

**Policy Title:** Conferral and Presentation of Academic Awards

**Policy Owner:** Senior Deputy Vice-Chancellor

**Keywords:** graduands, conferral, graduation, awards

**Policy Code:** PL033

[Intent](#)

[Organisational Scope](#)

[Definitions](#)

[Policy Content](#)

[Accountabilities and Responsibilities](#)

[Related Documents](#)

[Contact Information](#)

[Approval History](#)

## 1. INTENT

The purpose of this policy is for Council to prescribe the process for the conferral and presentation of academic Awards, pursuant to the University's [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's [Honorary Awards of the University](#).

## 2. ORGANISATIONAL SCOPE

This policy applies to all ECU Students and Staff.

## 3. DEFINITIONS

The [University Glossary](#) and the following definitions apply to this policy:

Term:	Definition:
Conferral	The bestowal of an Award after all necessary requirements have been met. "Conferred" has a corresponding meaning.
Conferral Date	The date on which Conferral of an Award takes place.
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.

Term:	Definition:
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.
List of Graduands	A list prepared by the Director, Student Administration and approved by the Vice-Chancellor (or their delegate), of Students who have successfully completed their Courses.
Register of Graduates	A formal record of the names of every person on whom an Award has been Conferred.
Testamur	The official parchment confirming the Conferral of an Award.

#### 4. POLICY CONTENT

##### Conferral of Awards

4.1. Academic awards will be Conferred on Students who:

- a. have successfully completed their Course in accordance with the [Admission, Enrolment and Academic Progression Rules](#);
- b. paid all relevant amounts owing to the University; and
- c. have returned all property borrowed from the University (e.g. books, equipment).

Awards may also be conferred in accordance with the University's [Posthumous Conferral of an Award Policy](#).

4.2. Based on determinations made by the relevant School Progression Panels, the Director, Student Administration, will prepare List of Graduands for approval by the Vice-Chancellor (or their delegate). The Vice-Chancellor (or their delegate) will approve or modify the List of Graduands, at which time Conferral on approved Students will formally take place. The date of Conferral will be recorded as the date of the relevant Progression Panel meeting. Only those individuals who are on an approved List of Graduands are entitled to receive an Award from the University.

4.3. 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:

Award Level	Award Title
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> ]

Award Level	Award Title
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 [ <i>Level</i> ] of/in [ <i>Discipline Title</i> ]
Undergraduate Certificate	Undergraduate Certificate of/in [ <i>Discipline Title</i> ]

- 4.4. The following is not an Award, but is a formal qualification recognised by the University. Students successfully completing this Course may receive a certification of attainment at a Graduation Ceremony.

Award Level	Award Title
Certificate	Certificate in [ <i>Discipline Title</i> ]

### Register of Graduates

- 4.5. The University records the Conferral of all Awards in a Register of Graduates.
- 4.6. The Vice-Chancellor delegates responsibility for maintaining the Register of Graduates to the Director, Student Administration.
- 4.7. The Register of Graduates contains the names of every person on whom an Award has been Conferred. The minimum information to be included in the Register of Graduates is listed below.

Register of Graduates	Information made publicly accessible
Full Name	Full Name
Date of Birth	-
Date of Conferral	Date of Conferral
Award Title	Award Title

Register of Graduates	Information made publicly accessible
Student Identification Number	-
*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.

- 4.8. Specified information stored in the Register of Graduates is made available via the University's website, or through other means approved by the Director, Student Administration. The Director, Student Administration may in their absolute discretion refuse to make information publicly accessible in appropriate circumstances.

### **Revocation and restoration of Conferral**

- 4.9. The Vice-Chancellor may recommend to Council that an Award be revoked or restored.
- 4.10. Council may revoke, on good cause being shown, any Award. Upon revocation of an Award, the Vice-Chancellor will direct the Director, Student Administration to remove the record of Conferral from the Register of Graduates.
- 4.11. Council may at any time thereafter, on good cause being shown, restore to any person an Award that has been revoked. Upon restoration of an Award, the Vice-Chancellor will direct the Director, Student Administration to restore the record of Conferral to the Register of Graduates.

### **Testamurs and the Graduation Seal**

- 4.12. The issuing and control of Testamurs, and the application and control of the Graduation Seal, will be in accordance with [Statute 26 Conferral and Presentation of Awards of the University](#) and the University's [Testamur - Issue and Control Policy](#).

### **Graduation Ceremonies**

- 4.13. The University conducts Graduation Ceremonies as the formal occasion for the presentation of Awards that have been Conferred. The presentation of Awards may take one of the following forms:
- a. Formal presentation of the Testamur at a Graduation Ceremony; or
  - b. Informal presentation upon application by the Student to the University pursuant to the [Testamur - Issue and Control Policy](#).
- 4.14. Graduation Ceremonies are held in accordance with the [Graduation Ceremony Attendance Policy](#).

## **5. ACCOUNTABILITIES AND RESPONSIBILITIES**

The Senior Deputy Vice-Chancellor is the Policy Owner and has overall responsibility for the content of this policy and its operation.

The Director, Student Administration is responsible for currency of information and provision of advice relating to operationalising this policy.

## 6. RELATED DOCUMENTS

### Statutes, By-Laws and Rules

[University Statute No. 26 – Conferral and Presentation of Awards of the University](#)  
[University Statute No. 30 - Admission, Enrolment & Academic Progress Rules](#)  
[Admission, Enrolment and Academic Progression Rules](#)  
[Academic Regalia Rules](#)

### Policies

[Academic Progression Policy](#)  
[Posthumous Conferral of an Award Policy](#)  
[Graduation Ceremony Attendance Policy](#)  
[Honorary Awards of the University Policy](#)  
[Testamur – Issue and Control Policy](#)

## CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Senior Deputy Vice-Chancellor
All Enquiries Contact	Director, Student Administration
Telephone:	+618 6304 3899
Email address:	<a href="mailto:p.corbett@ecu.edu.au">p.corbett@ecu.edu.au</a>

## 7. APPROVAL HISTORY

Policy approved by:	Council
Date policy first approved:	20 April 2006
Date last modified:	26 June 2021
Revision history:	April 2009 – minor updating October 2012 – clarification of those Awards that are part of the Australian Qualifications Framework August 2017 – minor amendment June 2021 – major amendment following changes to the University’s academic progression and processes.
Next revision due:	June 2024
HPCM file reference:	SUB/7881