceremony.
  - The Associate Vice-Chancellor's/Campus Dean's Office sends the invitations and maintains a record of acceptances.
  - The Associate Vice-Chancellor's/Campus Dean's Office advises the Graduation Office of the number of invited guest tickets required.
  - The Graduation Office provides the required number of tickets (identified as "Reserved Seating" with an easily identifiable coloured sticker) to the Associate Vice-Chancellor's/Campus Dean's Office.
  - Tickets and a letter detailing relevant ceremony and venue information and advising the guest to make themselves known to ushers as an invited guest and/or to make their way to the front rows of seating which will be identified as 'reserved', are sent by the Associate Vice-Chancellor's/Campus Dean's Office.
- Liaise with the relevant Campus Minister to advise the Graduation Office who will deliver the Final Blessing and which Blessing has been selected for each of the graduations ceremonies.
- The Associate Vice-Chancellor/Campus Dean is required to create and provide his/her own speech to welcome guests..

Executive Manager, Office of Student Success Responsibilities:

- In cases where a graduand has died and their award is posted to the family, write a letter of condolence to include with the testamur.

Communications team, Marketing and External Relations Responsibilities:

- Manage all media coverage and/or advertising related to each of the graduation ceremonies.
- Manage the taking of the official photographs on the ceremony day and the issuing of the photographs.
- Liaise with the Graduation Office regarding venue and/or delivery requirements in relation to ACU merchandising.
- Appoint personnel to research and/or interview the Honorary Doctorate recipient in order to write the citation.
- Provide a draft citation to the Honorary Doctorate recipient to check, and organise editing as required.
- Provide draft citation to Office of the Vice-Chancellor for approval
  Provide final approved version of the citation and wording of the testamur to the Graduation Office to arrange calligraphy of the citation and testamurs**Campus Ministry Responsibilities:**
- Select and provide the Graduation Office with the names and details of graduands who have agreed to deliver the Graduate Vote of Thanks for each of the graduation ceremonies.
- Advise each selected graduand that the Graduation Office will liaise with them and ask them for relevant contact details.
- Liaise with the Associate Vice-Chancellor/Campus Dean to select, confirm and then provide the Graduation Office with the names and details of graduands who have agreed to deliver the Scripture Reading and which Scripture has been chosen for each of the graduation ceremonies.
- Advise each selected graduand that the Graduation Office will liaise with them and ask for relevant contact details.
- Advise the Graduation Office the name of the staff member (normally the Campus Minister facilitator) who will deliver the Introduction to the Prayer at each of the graduation ceremonies.
- Liaise with the Vice-Chancellor to select and then advise the Graduation Office who will deliver the Final Blessing and which Blessing has been selected for each of the graduations ceremonies.

Ballarat Campus Staff (through Campus Dean) Responsibilities:

- Book facilities for and organise the Mass, the luncheon that follows the Mass and after-graduation celebrations that are traditionally part of the Ballarat program.
- Liaise with the Graduation Office to ensure that specific local information is published.

APPENDIX 2 - Schedule of Items, Rates and Costs met by University Relations

The following table identifies standard items/rates/costs, which will be incurred by University Relations in relation to the conduct of ACU graduation ceremonies. In any case where requirements beyond the standard provision are requested, associated costs are to be met by the position/organisational unit requesting such non-standard arrangements or provisions.

Graduation Item	Comments	2011 Rates
Hire of academic regalia	Academic dress and/or a full academic robing service is hired from uwsconnect by the Graduation Office.	The following cost structures (including GST) apply Graduands: $140.00 per graduand to cover the cost of hire of academic regalia and three guest tickets. $20 for each additional guest ticket. Attendance at a ceremony for any graduating staff member is complimentary. Graduating staff will not be charged a graduation fee, regalia hire fees or extra ticket charges. Regalia hire by ACU staff attending a ceremony as part of the academic procession will be complimentary The standard registration fee per graduand will increase to $145 for Spring 2012. The above charges will be reviewed annually, with adjustments based on the Consumer Price Index (CPI).
Venue hire	Ceremony venues are determined by the Ceremonial and Protocols Committee and booked by the Graduation Office. Current venues are: Brisbane – Brisbane Convention Centre Sydney – Sydney Convention and Exhibition Centre Canberra – Great Hall, Parliament House Ballarat – Her Majesty's Theatre Melbourne – Melbourne Convention and Exhibition Centre	Rates vary and will be paid by Marketing and External Relations as per the standard hire rates for that venue.
Catering – graduates and guests	Catering includes light refreshments for graduates and guests following each ceremony. The standard suite of refreshments consists of tea, coffee, juice or soft drink, water and assorted biscuits. Under existing contractual arrangements, ACU must use the venue's caterer at all venues and rates vary according to the venue caterer.	Catering ranges from $12.00 pp to $15.00 pp depending on the venue. University Relations will provide the standard suite of refreshments for that venue. At Ballarat, Marketing and External Relations will

Graduation Item	Comments	2011 Rates
	Catering figures are based on approximately two-thirds of the audience (including graduates). Currently at Ballarat graduands and guests are offered a lunch following the Mass, which is arranged by the campus staff, and no refreshments are provided at the ceremony.	contribute a maximum of $15.00 per person based on two-thirds of graduands and guests attending the ceremony.
VIP catering	Refreshments are normally provided in the VIP Robing Room for the Chancellor, Vice-Chancellor, Deputy Vice-Chancellors, Associate Vice-Chancellor/Campus Dean, Deans, Guest Speaker and Honorary Doctorate recipient, prior to a ceremony. Other members of the Official Party taking part in the ceremony (those sitting in the front row on stage - up to 12 people) may also be included at the discretion of the Vice-Chancellor. Other 'invited guests' are not normally included. The standard suite of refreshments consists of tea, coffee, juice, water, assorted biscuits, or finger food where relevant. Under existing contractual arrangements, ACU must use the venue's caterer at all venues and rates vary according to the venue caterer.	Up to $25.00 pp. Marketing and External Relations will provide the standard suite of refreshments for that venue. Where other refreshments are required or special guests are added to the VIP group, the requesting group will meet the costs of the additional refreshments. Where the VC hosts a lunch/dinner or other function prior to or following a graduation ceremony, the cost will be incurred by the Vice-Chancellor's Office. Where the DVC/AVC hosts the function, costs will be met by the DVC/AVC's Office.
Meals	Staff who work at a graduation ceremony will be provided with a meal allowance for each meal period they are rostered to work. Where a staff member is rostered over two meal periods (ie lunch and dinner), two meal allowances will be provided.	Currently $15.00 per person for each meal period.
Flowers	One large floral arrangement for the graduation ceremony stage. Hiring options should be investigated.	Maximum of $300 including delivery per ceremony.
Music	This cost may include the hire of an organist and/or the hire of an organ or piano. Normally, the instrument which is available as standard at the particular venue will be used. If there is a special request, for example for an organ where a piano is already provided, such costs will not be met by Student Administration.	Musician (if not ACU staff/student) - approximately $750.00 per ceremony. Instrument hire – standard venue costs.
Couriers	All courier costs associated with the transport of graduation regalia, mace, staff, testamurs and programs to and from venues.	As required and approved by Marketing and External Relations.
Security	Some venues require security personnel to be on duty during the ceremony.	As required (rates vary per venue) and approved by Marketing and External Relations.

Graduation Item	Comments	2011 Rates
Audio-visual	The composition of venue charges varies with location. In some cases AV costs are integrated into the hiring charge, while in other cases they are separately identified.	As required and approved by Marketing and External Relations.
Ushers	Ushers are required to be hired at some venues.	As required and approved by Marketing and External Relations.
Honorary Doctorate Citations & Testamurs		As required.
Travel expenses and overtime payments	Staff who work at a graduation ceremony may be entitled to be reimbursed for travel or parking requirements beyond those incurred for a normal day's work. Such claims or arrangements will be as negotiated and/or advised by the Graduation Office prior to the graduation ceremony. Staff who work at graduation ceremonies are normally rostered for no more than an eight hour working day. As the Ballarat graduation ceremony is held on a Saturday, staff who work on the day are entitled to overtime payment.	As required.

APPENDIX 3 – Integration of special awards into the Presenting Officer Script - examples

Excellence in Teaching Award

When the last Dean has presented the Faculty candidates and the Presiding Officer has presented the *in absentia* awards, the Presenting Officer says:

The University has established Excellence in Teaching Awards to encourage and reward high quality teaching by members of the academic staff throughout the University.

In 200-- …….., a lecturer in the School of …….., was the recipient of this award.

Each year, a maximum of three Excellence in Teaching Awards are made by the Academic Board to members of the academic staff judged to be outstanding teachers. This award is recognition by [title] ……'s colleagues and students of her/his outstanding contribution to the University.

Chancellor/Vice Chancellor (salute), I present to you, for Australian Catholic University's award for Excellence in Teaching, [title] ……

Outstanding Community Engagement

When the last Dean has presented the Faculty candidates and the Presiding Officer has presented the *in absentia* awards, the Presenting Officer says:

In 2000 Australian Catholic University instituted an award for Outstanding Community Engagement by a member of the University community.

The award for Outstanding Community Engagement recognises [title] ……..'s [one or two sentences (provided by Vice-Chancellor's Office) of rationale for the award, eg genuine commitment to welcome, include and engage with various community groups including those with disabilities: aspects which reflect the mission of Australian Catholic University in an inspirational way for others].

Chancellor/Vice Chancellor (salute), I present to you, for Australian Catholic University's award for Outstanding Community Engagement, [title] ……

Excellence in Research Supervision Awards

Example required

Vice-Chancellor's Award for Exceptional Performance and Determination

Example required

APPENDIX 4 – Graduation Ceremony – Liturgical Element

The Liturgical Element is introduced by the relevant Campus Minister in the following form:

Let us pause now to give thanks to our God.
We shall do this through an opening prayer, reflection upon a reading from the Scriptures, participation in the Responsorial Psalm and a final prayer and blessing.

God of Wisdom,
Be with us as we gather to praise you for the riches of human talent that we see in these graduates. As we give thanks for the blessings they have received during their studies, we pray that they will be highly competent in their chosen fields, ethical in their behaviour, with a developed critical habit of mind, an appreciation of the sacred in life, and a commitment to serving the common good. We make this prayer through Christ our Lord. Amen.

The Liturgical Elements are:

A: Reading from Scripture - if possible, read by a graduating student

B: A Response to the Reading – a choral or musical item, Psalm, or similar, led by a singer or singers and joined by the audience.

C: Blessing - the exact form of the Blessing may alter slightly depending whether an ordained person or lay-person gives the Blessing.

A: Scripture Reading

Campus Ministers, in collaboration with the Director of Identity and Mission, may choose one (1) from the following readings and Blessings:

1. A reading from the letter of St Paul to the Philippians 4:4-8

Fill your minds with everything that is pure.

I want you to be happy, always happy in the Lord; I repeat, what I want is your happiness. Let your tolerance be evident to everyone: the Lord is very near. There is no need to worry; but if there is anything you need, pray for it, asking God for it with prayer and thanksgiving, and that peace of God, which is so much greater than we can understand, will guard your hearts and your thoughts, in Christ Jesus. Finally, fill your minds with everything that is true, everything that is noble, everything that is good and pure, everything that we love and honour, and everything that can be thought virtuous or worthy of praise.

The word of the Lord.

2. A reading from the first letter of St Paul to the Thessalonians 5:16-24

May you all be kept blameless, spirit, soul and body, for the coming of our Lord Jesus Christ.

Be happy at all times; pray constantly; and for all things give thanks to God, because this is what God expects you to do in Christ Jesus.

Never try to suppress the Spirit or treat the gift of prophecy with contempt; think before you do anything – hold on to what is good and avoid every form of evil.

May the God of peace make you perfect and holy; and may you all be kept safe and blameless, spirit, soul and body, for the coming of our Lord Jesus Christ. God has called you and will not fail you.

The Word of the Lord.

3. A Reading from the Book of Proverbs Prov 3: 13-18

Happy are those who find wisdom, and those who get understanding, for her income is better than silver, and her revenue better than gold. She is more precious than jewels, and nothing you desire can compare with her.

Long life is in her right hand; in her left hand are riches and honour.

Her ways are ways of pleasantness; and all her paths are peace.

She is a tree of life to those who lay hold of her – those who hold her fast are called happy.

The Word of the Lord.

4. A Reading from the Gospel according to John John 15:9-17

As the Father has loved me, so have I loved you; abide in my love. If you keep my commandments, you will abide in my love, just as I have kept God's commandments and abide in God's love. These things I have spoken to you that my joy may be in you, and that your joy may be full.

This is my commandment, that you love one another as I have loved you. Greater love has no one than this; that one lay down one's life for a friend. You are my friends if you do what I command you. No longer do I call you servants, for the servant does not know what the master is doing; but I have called you friends, for all that I have heard from God I have made known to you. You did not choose me, but I chose you and appointed you that you should go and bear fruit and that your fruit should abide; so that whatever you ask the Father in my name may be given to you.

This I command you, to love one another.

All: The Word of the Lord.
(An Inclusive Language Lectionary. Copyright 1987, Westminster Press, USA)

5. A Reading from the Prophet Jeremiah Jer 1:4-9

Now the word of the Lord came to me saying "Before I formed you in the womb I knew you, and before you were born I consecrated you; I appointed you to be a prophet to the nations."

Then I said, "Ah, Lord God! Truly I do not know how to speak, for I am only a child."

But the Lord said to me.

"Do not say, 'I am only a child'; for you shall go to all to whom I send you, and you shall speak whatever I command you. Do not be afraid of them, for I am with you to deliver you," says the Lord. Then the Lord put out his hand and touched my mouth and the Lord said to me, "Now I have put my words in your mouth."

The Word of the Lord

6. A Reading from the Book of Numbers 6:22-27

The Lord spoke to Moses, saying: 'Speak to Aaron and say,
"Thus you shall bless the children of Israel: You shall say to them,
May the Lord bless you and keep you;
May the Lord make his face to shine upon you, and be gracious to you;
May the Lord lift up his countenance upon you, and give you peace."
So shall Aaron put my name on the people, and I will bless them.'

The Word of the Lord

7. A Reading from the Book of Deuteronomy 30: 1-3, 9-14.

When all these things have happened to you and you and your children obey God with all your heart and with all your soul, just as I am commanding you today, then the Lord your God will restore your fortunes and have compassion on you, gathering you again from all the peoples among whom you have been scattered.
The Lord your God will bring you into the land that your ancestors possessed, and you will possess it; making you more prosperous and numerous than your ancestors. God will make you abundantly prosperous in all your undertakings for he will again take delight in prospering you, just as he delighted in prospering your ancestors because you turn to God with all your heart and with all your soul.
Surely, this commandment that I am commanding you today is not too hard for you, nor is it too far away. It is not in heaven, that you should say, "Who will go up to heaven for us, and get it for us so that we may hear it and observe it?" Neither is it beyond the sea, that you should say, "Who will cross to the other side of the sea for us, and get it for us so that we may hear it and observe it?" No, the word is very near to you; it is in your mouth and in your heart for you to observe.

The Word of the Lord

8. A Reading from the Prophet Isaiah 42:1 – 42:4

'Here is my servant, whom I uphold, my chosen, in whom my soul delights; I have put my spirit upon him; he will bring forth justice to the nations. He will not cry or lift up his voice, or make it heard in the street; a bruised reed he will not break, and a dimly burning wick he will not quench; he will faithfully bring forth justice. He will not grow faint or be crushed until he has established justice on the earth; and the coastlands wait for his teaching.'

The Word of the Lord

9. A Reading from the Prophet Isaiah 43:1 – 43:10

But now thus says the Lord, he who created you, O Jacob, he who formed you, O Israel: Do not fear, for I have redeemed you; I have called you by name, you are mine. When you pass through the waters, I will be with you; and through the rivers, they shall not overwhelm you; when you walk through fire you shall not be burned, and the flame shall not consume you. For I am the Lord your God, the Holy One of Israel, your Savior.
Because you are precious in my sight, and honoured, and I love you, I give people in return for you, nations in exchange for your life. Do not fear, for I am with you. You are my witnesses, says the Lord, and my servant whom I have chosen, so that you may know and believe me and understand that I Am.

The Word of the Lord

10. A Reading from the Prophet Isaiah 49:1 – 6

Listen to me, O coastlands, pay attention, you peoples from far away! The Lord called me before I was born, while I was in my mother's womb I was named.
God made my mouth like a sharp sword, in the shadow of God's hand I was hidden;
God made me a polished arrow, in God's quiver I was hidden away.
God said to me, 'You are my servant, Israel, in whom I will be glorified.'
But I said, 'I have labored in vain, I have spent my strength for nothing and vanity; yet surely my cause is with the Lord, and my reward with my God.'
And now the Lord says, who formed me in the womb to be God's servant, to bring Jacob back, and to gather Israel, for I am honored in the sight of the Lord, and my God has become my strength.
God says, 'It is not enough that you should be my servant to raise up the tribes of Jacob and to restore the survivors of Israel; I will give you as a light to the nations, that my salvation may reach to the end of the earth.'

The Word of the Lord

11. A Reading from the letter of St Paul to the Corinthians 4:1,5 – 4:10

Therefore, since it is by God's mercy that we are engaged in this ministry, we do not lose heart. For we do not proclaim ourselves; we proclaim Jesus Christ as Lord and ourselves as your servants for Jesus' sake. For it is the God who said, "Let light shine out of darkness," who has shone in our hearts to give the light of the knowledge of the glory of God in the face of Jesus Christ. But we have this treasure in clay jars, so that it may be made clear that this extraordinary power belongs to God and does not come from us. We are afflicted in every way, but not crushed; perplexed, but not driven to despair; persecuted, but not forsaken; struck down, but not destroyed; always carrying in the body the death of Jesus, so that the life of Jesus may also be made visible in our bodies.

The Word of the Lord

12. A Reading from the letter of St Paul to the Ephesians 1:15 – 1:22

I have heard of your faith in the Lord Jesus and your love towards all the saints, and for this reason I do not cease to give thanks for you as I remember you in my prayers. I pray that the God of our Lord Jesus Christ, the Father of glory, may give you a spirit of wisdom and revelation as you come to know him, so that, with the eyes of your heart enlightened, you may know what is the hope to which he has called you, what are the riches of his glorious inheritance among the saints, and what is the immeasurable greatness of his power for us who believe, according to the working of his great power. God put this power to work in Christ when he raised him from the dead and seated him at his right hand in the heavenly places, far above all rule and authority and power and dominion, and above every name that is named, not only in this age but also in the age to come. And he has put all things under his feet and has made him the head over all things for the Church.

The Word of the Lord

13. A reading from the letter of St Paul to the Philippians 1:3 - 1:11

I thank my God every time I remember you, constantly praying with joy in every one of my prayers for all of you, because of your sharing in the gospel from the first day until now. I am confident of this, that the one who began a good work among you will bring it to completion by the day of Jesus Christ.

And this is my prayer, that your love may overflow more and more with knowledge and full insight to help you to determine what is best, so that in the day of Christ you may be pure and blameless, having produced the harvest of righteousness that comes through Jesus Christ for the glory and praise of God.

The Word of the Lord

B: Response:

Here a Responsorial Psalm can be sung or other appropriate musical responses to the scripture reading presented. This will vary according to the resources of each campus.

C: Final Blessing

Campus Ministers, in collaboration with the Director Identity and Mission, may choose one (1) from the following readings and Blessings:

1. May the peace of the Christ rule in your hearts and may the work you have begun, and that is recognised here today, enable you to contribute to the wellbeing of the people entrusted to your care.

   May almighty God bless you, the Father and the Son and the Holy Spirit.
   All Amen

2. Gracious God, you have called these
graduates to follow you.
Enliven their minds,
Inspire their conversations,
Inform their decisions and
Protect those whom they love.
May they serve you generously in their work.
All Amen

3. May God bless you in your work with commitment.
All Amen.

May God bless you in your service with compassion.
All Amen.

May God bless you in your inner selves with the companionship of the Spirit this day and every day.
All Amen.

May almighty God bless you, the Father, the Son and the Holy Spirit.
All Amen.

4. May the Lord bless you in your gifts.
These are God's providence in the world
To enrich it
To ennoble it
To bring it love.
All Amen

May the Lord bless you in your
Leadership that you may witness to the Word
The Word that is contemplated,
Celebrated, lived and proclaimed.
All Amen

And may almighty God bless you in the
Name of the Father, the Son and the
Holy Spirit.
All Amen

5. The Lord be with you.
All And also with you

Bow your heads and pray for God's blessing.
May God grant you the wisdom and vision to be aware of the gifts you have received.
All Amen

May you exercise these gifts for God's greater honour and glory, reaching out to others with care and compassion.
All Amen

May you always be open and sensitive to God's presence and activity in your lives.
All Amen

And may the blessing of God, the Father and the Son and the Holy Spirit, come upon you and remain with you forever.
All Amen

6. Loving God, Creator of all that is good, you have called us to work in your world, and by our cooperation to better the conditions of all peoples.

Grant that we may always work together as children of your family, and love all men and women as our brothers and sisters.
All Amen

And may almighty God bless you, in the name of the Father, the Son and Holy Spirit.
All Amen

7. The Lord be with you.
All And also with you.

May the peace of the Christ rule in your hearts and may the work you have begun, and that is recognised here today, enable you to contribute to the wellbeing of the people entrusted to your care.
All Amen

May almighty God bless you, the Father and the Son and the Holy Spirit.
All Amen

Responsorial psalm (Ballarat ceremony) (for information)

Bread of Life: (John 6:35, 15:1-17)

Response
I am the Bread of Life.
Those who come to me shall never hunger.
Those who drink the water that I give, shall never thirst.

Cantor:
I am the vine as you are all my branches.
Live my word and you shall bear much fruit.
I am the one who chose you for your mission.
Come to me and live.
Response

Cantor:
Live in love, for this is my commandment.
Live in love and God will dwell with you.
Without love, your heart will dry and wither.
Come to me and live.
Response

Cantor:
You are my friends, remember what I told you.
Live my love, and your work shall endure.
All you ask in my name, shall be given.
Come to me and live.
Response

Setting by R.J. Hillman, 1996. (Text adapted from the New American Bible. Copyright 1969, 1970 by the Confraternity of Christian Doctrine).

APPENDIX 5 – Conferral of an Award Where Course Requirements not Satisfied

The following policy and procedures apply for the conferral of an award in exceptional circumstances, where course requirements have not been fully satisfied.

1. Power to confer award

The University may award appropriate qualifications to recognise the achievements of students who have –

(a) died after completion of the requirements of their course;

(b) died or become incapacitated while in the final stages of their course.

2. Course requirements complete

Where a deceased student has completed all the requirements for the conferral of a qualification, the award may be conferred posthumously in accordance with the Graduation Protocols.

3. Course requirements incomplete

Where a student has substantially completed course requirements and

(a) dies while enrolled for the course; or

(b) becomes incapacitated and is unable to complete the remaining requirements of the course:

the Senate may determine whether the qualification should be awarded.

3.2 *Coursework awards*

3.2.1 In the case of a coursework program, the student must have completed at least 80 percent of course requirements. In such a case, the Head of School may submit a recommendation to the Dean, providing details of the student's academic record, outstanding course requirements and outlining factors which support the reasonable expectation that the student would have successfully completed the course requirements had the death or incapacity not intervened.

3.2.2 If the Dean supports the recommendation, he/she should submit it to the Vice-Chancellor through the Pro-Vice-Chancellor (Academic Affairs).

3.2.3 If additional credit is recommended, for example as recognition of prior learning, such credit will be recorded on the academic record and transcript. In other cases, a notation "Exemption from completion of course requirements approved on compassionate grounds" and date of approval, will be recorded on the academic record and transcript.

3.2.4 If the student had been enrolled for an honours degree, the degree may be conferred with honours, but without a level of honours.

3.3 *Research awards*

3.3.1 In the case of research awards, the student must have completed sufficient literature reviews, laboratory work, papers and publications and thesis drafts or other tangible evidence to indicate that, had the death or incapacity not intervened, he or she would have satisfied the requirements for the degree. In such a case, the supervisor may submit a recommendation to the Pro-Vice-Chancellor (Research) through the Head of School or Flagship Director and Dean, providing details of the work completed and the current status of the thesis.

3.3.2 The Pro-Vice-Chancellor (Research and International) may appoint two assessors, one of whom may have been the supervisor and one of whom may be external to the University, to review the available work in order to determine whether the primary requirements set out in section 3.3.1 have been met. Both assessors cannot have been supervisors or associate supervisors for the student.

3.3.3 If such assessment results in a unanimous recommendation to proceed, the supervisor may be requested to insert supplementary and/or explanatory material to facilitate the examiners' understanding of the candidate's

research contribution, and to facilitate production of the thesis in preparation for examination. A statement should be appended to the thesis indicating the work undertaken by the supervisor on the student's behalf.

3.3.4 The thesis should then be submitted for examination in accordance with standard procedures. Each examiner must provide unequivocal advice as to whether evidence exists to indicate that, if the death or incapacity had not intervened, in the normal course of events requirements for the degree would have been satisfied.

4. Nature and recording of award

4.1 Where award of the qualification is approved, the academic record, transcript and testamur will include the standard notation regarding conferral of the degree.

4.2 A copy of the transcript may be provided to the student or, in the case of a posthumous award, to the next of kin as last nominated by the student and recorded on the student system. In either case the award may be conferred in accordance with the Graduation Protocols.

4.3 If the requirements of a lower level qualification (eg exit qualification) have been met, such qualification may be awarded, in accordance with standard procedures.

4.4 If the Head of School does not support the award of a qualification based on work completed and exceptional circumstances preventing completion, and no lower level qualification for which the student has qualified exists, the Faculty may award a Certificate of Achievement at an appropriate Faculty ceremony.

5. Communication regarding possible award of qualification

At all times, these situations should be handled with considerable sensitivity and discretion, avoiding the possibility of giving an incapacitated student or the family of a deceased student unreasonable expectations as to the eventual outcome.