11.5.R1 – CONFERRING CEREMONY PROCEDURES

Presentation of candidates for degrees without examination and honorary degrees

(1) A candidate for admission to a degree of master without examination or to an honorary degree other than the honorary degree of doctor of Laws is to be presented at a conferring ceremony by the dean of the faculty to which the degree pertains and the grounds for awarding an honorary degree shall first be cited by the dean.

(2) A candidate for admission to the honorary degree of doctor of Laws is to be presented at a conferring ceremony by the president of the Board who cites the grounds for admission.

Admission of candidates absent from the conferring ceremony

(3) With the approval of the university secretary, a candidate who is absent from a conferring ceremony may be admitted to a degree if the president of the Board or the dean of the appropriate faculty presents the candidate's name at the conferring ceremony and certifies that the candidate has fulfilled the conditions prescribed for admission to that degree. In such circumstances the degree certificate is forwarded to the candidate after the conferring ceremony has occurred.

(4) With the approval of the president of the Board and of the university secretary on behalf of Council, a candidate who, for special reasons, needs to graduate prior to a conferring ceremony may do so provided the dean of the appropriate faculty certifies that the candidate has fulfilled the conditions prescribed for admission to the degree or degrees. Where a degree is so conferred, the academic registrar must report the conferring to the next meeting of the Board and the university secretary must report the conferring to the next meeting of Council.

Absence of dean or president of the Board

(5) In the absence of a dean, the duties of the dean under this regulation may be discharged by-
   (a) a deputy dean;
   (b) an associate dean of the same faculty;
   (c) a member of the same faculty of the rank of senior lecturer or above who is nominated by the dean; or
   (d) the president of the Board or a person nominated by the president.

(6) In the absence of the president of the Board, the duties of the president under this regulation may be discharged by-
   (a) the vice-president of the Board;
   (b) the deputy vice-president of the Board; or
   (c) any professor to whom the president, vice-president or deputy vice-president may delegate those duties.

(7) Notwithstanding sections (5) and (6), where a degree pertains to a school, a dean may, with the approval of the vice-chancellor, delegate his or her function under this regulation to the head of school or, in the absence of the head, the deputy head, whether or not the dean attends the ceremony.

Order of Proceedings

(8) Subject to statute 11.5 and to this regulation, Council may by resolution determine orders of proceedings according to which various forms of conferring ceremonies are to be conducted.

[Made by Council 12/7/10 – effective 1/1/11; revoked 21 July 2016]