

---

## Graduation Statute

### Governance Policy

---

#### 1 Purpose

The purpose of this statute is to set out the details for graduation requirements for Victoria University of Wellington.

#### 2 Organisational Scope

This is a University-wide statute. It shall apply to all VUW students.

#### 3 Definitions

None

#### 4 Statute Content and Guidelines

- (a) A person wishing to have a qualification granted at a graduation ceremony shall make application to the relevant Faculty Student Administration Office no later than the first day of March for the mid-year ceremonies or not later than the first day of October for the ceremonies at the end of the year.
- (b) A person who has completed the requirements for a qualification may at any time apply to the relevant Faculty Student Administration Office to have the qualification granted at the next available meeting of Council or under the authority delegated to the Officers of Council.
- (c) Completed qualifications not granted or deferred by request within 12 months of completion will be granted in absentia at the next June council meeting.
- (d) Qualifications already granted at a council meeting may not subsequently be presented at a formal graduation ceremony.  
*Note: The only exceptions are the recipients of the Postgraduate Diploma in Clinical Psychology.*
- (e) Where a person, due to exceptional circumstances, has been unable to attend their designated graduation ceremony they may, with the approval of the Director, Central Student Administration, attend a subsequent ceremony within the next eight months. In certain circumstances the opinion of the Chancellor may be sought before granting such approval.
- (f) A person who is eligible to apply to have a qualification granted may choose to receive the document in either English or te reo Māori.
- (g) Where (a) a qualification which has been granted is credited substantially or in full to a subsequent qualification and (b) the statute for the subsequent qualification requires the abandonment of the prior qualification, the name of the student graduating will, in

respect of the prior qualification, be removed from the Roll of Graduates upon granting of the subsequent qualification.

- (h) Graduates will be issued with only one original degree/diploma/certificate parchment per qualification. In the event of this original parchment being lost, damaged or stolen application can be made to the Graduation Office for a replacement certificate.

*Note: This means that a graduate can only have one parchment per qualification at any one time.*

## 5 Legislative Compliance

The University is required to manage its policy documentation within a legislative framework. The legislation directing this statute is the:

[Education Act 1985](#)

## 6 References

[Victoria University of Wellington Calendar, Section C](#)

Previous Version: [archived Graduation Statute 20090616.pdf](#)

## 7 Appendices

[Appendix A: Abandonment of Prior Qualifications List](#)

## 8 Approval Agency

University Council

## 9 Approval Dates

This statute was originally approved on: Unspecified

This version was approved on: 17 June 2009

This version takes effect from: 17 June 2009

This statute will be reviewed by: 17 June 2012

## 10 Statute Sponsor

Chief Operating Officer

## 11 Contact Person

The following person may be approached on a routine basis in relation to this statute:

Fay Julian

Graduation Co-ordinator

Ext: 5389