

## CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	POLICY STATEMENT .....	1
4	PROCEDURE .....	1
	Graduates .....	3
	Employees .....	3
	Designated colours .....	3
5	RESPONSIBILITIES .....	4
	Compliance, monitoring and review .....	4
	Reporting.....	4
	Records management.....	4
6	DEFINITIONS .....	5
7	RELATED LEGISLATION AND DOCUMENTS.....	5
8	FEEDBACK.....	5
9	APPROVAL AND REVIEW DETAILS.....	5

## 1 PURPOSE

- 1.1 Academic regalia (academic dress) signifies the academic qualification of the wearer.
- 1.2 This policy and procedure specifies the academic regalia to be worn by graduates, employees, CQUniversity Council members, and honorary award recipients at graduation ceremonies and other occasions determined by the University Council.

## 2 SCOPE

- 2.1 This policy and procedure applies to CQUniversity Council members, employees, graduates and honorary award recipients including its predecessor institutions.

## 3 POLICY STATEMENT

- 3.1 Academic regalia shall be worn by graduates and stage party members at graduation ceremonies, as detailed below. It shall also be worn at special University ceremonies and other occasions determined by Council.

## 4 PROCEDURE

- 4.1 The academic regalia worn by the Chancellor, Deputy Chancellor, Vice-Chancellor and President, University Council members, Emeritus Chancellor, and honorary award recipients will be as follows.

Chancellor	Gown	Black Chancellor's gown trimmed with gold braid on the front panels, the hem and the sleeves with a sailor-collar trimmed with gold braid and embroidered on the back with an 18cm full-colour University emblem including gold metallic thread
	Headwear	Black velvet Tudor bonnet with gold cord and tassel or black mortarboard with gold tassel

Deputy Chancellor	Gown	Black Chancellor style gown with gold satin front facings. The sleeves are detailed with one bar above the sleeve slit in gold satin and the sleeve slits are edged in gold satin. The sailor collar is covered in gold satin and embroidered on the back with an 18cm full-colour University emblem.
	Headwear	Black velvet Tudor bonnet with gold cord and tassel or black mortarboard with gold tassel
Vice-Chancellor and President	Gown	Black Vice-Chancellor's gown trimmed with silver braid on the front panels, the hem and the sleeves with a sailor-collar trimmed with silver braid and embroidered on the back with an 18cm full-colour University emblem including silver metallic thread
	Headwear	Black velvet Tudor bonnet with silver cord and tassel or black mortarboard with silver tassel
University Council Member	Gown	Black Cambridge Bachelor style
	Stole	100cm long gold polyester rayon fabric, embroidered with a 12cm high full colour University emblem on the top left hand side, positioned 8cm from the top seam, and with two 2cm strips of satin diagonally across the bottom right hand side – one of University green and one of University blue
	Headwear	Black mortarboard with black tassel  Council Members participating in a graduation ceremony shall wear the University's regalia in effect at the time of the ceremony. or may choose to wear their own.
Emeritus Chancellor	Gown	Black Chancellor style gown with red and gold front facings and gold trims on the hem and sleeves. The sleeve slits are edged in red satin. The red and gold continue onto the back of the gown with an 18cm full colour University emblem in the centre of the red satin which fills the sailor collar. The red facing is in satin, and the fold facing is in "Oakleaf".
	Headwear	Black velvet Tudor bonnet with gold cord and tassel or black mortarboard with gold tassel
Doctor of the University	Gown	Scarlet Cambridge Doctorate style with facings in University blue satin, edged with University gold. The sleeves are fully lined with University blue satin, fastened with a gold cord and button
	Hood	Scarlet Cambridge style, fully lined in University blue satin edged with gold satin
	Headwear	Black velvet Tudor bonnet with gold cord and tassel
Companion of the University	Gown	Black Cambridge Bachelor style
	Stole	100cm long in University Blue polyester rayon fabric and embroidered with a 12cm high full colour University emblem on each side, positioned 8cm from the top seam
	Headwear	Black mortarboard with black tassel
Honorary Doctor	Gown	Scarlet Cambridge Doctorate style with facings in silver satin. The sleeves are fully lined with silver satin, fastened with a gold cord and button
	Hood	Scarlet Cambridge style fully lined in silver satin
	Headwear	Black velvet Tudor bonnet with gold cord and tassel

Honorary Master	Gown	Black Cambridge Master style
	Hood	Black Cambridge style fully lined with satin in the relevant discipline colour
	Headwear	Black mortarboard with black tassel

## Graduates

4.2 The academic regalia worn by graduates will be as follows.

Doctor of Philosophy	Gown	Blue Oxford Doctorate style with facings of green, red and gold satin. The sleeves are fully lined with University green satin, with red and gold satin edging
	Hood	Blue Oxford style fully lined with University green satin with red and gold satin edging, and fastened onto the front of the gown with 'hoodlinks' with the University rosella
	Headwear	Blue velvet Tudor bonnet with gold cord and tassel
Doctor of Business, Doctor of Education, The Professional Doctorate (Transdisciplinary Studies), Doctor of Professional Studies	Gown	Green Oxford Doctorate style with facings of blue, red and gold satin. The sleeves are fully lined with University blue satin, with red and gold satin edging
	Hood	Green Oxford style fully lined with University gold satin with red and blue satin edging, and fastened onto the front of the gown with 'hoodlinks' with the University rosella
	Headwear	Green velvet Tudor bonnet with gold cord and tassel
Master Degree	Gown	Black Cambridge Master style
	Stole	Violet, 100cm long in polyester rayon fabric, embroidered with a 12cm high full colour University emblem on each side, positioned 8cm from the top seam
	Headwear	Black mortarboard with black tassel
All Other Graduates	Gown	Black Cambridge Bachelor style
	Stole	100cm long in polyester rayon fabric, of the appropriate colour listed in the Designated Colours, and embroidered with a 12cm high full colour University emblem on each side, positioned 8cm from the top seam
	Headwear	Black mortarboard with black tassel

## Employees

4.3 Employees participating in a graduation ceremony shall wear the University's regalia in effect at the time of their conferral. Graduate employees may choose to wear their own, or the current regalia providing the required University regalia is available.

4.4 Employees who graduated from other institutions shall be provided with the closest possible match to their requirements from University stock.

## Designated colours

4.5 The standard colours for stoles and facings will correspond as closely as possible with the Australian Colour Standard for General Purposes AS2700:1985. The colours represent different levels of the [Australian Qualifications Framework](#) (AQF), and do not correspond with any particular discipline. Stoles were introduced in 2007.

Award/Qualification	ASC Name	ASC Number
Certificate Certificate I, II, III and IV Advanced Certificate Diploma	Driftwood	X34
Advanced Diploma Associate Degree	Sunflower	Y15
Bachelor	Opaline	G32
Bachelor Honours	Jade	G21
Graduate Certificate	Powder Blue	B32
Graduate Diploma	Ultramarine	B21
Master	Violet	P13

- 4.6 The University's stock of hoods are worn by pre-2007 CQUniversity graduates as well as employees who graduated from other institutions. The hood colours represent the following disciplines for University graduates:
- Apricot – Health
  - Claret – Engineering and Physical Systems
  - Emerald Green – Music and Theatre
  - Lilac – Business, Accounting, and Law
  - Rich Blue – Education and Creative Arts
  - Rose Pink – Interdisciplinary
  - Silver Grey – Arts
  - Turquoise – Information Technology, Information Systems, Multimedia, Mathematics, and Communication
  - Vivid Yellow – Sciences.
- 4.7 There is no provision for a combination of colours for the holder of more than one degree. The usual practice is to wear the degree colour appropriate to the occasion (for example, at a graduation ceremony the colour worn is that for the qualification being presented), or to wear the regalia for the holder's highest AQF level qualification.
- 4.8 Aboriginal and Torres Strait Islander graduates have the option of wearing a cultural sash for their Graduation. Indigenous graduates will receive an invitation from the Indigenous Student Engagement team to receive their sash at a graduation ceremony. The design of the cultural sash can change over time and acknowledges and reflects both Aboriginal and Torres Strait Islander cultures.

## 5 RESPONSIBILITIES

### Compliance, monitoring and review

- 5.1 The University Secretary is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.
- 5.2 The Coordinator University Life is responsible for ensuring compliance at all graduation ceremonies.

### Reporting

- 5.3 No additional reporting is required.

### Records management

- 5.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.

5.5 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email [records@cqu.edu.au](mailto:records@cqu.edu.au)).

## 6 DEFINITIONS

6.1 Terms not defined in this document may be in the University [glossary](#).

## 7 RELATED LEGISLATION AND DOCUMENTS

Nil.

## 8 FEEDBACK

8.1 Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Delegated Approval Authority	Ceremonial and Honorary Awards Committee (operational amendments only)
Advisory Committee	Ceremonial and Honorary Awards Committee
Required Consultation	N/A
Administrator	University Secretary
Next Review Date	23/06/2024

Approval and Amendment History	Details
Original Approval Authority and Date	Council 20/04/1998
Amendment Authority and Date	Council 12/03/2007; Executive Director (Corporate Services) 03/03/2010; Terminology update 04/01/2012; Council 08/12/2014; Council 27/06/2018; Editorial amendment 22/01/2021; Council 23/06/2021; Editorial amendment 07/12/2022.
Notes	