

Policy Title: Graduation Ceremony Attendance
Policy Owner: Manager, Corporate Events
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1. INTENT

This policy provides advice for students and staff in regards to attendance of Edith Cowan University's Graduation ceremonies.

2. ORGANISATIONAL SCOPE

All ECU Students and Staff.

3. DEFINITIONS

TERM	DEFINITION
Graduand	A student who has completed all the requirements of an award, prior to conferral.
Course Complete	When the requirements of the course are determined to have been met by the University. The Course Complete date is also the conferral date.
Board of Examiners	A board established in accordance with Rule 4 of the University's Admission, Enrolment and Academic Progress Rules.
Graduation Ceremony	The formal occasion for presentation of awards, subsequent to their conferral.
Defer	Opt to attend a graduation ceremony which occurs after the first scheduled ceremony which the graduate was eligible to attend.
Registration	The official process of accepting an invitation to attend ECU's graduation ceremony.

Encumbrance

Penalty placed on a student's record, normally for non-payment of monies or fines.

4. POLICY CONTENT

- 4.1 Graduation Ceremonies are held by the University to present graduates with their awards and for graduates to celebrate their achievements with family and friends.
- 4.2 To be eligible to attend a graduation ceremony students must have met the requirements of their course as determined by the University and be marked "course complete".
 - 4.2.1 Graduates are invited to attend the next applicable graduation ceremony following the Board of Examiners' allocating the status of "course complete". Invitations will be sent to graduates' ECU email addresses.
- 4.3 Students who have an "encumbrance" on their student record which prevents them from graduating will not be progressed to "course complete".
- 4.4 The graduation registration period will be open for a specified period. Registration dates will be communicated to students three-six months from the deadline.
 - 4.4.1 Graduates will not be permitted to register to attend a ceremony after the registration period is closed.
- 4.5 Graduates are required to reply to the online graduation ceremony invitation and have four options:
 - (a) Attendance at the ceremony;
 - (b) Non-attendance at the ceremony – collection of the parchment in person from ECU Student Records;
 - (c) Non-attendance at the ceremony – request the parchment be posted; or
 - (d) Defer attendance –graduate will be eligible to attend the next round of graduation ceremonies.
- 4.6 Graduates are permitted to defer attendance at a graduation ceremony during the graduation registration process for up to 12 months from the ceremony they were originally scheduled to attend.
- 4.7 Graduates who fail to register for their graduation ceremony within the registration period and are therefore unable to attend their ceremony can appeal to the Manager, Corporate Events or apply to be deferred. If an appeal is not upheld, graduates will have the option to progress their complaint via the University's complaint management process.
- 4.8 Graduates can only attend a graduation ceremony which is applicable to their award.
- 4.9 Academic regalia must be worn by all graduates at the University's graduation ceremonies.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

Policy Owner

The Policy Owner, Manager, Corporate Events, has overall responsibility for the content of this policy and its operation in ECU.

Staff/students

Staff/students are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS

6.1 Other documents which are relevant to the operation of this policy are as follows:

- Conferral and Presentation of an Academic Award
[University Statute No.26-Conferral and Presentation of Awards of the University](#)
- Admission, Enrolment and Academic Progress Rules
[University Rules: Admission, Enrolment and Academic Progress Rules](#)
- Academic Regalia Rules
[University Rules: Academic Regalia Rules](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Manager, Corporate Events
All Enquiries Contact:	Manager, Corporate Events
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8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
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