

# Awards and Graduation Policy

## Section 1 - Audience

(1) This policy applies to all awards at the University.

## Section 2 - Purpose

(2) The purpose of this policy is to provide guidance on University requirements and responsibilities for:

- a. the conferral of awards;
- b. graduation ceremonies;
- c. graduation documents;
- d. academic dress; and
- e. award abbreviations.

## Section 3 - Awards

(3) The awards referred to in this policy and its schedules may be conferred and awarded to students who have satisfied the provisions of the relevant rules, schedules and other requirements.

(4) The awards approved are listed in [Schedule 1](#) and [Schedule 2](#) of this policy.

## Section 4 - Eligibility for conferral of an award

(5) A student will be qualified for the conferral of an award when they have satisfied the requirements of their program, unless an allegation of student misconduct has been made against the student.

(6) For coursework programs, the Pro Vice-Chancellor Student Experience and Academic Registrar will ensure that qualification for an award is recorded in the student records system once the student has met the requirements of their program.

(7) For research programs, the Dean of Graduate Research will ensure that program completions are recorded in the student records system for students who have met the requirements of their program.

(8) For the purposes of this policy, the Deputy Vice-Chancellor (Academic) and Vice President will inform the Pro Vice-Chancellor Student Experience and Academic Registrar of any students who have been qualified against whom an allegation of student misconduct has subsequently been made.

(9) The Pro Vice-Chancellor Student Experience and Academic Registrar will prepare a monthly report of students who are qualified to be conferred an award.

(10) Upon conferral, the student becomes a graduate of the University. Prior to conferral, the student is considered to be qualified and eligible to graduate.

## Section 5 - Graduation ceremonies

(11) Graduates will be invited to attend a graduation ceremony.

(12) The Vice-Chancellor approves the dates and locations of each graduation ceremony on the recommendation of the Deputy Vice-Chancellor (Academic) and Vice President. The Chancellor, or another person appointed by the Council, is the Presiding Officer at the graduation ceremony. The Presiding Officer is authorised by the Council to present graduation documents to graduates at the ceremonies.

(13) Graduates may choose to attend the graduation ceremony, defer attendance to a future graduation ceremony, or request their graduation documents to be issued after the scheduled ceremony if they cannot, or do not wish to, attend.

## Section 6 - Graduation documents

(14) Graduation documents issued by the University include a testamur, academic transcript, and Australian Higher Education Graduation Statement (AHEGS).

(15) The academic transcript is an official record of studies undertaken at the University and will indicate the date on which the student was qualified in the program. Students who have qualified may request an academic transcript for a prescribed fee.

(16) The testamur is an official award certificate issued by the University, a testamur is presented at a graduation ceremony. After conferral, graduates may apply for the release of their testamur for a prescribed fee which may be waived.

(17) The University may issue graduation documents in printed and/or verified digital format.

(18) Graduation documents are not released to a student if:

- a. the student is indebted to the University; or
- b. an allegation of student misconduct has been made against the student.

(19) Graduates who elect to attend a graduation ceremony will receive:

- a. a copy of their academic transcript; and
- b. their testamur, unless they have requested an early release of testamur in which case they will receive a certificate of participation and an academic transcript.

(20) A lost or destroyed testamur can be replaced upon application and where the prescribed fee has been paid or waived.

(21) Additional copies of academic transcripts are available upon request and where the prescribed fee has been paid or waived.

(22) AHEGS statements will be issued electronically after graduation ceremonies and printed copies are available upon request and where the prescribed fee has been paid or waived.

## Section 7 - Conferral and reporting of awards

(23) The names of all graduates and the awards conferred will be presented annually to the Academic Senate by the Pro Vice-Chancellor Student Experience and Academic Registrar and will be reported to the Council by the President of Academic Senate for noting.

## Section 8 - Academic dress

(24) Members of the University will appear in academic dress according to this policy when attending public occasions convened for academic purposes and on such other occasions as the Council may appoint.

(25) The academic dress for the Chancellor, Deputy Chancellor, Vice-Chancellor, members of the Council, staff and other authorised persons is as follows:

- a. the Chancellor - the accustomed robes of that office;
- b. the Deputy Chancellor - the accustomed robes of that office, except that on a ceremonial occasion, in the absence of the Chancellor the Chancellor's robes may be worn by the Deputy Chancellor, and in the absence of both the Chancellor and the Deputy Chancellor such robes will be worn by the person appointed by the Council to preside at the occasion;
- c. the Vice-Chancellor - similar to that worn by the Chancellor but decorated in silver;
- d. members of the Council - the habit of their degree or, if any such member is not a graduate, a black Master's gown, with front panels and shoulder cover in cardinal red silk, and a cap as worn by Masters of Arts of the University of Cambridge;
- e. staff of the University who are graduates - the habit of their degree;
- f. any other person not being a graduate, authorised by the Council - a plain black Master's gown and cap as worn by Masters of Arts of the University of Cambridge.

(26) The academic dress for graduates of the University is:

- a. Higher Doctoral Degrees - a festal gown of cardinal red cloth, with a hood of garnet cloth lined with silk cloth of the appropriate colour, and a black velvet bonnet with a gold cord.
- b. Doctors of Philosophy - a gown of garnet cloth faced with silver grey to a width of 10 cm, with a hood of garnet lined with silver grey and a black velvet bonnet with a silver cord.
- c. Professional Doctoral Degrees - a festal masters style gown of dark blue faced with silver grey, with a hood of garnet cloth lined with silver grey and a black velvet bonnet with a silver cord.
- d. Masters - a gown of black cloth, a hood as worn by Masters of Arts of the University of Cambridge lined with the appropriate colour, and a black cap as worn by Masters of Arts of the University of Cambridge.
- e. Master of Philosophy - a gown of black cloth and a black cap as worn by Masters of Arts of the University of Cambridge, and a hood of garnet lined with silver grey.
- f. Graduate Diploma and Graduate Certificate - the habit of their degree. Postgraduates who hold no former degree will wear a gown of black cloth and a cap of the style worn by Bachelors of Arts of the University of Cambridge.
- g. Bachelors - a gown of black cloth, a black cap and hood of the style worn by Bachelors of Arts of the University of Cambridge lined (unless otherwise indicated) to a depth of 15 cm with the appropriate colour.
- h. Associate Degree - graduates who hold no former degree will wear a gown of black cloth and a cap of the style worn by Bachelor of Arts of the University of Cambridge.
- i. Advanced Diploma and Diploma - graduates who hold no former degree will wear a gown of black cloth and a cap of the style worn by Bachelor of Arts of the University of Cambridge.

(27) The colours of hoods will reflect the discipline content of the award, not the particular program or organisational unit. The following academic dress colours for disciplines specified below have been approved by the University. For information on a specific award, refer to [Schedules 1](#) and [Schedule 2](#):

Natural and Physical Sciences	Topaz
Information Technology	Violet
Engineering and related Technologies	Lapis Lazuli
Architecture and Building	Garnet
Medicine and Health Sciences	Rhodochrosite
Nursing	International Orange
Education	Shamrock
Management, Commerce and Economics	Turquoise
Arts, Psychology, Social Science and Social Work	Pearl
Law	Waratah
Indigenous Studies	Wattle and Waratah
Music	Lilac
Visual Arts, Design and Communication Studies	Wattle

(28) The academic dress for students who have completed enabling programs or other non-award courses and hold no former degree is a gown of black cloth in the Cambridge style as worn by graduates holding the degree of Bachelor.

## Section 9 - Protocol for display of abbreviated qualifications

(29) It is recommended that staff and Alumni observe the [Conventions and Protocols for Displaying Qualification Abbreviations](#).

(30) The approved abbreviations for awards from the University are provided in [Schedule 1](#) and [Schedule 2](#) of this policy.

## Section 10 - Colours

(31) The colours mentioned in this policy, [Schedule 1](#) and [Schedule 2](#) are defined by:

- the British Colour Council Dictionary of Standard Colours, 2nd Edition, 1951 (B.C.C.), or
- the Australian Standard 1700S - 1985, Colour Standards for General Purposes (A.S.C.),
- The numbers which follow are those by which the dictionary or colour standard identifies the colours approved for the purpose of academic dress:

Cardinal Red	B.C.C. 186
Claret	A.S.C. R55
International Orange	A.S.C. R11

Lapis Lazuli	B.C.C. 150
Lilac	A.S.C. P23
Pearl	B.C.C. 151
Rhodochrosite	B.C.C. 14
Shamrock	A.S.C. G23
Silver Grey	B.C.C. 153
Topaz	B.C.C. 4
Turquoise	B.C.C. 118
Violet	B.C.C. 179 / A.S.C. P13
Waratah	A.S.C. R14
Wattle	A.S.C. Y12

## Section 11 - Schedules

- (32) [Schedule 1 of the Awards and Graduation Policy - List of Current Awards.](#)
- (33) [Schedule 2 of the Awards and Graduation Policy - List of Disestablished Awards 29.3.2018.](#)
- (34) [Associate Degree - Awards and Programs Schedule.](#)
- (35) [Associate Degree in Health Schedule.](#)
- (36) [Bachelor Degree \(240\) - Awards and Programs Schedule.](#)
- (37) [Bachelor Honours Degree \(320\) Awards and Programs Schedule.](#)
- (38) [Bachelor Honours Degree \(80\) Awards and Programs Schedule.](#)
- (39) [Bachelor of Education Studies Schedule.](#)
- (40) [Bachelor of Health Schedule.](#)
- (41) [Bachelor of Psychology \(Honours\) and Bachelor of Psychological Science Schedule.](#)
- (42) [Diploma - Awards and Programs Schedule.](#)
- (43) [Enabling Program Schedule.](#)
- (44) [Graduate Diploma - Awards and Programs Schedule.](#)
- (45) [Graduate Certificate - Awards and Programs Schedule.](#)
- (46) [Masters Degree \(Coursework\) \(including models for 160,120,80\) - Awards and Programs Schedule.](#)
- (47) [Masters Degree \(Extended\) - Awards and Programs Schedule.](#)
- (48) [Maximum Time Completion of Programs Schedule.](#)



## Status and Details

<b>Status</b>	Historic
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<b>Responsible Executive</b>	Belinda Tynan Senior Deputy Vice-Chancellor (Academic)
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## Glossary Terms and Definitions

**"Academic Senate"** - The Academic Senate of the University as described in the University of Newcastle Act 1989.

**"Academic transcript"** - An official record of studies at the University.

**"Council"** - The governing authority of the University established under section 8A of the University of Newcastle Act 1989.

**"Enabling program"** - A tertiary preparation program offered to domestic students.

**"University"** - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

**"Award"** - When referring to a University qualification, this term means an academic qualification approved by Academic Senate that is conferred when a student has met the relevant program requirements. For all other uses of this term, the generic definition applies.

**"Course"** - When referring to a course offered by the University, a course is a set of learning activities or learning opportunities with defined, assessed and recorded learning outcomes. A course will be identified by an alphanumeric course code and course title. Course types include core courses, compulsory courses, directed courses, capstone courses and electives. For all other uses of this term, the generic definition applies.

**"Student"** - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

**"Student misconduct"** - Academic misconduct, non-academic misconduct and/or research misconduct.

**"Postgraduate"** - Any qualification being at the level of Graduate Certificate or above.

**"Program"** - When referring to learning, a program is a sequence of approved learning, usually leading to an Award. For all other uses of this term, the generic definition applies.

**"Staff"** - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

**"Testamur"** - A ceremonial document presented to a graduate upon the successful completion of their program.