

<b>Institution</b>	Universal Higher Education (UHE)
<b>Policy name</b>	Conferral of Award and Graduations Policy
<b>Policy Governance</b>	Academic Board

### 1. Introduction

UHE confers awards on students who have met the requirements of the course. Students who meet the academic requirements of an award will be eligible for graduations. This policy covers matters relating to student graduation.

### 2. Policy principles

Every student who fulfils the requirements for completion of an award course is eligible for formal conferral of the award by the UHE Board.

The UHE Board will authorise the conferral of awards, and the scheduling and conduct of graduation ceremonies.

The Academic Registrar will manage and coordinate all aspects of UHE graduation ceremonies authorised by Board and reserves the right to alter ceremony schedules as required.

Eligible students may elect to have their award conferred without being present at an official ceremony, i.e. conferral in absentia.

Where an award is conferred in absentia, the Registrar will decide for either the postal despatch of the testamur, or otherwise for collection.

UHE will provide graduands with academic statements, including academic transcripts, Australian Higher Education Graduation Statements (AHEGS), and the testamurs

### 3. Graduation eligibility

A student is eligible to graduate from the award in which they are enrolled if:

- all course requirements have been met,
- no financial debt is owed to UHE,
- there is no current suspension, exclusion or expulsion penalty on their record, and
- they have not already graduated from that award.

### 4. Academic Integrity in Conferring Awards

The Academic Board plays an important role in approving the list of students who are eligible for the award. The Registrar provides a list to the Academic Board which nominates the students who are eligible for the award. The Registrar also provides a report on the academic performance of each student in each subject. The Academic Board reviews and approves the list of students who meet the requirements of the award. The Academic Board upon the advice of the Registrar endorses the student who is eligible for the UHE Academic Excellence Award. The list is then forwarded to the UHE Board for final approval.

### **5. Applying to graduate**

All undergraduate students must register to graduate during the last session of their course of study in which they are enrolled. The deadlines for graduation registration will be communicated with students.

Failure to lodge a form or failure to pay any fees or charges owing will result in the graduand not graduating at the next available round of graduation ceremonies.

If a student has not registered to graduate within six months of completing the award requirements, they normally will be automatically graduated in absentia at the next graduation ceremony.

### **6. Deferring graduation**

Students eligible to graduate may elect to defer their graduation by notifying the Registrar in writing. The maximum period of deferral is until the next set of graduation ceremonies.

### **7. In absentia graduation**

Students eligible to graduate may choose to graduate in absentia. Students who elect to graduate 'in absentia' are not permitted to participate in the ceremony.

### **8. Posthumous awards**

UHE may award a coursework degree posthumously if the student at the time of death was enrolled in subject which, if successfully completed, would have completed the course requirements for the award. In the event that a student was at an earlier stage of the course, UHE may award a certificate of achievement.

### **9. UHE Academic Excellence**

UHE may award medals to one graduate who has achieved an exceptionally high level of performance in their studies. For the award of a medal, a graduand should have normally achieved a cumulative GPA of 6.00 or greater. Medals are awarded by the Registrar on behalf of UHE Board. The medal is a testimony that the recipient exhibits an exceptional and consistent record of achievement throughout the whole of the degree.

### **10. Criteria for UHE Academic Excellence award**

The following criteria will be applied to select one eligible graduate in an undergraduate course and who has a cumulative GPA of 6.00 or greater. To be eligible, as an undergraduate, the student must be a graduand:

- of an undergraduate pass bachelor course offered by UHE of at least three or more years duration
- have studied for at least one-year full-time equivalent (80 credit points) at UHE in the course from which they are graduating

### **11. The UHE Academic Excellence Award**

The UHE Academic Excellence Award is a silver medallion, suitably embossed and inscribed, together with a certificate attesting the award. The UHE logo is embossed on one side and the reverse carries an inscription citing the year of the award and the name of the awardee.

### **12. Order of proceedings**

Graduation ceremony proceedings will be as follows:

- Graduands are seated. Academic procession takes seats.
- Chair and members of the UHE Board and Academic Board take seat on the stage.
- Chair of the UHE Board provides a short speech and finally states, "By virtue of the authority vested in me by the Board of UHE, I shall confer certain degrees" and calls on the Chair of the Academic Board.
- Chair of the Academic Board says, "I certify to you and to UHE that the candidates now to be presented have fulfilled the conditions prescribed for admission to certain degrees and are entitled of those degrees."
- Chair of UHE Board says, "By virtue of the authority vested in me I shall present to each candidate a certificate of admission to the appropriate degree and by so doing shall admit them to those degrees. I will now receive the candidates for admission to bachelor degrees."
- Degrees are conferred
- Chair of the UHE Board invites the speaker to address the graduates and visitors.
- Procession completes.

### **13. Review**

The Conferral of Award and Graduations Policy will be reviewed every three years, or more frequently as appropriate.