

Graduation Procedure - Conferral and Ceremony

Section 1 - Purpose

- (1) This procedure states detailed requirements for:
- confirming students' completion of their course and eligibility to graduate
 - graduation ceremony planning and proceedings, and
 - issuing aegrotat and posthumous awards.

Scope

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

Section 2 - Policy

- (3) This procedure supports the [Graduation Policy](#).

Section 3 - Procedure

Part A - Conferral of awards process

Course completion requirements

(4) A student must fulfil all of the requirements of the award course(s) they are enrolled in to be eligible to be conferred with that award. This is met by completing the course requirements as stated in the [University Handbook](#) for the year in which they commenced the course of study unless:

- the student has agreed in writing to undertake the course requirements stated in the [University Handbook](#) for a later year
- the student left or was withdrawn from the course for any reason and was subsequently readmitted to it (in which case they must complete the course requirements in the [University Handbook](#) for the year in which they resumed study in the course), or
- an alternative course structure is approved by the Course Director or other delegated approver, where the student has had subject substitutions approved (see the [Enrolment and Fees Procedure](#)).

(5) 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](#).

Other eligibility requirements

(6) In addition to the course completion requirements at clause 4, a student will only be eligible for conferral or to

receive their award when they:

- a. have completed the mandatory training modules as determined by the University, including but not limited to academic integrity training and child safety training applicable to their course
- b. have paid all fees, charges or other debts owed to the University related to the course from which they are graduating
- c. have provided their unique student identifier (USI) and it has been successfully verified by the University
- d. have no ongoing investigation or appeal about a misconduct investigation/findings against them, and
- e. have completed the administrative arrangements for exiting from a double degree, articulated course and/or graduating with a specialisation, major or minor as set out at clause 13.

Exiting a double degree with one component degree

(7) 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 constituent 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.

Applying for conferral of a lower award from an articulated set of courses

(8) 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 (see [Admissions Procedure](#) for more information about articulated sets of courses). They may choose to graduate with the lower award and continue in the higher award, or to receive the lower award and exit the course.

(9) Eligibility to graduate will be assessed as set out in clauses 4-6, however a student cannot graduate with a lower award where they either:

- a. have already completed the requirements for the higher award in the set (e.g. they cannot be awarded a graduate certificate within a master's course if they have completed the subjects required for the graduate diploma), or
- b. are in their final session of the course and completing core subject(s) for a lower award and the final subjects required for higher award (e.g. they cannot be awarded both a lower award and the final higher award in the same session).

(10) Where a student wishes to graduate with the lower award and continue in the higher award they must (unless an exception to either is approved by the Director, Student Administration):

- a. submit their application to graduate with the lower award before the start of the exam period in the teaching session they expect to complete the lower award requirements, and
- b. pay the fee as published by the University.

(11) An enrolled student may apply to graduate with the lower award and exit the course at any time during their enrolment (subject to clause 9).

(12) A student who is not currently enrolled in the course but is eligible for and wishes to be conferred a lower award in the set may apply on the following conditions:

- a. Where the student was excluded from the course, the application to graduate with the lower award must be submitted within 12 months of the exclusion status being applied.
- b. Where the student withdrew or was withdrawn from the course, they must apply for admission (or readmission if available) back into the course in accordance with the [Admissions Policy](#) and [Procedure](#), and then apply to graduate with the lower award.

Conferral of an award with a specialisation, major or minor

(13) Students who wish to graduate with a specialisation, major or minor applied to their course enrolment must be assessed for eligibility. Students must submit a request for assessment to Student Administration before the start of the University exam period in their final session of enrolment.

List of graduands

(14) Student Administration identify eligible students who have fulfilled the requirements for completion of coursework courses and higher degree by research courses and add these students to the draft lists of graduands.

(15) The drafts are submitted to:

- a. the Chair, Faculty Board (for coursework awards) and/or Chair, University Research Committee (for higher degree by research awards) to endorse and recommend for approval
- b. Student Conduct and Support to verify that there are no ongoing misconduct investigations or appeals in process in relation to the graduands.

(16) The Director, Student Administration approves the endorsed and verified lists of graduands and recommends the conferral of the awards to the Chancellor.

Award documentation

(17) The [Graduation Procedure - Documents for Completion of Study](#) provides information about award documentation issued by the University.

Part B - Graduation ceremonies

Graduation ceremony timing

(18) Graduation ceremony schedules will be approved by the University Secretary in collaboration with the Division of Student Experience.

(19) Graduation ceremonies will normally be held:

- a. in September, for graduates who complete courses in the first half of the academic or calendar year
- b. in April-May, for graduates who complete courses in the second half of the academic or previous calendar year.

(20) 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).

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

- a. Intensive school periods
- b. Examination periods

- c. Orientation periods
- d. Open days

Graduation ceremony locations

(22) Graduands (including potential graduands) and 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.

(23) Graduands and graduates may request to attend a ceremony at a different campus, except for partner-specific ceremonies. The Manager, Student Initiatives has the discretion to approve or refuse these requests.

Invitation to attend a graduation ceremony

(24) Division of Student Experience will issue invitations for graduands and graduates who are eligible to attend the next schedule of graduation ceremonies. Invitations may include options to nominating a preferred graduation ceremony location where available.

(25) A response must be received by the due date stated in the invitation, and include the graduate/graduand's preference to either:

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

(26) If no response is received by the due date, this will be treated as a preference to not attend a ceremony.

(27) Division of Student Experience may accept late registrations to attend a graduation ceremony where exceptional circumstances have prevented a response by the due date.

(28) A graduation ceremony fee applies for all graduands and graduates attending a graduation ceremony. The Manager, Student Initiatives may waive this fee in exceptional circumstances.

Deferment of graduation ceremony

(29) Graduands and graduates will be invited to a graduation ceremony based on their faculty, course, campus and the time of year they complete the course, and may choose to defer to attend the next scheduled period of graduation ceremonies.

(30) The University may also invite graduands and graduates to attend a later graduation ceremony if a graduation ceremony is postponed due to unforeseen circumstances.

(31) Graduands and graduates who do not respond to an invitation from the University by the required due date to confirm attendance or defer attendance will not be invited to a future ceremony.

Presentation of two awards

(32) Where the University has conferred 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

(33) Where a double degree results in two awards, one for each constituent course, 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 32b.

(34) 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 C - Graduation ceremony proceedings

Responsibilities in relation to graduation ceremonies

(35) The Division of Student Experience manages graduation ceremonies in collaboration with the University Secretary and necessary faculties, division, offices and stakeholders across the University and related communities.

Ceremonial roles at graduation

(36) At each graduation ceremony there will be the following ceremonial roles:

- a. Presiding officer, who is the official host on behalf of the University Council. The presiding officer must be the Chancellor or one of the following officers nominated by the Chancellor to act on their behalf, in order of preference:
 - i. Deputy Chancellor
 - ii. Vice-Chancellor
 - iii. A member of Council
 - iv. Pro Chancellor
 - v. Deputy Vice-Chancellor or Provost
 - vi. A senior member of University staff (for offshore ceremonies only)
- b. Master of ceremonies, as nominated by the University Secretary
- c. Esquire bedell, who is the University Secretary or an academic or professional/general staff member nominated by the University Secretary to act on their behalf
- d. Presenter, who is the Executive Dean or a single delegate for the faculty per ceremony.

Ceremonial protocols

(37) The following protocols will be observed at all graduation ceremonies:

- a. A Welcome to Country or Acknowledgment of Country will be delivered.
- b. An invited speaker will give an address.
- c. The Executive Dean or single delegate for the relevant faculty will present the graduates to the presiding officer.
- d. One of the new graduates will deliver a vote of thanks on behalf of the graduates.

Ceremonial items

(38) The University Secretary is the custodian of the University Mace on behalf of the Council. Only the University Secretary, or their delegate, may carry the mace at a graduation ceremony.

(39) The University Secretary is the custodian of the message stick. Where required, the message stick may be carried by the Elder present at the ceremony. If an Elder is not present, the message stick may be carried by the Pro Vice-Chancellor (First Nations Strategy) or their delegate.

(40) The University may introduce new ceremonial items or protocols. These may be added to the procedure as a minor amendment with the approval of the University Secretary.

Academic and ceremonial dress for graduation ceremonies

(41) The [Protocols Policy](#) and [Protocols schedule - Academic and ceremonial dress](#) states the academic and ceremonial dress required for graduands and graduates, officeholders and honorary award recipients attending graduation ceremonies.

Order of proceedings

(42) 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 ceremonies (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 nominated 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

(43) 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.](#)

(44) The stage seating and order of procession of the stage party is managed by the Manager, Student Initiatives. [See attached document.](#)

Graduate presentation order

(45) Graduates will be presented in the following order by:

- a. Australian Qualifications Framework award level (in descending order, from highest to lowest award)
- b. faculty grouping
- c. University Medal
- d. awards with distinction
- e. other awards.

(46) Certificates for non-award studies are not presented or announced at a graduation ceremony. Non-award certification and presentation is outlined in the [Graduation Procedure - Documents for Completion of Study](#).

(47) Prizes and/or Executive Deans Awards are not presented or announced on stage, but prizes may be included in the program as per clause 51.

Graduate names used during the graduation ceremony

(48) In exceptional circumstances, the Executive Director, Student Experience can approve a written request to use a graduate's preferred name during a graduation ceremony, including in the graduation program and on prizes or medals awarded at the graduation ceremony, unless there is a legal requirement to use the legal name. However, award documentation issued by the University, such as the testamur and AHEGS, are legal documents that must use the graduate's legal name according to their student enrolment record.

Graduation programs

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

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

(51) The graduation program is approved by the Manager, Student Initiatives. Content will include the following as applicable:

- a. University symbols
- b. Acknowledgement of Country
- c. Chancellor's message
- d. Vice-Chancellor's message
- e. Alumni award recipients
- f. Honorary awards
- g. All graduate names (see clause 48) for the ceremony schedule period, whether attending or not, with acknowledgement of, as relevant:
 - i. University Medal
 - ii. awards with distinction
 - iii. honours class level
 - iv. prizes awarded to the graduate during their enrolment in the graduating award, as included on their AHEGS.
- h. Doctoral graduates have a synopsis of their thesis topic included.

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

- a. Executive Deans Awards (awarded to the graduate during their enrolment)
- b. Non-award studies.

Expectations and exceptions for academic and ceremonial dress

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

(54) 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.

(55) 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.

(56) 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.

(57) 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.

(58) 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.

Part D - Aegrotat and posthumous awards

(59) Aegrotat and posthumous awards, as per the [Graduation Policy](#), may be conferred under the following conditions:

- a. A posthumous award (or an aegrotat award where the student is no longer capable of consenting), must only be conferred with the consent of the student's immediate family or next of kin.
- b. The award must only be conferred where this would not offend or cause distress to others in the University or broader community.
- c. The student must have completed enough subjects and/or 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 the following, unless alternate conditions are determined by the Executive Dean:
 - i. For a coursework course of up to 128 credit points, more than 75% of the course.
 - ii. For a coursework course of more than 128 credit points, no more than 32 credit points remaining to complete.
 - iii. 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.

(60) The student must have not had any academic or general misconduct recorded.

(61) Where a student who has received an aegrotat award recovers their capacity to undertake the course, the award may be relinquished or revoked and the student required to complete the remainder of the course.

Processing aegrotat and posthumous awards

(62) 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 include the student on the relevant graduands list for conferral of the award by the Chancellor.

(63) An aegrotat or posthumous award in relation to a higher degree by research 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 and Vice-President (Research).
- c. The Office of the Deputy Vice-Chancellor and Vice-President (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. The assessors will be:
 - 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 that the student's work can be submitted for examination, the Office of the Deputy Vice-Chancellor and Vice-President (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, examiners' reports, and a recommendation to endorse the aegrotat or posthumous award to the University Research Committee.
- i. If the University Research Committee endorses the award, the Director, Student Administration will include the student on the relevant list of graduands for conferral of the award by the Chancellor.

Presentation of aegrotat and posthumous awards

(64) 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.

(65) Where an aegrotat or posthumous award has been conferred, the Manager, Student Initiatives will write to the student or to their immediate family or next of kin, and offer them the option to receive the award either:

- a. at a graduation ceremony
- b. at a private ceremony, or
- c. by mail.

(66) 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, Student Initiatives).
- 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.

Part E - Miscellaneous

Transitional arrangements

(67) From 28 June 2023, where a graduand or graduate owes a debt to the University or has not completed non-course compulsory subjects/modules, 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.

(68) Where access to the award documentation is withheld under clause 67, and 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.

Section 4 - Guidelines

(69) Nil.

Section 5 - Glossary

(70) This procedure uses terms defined in the [Graduation Policy](#), as well as the following:

- 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 constituent degrees with cross-crediting between them.
- c. Potential graduand - means a student identified as being in their final session of study.

Status and Details

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Unit Head	Anthony Heywood University Secretary
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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).