

# Graduation Policy

## Section 1 - Overview and Scope

(1) This Policy is made under the [Graduation Rule](#) and provides guidance for UNE Representatives involved in student graduation and outlines roles and responsibilities for graduation lists and graduation ceremonies.

(2) This Policy applies to all UNE Representatives involved in:

- a. the compilation, approval and conferral of graduation lists; and
- b. graduation ceremonies.

(3) This Policy does not apply to Honorary awards. Please refer to the [Honorary Titles and Awards Rule](#).

(4) Within this Policy:

- a. Part A covers the compilation, approval and conferral of graduation lists; and
- b. Part B covers graduation ceremonies.

## Part A - Confirming Eligibility to Graduate

### Compilation of Graduation Lists

(5) Responsibility for updating a student's eligibility to graduate status and validating the student's eligibility to graduate on the student's record in Callista for awards of the University are as follows:

- a. Deputy Vice-Chancellor Research or delegate for all higher degree by research awards; and
- b. Executive Principal Student Experience or delegate for all other awards.

### Higher Degree by Research Awards

(6) Prior to each graduation ceremony, and at the end of Trimester 3, Director, Research Services (or delegate) will provide a list of students to Student Experience with a [Graduation Certification Form](#) confirming that the students have met their course requirements and requirements as set out in the [Graduation Rule](#) and are eligible to graduate. The list from Research Services will include those students who have had their award conferred In Absentia since the last graduation ceremony.

(7) For quality assurance purposes Student Experience then submits to Research Services and Schools, a proposed graduation list of all students who have an eligibility to graduate status for a final review for outstanding disciplinary cases or appeals, late/changed Honours results or non-return of University property. In response to this, the following should occur:

- a. Research Services will either confirm the original list is correct (to the extent it relates to higher degree by research students) and make any required additions and re-submit, to Student Experience, the graduation list with an updated [Graduation Certification Form](#); and
- b. each School delegate will either confirm the original list is correct or make the required amendments and re-

submit the graduation list, for the students enrolled in programs administered by that school, to Student Experience.

(8) Student Experience will update each student's eligibility to graduate status based on the responses received from Research Services and Schools.

(9) Students who have completed all academic requirements of their course but have an outstanding administrative encumbrance will be notified by Student Experience that:

- a. they must clear the encumbrance by the advised cut-off date or they will not be able to graduate; or
- b. seek approval from the University for the debt to be repaid after graduation.

### **All other awards**

(10) Prior to each graduation ceremony, and at the end of Trimester 3 the Executive Principal Student Experience provides the Deputy Vice-Chancellor a list of coursework students and signs the [Graduation Certification Form](#) confirming that each student has met the course requirements, has no encumbrance (or the encumbrance has been waived by the Executive Principal Student Experience), has met the requirements as set out in the [Graduation Rule](#) and is therefore eligible to graduate. The Executive Principal Student Experience, and the relevant Associate Dean of Faculty, Teaching and Learning must provide any information the Deputy Vice-Chancellor requires in order to be satisfied of the eligibility of a student to graduate.

(11) Any changes to the lists before conferral must be reported to the Deputy Vice-Chancellor or Deputy Vice-Chancellor Research with an explanation for the change.

(12) The Executive Principal Student Experience, or delegate, combines the proposed graduation lists into one consolidated final list for the purpose of creating the graduation ceremony program.

### **Approval of Graduation List**

(13) The Deputy Vice-Chancellor and Deputy Vice-Chancellor Research certify on the [Graduation Certification Form](#) that the students on their respective graduation lists have met the requirements of the [Graduation Rule](#).

(14) To assist statutory or professional registration of a student the University may, with approval of Deputy Vice-Chancellor or Deputy Vice-Chancellor Research, release information concerning a student's eligibility to graduate status to an external agency or authority. If applicable, a statement that conferral has not occurred and graduate status remains pending shall accompany such information. The student will also be notified of information released.

(15) The Deputy Vice-Chancellor and Deputy Vice-Chancellor Research are authorised:

- a. to remove or add to the lists, prior to conferral, those students who have encumbrances placed or lifted on their academic records for administrative, disciplinary and/or financial debt reasons;
- b. to approve changes, prior to conferral, to levels of awards such as classes of Honours;
- c. to remove, prior to conferral, a student from the list because of an administrative error or a student electing to articulate to a higher award without graduating in the original award;
- d. to approve for conferral, Graduands who wish to have their award conferred In Absentia;
- e. correct information such as names or majors as they appear on Testamurs and Australian Higher Education Graduation Statement (AHEGS) after conferment; and
- f. to recommend to Council, changes to or rescissions of award after conferral.

## Reporting to Council

(16) As soon as practicable, the Executive Principal Student Experience, will provide to the University Secretary (or delegate) the confirmed list of Graduands and the signed [Graduation Certification Forms](#). The list and [Graduation Certification Forms](#) will be provided to the Council for noting at the next meeting of Council.

## Part B - Part B Graduation Ceremonies

(17) Graduands will be invited to attend the next designated graduation ceremony by Graduation Officer, Student Experience.

(18) Graduands who wish to graduate In Absentia and have not already advised the relevant School or Research Services, should advise Student Experience.

(19) Higher Degree Research Students wishing to graduate In Absentia between graduation ceremonies will need the approval of the Deputy Vice-Chancellor Research.

(20) Graduands graduating In Absentia will have their Testamur and graduation booklet mailed to them after the graduation ceremony. An email with instructions to access their digital Testamur and digital Australian Higher Education Graduation Statement (AHEGS) will be sent by Student Experience.

(21) All names of Graduates who have been conferred at a graduation ceremony and the names of Graduates who have been conferred between ceremonies, including those who have graduated in absentia, are printed in the graduation ceremony list. The list of Graduates is a public record and is not subject to privacy restrictions.

(22) The University provides Graduates with one Testamur and instructions to access their digital Testamur and digital Australian Higher Education Graduation Statement (AHEGS) (as appropriate for the award being conferred).

## Lead Responsibilities for Ceremonies

(23) The lead responsibility for the preparation for, and conduct of, graduation ceremonies lies with the Graduation Officer, Student Experience, subject to the authority of the Council. The responsibility for coordinating the involvement of the Council lies with the University Secretary on behalf of the Chancellor. These are summarised as follows:

ROLE	RESPONSIBILITY
Preliminary:	
Confirm schedule of graduation dates	Graduation Officer, who advises Graduation Event Provider
Make venue booking	Graduation Officer, and advise Graduation Event Provider
Order Testamur stationery	Graduation Officer
Arrange graduation meeting	Graduation Officer, on behalf of Graduation Event Provider and in accordance with Graduation Event Operating Procedures

Awards:	
Prepare potential Graduand lists	Student Experience
Identify New England Award recipients and script, check and print certificates. Advise Graduation Coordinator of recipients.	Student Engagement Team, Student Experience

Script, check and print testamurs	Graduation Team — Student Experience
Placing of University Seal on testamurs	Graduation Team — Student Experience
Arrange selection of medal winners	Executive Principal Student Experience — University Medals Committee Deputy Vice-Chancellor Research - For higher degree Research Students - Graduate Research Committee
Advise medal winners of their awards	Deputy Vice-Chancellor (with support from Executive Principal Student Experience) Deputy Vice-Chancellor Research (for higher degree by Research medals)
Prepare medals	Graduation Team — Student Experience
Confirm Graduation conferral date with Vice-Chancellor and Chief Executive Officer's Office, arrange academic regalia and print citations for honorary award recipients for inclusion with testamur presented at the ceremony	DGUS (or delegate)

The Venue:	
Confirm venue booking and stage set-up — Booloominbah lawn and indoor ceremony venue	Graduation Officer, liaising with Graduation Event Provider
Arrange Graduand seating	Graduation Officer, liaising with Graduation Event Provider
Arrange stage seating and layout	Graduation Officer, liaising with the Graduation Event Provider
Arrange robing room for Academic and Staff Procession	Graduation Officer, liaising with Graduation Event Provider
Arrange robing room for Chancellor's Procession	Graduation Officer in liaison with DGUS (or delegate), and the Graduation Event Provider
Arrange for audio equipment including sound check prior to the ceremony commencing	Graduation Officer, liaising with Graduation Event Provider
Arrange for off stage VIP seating	Graduation Officer, liaising with Graduation Event Provider, Vice-Chancellor and Chief Executive Officer's Office and Corporate Communications and Events
Arrange for parking facilities	Graduation Officer, liaising with Graduation Event Provider, Estate and Built Environment (EBE) Vice-Chancellor's Office and Corporate Communications and Events

Invitations:	
Issue invitation to staff on une-official to participate in the Academic and Staff Procession	Graduation Officer, through Deputy Vice-Chancellor (invitation from DVC)
Issue invitations to official guests of on behalf of the Chancellor	Graduation Officer in liaison with DGUS (or delegate)
Issue invitations to Occasional Address Speakers and advise acceptances to Graduation Officer	Vice-Chancellor and Chief Executive Officer's Office
Arrange attendance of Occasional Address Speakers and obtain CV's	Vice-Chancellor and Chief Executive Officer's Office

Consult with the Vice-Chancellor and Chief Executive Officer's Office regarding arrangements for the conferral of honorary awards, including guest arrangements, parking, catering, and dietary requirements	Graduation Officer
Liaise with honorary degree recipients concerning travel and accommodation arrangements, including taxis and airport transfers	Vice-Chancellor and Chief Executive Officer's Office
Prepare Graduand information and emails	Graduation Officer
Coordination of Chancellor's Graduation Luncheon i.e. venue, invitations, menu	Graduation Officer in liaison with DGUS (or delegate), Vice-Chancellor's Office, Corporate Communications and Events and the Graduation Event Provider
Select those to introduce and thank Occasional Address Speakers, and those to deliver citations for honorary awards	Vice-Chancellor and Chief Executive Officer
Issue invitations to introduce and thank Occasional Address Speakers, and to deliver citations	Vice-Chancellor and Chief Executive Officer
Issue invitation to act as Esquire Bedell	Graduation Officer in consultation with DGUS (or delegate)
Advise Chancellor of arrangements for ceremonies including the Sashing Ceremony	DGUS (or delegate/s)
Arrange travel and accommodation as required for the Occasional Address Speakers and any honorary award recipients	Vice-Chancellor and Chief Executive Officer's Office — in liaison with Corporate Communications and Events

Ceremony:	
Arrange publicity	Graduation Officer, liaising with Corporate Communications and Events
Prepare, check, produce and deliver an order of proceedings and a general brief and provision of these documents to all senior officers of the University with roles and responsibilities in Graduation ceremonies no later than one week prior to the ceremony.	Graduation Officer
Production and provision of the list of names of Graduands eligible to attend each ceremony and who have registered to attend the relevant ceremony. An edited list will be provided on the day of the ceremony which is compiled following closure of registration.	Graduation Officer
Arrange for display of wet weather ceremony directional signage (if required)	Graduation Officer, liaising with EBE and Graduation Event Provider
Arrange for streaming of graduation ceremony to relevant locations (if required for wet weather ceremony)	Graduation Officer, liaising with Graduation Event Provider
Advise on Graduation ceremony protocols	Graduation Officer
Arrange music	Graduation Event Provider
Briefing of Graduands after they have been seated	Graduation Officer and Graduation Event Provider

Program:	
Provide details of Honorary awardees, and biographies to Graduation Officer for use in the order of proceedings	Vice-Chancellor and Chief Executive Officer's Office

Script, check and print final version of program	Graduation Officer, Vice-Chancellor and Chief Executive Officer (or delegate) and Corporate Communications and Events
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Other Tasks:	
Arrange Yeoman Bedell and provide briefing on role	Graduation Officer in liaison with Graduation Event Provider
Arrange for Graduand gown hire	Graduation gown provider in liaison with Graduation Officer,
Arrange for gowns for Council members, VIP guests in the Chancellor Procession, including honorary degree recipients and Esquire Bedell	Graduation Officer in liaison with DGUS (or delegate)
Arrange for gowns for Occasional Address Speakers	Vice-Chancellor and Chief Executive Officer's Office in liaison with Graduation Officer, and Graduation Event Provider
Arrange ushers	Graduation Officer, liaising with Graduation Event Provider
Arrange testamur framers	Graduation Officer, liaising with Graduation Event Provider
Arrange catering for Academic and Staff Procession and for Chancellor's Procession participants	Graduation Officer in liaison with Vice-Chancellor and Chief Executive Officer's Office, Corporate Communications and Events and DGUS (or delegate)
Arrange dais photographer for ceremony	Graduation Officer, liaising with Graduation Event Provider
Arrange official portrait photographer	Graduation Officer, liaising with Graduation Event Provider
Arrange Alumni promotion	Alumni Relations Officer, Student Experience
Arrange to receive official visitors of Vice-Chancellor and Chief Executive Officer	Graduation Officer, liaising with Vice-Chancellor and Chief Executive Officer's Office
Arrange to receive Chancellor's guests	Graduation Officer, liaising with DGUS (or delegate/s)
Arrange seating of Graduands	Graduation Officer, liaising with Graduation Event Provider
Arrange marshaling of Graduands	Graduation Officer, liaising with Graduation Event Provider
Sort and handle testamurs and medals on stage	Graduation Officer
Marshall and organise the Academic and Staff Procession	Graduation Officer, liaising with Graduation Event Provider
Marshall and organise the Chancellor's Procession	Graduation Officer, liaising with Graduation Event Provider
Arrange debriefing session	Deputy Vice-Chancellor (or delegate)
Issue thank you letters to Occasional Address Speakers	Graduation Officer advises Vice-Chancellor and Chief Executive Officer's office. Issued by Vice-Chancellor and Chief Executive Officer

## Indoor Ceremonies

(24) In the event of bad weather, the decision to move the ceremony into an indoor venue will be made by the Executive Principal Student Experience (or delegate) by 8am on the date of the ceremony. The Executive Principal Student Experience (or delegate) may limit the number of guests who accompany a Graduand to a graduation ceremony if the ceremony is held indoors. These decisions will be communicated by Student Experience through University and local media and information sources. In these circumstances, the Graduation Event Provider will make

arrangements for the graduation ceremony to be streamed through electronic means to other on campus locations to accommodate guest overflow from the indoor graduation venue.

## Quality Assurance

(25) The Deputy Vice-Chancellor (or delegate) will convene a graduation steering group approximately 6 weeks out from the event to monitor progress of graduation ceremony preparations.

(26) A post-graduation event meeting will be held to review any issues or positive experiences to inform preparations for the next graduation event, and final report and any recommendations reported to the Academic Portfolio Executive Committee.

(27) Records relating to any action or decision made under this Policy must be recorded in accordance with the University [Records Management Rule](#).

## Authority and Compliance

(28) The Rule/Policy Administrators, the Director Governance and University Secretary, pursuant to the University's [Graduation Rule](#) makes this Policy.

(29) UNE Representatives and students must observe this Policy in relation to University matters.

(30) This Policy operates as and from the Effective Date.

(31) Previous procedures and policies relating to Graduation are replaced and have no further operation from the Effective Date of this new Policy.

## Definitions

(32) Graduation Event Provider - Means the internal UNE team leader appointed or an external contracted provider of graduation event origination who is tasked with detailed planning, coordination and the implementation of the event on the day of the graduation ceremony.

(33) Graduation Officer - Means the person assigned to the role of coordinating all activities related to the graduation process. This will normally be the Executive Principal Student Experience, or delegate.

(34) School delegate(s) - Means for the purposes of this Policy - those persons in the following roles from the Academic School, either/and Head of School, Course Coordinator, Unit Coordinator, or HDR Coordinator. All delegates should be inducted into the Graduation eligibility checking process, understand the timing for response, and provide physical or digital confirmation (saved in the Records Management System (RMS)) they have checked eligibility according to the checklist.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	12th June 2024
<b>Review Date</b>	12th June 2028
<b>Approval Authority</b>	Director Governance and University Secretary
<b>Approval Date</b>	12th June 2024
<b>Expiry Date</b>	Not applicable
<b>Unit Head</b>	Susannah Warrick Director Governance and University Secretary swarrick@une.edu.au
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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.

**"Alumni"** - Means graduates or diplomats of the University of New England and its antecedent institutions: New England University College (NEUC), University of New England (Northern Rivers), Armidale Teachers' College (ATC) and Armidale College of Advanced Education (ACAE) and includes other members of Convocation.

**"Records Management System (RMS)"** - The University of New England installation of TRIM (Content Manager), or equivalent replacement system, under the control of the Records Management Office.

**"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).

**"School"** - Is an organisational unit comprising academic staff in related fields of study who are responsible for teaching and research in those academic fields together with support staff. Each School also has lead management for the design and delivery of the courses within its responsibility.



**"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.