

 <b>BRANDON UNIVERSITY</b>	<b>Academic Regalia</b>	<b>Approved by:</b> President’s Administrative Council  <b>Administered by:</b> Vice-President (Administration and Finance)
<b>Administrative Policy</b>	<b>First Approved: April 15, 2020</b>	<b>Updated:</b>

**1.0 Scope**

This policy applies to all staff and faculty of the University.

**2.0 Policy**

Convocation is one of the highlights of the academic year and the opportunity to celebrate the efforts and successes of students and the campus community throughout the year. For The academic community, academic regalia can be important to celebrate their own educational achievements as well as to add to the pomp and circumstance of the convocation ceremony. Academic regalia is also typical a significant investment and a once in a lifetime purchase. While it is an important symbol for the campus community, it also benefits the University to have members of the campus community present and in regalia to help celebrate our annual convocation.

Consequently, a decision has been made to allow the purchase of academic regalia with professional development allowance funds. These funds may be from the annual individual allocation or from a general pool of unexpended PDA funds available to budget units generally.

**3.0 Definitions**

3.1 Academic regalia – a traditional form of clothing for academic settings which may include a gown, hood or stole, and cap.

**4.0 Accountability**

The Vice-President (Administration and Finance) is responsible for the communication, administration and interpretation of this policy.

The process to receive authorization and to purchase academic regalia is as follows.

1. The campus community member wishing to purchase regalia will begin the process by sourcing the regalia and determining the cost.
2. Application is made to the supervising Dean, Director, Vice-President, or President to approve the purchase and to ensure sufficient funds are available for the purchase in either the PDA available to that member or in the general pool of that area. Non-PDA funds may not be used for this purchase. Advance approval is required before the purchase is made.
3. The member then makes the purchase, receives the regalia, and if received in satisfactory condition, submits the bill to the supervisor for payment.
4. The supervisor submits the bill to Accounts Payable for payment.

5. Accounts Payable submits a copy of the bill to Human Resources to be recorded as a taxable benefit to the member. The recording of the taxable benefit will require the payment of the applicable income taxes, which will be deducted from the next pay, unless alternate arrangements have been made to spread the income tax deductions over a maximum of four pay periods. The taxable benefit will be recorded on the employee's T4 for that year.
6. The academic regalia becomes the property of the member, who is responsible for the storage, care and maintenance of that regalia. Further PDA or other University funds may not be used for that purpose.
7. Members may wish to purchase only the academic hood to wear with the simple black gowns normally ordered for convocation. In this case, the purchase of the academic hood follows steps 1 through 6. The rental of the simple gown can be coordinated with the Senate Office prior to Convocation and the expense will be covered by the Convocation budget. Those who wish to rent their full academic regalia may still do so at the expense of their Department/Faculty.

## **5.0 Review**

Formal review of this policy will be conducted every three (3) years with the next scheduled review date April 2023. In the interim, this policy may be revised or rescinded if the President deems necessary or if there are changes within legislation which require such.

## **6.0 Previous Policies**

## **7.0 Reference**

- 7.1 Sources  
Not applicable
- 7.2 Related documents

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## **Procedures**

Inquiries may be directed to the Office of the Vice-President (Administration and Finance) at [admin.finance@brandonu.ca](mailto:admin.finance@brandonu.ca) or (204) 571-7850.

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**All Administrative Policies and Procedures are available in PDF format at**

**<https://www.brandonu.ca/vp-finance/policies/>**

**Alternate formats are available upon request by contacting the Office of the Vice-President (Administration & Finance) at [admin.finance@brandonu.ca](mailto:admin.finance@brandonu.ca) or (204) 571-7850.**