



THE UNIVERSITY OF QUEENSLAND  
AUSTRALIA

## The University of Queensland Vice-Chancellor's Protocol Guidelines

### Introduction

The primary function of the Office of Protocol (Protocol) within the Division of External Relations is to protect and enhance the standing of the University as a world-class institution in key sectors. The office provides professional protocol support and advice to the Vice-Chancellor and University staff on the planning and management of key University events and visits by dignitaries. These guidelines apply to **all** Faculties, Schools, Institutes, Centres, University-owned entities and general administration divisions.

1. **Every** function proposed to involve the participation or attendance of the Chancellor and/or Vice-Chancellor **must** be advised through Protocol. The Protocol office will coordinate all arrangements with the Chancellor and/or Vice-Chancellor. At least six week's notice of an event is required.
2. **Any** proposed function involving a member of State or Federal Parliament, diplomatic or consular corps, the Chief Justice, the Governor or Governor-General **must** be coordinated through the Office of Protocol.
3. **All** activities which fall into the above two categories must be notified to Protocol by completing the Protocol Advice/Assistance Request form which can be found at:  
[http://www.uq.edu.au/omc/docs/protocol/protocol\\_assistance\\_request.doc](http://www.uq.edu.au/omc/docs/protocol/protocol_assistance_request.doc)
4. **All** invitations to members of State or Federal Parliament, diplomats, the Chief Justice, the Governor or Governor-General are to be drafted by the Protocol and Ceremonies Office. These will be submitted by Protocol for consideration and signature by the Vice-Chancellor. Late requests for invitations cannot be considered.
5. **All** follow-up communications with these dignitaries listed above are to be conducted by Protocol. Briefings concerning the participation or attendance by these persons will be provided through Protocol.
6. If the function is a significant University 'showcase' event, Protocol will fully manage the function including the management of invitations, program details, speakers, audio-visual requirements and catering.
7. In relation to events which are not significant University 'showcase' events, Protocol will give advice rather than take a lead role. In these cases, Protocol must be provided with **drafts** of invitations and proposed guest lists prior to distribution, as well as details of the staging of the function. **This should be done no later than six weeks prior to the event** to allow sufficient time to avoid any perceived problems in the staging of the event.
8. **All** invitations to events to be hosted by the Chancellor or Vice-Chancellor **must** be approved by the Office of the Vice-Chancellor **via** Protocol.