

University Protocol

Events (excluding Graduation)

Members of the University involved in arranging events should follow the following protocol.

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1. Definitions

University Council Events

University Council Events are typically those events initiated by the University Council however also includes events such as Graduation Ceremonies. For example the renaming of the former Old Physics Building in November 2003 to the Patricia O'Shane Building. The Chancellor presides over University Council Events.

UNE Official / Corporate Events

The Vice-Chancellor as CEO of the University normally presides over University official events. For example the annual Scholarships Presentations, Inaugural and Memorial Lectures

Public Events

Conferences, public lecture, seminars and events, involving members of the public. These may be organised either by the University itself, the UNE Conference Company, the residential colleges or by one of the Faculties or schools etc.

2. Events involving the Chancellor, Deputy Chancellor or Vice-Chancellor

Chancellor

For any activity or occasion for which the Chancellor's presence is sought, the first step should be to confirm through the the Office of the Secretariat the Chancellor's willingness and availability to participate.

If the occasion is a University Council Event at which the Chancellor is to preside or be present, and for which invitations are issued on behalf of the University, the following procedures should be observed:

- In advance of any public announcement or issuing of invitations, the Chancellor must be consulted about the nature, purpose, order of proceedings and a general indication of the size and nature of the proposed guest list;
- The Chancellor must have had prior opportunity to comment on the nature of the function, invitation lists and mode and conduct of the occasion;
- The Chancellor must be acknowledged as the host;
- Invitations must be issued in the name of the Chancellor, and their form and content approved in advance with him/her through the Secretariat;

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- There must be proper and consistent recognition of the Office of Chancellor as the highest-ranking in the University.

If the occasion is not an official University event and the Chancellor attends as a guest rather than host (for example, if he/she were asked to give an after dinner speech at a school dinner), the Chancellor should still be informed as a matter of courtesy about the nature of the occasion and be given a general indication of who will be attending.

Any approaches to the Chancellor for participation in a University event should be through the Secretariat.

There will be occasions when both the Chancellor and Vice-Chancellor will be present. Arrangements in such cases should be cleared through the Secretariat and the Vice-Chancellor's Office.

Where both the Chancellor and Deputy Chancellor are present at University functions there should, in addition to the above requirements, be proper and consistent recognition of the office of the Deputy Chancellor as second only to the Chancellor in the formal hierarchy of the institution.

Deputy Chancellor

The requirements as set out for the Chancellor apply equally to the Deputy Chancellor, for any occasion at which he/she officiates or is present in the absence of the Chancellor.

Vice-Chancellor

The Vice-Chancellor is the chief executive officer of the University¹.

For any activity or occasion for which the Vice-Chancellor's presence is sought, the first step should be to confirm through the Vice-Chancellor's Office, the Vice-Chancellor's willingness and availability to participate.

If the occasion is a University Official Event at which the Vice-Chancellor is to preside or be present, and for which invitations are issued on behalf of the University, the following procedures should be observed:

- In advance of any public announcement or issuing of invitations, the Vice-Chancellor must be consulted about the nature, purpose, order of proceedings of the function and a general indication of the size and nature of the proposed guest list;
- The Vice-Chancellor must have had prior opportunity to determine the nature of the function, invitation lists and mode and conduct of the occasion;
- The Vice-Chancellor must be acknowledged as the host;
- Invitations must be issued in the name of the Vice-Chancellor, and their form and content approved in advance with him/her through their office

If the occasion is not an official University event and the Vice-Chancellor attends as a guest rather than host (for example, if he/she were asked to give an after dinner speech at a school dinner), the Vice-Chancellor should still be informed as a matter of courtesy about the nature of the occasion and be given a general indication of who will be attending.

¹ Section 29, 2D of The University of New England Act 1993. Functions of the Vice-Chancellor

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3. Invitations

Only the Chancellor and Vice- Chancellor have the authority to invite guests to official University functions, so arrangements should be through the appropriate office before invitations are printed and issued.

UNE Council

Invitations to members of the University Council are issued through the Secretariat.

Distinguished Visitors

Any invitation to the Governor, Governor- General, Premier, Prime Minister, Ministers of the state or Commonwealth or people of analogous rank (including distinguished international visitors) to participate in a University function must be approved by the Office of the Vice-Chancellor. Such invitations are generally prepared and distributed by the relevant area or event owner.

The Governor is the Visitor of the University but has ceremonial functions only.² As the Visitor of the University, the Governor should be both invited to attend and perform at an Installation. When planning a Council or other official University event the question should be asked; does the Visitor have a role in this function.

For an event on campus which is not an official University function as such (for example a national conference of a professional association) the invitation would normally be issued by the appropriate office bearer of the group concerned. However, it is important on these occasions that the Vice-Chancellor's Office is informed of the invitation, as the University may wish to take the opportunity to entertain the visitor or to involve him/her in a more general way during the visit.

4. Academic Procession and Seating (University events such as Inaugural lectures, excluding Installations and Graduations)

Academic Procession

- Executive Dean of Faculty “hosting” the academic giving the lecture (Inaugural Lectures).
- Academics
 - Phd students
 - Lecturers
 - Senior lecturers
 - Heads of schools
- Associate Professors
- Adjunct Professors
- Professors
- Emeritus Professors
- Executive Deans
- UNE Council
- Pro Vice-Chancellors / Senior Executive
- Deputy Chancellor

² Section 13, The University of New England Act 1993. Visitor

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- Chancellor
- Official party:
 - Master of Ceremonies
 - Speaker / Lecturer
 - Vice-Chancellor

(Please note that if the Deputy Chancellor and Chancellor are in the academic procession at a University (non-Council) event and if they are not making a speech they are not part of the official party. If they are part of the academic procession they must be in academic dress.)

On completion of the event the procession exits in the reverse order.

Seating

Only speakers / presenters should be seated on the stage or dais.

5. Recognitions

Appropriate recognition of order and position should be made at the event and in its supporting materials for example in guest lists, VIP apologies for use in Official Packs etc.

- Chancellor
- Deputy Chancellor³
- Vice-Chancellor
- Pro Vice-Chancellors / Senior Executive
- UNE Council
- Executive Deans
- Emeritus Professors
- Professors
- Adjunct Professors
- Associate Professors
- Academics
 - Senior lecturers
 - Lecturers
 - Phd students
- Town dignitaries

List management

- VIPs / Dignitaries
 - Are recorded according to rank from most senior to least senior
- Apologies
 - Are recorded according to rank from most senior to least senior
- RSVPs
 - Are recorded on an excel database and a list is made from this.

³ Where both the Chancellor and Deputy Chancellor are present at University functions there should be proper and consistent recognition of the office of the Deputy Chancellor as second only to the Chancellor in the formal hierarchy of the institution.

6. Conferences and other Public Events in the University

At virtually any time in the University there is likely to be some conference, public lecture, or seminar, involving members of the public. These may be organised either by the University itself, the UNE Conference Company, the residential colleges or by one of the faculties or schools etc.

The organiser of each such event should inform the Marketing and Public Affairs Directorate, so that one central point of the University is aware of every activity and the event can be promoted on the University Events Calendar.

The Events calendar is available from the UNE home page or visit <http://calendar.une.edu.au/calendar/>

The University switchboard and the administration commonly receive enquiries about conferences, and other events, and cases where it is not clear who the host is, the University is made to appear somewhat inept in being unable to answer the enquiry.

Event notification should be submitted to the event coordinator, Marketing and Public Affairs via email on eventsalendar@une.edu.au. The following information should be provided.

- Event
- Date
- Venue
- Event contact / project owner
- Publicity requirements, if any

5. Forms of Address

Administrator

Vice-Regal: Refer to Governor-General. When Administrator of a Territory

Letters Superscription: "His Honour the Administrator of ..."

Commencement: "Your Honour" or less formally "My dear Administrator"

Personal Address "Your Honour"

Ambassador

Letters Superscription: "His Excellency (preceding all other ranks and titles), Mr.....Ambassador of ..."

Commencement: "Your Excellency" or less formally "My dear Ambassador"

Personal Address "Your Excellency"

Ambassador's partner

Ambassador's spouse is referred to and addressed by name. (eg Mrs or Mr ...)

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Archbishop (Anglican)

Letters Superscription: "The Most Rev. The Archbishop of"

Commencement "Dear Archbishop" or "Your Grace"

Personal Address "Your Grace" or "Archbishop"

Archbishop (Roman Catholic)

Letters Superscription: "His Grace, the Most Reverend (initials and name), Archbishop of ..."

Commencement: "Your Grace", or Dear Archbishop..."

Personal Address "Your Grace" or "Archbishop"

Archdeacon

Letters Superscription: "The Venerable the Archdeacon of..." or "The Venerable (initials and name), Archdeacon of..."

Commencement: "Dear Archdeacon"

Personal Address "Archdeacon" (The prefix of the Venerable is not retained after retirement unless the title of Archdeacon Emeritus has been conferred.)

Baptist Union of Australia President- General

Letters Superscription: Clergymen – "The Reverend... .." Layman – "Mr... .."

Commencement: "Dear Sir" or less formally "Dear Mr..."

Personal Address "Mr President – General" or less formally "Mr... .."

Bishop (Assistant or Coadjutor)

Letters Superscription "The Right Rev. the Assistant (or Coadjutor) Bishop of ..." or where an Assistant Bishop is resident in a specific area, "...The Right Rev. the Bishop in..."

Commencement: "Dear Bishop"

Personal Address As with Bishop (Diocesan)

Bishop (Diocesan)

Letters Superscription preferred form "The Right Rev. the Bishop of ..." but equally correct "The Right Rev. the Lord Bishop of..."

Commencement: "Dear Bishop"

Personal Address preferred form "Bishop" but also correct "My Lord Bishop"

Bishop (Roman Catholic)

Letters Superscription: "His Lordship, the Most Rev (Initials), Bishop of..."

Commencement "My Lord" or "Dear Bishop ..."

Personal Address "My Lord" or "Bishop"

Bishop (Retired)

Letters Superscription: "The Right Rev. (Name) D.D."

Commencement: "Dear Bishop"

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Canon

Letters Superscription "The Rev Canon... (Initials and name)"

Commencement: "Dear Canon"

Personal Address "Canon" or "Canon ..."

Consul-General

Letters Superscription: "Mr, Consul-General of ..."

Commencement: "Mr Consul-General"

Councillor

Letters Superscription: "Councillor... .."

Commencement: "Councillor".

Personal Address "Councillor", "Mr Councillor" or "Madam Councillor"

Dames of Orders of Chivalry

Prefix "Dame" to their Christian names, adding the initials "G.C.B.", "G.C.M.G.", "G.C.V.O.", "G.B.E.", "D.C.B", "D.C.V.O." or "D.B.E." as the case may be, after the surname

Letters Commencement: formally "Madam" or socially, "Dear Dame (Edith)...", or "Dear Dame (first name)".

Personal Address "Dame (first name)"

Deaconess

Letters Superscription: "Deaconess..."

Commencement: "Dear Deaconess"

Personal Address "Deaconess"

Dean

Letters Superscription: "The Very Rev. the Dean of..."

Commencement: "Dear Dean..." or "Dear Mr Dean"

Personal Address "Sir" or "Mr Dean" (The prefix of "The Very Rev." is not retained on retirement)

Governor

Letters Superscription: "His Excellency Sir (or, if appropriate, Mr)... .."

Commencement: "Your Excellency" or less formally "My Dear Governor".

Personal Address "Your Excellency"

Governor-General (or Administrator in the absence of the Governor General)

The style of "his Excellency" precedes all other titles and ranks

Letters Superscription: "His Excellency Sir (or, if appropriate, Mr)" or "His Excellency the Governor-General"

Commencement: "Your Excellency" or less formally "My dear Governor-General"

Personal Address "Your Excellency"

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Governor-General's Wife

Letters Superscription: "Her Excellency Lady (or Mrs)... .."

Commencement: "Your Excellency" or less formally "dear Lady (or Mrs) ..."

Personal Address "Your Excellency" or less formally, after introduction, "Lady (or Mrs) ..."

Governor's Wife

Letters Superscription: "Lady (or Mrs) ..."

Commencement: "Dear Lady (or Mrs) ..."

Personal Address "Lady (or Mrs) ..." (the wife of a State Governor is not accorded the title of "Her Excellency")

High Commissioner

Letters Superscription: "His Excellency (preceding all other ranks and titles) Mr..., the High Commissioner for"

Commencement: "Your Excellency" or less formally "My Dear High Commissioner"

Personal Address "Your Excellency"

Honourable

Letters Superscription: "The Hon.... .."

Commencement: "Dear Sir (or Madam)" or less formally "Dear Mr (Mrs, Miss or Ms)...".

Personal Address "Sir" or "Madam" or less formally "Mr (Mrs, Miss or Ms)..."

Note: "Mr", "Esq.", "Miss", "Ms" are not used with the title

Lord Mayor

Letters Superscription: (Sydney, Hobart, Brisbane) "The Right Hon. The Lord Mayor of, Alderman... .."; (Melbourne) "The Right Hon. The Lord Mayor of Melbourne, Councillor... .."; (Adelaide and Perth) "The Right Hon. The Lord Mayor of..., Mr... .."; (Darwin) "The Right Worshipful Lord Mayor of Darwin, Mr... .."; (Geelong, Newcastle, Wollongong) "The Right Worshipful, the Lord Mayor of ..., Alderman"

Commencement: "My Lord" or less formally "Dear Lord Mayor"

Personal Address "Lord Mayor"

Members of Parliament - Senate

President

Letters Superscription "Senator the Hon. Sir (or Mr)... .., President of the Senate".

Commencement : "Dear Mr President" or less formally "My dear President"

Personal Address "Mr President"

Minister

Letters Superscription "Senator the (Right) Hon. ... Minister for ..."

Commencement: "Dear Minister" or less formally "Dear Senator...".

Personal Address: "Mr Minister" or : "Minister".

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Senator

Letters Superscription "Senator" (or Senator the (Right) Hon.)"

Commencement: "Dear Sir" or less formally "Dear Senator"

Personal Address "Senator"

Members of Parliament – House of Representatives

Speaker

Letters Superscription: "The Honourable, M.P., Speaker of the House of Representatives"

Commencement: "Dear Mr Speaker" or less formally "My dear Speaker"

Personal Address: "Mr Speaker"

Prime Minister

Letters Superscription: "The (Right) Hon., M.P. Prime Minister"

Commencement: "Dear Prime Minister" or less formally "My dear Prime Minister".

Personal Address "Mr Prime Minister" or "Prime Minister"

Minister

Letters Superscription: "The (Right) Hon., M.P., Minister for ..."

Commencement: "Dear Minister" or less formally "Dear Mr..."

Member

Letters Superscription: Mr (or, if a member of the Privy Council of a former Minister, The Right Hon., or Hon), M.P."

Commencement: "Dear Sir" or less formally "Dear Mr..."

Personal Address "Mr..."

Members of Parliament – State Parliaments

Premier

Letters Superscription: "The Hon., M.P. (or in South Australia, alternatively, M.H.A.) Premier of..."

Commencement: "Dear Mr Premier" or less formally "My dear Premier"

Personal Address "Mr Premier" or "Premier"

Northern Territory- Letters Superscription: "The Hon.... .. M.L.A., Chief Minister"

Minister

Letters Superscription: "The Hon., M.P. (M.L.A. or M.H.A. as appropriate), Minister for ..."

Commencement: "Dear Minister" or "Dear Mr..."

Personal Address "Mr Minister" or "Minister"

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Members of Parliament – Legislative Council

President

Letters Superscription “The Hon.M.L.C., President of the Legislative Council”

Commencement “Dear Mr President” or less formally “My dear President”

Personal Address “Mr President”

Member

Letters Superscription “The Hon.M.L.C.”

Commencement “Dear Sir” or less formally “Dear Mr”

Personal Address “Mr ...”

Members of Parliament – Legislative Assembly or House Assembly

President

Letters Superscription “Mr... .., M.H.A., President of the House of Assembly”

Commencement “Dear Mr President” or less formally “My dear President”

Personal Address “Mr President”

Member

Letters Superscription “Mr, M.H.A”

Commencement “Dear Mr... “

Personal Address “Mr...”