Graduations Procedure

1 Purpose

To set out the process for the conferral of Awards, graduation, and other related processes.

2 Scope

This Procedure applies to Students graduating from Award Programs.

3 Procedure Overview

This Procedure outlines requirements for Award conferral, including posthumously where appropriate, and the conditions under which an Award may be revoked.

This Procedure aligns with:

- *Higher Education Standards Framework (Threshold Standards) 2021:* Standard 1.5 Qualifications and Certification; Standard 7.2 Information for Prospective and Current Students.

4 Procedures

4.1 Met requirements for graduation

When a Student has been assessed as meeting the program requirements for graduation, they are considered to be a Graduand, and are notified of their eligibility to graduate via their University issued email account. This assessment typically occurs after the completion of all Course requirements, including any final Assessment Items or Work Integrated Learning (WIL), and the release of grades.

Graduands are issued with official documentation, including:

- Australian Higher Education Graduation Statement
- Official Academic Transcript (digital format).

The Australian Higher Education Graduation Statement:

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

- conforms to the Guidelines for the Presentation of the Australian Higher Education Graduation Statement
- includes additional achievements, such as academic medals and awards (refer to the Medals and Awards with Distinction Schedule).

The official Academic Transcript serves as a final record of the Student's Enrolment history, including all program Admissions and Course Enrolments, Final Grades achieved and Awards conferred.

In special circumstances where a Student is eligible for an early release of their final Course grade, they will receive a *'Met Requirements'* letter and a digital Official Academic Transcript. However, the Student will not be officially completed from their program until the official results release date for their final study period.

Where a Student is enrolled in a Dual or Joint Award arrangement with an educational partner, the awarding of the UniSQ qualification may be delayed until the requirements of both Courses have been fulfilled.

4.2 Nested Qualifications

Upon completion of an Award that falls within a Nested Qualification, Students are eligible to have the corresponding nested Award conferred before progressing to a higher-level program as per the Coursework Curriculum Design and Structures Procedure. Students who are conferred with a nested Award will receive a Testamur and other official documentation, as outlined in Section 4.5. The conferral of a higher-level Award does not rescind any lower-level Awards completed as part of the Nested Qualification.

4.3 Exit Awards

An exit Award may be conferred when a Student does not complete the full requirements of the Coursework Award Program to which they were admitted. A Student may apply for an exit Award or the University may determine that exiting is appropriate. The University may confer an exit Award to eligible Students who have not enrolled in any Courses for more than 12 months, have not submitted a formal leave of absence, and have not been excluded from their program. Students who complete an exit Award will receive a Testamur and other official documentation, as outlined in Section 4.5, and may attend a graduation ceremony. Students who have graduated with an exit Award may apply for readmission to the original Award Program.

4.4 Posthumous Awards

A posthumous Award may be conferred upon a deceased Student by the University, with approval of the Deputy Vice-Chancellor (Students and Education) or Deputy Vice-Chancellor (Academic and Research) for HDR Students, and on the recommendation of the Deputy Academic Registrar or Dean (Graduate Research School) respectively, and will be managed in

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

accordance with the Guidelines for a Deceased Student, managed by the Wellbeing Team.

A request for a posthumous Award may be initiated by:

- a Close Relative of the deceased Student
- the School/College responsible for the Student's Coursework or Higher Degree by Research (HDR) program.

A posthumous Coursework Award may be conferred if the Student:

- had met all requirements of the program to which they were admitted; or
- had successfully completed two thirds of the program to which they were admitted; or
- had met requirements for a lower level Award.

The Deputy Academic Registrar may consult with relevant parties, as appropriate.

A posthumous HDR Award may be conferred following consideration of factors such as:

- the Student's progression in the program (e.g. completion of confirmation of candidature and significant research progress)
- the proportion of the Research completed
- the amount of Research Training Program (RTP) funding consumed

The supervisory team will provide a recommendation to the Deputy Vice-Chancellor (Academic and Research), who may consult with relevant parties, including the Graduate Research School, to determine the appropriate course of action.

If the Student is eligible for a posthumous Coursework or HDR Award, the Award may be conferred as a posthumous Award and presented to a family representative of the Student, or in absentia, at a graduation ceremony. The Director (Support for Learning) will liaise with the Close Relative regarding the preferred method of conferral. The University records will indicate that the Award was conferred posthumously.

The Director (Support for Learning) will arrange appropriate notification of the denial of the request for a posthumous Award to the Close Relative of the deceased Student.

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

4.5 Conferral of Awards

Awards are conferred upon Students under the authority of the University Council, once all academic requirements are met and any outstanding matters (including debts and disciplinary actions) have been resolved. After a Student has been confirmed as eligible to graduate, conferral takes place at the next scheduled conferral date. Conferral is the process of granting an Award to a Student, and takes place independently of the Graduation ceremony. Upon conferral, the Student officially becomes a Graduate of the University.

The Deputy Academic Registrar provides a report of certification of Award eligibility and conferral to Council twice per year.

4.5.1 Official documentation

Upon conferral, Graduates will receive:

- a printed Testamur
- a digital Testamur.

The Testamur will state:

- the full title of the Award
- the components of the Award, including honours, primary Major or Specialisation (minors are not recorded on official documentation)
- if applicable, details of a joint Testamur (e.g., Cotutelle PhD program or Joint Awards with partner institutions)
- the date of conferral.

Graduates may request replacement copies of their Testamur, on payment of a fee. Graduates may use Award title abbreviations to represent the full title of their Award in professional, academic, and official contexts upon issue of their digital graduation documents.

4.6 Graduation Ceremony

Graduates will be notified of their eligibility to attend the ceremony once their graduation is confirmed. The notification will include the ceremony date, location, and instructions for registering to attend. Graduates who cannot attend the scheduled ceremony may apply to attend an alternative ceremony.

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

All Graduates, Academic Employees, and University Council members must wear appropriate academic dress at the ceremony.

4.7 Revocation of Awards

The University Council reserves the right to revoke an Award that has been conferred, on the basis of the following grounds:

- the Student did not meet the necessary requirements for the Award; or
- the Award was achieved through Academic Misconduct, fraudulent actions or dishonest means.

When an Award is revoked, the Student will be informed in writing that they are no longer permitted to cite or claim the Award. The date of revocation will be recorded on the Student's academic record.

In cases where it is identified that an administrative error led to the incorrect conferral of an Award, the Deputy Academic Registrar may approve revocation of the Award.

4.8 Surrender of Awards

A Graduate may surrender an Award by providing:

- written notice signed by the Graduate that states that they have decided to surrender the Award (a surrender notice); and
- the printed Testamur; or
- in cases where a Testamur is not in the possession or under the control of the Graduate surrendering the Award, evidence that confirms that the document has been lost, defaced or destroyed.

Surrendering an Award does not alter the Graduate's Academic Transcript. The transcript remains an accurate record of the Graduate's Enrolment and academic achievement. However, it will be annotated to indicate that the Award has been surrendered.

4.9 Review of Decision

Any grievance arising from this Procedure will be managed in accordance with the Student Grievance Resolution Policy and subordinate Policy Instruments.

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Deputy Vice-Chancellor (Students and Education)
Responsible Officer	Deputy Academic Registrar and Director (Student Administration)
Policy Type	University Procedure
Policy Suite	Admissions, Enrolment and Graduations Policy
Subordinate Schedules	Academic Medals and Awards Schedule
Approved Date	2/1/2026
Effective Date	2/1/2026
Review Date	1/1/2031
Relevant Legislation	*Higher Education Standards Framework (Threshold Standards) 2021*
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	Enrolment Procedure Higher Degree by Research Student Admissions and Enrolments Procedure Higher Degree by Research Thesis Examination Procedure
Related forms, publications and websites	Graduations Current HDR students
Definitions	**Terms defined in the Definitions Dictionary**
	Academic Employee

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

As defined in the University of So u thern Queensland Enterprise Agreement 2023 - 2026 .

Academic Transcript

The document that provides an accurate statement of the information about the Student's academic and academic related activities at the University. This document satisfies the University's responsibilities to the Student and other third parties (including other universities) for adequate and appropriate representation of relevant information about the student's academic and academic related activities.

Admission

The process of submission and assessment of applications for entry to study at the University.

Assessment Item

An individual Assessment task as outlined in the Assessment schedule for a Course. Assessment Items may be formal, informal, Formative or Summative in nature.

Award

The qualification conferred upon a Student following the successful completion of an Academic Program. The categories of Award are listed in the Program Nomenclature Schedule .

Award Program

A sequence of study which leads to an academic qualification granted by the University and conferred by Council.

Close Relative

Close relatives for this purpose are spouse/partner, parent, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, daughter, son, stepdaughter, stepson, stepfather, stepmother, stepsister, stepbrother, half-sister, half-brother, grandparent, granddaughter, grandson, son-in-law, daughter-in-law, any other person approved by the Vice-Chancellor or delegated officer.

Collaborative Double Degree

An arrangement with an overseas educational institution to offer a sequence of study consisting of UniSQ's program and the partner's program, which are independent yet complementary. There is usually

formal mutual Credit recognition which allows Students to sequentially or concurrently study Courses in their home institution's program and UniSQ Courses. After successful completion of the required Courses with both institutions, the Student may be eligible for an Award from the home institution and an Award from UniSQ. A collaborative double degree is conferred under a legally binding agreement and is typically unilateral, where only Students from the partner institution benefit from the arrangement.

Council

Council means the governing body, the University of Southern Queensland Council.

Course

A discrete element of a program, normally undertaken over a single Study Period, in which the Student enrols, and on completion of which the Student is awarded a grade.

Coursework

A method of teaching and learning that leads to the acquisition of skills and knowledge and does not include a major research component.

Dual Award

A jointly conceived program between the University and an educational partner, where each institution is responsible for its own Award, however the two components together form a single educational experience. Dual Awards are approved according to the University's program accreditation procedures. There is usually cross-transfer of Credit to allow Students to complete both Awards in a shorter time than if they were completed separately. On completion of all program requirements, Students receive two separate Awards, one awarded by the University and one awarded by the partner institution, each with its own Testamur. A Dual Award is conferred under a legally binding arrangement and typically includes reciprocal Student mobility.

Enrolment

The process of admitting Students to one or more Courses for the current Academic Year.

Final Grade

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

A Final Grade is a code that normally represents the outcome of the Assessment of a Student's performance against the learning objectives of a Course but may reflect the outcome of an applicable administrative process.

Graduand

A Student who the Deputy Vice-Chancellor (Academic and Research), or Dean (Graduate Research School) in the case of Higher Degree by Research programs, has certified as having completed all the requirements of an Academic Program but upon whom Council has not yet conferred that Award.

Higher Degree by Research (HDR)

A Research Doctorate or Research Masters program for which at least two-thirds of the Student load for the program is required as research work.

Nested Qualifications

A set of programs of study that are offered sequentially and which allows a Student to progress from a lower level qualification into a higher level qualification to enable multiple entry and exit points. Programs at the lower qualification levels are described as 'nested' within the programs leading to qualifications at the higher levels.

Student

A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

Testamur

A certificate issued by the Council of the University to signify that a Student has satisfied the requirements of a specific program and has graduated.

University

The term 'University' or 'UniSQ' means the University of Southern Queensland.

Work Integrated Learning

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

	University-managed learning and Assessment activities that are designed to integrate theory with the practice of work.
	Definitions that relate to this procedure only
Keywords	
Record No	24/282PL

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.