



Graduation Procedure

Purpose

The purpose of this procedure is to establish a process:

- a) by which a graduand is admitted to the award for which they are qualified by University Council or delegate thereof (and thereby become a graduate), as provided by section 7.1.1(b) of the Register of Delegations; and
- b) to revoke awards to which a person has been wrongly admitted.

to correct awards that have been conferred with details that are partially incorrect.

Scope

All degree, diploma or certificates conferred/awarded following completion of an award program

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1. Introduction

This procedure relates only to the function/authority set out in sections 7.1.1(b) and 7.1.5 of the [Register of Delegations](#).

- 1.1. Under section 7.1.1(b), the named delegates are granted authority to admit graduands to degrees and/or awards by signing a document that has been prepared in a form which is authorised by this procedure. The intention behind this section is that it provides for a process whereby graduands who are named in a document that is signed by the delegate are admitted to a degree and/or award by virtue of, and at the moment of, the delegate signing the document. Conferral dates cannot be backdated.
- 1.2. The process set out in section 7.1.1(b) is to be contrasted with the process set out in section 7.1.1(a). It is also to be contrasted with the process set out in section 7.1.3, whereby graduands are able to be admitted to a degree and/or award other than at a graduation ceremony in exceptional circumstances. The process set out in section 7.1.1(b) is intended to be a regular, rather than an exceptional, circumstance.
- 1.3. Under section 7.1.5, named delegates are granted authority to revoke a degree or award to which a person has been wrongly admitted.

2. Recommendation of candidates for admission to awards

The document prepared under section 7.1.1(b) of the Register of Delegations is titled '*Recommendation of Candidates for Admission to Awards*'. The steps that lead to the preparation of this document are as follows.

Conditions leading to the creation of the document

- 2.1. The document is created when:
- The Program Authority confirms through a process in the Student Information Management System (SiMS) that the student has, in accordance with the Program Rules, met all the criteria to be eligible to receive their award.
 - The Student Lifecycle Graduations Team (Graduations team) completes a process in SiMS by which confirmed students are recorded as having completed their study.
 - The Graduations team produces the document '*Recommendation of Candidates for Admission to Awards*' by using SiMS to generate a report listing those students identified as complete along with the details of their award.

The nature and form of the document

- 2.2. The Graduations team will prepare the document '*Recommendation of Candidates for Admission to Awards*'. The document will contain a:
- cover page
 - list of candidates (graduands) eligible to be admitted to their award.
- 2.3. The document '*Recommendation of Candidates for Admission to Awards*' will be prepared by the Graduations team for signature by one of the delegates listed in section 7.1.1(b) of the Register of Delegations on a regular basis. The act of signing the document by the delegate will admit the graduands listed therein to their respective award(s) and mark the moment by which the graduands listed in the document become graduates.
- 2.4. See Appendix 2 for an example of the '*Recommendation of Candidates for Admission to Awards*'

Revocation of an award

- 2.5. When it has been identified that a person has been admitted to an award wrongly, by reason, for example, of fraud, administrative error, or a material breach of University policy or procedure, the Graduations team will prepare the document '*Recommendation of Revocation of Awards*'. The document will contain a:
- cover page
 - list of people who have received awards but were wrongly admitted.
- 2.6. The '*Recommendation of Revocation of Awards*' document will present for signature by one of the delegates listed in section 7.1.5 of the Register of Delegations a list of awards to which people have been wrongly admitted. The act of signing the document by the delegate will mark the moment the awards listed in the document are revoked.
- 2.7. See Appendix 3 for an example of the '*Recommendation of Revocation of Awards*' document.

Correction of an award

- 2.8. When it has been identified that students have been admitted to an award where one or more details of the award are incorrect, the Graduations team will prepare the document '*Recommendation of Correction of Awards*'. The document will contain a:
- cover page
 - list of students who have received awards and the proposed amendments to those awards.
- 2.9. The '*Recommendation of Correction of Awards*' document will present for signature by one of the delegates listed in section 7.1.5 of the Register of Delegations a list of awards to which students have been admitted where one or more details of the award are incorrect. The act of signing the document by the delegate will mark the moment the awards listed in the document are corrected.
- 2.10. See Appendix 4 for an example of the '*Recommendation of Correction of Awards*' document.

Posthumous award

- 2.11. Where a student passes away before completion of their coursework degree, a posthumous award will be conferred when the student has completed 75% of the program. The Head of School can apply flexibility if considered appropriate.

How the document will be stored

- 2.12. All authorised *Recommendation of Candidates for Admission to Awards* documents will be kept on file by Student Lifecycle pursuant to the *Privacy and Personal Information Protection Act 1989 (NSW)* and compliant with State Records requirements (GA47 - General retention and disposal authority: higher and further education records).

3. Honorary Degree and Fellowship

- 3.1. The Graduations team will prepare the document '*Recommendation of Candidates for Admission to Honorary Awards*'. The document will contain a cover page only for each candidate.
- 3.2. The document '*Recommendation of Candidates for Admission to Honorary Awards*' will be prepared by the Graduations team for signature by one of the delegates listed in section 7.1.1(b) of the Register of Delegations as required. The act of signing the document by the delegate will admit the candidate listed therein to their respective award(s).
- 3.3. See Appendix 2 for an example of the '*Recommendation of Candidates for Admission to Awards*' document.

4. Authorised certification documentation

- 4.1. Awardees of qualifications are issued with authorised certification documentation including a Testamur, Transcript and AHEGS documents, that:
- 4.2. Are only printed on authorised official paper stock that is pre-printed with the 'The University of New South Wales' as the registered provider of such documentation, and the University Crest
- 4.3. Are consistent with the full legal name of the awardee, as listed on their official student record
- 4.4. State clearly upon the Testamur, Transcript and AHEGS, the date of conferral
- 4.5. State clearly upon the Transcript and AHEGS, the date of issue
- 4.6. State the full title of the qualification awarded including the field or discipline specifically on the testamur, except in the instance of higher degree research qualifications 'Doctor of Philosophy', which will only state the full title of the qualification of the award, and when the degree or award name includes the field or discipline.
- 4.7. On a Testamur, the date of conferral serves as the date of issue. A replacement testamur specifies the date of conferral and the date of re-issue.
- 4.8. Following conferral of the award, a digital copy of the Testamur, Transcript and AHEGS document will be made available to the graduate via the MyEquals platform: [My eEquals Australia](#)

Version: 3.1

Effective: 6 August 2024

Responsible: Deputy Vice-Chancellor, Education and Student Experience

Leads: Registrar & Director of Student Services / Head, Student Lifecycle / Manager, Graduations & Prizes



Appendix 1

Authority for procedures and instructions

The following UNSW officers are authorised to maintain and change the procedure sections of this policy in accordance with the *Policy Framework Policy*:

1. Registrar & Director of Student Services
2. Head, Student Lifecycle
3. Manager, Graduations & Prizes

Legislative compliance

This policy is intended to ensure that UNSW complies with the:

- *University of New South Wales Act 1989* (NSW)
- *Privacy and Personal Information Protection Act 1989* (NSW)

Definitions and Acronyms	
Admit/admission	An encompassing term which describes the process by which a student has their degree conferred on them or is admitted to their award.
Australian Higher Education Graduate Statement (AHEGS)	A secondary transcript issued to graduates which includes their graduate achievements, including any approved co-curricular activities.
Award	A degree, diploma or certificate conferred following completion of an award program. It provides official recognition of successful completion of that program and carries the official seal of the University.
Conferral	The act of bestowing a degree upon a person qualified to receive it. Please note of all the University's awards, only degrees can be conferred.
Graduand	A student who has completed the requirements of their degree but has not yet had their award conferred.
SiMS	Student information management system
Testamur	The official certificate of a student's completion of a degree or award.
Transcript	A certified record of a student/graduate's full enrolment history which includes all courses attempted, results achieved, and awards conferred, across all careers.

Version history

- **Version 1.0** approved by Pro-Vice-Chancellor (Students) on 31 July 2012 effective 31 July 2012.
- **Version 1.1** approved by Vice-President and Deputy Vice-Chancellor (Academic) on 7 August 2012 effective 20 August 2012. Section 4.3 amended to include former students.

- **Version 1.2** approved by Pro Vice-Chancellor (Students) on 16 September 2013 effective 16 September 2013. Added Section 4.4 and Appendix D.
- **Version 1.3** approved by Pro Vice-Chancellor (Students) on 23 June 2014 effective 23 June 2014. Amendments to Appendix B, C and D.
- **Version 1.4** approved by Head of Governance on 18 February 2016 effective 29 February 2016. Administrative update to senior roles. Removal of out of date content from section 7.1 RoD.
- **Version 1.5** approved by Deputy Vice-Chancellor Academic on 3 October 2017 effective 3 October 2017. New Section 5 and Appendix B, C and D.
- **Version 2.0** approved by Deputy Vice-Chancellor Academic on 22 January 2019 effective 22 January 2019. Review with minor change.
- **Version 3.0** approved by Deputy Vice-Chancellor Academic & Student Life on 23 November 2021 effective 23 November 2021. Review with minor changes and addition of posthumous award and honorary and fellowships sections, digital copy information, definitions.
- **Version 3.1** approved by Director of Governance on 1 August 2024 effective 6 August 2024. Administrative updates to outdated titles, links and references to policy.

Appendix 2



Recommendation of Candidates for Admission to Awards

1. Issue

Admission to Awards.

2. Background

The graduands identified herein have been confirmed by their [Faculty](#) or Division Program Managers as having satisfied all the requirements for their degree or award.

3. Recommendation

That the <Delegate Title> admit the following graduands, as detailed in the attached document, forthwith to the degrees and awards for which they are qualified.

Degrees conferred and Diplomas and Certificates awarded:

In the name of the Council and by my authority as <Delegate Title> I admit to the degrees and award the diplomas and certificates to the candidates who are qualified to receive them as listed on this day, <Date>.

<delegate signature>

.....

<Delegate Name>

<Delegate Title>

<Date>|

Appendix 3



Recommendation of Revocation of Awards

1. Issue

Revocation of Awards.

2. Background

The students identified herein have had their degrees or awards conferred in error and they must be revoked.

3. Recommendation

That the <Delegate Title> revoke the degrees or awards, as detailed in the attached document, forthwith.

Degrees and Diplomas and Certificates Revoked:

In the name of the Council and by my authority <Delegate Title> I revoke the degrees and/or diplomas and/or certificates as listed on this day, <Date>.

<Delegate Signature>

.....

<Delegate Name>

<Delegate Title>

<Date>|

CRICOS Provider Code 00098G

Recommendation of Revocation of Awards

Revocation Date	SID	Full Name	Degree	Rationale for Revocation	Original Conferral Date	Faculty
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