

# Graduation Policy

## Section 1 - Requirements for Graduation

### Course Completion

#### Part A - General Requirements - All Courses

(1) Students must complete to the satisfaction of the Faculty, the requirements for the course as specified in the academic policies for the course published in the [University Handbook](#) and elsewhere.

(2) For the purpose of this Policy, students have not completed requirements for an award until all Grade Pending (GP) grades are converted.

#### Part B - Programs Leading to Double Degrees

(3) In relation to a program leading to a Type 1 double degree (where a student graduates with two awards), a student who completes requirements for the award of one of the degrees of the program before completing the whole program, may not graduate with that award before the completion of the program. However a student who withdraws from or is excluded from a program leading to a Type 1 double degree and who has completed requirements for the award of one of the degrees of the program, may be awarded that degree.

(4) A student in a Type 2 double degree program will not be able to graduate from either of the degrees individually, as the degrees are not permitted to be offered separately to the double degree.

#### Part C - Articulated Sets of Courses

##### Definition

(5) For the purposes of this Policy, an articulated set of courses is a set of courses which are nested, meaning that all subjects (core or elective) comprising the courses earlier in the articulated sequence are included in each successive course within the set, such that earlier courses within the sequence comprise the first component of the next course in the set.

(6) Examples include:

- a. diploma course which incorporates a university certificate course; or
- b. bachelor degree course which incorporates a university certificate and/or an associate degree or advanced diploma or diploma or associate diploma course or other bachelor course; or
- c. graduate diploma course which incorporates a graduate certificate course; or
- d. master degree course which incorporates a graduate diploma and/or graduate certificate course; or
- e. professional doctorate course which incorporates a master degree course.

##### Withdrawal/Exclusion

(7) A student in a course that is one of an articulated set of courses who withdraws from or is excluded from the

course may apply to graduate with that award if all course requirements have been met, and subject to any credit limits that apply in that situation and the payment of a differential fee where this is required.

(8) A student eligible for such an award may choose to have it conferred at a graduation ceremony or in absentia at an ordinary meeting of the University Council.

## **Multiple Awards**

### **Articulated Sets - Entry Into Final Course in Sequence**

(9) A student who is admitted to the final course in the sequence of an articulated set of courses or to a course which offers exit points may apply to graduate with an earlier award within the sequence upon completion of the course's requirements, whilst continuing in the later course within the sequence, and the following conditions shall apply:

- a. any credit limits that apply to the earlier course within the sequence (refer to the [Credit Policy](#) for details of credit limits);
- b. the student must apply to graduate from the earlier course within the sequence by the Census Date of the session in which the requirements of that course will be met;
- c. the student must pay a graduation fee for this earlier award in the sequence, the amount of which is specified annually by Division of Student Administration;
- d. the student must pay any differential fee required;
- e. the student may elect to have the award conferred at a graduation ceremony; and
- f. the student's transcript for the earlier award in the sequence shall show the subjects completed, the grade for each subject and the session in which each subject was completed and the student's transcript for any later courses within the sequence shall show on them as graded credit, the subjects that were counted for the lower level award(s).

### **Articulated Sets - Entry Into Preliminary Course in Sequence**

(10) A student who is admitted to an earlier course in an articulated sequence of courses may graduate with the award for that course subject to the following conditions, even though the student may continue immediately into the next course within the sequence:

- a. the student must apply to graduate with the earlier award by the Census Date in the final session of enrolment in that course in accordance with section 2;
- b. the student does not have to pay the graduation fee or the differential fee; and
- c. the student's transcript for the earlier award in the sequence shall show the subjects completed, the grade for each subject and the session in which each subject was completed, and the student's transcript for later courses in the sequence shall show on them as graded credit, the subjects that were counted for the lower level award(s).

## **Part D - Bachelor/Bachelor (Honours) Courses**

(11) A student who completes requirements for the award of a Bachelor degree in one session and is admitted to a Bachelor (Honours) course in the next consecutive session, may apply to graduate with the Bachelor award.

(12) A student who chooses to graduate with the Bachelor award may do so at a graduation ceremony or in absentia at an ordinary meeting of the University Council.

## Part E - Aegrotat and Posthumous Awards

(13) A student in a coursework or research higher degree program who sustains a permanent incapacitating injury or illness or who dies before they are able to complete their studies may be eligible to have their award conferred as an aegrotat or posthumous award.

(14) The requirements pertaining to the conferral of an aegrotat or posthumous award are detailed in the [Awards Policy - Aegrotat and Posthumous Conferral](#) and in other clauses in this Policy.

### Coursework Programs

(15) At the time of the injury, illness or death, the student must have had normally not more than the equivalent of one session of full time study remaining to complete their studies and be eligible to graduate.

(16) In addition the student's results whilst undertaking the award must be such that it is reasonable to conclude that they would have successfully completed the award and be eligible to graduate.

### Research Higher Degree Programs

(17) At the time of injury, illness or death, the student must have completed sufficient literature reviews, laboratory work, papers and publications and thesis drafts or other assessable evidence to indicate that, had the death or incapacity not intervened, he or she would have satisfied requirements for the program.

(18) In addition, the student's research whilst studying at the University was such that it is reasonable to conclude that the student would have successfully completed the research higher degree program and qualified for the award in question.

### Discharge of Obligations

(19) To be eligible to graduate, a graduand shall discharge all obligations and indebtedness to the University to the satisfaction of the Executive Director, Division of Student Administration. For the purposes of this clause "to graduate" means to receive a testamur and final transcript and attend a graduation ceremony.

### Application to Graduate

(20) To be eligible to graduate, students must submit an Application to Graduate Form.

### Aegrotat and Posthumous Awards

(21) Students who are eligible to have their [award conferred in aegrotat or posthumously](#) are not required to complete an application to graduate form.

## Section 2 - Applications for Graduation

### Part F - Application to Graduate Form

(22) Students must apply to graduate on an Application to Graduate Form. The completed form should be returned to the Division of Student Administration by the date published in the [Principal Dates](#).

(23) Students enrolled in articulated courses who wish to apply to graduate with an earlier course within the articulated sequence shall notify the Division of Student Administration of their intention to apply to graduate.

(24) Other students shall normally be sent an application to graduate form by the Division of Student Administration's

at the end of their anticipated last session of enrolment.

## **Part G - Late Applications**

(25) Late applications must be accompanied by the prescribed late fee.

(26) At the Executive Director, Division of Student Administration discretion, some late applications may be deemed too late for processing in time for the annual graduation ceremonies. In such cases, a late fee is not charged and the graduands may choose either:

- a. to defer their graduation until the graduation ceremonies in the following year; or
- b. to have their awards conferred in absentia at the next ordinary meeting of the University Council.

(27) Graduands who choose the latter option will not receive their award at a graduation ceremony.

## **Part H - Mid Year Applications**

(28) Graduands who complete their course during the middle of a calendar year will graduate in August or December of that year unless they elect to have their award conferred earlier (in absentia) at an ordinary meeting of the University Council. Note: graduands who elect to have their award conferred in absentia do not attend the University Council meeting at which the award is conferred. The testamur is posted to the graduate following the University Council meeting. Refer to Section 4 of this Policy.

## **Part I - Deciding Applications**

(29) The Executive Dean on the recommendation of the Course Director or Course Coordinator will satisfy himself/herself that students in a particular undergraduate or postgraduate coursework course have satisfactorily completed all course requirements and will recommend to the University Council that the award be conferred. In the case of research higher degrees, the Research Committee will satisfy itself that students have satisfactorily completed all course requirements and recommend to the University Council that the award be conferred.

### **Aegrotat and Posthumous Awards**

#### **Coursework Course**

(30) The Executive Dean on the recommendation of the Course Director or Course Coordinator will satisfy himself/herself that the student had normally no more than the equivalent of one session of full time study remaining to complete their award, that it is reasonable to conclude that the incapacitated or deceased student would have successfully completed the course had they not suffered the injury, illness or died and that conferral of the award will not cause offence or undue stress to relatives of the student, the incapacitated student or others within the University or community and will recommend to the University Council that the award be conferred.

#### **Research Higher Degree Programs**

(31) The Research Committee will satisfy itself that the student has completed sufficient literature reviews, laboratory work, papers, publications and thesis drafts or other assessable work to indicate that, had the injury, illness or death not occurred, the student would have satisfied the requirements for the award and that conferral of the award will not cause offence or undue stress to relatives of the student or others within the University or community and will recommend to the University Council that the award be conferred. (Refer to the [Awards Policy - Aegrotat and Posthumous Conferral](#).)

## **Part J - Notification**

(32) Graduands will be advised in writing by the Division of Student Administration that they have completed all course requirements and will be given information about their graduation options.

## **Part K - Graduation Ceremonies**

(33) Graduands who choose to graduate at a Graduation Ceremony will be expected to graduate at the appropriate ceremony held at the campus through which they were enrolled. Graduands who wish to graduate at another campus, must apply on the [Application to Graduate](#) form to do so. Such applications will be decided by the Executive Director, Division of Student Administration.

## **Part L - Graduation with a Double Degree**

### **Where One Faculty is Involved**

(34) For a Type 1 double degree i.e. a double degree where the student takes out two awards and therefore two testamurs. Where both degrees are offered by the one Faculty, the student:

- a. will receive both degrees at the Faculty graduation ceremony; and
- b. will be listed in the graduation program under the double degree.

(35) For a Type 2 double degree i.e. a degree leading to only one award, but which meets the requirements of two separate degree areas. Where both degree areas are from the one Faculty, the student:

- a. will receive the degree at the Faculty graduation ceremony; and
- b. will be listed in the graduation program under the double degree.

### **Where Two Faculties are Involved**

(36) For a Type 1 double degree i.e. a double degree where the student takes out two awards and therefore two testamurs. Where the degrees are offered by different Faculties, the student:

- a. will be listed in the program for both faculties under the double degree; and
- b. will attend both Faculty graduation ceremonies and receive each degree separately; or
- c. will attend only one ceremony in which case the testamur for the other degree will be enclosed with the testamur presented at the ceremony.

(37) For a Type 2 double degree i.e. a degree leading to only one award, but which meets the requirements of two separate degree areas. Where the degree areas are from different Faculties, the student:

- a. will be listed in the program for both faculties under the double degree; and
- b. will attend only the Faculty graduation ceremony for the Faculty which owns the Type 2 double degree.

## **Part M - Graduation and the Phasing Out of Courses**

(38) During the period that a course is being phased out, students in the (old) course may be invited to transfer to a new course which leads to a different award at the same level as the old course. Such students will be invited to transfer to the new course and will be granted credit for all subjects completed in the old course.

(39) At the time of such an invitation to transfer, those students who have completed the old course but have not

graduated from it may apply to the Executive Director, Division of Student Administration to graduate with the award of the new course. Such applications will be approved by the Executive Dean or the Executive Deans delegate.

## **Section 3 - Graduation Ceremonies**

### **Part N - Australian Graduands**

(40) Australian graduands who elect to graduate at a graduation ceremony will be expected to attend the ceremony appropriate to their course held on the campus through which they were enrolled. Australian graduands who wish to attend a ceremony on another campus shall apply to do so on the [Application to Graduate](#) form. Such applications shall be decided by the Executive Director, Division of Student Administration.

### **Part O - International Graduands**

(41) International graduands who elect to graduate at a graduation ceremony may choose to attend the relevant ceremony at the campus through which they were enrolled or an offshore ceremony. International students shall indicate on the form sent to them which ceremony they wish to attend.

(42) International graduands who complete their course at an overseas location shall be invited to attend an offshore graduation ceremony. If an offshore ceremony is not available in their home country they will be invited to attend the ceremony held (in December each year) on the campus through which they were enrolled.

### **Part P - Graduation Through the Council**

(43) Graduands, except for Doctoral graduands, who elect to and are graduated at an ordinary meeting of the University Council rather than at a graduation ceremony, may not later elect to graduate at a ceremony.

(44) Doctoral candidates who have graduated at an ordinary meeting of the University Council will be permitted to elect to participate in a graduation ceremony and will receive a certificate of participation at the ceremony. The names of all doctoral candidates who have graduated in absentia will be listed in the next annual graduation ceremony program (whether or not they have elected to attend the ceremony).

(45) Graduation through the Council is in absentia. That is, the graduand does not attend the University Council meeting at which the award is conferred.

#### **Aegrotat and Posthumous Awards**

(46) [Aegrotat and posthumous awards](#) may be conferred in absentia at an ordinary University Council meeting. (Refer to the [Awards Policy - Aegrotat and Posthumous](#)).

### **Part Q - Graduating with Two Awards**

(47) Graduands who are eligible to receive two awards shall be subject to one of the two clauses 52-53.

#### **Where One Faculty is Involved**

(48) Where both awards are offered by the one Faculty, the graduand:

- a. will receive both awards at the Faculty graduation ceremony;
- b. will be listed in the graduation program twice (once under each award to be conferred); and
- c. may elect to be called onto the stage twice to receive each testamur separately.

## Where Two Faculties are Involved

(49) Where the awards are offered by different Faculties, the graduand may elect to:

- a. attend both Faculty graduation ceremonies and receive each award separately; or
- b. attend only one ceremony in which case only the award for that Faculty will be listed in the program and presented. The testamur for the other award and a copy of the relevant graduation program will be enclosed with the testamur presented at the ceremony if the graduation ceremony for the other Faculty has already been held. If the graduation ceremony for the other Faculty is to be held at a later date, then the testamur and program for the ceremony will be mailed to the graduate.

## Part R - Aegrotat and Posthumous Awards

(50) Where an award is to be conferred in aegrotat or posthumously, the incapacitated student (if they are able to attend) or a relative of the student will be invited to attend the graduation ceremony at which the student would otherwise have been expected to graduate had they not suffered the injury, illness or death and to receive the award on behalf of the student. Where a relative is to receive the award on behalf of a student, they will be encouraged to sit with other graduands participating in the ceremony but they may sit with family and friends if they prefer to do so.

(Refer to the [Awards Policy - Aegrotat and Posthumous](#)).

## Section 4 - Deferment of Graduation

(51) Deferment of graduation is only permitted for mid-year completion students. Such students may choose to attend the relevant August graduation ceremony or may defer their graduation until the December graduation ceremonies. Students who complete their course after the middle of the year are not permitted to defer graduation. Such students are expected to graduate at the December graduation ceremonies, unless they elect to have their award conferred earlier (in absentia) at an ordinary meeting of the Council (Note: graduands who elect to have their award conferred in absentia do not attend the Council meeting at which the award is conferred. The testamur is posted to the graduate following the Council meeting).

## Section 5 - Graduation with Honours or Distinction

### Part S - Honours

#### Bachelor (Honours)

(52) Students may graduate with a Bachelor (Honours) award upon successful completion of an Honours course. For Bachelor (Honours) the University awards Honours in the following classes:

Class 1
Class 2, Division 1
Class 2, Division 2
Class 3

#### Master (Honours)

(53) Due to requirements of the new Academic Qualifications Framework (AQF), Master (Honours) programs will no longer be offered. Students in existing Master Honours programs may complete their enrolment within that course.

(54) Levels of honours (class 1, etc.) do not apply to Master (Honours) programs.

## Part T - Distinction

(55) Students graduating from eligible courses (refer clause 56) who have achieved a grade average of Distinction in their course as measured by a Grade Point Average (GPA) shall graduate With Distinction.

### Eligibility

#### Eligible Courses

(56) Only students graduating from courses comprising 64 points or more and which are not Honours courses or Doctoral programs (including research or coursework professional doctoral programs) shall be considered for an award With Distinction. This includes students graduating with a Bachelor Award from a course which offers an add-on Honours year, and students enrolled in a specialisation comprising 64 points or more within a course.

#### Minimum Requirement

(57) Students in eligible courses (refer clause 59) who have completed a minimum of the equivalent of one year's full-time study at Charles Sturt University shall be considered for an award With Distinction.

(58) Students in eligible courses (refer clause 59) who have completed less than the equivalent of one year's full-time study of their course at Charles Sturt University shall be considered for an award With Distinction if the student has achieved a Distinction-average (or equivalent as determined by the Executive Dean) in their studies for which the credit was granted.

(59) Eligible courses are those courses comprising 64 points or more that are not Honours courses (refer clause 56).

#### Articulated Sets of Courses

(60) Students graduating with the final award in an articulated sequence of courses shall only be eligible to graduate With Distinction if they have achieved a grade average of Distinction in the entire articulated sequence of courses, within that articulated set.

#### Bachelor of Education

(61) Students in the Bachelor of Education (4th year) course may graduate with Distinction if they perform at the appropriate standard in the course, irrespective of the standard at which they performed in the Diploma of Teaching or Bachelor of Teaching or other course which qualified them for admission to the Bachelor of Education (4th year) course. (This clause will not apply to students commencing this course in or after Autumn Session (Trimester 1) 2002.)

## Part U - Grade Point Average (GPA)

### Calculating The GPA

(62) A numeric value is assigned to each grade:

High Distinction	7
Distinction	6
Credit	5
Pass	4
Terminating Pass	3



Fail	0
Fail Withdrawn	0

(63) The GPA is calculated as follows: for each subject, the numeric value of the grade obtained is multiplied by the point value of the subject. The sum of the figures thus obtained is then divided by the sum of the point values of the subjects.

(64) This can also be expressed in the formula:

$$\text{GPA} = \frac{[(\text{point value of subject}) \times (\text{numeric value of grade})]}{(\text{point value of subject})}$$

(65) The GPA is calculated correct to two decimal points. The maximum GPA is 7.00; the minimum GPA is 0.00.

(66) A GPA of 6.00 or higher is required for graduation With Distinction.

### **Subjects Included in The GPA**

(67) All subjects graded:

HD	High Distinction
DI	Distinction
CR	Credit
PS	Pass
PT	Terminating Pass
FL	Fail
FW	Fail Withdrawn

which are a part of the course, shall be included in the calculation of the GPA. This includes:

- a. subjects for which graded credit has been approved; and
- b. failed subjects which may have been passed at a later attempt.

### **Subjects Not Included in the GPA**

(68) Subjects not included in the calculation of the GPA include:

- a. subjects for which ungraded credit has been granted;
- b. subjects which are additional to course requirements;
- c. subjects which are graded:

SY	Satisfactory
US	Unsatisfactory
AW	Approved Withdrawal
IP	In Progress
NA	Not Assessed

TA	To be Assessed
AA	Additional Assessment
GP	Grade Pending
SX	Supplementary Exam
AE	Additional Examination
H1	Bachelor Honours Project / Dissertation Class 1
H2a	Bachelor Honours Project / Dissertation Class 2, Div 1
H2b	Bachelor Honours Project / Dissertation Class 2, Div 2
H3	Bachelor Honours Project / Dissertation Class 3.

### Undistinguished Session

(69) Provided a student who is otherwise eligible, achieves the required GPA, the student shall graduate With Distinction: an undistinguished session of failure or low passes or the repeated failure of a subject shall not prevent graduation With Distinction.

### The Old GPA Formula

(70) The formula for calculating the GPA specified above was introduced in Autumn Session 1997. Students who commenced their courses prior to 1997, who are otherwise eligible for an award With Distinction, shall graduate With Distinction if their GPA is 6.0 or higher on the new scale or if their GPA is 75% or higher as calculated below.

(71) A numeric value is assigned to each grade:

High Distinction	4
Distinction	3
Credit	2
Pass	1
Terminating Pass	1
Fail	0
Fail Withdrawn	0

(72) The GPA is calculated as a percentage using the formula:

$$(73) \text{ GPA (\%)} = \frac{[(\text{point value of subject}) \times (\text{numeric value of grade})] \times 100}{[(\text{point value of subject}) \times 4]}$$

(74) The GPA is calculated correct to two decimal points.

(75) A GPA of 75.00% or higher is required for graduation With Distinction.

### Relaxation of GPA Requirements

(76) The requirement that a student otherwise eligible for consideration for an award With Distinction shall achieve a GPA of 6.00 (75% using the old formula) shall be lowered to a minimum of 5.65 (70% using the old formula) provided that no more than five percent of students in a particular course graduate With Distinction after the application of this

clause.

(77) Note: This clause only applies to students who complete their courses by the end of Spring session 2002 or Trimester 3, 2002.

## **Part V - Awards With Distinction**

(78) Graduation With Distinction is recorded on a graduate's testamur (degree, diploma, certificate) and on the final transcript of academic record. The words "With Distinction" however do not form part of the nomenclature of an award even though the graduate may cite the award With Distinction.

(79) Any student who graduates With Distinction from a course and at a later time is admitted to and graduates from the Honours year for that course, will be advised that the correct nomenclature of their course is Bachelor of ..... (Honours) and that "With Distinction" is redundant and should not be cited.

## **Section 6 - University Medal**

(80) The award of an undergraduate University Medal is the highest honour the University Council can confer on undergraduate graduands of the University. The undergraduate University Medal recognises outstanding academic performance in a student's undergraduate studies at the Bachelor and Bachelor (Honours) level at Charles Sturt University. An undergraduate University Medal inscribed with the graduand's name, the course and the year in which it is awarded will be awarded at the appropriate graduation ceremony where the following conditions are met.

### **Part W - Eligibility for Consideration**

#### **Honours Class 1**

(81) Any student graduating with Honours Class 1 from a Bachelor (Honours) course and whose performance at the level of Honours Class 1 has been demonstrated to be outstanding may be recommended for consideration for the award of a University Medal. Students graduating with Honours Class 1 in an integrated Bachelor (Honours) course must also have achieved a grade point average of 6.75 or higher.

#### **Other Undergraduate Courses**

(82) Any student graduating from a Bachelor course (or from any specialisation of a Bachelor course) and whose grade point average is 6.75 or above may be considered for the award of an undergraduate University Medal. For the purpose of this Policy "specialisation" is as defined in the Academic Senates policy on [Course Accreditation](#).

(83) A student who graduates from a Bachelor course and is awarded an undergraduate University Medal may not be nominated for, or awarded, another undergraduate University Medal if they then go on to graduate with Honours Class 1 from a Bachelor (Honours) course.

#### **Nominations to be made in Year of Graduation**

(84) An undergraduate University Medal will be awarded to a graduand who meets the selection criteria specified above and who is selected by the University Medals Committee as detailed below, irrespective of whether they will graduate at a graduation ceremony (whether onshore or offshore) or in absentia at an ordinary meeting of the Vice-Chancellor's Indigenous Education Advisory Committee/University Council. (Each year the University Medals Committee will consider the Faculties nominations of eligible graduands, who have graduated or will graduate, during the current year.)

## **Part X - Method of Selection**

### **University Medals Committee**

(85) University Medal winners shall be selected by the University Medals Committee of the Academic Senate.

### **Faculty Recommendations**

(86) The shortlist of potential University Medal winners shall comprise students who meet the selection criteria specified in clauses 80-83 and who are recommended to the University Medals Committee by the relevant Faculty in accordance with criteria determined by the Faculty.

## **Part Y - Conditions of the Award of a University Medal**

### **Limitation on Number Awarded**

(87) Normally, no more than five undergraduate University Medals shall be awarded in one calendar year and if no candidates in a particular year are considered to have attained the required standard, no undergraduate University Medals shall be awarded.

(88) The University Medals Committee may award an additional undergraduate University Medal or Medals in exceptional circumstances with detailed reasons in support to be provided by the University Medals Committee to the next meeting of Academic Senate.

### **Limitation on Number Per Course**

(89) Only one undergraduate University Medal may be awarded each year in any particular undergraduate honours course or in any particular undergraduate specialisation, or in any particular undergraduate course which does not contain specialisations.

(90) A Medal may be awarded jointly to two (or more) graduands in the same course.

(91) Graduands who have been awarded a Medal jointly will each receive an undergraduate University Medal which will be inscribed in accordance with clause 84 except that the words "Jointly awarded to" will be inscribed before the graduand's name.

## **Part Z - Guidelines for the Preparation of Nominations for the Award of a University Medal**

(92) Nominations for the award of a University Medal shall focus on a student's academic performance and not on other achievements, however meritorious they may be.

(93) Where a Faculty puts forward more than one nomination for the award of a University Medal, the nominees should be ranked by the Faculty.

(94) Nominations from Faculties should address the following criteria:

- a. the grade point average of the nominee;
- b. details of prizes and/or scholarships won by the nominee whilst completing the course relevant to the nomination;
- c. if applicable, details of outstanding performance in practical components of the course undertaken by the nominee;
- d. comments on aspects of academic performance that may not be apparent from the grades obtained by the

nominee;

- e. details of papers written by the nominee for seminars, conferences or journals;
- f. details of work of a professional nature undertaken by the nominee either within or outside the University;
- g. in relation to honours students, the examiners' recommended mark/grade for the thesis, dissertation or project and appropriate excerpts from the examiners' reports that attest to the excellence of the research; and
- h. any other relevant information related to the nominee's academic performance or professional involvement.

## Section 7 - Testamurs

### Part AA - Testamurs

(95) Upon graduation from an award course, graduands will receive a testamur bearing:

the graduand's full name; the name of the award as recorded on the University Register of Approved Awards and Courses; the course and specialisation if applicable; the words "with distinction" if the graduand has the required record; the words "Honours Class....." if the graduand has completed a Bachelor (Honours) course; the date of the award; the signatures of the Chancellor, the Vice-Chancellor, and the University Seal.

#### Testamurs in Languages Other Than English

(96) Where a course of the University has a language other than English as its primary language of study, all text on the testamur except for the words "Charles Sturt University" (including the University's logo) shall be in the primary language of study.

#### Testamurs for Aegrotat and Posthumous Awards

(97) The wording on the testamur for aegrotat and posthumous awards will be the same as for other testamurs.

### Part BB - Graduands' Names on Testamurs

#### Evidence of Name May be Required

(98) In determining the name to appear on a graduand's testamur, the University may require the graduand to provide one of the following documents as evidence of a name change. Appropriate documents to verify an Australian Citizen's identity are issued by Australian State or Territory Registry of Births, Deaths and Marriages (RBDM). These include:

- a. a copy of his/her birth certificate or extract certificate; or
- b. a copy of a marriage certificate (or verified overseas equivalent); or
- c. change of name certificate or citizenship certificate.

(99) Graduands who are not Australian citizens must, in the first instance, use a verified copy of their current passport to confirm their legal name. Where the graduand is residing offshore and they do not possess a current passport from the country of citizenship, that student must instead use their government issued national identity papers to verify their full name. Verification of document authenticity may be required.

(100) The Executive Director of the Division of Student Administration may decide to accept alternate documents to evidence changes of names in exceptional circumstances.

#### Full Name to be Shown

(101) Subject to the other clauses of this Policy, a graduand's full legal name will be recorded on the testamur. A full legal name comprises all given names and a family name.

## **Omissions and Short Forms**

(102) A graduand may not choose to omit a given name from his/her testamur but may substitute a given name with the initial of that name (refer clause 108-109).

(103) A graduand may not choose to substitute a short form of a given name for that given name.

## **Initials for Given Names**

(104) A graduand may choose to have one or more of his/her given names recorded as an initial only provided that at least one given name is recorded in full on the testamur. This clause applies to the first given name as well as "middle names".

(105) A family name must be recorded in full, it cannot be recorded by initial only.

## **Order of Names**

(106) Given names will generally precede the family name on a testamur. A graduand from a culture where the family name precedes the given names may choose to have his/her name recorded with the family name first or last.

(107) The order of given names will be as listed by a graduand on the Application to Graduate form.

## **Suffixes**

(108) A suffix which forms part of a graduand's legal name and distinguishes the graduand's name from the same name used by his/her father/mother or serves some similar purpose will be recorded on the testamur.

## **Non-English Names**

(109) The testamur of a graduand with non-English names which, when written in their native language are not written using the English alphabet, will bear the English transliteration of the graduand's name.

(110) The testamur of a graduand with non-English names which, when written in their native language are written using English alphabetic characters, some with accents, the accents will be recorded as part of the name where it is technically possible to do so.

## **Australian Aboriginal Names**

(111) A graduand who is an Australian Aboriginal or Torres Strait Islander who has both an English name and an Aboriginal name may choose to have both names recorded on his/her testamur. The order in which the two names are printed on the testamur will be as requested by the graduand on the Application to Graduate form.

## **Family Names**

(112) A graduand may have both his or her married family name and former family name on the testamur as a hyphenated name (Smith-Jones) but not in the form "Smith nee Jones".

(113) A graduand who, during his or her enrolment with the University has been recorded on the enrolment system under one family name and wants a different family name recorded on the testamur, may be required to give reasons for the request to the Executive Director, Division of Student Administration who shall decide the matter.

## **Items not Recorded**

### **Appellations**

(114) Appellations such as Mr, Ms, Dr, Professor, Reverend and so on shall not be recorded on testamurs.

## Honours

(115) Civic, military, academic, professional and similar honours shall not be recorded on testamurs.

# Section 8 - Replacement Testamurs

(116) A graduate of the University or its former constituent institutions may apply for a replacement testamur.

## Part CC - Applications

(117) Applications must be made in writing to the Executive Director, Division of Student Administration via the Division of Student Administration on the appropriate campus. The applicant must provide:

- a. his or her full name at the date of graduation;
- b. the name of the awarding institution;
- c. the name of the course and the award received;
- d. the year the course was completed; and, if appropriate
- e. evidence of the student's change of name if the replacement testamur is not to be issued in the name used at graduation.

## Part DD - Fee

(118) The appropriate fee must be paid before the replacement testamur will be issued.

## Part EE - Format of the Replacement Testamur

(119) Replacement testamurs will be of the same size, style, colour and quality of currently issued Charles Sturt University testamurs. They will bear the following words and information:

[University logo] "In the name of the University Council and by authority of the same be it known that" [graduate's full name] "having fulfilled the prescribed requirements was awarded the" [Name of award] (and where appropriate) "of the [name of institution] a former institution of the University" "on the [date of the original award]" "in token whereof the Board has authorised the Seal of the University to be hereto affixed" [University Seal] [signatures of the Chancellor and Vice-Chancellor] "dated this [date of the University Council meeting at which the use of the Seal is approved]".

# Section 9 - Levels of Award

(120) The awards granted by the University are from highest to lowest:

- a. Degree of Doctor;
- b. Degree of Master (Honours);
- c. Degree of Master;
- d. Postgraduate Diploma;
- e. Postgraduate Certificate;
- f. Graduate Diploma;
- g. Graduate Certificate;
- h. Degree of Bachelor (Honours);
- i. Degree of Bachelor;
- j. Associate Degree (from 1996);

- k. Diploma;
- l. Associate Diploma;
- m. University Certificate.

## **Section 10 - Similar Awards**

(121) Students who fail to complete a higher award but have met the requirements for a similar lower award, may apply for and be granted the lower award.

## **Section 11 - Academic Dress**

### **Part FF - Associate Diploma and University Certificate**

(122) A gown of black cloth, manufactured to the same pattern as graduates holding a degree of Bachelor of Arts from the University of Cambridge.

(123) A stole of bright red corded fabric (PMS199) consisting of two tails each one metre long and 10cm wide, fixed to a collar having the dimensions 33cm wide, having rounded corners 5cm in radius cut at the back of the neck 3cm deep by 14cm wide and having a stripe in the colour of the faculty, centrally located on each tail. The width of the stripe shall be 3cm for associate diplomas and university certificates.

(124) A trencher cap or other form of head wear is not worn.

### **Part GG - Associate Degree and Diploma**

(125) A gown of black cloth, manufactured to the same pattern as graduates holding a degree of Bachelor of Arts from the University of Cambridge.

(126) A stole of bright red corded fabric (PMS199) consisting of two tails each one metre long and 10cm wide, fixed to a collar having the dimensions 33cm wide, having rounded corners 5cm in radius cut at the back of the neck 3cm deep by 14cm wide and having a stripe in the colour of the faculty, centrally located on each tail. The width of the stripe shall be 5cm for diplomas and associate degrees.

(127) A trencher cap or other form of head wear is not worn.

### **Part HH - Bachelor**

(128) A gown of black cloth, manufactured to the same pattern as graduates holding a degree of Bachelor of Arts from the University of Cambridge.

(129) A hood of bright red corded fabric (PMS199) manufactured to the Cambridge full shape style then lined 10cm and bound 12mm over the cowl with silk-like fabric of the faculty colour. The neckband is lined in the faculty colour and is affixed so that when worn the faculty colour of the neckband will show as a continuation of this colour in the cowl of the hood.

(130) A black felt covered trencher cap and black tassel of approximately 30cm in length.

### **Part II - Graduate Diploma and Graduate Certificate**

(131) A gown of black cloth, manufactured to the same pattern as graduates holding a degree of Bachelor of Arts from



the University of Cambridge.

(132) A hood of bright red corded fabric (PMS199) manufactured to the Cambridge full shape style, then lined 3cm in blue silk-like fabric (PMS286), then a further 10cm and bound over the cowl 12mm with silk-like fabric in the faculty colour. The neckband is lined in the faculty colour and is affixed so that when worn the faculty colour on the neckband will show as a continuation of the colour in the cowl of the hood.

(133) A black felt covered trencher cap and black tassel of approximately 30cm in length.

## **Part JJ - Postgraduate Diplomas and Postgraduate Certificates**

(134) A gown of black cloth, manufactured to the same pattern as graduates holding a degree of Bachelor of Arts from the University of Cambridge.

(135) A hood of bright red corded fabric (PMS199) manufactured to the Cambridge full shape style, then lined 5cm in blue silk-like fabric (PMS286), then a further 15cm and bound over the cowl 15mm with silk-like fabric in the faculty colour. The neckband is lined in the faculty colour and is affixed so that when worn the faculty colour on the neckband will show as a continuation of the colour in the cowl of the hood.

(136) A black felt covered trencher cap and black tassel of approximately 30cm in length.

## **Part KK - Master**

(137) A gown of black cloth, manufactured to the same pattern as graduates holding a degree of Master of Arts from the University of Cambridge.

(138) A hood of bright red corded fabric (PMS199) manufactured to the Cambridge full shape style, then fully lined and bound 20mm over the cowl with silk-like fabric in the faculty colour. The neckband is lined in the faculty colour and is affixed so that when worn the faculty colour of the neckband will show as a continuation of this colour in the cowl of the hood.

(139) A black felt covered trencher cap and black tassel of approximately 30cm in length.

## **Part LL - Doctor of Philosophy**

(140) A gown of lightweight black fabric, similar to a master gown, but with red silk-like fabric (PMS199) to a width of 10cm.

(141) A hood of bright red corded fabric (PMS199) manufactured to the Cambridge full shape style, then fully lined and bound 20mm over the cowl in blue silk-like fabric (PMS286). The neckband is lined in blue (PMS286) and is affixed so that when worn, the blue colour of the neckband will show as a continuation of this colour in the cowl of the hood.

(142) A black Tudor bonnet trimmed with a red cord and red tassels (PMS199).

## **Part MM - Professional Doctorate**

(143) This includes research professional doctorates and coursework professional doctorates which are conferred on the basis of a combination of coursework and research, the results of which are published in a thesis or other examinable work.

(144) A gown of lightweight bright red corded fabric (PMS199) manufactured to the same pattern as graduates holding a degree of Doctor of Civil Laws from the University of Oxford. The front and sleeve facings shall be 12cm wide from underarm to sleeve edge in the faculty colour.

(145) A hood of blue corded fabric (PMS286) manufactured to the Oxford doctorate shape, then fully lined and bound 20mm over the cowl with silk-like fabric to match the facings on the gown.

(146) A black Tudor bonnet trimmed with gold cord and gold tassels.

## Part NN - Higher Doctorates

(147) This includes the awards conferred on the basis of a portfolio of published work.

(148) A gown of lightweight blue fabric (PMS286) manufactured to the same pattern as graduates holding a degree Doctor of Civil Laws from the University of Oxford, with front facings and sleeves in the faculty colour.

(149) A hood of bright red corded fabric (PMS199) manufactured to the Oxford doctorate shape, then fully lined and bound 20mm over the cowl with silk-like fabric in the faculty colour.

(150) A black Tudor bonnet trimmed with gold cord and gold tassels.

## Part OO - Honorary Doctorates

(151) The academic dress for honorary doctorates is contained in the [Governance \(Honorary Awards\) Rule 2012 No. 1](#).

## Part PP - Faculty Colours

### Faculty Colours: (applicable from 1 September 2016)

Arts and Education	Grass Green (BCC103)
Business, Justice and Behavioural Studies	Smalt (BCC147) (Mid Blue)
Science	Gold (PMS130)

### Discontinued Faculty Colours:

(152) Arts (until 1 September 2016) Business (until 1 September 2016) Education (until 1 September 2016) (153) AGSPM	White (BCC1) (154) Smalt (BCC147) (Mid Blue) Grass Green (BCC103) Ruby (BCC38)
Science and Agriculture	Maize (BCC5) (Yellow)
Health Studies	(155) Powder Blue (BCC193)

(156) Note: The AGSPM was disestablished as a Faculty from January 2001.

The Faculties of Science and Agriculture and Health Studies were restructured in 2007.

## Part QQ - Academic Dress for Aboriginal and Torres Strait Islander Graduands

(157) In addition to the approved academic dress for the award being conferred, Aboriginal and Torres Strait Islander graduands may wear a distinguishing stole at graduation ceremonies.

### For Aboriginal Graduands

(158) A stole 230cm long, made up of black, yellow and red stripes, each 2.5cm wide, lined with black fabric and trimmed with yellow fringing.

## **For Torres Strait Islander Graduands**

(159) A stole 230cm long, made up of blue, white and green stripes each 2.5cm wide, lined with black fabric and trimmed with black fringing.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	4th September 2016
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