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|  | **Graduation Certification**  |

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| **Certification Details** |

This Graduation Certification relates to the attached list of students dated [insert date].

 **Note:** the person giving this certification is required to initial each page of the attached list of students.

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| **Certification of Graduation List** |

**I confirm that I have satisfied myself that the following requirements have been met in respect of each student named in the attached list:**

1. the student has met the course rules and other course requirements to graduate;
2. the student does not owe a financial debt to the University, other than a debt that the University has agreed may be repaid after graduation;
3. the student has no unresolved disciplinary cases or appeals;
4. the student is not subject to a current exclusion or expulsion from the University; and
5. all University property that the student is required to return, has been returned.

**For each student named in the attached list, I confirm that the student’s proposed graduation has been endorsed by (tick one of the following):**

[ ]  Graduate Research Examinations Board, for higher degree research students; **or**

[ ]  Curriculum Committee of Academic Board (including Associate Deans Teaching and Learning and the Director, Student Success) for students other than higher degree research students.

**In order to certify the above matters I have made such enquiries and obtained such assurances as a prudent person in my position would make. I am relying on the accuracy of the information given to me, acknowledging that I am the senior executive accountable for this graduation list.**

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| **Notification, Record Keeping and Approval** |

**I will ensure:**

1. The University’s designated Graduation Officer is provided with a signed copy of this Graduation Certification and attached list;
2. This Graduation Certification and attached list, once signed, is:
	1. stored in an appropriate container in the University’s corporate records management system, TRIM; and
	2. submitted for noting by the University Council.

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| **Signature****Name****Position Date:**  |