



Title:

# Ceremonial Dress Policy

---

<b>Version</b>	1.0
<b>TRIM file number</b>	08/62
<b>Short description</b>	A policy setting out the ceremonial dress to be worn by officeholders of the University.
<b>Relevant to</b>	All staff
<b>Approved by</b>	University Council
<b>Responsible officer</b>	University Secretary
<b>Responsible office</b>	Council Support Unit
<b>Date introduced</b>	21 February 2008
<b>Date(s) modified</b>	
<b>Next scheduled review date</b>	20 February 2011
<b>Related University documents</b>	Governance (Honorary Awards) Rule 2008
<b>Related legislation</b>	<i>Charles Sturt University Act 1989</i>
<b>Key words</b>	policy, dress, academic, costume, graduation, ceremony

## 1. PURPOSE

This aim of this Policy is to set out the dress to be worn by officeholders at official and ceremonial functions of the University.

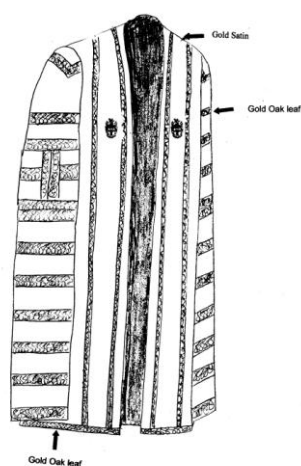
## 2. SCOPE

This policy applies to all ceremonial and official functions at which ceremonial dress is worn.

## 3. OFFICIAL CEREMONIAL DRESS

### 3.1 Chancellor

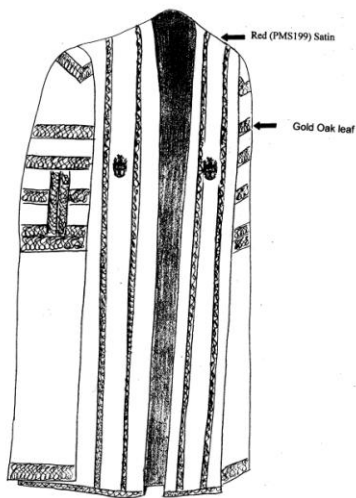
The Chancellor will wear a black damask gown with ten metallic 48 millimetre gold oak-leaf bands on the sleeve with a 70mm wide gold silk band lined with 15mm gold oak-leaf on both sides exists on the front facing. The Coat of Arms is embroidered in gold metallic thread on the gold silk at chest height. The collar, bottom edge of the gown, sleeves and rear vent are also lined with gold oak-leaf. On his or her head, the Chancellor will wear a black mortarboard with gold oak-leaf on base and a gold tassel.



Chancellor

### 3.2 Deputy Chancellor

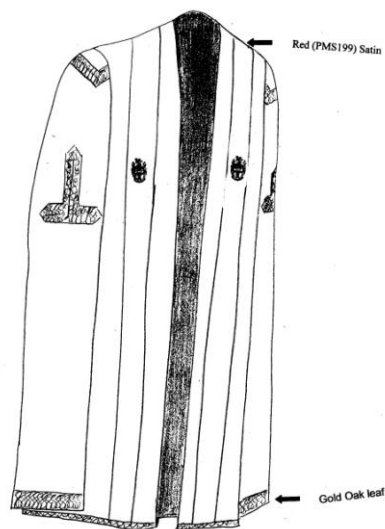
The Deputy Chancellor will wear a black damask gown with five metallic 48 millimetre gold oak-leaf bands on the sleeve. A 70mm wide red satin (Pantone 199) band lined with 15 millimetre oak-leaf on both sides exists on the front facing. The Coat of Arms is embroidered in gold metallic thread on the red silk at chest height. The collar, bottom edge of the gown, sleeves and rear vent are also lined with gold oak-leaf banding. On his or her head, the Deputy Chancellor will wear a black mortarboard with gold oak-leaf on base and a gold tassel.



Deputy Chancellor

### 3.3 Pro Chancellor

The Pro Chancellor will wear a black damask gown with metallic 48 millimetre gold oak-leaf bands at the arm opening, top and bottom of the sleeve. A 70 millimetre wide red (Pantone 199) satin on the front facing. The Coat of Arms is embroidered in gold metallic thread on the red satin at chest height. The collar, bottom edge of the gown, sleeves and rear vent are also lined with gold oak-leaf banding. On his or her head, the Pro Chancellor will wear a black mortarboard with gold oak-leaf on base and a gold tassel.

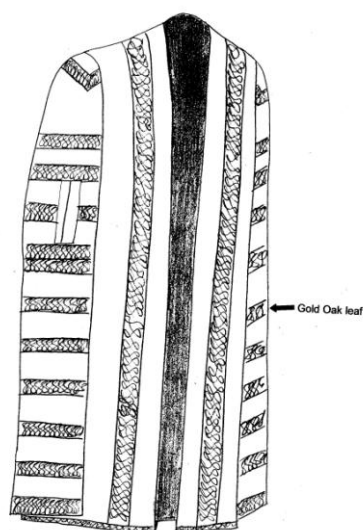


Pro Chancellor

### 3.4 Vice-Chancellor and President

The Vice-Chancellor and President will wear a black damask gown with ten metallic 48mm gold oak-leaf bands on the sleeve. The front facing, the collar, the bottom edge of the gown, the sleeves and the rear vent are all lined with gold oak-leaf. On

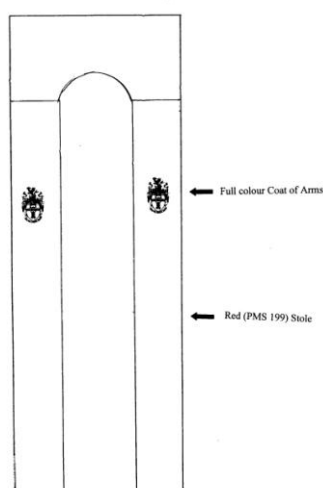
his or her head, the Vice-Chancellor and President will wear a black mortarboard with gold oak-leaf on base and a gold tassel.



Vice Chancellor

### 3.5 Council Members

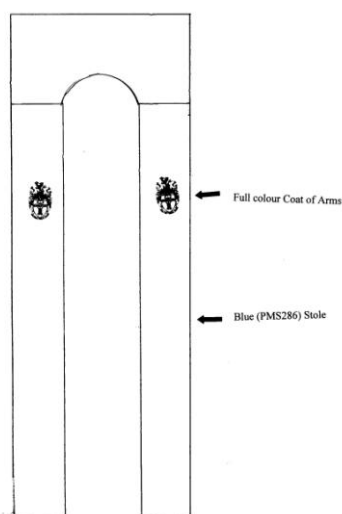
Members of the Council of the University will wear a black gown manufactured to the same pattern as graduates holding a degree of Master. About the neck, he or she will wear a stole of bright red corded fabric (Pantone 199) consisting of two tails each one and a half metres long and 10 centimetres wide, fixed to a collar having the dimensions 33 centimetres wide and 20 centimetres deep, having square corners at the back of the neck. The stole is embroidered with the Coat of Arms, in full colour, on both tails at chest height. It is worn showing colour on both sides. On his or her head, the Council member will wear a black mortarboard and a black tassel.



University Council

### 3.6 Heads of Campus and Provost

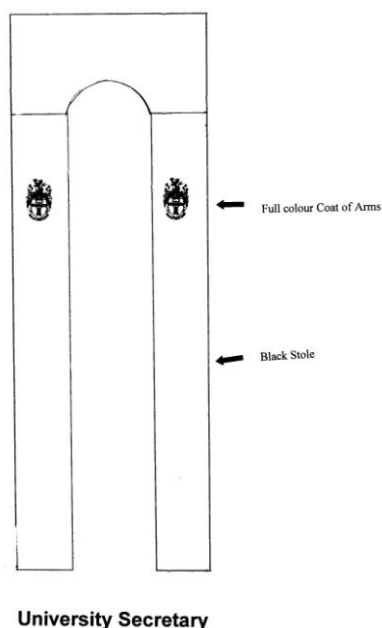
Heads of Campus and Provosts will wear a black gown manufactured to the same pattern as graduates holding a degree of Master. About his or her neck, the Head of Campus or Provost will wear a stole of blue corded fabric (Pantone 286) consisting of two tails each one and a half metres long and 10 cm wide, fixed to a collar having the dimensions 33 centimetres wide and 20 centimetres deep, having square corners at the back of the neck. The stole is embroidered with the Coat of Arms, in full colour, on both tails at chest height. It is worn showing colour on both sides. On his or her head, the Head of Campus or Provost will wear a black mortarboard and a black tassel.



Head of Campus

### 3.7 University Secretary

The University Secretary will wear a black gown manufactured to the same pattern as graduates holding a degree of Master. About the neck, the University Secretary will wear a stole of black damask fabric consisting of two tails each one and a half metres long and 10 centimetres wide, fixed to a collar having the dimensions 33 centimetres wide and 20 centimetres deep, having square corners at the back of the neck. The Coat of Arms is embroidered on both tails in gold metallic thread at chest height. On his or her head, the University Secretary will wear a black mortarboard and a black tassel.



#### **4. USE OF DRESS BY ACTING AND OTHER OFFICERS**

- 4.1 Where a person is acting in, or is authorised to act for, the position of an officer for which an official ceremonial dress is provided in accordance with this Policy (for example, the Deputy Vice-Chancellor acting for the Vice-Chancellor and President at a graduation ceremony), and that officer does not have an official ceremonial dress designated under this Policy, the officer acting may wear that official ceremonial dress of the officer for whom the person is acting.
- 4.2 Despite clause 4.1, only the Chancellor may wear the official dress of that office. Where the Deputy Chancellor acts in the place of the Chancellor, the Deputy Chancellor will wear the official dress of his or her office. Where the Pro Chancellor acts for the Chancellor or Deputy Chancellor, the Pro Chancellor will wear the official dress of his or her office. A person acting for the Chancellor during a vacancy in that office may wear the official dress (except where that person is the Deputy Chancellor or Pro Chancellor).
- 4.3 A Head of Campus or Provost will wear the official ceremonial dress prescribed under this Policy when undertaking the ceremonial or official duties of their role.
- 4.4 A member of a committee of the Council who is not a member of Council may, for the term of their membership of the committee, wear the ceremonial dress of a member of Council.
- 4.5 A former member of the Council, Head of Campus, Provost or University Secretary may wear the official ceremonial dress prescribed for the respective office after their departure from that office at ceremonies conducted by the University, but will be distinguished from a current member or holder of an official position by not wearing the mortar board pertaining to that position.

- 4.6 The Chancellor, Deputy Chancellor, Pro Chancellor or Vice-Chancellor and President may, for the sake of convenience, wear a bonnet with a gold tassel in substitution for a mortar board at ceremonies conducted outside of Australia only.

**Table of amendments**

<b>Version number</b>	<b>Date</b>	<b>Short description of amendment</b>