

Awards and Graduation Manual

POLICY AND PROCEDURES

Commencement Date: July 2016

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1. INTRODUCTION

AWARDS AND GRADUATION MANUAL

This manual is a compilation of policies and procedures relating to the issuing of awards and graduation of students from Curtin University.

The full title of the manual is *Awards and Graduation Manual (Policy and Procedures)*. It may be referred to and cited as the *Awards and Graduation Manual*.

Upon approval, the *Awards and Graduation Manual* rescinds and replaces the *2012 Awards and Graduation Manual*.

APPROVAL DETAILS

<u>Endorsed:</u>	Academic Services Committee	7 th July 2016
<u>Approved:</u>	Academic Board (Policies)	29 th July 2016
	Chair, Academic Services Committee (Procedures)	14 th July 2016

2. SCOPE OF POLICY AND PROCEDURES

Refer to each section of the manual for details regarding the scope of the policy and each procedure.

For matters relating to the approval of awards, please refer to the *Course Approval and Quality Manual – Consolidated Policies and Procedures*.

POLICY

3. AWARDS AND GRADUATION

1. PURPOSE

To provide a framework for the issuing of awards and graduation of students from Curtin University.

2. POLICY STATEMENTS

- 2.1 Council has the authority to issue and rescind an award certificate.
- 2.2 Council has delegated authority to approve use of the Graduation Seal to the Vice-Chancellor. (*Refer to Section 6(2) of Curtin University of Technology Statute No 1 – Common Seal and Graduation Seal*).
- 2.3 The conferral date of an award will be the date of approval by the Vice-Chancellor.
- 2.4 The Graduation Seal will be affixed to each award certificate.
- 2.5 The Vice-Chancellor will approve the affixing of the Graduation Seal to each award certificate on the recommendation of the Academic Registrar.
- 2.6 A graduand may not obtain their award certificate until after conferral has occurred.
- 2.7 Curtin University issues one original award certificate.
- 2.8 Unless otherwise approved by Council, every award certificate to which the Graduation Seal is affixed will bear the signature of the Chancellor and Vice-Chancellor. Council may approve the use of additional or alternative signatures.
- 2.9 Graduation Seals will be stored securely under the control of the Manager, Graduations Office.
- 2.10 Post-nominals may only be used after University Council has conferred an award.
- 2.11 The University may rescind an award due to administrative error or where, through relevant processes, it is determined to be the appropriate penalty for any instance of misconduct.
- 2.12 Curtin University award certificates may be issued in conjunction with other institutions as a collaborative award.
- 2.13 An Australian Higher Education Graduation Statement may only be issued to Graduates on or after 1 November 2010, by and under the authority of the Academic Registrar following conferral of an award by Council.
- 2.14 Award certificates will state if any parts of the course of study or assessment leading to the qualification were conducted in a language other than English. Units that specifically teach and assess other languages will not trigger this requirement.
- 2.15 Curtin University may organise and host graduation events for graduates.
- 2.16 Academic Board approves academic regalia colours upon the recommendation of the Academic Registrar.

3. RESPONSIBILITY FOR IMPLEMENTATION, COMPLIANCE MONITORING, MEASURING AND CONTINUAL IMPROVEMENT

These management positions are responsible for implementation and compliance monitoring of the policy in their work areas:

- Deputy Vice-Chancellor, Academic – Implementation and Compliance Monitoring, Measuring and Continual Improvement

4. SCOPE OF POLICY

All individuals who meet or have met the requirements to be considered a graduate, graduand or student.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

An **Australian Higher Education Graduation Statement (graduation statement)** is a document provided by Australian higher education institutions to graduation students on completion of the requirements for a particular higher education award. It provides a description of the nature, level, context, and status of studies that were pursued by the individual named. Its purpose is to assist in both national and international recognition of Australian qualifications and to promote international mobility and professional recognition of graduates.

A **Conferral Date** is the date on which Council confers an award on a graduand.

Conferral is when Council approves the production of the award certificate and the application of the Curtin Graduation Seal.

A **Graduand** is a student who has completed the requirements of the course and is awaiting conferral of their award by the Council.

A **Graduate** is a student who has had their award conferred by the Council.

The **Graduation Seal** is the official seal of the University as outlined in Statute 1 and is applied to the award certificate as directed by Council.

A **Post-Nominal** is the series of letters placed after the name of a person to indicate that the individual holds a position, educational degree, accreditation, office, or honour.

6. SUPPORTING PROCEDURES

- Award Certificates bearing the Graduation Seal (**see Section 4**)
- Format of Award Certificates (**see Section 5**)
- Completion Approval (**see Section 6**)
- Production of Award Certificates (**see Section 7**)
- Post-Nominals (**see Section 8**)
- Graduation Documentation (**see Section 9**)
- Graduation Statement (**see Section 10**)
- Letter of Commendation (**see Section 11**)
- Higher Awards (**see Section 12**)
- Award with Distinction (**see Section 13**)
- Posthumous Awards (**see Section 14**)
- Copies of Award Certificates (**see Section 15**)
- Replacement Award Certificates (**see Section 16**)
- Award Certificate Amendments (**see Section 17**)
- Rescission of Award Certificate (**see Section 18**)
- Graduation Ceremony Administration (**see Section 19**)
- Attendance at Graduation Ceremonies (**see Section 20**)
- Academic Regalia (**see Section 21**)
- Refusal of Graduation (**see Section 22**)
- Western Australian Institute of Technology (WAIT) Award Certificates (**see Section 23**)
- Vocational Training and Education Centre (VTEC) Award Certificates (**see Section 24**)
- Vice-Chancellor's List (**see Section 25**)
- Suppression of Student Award Details (**see Section 26**)

7. RELATED DOCUMENTS/LINKS

[Curtin University Act 1966 \(WA\)](#)

[Statute No. 1 – Common Seal and Graduation Seal](#)

[Statute No. 10 – Student Disciplinary Statute](#)

[Rule No. 10 Made Pursuant to Statute No. 12 – Enrolment: Degree of Doctor by Research](#)

[Rule No. 11 Made Pursuant to Statute No. 12 – Enrolment: Degree of Master by Research](#)

[Made Pursuant to Statute No. 12 - Enrolment Rules \(General\)](#)

Higher Education Support Act (2003)

Higher Education Standards Framework (Threshold Standards) 2015

Education Services for Overseas Students (ESOS) Act

Competition and Consumer Act

Course Approval and Quality Manual

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Academic Board
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Rescinded/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New 2008 Edition	Approved	27 June 2008	Academic Board	AB 129/08	Attachment 1 to Document No 00615/08 as amended
2009 Edition	Amended	24 April 2009	Academic Board	AB 53/09	Document No 444/09 as amended
	Administratively Updated	17 June 2010	Director, Legal and Compliance Services		Amended to Reflect Organisational Change
	Amended	24 February 2012	Academic Board	AB 9/12	Attachment 3 to Document No 00133/12
	Amended	29 July 2016	Academic Board	AB 120/16	Attachment D to Item 11.2 Effective as at 1 January 2017

PROCEDURES

4. AWARD CERTIFICATES BEARING THE GRADUATION SEAL

4.1 Legislation/Enterprise Agreement/Policy Supported

4.1.1 Awards and Graduation Policy

4.2 Procedural Details

4.2.1 Curtin University issues award certificates bearing the Graduation Seal as outlined in Schedule 1.

Production of Award Certificates

4.2.2 The Graduations Office produces all Curtin University award certificates.

4.3 Scope of Procedures

4.3.1 All individuals who meet or have met the requirements to be considered a graduate, graduand or student.

5. FORMAT OF AWARD CERTIFICATES

5.1 Legislation/Enterprise Agreement/Policy Supported

5.1.1 Awards and Graduation Policy

5.2 Procedural Details

Dimension of Award Certificates

- 5.2.1 The standard size of an undergraduate or postgraduate award certificate will be 23 cm x 32 cm portrait dimensions.
- 5.2.2 The standard size of a doctoral or honorary award certificate will be A3 portrait dimensions.
- 5.2.3 The standard size of a collaborative award certificate will be the standard size for the respective award certificate issued.

Text on Award Certificates *(excluding Vocational Training and Education Centre (VTEC) award certificates)*

- 5.2.4 Graduate names will be printed in 36pt Garamond font.
- 5.2.5 The degree title will be printed in 24pt Goudy Trajan font.
- 5.2.6 The major will be printed in 20pt Goudy Trajan font.
- 5.2.7 The honours or distinction will be printed in 18pt Goudy Trajan font.
- 5.2.8 The level of honours will be printed in 18pt Goudy Trajan font.
- 5.2.9 The conferral date and individual award number will be in 9pt Times New Roman font.
- 5.2.10 Other inscriptions (as required) will be in 20pt Goudy Trajan font or a size conducive to the length of text and as instructed by the Academic Registrar.

Format of Award Certificates

- 5.2.11 Undergraduate, Postgraduate (coursework and research) and Doctoral Degrees
 - 5.2.11.1 The name on the award certificate will be the student's formal name and will be in title case.
 - 5.2.11.2 The degree title (and major and award level if applicable) will be in uppercase.
 - 5.2.11.3 The degree title will be stated on the first line.
- 5.2.12 Undergraduate and Postgraduate (as applicable)
 - 5.2.12.1 The major (if applicable) will be stated on the second line in brackets.
 - 5.2.12.2 An award level for distinction (if applicable) will be stated on the third line.
- 5.2.13 Undergraduate Only (as applicable)
 - 5.2.13.1 An award level for honours (if applicable) will be stated on the third line in brackets.
 - 5.2.13.2 The level of award of honours (if applicable) will be stated on the fourth line.

Variation to Format of an Award Certificate

- 5.2.14 Any change to the format of an award certificate will require the approval of the Academic Registrar.

Undergraduate and Postgraduate

- 5.2.15 The following standard wording will appear on **undergraduate** and **postgraduate** award certificates.

BY AUTHORITY OF THE COUNCIL BE IT KNOWN THAT

Formal Name

HAVING FULFILLED ALL THE REQUIREMENTS IS DULY ADMITTED TO THE DEGREE OF

DEGREE TITLE
(MAJOR) (if applicable)
(HONOURS) (if applicable)
WITH FIRST CLASS HONOURS/HONOURS/DISTINCTION (if applicable)

AND TO ALL THE PRIVILEGES ATTACHED TO THE SAME.
THE GRADUATION SEAL OF
CURTIN UNIVERSITY
WAS HERETO AFFIXED PURSUANT TO THE RESOLUTION
OF THE COUNCIL.

(signature)
CHANCELLOR

(signature)
VICE-CHANCELLOR

DD Month YYYY Award No XXXXXX

Doctoral or Higher Doctoral

- 5.2.16 The following standard wording will appear on all **doctoral or higher doctoral** award certificates.

BY AUTHORITY OF THE COUNCIL BE IT KNOWN THAT

Formal Name

HAVING FULFILLED ALL THE RESEARCH AND EXAMINATION REQUIREMENTS IS DULY ADMITTED TO THE DEGREE OF

DOCTORAL DEGREE TITLE

AND TO ALL THE PRIVILEGES ATTACHED TO THE SAME.
THE GRADUATION SEAL OF
CURTIN UNIVERSITY
WAS HERETO AFFIXED PURSUANT TO THE RESOLUTION
OF THE COUNCIL.

(signature)
CHANCELLOR

(signature)
VICE-CHANCELLOR

DD Month YYYY Award No XXXXXX

Diploma

- 5.2.17 The following standard wording will appear on **Diploma of Commerce** award certificates.

BY AUTHORITY OF THE COUNCIL BE IT KNOWN THAT

Formal Name

HAVING FULFILLED ALL THE REQUIREMENTS
IS DULY AWARDED THE

Diploma of Commerce

THE GRADUATION SEAL OF
CURTIN UNIVERSITY
WAS HERETO AFFIXED PURSUANT TO A RESOLUTION
OF THE COUNCIL.

(signature)
CHANCELLOR

(signature)
VICE-CHANCELLOR

DD Month YYYY Award No XXXXXX

Collaborative Awards

- 5.2.18 Collaborative award certificates will be issued following the standard format and wording of the relevant award certificate.
- 5.2.19 The award certificate will include a notation that the approved course was a collaborative award program with another institution(s).
- 5.2.20 Upon completion of a collaborative award and in accordance with the conditions of the Collaborative Agreement, awards may be conferred as follows:
- 5.2.20.1 Joint Award: one award certificate will normally be conferred by the Home Institution and must be annotated to the effect that it is a joint award. The format of the award certificate will, to the maximum extent possible, follow the standard award certificate example provided below; or
- 5.2.20.2 Dual Award: two separate award certificates will be conferred from two separate institutions.
- 5.2.21 The following standard wording will appear on award certificates.

BY AUTHORITY OF THE COUNCIL BE IT KNOWN THAT

Formal Name

HAVING FULFILLED ALL THE REQUIREMENTS IS DULY
ADMITTED TO THE DEGREE OF

DEGREE
(MAJOR) (if applicable)
(HONOURS) (if applicable)
WITH FIRST CLASS HONOURS/HONOURS/DISTINCTION (if applicable)

AND TO ALL THE PRIVILEGES ATTACHED TO THE SAME.
THE GRADUATION SEAL OF
CURTIN UNIVERSITY
WAS HERETO AFFIXED PURSUANT TO THE RESOLUTION
OF THE COUNCIL.

(signature)
CHANCELLOR

(signature)
VICE-CHANCELLOR

DD Month YYYY Award No XXXXXX

The program of study for this degree was undertaken in association with the [Institution/s].

CURTIN LOGO OTHER INSTITUTION
LOGO

Honorary Awards

5.2.22 The following standard wording will appear on honorary doctoral award certificates.

BY AUTHORITY OF THE COUNCIL BE IT KNOWN THAT
THE HONORARY DEGREE OF

NAME OF HONORARY DEGREE

IS CONFERRED UPON

Formal Name

IN RECOGNITION OF... (add individual citation)

THE GRADUATION SEAL OF
CURTIN UNIVERSITY
WAS HERETO AFFIXED PURSUANT TO THE RESOLUTION
OF THE COUNCIL.

signature
CHANCELLOR

signature
VICE-CHANCELLOR

(DD Month YYYY)
(Date of Ceremony award presented at)

5.2.23 The following standard wording will appear on honorary fellowship award certificates.

BY AUTHORITY OF THE COUNCIL BE IT KNOWN THAT

Formal Name

IS A MEMBER OF THE
CURTIN UNIVERSITY FELLOWSHIP

AWARDED IN RECOGNITION OF... (add individual citation)

THE GRADUATION SEAL OF
CURTIN UNIVERSITY
WAS HERETO AFFIXED PURSUANT TO THE RESOLUTION
OF THE COUNCIL.

signature
CHANCELLOR

signature
VICE-CHANCELLOR

(DD Month YYYY)
(Date of Ceremony award presented at)

5.2.24 The individual citations will be approved as part of the application criteria for honorary degrees.

Western Australian Institute of Technology (WAIT) Awards

5.2.25 The following standard wording will appear on WAIT award certificates.

Formal Name

is duly admitted to the degree of

DEGREE TITLE

having successfully completed
an approved course of study in

(MAJOR) (if applicable)
(HONOURS) (if applicable)
WITH FIRST CLASS HONOURS/HONOURS/DISTINCTION (if applicable)

signature
ACADEMIC REGISTRAR

(DD Month YYYY)
[Date of replacement conferral] **XXXXXX** [Award Number] Replacing original award
dated DD Month YYYY [original conferral] by the Council of the Western Australian
Institute of Technology

Examples of Award Titles

5.2.26 Refer to Schedule 2 for examples of award titles.

5.3 Scope of Procedures

5.3.1 All individuals who meet or have met the requirements to be considered a graduate, graduand or student.

5.4 Related Documents/Links/Forms

- 5.4.1 Honorary Awards Policy
- 5.4.2 Curtin University Fellow Procedures
- 5.4.3 Course Approval and Quality Manual
- 5.4.4 Collaborative Doctor of Philosophy (PhD) Policy

6. COMPLETION APPROVAL

6.1 Legislation/Enterprise Agreement/Policy Supported

- 6.1.1 Awards and Graduation Policy

6.2 Procedural Details

Course Completion

- 6.2.1 All students who have completed their course will be notified by the Graduations Office via the Official Communication Channel (OCC) by way of a graduation invitation.
- 6.2.2 It is the responsibility of the student to ensure they continue to read their OCC messages after course completion and up to the time of receiving their award certificate.
- 6.2.3 Up to date contact details will be maintained by the student.
- 6.2.4 Completion documentation will only be issued after the published results release date of the relevant study period.

Letter of Course Completion

- 6.2.5 A letter of course completion may be provided upon request by a student after the published results release date.
- 6.2.6 The letter will name the course in which a student was enrolled and state that the student has met all requirements of the course.
- 6.2.7 A fee will apply for the provision of a letter of course completion.

Approval Authority

- 6.2.8 It is the responsibility of the Head of School to formally certify that undergraduate and postgraduate (coursework) students have completed all the requirements of an award course and are eligible to graduate and receive the appropriate award certificate. Where applicable, the relevant Head of School will also approve the level of honours to be awarded and whether the award is "With Honours" or "With Distinction".
- 6.2.9 It is the responsibility of the Associate Deputy Vice-Chancellor, Research Training to formally certify that research master, doctoral students, and higher doctoral students have completed all the requirements of an award course and are eligible to graduate and receive the appropriate award certificate.
- 6.2.10 The process and deadlines for recording a student as "passed" will be as prescribed by the Academic Registrar.

Approval Authority not Recorded by Deadline

- 6.2.11 Where a student has **not** been recorded as passed by the specified deadline, a fee may be charged to the School by the Graduations Office to include that student in the next available round of ceremonies.

Removal of Credit for Recognised Learning

- 6.2.12 Credit for recognised learning will not be removed when a student has satisfied all the requirements for the course and an award number has been generated.

6.3 Scope of Procedures

- 6.3.1 All individuals who meet or have met the requirements to be considered a graduate, graduand or student.

7. PRODUCTION OF AWARD CERTIFICATES

7.1 Legislation/Enterprise Agreement/Policy Supported

7.1.1 Awards and Graduation Policy

7.2 Procedural Details

Graduation Seal

7.2.1 Documents submitted to the Vice-Chancellor relating to the issue, amendment or rescission of award certificates will be produced by the Graduations Office and will be signed by the Academic Registrar before being submitted to the Vice-Chancellor for signing (as delegate of Council).

7.2.2 The original signed document will be bound annually and retained by the John Curtin Prime Ministerial Library (JCPML). Graduations Office will retain an electronic copy.

7.2.3 The following standard wording will appear on the covering letter for graduation documents to be submitted to the Vice-Chancellor.

CURTIN UNIVERSITY
[INSERT DATE] GRADUANDS
Approval to Affix Graduation Seal to Awards of the University
pursuant to Section 6(2) of Curtin University of Technology
Statute No 1
Common Seal and Graduation Seal.

Vice-Chancellor

For each student whose name appears on the attached schedule, the relevant Head of School has certified that the student has completed all requirements of the course specified, thus entitling them to the relevant award. Where applicable, the relevant Head of School has also approved the level of honours to be awarded or whether the award is "With Honours" or "With Distinction".

On this basis, your authorisation is sought as delegate of Council, to affix the Graduation Seal to the award certificate to be issued to each student, pursuant to Section 6(2) of Curtin University of Technology Statute No 1 – Common Seal and Graduation Seal.

The date of effect of your authorisation is to be DD Month YYYY.

[Insert name of Academic Registrar]
Academic Registrar

.....

I, *[Insert name of Vice-Chancellor]*, delegate of Council, hereby authorise the affixing of the Graduation Seal to award certificates to be issued to students whose names appear on the attached schedule, pursuant to Section 6(2) of Curtin University of Technology Statute No 1 – Common Seal and Graduation Seal.

[Insert name of Vice-Chancellor]
Vice-Chancellor

.....

Award Certificate Stock Control

7.2.4 All blank award certificates will be stored securely under the control of the Manager, Graduations Office.

7.2.5 Blank award certificates are purchased annually with a pre-affixed seal. A Curtin staff member will be in attendance throughout the printing process and application of the Seal. New stock is accounted and signed for on delivery to the Graduations Office.

7.2.6 An award certificate register is used to record every award certificate issued, including those that are printed in error, and is co-signed by two staff members of the Graduations Office.

7.2.7 All award certificates that are printed in error and require destruction are stored in the safe until an independent third party Curtin staff member and a Graduations Office staff member attest to the audit of the register and shred the award certificates.

7.3 Scope of Procedures

- 7.3.1 All individuals who meet or have met the requirements to be considered a graduate, graduand or student.

8. POST-NOMINALS

8.1 Legislation/Enterprise Agreement/Policy Supported

8.1.1 Awards and Graduation Policy

8.2 Procedural Details

8.2.1 The order in which post-nominals are listed after a name will be based on agreed conventions.

8.2.2 Post nominals have been determined for all Curtin University awards. The appropriate post-nominals for each degree can be found in the Curtin handbook.

8.2.3 An example of post-nominal for a WAIT award is:

WAIT Award Title	Post Nominal
Bachelor of Business (Accounting)	BBus(WAIT)

8.2.4 Post-nominals for Curtin Honorary Awards are:

Honorary Award Title	Post Nominal
Curtin University Fellow	CF
Honorary Doctorate of Letters	HonDLitt(Curtin)
Honorary Doctorate of Science	HonDSc(Curtin)
Honorary Doctorate of the University	HonDUniv(Curtin)
Honorary Doctorate of Technology	HonDTech(Curtin)
Emeritus Professor	No post-nominal to be used

8.2.5 Full stops will not be used in post-nominals.

8.2.6 Areas of study (majors and minors) will not appear in post-nominals.

8.2.7 Academic awards may be cited either in full or in shortened form, but not a mixture of both forms.

8.2.8 Only the highest award from an institution will be recorded as a post-nominal, even if the person has been awarded lower degrees. However, when the awarding university is listed and the degrees are from different institutions, the lower degrees should be included. For example: John Smith BA (UWA) MBA(Curtin).

8.2.9 Post-nominals will be listed in the following order:

- Title;
- Civil honours and decorations (in descending order of precedence);
- Military honours and decorations (in descending order of precedence);
- Appointments (for example, QC);
- Academic degrees (in ascending order of precedence);
- Religious orders;
- Fellowships then memberships of professional institutions and learned bodies;
- Membership of the armed forces; and
- Parliamentary designations (always last) - either MP (for members of the federal House of Representatives) or MP, MLC or MLA for members of state parliament (according to the preference of the person concerned).

8.3 Scope of Procedures

- 8.3.1 All individuals who meet or have met the requirements to be considered a graduate, graduand or student.

8.4 Related Documents/Links/Forms

- 8.4.1 Course Approval and Quality Manual
- 8.4.2 Honorary Awards Policy
- 8.4.3 Honorary Doctorate Procedures

9. GRADUATION DOCUMENTATION

9.1 Legislation/Enterprise Agreement/Policy Supported

9.1.1 Awards and Graduation Policy

9.2 Procedural Details

9.2.1 Following the conferral date of the award, graduates may receive a complimentary copy of the complete academic transcript and graduation statement.

9.2.2 Those graduates attending a ceremony may receive their complimentary academic transcript and graduation statement at their ceremony.

9.2.3 If a graduate chooses not to attend a ceremony, they may elect to have their award certificate mailed to them or the graduate is able to collect their award certificate from the Graduations Office.

9.2.4 Graduates who request to have their award certificate mailed will receive their complimentary academic transcript and graduation statement with their certificate.

9.2.5 A graduate conferred with a double degree will receive two graduation statements and one academic transcript.

9.2.6 A prescribed award certificate re-issue fee will be charged for any award certificate that remains uncollected by a student after a period of one year has elapsed.

9.2.7 If a graduate does not contact the University in response to the graduation invitation, no official graduation documents will be sent. The award certificate, academic transcript and graduation statement will only be sent if the graduation registration process is followed.

9.3 Scope of Procedures

9.3.1 All individuals who meet or have met the requirements to be considered a graduate, graduand or student.

10. GRADUATION STATEMENT

10.1 Legislation/Enterprise Agreement/Policy Supported

10.1.1 Awards and Graduation Policy

10.2 Procedural Details

10.2.1 Australian Higher Education Graduation Statements (graduation statement) will be printed on secure stationery to minimise the risk of fraud. One copy of the graduation statement will be provided free of charge. Double degree recipients will receive two graduation statements free of charge. If additional copies are required, a fee will apply.

10.2.2 The format and content of the graduation statement will be in accordance with the Guidelines for the Presentation of the Australian Higher Education Graduation Statement (as amended from time to time), issued by the Australian Government.

10.2.3 All text content of the graduation statement will be stored in Student One.

10.2.4 Responsibility for approving text and content of the graduation statement is as set out below:

SECTION CONTENT	RESPONSIBLE OFFICER
Section 1 – The <u>Graduate</u>	Academic Registrar
Section 2 – The Award	Manager, Course Management Unit (or Courses Committee)
Section 3 – Awarding Institution	Vice-Chancellor
Section 4 – Graduate's Academic Achievements <i>Compulsory Items (excluding thesis title and 100 word extract)</i>	Academic Registrar
Section 4 – Graduate's Academic Achievements <i>Thesis title and 100 word extract</i>	Associate Deputy Vice-Chancellor, Research Training
Section 4 – Graduate's Academic Achievements <i>Optional Items</i>	Academic Registrar
Section 5 - Description of the Australian Higher Education System	Australian Government

10.3 Scope of Procedures

10.3.1 All individuals who meet or have met the requirements to be considered a graduate, graduand or student.

11. LETTER OF COMMENDATION

11.1 Legislation/Enterprise Agreement/Policy Supported

11.1.1 Awards and Graduation Policy

11.2 Procedural Details

11.2.1 Where it is determined that a research master or doctoral student has submitted an outstanding thesis that is considered to have made a significant contribution to the field of knowledge, a Letter of Commendation signed by the Chancellor and presented on the Chancellor's letterhead may be issued to the student.

11.2.2 Normally, no more than 10 percent of students receive these commendations.

11.2.3 Nominations for a Letter of Commendation will normally be made to the Associate Deputy Vice-Chancellor, Research Training by the Chairperson of the student's Thesis Committee and as approved by the relevant Faculty Graduate Studies Committee. The Associate Deputy Vice-Chancellor, Research Training will consider the nomination and refer it with a recommendation to the Chancellor.

11.2.4 Letters of Commendation are sent by the Office of Research and Development and a comment will be included on the student's academic transcript and graduation statement.

11.3 Scope of Procedures

11.3.1 All eligible Research Masters or Doctoral students.

12. HIGHER AWARDS

12.1 Legislation/Enterprise Agreement/Policy Supported

12.1.1 Awards and Graduation Policy

12.2 Procedural Details

12.2.1 Higher Awards that may be granted and issued an award certificate bearing the Graduation Seal are:

- Doctor of Science
- Doctor of Letters

12.2.2 Higher doctoral awards involve a formal thesis examination process and are covered by *Rule No. 13 made pursuant to Statute No. 12 – Enrolment: Higher Doctoral Degrees*.

12.2.3 Higher Awards will normally be conferred during a University graduation ceremony or similar high profile public occasion.

12.3 Scope of Procedures

12.3.1 All individuals who meet or have met the requirements to be considered a graduate, graduand or student.

12.4 Related Documents/Links/Forms

12.4.1 Rule No. 13 made Pursuant to Statute No. 12 – Enrolment: Higher Doctoral Degrees

13. AWARD WITH DISTINCTION

13.1 Legislation/Enterprise Agreement/Policy Supported

13.1.1 Awards and Graduation Policy

13.2 Procedural Details

13.2.1 An award may be granted to a student “with Distinction” in recognition of outstanding performance in the course. The award certificate will bear the notation “Award with Distinction”.

Determining Outstanding Performance in a Course

13.2.2 All students who obtain a course weighted average (CWA) of equal to or greater than 85.00 or higher will be considered to have achieved outstanding performance in the course and will be granted an award with distinction.

13.2.3 Students who obtain a CWA of less than 85.00, but who have clearly performed at an outstanding level in comparison to the majority of other students in the course may also be granted an award with distinction if 10% or more of students in the relevant course cohort have not already been granted an award with distinction.

13.2.4 If 10% or more of the students in the relevant course cohort have not already been granted an award with distinction, the following provisions will be used to determine whether a student or students who have obtained a CWA of under 85.00 may be considered for an award with distinction:

- The result or results obtained by the student(s) will generally be in the top ten percent of results attained by the relevant course cohort.
- The result or results obtained by the student(s) will be clearly differentiable and higher than the next ranked student or students (i.e. there may be a discernible gap between the results for students granted an award with distinction and those that are not).

13.2.5 Any decision to grant an award with distinction to a student, who has attained a CWA of less than 85.00, will be made by the Board of Examiners.

13.2.6 It is the responsibility of the Head of School to recommend to the Board of Examiners which students with a CWA of less than 85.00, whose performance is clearly superior to the performance of most other students, may be granted an award with distinction. The Head of School will clearly document the reasons for the decision and outline how the student or students have demonstrated outstanding performance within their course.

13.2.7 The Board of Examiners is responsible for ensuring consistency in the selection of any students who achieve a CWA of less than 85.00 and are granted an award with distinction.

13.2.8 Normally, a student who achieves a CWA of less than 75.00 will not be considered for an award with distinction.

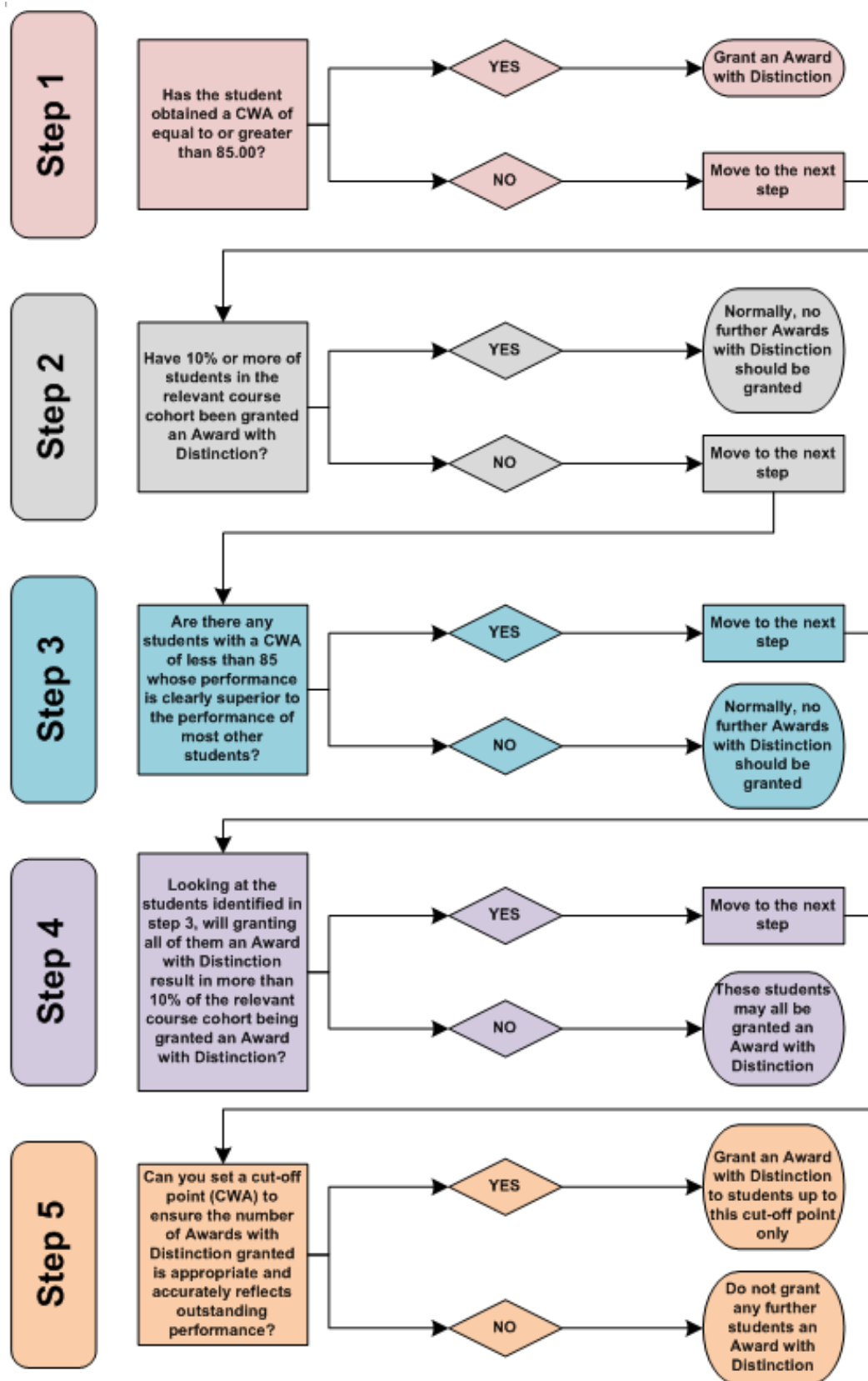
Exclusion Conditions

13.2.9 A student may be excluded from being granted an award with distinction at the discretion of the School, where the student’s results contain a conceded pass or a pass after supplementary assessment. If exclusion of students for any of these reasons is standard practice, these arrangements will be communicated to students in the course.

13.2.10 If a student has been found guilty of a student discipline offence, the student is ineligible to be granted an award with distinction.

Process for Determining an Award with Distinction

13.2.11 The following decision chart outlines the process for determining whether a student may be granted an award with distinction.



13.3 Scope of Procedures

13.3.1 All individuals who meet or have met the requirements to be considered a graduate, graduand or student.

14. POSTHUMOUS AWARDS

14.1 Legislation/Enterprise Agreement/Policy Supported

14.1.1 Awards and Graduation Policy

14.2 Procedural Details

General

14.2.1 An award may be granted posthumously where a student has:

14.2.1.1 completed the requirements of an award but is deceased before being issued with their award certificate; or

14.2.1.2 is deceased prior to completing the requirements of the award. Under these circumstances it would normally be expected that the student:

a) is close to completion (i.e. more than 80% of the required units are complete); and

b) would have reasonably been expected to complete, had they been able to continue.

Posthumous Award Recommendation

14.2.2 For coursework students (excluding coursework doctoral students), a recommendation to grant a posthumous award will generally be made by the relevant Faculty Pro Vice-Chancellor.

14.2.3 For research master students, doctoral students, or higher degree students, a recommendation to grant a posthumous award will generally be made by the Associate Deputy Vice-Chancellor, Research Training.

14.2.4 The relevant Faculty Pro Vice-Chancellor or Associate Deputy Vice-Chancellor, Research Training will formally write to the Academic Registrar giving sufficient justification for the degree to be awarded posthumously.

Approval Authority

14.2.5 The Academic Registrar is the approving authority for all posthumous awards. Cases will be considered in consultation with the relevant Pro Vice-Chancellor or Associate Deputy Vice-Chancellor, Research Training.

14.2.6 If approved, the Academic Registrar will authorise the issue of the award certificate.

14.2.7 The Academic Registrar may approve the granting of a posthumous award where a student is deceased prior to completing the requirements of the award.

Posthumous Award Collection

14.2.8 The proxy of the deceased may choose to receive the award certificate at a graduation ceremony, by mail or by collection from the Graduations Office.

14.2.9 At a graduation ceremony, the award certificate will be presented in the normal order of graduates and the proxy will receive the award certificate on behalf of the deceased graduate. An announcement will be made that the award is being made posthumously.

14.3 Scope of Procedures

14.3.1 All individuals who meet or have met the requirements to be considered a graduate, graduand or student.

15. COPIES OF AWARD CERTIFICATES

15.1 Legislation/Enterprise Agreement/Policy Supported

15.1.1 Awards and Graduation Policy

15.2 Procedural Details

True Copies

15.2.1 Students may obtain a **true copy** of their award certificate for a fee.

15.2.2 All true copies will bear the notation "True Copy" with the award number and original conferral date and will bear the Curtin true copy seal.

15.2.3 True copies are not available for awards granted prior to 2000 or for PhD and VTEC awards.

15.3 Scope of Procedures

15.3.1 All students.

16. REPLACEMENT AWARD CERTIFICATES

16.1 Legislation/Enterprise Agreement/Policy Supported

16.1.1 Awards and Graduation Policy

16.2 Procedural Details

Lost, Stolen or Destroyed Award Certificate

16.2.1 Graduates applying for a replacement award certificate are required to provide a statutory declaration, duly authorised, stating that the original award certificate has been lost, stolen or destroyed. The Graduations Office requires the original copy of the statutory declaration.

16.2.2 In the event of the original award certificate being found, the original award certificate will be returned to the University.

16.2.3 A fee will be charged for replacement award certificates, unless otherwise approved by the Academic Registrar or delegate.

16.2.4 The Vice-Chancellor as the delegate of Council will similarly approve all replacement award certificates.

16.2.5 The Graduation Seal will be affixed to each replacement award certificate with the notation "Replacing Original Award dated DD Month YYYY".

16.2.6 A replacement award certificate is a legal document.

Non-Receipt of Award Certificate

16.2.7 Where a student states that they have never received their award certificate but University records show that it was correctly sent, a statutory declaration, duly authorised, stating that the award certificate has never been received, will be provided.

16.2.8 Where the request is lodged twelve months or more after conferral of the award, a fee will be charged for a replacement award certificate.

Damaged Award Certificates

16.2.9 A replacement award certificate may be issued where the original is damaged.

16.2.10 A fee will be charged for a replacement award certificate, unless otherwise approved by the Academic Registrar or delegate.

16.2.11 The damaged original will be returned and will be destroyed by the Graduations Office.

16.3 Scope of Procedures

16.3.1 All individuals who meet or have met the requirements to be considered a graduate, graduand or student.

17. AWARD CERTIFICATE AMENDMENTS

17.1 Legislation/Enterprise Agreement/Policy Supported

17.1.1 Awards and Graduation Policy

17.2 Procedural Details

17.2.1 Once an award certificate is awarded, it may not be amended other than as described in this section.

17.2.2 Council (or the Vice-Chancellor as delegate of Council) will approve any award certificate amendments.

Change of Name on an Award Certificate

17.2.3 Other than as specified below, all award certificates will be issued in the legal name of the student at the time of conferral.

17.2.4 If a graduate provides evidence after issue of the award certificate that their legal name was different to that appearing on the award certificate at the date of conferral, the graduate may request that the award certificate be re-issued in the correct name.

17.2.5 If a student registers to graduate by the required deadline as set by the Graduations Office, the student will be required to approve their formal name prior to conferral.

17.2.6 If a student does not register to graduate prior to the required deadline, it is the student's responsibility to ensure their formal name is correct.

17.2.7 Where a student notifies after conferral that they had a change of name effective before the conferral date, a fee will be payable to amend the formal name and re-issue the award in the correct name.

17.2.8 Where a replacement award certificate is issued, the original award certificate will be returned to the University.

Exceptions

17.2.9 An award certificate may be re-issued in a name other than the legal name of the student at the time of conferral in limited circumstances, and only with the approval of the Academic Registrar.

17.2.10 Consideration will be given to the re-issue of an award certificate in a name other than the legal name of the student at the time of conferral in the following circumstances:

- gender re-assignment;
- witness protection;
- such other circumstances as are determined to be "exceptional" by the Academic Registrar (this will generally be to protect the health and well-being of the graduate).

17.2.11 If approved, the new award certificate will bear the notation (unless a variation is approved by the Academic Registrar):

"This certificate has been re-issued on [DATE] in a new legal name, at the request of the graduate. The name change has been verified through documentation".

17.2.12 A fee will be charged for the re-issued award certificate, unless otherwise approved by the Academic Registrar or delegate.

17.2.13 The original award certificate will be returned to the University.

17.2.14 As a general principal, the re-issue of an award in a new name due to a change in marital circumstances will not be approved.

Change of Course Title on an Award Certificate

17.2.15 An award certificate issued to a student will be for the course that the student completed and will show the title of the course at that time.

17.2.16 Where a course subsequently has a change of title, the award certificate will not be changed.

17.3 Scope of Procedures

17.3.1 All individuals who meet or have met the requirements to be considered a graduate, graduand or student.

18. RESCISSION OF AWARD CERTIFICATE

18.1 Legislation/Enterprise Agreement/Policy Supported

- 18.1.1 Curtin Act 1966
- 18.1.2 Interpretations Act
- 18.1.3 Statute No. 10 – Student Disciplinary Statute
- 18.1.4 Awards and Graduation Policy

18.2 Procedural Details

Approval Authority for Rescission

- 18.2.1 All rescinded awards will be submitted to the Vice-Chancellor for noting and the original award certificate (if issued), will be destroyed by the Graduations Office.
- 18.2.2 All awards will go to University Council for approval to be rescinded.

Rescission of Award due to Administrative Error

- 18.2.3 An award will be rescinded if the incorrect award title has been chosen by the School or the student has graduated in error due to an administration error.
- 18.2.4 All rescinded awards are recorded on Student One.
- 18.2.5 Where a student has graduated with an incorrect award, the Head of School will complete and submit the Rescind Award form to the Graduations Office.
- 18.2.6 Where a student has graduated in error, the Head of School will complete and submit the Rescind Award form to the Graduations Office.
- 18.2.7 A change of name or change to the level of the award does not require the rescinding of an award.
- 18.2.8 If a student is passed and is on conditional status, the award does not need to be rescinded.
- 18.2.9 Where a student has passed their course requirements and the correct award has been conferred by Council, the award may not be rescinded.

Rescission of Award due to Misconduct

- 18.2.10 Where the University is made aware of an allegation of misconduct against a student, who has received their award and graduated, but the alleged misconduct occurred prior to the student receiving their award and graduating, the University may investigate the allegations, and subsequently make a determination and/or impose a penalty that results in the rescission of an award.
- 18.2.11 The process used to investigate an allegation of misconduct by a student who has received their award and graduated, may be approved and issued by Academic Board or the Academic Registrar, consistent to the extent possible with Part 5 of the Academic Misconduct Rules, General Misconduct Rules or Academic Record Fraud Rules.
- 18.2.12 All rescinded awards will be recorded on Student One.

18.3 Scope of Procedures

- 18.3.1 All individuals who meet or have met the requirements to be considered a graduate, graduand or student.

19. GRADUATION CEREMONY ADMINISTRATION

19.1 Legislation/Enterprise Agreement/Policy Supported

19.1.1 Awards and Graduation Policy

19.2 Procedural Details

19.2.1 Graduations Office or such other parties as approved by the Academic Registrar (for example in regional and offshore locations), will organise and host graduation ceremonies.

19.2.2 Planning and Management Committee approves dates for graduation ceremonies on the recommendation of the Academic Registrar. Approved dates will be published on the University website.

19.2.3 Graduation ceremonies will be held locally in Western Australia, regionally and overseas.

19.2.4 Honorary awards may be awarded at graduation ceremonies.

19.2.5 Each Faculty may administer prize-giving ceremonies. These are not events run by the Graduations Office.

19.3 Scope of Procedures

19.3.1 All individuals who meet or have met the requirements to be considered a graduate, graduand or student.

20. ATTENDANCE AT GRADUATION CEREMONIES

20.1 Legislation/Enterprise Agreement/Policy Supported

20.1.1 Awards and Graduation Policy

20.2 Procedural Details

20.2.1 All graduates will be given the option to attend a ceremony.

20.2.2 Graduates will be permitted to attend only one ceremony per degree.

20.2.3 Graduates receiving a double degree will receive two separate degrees; each approved by the individual School but will only be permitted to attend one ceremony.

20.2.4 Graduates from a double degree will only attend the graduation ceremony of their owning School however, both degree titles will be acknowledged at the ceremony.

20.2.5 Graduates will be invited to attend a ceremony and register by a deadline set by Graduations Office.

20.2.6 If a graduate does not register to attend a ceremony by this deadline, the University cannot guarantee attendance. If attendance at a ceremony is permitted, a fee may be payable.

20.2.7 If a graduate chooses to attend a ceremony, they will receive their award certificate at the ceremony and cannot elect to have it mailed to them.

20.2.8 Level 5 diploma students will not normally be entitled to attend a graduation ceremony.

20.2.9 Graduates have a maximum of one year after conferral of their award to attend a ceremony after which time they become ineligible to attend.

20.2.10 If a graduate has already been issued with their award certificate they will not be permitted to attend a ceremony for that award.

20.3 Scope of Procedures

20.3.1 All individuals who meet or have met the requirements to be considered a graduate, graduand or student.

21. ACADEMIC REGALIA

21.1 Legislation/Enterprise Agreement/Policy Supported

21.1.1 Awards and Graduation Policy

21.2 Procedural Details

21.2.1 All graduates attending a ceremony for presentation of their award certificate will wear the appropriate academic regalia for the award being received.

21.2.2 A graduate will not wear academic regalia representing another degree (excluding double or multiple degrees) or regalia from another university.

21.2.3 A graduate receiving more than one degree at a ceremony may wear academic regalia applicable to any of the degrees they receive.

Undergraduate and Postgraduate (excluding doctoral) Regalia

21.2.4 The gown will be a black robe of the Cambridge Doctors' shape, except that the sleeve ending is pointed and not rounded off.

21.2.5 The sash, which is worn over the shoulders, will consist of a curved draped cowl at the back with panels hanging freely on each side at the front.

21.2.6 The colour for the discipline will appear on both the panels and the cowl.

21.2.7 The front panels will be 775 mm long with widths varying with the qualifications as shown below.

- The colour for the discipline extends for the length of the panel. The panels are linked by a small rectangular panel (75 mm wide by 63 mm high) to the cowl.
- The University logo (47 mm high), will be embroidered in gold coloured silk thread and over-locked onto the small panel. In master degrees the discipline colour will cover the cowl. For all award levels below master, the discipline colour will line the inside of the cowl.
- When the sash is correctly worn, the panel with the logo should be about 100 mm below the top of the shoulder.
- The width of the panel by the level of the award will be as follows:

Master Degree	142 mm
Postgraduate/Graduate Diploma	142 mm
Graduate Certificate	142 mm
Honours	80 mm
Bachelor Degree	75 mm
Associate Degree/Diploma	75 mm with 29 mm contrast
Diploma	75 mm with 29 mm contrast

- The following colours, expressed in terms of the British Colour Council Dictionary of Standard Colours, 1951 for Academic Dress, will distinguish the disciplines.

Agriculture	BCC No 21	Eau-de-Nil
Architecture	BCC No 36	Claret
Arts	BCC No 147	Smalt
Business	BCC No 124	Azalea
Education	BCC No 179	Violet
Engineering	BCC No 232	Pastel Yellow
Health Science	BCC No 193	Powder Blue
Law	BCC No 151	Pearl White
Mining	BCC No 75	Chartreuse Yellow
Pharmacy	BCC No 199	Fuchsia
Science	BCC No 100	Spectrum Green
Social Work	BCC No 221	Egg-Shell Blue

- 21.2.8 Black mortarboards will form part of the academic regalia for master degree graduates and be distinguished from other graduates by a gold tassel.
- 21.2.9 Wearing of a mortarboard is optional for recipients of awards below master level except associate diplomas/degrees, who will not be permitted to wear a mortarboard.
- 21.2.10 The tassel will be worn on the left side.

Doctoral Regalia

- 21.2.11 The doctoral regalia will be a burgundy cloth robe of the Cambridge Doctors' shape, except that the sleeve ending is pointed and not rounded off, with a black braided sleeve decoration. The facings and sleeve linings will be black in colour with 100 mm square patches at 100 mm intervals. The hood will be full-shaped with rounded corners with a black lining.
- 21.2.12 All Curtin University doctoral regalia will be distinguished by burgundy and black linings to the hood. The colour is revealed by turning over the top of the hood and forming the traditional fold. The headwear will be a black Tudor bonnet.

Honorary Regalia

- 21.2.13 The honorary regalia will be a burgundy cloth robe of the Cambridge Doctors' shape, except that the sleeve ending is pointed and not rounded off, with a black braided sleeve decoration. The facings and sleeve linings are black in colour with 100 mm square patches at 100 mm intervals. The hood will be full-shaped with rounded corners and have the appropriate doctoral colour along with the black lining. The headwear will be a black Tudor bonnet.
- 21.2.14 The honorary regalia will be distinguished by different colours in the sash. The colour is revealed by turning over the top of the hood and forming the traditional fold. The appropriate colours are:

Doctor of Letters (DLitt)	Smalt
Doctor of Science (DSc)	Spectrum green
Doctor of the University (DUniv)	Old gold

- 21.2.15 The University will provide, on a loan basis, appropriate academic dress to an honorary award recipient for the presentation ceremony and for all other occasions when the honorary award recipient is representing Curtin University and academic dress is required.
- 21.2.16 Curtin University will not provide Academic Regalia to Curtin University Fellows or John Curtin Medallists.

Other Regalia

- 21.2.17 All other regalia will bear the Gold Curtin badge appropriately affixed to the gown.
- Chancellor – black in colour with purple trim, black lining and wide gold braiding and a black Tudor Bonnet with gold tassel.
 - Vice-Chancellor – black in colour with purple trim, black lining and wide silver braiding and a black Tudor Bonnet with silver tassel.
 - Pro Vice-Chancellor – black in colour with purple trim, black lining and thin gold braiding and a black Tudor bonnet with gold tassel, crests down the front.
 - Council Members – black in colour with gold trim, gold braiding and no headwear.
 - Guild President – black in colour with gold trim, gold braiding and no headwear.
- 21.2.18 At the request of a special guest, the Graduations Office will provide a gown, black in colour with green trim on a loan basis.
- 21.2.19 John Curtin Medallist's regalia will consist of a black gown, dark green sash and no headwear.
- 21.2.20 External community members of the stage party including the Visitor will wear:
- their own academic regalia;
 - full dress uniform if they are a member of one of the forces; or

- smart business attire.

21.2.21 The Master of Ceremonies and Occasional Speaker will wear either academic dress appropriate to their qualification or dress in smart business attire.

21.2.22 It is the responsibility of all other members of the stage party to wear appropriate academic regalia for their qualification.

Aboriginal/Torres Strait Islander Sash

21.2.23 Graduates of Aboriginal or Torres Strait Islander descent may choose to wear an approved identifying sash in addition to their discipline sash.

21.2.24 Approval will be given by the Academic Registrar in consultation with the Head, Centre for Aboriginal Studies.

21.3 Scope of Procedures

21.3.1 All individuals who meet or have met the requirements to be considered a graduate, graduand or student.

21.4 Related Documents/Links/Forms

21.4.1 Honorary Awards Policy

21.4.2 Honorary Doctorate Procedures

22. REFUSAL OF GRADUATION

22.1 Legislation/Enterprise Agreement/Policy Supported

22.1.1 Awards and Graduation Policy

22.2 Procedural Details

22.2.1 Graduates who have a sanction on their student record will not be permitted to receive their award or attend a ceremony.

22.2.2 Action to enable a sanction to be removed, (e.g. payment of outstanding fees), will be taken by the student prior to the advertised deadline set by the Graduations Office in order to attend a ceremony and/or receive an award certificate.

22.2.3 The Academic Registrar may make discretionary exceptions.

22.3 Scope of Procedures

22.3.1 All individuals who meet or have met the requirements to be considered a graduate, graduand or student.

23. WESTERN AUSTRALIAN INSTITUTE OF TECHNOLOGY (WAIT) AWARD CERTIFICATES

23.1 Legislation/Enterprise Agreement/Policy Supported

23.1.1 Awards and Graduation Policy

23.2 Procedural Details

23.2.1 From 1 January 1987, all graduates were issued with award certificates from Curtin University. Original WAIT awards were no longer issued from this date.

23.2.2 No award certificates issued prior to 1 January 1987 by WAIT will be re-issued as an award from Curtin University.

23.3 Scope of Procedures

23.3.1 All individuals who meet or have met the requirements to be considered a graduate, graduand or student.

24. VOCATIONAL TRAINING AND EDUCATION CENTRE (VTEC) AWARD CERTIFICATES

24.1 Legislation/Enterprise Agreement/Policy Supported

24.1.1 Awards and Graduation Policy

24.2 Procedural Details

24.2.1 The Department of Training & Workforce Development, VTEC, deliver on behalf of Curtin University – Vocational Training and Education Centre five education programs aligned to the Australian Qualifications Framework (AQF).

24.2.2 The Graduations Office is responsible for issuing award certificates for these five programs. These are:

- TAA40104 Certificate IV in Training and Assessment
- CHC50908 Diploma of Children’s Services (Early Childhood Education and Care)
- HLT51607 Diploma of Nursing (Enrolled/Division 2 Nursing)
- BSB51307 Diploma of Occupational Health and Safety
- BSB60607 Advanced Diploma of Occupational Health and Safety

Vocational Training and Education Centre Certificates

24.2.3 As outlined in the AQF, the VTEC award certificate will contain sufficient information to identify correctly the:

- Issuing organisation;
- Name of the person receiving the qualification;
- Awarded qualification by its full title;
- Date of issue/award/conferral;
- Authorised signatory; and
- Issuing organisation’s seal/watermark or corporate identifier.

24.2.4 The standard size of a Curtin VTEC award certificate is A4 portrait dimensions. Further information relating to the certificate format is below:

- The name on the award certificate will be the student’s formal name and will be in title case.
- The certificate title will be stated on the first line in title case.
- In/of (if applicable) will be stated on the second line in lower case.
- The industry descriptor will be stated on the third line in title case.
- The occupation stream (if applicable) will be stated on the fourth line in title case.
- The Training Package qualification code or accredited course code will be stated on the fifth line in upper case.

Issue of Approved VTEC Certificate

24.2.5 Approved VTEC Certificates will be awarded as provided below:

SCENARIO	AWARD CERTIFICATE	CERTIFICATE DETAILS
Enrolled and completed course prior to 1 January 2011	Pre 1 January 2011 award certificate to be issued by Graduations Office, Curtin University	Signatures of the Chancellor/Vice-Chancellor at the time of conferral. VTEC to provide award title/number
Enrolled in course prior to 1 January 2011 but passed after 1 January 2011	Pre 1 January 2011 award certificate to be issued by Graduations Office, Curtin University	Signatures of the Chancellor/Vice-Chancellor at the time of conferral. VTEC to provide award title/number

Enrolled in course after 1 January 2011 (only applicable to the five approved Curtin continuing courses from 1 January 2011)	Post 1 January 2011 award certificate to be issued by Graduations Office, Curtin University	Signatures of the Chancellor/Vice-Chancellor at the time of conferral. VTEC to provide award title/number
Enrolled in course after 1 January 2011 (not an approved Curtin Continuing Course from 1 January 2011)	Award certificate to be issued by VTEC	As determined by VTEC

24.2.6 The following standard wording will appear on VTEC awards issued by Curtin University.

CURTIN UNIVERSITY LOGO	
Vocational Training and Education Centre	
This is to certify that	
Formal Name	
Has fulfilled the requirements for	
Certificate Title in/of Industry Descriptor (Occupation Stream) (if applicable) Training Package Number (if applicable)	
<i>signature</i> VICE-CHANCELLOR	<i>signature</i> CHANCELLOR
National Provider Code (Prov. No.)	DD Month YYYY Award No
The qualification is recognised within the Australian Qualifications Framework	
A summary of the employability skills developed through this qualification can be downloaded from http://employabilityskills.training.com.au	
Curtin University National Provider Code: (Prov.No.)	
Nationally Recognised Training Logo	Training Accreditation Council of Western Australia logo

Variations to Format of Award Certificates

24.2.7 Minor changes to the format of award certificates may be approved at the discretion of the Academic Registrar.

24.3 Scope of Procedures

24.3.1 All individuals who meet or have met the requirements to be considered a graduate, graduand or student.

25. VICE-CHANCELLOR'S LIST

25.1 Legislation/Enterprise Agreement/Policy Supported

25.1.1 Awards and Graduation Policy

25.2 Procedural Details

Vice-Chancellor's List Eligibility

25.2.1 To be eligible for the Vice-Chancellor's List, the student will:

25.2.1.1 Be enrolled in an undergraduate course;

25.2.1.2 attain a SWA of 85.00 or higher in the relevant study period;

25.2.1.3 the SWA will relate to an enrolment of at least 75 credits; and

25.2.1.4 the SWA will be in the top one percent of students in an undergraduate course in a specified period (for example, study period or calendar period).

25.2.2 A student who is studying part time and enrolled in less than 75 credits in a study period may still be eligible for the Vice-Chancellor's List provided he or she achieves consecutive SWAs of 85.00 or more covering at least 75 credits.

25.2.3 A study period during which a student is enrolled in less than 75 credits may not be used in isolation to determine eligibility for the Vice-Chancellor's List.

Determining Nominations for Membership of the Vice-Chancellor's List

25.2.4 The sole criterion for membership of the Vice-Chancellor's List is academic performance.

25.2.5 The Head of School is responsible for identifying and nominating the top one percent of students in the course in the specified period who have achieved a SWA of 85.00 or higher.

25.2.6 Students in a course comprise all enrolled students irrespective of location or enrolment category (for example, full-time or part-time, domestic or international, onshore or offshore, internal or external).

25.2.7 A student may be nominated for membership of the Vice-Chancellor's List on multiple occasions and in consecutive study periods.

Maximum of One Percent of Students in Faculty

25.2.8 The number of students nominated for the Vice-Chancellor's List within each Faculty for a specified period will not exceed one percent of the eligible students in the Faculty.

Nominations where there are Less than 100 Students in a Course

25.2.9 Where there are less than 100 students enrolled in a course in the specified period, one student may be nominated for the Vice-Chancellor's List, provided:

- he or she has a SWA of 85.00 or more; and
- this does not result in more than one percent of eligible students in the Faculty being nominated

Approval of Nominations for Vice-Chancellor's List

25.2.10 The Academic Registrar, on the recommendation of the Manager, Graduations, will be responsible for determining which students will be admitted to membership of the Vice-Chancellor's List.

Issue of Certificate

25.2.11 An official certificate confirming membership of the Vice-Chancellor's List will be issued to the student on each occasion the student is admitted to the List. The certificate does not bear the Graduation Seal. The Graduations Office will issue the certificate.

Format of Certificate

- 25.2.12 The certificate will bear the name of the student, the number of times the student has been admitted to the List and the study periods in which the student achieved the results that resulted in admission to the Vice-Chancellor's List.
- 25.2.13 The name on the certificate will be the student's formal name and will be title case in 28pt Times New Roman font.
- 25.2.14 The number of times the student has attained membership of the Vice-Chancellor's List will be uppercase in 12pt Arial font.
- 25.2.15 The study period(s) for which the person has been nominated will be listed in ascending order and will be title case in 10pt Arial font.



- 25.2.16 Membership of the Vice-Chancellor's List is recorded on the academic transcript.
- 25.2.17 If the student attends a graduation ceremony to receive the award certificate for the course in which membership of the Vice-Chancellor's List was attained, the student's inclusion on the List will be mentioned at the ceremony.
- 25.2.18 The insertion of the notation to the Vice-Chancellor's List on Student One is the responsibility of the Graduations Office.
- 25.2.19 The Graduations Office will administer the formal recognition of a member of the Vice-Chancellor's List by means of an annual presentation ceremony hosted by the Vice-Chancellor. Academic dress is not required.
- 25.2.20 A Vice-Chancellor's List lapel badge will be given to each student on his or her first nomination to the List.

25.3 Scope of Procedures

- 25.3.1 All eligible students enrolled in an Undergraduate course.

26. SUPPRESSION OF STUDENT AWARD DETAILS

26.1 Legislation/Enterprise Agreement/Policy Supported

26.1.1 Awards and Graduation Policy

26.2 Procedural Details

26.2.1 A graduate may request to have their details suppressed where the following circumstances apply:

26.2.1.1 Witness protection; and

26.2.1.2 Other circumstances as are determined to be “exceptional” by the Manager, Graduations (exceptional circumstances are considered those where the suppression of details will protect the health and well-being of the graduate).

26.2.2 Graduates will contact the Graduations Office, Student Services, Bentley Campus and complete the appropriate application form.

26.2.3 Graduations Office staff members will confirm with applicant the significance of their record being suppressed and will provide the relevant information with sensitivity and discretion.

26.2.4 The Manager, Graduations will determine whether the applicant has met the circumstances required for the suppression of their record and advise the graduate of the outcome of their application.

26.2.5 Where there is any dispute in relation to the approval or rejection of a suppression application, the Academic Registrar will determine the matter.

26.3 Scope of Procedures

26.3.1 All eligible individuals who meet or have met the requirements to be considered a graduate, graduand or student.

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Chair, Academic Services Committee
Review Date	1 st April 2019

REVISION HISTORY

Version	Approved/ Rescinded/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New 2008 Edition	Approved	27/06/2008	Academic Board	AB 129/08	Attachment 1 to Document No 00615/08 as amended
2009 Edition	Amended	24/04/2009	Academic Board	AB 53/09	Document No 444/09 as amended
	Administratively Updated	17/06/2010	Director, Legal and Compliance Services		Amended to Reflect Organisational Change
	Amended	24/02/2012	Academic Board	AB 9/12	Attachment 3 to Document No 00133/12

	Administratively Updated	05/06/2014	Director, Legal and Compliance Services		Minor amendments due to the approval of the new Honorary Awards Policy and Honorary Doctorate Procedures (Council 11 December 2013, C 206/13) effective 1 January 2014
	Amended	14/07/2016	Chair, Academic Services Committee	EM1632	Sections 4 to 26 Conditional upon approval of the policy by Academic Board on 29 July 2016

ADDITIONAL INFORMATION

27. INTERPRETATION

Where there is any doubt as to the interpretation or administration of the policies and procedures contained within the *Awards and Graduation Manual*, the Academic Registrar is responsible for determining the matter.

28. DEFINITIONS

The following definitions apply to all sections of this manual.

Academic Regalia refers to the full dress for the award being received.

An **Australian Higher Education Graduation Statement (graduation statement)** is a document provided by Australian higher education institutions to graduation students on completion of the requirements for a particular higher education award. It provides a description of the nature, level, context, and status of studies that were pursued by the individual named. Its purpose is to assist in both national and international recognition of Australian qualifications and to promote international mobility and professional recognition of graduates.

An **Award Certificate** means the official University certificate bearing the Curtin Graduation Seal conferred by Council, which confirms completion of an award course of study.

An **Award Number** is the sequential number allocated to an award conferred by Council.

An **Award with Distinction** is granted by the Board of Examiners in recognition of outstanding performance in the course.

An **Award with Honours** may be earned either as the outcome of a year of study that is additional to a bachelor degree in a discipline or as the outcome of an honours program that is studied concurrently with a normal pass degree of four years or more in a discipline.

A **Board of Examiners** is a committee that is constituted for each award course to ensure that the assessment and determination of performance of each student enrolled in that course is conducted in a fair and equitable manner.

A **Change of Name** is when the formal name of a student is changed during the course of their study. A change of name will only occur with proof of identity in the form of certified documentation.

A **Completion Date** is the date on which a Board of Examiners determines that a student has completed all course requirements.

A **Conferral Date** is the date on which Council confers an award on a graduand.

Conferral is when Council approves the production of the award certificate and the application of the Curtin Graduation Seal.

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications.

Gown refers to the designated Curtin gown for the award being received.

A **Graduand** is a student who has completed the requirements of the course and is awaiting conferral of their award by the Council.

A **Graduate** is a student who has had their award conferred by the Council.

A **Graduation Ceremony** is an official graduation event hosted by Curtin University.

The **Graduation Seal** is the official seal of the University as outlined in Statue 1 and is applied to the award certificate as directed by Council.

Graduation Statement means an Australian Higher Education Graduation Statement.

Head of School means the senior academic position in charge of a School.

A **Higher Award** is an award conferred on a person by the Council in recognition of published work which is a substantial and distinguished contribution to the appropriate branch of learning, which gives the candidate an authoritative standing in the field of knowledge in which the work falls and is entitled to general recognition as such by scholars in the field.

A **Hood** refers to the cowled attachment worn in conjunction with a doctoral gown.

A **Letter of Course Completion** is an official document issued by the Academic Registrar stating that all academic requirements for the course have been met by the student.

A **Major** is a series of units that pursues learning in depth and provides a coherent and rigorous enquiry of a single discipline or area of study.

The **Master of Ceremonies** officiates at a Curtin University graduation ceremony.

A **Mortarboard** refers to the designated Curtin headwear for the award being received (with the exception of doctoral degrees).

OCC is an acronym for the Official Communications Channel.

The **Occasional Speaker** is the speaker at a Curtin University graduation ceremony and may be a member of the public, a Curtin staff member or a Curtin honorary award recipient.

A **Posthumous Award** is an award bestowed on a deceased student in accordance with Section 14 of this manual.

A **Post-Nominal** is the series of letters placed after the name of a person to indicate that the individual holds a position, educational degree, accreditation, office, or honour.

A **Prize** is a reward or special recognition of a students' high achievement in an area, course and/or community activity.

A **Pro Vice-Chancellor** is the senior academic position in charge of a Faculty.

A **Replacement Award** refers to the issue of a new award certificate replacing the original award certificate in instances such as theft, damage or misplacement of the original award for an approved fee.

A **Sanction** is a warning that is applied to a student's record to alert the student and staff to outstanding requirements, such as non-payment of fees or charges that may prevent the student from accessing results, re-enrolling or graduating.

A **Sash** refers to the coloured sash worn with the gown. The colour denotes the area of study and the level of the award being presented.

A **School** is used in this manual as the generic term for an academic area within a Faculty.

Statute No 1 is Curtin University Statute No 1 – Common Seal and Graduation Seal.

A **Student** is a person who is admitted to a course or enrolled in a unit that leads to, or is capable of leading to, an academic award of the University.

Student One is the University's central student records system in which records for all Curtin students will be maintained (with the exception of VTEC students and ELICOS students).

A **Tudor Bonnet** refers to the designated Curtin headwear for doctoral degrees.

Universities Australia is the Council of University Presidents, representing Australian Universities nationally and internationally (previously Australian Vice-Chancellors' Committee (AVCC)).

The **Vice-Chancellor's List** is for academic excellence and comprises undergraduate students who have been selected from the top one percent of a course in each semester.

A **Visitor** is an appointment as set out in the Curtin University Act and is the Governor of Western Australia.

The ***Vocational Training and Education Centre (VTEC)*** is a branch of Curtin University that delivers a range of education programs, aligned to the Australian Qualifications Framework, and equivalent to and recognised by Training and Further Education (TAFE).

A ***Working Day*** is defined as all days Monday to Friday including all State, country and religious observances. However with the exception of the 5 day Easter observance i.e. Good Friday to Easter Tuesday inclusive and the 14 day University Christmas/New Year break, i.e. from the Monday of the first week until the Sunday of the second week inclusive.

29. SCHEDULES

SCHEDULE 1: Awards Bearing the Graduation Seal

Undergraduate

- Associate Degree
- Bachelor
- Bachelor with Honours

Postgraduate (Coursework)

- Graduate Certificate
- Graduate Diploma
- Postgraduate Diploma
- Master
- Doctor

Postgraduate (Research)

- Master
- Doctor

Higher Doctorate

- Doctor of Letters
- Doctor of Science

Honorary Doctorate

- Honorary Doctor of the University
- Honorary Doctor of Letters
- Honorary Doctor of Science

Other

- Curtin University Fellow

SCHEDULE 2: Examples of Award Titles

BACHELOR OF COMMERCE
(MANAGEMENT)
WITH DISTINCTION

BACHELOR OF COMMERCE
(MANAGEMENT)
(HONOURS)

POSTGRADUATE DIPLOMA IN HEALTH
(DIETETICS)
WITH DISTINCTION

MASTER OF PHILOSOPHY
(PHARMACY)

DOCTOR OF MATHEMATICS EDUCATION

DOCTOR OF PHILOSOPHY