

Graduations

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1.0 Purpose

This procedure specifies the requirements and processes associated with the conferral of higher education award programs and identifies the requirements and processes to rescind and revoke awards that have been conferred.

2.0 Scope

This procedure should be read in conjunction with the *Academic Awards and Graduations Policy*. This procedure applies to award programs that lead to a qualification as described in the Australian Qualifications Framework (AQF). The procedure applies to all students and graduates of the University.

The procedure does not apply to non-award programs or the granting of the Honorary Degree. This award is governed by the *Honorary Degree Policy*.

3.0 Procedure

3.1 Conferral

3.1.1 Eligibility

A student will be eligible for conferral of an award of the University when they have:

- successfully completed all requirements for the relevant program of study as endorsed by the Dean (Learning and Teaching) or the Dean, Griffith Graduate Research School;
- complied with all relevant policies, procedures and rules of the University applicable to students; and
- met all legislative requirements for the conferral of an award.

A student who is deemed ineligible to graduate shall not be awarded the degree. Where this is due to the student not completing all requirements for the relevant program of study, the student will be provided with the reasons for this decision and information on how to request a review or appeal of the decision under the Student Review and Appeals Policy.

3.1.2 Conferral process and graduation

Awards are conferred by the Dean (Learning and Teaching) and the Dean, Griffith Graduate Research School.

For all graduands, except those graduating from higher degrees by research, the conferral date for their award will either be:

- the date of their graduation ceremony; or
- the date of an interim conferral round, whichever date is earlier.

Official graduation ceremony dates are approved by the Vice Chancellor. Interim conferral rounds are approved by the Registrar.

For candidates graduating from higher degrees by research, the conferral date will be a date set by the Dean, Griffith Graduate Research School.

All graduands will be invited to attend a graduation ceremony. All graduands attending a graduation ceremony must wear the appropriate academic dress for the award being received, as per the *Academic Dress Procedure*.

3.1.3 Time limit on conferral

An award will not normally be conferred based on study or credit that was completed more than ten years prior to the time the student becomes eligible to graduate.

A shorter time limit may be applied where there is concern about the currency of the applicant's knowledge or skills, and/or where professional accreditation requirements apply.

Exceptions to the ten-year time limit may be approved for individual cases where the student can demonstrate exceptional and/or compassionate circumstances.

3.1.4 Certification documents

The University will provide graduates with the following certification documents:

- testamur (degree certificate); and
- official academic transcript.

The requirements for certification documents for academic awards are set out in the *Academic Records Procedure*.

3.1.5 University and Chancellor's Medals

University and Chancellor's Medals are awarded in recognition of outstanding academic and/or research achievement in accordance with the *University and Chancellor's Medals Procedure*.

3.1.6 Conferral – posthumously or on the basis of permanent incapacity

The University may confer an award on a student before completion of the requirements of that award in the following circumstances:

- the death of the student; or
- sustaining an injury or contracting an illness that renders the student permanently incapacitated and precludes completion of their studies; and
- the request for conferral of the award is made by a staff member of the University, with either the consent of the individual or the family, on the [Request for Conferral of Award form](#).

	UNDERGRADUATE AND POSTGRADUATE AWARD	HIGHER DEGREE BY RESEARCH AWARD
Conferral in these circumstances may be considered providing that:	The student was enrolled in a coursework program at the time of their permanent incapacity or death, and had satisfactorily (GPA of 3.5) completed at least two-thirds of the program in which they had enrolled; and	The candidate was enrolled in a higher degree by research at the time of their permanent incapacity or death, and had completed sufficient documentation in the form of data and publications that, in the view of the Dean, Griffith Graduate Research School, the requirements of the degree would have been satisfied if the candidate had been in a position to continue their work; and

	UNDERGRADUATE AND POSTGRADUATE AWARD	HIGHER DEGREE BY RESEARCH AWARD
	The Dean (Learning and Teaching) recommends conferral of the award to the Deputy Vice Chancellor (Education).	The Dean, Griffith Graduate Research School recommends conferral of the award to the Deputy Vice Chancellor (Research).
Conferral date:	The date of the next graduation ceremony or the date of an interim conferral round, whichever date is earlier.	The date set by the Dean, Griffith Graduate Research.

In **exceptional circumstances**, cases may be considered for the conferral of awards, where the student/candidate does not meet the criteria set out in the above table. In such circumstances, a case may be made by the Dean (Learning and Teaching) or Dean, Griffith Graduate Research School via the Deputy Vice Chancellor (Education) or Deputy Vice Chancellor (Research) to the Vice Chancellor.

Where a student/candidate does not meet the criteria set out in the above table, a **non-award certificate** may be awarded in recognition of the student's achievements on the recommendation of the Dean (Learning and Teaching) or Dean, Griffith Graduate Research School.

3.2 Rescission

3.2.1 Rescission of an award

The Deputy Vice Chancellor (Education) may rescind an award in the following circumstances:

- a graduate requests to have their award rescinded; or
- an administrative error has resulted in the conferral of an award for which the student is not eligible.

In either of the above cases, the request must be submitted to the Senior Manager (Graduations) on the [Request for Rescission of Award form](#). The graduate must also surrender their testamur as per the *Academic Records Procedure*. If the documents are not available, the graduate must provide a statutory declaration stating that the documents are destroyed or no longer available.

The Senior Manager (Graduations) will refer the request to the Dean (Learning and Teaching) or the Dean, Griffith Graduate Research School for consideration and recommendation to the Deputy Vice Chancellor (Education).

Upon receipt of a recommendation to rescind an award, the Deputy Vice Chancellor (Education) decides that:

- the award is rescinded, with rescission taking effect immediately; or
- the award is not rescinded.

3.2.2 Outcomes of rescission

After an award is rescinded, the rights of the former graduate in relation to that award will cease from the date of rescission. The former graduate will only be eligible to have the

award conferred at any future time by the University where they can demonstrate exceptional and/or compassionate circumstances.

The Senior Manager (Graduations) must take the appropriate action to amend all official records to reflect the rescission of the award.

Where a former graduate surrenders an award and is at that time or later enrolled in another program at the University, they may be granted credit towards that current program in accordance with the *Credit and Recognition of Prior Learning Procedure*.

3.3 Revocation

3.3.1 Revocation of an award

The Deputy Vice Chancellor (Education) may revoke an award that has been conferred on the basis that the person:

- did not possess the relevant qualifications to undertake the program for which the award was conferred;
- did not complete the necessary requirements for the award; or
- achieved conferral through plagiarism, fraudulent or dishonest means.

3.3.2 Outcomes of revocation

Revocation will not take effect until after the time limits to request a review and appeal or until the graduate has exhausted any exercised appeal rights.

Upon revocation of the award, the Senior Manager (Graduations) will write to the former graduate to confirm that their rights in relation to the award will have ceased from the date of revocation and that they are no longer permitted to cite or imply that they are a recipient of that award. The former graduate must also surrender their testamur as per the *Academic Records Procedure*. If the documents are not available, the graduate must provide a statutory declaration stating that the documents are destroyed or no longer available.

The Senior Manager (Graduations) must take the appropriate action to amend all official records to reflect the revocation of the award.

4.0 Definitions

Award program is an approved course of study that leads to a qualification located at levels 5, 6, 7, 8, 9 or 10 of the Australian Qualifications Framework and meets the corresponding specifications (including the levels criteria and qualification type descriptors).

Certification is the verification and authentication of a student's entitlement to an award.

Certification documentation is the set of official documentation (testamur and transcript) that accurately reflect the achievements of graduates, is authenticated and is secured against unauthorised modification through physical and/or electronic measures.

Conferral occurs when a student is admitted to an award of the University by an appropriate delegate¹ of Griffith University Council, certified through the provision of a testamur.

Graduand is a student who has met the requirements for program completion but is yet to have the award conferred.

¹ Council (4/2012) resolved to delegate authority to the Deans (Learning and Teaching) of the relevant academic group to approve the granting of awards to undergraduate students, and coursework postgraduate students who have satisfied the academic requirements for the award of a degree; and to the Dean, Griffith Graduate Research School to approve the granting of higher degree by research awards, and doctorates and higher doctorates by publication awards to candidates who have satisfied the requirements for the award of a degree.

Graduate is a student who has satisfied the program completion requirements and whose award has been conferred.

Higher Degree Research (HDR) program refers to a Research Masters or Research Doctorate.

Non-award program is an approved course of study that does not lead to an award of the University. The non-award program may comprise courses normally taken as part of an award program but is a non-AQF qualification. Non-award programs include micro-credentials, continuing education, executive education, professional development, tertiary preparation, enabling, and English Language Intensive Courses for Overseas Students (ELICOS) programs.

Program is an approved course of study. A student is admitted to a program.

Rescission occurs when an appropriate delegate² of Griffith University Council resolves to annul the conferral of an award of the University.

Revocation occurs when an appropriate delegate³ of Griffith University Council resolves to recall the conferral of an award of the University.

Testamur – the official certification document conferred by the University that confirms a qualification has been awarded to an individual.

Transcript - A transcript is a record of all learning leading to an AQF qualification or an accredited course in which a student is enrolled and is issued by the University.

5.0 Information

Title	Graduations Procedure
Document number	2023/0000027
Purpose	This procedure specifies the requirements and processes associated with conferral of academic awards and identifies the requirements and processes to rescind and revoke academic awards that have been conferred.
Audience	Staff; Students
Category	Academic
Subcategory	Student Services
Approval date	22 February 2024
Effective date	Trimester 1 2024
Review date	2028
Policy advisor	Senior Manager, Graduations

² Council (5/2018) resolved to delegate authority to rescind an academic award to the Deputy Vice Chancellor (Education).

³ Council (5/2018) resolved to delegate authority to revoke an academic award to the Deputy Vice Chancellor (Education).

Approving authority Provost

6.0 Related Policy Documents and Supporting Documents

Australian Government Legislation and Policy [Australian Qualifications Framework 2013](#)
[Higher Education Standards Framework \(Threshold Standards\) 2021](#)
[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

Policy [Academic Awards and Graduations Policy](#)
[Higher Degree by Research Policy](#)
[Honorary Degree Policy](#)
[Student Review and Appeals Policy](#)
[Student Conduct Safety and Wellbeing Policy](#)

Procedure [Academic Dress Procedure](#)
[Academic Records Procedure](#)
[Credit and Recognition of Prior Learning Procedure](#)
[University and Chancellor's Medals Procedure](#)

Schedule [Academic Awards and Qualifications Schedule](#)
