

Graduation Policy (MPF1055)

1. Objective

The objectives of this policy are to:

- (a) define who is eligible for formal conferral of an award by University Council;
- (b) define who is responsible for the management of graduation ceremonies; and
- (c) outline under what circumstances and how the award may be presented.

2. Scope

This policy applies to all awards courses at the University.

3. Authority

This policy is made under the *University of Melbourne Act 2009* (Vic), the University of Melbourne Statute and the Council Regulation.

4. Policy

4.1. Every person who fulfils the requirements for completion of an award course is eligible for formal conferral of the award by University Council.

4.2. Bachelor, master and doctoral degree students cannot graduate at a ceremony unless they have passed all degree requirements, received an invitation to graduate from the Graduations Office, and responded to that invitation.

4.3. The University will provide graduands with academic statements, including academic transcripts, Australian Higher Education Graduation Statements (AHEGS) and testamurs, at graduation.

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

4.5. Where an award is conferred *in absentia*, the University will make arrangements for either the postal despatch of the testamur, or otherwise for collection.

4.6. The University will automatically confer awards *in absentia* for all Postgraduate/Graduate Diploma or Certificate Awards, except for students enrolled in courses offered by Melbourne Business School or the Faculty of Victorian College of the Arts and Melbourne Conservatorium of Music who have the option of attending a ceremony.

4.7. The University will automatically confer awards *in absentia* for bachelor or master degree students who do not respond to their invitation to attend a graduation ceremony. These *in absentia* awards will be conferred at the conclusion of the ceremonies to which the students were invited.

4.8. Bachelor and master students who accept the invitation to attend a graduation ceremony, but then do not attend, will have their awards conferred *in absentia* at the conclusion of the corresponding ceremony in the following academic year, unless the student contacts the University to make other arrangements.

4.9. The University will automatically confer awards *in absentia* for doctoral degree students who do not nominate a graduation ceremony to attend (or at which to graduate in absentia) within twelve months of completion of their course. These *in absentia* awards will be conferred at the next appropriate graduation ceremony following the twelve month period.

4.10. Where a student has died before conferral of their award, but after completing all the requirements for the award, the award will be conferred posthumously, either to a nominated representative of the deceased student's estate, or in absentia.

5. Procedural principles

5.1. Council will authorise the conferral of awards and the scheduling and conduct of graduation ceremonies.

5.2. The specified forms of words included in the [order of proceedings](#) may not be amended without approval of the University Council.

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

6. Roles and responsibilities

<i>Role/Decision/Action</i>	<i>Responsibility</i>	<i>Conditions and limitations</i>
Authorise the conferral of awards and the scheduling and conduct of graduation ceremonies	University Council	
Approve the specified form of words included in the order of proceedings	University Council	
Conferral of award	University Council	Requirements for conferral
Oversee all aspects of a graduation ceremony	Deputy Provost and DVC International	
Manage and coordinate all aspects of graduation ceremonies authorised by Council	Academic Registrar	
Conferral of award <i>in absentia</i>	Graduations Manager	
Provision of academic statements	Graduations Manager	

7. Definitions

award means a degree, diploma or certificate approved by the Academic Board which may be conferred or granted by Council.

award course means a program of study formally approved/accredited by the University which leads to an academic award granted by the University.

conferral means the act of granting an award to a student either in person or in absentia at an official ceremony after completion of their course requirements.

graduand means a person who has fulfilled the requirements for completion of an award course and has had their award conferred in accordance with this policy.

testamur means a document in the form of a certificate which is binding on and certified by the University, provided to the relevant graduating student on successful completion and conferral of an award at the University.

POLICY APPROVER

Council

POLICY STEWARD

Deputy Provost and Deputy Vice-Chancellor International

REVIEW

This policy is to be reviewed by 16 March 2021.

VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Provost	26 Feb 2012	21 Aug 2012	New version arising from the Policy Simplification Project. Loaded into MPL as Version 1.
2	Provost	5 Dec 2013	5 Dec 2013	Full review as part of formal review cycle. Update terminology. Amendment to conferral rules – students who fail to respond are automatically conferred <i>in absentia</i> .
3	Council	16 March 2016	21 July 2016	New version arising from the Policy Consolidation Project.
4	Policy Steward	10 Oct 2018	12 Oct 2018	Updated link at 5.2 - order of proceedings