

## Academic Dress for the Staff Procession at Graduation Ceremonies

1. Academic dress for graduates of Monash and for graduates of some Melbourne-based institutions is provided free of charge to members of the procession *subject to the requirements of candidates*.
2. Those members of staff whose requirements cannot be met as above may apply to borrow a Council gown, which is a master's gown of black cloth with turquoise yoke and facings worn with a black trencher cap.  
*This is the statutory dress at all University ceremonies for graduate members of staff not having access to their proper dress*
3. This form is to be returned to Judi Munting, Academic Dress Coordinator, Academic Dress, Short Courses Centre, Building 51, Clayton Campus, or by facsimile ext 51028, or [Judi.Munting@adm.monash.edu.au](mailto:Judi.Munting@adm.monash.edu.au)
4. Individual members of staff or departments completing this form must also notify their intention of participating to Brian Corless, Esquire Bedel, Protocol and Graduations on ext 52091, or [Brian.Corless@adm.monash.edu.au](mailto:Brian.Corless@adm.monash.edu.au)

### Individual Member of Staff:

<b>Date and Time of ceremony</b>		<b>Faculty/Department</b>		<b>Telephone/Extension</b>	
<b>Name and Title</b>	<b>Degree/award title</b>	<b>Institution</b>		<b>Height (cm)</b>	<b>Head size (cm)</b>

### Faculty/Department Requirements:

<b>Date and time of ceremony</b>	<b>Faculty/Department</b>	
<b>Name of contact Officer</b>	<b>Telephone/Extension</b>	

<b>Name (include title)</b>	<b>Degree/award title</b>	<b>Institution</b>	<b>Height (cm)</b>	<b>Head size (cm)</b>

- Borrowed academic dress will be available on racks in alphabetic order at the advertised assembly point immediately prior to the ceremony at any venue, and must be returned there immediately after the ceremony.
- Academic Dress may also be purchased. Please phone Academic Dress on ext 53146 for more information.

The information on this form is collected for the primary purpose of processing your academic dress request. If you choose not to complete all the questions on this form, it may not be possible for Monash University to process your request. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the Monash University Privacy Officer on 9905 6011.

#### Academic Dress

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