



# Graduation Procedure

Purpose

## Conditions leading to the creation of the document

- 2.1. The document is created when:
- The Program Authority confirms through a process in the Student Information Management System (SiMS) that the student has, in accordance with the Program Rules, met all the criteria to be eligible to receive their award.
  - The Student Lifecycle Graduations Team (Graduations team) completes a process in SiMS by which confirmed students are recorded as having completed their study.
  - The Graduations team produces the document '*Recommendation of Candidates for Admission to Awards*' by using SiMS to generate a report listing those students identified as complete along with the details of their award.

## The nature and form of the document

- 2.2. The Graduations team will prepare the document '*Recommendation of Candidates for Admission to Awards*'. The document will contain a:
- cover page
  - list of candidates (graduands) eligible to be admitted to their award.
- 2.3. The document '*Recommendation of Candidates for Admission to Awards*' will be prepared by the Graduations team for signature by one of the delegates listed in section 7.1.1(b) of the Register of Delegations on a regular basis. The act of signing the document by the delegate will admit the graduands listed therein to their respective award(s) and mark the moment by which the graduands listed in the document become graduates.
- 2.4. See Appendix 2 for an example of the '*Recommendation of Candidates for Admission to Awards*'

## Revocation of an award

- 2.5. When it has been identified that a person has been admitted to an award wrongly, by reason, for example, of fraud, administrative error, or a material breach of University policy or procedure, the Graduations team will prepare the document '*Recommendation of Revocation of Awards*'. The document will contain a:
- cover page
  - list of people who have received awards but were wrongly admitted.
- 2.6. The '*Recommendation of Revocation of Awards*'

2.11. Where a student passes away before completion of their coursework degree, a posthumous award



## Appendix 1

### Authority for procedures and instructions

The following UNSW officers are authorised to maintain and change the procedure sections of this policy in accordance with the *Policy Framework Policy*:

1. Registrar & Director of Student Services
2. Head, Student Lifecycle
3. Manager, Graduations & Prizes

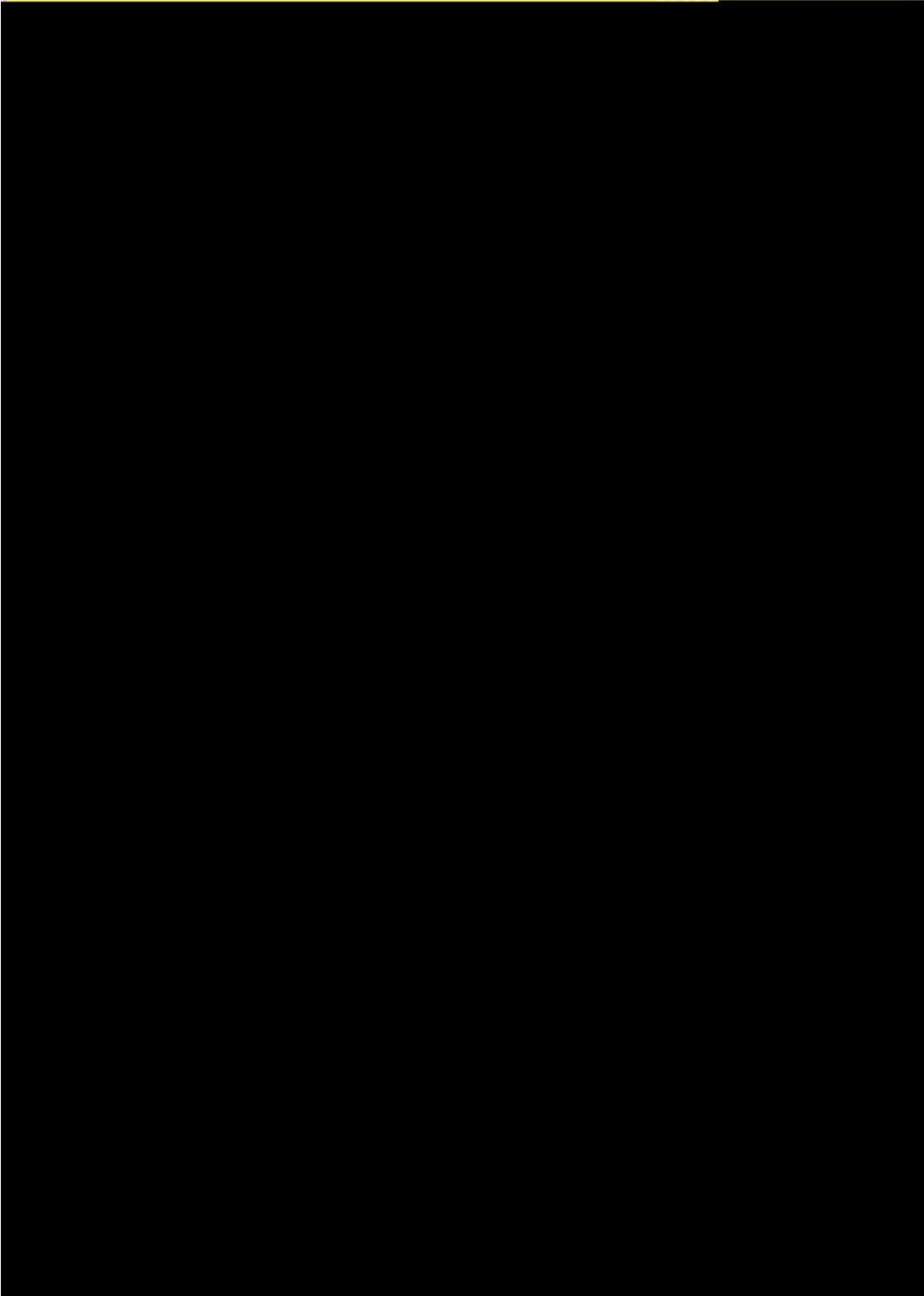
### Legislative compliance

This policy is intended to ensure that UNSW complies with the:

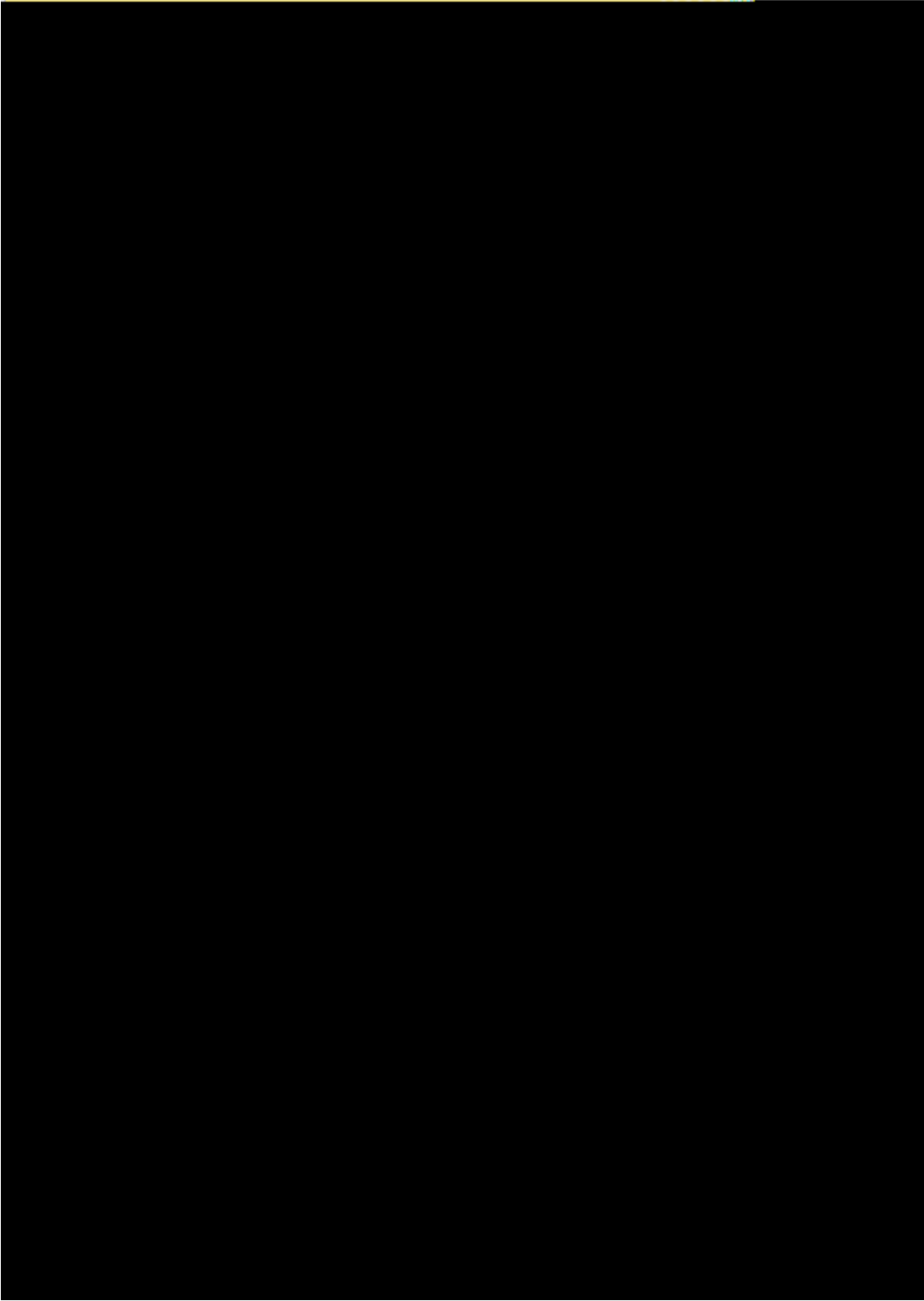
- *University of New South Wales Act 1989*

- Version 1.2 approved by Pro Vice-Chancellor (Students) on 16 September 2013 effective 16 September 2013. Added Section 4.4 and Appendix D.
- Version 1.3 approved by Pro Vice-Chancellor (Students) on 23 June 2014 effective 23 June 2014. Amendments to Appendix B, C and D.
- Version 1.4 approved by Head of Governance on 18 February 2016 effective 29 February 2016. Administrative update to senior roles. Removal of out of date content from section 7.1 RoD.
- Version 1.5 approved by Deputy Vice-Chancellor Academic on 3 October 2017 effective 3 October 2017. New Section 5 and Appendix B, C and D.
- Version 2.0 approved by Deputy Vice-Chancellor Academic on 22 January 2019 effective 22 January 2019. Review with minor change.
- ~~Version 3.0~~ Version 3.0 approved by Deputy Vice-Chancellor Academic & Student Life on 23 November 2021 effective 23 November 2021. Review with minor changes and addition of posthumous award and honorary and fellowships sections, digital copy information, definitio(dig)-ue

## Appendix 2



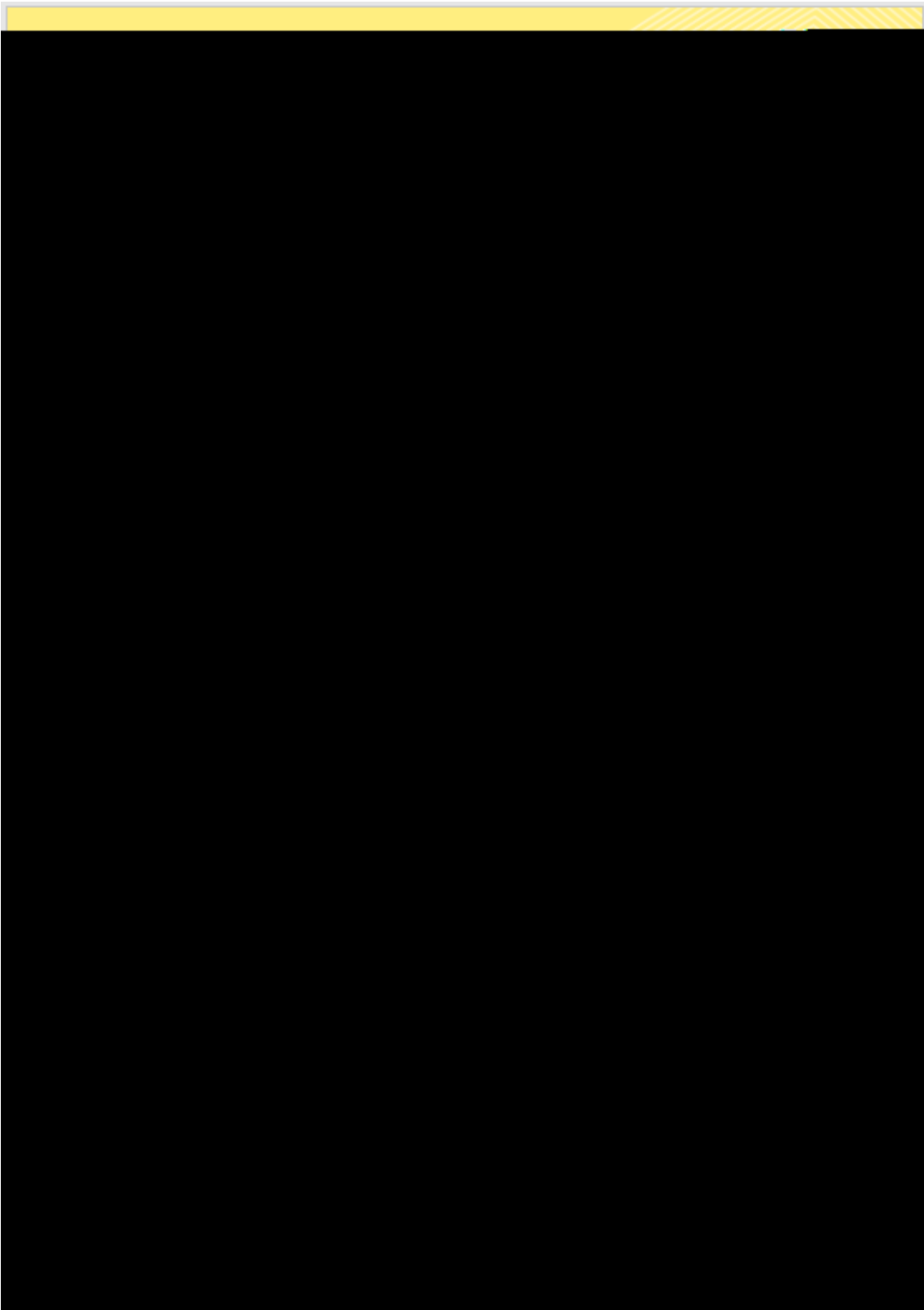
## Appendix 3



### Recommendation of Revocation of Awards

Proposed Date	SIR	Case No.	Case Name	Reference	Designation for Revocation	Original
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## Appendix 4



### Recommendation of Correction to Awards

Comerco Degree	Original Name	Correction to Award	Comerco Degree