
Graduation Procedures

1. Purpose

These 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 these procedures

These Procedures apply to staff members, students and graduands.

Procedures Content

3. General

- (a) The procedures set out in sections 4-7 below apply where a person has completed the qualification requirements and is eligible to graduate in accordance with section 7 of the General Academic Statute.
- (b) Where the granting of the qualification is approved under section 7.1(c)(ii) of the General Academic Statute, the Manager, Graduation will consult and make appropriate arrangements for the qualification to be granted.

Note: Refer to the Awarding of Qualifications Posthumously Policy.

- (c) The Council may grant qualifications:
 - (i) at a graduation ceremony; or
 - (ii) at a Council meeting.

Note: see also the Academic Dress Policy:

<https://www.wgtn.ac.nz/documents/policy/governance/academic-dress-policy.pdf>

4. Application deadlines

- (a) Applications for graduation must be submitted to the relevant Faculty Student and Academic Services Office.
- (b) An eligible person who wishes to have the qualification granted at a graduation ceremony shall apply by the following deadlines:
 - (i) 1 March for the mid-year ceremonies; or
 - (ii) 1 October for the ceremonies at the end of the year.
- (c) A student who is expecting to become eligible for graduation shortly after these dates may apply for advance graduation. Advance graduation applications must be received by the dates above (*Refer to the Graduation website*
<https://www.wgtn.ac.nz/students/graduation-and-beyond/graduation/apply>).

- (d) An eligible person who wishes to have their qualification granted *in absentia* at the next available meeting of Council or under the authority delegated to the Officers of Council, may apply at any time.

5. Deferral of graduation

- (a) A student who has completed a qualification but remains enrolled in another qualification at this University may apply to graduate with the completed qualification, but otherwise graduation will be deferred until after the final qualification is completed.
- (b) Otherwise qualifications not already granted within 12 months of completion will be granted in absentia at the next August council meeting unless a deferral is approved by the Manager, Graduation Services.
- (c) Where a person, due to exceptional circumstances, has been unable to attend their designated graduation ceremony they may, with the approval of the Director, Student and Academic Services, attend a subsequent ceremony within the next eight months. The opinion of the Chancellor may be sought before granting such approval.

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 Manager, Graduation Services.
- (c) Where a qualification is rescinded, the person's name will be removed from the roll of graduates.

7. Qualifications already granted

Qualifications already granted at a Council meeting may not subsequently be presented at a formal graduation ceremony.

8. Definitions

In these Procedures, unless the context otherwise requires, the following definitions shall apply:

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 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

9. Related Documents

[Education and Training Act 2020](#)

[Academic Dress Policy](#)

[General Academic Statute](#)**10. Document Management and Control**

Approver	Academic Board
Approval Date	Previous Graduation Statute replaced by these Procedures 31 August 2020
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Last Modified	
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Sponsor	Vice-Provost (Academic)
Contact Person	Manager, Graduation Services Extension 5389