

Policy Title: Conferral and Presentation of Academic Awards

Policy Owner: Senior Deputy Vice-Chancellor

Keywords: Graduands Conferral Graduation Awards

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1. Intent

The purpose of this policy is for Council to prescribe the process and procedures for the conferral and presentation of academic awards, pursuant to the requirements of University [Statute No. 26 Conferral and Presentation of Awards of the University](#). The conferral and presentation processes for ECU's honorary awards are described separately in the University policy: [Honorary Awards of the University](#).

2. Organisational Scope

All ECU Students and Staff

3. Definitions

TERM	DEFINITION
Academic Award	The degrees, diplomas, certificates and other such awards as designated by the Council in this policy.
Board of Examiners	A Board established under the Admission, Enrolment and Academic Progress Rules.
List of Graduands	A list prepared by the Board of Examiners of those students who have successfully completed their courses, recommending that the students should have their awards conferred upon them, subject to advice from the Director, Student Services Centre (SSC), about applicable sanctions.

TERM	DEFINITION
Conferral	The bestowal of an award after all necessary requirements have been met.
Conferral Date	The date on which conferral of an award takes place.
Dean	The Executive Dean of a School, or persons acting in those positions.
Graduand	A student who has completed all the requirements of an award, prior to conferral.
Graduate	A student upon whom an award has been conferred.
Graduation Ceremony	The formal occasion for presentation of awards, subsequent to conferral.
Honorary Award	A form of recognition accorded to an individual for personal achievement, or contribution to the University or the community as determined by the Council.
Testamur	The official parchment confirming the conferral of an award.

4. Policy Content

- 4.1 The University conducts graduation ceremonies as the formal occasion for the presentation of academic awards.
- 4.2 The conferral of academic awards occurs prior to the presentation of those awards.
- 4.3 Academic awards shall not be conferred on students who:
- 4.3.1 have failed to complete their course successfully;
 - 4.3.2 have outstanding debts to the University; or
 - 4.3.3 have failed to return property borrowed from the University (books, equipment etc).
- 4.4 Notwithstanding the provisions of 4.3, the policy Posthumous Conferral of an award provides guidance on how the University may confer an award in situations where a student of the university dies before completion of the requirements of an award in which he or she is enrolled
- 4.5 The University records the conferral of all academic awards in a Register of Graduates.
- 4.6 Conferral of Awards
- 4.6.1 All academic awards are to be conferred by the Vice-Chancellor or nominee in accordance with the *Academic Progression Policy* that shall describe the procedures by which Boards of Examiners will determine the academic progress status of each student and the list of graduands for a particular award.

4.6.2 The list of graduands must be approved by the Director, Student Service Centre (SSC), before the Vice-Chancellor or nominee can sign the list and thereby confer the awards on those students.

4.6.3 The Vice-Chancellor delegates responsibility for the maintenance of the Register of Graduates to the Director, SSC. The records of conferral are entered into the Register of Graduates by the Director, SSC or nominee, in accordance with the provisions of University Statute No. 26 – *Conferral and Presentation of Awards of the University*.

4.7 Register of Graduates

4.7.1 The Register of Graduates contains the names of every person on whom an academic award has been conferred. The data included in the Register are listed in the table below.

4.7.2 Specified information stored in the Register of Graduates is made available via the University’s website, or through other means approved by the Director, SSC.

Register of Graduates	Information made publicly accessible
Full Name	Full Name
Date of Birth	-
Date of Conferral	Date of Conferral
Award Title	Award Title
Student Identification	-
*Testamur Identification Number	*Testamur Identification Number

* The Testamur Identification Number is added to the Register of Graduates when the Testamur is printed, on a date subsequent to conferral.

4.7.3 Only those individuals whose names appear in the Register of Graduates are entitled to receive, or have received, an award from the University.

4.8 Testamurs and the Graduation Seal

4.8.1 The issuing and control of Testamurs are described separately in the University policy: *Testamur - Issue and Control*, and in the policy’s associated procedures.

4.8.2 The application and control of the Graduation Seal will be in accordance with the procedures prescribed in Statute 26 *Conferral and Presentation of Awards of the University*.

AWARD LEVEL	AWARD TITLE	Gow	Sash	Hoo	Hat
Doctorate (<i>Research</i>)	Doctor of Philosophy	✓		✓	✓
Doctorate (<i>Professional</i>)	Doctor of [<i>Discipline Title</i>]	✓		✓	✓
Master by Research	Master of [<i>Discipline Title</i>]	✓		✓	✓
Master by Coursework	Master of [<i>Discipline Title</i>]	✓		✓	✓
Graduate Diploma	Graduate Diploma of/in [<i>Discipline Title</i>]	✓		✓	✓
Graduate Certificate	Graduate Certificate of/in [<i>Discipline Title</i>]	✓		✓	✓
Postgraduate Diploma	Postgraduate Diploma of/in [<i>Discipline Title</i>]	✓		✓	✓
Postgraduate Certificate	Postgraduate Certificate of/in [<i>Discipline Title</i>]	✓		✓	✓
Bachelor	Bachelor of [<i>Discipline Title</i>]	✓		✓	✓
Associate Degree	Associate Degree of/in [<i>Discipline Title</i>]	✓	✓		✓
Advanced Diploma	Advanced Diploma of/in [<i>Discipline Title</i>]	✓	✓		✓
Diploma	Diploma of/in [<i>Discipline Title</i>]	✓	✓		✓
Certificates II, III and IV (VET level)	Certificate [Level] of/in [<i>Discipline Title</i>]	✓	✓		✓

4.9 Provision of Awards

4.9.1 Graduation ceremonies are formal occasions to allow awards to be presented and to celebrate the success of the University's students and others in receipt of the awards.

4.9.2 The University provides awards subsequent to conferral and provision may take one of the following forms:

- a. formal presentation of the Testamur at a graduation ceremony; or
- b. informal provision upon application by the student to the University (refer to the policy: *Testamurs – Issue and Control* for details on the informal provision of Testamurs)

4.9.3 Deferred Attendance – The University policy: *Graduation Ceremonies – Deferred Attendance* explains the conditions for deferral in more detail.

4.10 Designated Academic Awards

4.10.1 Listed below are the degrees, diplomas, certificates and other such academic awards as designated by the Council which may be conferred and presented in accordance with the processes set out in this policy.

* Further details of Academic Regalia can be found in the *Academic Regalia Rules*.

4.10.2. The following are not awards within the Australian Qualifications Framework but are recognised only by the University. Students successfully completing these courses may receive their certification of attainment at a graduation ceremony.

AWARD LEVEL	AWARD TITLE	Gown	Sash	Hood	Hat
Certificate	Certificate in [<i>Discipline Title</i>]	✓	✓		✓
Diploma	Diploma in [<i>Discipline Title</i>]	✓	✓		✓

* Further details of Academic Regalia can be found in the *Academic Regalia Rules*.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

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

Policy Owner

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

6. RELATED DOCUMENTS:

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

- [University Statute No. 26 – Conferral and Presentation of Awards of the University](#)
- [University Statute No. 30 - Admission, Enrolment & Academic Progress Rules](#)
- [Academic Regalia Rules](#)
- [Academic Progression Policy](#)
- [Posthumous Conferral of an Award](#)
- [Graduation Ceremony Attendance](#)
- [Honorary Awards of the University](#)
- [Testamur – Issue and Control Policy](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

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Policy Owner	Senior Deputy Vice-Chancellor

8. APPROVAL HISTORY

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