
Graduation Procedure

1. Purpose

This Procedures set out the University's requirements in relation to graduation and give effect to section 7 of the General Academic Statute.

2. Application of Procedure

This Procedure apply to staff members, students and graduands.

Procedure Content

3. General

- (a) This Procedure applies where a person has completed the qualification requirements and is eligible to graduate in accordance with section 7 of the General Academic Statute.
- (b) Once a student's qualification is audited and confirmed as being complete, they are automatically notified and asked to confirm online that the details to appear on the qualification certificate are correct.
- (c) Where the granting of the qualification is approved under section 7.1(c)(ii) of the General Academic Statute, the Graduation Services will consult and make appropriate arrangements for the qualification to be granted.

Note: Refer to the [Granting Qualifications under Extraordinary Circumstances – Procedure](#).

- (d) The Council may grant qualifications:
 - (i) at a Council meeting; or
 - (ii) at a graduation ceremony.
- (e) A person who is eligible to graduate will normally have their qualification granted at the next available meeting of Council. An electronic version of the qualification certificate will then be issued through the University's online system.
- (f) The graduate may choose to receive the paper copy of their qualification certificate:
 - (i) by post;
 - (ii) by picking it up in person; or
 - (iii) by having it presented to them at a graduation ceremony.

Note: See also the [Academic Transcripts and Certificates Procedure](#)

- (g) Any qualification not already granted within 12 months of completion will be granted at the next August Council meeting unless a deferral is approved by the Team Leader, Graduation Services.

4. For a qualification to be presented at a graduation ceremony

- (a) A graduate wanting to attend a graduation ceremony must normally do so within 12 months of their qualification being granted by Council. At the discretion of the Team

Leader, Graduation Services, the graduate may be permitted to defer attendance to a later ceremony.

- (b) An eligible person who wishes to have the qualification granted at a graduation ceremony shall apply by the following deadlines:
 - (i) 7 March for the mid-year ceremonies; or
 - (ii) 1 October for the ceremonies at the end of the year.
- (c) In exceptional circumstances the Graduation Services may accept a late application.
- (d) Where a graduate, due to exceptional circumstances, has been unable to attend their designated graduation ceremony they may, with the approval of the Team Leader Graduation Services, attend a subsequent ceremony, normally within the next eight months.

5. Academic dress

- (a) Deputy Vice-Chancellor (Academic) has the delegated authority to approve academic dress for individual qualifications (including the hood, stole and stripe colours). Approved colours for current University qualifications are listed on [this website](#).
- (b) Graduands are required to wear appropriate full academic dress for their qualification at all public graduation ceremonies, as outlined in Appendix 1 and 2. Modifications to academic dress are not permitted.

Note: Those who have been admitted ad eundem may wear the academic dress of their previous qualification with prior approval from Associate Director, Student Success.

- (c) Graduands not wearing appropriate full academic dress may not be permitted in the procession.
- (d) Graduands may choose to wear garments to honour their cultural tradition. Garments such as korowai or ta'ovala should be worn over the gown and beneath the hood or stole.
- (e) Graduands are required to obtain prior approval from Associate Director, Student Success, before bringing any non-wearable items that may be of cultural significance.

6. Roll of graduates

- (a) When a qualification is granted, the graduate's name and qualification details are added to the roll of graduates.
- (b) A graduate may have their name removed from the online roll of graduates by a written request to the Team Leader, Graduation Services.
- (c) Where a qualification is rescinded, the person's name will be removed from the roll of graduates.

7. Definitions

In this Procedure, unless the context otherwise requires:

Graduand	The status of an undergraduate or graduate student who has finished their studies at university, but not yet formally graduated.
Rescind a qualification	The award of the qualification is revoked or cancelled.
Roll of Graduates	The roll of graduates that lists the qualification details of graduates from Victoria University of Wellington from 1998 to the present. Prior to 1998 the names of graduates were recorded in the Victoria University of Wellington Calendar.

Related Documents and Information

8. Related Documents

[Education and Training Act 2020](#)

[General Academic Statute](#)

[Academic Transcripts and Certificates Procedure](#)

[Granting Qualifications under Extraordinary Circumstances Procedure](#)

9. Document Management and Control

Essential Record

Approver	Tumu Maruānuku – Deputy Vice-Chancellor, Academic
Approval Date	15 August 2024
Effective Date	20 August, 2025
Next Review Date	15 August 2027
Policy Sponsor	Tumu Maruānuku – Deputy Vice-Chancellor, Academic
Policy Owner	Associate Director, Student Success

Modification History

Date	Approval Agency	Details
15 August 2024	Tumu Maruānuku – Deputy Vice-Chancellor, Academic	Full review. Graduation Statute repealed on 31 August 2020.
May, 2025	Tumu Maruānuku – Deputy Vice-Chancellor, Academic	Inclusion of Academic Dress Policy content (approved by Academic Board that this previous policy be rescinded)

Appendix 1: Academic Dress

1. Doctoral Degrees

1.1 Doctor of Philosophy (PhD)

Academic dress for the Doctor of Philosophy (PhD) comprises:

Gown: as for the Cambridge Master of Arts

Stole: faced with red cloth, with curved yoke

Cap: John Knox cap

1.2 Professional Doctoral degrees

Academic dress for professional Doctoral degrees comprises:

Gown: as for the Cambridge Master of Arts

Stole: faced with satin in an approved colour, with curved yoke

Cap: John Knox cap

1.3 Higher Doctorates and Honorary Doctorates

Academic Dress for Higher and Honorary Doctoral degrees comprises:

Gown: as for the Cambridge Master of Arts but made of scarlet silk or cloth

Hood: made wholly of satin in an approved colour

Trencher: black with tassel.

2. Master's Degrees

2.1 Master's degrees following an undergraduate degree in the same discipline

Academic dress for Master's degrees for which the prerequisite is a Bachelor's degree within the same discipline, and for the Master's degrees of Business Administration, Health Care, Nursing Science and Public Policy comprises:

Gown: as for the Cambridge Master of Arts

Hood: of the same size and shape as for the Cambridge Master of Arts, and lined in an approved colour

Trencher: black with tassel

2.2 Other Master's degrees

Academic dress for all other Master's degrees comprises:

Gown: as for the Cambridge Master of Arts

Stole: faced in an approved colour, with a 20mm coloured stripe placed on the coloured material at a distance of 20mm from the border

Trencher: black with tassel

3. Bachelor's Degrees

3.1 Academic dress for Bachelor's degrees of Architectural Studies, Building Science and Design Innovation comprises:

Gown: as for the Cambridge Bachelor of Arts

Hood: as for other Bachelor's degree but with a 15mm coloured stripe placed on the hood lining material at a distance of 30mm from the fur border

Trencher: black with tassel

3.2 Otherwise academic dress for Bachelor's degrees, comprises:

Gown: as for the Cambridge Bachelor of Arts

Hood: lined in an approved colour, and bordered with white fur

Trencher: black with tassel

4. **Bachelor's degrees with Honours**

4.1 Academic dress for Bachelor's degrees with Honours comprises:

Gown: as for the Cambridge Bachelor of Arts

Hood: lined in an approved colour, and edged with white satin 75mm wide, 15mm being on the coloured lining and the remainder on the outside of the hood

Trencher: black with tassel

5. **Diplomas and Certificates**

5.1 A diploma or certificate graduand who holds a degree shall wear the academic dress of that degree (whether obtained at this University or elsewhere).

5.2 Otherwise, academic dress for a diploma or certificate comprises:

Gown: as for the Cambridge Bachelor of Arts.

Stole: the Victoria University of Wellington stole, which is Tartan Green (BCC26) with an Indian Yellow (BCC6) stripe placed at a distance of 20mm from the border.

Cap/trencher: None

Appendix 2: Colours

- (a) Hood, stole and stripe colours are defined using the British Colour Council Dictionary of Colour Standards (BCC).
- (b) Hood colours for each qualification are determined by the Deputy Vice-Chancellor, Academic. For a Master's degree for which the prerequisite is a Bachelor's degree within the same discipline, the hood colour is normally the same as for the associated Bachelor's degree
- (c) Except for Doctor of Philosophy, stole and stripe colours are determined by the Deputy Vice-Chancellor, Academic. Normally, the same combination of stole and stripe colour is used for all Master's degrees that are managed by a particular faculty.
- (d) Approved colours for current University qualifications are listed on the website: [Qualification colours | Current students | Te Herenga Waka—Victoria University of Wellington](#)
- (e) Details of colours for discontinued University qualifications are held by the Graduation Office. At the discretion of the Manager, Graduation Services, graduates of discontinued qualifications may be provided with current academic dress equivalent to the degree status of the discontinued qualification.

Note: The Wellington Branch of Graduate Women New Zealand is the official academic dress supplier to the University. Contact the Graduation Office or the Academic Dress Hire office for details.