



Version	Approved by	Approval date	Effective date	Next full review
2.0	Deputy Vice-Chancellor Academic	22 January 2019	22 January 2019	January 2022
Procedure Statement				
Purpose	<p>The purpose of this procedure is to establish a process:</p> <ul style="list-style-type: none"> 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. c) to correct awards that have been conferred with details that are partially incorrect. 			
Scope	All degree, diploma or certificates conferred following completion of an award program			
Are Local Documents on this subject permitted?	<input type="checkbox"/> Yes, however Local Documents must be consistent with this University-wide Document		<input checked="" type="checkbox"/> No	
Procedure Processes and Actions				

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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](#).

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 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.

2.1. 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 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.

2.2. The Nature and Form of the Document

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.

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.

See Appendix A for an example of the '*Recommendation of Candidates for Admission to Awards*' document.

2.3. Revocation of an Award

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.

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.

See Appendix B for an example of the '*Recommendation of Revocation of Awards*' document.

2.4. 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, 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.

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.

See Appendix C for an example of the '*Recommendation of Correction of Awards*' document.

2.5. How the Document will be Stored

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. Authorised Certification Documentation

Awardees of qualifications are issued with authorised certification documentation including a Testamur, Transcript and AHEGS documents, that:

- 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
- Are consistent with the full legal name of the awardee, as listed on their official student record
- State clearly upon the Testamur, Transcript and AHEGS, the date of conferral
- State clearly upon the Transcript and AHEGS, the date of issue
- 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.

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.

Accountabilities	
Responsible Officer	Deputy Vice-Chancellor Academic
Contact Officer	Director, Student Services and Systems Head of Student Lifecycle Manager, Graduations & Prizes
Supporting Information	
Legislative Compliance	This Procedure supports the University's compliance with the following legislation: <i>University of New South Wales Act 1989 (NSW)</i> <i>Privacy and Personal Information Protection Act 1989 (NSW)</i>
Parent Document (Policy)	
Supporting Documents	Register of Delegations (section 7.1) Regular creation of the following documents: <ul style="list-style-type: none"> • Recommendation of Candidates for Admission to Awards • Recommendation of Revocation of Awards • Recommendation of Correction of Awards
Related Documents	
Superseded Documents	Graduation Procedure, version 1.5
File Number	2013/16014
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.
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.			
Revision History				
Version	Approved 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
1.4	Administrative update by Head of Governance	18 February 2016	29 February 2016	Administrative update to senior roles. Removal of out of date copy of section 7.1 RoD.
1.5	Deputy Vice-Chancellor Academic	3 October 2017	3 October 2017	New section 5; Appendix B, C and D.
2.0	Deputy Vice-Chancellor Academic	22 January 2019	22 January 2019	Review with minor change



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>.

.....
<Name>

<Delegate Title>, <date>

Report ID: NSSG5406 Graduations Download By Degree
Run Date/Time: 30-JAN-2019
02:23:55_PM

Name	Stdnt ID	Degree Formal Name	Formal Plan Name	Degree Honours	Faculty
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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, Diplomas and Certificates Revoked

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

.....
<Name>
<Delegate Title>, <date>

Faculty of Medicine

Graduate Certificate
in Public Health
<Student Name>

Rationale: After conferral student applied to change her program to 9045 MPH. Approved by faculty.

Original conferral: 31 July 2014

UNSW Business School

Master of Taxation by Research
<Student Name>

Rationale: Student's completion was removed while pending approval by GRS for a program change to 2585 MPhil (Taxation and Business Law). Due to administrative error the student was completed again for graduation.

Original conferral: 31 July 2014



Recommendation of Correction of Awards

1. Issue

Correction of Awards.

2. Background

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

3. Recommendation

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

Degrees, Diplomas and Certificates Corrected

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

.....
<Name>
<Delegate Title>, <date>

Faculty of Arts and Social Sciences

Bachelor of Social Work
with Distinction
<Student Name>

Rationale: Recommendation for distinction was received from the faculty after the original conferral date.

Original conferral on 15 January 2014.

College of Fine Arts

Bachelor of Fine Arts
with Honours Class 1
<Student Name>

Rationale: Late change to result which changed honours class from H2:1 to H1.

Original conferral on 18 December 2013.