

# Conferral and Graduation Procedure

## Section 1 - Purpose

(1) This procedure supports the [Conferral and Graduation Policy](#) by stating detailed requirements for:

- a. confirming students' completion of their course and eligibility to graduate,
- b. award documentation,
- c. graduation ceremony planning and proceedings, and
- d. aegrotat and posthumous awards.

### Scope

(2) This procedure has the same scope as the [Conferral and Graduation Policy](#).

## Section 2 - Glossary

(3) Most of the terms in this procedure are defined in the glossary section of the [Conferral and Graduation Policy](#). In addition, for the purposes of this procedure, the following terms are also defined:

- a. Articulated set of courses – as defined in the policy library glossary.
- b. Double degree – means a course in which students complete the requirements of two component degrees with cross-crediting between them.
- c. Potential graduand – means a student identified as being in their final session of study.

## Section 3 - Policy

(4) This procedure supports the [Conferral and Graduation Policy](#) and should be read alongside that policy.

## Section 4 - Procedure

### Part A - Conferral of awards process

#### Course completion requirements

(5) To be conferred with an award, a student must meet the course requirements as stated in the [University Handbook](#) for the year in which they commenced the course of study, unless exceptions as noted in the [Conferral and Graduation Policy](#) have been applied.

(6) A student has not completed their course and is not eligible for an award while any of the subjects required to meet their course structure requirements show a non-permanent grade as stated in the Assessment Policy [Table of Grades](#).

## List of graduands

(7) Eligible students will be added to the list of graduands by Student Administration and conferred as stated in the [Conferral and Graduation Policy](#).

## Conferral of awards in double degree courses

(8) A student enrolled in a double degree must meet the requirements of both degree courses to graduate. Where a student wishes to graduate with only one of the component degrees, the component degree must be available as a separate course and the student must:

- a. withdraw from (or have been excluded from) the double degree, but have completed or been granted credit for all subjects required for one of the component single degrees, or
- b. transfer to one of the component single degrees and have completed or been granted credit for all subjects required for one of the component single degrees.

## Conferral of a lower award from an articulated set of courses

(9) Where a student is enrolled in an articulated set of courses with a single-entry point and wishes to graduate with a lower award in the set, they must apply to graduate with the lower award. Eligibility will be assessed as set out in clauses 5-6. The University Handbook year applied will be the year of admission to the higher award with a single-entry point unless exceptions apply as stated in clause 4 of the [Conferral and Graduation Policy](#).

(10) A student cannot graduate with a lower award, either exit or continue to the higher award, if they have already completed the requirements for the higher award in the set. For example, they cannot be awarded a graduate certificate within a master's if they have completed the graduate diploma articulated set of subjects. The lowest award applicable for graduation in this instance would be the graduate diploma.

(11) A student cannot graduate with a lower award, either exit or continue to the higher award, if they are completing core subject(s) for a lower award and the final subjects required for the articulated higher award in their final session. For example, a student cannot be awarded in the same session, both a lower award and the final higher award in an articulated set.

## Application to graduate with a lower award and continue in the higher award

(12) Where an enrolled student wishes to graduate with the lower award and continue in the higher award, the application to graduate with the lower award must be received prior to the commencement of the University's exam period in the session they expect to complete the lower award requirements.

(13) Student Administration will charge a fee as published by the University, for those applying to graduate with a lower award and continue in the higher award.

(14) The Director, Student Administration has discretion to waive the lower award fee.

## Application to graduate with a lower award and exit

(15) Where an enrolled student wishes to graduate with the lower award and exit, the application to graduate with the lower award may be submitted at any time during their enrolment.

(16) Where a student has been excluded from an articulated set with a single-entry point, they may be assessed for eligibility to be conferred a lower award in the set. Application to graduate with the lower award must be submitted within 12 months of the exclusion status being applied.

(17) Where a student has been withdrawn from an articulated set of courses with a single entry point and wishes to

apply to graduate with a lower award in the set the student must:

- a. apply to reactivate their enrolment within the eligible timeframe as determined by the Student Administration Enrolments team (within 12 months of the withdrawn status being applied), and
- b. once reactivated as an enrolled student, submit an application to graduate with the lower award.

(18) Applications will be assessed as set out in clauses 10–11.

### **Conferral of an award with a specialisation, joint study, major or minor**

(19) To be assessed for eligibility to graduate with a specialisation, joint study, major or minor applied to the course enrolment, the student must apply to Student Administration with notice of their requested specialisation, joint study, major or minor prior to the census date of their final session of enrolment.

### **Withholding awards**

(20) Where a student has been approved on the list of graduands and/or for conferral of their award but owes a debt to the University, the Director, Student Administration will:

- a. withhold the testamur,
- b. withhold access to their online academic transcript and AHEGS,
- c. refuse them permission to attend a graduation ceremony, and
- d. where the course requires graduates to register with an external teaching or medical registration board, the Director, Student Administration may provide verification of the graduate's completion of studies to the relevant external registration board.

## **Part B - Award documentation**

(21) Graduate and award details included on the testamur must meet the requirements set out in the [Higher Education Standards Framework \(Threshold Standards\) 2021](#).

### **Graduate's name on testamurs**

(22) Graduate's names will appear on their testamur in the form that they appear on their student enrolment record. Names on testamurs will not:

- a. include titles (e.g. Dr, Mr, Ms, Professor, Rev.), or
- b. be followed by civic, military, academic, professional, or other similar honours.

(23) Graduands who wish to change the name that will appear on their testamur must complete the change of student details process using the [Online Administration](#) portal as required under the [Enrolment Policy](#), before the grade release date of their final session of study.

(24) Where the graduate's name uses characters or an alphabet that is not replicable in the English alphabet, the name on the testamur will be an English transliteration of the graduate's name.

### **Titles of courses on testamurs**

(25) Where an award is conferred with a class of honours or distinction, the class of honours or the phrase 'With distinction' appears on the testamur on a line below the award title.

(26) Once an award has been conferred, the title of the course as it appears on the testamur cannot be

changed except as specified in the [Governance \(Amendment, Relinquishment and Revocation of Awards\) Rule 2015 No. 2](#).

## **Common seal on testamurs**

(27) The [Governance \(Common Seal\) Rule 2013 No. 2](#) states the authorities and form to be used when affixing the University's Common Seal on the testamur.

## **Awards involving third-parties**

(28) The [Conferral and Graduation Policy](#) states the requirements for testamurs where the course or award has involved a third party provider or partner.

## **Graduate documentation**

(29) Upon conferral, all graduates will be issued with:

- a. one printed testamur sent by registered or tracked mail,
- b. digital testamur via My eQuals, and
- c. digital AHEGS via My eQuals.

(30) Potential graduands are responsible for maintaining their current mailing address details. Any changes must be made via the change of student details process using the [Online Administration portal](#) before the grade release date of their final session of study.

(31) Student Administration will charge a fee, as [published by the University](#), for those graduates who failed to ensure their mailing address details are accurate prior to grade release of their final session, where this causes their printed testamur to be returned to sender and requires a second attempt of registered or tracked postage.

(32) Graduates who failed to ensure their mailing address details were accurate prior to grade release of their final session, resulting in their printed testamur being delivered incorrectly and/or not being returned to sender, will be subject to the requirements and fee set for a replacement testamur. Refer to clauses 34-38.

(33) Claims of non-receipt of printed testamur must be made within three months of conferral.

## **Replacement testamurs**

(34) Graduates of the University, or a former institution that has been amalgamated with the University, may request a replacement testamur where theirs has been lost or damaged, or the graduate has had a change of name. A replacement testamur will only be issued if:

- a. the damaged testamur is returned to the University,
- b. a statutory declaration is submitted stating that the testamur was lost or stolen with any evidentiary documentation provided, or
- c. verified legal documentation as evidence of the change of name is submitted and the original testamur is returned to the University.

(35) A replacement testamur fee will apply.

(36) The Director, Student Administration may waive the fee in exceptional circumstances.

(37) Replacement testamurs will be in the style, format, and wording of current Charles Sturt University testamurs, but will state:

- a. the date of the original award, and
- b. where relevant, the name of the former institution, and describe it as 'a former institution of the University'.

(38) The [Governance \(Amendment, Relinquishment and Revocation of Awards\) Rule 2015 No. 2](#) requires the University Council to approve the issuing of replacement testamurs.

## **Australian Higher Education Graduation Statement (AHEGS)**

(39) The [Guidelines for the presentation of Australian Higher Education Graduation Statements](#) provides details of all mandatory requirements. Optional details used by the University are set out in the [Conferral and Graduation Schedule - Optional AHEGS Fields](#).

(40) Faculties enter the AHEGS text for course-specific fields in the AHEGS Award Text fields of the [Course and Subject Information Management System \(CASIMS\)](#).

(41) Where a course has different versions so that different groups of graduates may require different AHEGS course information, the program code allocated in the AHEGS Award Text fields determines the version of the AHEGS course information.

(42) The teaching faculty decides whether each prize, as defined by the [Prizes, Scholarships and Grants Policy](#), will be included on graduates' AHEGS.

(43) All prizes awarded to be included on a graduate's AHEGS must be applied to the student record by the faculty. The due date for entry of prize/s awarded in the last session of a student's enrolment will be determined by Student Administration to align with graduation AHEGS document generation deadlines and graduation program requirements.

(44) Information entered by faculties in the AHEGS Award Text fields is only intended for use on the AHEGS and must not be altered for other uses.

## **Changes to the AHEGS**

(45) The University Secretary approves changes to the AHEGS, including:

- a. receiving change requests from faculties and divisions, and
- b. arranging consultation with Student Administration, faculties and divisions.

(46) Student Administration maintains the currently approved version of the AHEGS.

## **Part C - Graduation ceremonies**

### **Graduation ceremony timing**

(47) Graduation ceremony schedules will be approved by the University Secretary in collaboration with the:

- a. Manager, Graduation and Protocol,
- b. Division of Students Events and Student Experience, and
- c. Student Administration Completions team.

(48) Graduation ceremonies will normally be held:

- a. in August, for graduates who complete courses in the first half of the calendar year, and
- b. in December, for graduates who complete courses in the second half of the calendar year or have deferred their attendance at a graduation ceremony event (see clause 59).

(49) Where a graduation ceremony needs to be postponed or scheduled at another time of the year, the dates will be approved by the University Secretary (who will confirm the availability of the Chancellor or their nominee).

(50) As far as possible the University will avoid scheduling graduation ceremonies during the following events each year:

- a. Residential school periods
- b. Examination periods
- c. Orientation periods
- d. Open days

## **Graduation ceremony locations**

(51) Graduates will normally be invited to the relevant graduation ceremony at the campus where they have been enrolled. However, ceremonies may be held at alternate locations and cater for multiple campuses or study modes.

(52) Graduates may indicate that they would like to graduate at a different campus, except for partner-specific ceremonies. The Manager, Graduation and Protocol has the discretion to approve or refuse these requests.

## **Invitation to attend a graduation ceremony**

(53) Student Administration will advise the University Events and Experience team of all graduates and potential graduands to invite to the next applicable schedule of graduation ceremonies inclusive of location, faculty, and school applicable to each graduate and potential graduand.

(54) The University Events and Experience team will manage all invites to attend a ceremony to those graduates and potential graduates relevant to the next schedule of graduation ceremonies. The invitation will include options for attending a graduation ceremony at the applicable location(s).

(55) Graduates and potential graduands must respond to the invitation by the deadline stated in the invitation notice with the preference to:

- a. attend the ceremony with payment of ticket,
- b. defer to a future ceremony period (if applicable), or
- c. not attend a ceremony.

(56) If a graduate or potential graduand does not respond to their invitation with their preference by the deadline stated in the invitation, the non-response will be treated as a preference to not attend a ceremony.

(57) The Manager, Graduation and Protocol in collaboration with the Manager, University Events and Experience may accept late applications to attend a graduation ceremony, where exceptional circumstances have prevented the graduate or potential graduand from responding by the deadline.

(58) A graduation ceremony fee applies for all students attending a graduation ceremony. The Manager, Graduation and Protocol may waive this fee in exceptional circumstances.

## **Deferment of graduation ceremony**

(59) Graduates and potential graduands will be invited to a graduation ceremony based on their faculty, course, campus and the time of year they complete the course. They may choose to defer their attendance at a graduation ceremony and attend a later ceremony only if there is another relevant graduation ceremony within the same calendar year.

(60) The University may invite graduates and/or potential graduands to attend a later graduation ceremony, either in the same or a following calendar year if the University decides to postpone a graduation ceremony due to unforeseen circumstances.

(61) Graduates and potential graduands who choose not to attend a graduation ceremony, or do not respond to an invitation from the University by the required deadline, where they would have had the option to defer their attendance will not be invited to the future ceremony.

## **Presentation of two awards**

(62) Where the University is conferring two awards on a graduate, the graduate will be announced as follows:

- a. Where the courses are taught by the same faculty, both awards will be announced at the faculty graduation ceremony at the same time.
- b. Where the courses are taught by different faculties, the graduate may choose to:
  - i. attend both faculties' graduation ceremonies to be announced for each award, or
  - ii. attend one faculty's graduation ceremony and be announced for the one award only.

## **Presentation of double degrees**

(63) Where a double degree results in two awards, one for each component single degree, the award will be announced:

- a. where both component single degrees were taught by the same faculty, together at the faculty graduation ceremony, or
- b. where the component single degrees were taught by different faculties, the graduate may choose one of the options stated at clause 62b.

(64) Where a double degree results in a single testamur, the award will be announced at the graduation ceremony of the faculty that manages the double degree.

# **Part D - Graduation ceremony proceedings**

## **Responsibilities in relation to graduation ceremonies**

(65) The Manager, Graduation and Protocol manages graduation ceremonies, in collaboration with:

- a. the University Secretary,
- b. the Division of Students University Events and Experience,
- c. Student Administration,
- d. the Office of Governance and Corporate Affairs,
- e. the Office of the Vice-Chancellor,
- f. the Charles Sturt Media,
- g. the Alumni Office, and
- h. other divisions and offices as necessary.

## **Ceremonial roles at graduation**

(66) The [Conferral and Graduation Policy](#) states ceremonial roles and protocols required for each graduation ceremony.

## Order of proceedings

(67) The following is the normal order of proceedings for a graduation ceremony:

- a. Introduction of the academic procession and official party.
- b. Entrance of the academic procession and official party.
- c. Welcome to Country or Acknowledgement of Country.
- d. National anthem.
- e. Opening address by the presiding officer.
- f. Introduction of invited speaker by the master of ceremony (may be an honorary award or alumni award recipient).
- g. If an honorary or alumni award recipient, introduction will be by the presiding officer.
- h. Presentation of honorary awards if applicable.
- i. Presentation of alumni awards if applicable.
- j. Musical or cultural interlude where applicable.
- k. Invited speaker address.
- l. Presentation of graduates to presiding officer (Executive Dean will announce graduates).
- m. Vote of thanks from a nominate graduate.
- n. Concluding remarks inclusive of charge to graduates by the presiding officer or another present Council member.
- o. Concluding remarks by the master of ceremony and invitation to refreshments.
- p. Exit of the academic procession and official party followed by the graduates.

## Stage Party

(68) The stage party consists of the official party and the academic procession. The stage party will enter on to the stage at a graduation ceremony in double file, except where indicated in the stage party table. [See attached document.](#)

(69) The stage seating and order of procession of the stage party is managed by the University Secretary. [See attached document.](#)

## Graduate presentation order

(70) Graduates will be presented in the following order:

- a. From the highest award (doctorate) to the lowest (diploma), descending by:
  - i. Australian Qualifications Framework award level,
  - ii. faculty grouping,
  - iii. University Medal, and
  - iv. with distinction.

(71) Certificates for non-award studies are not presented or announced at a graduation ceremony. Non-award certification and presentation is outlined in the [Course and Subject Policy](#).

(72) Prizes and/or Executive Deans Awards are not be presented or announced on stage, however, clause 75h. states the prizes that may be included in the program.



## Graduation programs

(73) Where possible a printed program will be issued to every graduate attending a ceremony.

(74) In the absence of a printed program, an electronic copy of the program will be available.

(75) Content of the graduation program is approved by the University Secretary. Content will include:

- a. University symbols,
- b. Acknowledgement of Country,
- c. Chancellor's message,
- d. Vice-Chancellor's message,
- e. alumni award recipients where applicable,
- f. honorary awards where applicable,
- g. all graduate names for the ceremony schedule period, whether attending or not, with acknowledgement of:
  - i. University Medal,
  - ii. with distinction, or
  - iii. honours class level, and
- h. all prizes awarded to each graduate during their enrolment in the graduating award, as included on their AHEGS.

(76) Items not included in the graduation program include:

- a. Executive Deans Awards awarded to the graduate during their enrolment, and
- b. non-award studies.

(77) The University Secretary approves the graduation programs which is designed by Brand and Performance Marketing in collaboration with the:

- a. Manager, Graduation and Protocol, and
- b. any other division or office relevant.

## Expectations and exceptions for academic and ceremonial dress

(78) The [Protocols Policy](#) and [Protocols Schedule – Academic and Ceremonial Dress](#) states dress requirements for graduates and officeholders at graduation ceremonies.

(79) All graduates and participants in the academic procession will wear academic or ceremonial dress, with the following exceptions:

- a. Invited officials or guests, who are not graduating or University officeholders, may wear other dress appropriate to their position, such as ceremonial uniform, clerical or mayoral robes.
- b. An invited speaker who does not have a qualification with academic dress approved by the awarding institution.
- c. A person who is to accept an aegrotat or posthumous award on behalf of the student, unless they have academic dress appropriate to their own qualification and wish to wear these.

(80) Academic and professional/general staff participating in the procession or the ceremony are expected to wear the academic dress for their highest academic qualification as prescribed by the institution that conferred it.

(81) Staff members who do not have the academic dress for their award may wear an equivalent academic dress from

Charles Sturt University, up to a master's level.

(82) Where a staff member's highest award is a doctor or doctorate award, they must either:

- a. provide their own academic dress for their doctor or doctorate award, or
- b. wear a master's equivalent academic dress provided by Charles Sturt University, including trencher and gown.

(83) A staff member who does not have an award that entitles them to academic dress, but who is assigned a significant role in the ceremony, will wear a black bachelor award robe.

(84) Where academic dress is to be provided to a staff member of the stage party the Division of Students, Events and Experience may charge the staff member a nominal hire and/or cleaning fee.

## **Part E - Aegrotat and posthumous awards**

(85) The [Conferral and Graduation Policy](#) states the conditions for conferral of aegrotat and posthumous awards.

(86) A posthumous award, or an aegrotat award where the student is no longer capable of consenting to the award, must only be conferred with the consent of the student's immediate family or next of kin.

(87) A posthumous or aegrotat award must only be conferred where this would not offend or cause distress to others in the University or broader community.

(88) An aegrotat or posthumous award may be proposed where the student has completed enough subjects and/or has achieved results through which it can be reasonably inferred that they would have completed the course requirements, had they not been prevented. The quantity of the course completed will normally be:

- a. for a coursework course of up to 128 credit points, more than 75% of the course,
- b. for a coursework course of more than 128 credit points, no more than 32 credit points remaining to complete, or
- c. for higher degree by research students, enough literature reviews, laboratory work, papers, publications, thesis drafts and/or other assessable evidence, of a sufficiently high standard, that it can reasonably be inferred they would have submitted a thesis, portfolio or project that would have been graded as a pass.

(89) An aegrotat or posthumous award may only be conferred where the student has not had any academic or general misconduct recorded.

## **Processing aegrotat and posthumous awards**

(90) An aegrotat or posthumous award in relation to a coursework course will normally be proposed by the following process:

- a. The Course Director of the student's course will propose the award to the Executive Dean of the teaching faculty. The proposal should explain how the student meets the relevant criteria for an aegrotat or posthumous award.
- b. The Executive Dean, if they support the request, will forward it with their endorsement to the Director, Student Administration for checking against the criteria or any alternate conditions determined by the Executive Dean.
- c. If the Director, Student Administration confirms that the student meets the conditions, they will forward it with their endorsement to the Office of Governance and Corporate Affairs, to arrange:
  - i. inclusion of the student on the relevant graduands list for approval by Academic Senate, and
  - ii. conferral of the award.

(91) An aegrotat or posthumous award in relation to a higher degree by research (HDR) course will be proposed by the following process:

- a. The principal supervisor of the student will propose the award to the Sub Dean Graduate Studies of the teaching faculty who, if they support the proposed award, will forward the proposal to the Executive Dean of the faculty. The proposal should explain how the student meets the relevant conditions for an aegrotat or posthumous award stated in this procedure.
- b. The Executive Dean, if they support the proposed award, will forward the proposal to the Office of the Deputy Vice-Chancellor (Research).
- c. The Office of the Deputy Vice-Chancellor (Research), if they support the proposal, will appoint two assessors to review the student's work and decide whether it meets the conditions and can be submitted for examination:
  - i. a staff member of the University, who may have been a supervisor of the research, and
  - ii. a suitably qualified person outside the University.
- d. If the assessors agree in recommending that the student's work be submitted for examination, the Office of the Deputy Vice-Chancellor (Research) may ask the principal supervisor to:
  - i. prepare the thesis drafts and/or body of work for examination, and
  - ii. add supplementary and/or explanatory material to help the examiners understand the student's research contribution.
- e. The work submitted for examination will include a statement identifying the supplementary/explanatory material added by the supervisor.
- f. The work will be submitted for examination in accordance with the requirements of the [Higher Degree by Research Policy](#).
- g. The examiners will be asked to advise whether the work is sufficient in volume and standard to infer that the student would have submitted a thesis or project that would have been graded as a pass, had their death or incapacity not intervened.
- h. Where the examiners agree in giving this advice, the Executive Dean will submit the work and examiners' reports to the University Research Committee, recommending endorsement of the aegrotat or posthumous award.
- i. If the University Research Committee endorses the award, the Director, Student Administration will submit a request to the Office of Governance and Corporate Affairs to arrange:
  - i. inclusion of the student on the relevant graduands list for approval by Academic Senate, and
  - ii. conferral of the award.

## **Presentation of aegrotat and posthumous awards**

(92) A posthumous award will normally be conferred at the time which the student would have been likely to graduate, had they completed their course or, where possible, within two years after the student's death.

(93) Where an aegrotat or posthumous award has been conferred, the Manager, Graduation and Protocol will write to the student or to their immediate family or next of kin, offering them the options of receiving the award at a graduation ceremony or by mail.

(94) Where a family member or next of kin chooses to receive the award on the student's behalf at a graduation ceremony, the following process applies:

- a. The Vice-Chancellor will send the student's family member or next of kin an invitation, details and guest tickets for the relevant graduation ceremony (as arranged by the Manager, Graduation and Protocol).
- b. The family member or next of kin will not be required to wear academic dress but may choose to do so if they have an award that makes them eligible to wear academic dress.

- c. A marshal will be assigned to host the student's family member or next of kin and brief them about their role in the ceremony, and to brief the graduate who will follow them across the stage.
- d. The family member or next of kin will have the option of sitting with the other graduates in the seat the student would have occupied or sitting with their guests in the reserved area.
- e. The award will be announced at the point in the order of graduate presentations where the student would have been announced, had they been able to attend.
- f. The pace of presentations will be briefly slowed so that no other graduates are on stage when the family member or next of kin crosses the stage.
- g. The presenter will read a brief statement explaining that the presentation is of an aegrotat or posthumous award.

## **Section 5 - Guidelines**

(95) Nil.

## Status and Details

|                    |                                                   |
|--------------------|---------------------------------------------------|
| Status             | Current                                           |
| Effective Date     | 23rd February 2022                                |
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| Unit Head          | Natalie Nixon<br>University Secretary             |
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| Enquiries Contact  | Governance Services                               |

## Glossary Terms and Definitions

**"Articulated set of courses"** - means a sequence of courses in which the subjects required for the earlier course(s) in the sequence are a subset of the subjects required for the later course(s). The set of courses may have one of the following: A single entry point, where students are admitted to the highest course in the sequence but may apply to graduate as they meet the requirements for a lower award in the sequence (for example, all students must enrol in a masters level course but may apply to graduate with a graduate certificate or graduate diploma). Multiple entry points, where students can be admitted to, and complete separately, more than one course in the set (for example, they may enrol in a graduate certificate, graduate diploma or masters level course, and graduate with that award).