

Graduation Rule

Section 1 - Overview

(1) It is a function of the Council to confer, rescind and correct such degrees, award such diplomas and other certificates, as it thinks fit. Under this Rule the Council delegates Council functions to the Vice-Chancellor and Chief Executive Officer and other Senior Executives. The Council retains a governance role to oversee the delegated functions.

Section 2 - Scope

(2) This Rule applies to UNE Representative and Students.

Section 3 - Rule

Principles

(3) Students who satisfy all the requirements of a course in which they are enrolled are eligible for formal conferral of the award by the University in accordance with the [University of New England Act 1993 No 68 \(NSW\)](#).

(4) Students who have completed Course requirements must graduate and are not permitted to defer graduation and will not be permitted to enrol in further units in that Course.

(5) Students are not deemed Graduates until the University has conferred their degree.

(6) The conferral date for Testamur and the Australian Higher Education Graduation Statement (AHEGS) shall be the date of the appropriate graduation ceremony except when the conferment is In Absentia, when the date shall be the date of conferral by the University.

(7) Subject to Course rules, a completed major will appear on the Testamur and Academic Record (Transcript).

(8) The Council delegates to the Vice-Chancellor and Chief Executive Officer and to the Deputy Vice-Chancellor Research the authority to approve the conferral of an award to a Student who has met the requirements to graduate from a higher degree research Course at the University.

(9) The Council delegates to the Vice-Chancellor and Chief Executive Officer and to the Deputy Vice-Chancellor the authority to approve the conferral of an award to a Student who has met the requirements to graduate from a Course at the University other than a higher degree research Course.

(10) The Council will confer the award on an approved Graduand at an official University graduation ceremony, unless the approved graduand has received permission to graduate In Absentia.

(11) If a Student has approval to graduate from a higher degree research Course at the University, and the Student has requested permission to graduate In Absentia, then the Council delegates to the Vice-Chancellor and Chief Executive Officer and to the Deputy Vice-Chancellor Research the authority to permit the Student to graduate In

Absentia and to confer the award to the Student In Absentia.

(12) If a Student has approval to graduate from a Course at the University other than a higher degree research Course, and the Student has requested permission to graduate In Absentia, then the Council delegates to the Vice-Chancellor and Chief Executive Officer and to the Deputy Vice-Chancellor the authority to permit the Student to graduate In Absentia and to confer the award to the Student In Absentia.

(13) This Rule does not delegate authority to rescind an award that has been conferred by the University, and the power to rescind awards is reserved to the Council.

(14) The delegation of Council powers under this rule is made pursuant to [Section 17 of the UNE Act](#).

Rescission of an Award

(15) The Council may rescind conferral of an award for reasons which include, but are not limited to:

- a. a graduate wishes to have his/her award rescinded;
- b. an administrative error has resulted in the conferral of an award for which the Student was not eligible; or
- c. a Student or former Student is in breach of a rule or policy of the University where rescission of an award is a valid penalty for such a breach.

(16) The decision to rescind the conferral of an award is made by Council on the recommendation of the Deputy Vice-Chancellor, Deputy Vice-Chancellor Research or the Vice-Chancellor and Chief Executive Officer. The Council decision is final.

Correction of an Award

(17) The Council delegates to the relevant Deputy Vice-Chancellor, Deputy Vice-Chancellor Research or the Vice-Chancellor and Chief Executive Officer the authority to correct an award for one of the following reasons:

- a. amendments or corrections to names of the graduate;
- b. corrections to the title of the award, for minor typographical errors; and/or
- c. other minor typographical errors to the award.

(18) All other corrections must be submitted to University Secretariat for approval of the Council.

Responsibilities

(19) A Student is eligible to graduate from the Course in which he/she are enrolled if they have met the requirements in clause 20 (a)(i-v).

(20) In exercising the authority to approve the conferral of an award, to permit a Student to graduate In Absentia or to confer an award In Absentia, the Vice-Chancellor and Chief Executive Officer, Deputy Vice-Chancellor Research or Deputy Vice-Chancellor must certify that they are satisfied that:

- a. the Student:
 - i. has met the Course rules and other Course requirements to graduate;
 - ii. does not have a financial debt to the University, other than a debt that the University has agreed may be repaid after graduation;
 - iii. does not have an unresolved disciplinary case or appeal;
 - iv. is not subject to a current exclusion or expulsion from the University; and
 - v. has returned all University property that the Student is required to return.

- b. The decision to approve the Student for graduation has been endorsed by:
 - i. In the case of a higher degree research student, the University's Graduate Research Examinations Board; and
 - ii. In the case of a student other than a higher degree research student, the Curriculum Committee.

(21) The person making the certification referred to in clause (20) above must:

- a. ensure that a copy of the signed and dated certification is:
 - i. provided to the University's designated Graduation Officer without delay; and
 - ii. stored in an appropriate file in the University's corporate records management system.
- b. Report the exercise of delegated authority under this rule to the Council in due course and provide an assurance that the requirements of this rule have been met.

Authority and Compliance

(22) The UNE Council, pursuant to [Section 29 of the University of New England Act](#), makes this University Rule.

(23) University Representative and Students must observe this Rule in relation to University matters.

(24) The Rule Administrator, the Director Governance and University Secretary, is authorised to make procedures and guidelines for the operation of this University Rule. The procedures and guidelines must be compatible with the provisions of this Rule.

(25) This Rule operates as and from the Effective Date.

Section 4 - Definitions

(26) For the purposes of this Rule the following definition applies:

- a. Graduation Officer means the staff member responsible for the coordination of graduation ceremonies at the University.

Status and Details

Status	Historic
Effective Date	12th December 2016
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Glossary Terms and Definitions

"UNE Representative" - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

"Graduand" - A student who has completed all the requirements of an award but who has not had the award conferred.

"Graduate" - Is a person who has completed the requirements for a course and has had their award conferred on them by the University Council.

"In Absentia" - Is when an award is conferred on a student without their presence at a Graduation Ceremony.

"Student" - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

"Academic Record (Transcript)" - Is the official record of a student's academic history at the University including enrolment in all courses and units, the academic results, recognition of prior learning and prizes/scholarships awarded.

"Council" - Means the Council of the University of New England, being the governing body of the University.

"Course" - Course means a syllabus, a curriculum, a training package, units of study, or structured workplace learning, the successful completion of which leads to the conferral of an award on the student by the University (including but not limited to a regulated qualification under the Australian Qualifications Framework).

"Testamur" - The official certificate issued by the University to graduates when they have their award conferred. It is a legal document imprinted with the University Seal.

"Australian Higher Education Graduation Statement (AHEGS)" - The AHEGS provides a description of the nature, level, context and status of the studies that were pursued by the graduate named on the statement.

"Effective Date" - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

"University Representative" - University Representative means a University employee (casual, fixed term and permanent) contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.