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**Policy Approver:** Council

**Policy Steward:** Executive Director, Student And Scholarly Services And Academic Registrar

**Supporting Process:**

[Student Management and Support Processes](#)

## Graduation Policy (MPF1055)

### 1. Objective

1.1. The objectives of this policy are to:

- a) define who is eligible for formal conferral of an award by University Council or authorised delegate;
- 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

2.1. This policy applies to all awards courses at the University.

### 3. Authority

3.1. 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. Students cannot have their degree conferred unless they have fulfilled all course requirements and their completion has been ratified.

4.3. The conferral of degrees takes place separately to the graduation ceremony and will occur on a rolling basis throughout the year. The University will automatically confer awards for bachelor or master degree students at the next available conferral date unless they request a deferral of their conferral by the stated deadline. Students may defer their conferral to a future approved conferral date up to a maximum of 12 months from their course completion.

4.4. The University will automatically confer awards for doctoral degree students who do not nominate an approved conferral date within twelve months of completion of their course.

4.5. The University will automatically confer awards for all Postgraduate/Graduate Diploma or Certificate Awards.

4.6. Students with outstanding fees, debts or fines are not eligible to have their degrees conferred until such sanctions have been cleared or paid.

4.7. In exceptional circumstances, the University, with approval from University Council, may choose to confer awards during a graduation ceremony.

4.8. The University will provide graduates with academic statements, including academic transcripts, Australian Higher Education Graduation Statements (AHEGS) and testamurs, at conferral. The University will make arrangements for either the postal dispatch of the testamur, or otherwise for collection.

4.9. Bachelor, master and doctoral degree students may attend a graduation ceremony after the conferral of their degree. Students must have received and responded to a ceremony invitation from the Graduations Office by the stated deadline in order to attend a graduation ceremony.

4.10. Students enrolled in Postgraduate/Graduate Diploma or Certificate courses offered by the Melbourne Business School or the Faculty of Fine Arts and Music have the option of attending a ceremony after their conferral has taken place.

4.11. Graduates have a maximum of 12 months to attend a ceremony from their conferral date.

4.12. Where a student has passed away before conferral of their award, but after completing all the requirements for the award, the award will be conferred posthumously, and presented or posted to a nominated representative of the deceased student's estate.

## 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 or President of Academic Board as authorised delegate	For President of Academic Board as authorised delegate: Limited to out of round conferrals outside of the approved rolling conferral dates
Approve the specified form of words included in the order of proceedings	University Council	
Conferral of award	University Council or President of Academic Board as authorised delegate	Requirements for completion of an award course are fulfilled For President of Academic Board as authorised delegate: Limited to out of round conferrals outside of the approved rolling conferral dates
Oversee all aspects of a graduation ceremony	Deputy Vice-Chancellor (Academic)	
Manage and coordinate all aspects of graduation ceremonies authorised by Council	Academic Registrar	
Provision of Testamur	Associate Director, Student Support and Delivery	
Provision of other Academic Statements	Associate Director, Student Services	

## 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 after completion of their course requirements.

**graduate** 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

Executive Director, Student & Scholarly Services and Academic Registrar

## REVIEW

This policy is to be reviewed by 22 December 2025.

## VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Provost	26 February 2012	21 August 2012	New version arising from the Policy Simplification Project. Loaded into MPL as Version 1.
2	Provost	5 December 2013	5 December 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 October 2018	12 October 2018	Updated link at 5.2 - order of proceedings

5	University Secretary	24 May 2019	31 May 2019	Amended Policy Steward title. Editorial amendments to correct minor errors or align with the University's policy style guide.
6	Council	19 June 2019	31 July 2019	Amended 4.4 and 4.9 - <i>In absentia</i> conferral of degrees to occur on a rolling basis. Changed Policy Steward from "Deputy Vice-Chancellor (Academic) and Deputy Provost" to "Executive Director, Student & Scholarly Services and Academic Registrar".
7	Council	8 December 2022	22 December 2022	Full review as part of formal review cycle.