



Policy Hierarchy link	Section 7.1 of the Register of Delegations		
Responsible Officer	Vice-President and Deputy Vice-Chancellor (Academic)		
Contact Officer	Office of the Pro-Vice-Chancellor (Students) Manager, Student Administration Team Leader, Graduations		
Superseded Documents	Graduation Procedure, version 1.2 approved by the Pro-Vice-Chancellor (Students) & Registrar		
File Number	2013/16014		
Associated Documents	Privacy and Personal Information Protection Act 1989 (NSW).		
Version	Authorised by	Approval Date	Effective Date
1.3	Professor Wai Fong Chua Pro Vice-Chancellor (Students)	23 June 2014	23 June 2014

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1. Purpose and Scope

The purpose of this procedure is to establish a process:

- 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
- to revoke awards to which a student or former student have been wrongly admitted.
- to correct awards that have been conferred with details that are partially incorrect.

2. Definitions

Graduand – a student who has completed the requirements of their degree but has not yet had their award conferred.

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.

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.

Award – A recognized qualification from UNSW including Degree, Graduate Certificate, Diploma. .

Testamur – The official certification of a student's completion of a degree or award.

SIMS – Student information management system

3. Section 7.1 of the Register of Delegations

Section 7.1 of the Register of Delegations provides as follows:

7.1 Conferral of Degrees	
Function/Authority	Delegate
<p>7.1.1 Admit to a degree and/or award a candidate whose name appears on:</p> <p>(a) the official program at a graduation ceremony;</p> <p>(b) a document prepared in a form which is authorised in a Procedure established under Section 4.2.3.</p>	<p>Chancellor; Deputy Chancellor; Pro-Chancellor; President and Vice-Chancellor; Vice-President and Deputy Vice-Chancellor; Pro-Vice-Chancellor</p> <p>Chancellor; Deputy Chancellor; Pro-Chancellor; President and Vice-Chancellor; Vice-President and Deputy Vice-Chancellor; Pro-Vice-Chancellor</p>
7.1.2 Present a testamur to a candidate listed in the official program at a graduation ceremony.	Chancellor; Deputy Chancellor; Pro-Chancellor; President and Vice-Chancellor; Vice-President and Deputy Vice-Chancellor; Pro-Vice-Chancellor
7.1.3 Admit a candidate to a degree or an award other than at a graduation ceremony in exceptional circumstances.	Chancellor or Deputy Chancellor, with President and Vice-Chancellor or Vice-President and Deputy Vice-Chancellor
7.1.4 Present a testamur other than at a graduation ceremony.	Chancellor; Deputy Chancellor; Pro-Chancellor; President and Vice-Chancellor; University Senior Management Position named by the Chancellor for a specific instance
7.1.5 Revoke a degree or award to which a student or former student has been admitted.	Chancellor; Deputy Chancellor; Pro-Chancellor; President and Vice-Chancellor; Vice-President and Deputy Vice-Chancellor; Pro-Vice-Chancellor
7.1.6 Approve form of academic dress.	Vice-President and Deputy Vice-Chancellor

This procedure relates only to the function/authority set out in sections 7.1.1(b) and 7.1.5.

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.

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.

Under section 7.1.5, named delegates are granted authority to revoke a degree or award to which a student or former student has been wrongly admitted.

4. Procedure

The document prepared under section 7.1.1(b) of the Register of Delegations is titled '*Recommendation of Candidates for Admission to Awards*'. The course of events which leads up to the preparation of this document is as follows.

4.1 Conditions Leading to the Creation of the Document

- 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 of the criteria to be eligible to receive their award.
- The Student Administration Graduations Team (SAGT) completes a process in SIMS by which *confirmed* students are recorded as having *completed* their study.
- The SAGT 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.

4.2 The Nature and Form of the Document

The SAGT will prepare the document '*Recommendation of Candidates for Admission to Awards*'. The document will contain:

- A cover page
- A list of candidates (graduands) eligible to be admitted to their award

The document '*Recommendation of Candidates for Admission to Awards*' will be prepared by the SAGT 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.

Please see Appendix B for an example of the '*Recommendation of Candidates for Admission to Awards*' document.

4.3 Revocation of an Award

- When it has been identified that a student or former student has been admitted to an award wrongly, by reason, for example, of fraud, administrative error, or a material breach of University policy or procedure, SAGT will prepare the document '*Recommendation of Revocation of Awards*'. The document will contain:
 - A cover page

- A list of students or former students who have received awards but were wrongly admitted.

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 students or former students 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.

Please see Appendix C for an example of the '*Recommendation of Revocation of Awards*' document.

4.4 Correction of an Award

When it has been identified that students have been admitted to an award where one or more details of the award are incorrect, SAGT will prepare the document '*Recommendation of Correction of Awards*'. The document will contain:

- A cover page
- A list of students who have received awards and the proposed amendments to those awards

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.

Please see Appendix D for an example of the '*Recommendation of Correction of Awards*' document.

4.5 How the Document will be Stored

All authorised *Recommendation of Candidates for Admission to Awards* documents will be kept on file by Student Administration pursuant to the *Privacy and Personal Information Protection Act 1989* (NSW) and compliant with State Records requirements [GDA23 - **General Retention and Disposal Authority**].

5. Review & History

These Procedures are due for review 12 months from the date of effect.

Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Pro-Vice-Chancellor (Students)	31 July 2012	20 August 2012	
1.1	Vice-President and Deputy Vice-Chancellor (Academic)	7 August 2012	20 August 2012	4.3 – amended to include former students
1.2	Pro Vice-Chancellor (Students)	16 September 2013	16 September 2013	1; inserted 4.4 and Appendix D
1.3	Pro Vice-Chancellor (Students)	23 June 2014	23 June 2014	Appendix B, C and D amended

Sample only



Recommendation of Candidates for Admission to Awards

Never Stand Still

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 Pro-Vice-Chancellor (Students) 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 Pro-Vice-Chancellor (Students), 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 2 July 2014.

.....
Wai Fong Chua

Pro-Vice-Chancellor (Students), 2 July 2014

Event ID: 000164811 – 2014 Semester 2
Ceremony: 34
Date Process: 17-Jul-2014

Faculty of Engineering
Bachelor of Engineering BE

Electrical Engineering
[Student name]
[Student name]
[Student name] Honours Class 1 and The University Medal

Archived Version



Sample only

Recommendation of Revocation of Awards

Never Stand Still

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 Pro-Vice-Chancellor (Students) revoke the degrees or awards, as detailed in the attached document, forthwith.

Degrees and Diplomas Revoked

In the name of the Council and by my authority as Pro-Vice-Chancellor (Students), I revoke the degrees and/or diplomas and/or certificates as listed on this day 2 July 2014.

.....
Wai Fong Chua
Pro-Vice-Chancellor (Students), 2 July 2014

Faculty of Arts and Social Sciences

MASTER OF POLICY STUDIES

[Student name]

Rationale: [Student name] is only qualified to receive the Graduate Diploma in Policy Studies. The Faculty did not correctly downgrade the program when conferring the student's award. The correct degree details have been included in the Recommendation of Candidates for Admission to Awards dated 2 July 2014.

Faculty of Engineering

BACHELOR OF ENGINEERING

in Electrical Engineering

[Student name]

Rationale: [Student name] was qualified to receive the Bachelor of Engineering in Electrical Engineering with Honours Class 2 Division 2. His honours calculation was performed incorrectly by the Faculty. The correct degree details have been included in the Recommendation of Candidates for Admission to Awards dated 2 July 2014.

Archived Version



Sample only

Recommendation of Correction of Awards

Never Stand Still

1. Issue

Correction of Awards.

2. Background

The students identified herein have had their degrees or awards conferred where one or more details of the degree or award is incorrect, and they must be corrected.

3. Recommendation

That the Pro-Vice-Chancellor (Students) correct the degrees or awards, as detailed in the attached document, forthwith.

Degrees and Diplomas Revoked

In the name of the Council and by my authority as Pro-Vice-Chancellor (Students), I correct the degrees and/or diplomas and/or certificates as listed on this day 2 July 2014.

.....
Wai Fong Chua
Pro-Vice-Chancellor (Students), 2 July 2014

The Australian School of Business
BACHELOR OF COMMERCE
In Accounting and Financial Management
with Distinction
[Student name]

Rationale: [Student name] was qualified to receive the Bachelor of Commerce in Accounting and Financial Management with Distinction. His overall program weighted average mark was calculated incorrectly by the Faculty.

Archived Version