

Conferral of Awards and Graduation Procedures

Table of Contents

1. Governing Policy
2. Purpose
3. Definitions
4. Procedures
 - 4.1. Eligibility to graduate
 - 4.2. Notification of conferral and graduation arrangements
 - 4.3. Certification of qualification (academic documents)
 - 4.4. Graduation ceremonies
 - 4.5. Rescission of academic awards
 - 4.6. Posthumous academic awards
 - 4.7. Honorary awards
 - 4.8. Verification and release of award information

1. Governing Policy

[Conferral of Awards and Graduation Policy](#)

2. Purpose

These procedures describe the processes that will be applied in arranging the conferral of academic awards, conducting graduation ceremonies, and other associated activities.

3. Definitions

Refer to the definitions listed in s.3 of the [Conferral of Awards and Graduation Policy](#).

4. Procedures

4.1. Eligibility to graduate

A student's eligibility to graduate in accordance with s.4.1 of the Conferral of Awards and Graduation Policy, will be certified as follows:

Coursework award students, including exit or alternative awards	College Dean (Education) (or delegate, who may only be the Teaching Program Director or Course Coordinator)
Higher degree by research students	Dean of Graduate Research

4.2. Notification of conferral and graduation arrangements

- a. Students eligible to graduate as certified above will be considered for conferral at the next available conferral date and the Vice-Chancellor or delegate will confer the relevant academic award if satisfied of a student's eligibility.
- b. Graduation Services will notify students of their conferral in writing.

- c. A Doctor of Philosophy (PhD) student may use the title of Doctor once they have been conferred.
- d. Graduates may choose one of the following options to receive their testamur:
 - i. where a graduation ceremony is offered, choose by the deadline specified by Graduation Services, to attend the graduation ceremony to receive their testamur in person
 - ii. collect their testamur or nominate an agent to collect the testamur on their behalf, or
 - iii. pay a fee for their testamur to be mailed via registered post.
- e. Subject to availability, graduates may apply to attend an alternative ceremony scheduled within 12 months of their conferral date.

4.3. Certification of qualification (academic documents)

Academic documents are described as follows:

Document type	Document description
Testamur	A certificate displaying the name of the graduate, the name of the academic award, the conferral date, the seal of the University, and any other requirements specified by the Higher Education Standards Framework . Other institutions may refer to this as a parchment.
Transcript of academic record	A complete record of all attempted study at the University, including: <ul style="list-style-type: none"> • grade symbols for all topics with an enrolment beyond the census date of the applicable semester • completion date of each academic award • conferral date of each academic award • any credit applied • any awards or prizes achieved, and • any other requirements specified by the Assessment Policy and Procedures and the Higher Education Standards Framework.
Australian Higher Education Graduation Statement (AHEGS)	A statement summarising: <ul style="list-style-type: none"> • the Australian higher education system • the nature, level and context of the academic award • the graduate's record of study as per the academic transcript, and • any other requirements specified by the Higher Education Standards Framework.

4.3.1. Issuing of academic documents

- a. Academic documents may be issued in print or digital format via the [My eEquals](#) platform.
- b. Graduates, current students, and former students with an active sanction as per the [Students with Outstanding Debt Procedures](#) or with an HDR sanction are not permitted to receive or purchase academic documents in print or digital format via [My eEquals](#).
- c. Academic documents are produced and replaced in accordance with the design approved by the Deputy Vice-Chancellor (Students), and on paper stock current at the time.
- d. Graduates will be issued with:
 - i. one print and one digital testamur per academic award
 - ii. one digital transcript of academic record, and

-
- iii. one digital AHEGS per academic award.
 - e. Printed testamurs are retained for two years after the conferral date. If the testamur has not been collected or the postage fee has not been paid within that time, Graduation Services will destroy the print copy.
 - f. Graduates may apply for a replacement testamur under the following circumstances:
 - i. the original testamur has been damaged
 - ii. the original testamur has been misplaced, stolen, or destroyed
 - iii. the graduate's legal name has changed.
 - g. Applications for a replacement testamur must be submitted as specified by Graduation Services and be accompanied by the required payment.
 - h. Graduates may purchase a print copy of their transcript of academic record or AHEGS by lodging a completed order form and making payment as specified by Flinders Connect.
 - i. Current and former students may purchase a print copy of their transcript of academic record by lodging a completed order form and making payment as specified by Flinders Connect.
 - j. Digital academic documents may be available for purchase for current and former students, and graduates who received their degree no earlier than 2004. Digital documents will be hosted on [My eEquals](#) subject to confirmation by Student Administration Services.

4.4. Graduation ceremonies

- a. Graduation ceremonies will be scheduled by the Deputy Vice-Chancellor (Students) or delegate.
- b. Graduates and academic staff members participating in the academic procession at graduation ceremonies must adhere to the requirements for academic dress listed in the [Academic Dress Procedures](#).
- c. Graduates who elect to attend a ceremony will be presented with their testamur at the ceremony and are not permitted to receive their print testamur prior to the ceremony unless they cancel their attendance.
- d. Graduates attending a ceremony for multiple academic awards may be allocated to one ceremony and receive all academic awards simultaneously.
- e. The form of presentation of academic awards at graduation ceremonies will be determined by the Vice-Chancellor.
- f. Courses which are not defined as academic awards will not be presented at graduation ceremonies.

4.5. Rescission of academic awards

The Vice-Chancellor or other authorised officer specified in s.4.5 of the [Conferral of Awards and Graduation Policy](#) (Authorised Officer) may rescind an academic award in accordance with the following processes applicable to the circumstances.

4.5.1. Fraud, dishonesty or penalty for misconduct

- a. On receipt of a report that a graduate engaged in fraud or dishonesty with respect to their admission to, or meeting the requirements for completion of, an academic award, the Authorised Officer will investigate the claim or appoint an officer of the University to investigate the claim.
- b. Where fraud or dishonesty is confirmed and the Authorised Officer decides to rescind an academic award, or rescission of an academic award is recommended as a penalty for a finding of misconduct, the Authorised Officer may also determine an appropriate penalty or modification to the student's academic record, including, but not limited to:
 - i. applying a sanction
 - ii. preclusion from enrolling at the University
 - iii. expulsion from the University, and/or

-
- iv. amendment to academic history.
 - c. The Authorised Officer must notify the graduate in writing of:
 - i. the reason the academic award is rescinded
 - ii. any penalty or amendment to the graduate's academic record applied
 - iii. the requirement to return all relevant academic documents, and
 - iv. any other information relevant to decision.
 - d. The Authorised Officer will instruct the Director, Student Administration Services (or nominee) to liaise with the College Manager, Student Administration Services (or nominee) to facilitate and process rescission of the academic award and any subsequent penalty, where applicable.

4.5.2. Administrative error, or student not eligible

- a. An administrative error may include, but is not limited to:
 - i. conferring the incorrect academic award
 - ii. conferring an academic award where the eligibility requirements were not met, or
 - iii. incorrectly applying or recording credit for prior study.
- b. Where an administrative error is identified, or it is suspected the student was otherwise not eligible to graduate with the academic award, the Authorised Officer will assess and verify the circumstances to determine if an academic award should be rescinded.
- c. Where the circumstances are confirmed, the Authorised Officer must notify the recipient in writing of:
 - i. the reason the academic award is rescinded
 - ii. the actions that will be taken to correct an error (if applicable)
 - iii. if the academic award can be conferred following correction of the error
 - iv. if there is an opportunity to complete a requirement that has not been met
 - v. the requirement to return all relevant academic documents, and
 - vi. any other information relevant to decision.
- d. The Authorised Officer will instruct Graduation Services to liaise with the College Manager, Student Administration Services (or nominee) or the HDR Examinations Coordinator, Officer of Graduate Research to facilitate and process rescission of the academic award and where possible, correct the administrative error.

4.5.3. Surrender of exit award

- a. The recipient of an exit award may apply in writing to the Authorised Officer to surrender their qualification for the purpose of readmission to the original course of study.
- b. If the application is approved by the Authorised Officer, the recipient must return all relevant academic documents.
- c. If approval is granted, the Authorised Officer will instruct the College Manager, Student Administration Services (or nominee) or the HDR Examinations Coordinator, Officer of Graduate Research to liaise with Graduation Services to facilitate and process rescission of the academic award and arrange readmission to the original course of study.

4.5.4. Return of academic documents

- a. If an academic award is rescinded, the recipient must return any print copies of academic documents they hold to Graduation Services.
- b. Graduation Services will remove the relevant academic documents from [My eEquals](#).

4.5.5. Accrediting bodies and professional memberships

The University reserves the right to inform an interested party of the rescission of an academic award, including, but not limited to:

- a. accreditation or registration bodies, boards, or agencies
- b. professional membership organisations, and
- c. other relevant statutory or investigative bodies.

4.6. Posthumous academic awards

- a. Where Enrolment Services has been notified of a deceased student, by a member of staff or a member of the public, Enrolment Services will review the academic record to determine if the deceased student is currently admitted to a course of study and nearing completion of the course.
- b. Where the deceased is a current coursework student, Enrolment Services will refer the matter to the College Dean (Education) who will approve the posthumous completion of a degree if:
 - i. the student is enrolled in a Bachelor degree program and has 18 units or less outstanding
 - ii. the student is enrolled in a Graduate Certificate program and has 4.5 units outstanding, or
 - iii. the student is enrolled in a Graduate Diploma or Masters by coursework program and has 9 units or less outstanding.
- c. Where the deceased is a current higher degrees by research student, Enrolment Services must notify the Dean of Graduate Research who will consider whether the degree may be posthumously awarded in accordance with Procedure 6 of the [HDR Examination Procedures](#).
- d. The approving authority of a posthumous award has discretion to authorise the release of academic documents to next of kin or family members of the deceased, and will liaise with Enrolment Services and Graduation Services to arrange notification and postage.

4.7. Honorary awards

- a. In accordance with the [Honorary Awards Policy](#), the Council Secretary will advise Graduation Services in writing of honorary degree recipients and the approved citations.
- b. Graduation Services will arrange for the recipient to attend a graduation ceremony and receive a testamur and citation for the honorary award.
- c. The Office of the Chancellor may request an honorary degree recipient to present an address at the graduation ceremony.

4.8. Verification and release of award information

- a. A list of graduates may be published on the University's website.
- b. Requests for verification of an academic award must include the name and date of birth of the graduate, and be submitted via email to [AskFlinders](#).
- c. A legitimate request will be accepted from (but is not limited to) the following:
 - i. other higher education institution or tertiary admissions centre confirming qualifications of graduate or current student for entry into another award course
 - ii. potential employer confirming qualifications of graduate for offer of employment
 - iii. professional accreditation or membership body confirming eligibility for recognition or membership.
- d. The following information is classified as public information and can be released for legitimate requests:
 - i. name of graduate
 - ii. name of conferred award
 - iii. date award conferred

-
- e. Any request for further information must be accompanied by evidence of consent of the student or graduate, such as an email from the student or graduate, or a consent form signed by the student or graduate.
 - f. The Director, Student Administration Services, may verify and release other award-related information in accordance with their responsibilities under the [Privacy Policy](#) and [Student Information Management Procedures](#).

Approval Authority	Deputy Vice-Chancellor (Students)
Responsible Officer	Deputy Vice-Chancellor (Students)
Approval Date	16 December 2021
Effective Date	16 December 2021
Review Date*	December 2024
Last amended	
CM file number	CF21/583

* Unless otherwise indicated, this procedure will still apply beyond the review date.

Printed versions of this document are not controlled. Please refer to the [Flinders Policy Library](#) for the latest version.