

# Awards and Graduation Manual

CONSOLIDATED POLICIES AND PROCEDURES

**ISSUED BY:** Academic Registrar  
Curtin University

**Commencement Date:** 24 February 2012

**Category:** Students  
Teaching & Learning

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# 1. INTRODUCTION

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## AWARDS AND GRADUATION MANUAL

This manual is a consolidation 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 (Consolidated Policies and Procedures)*. It can be referred to and cited as the *Awards and Graduation Manual*.

The *Awards and Graduation Manual* rescinds and replaces the *2009 Awards and Graduation Manual*, with effect from 24 February 2012, the date of approval by Academic Board.

All policies and procedures contained in this edition are effective from this date unless otherwise specified, and shall remain in force until amended or repealed by Academic Board.

## APPROVAL DETAILS

<u>Produced:</u>	Academic Registrar	2 November 2011
<u>Endorsed:</u>	Academic Services Committee	8 February 2012
<u>Approved:</u>	Academic Board	24 February 2012
<u>Issued:</u>	Academic Registrar	February 2012



John Rowe  
Academic Registrar  
February 2012

## **2. EXCEPTIONS**

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The policies and procedures in this manual are relevant to all awards granted by Curtin University.

### 3. GENERAL PRINCIPLES

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An award certificate may only be issued on the authority of Council.

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).

The conferral date of an award shall be the date of approval by the Vice-Chancellor.

The Vice-Chancellor shall approve the affixing of the Graduation Seal on the recommendation of the Academic Registrar.

A graduand may not obtain their award certificate until after conferral has occurred.

Curtin University issues one original award certificate.

The Graduation Seal shall be affixed to each award certificate.

Unless otherwise approved by Council, every award certificate to which the Graduation Seal is affixed shall bear the signature of the Chancellor and Vice-Chancellor. Council may approve the use of additional or alternative signatures.

Graduation Seals shall be stored securely under the control of the Manager, Graduations Office.

# 4. AWARD CERTIFICATES BEARING THE GRADUATION SEAL

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## Undergraduate

- Advanced Diploma
- Associate Diploma
- Associate Degree
- Bachelor
- Certificate
- Certificate I
- Certificate II
- Certificate III
- Certificate IV
- Diploma

## 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

## PRODUCTION OF AWARD CERTIFICATES

All Curtin University award certificates are produced by the Graduations Office.

## COLLABORATIVE AWARDS

Curtin University award certificates may be issued in conjunction with other institutions as a collaborative award.



# 5. FORMAT OF AWARD CERTIFICATES

## DIMENSION OF AWARD CERTIFICATES

The standard size of an undergraduate or postgraduate award certificate is 23 cm x 32 cm portrait dimensions.

The standard size of a doctoral or honorary award certificate is A3 portrait dimensions.

The standard size of a collaborative award certificate shall be the standard size for the respective award certificate issued.

## FORMAT OF AWARD CERTIFICATES

### Undergraduate, Postgraduate (coursework and research) and Doctoral Degrees

- The name on the award certificate will be the student's formal name and will be in title case.
- The degree title (and major and award level if applicable) will be in uppercase.
- The degree title will be stated on the first line.

### Undergraduate and Postgraduate (as applicable)

- The major (if applicable) will be stated on the second line in brackets.
- An award level for distinction (if applicable) will be stated on the third line.

### Undergraduate Only (as applicable)

- An award level for honours (if applicable) will be stated on the third line in brackets.
- The level of award of honours (if applicable) will be stated on the fourth line.

The following standard wording shall 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 OF TECHNOLOGY  
WAS HERETO AFFIXED PURSUANT TO THE RESOLUTION  
OF THE COUNCIL.

*(signature)*  
CHANCELLOR

*(signature)*  
VICE-CHANCELLOR

**DD Month YYYY Award No XXXXXX**

The following standard wording shall 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 OF TECHNOLOGY  
WAS HERETO AFFIXED PURSUANT TO THE RESOLUTION  
OF THE COUNCIL.

*(signature)*  
CHANCELLOR

*(signature)*  
VICE-CHANCELLOR

**DD Month YYYY Award No XXXXXX**

The following standard wording shall 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 OF TECHNOLOGY  
WAS HERETO AFFIXED PURSUANT TO A RESOLUTION  
OF THE COUNCIL.

*(signature)*  
CHANCELLOR

*(signature)*  
VICE-CHANCELLOR

**DD Month YYYY Award No XXXXXX**

**TEXT ON AWARD CERTIFICATES** (Excluding Vocational Training and Education Centre (VTEC) award certificates)

- Graduate names shall be printed in 36pt Garamond font.
- The degree title shall be printed in 24pt Goudy Trajan font.
- The major shall be printed in 20pt Goudy Trajan font.
- The honours or distinction shall be printed in 18pt Goudy Trajan font.
- The level of honours shall be printed in 18pt Goudy Trajan font.
- The conferral date and individual award number shall be in 9pt Times New Roman font.

Other inscriptions (as required) shall be in 20pt Goudy Trajan font or a size conducive to the length of text and as instructed by the Academic Registrar.

## 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

## VARIATIONS TO FORMAT OF AWARD CERTIFICATES

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

## COLLABORATIVE AWARDS

The standard wording will follow the format of the relevant award certificate.

Following conditions of the Collaborative Agreement, one award certificate will be awarded and that will be issued by the Home University\*. The student may only attend one graduation ceremony as scheduled by the Home University.

An award certificate will be issued, following the standard format of the relevant award. The Curtin Graduation Seal shall be applied and the award will display the logos of the institution(s) in the collaborative partnership.

The award certificate must include a notation that the approved course was a collaborative award program with the other parties.

For example:

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

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 OF TECHNOLOGY  
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

\* Home University – means the University at which the student is admitted to the approved courses proper.

## HONORARY AWARDS

The following standard wording shall 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 OF TECHNOLOGY  
WAS HERETO AFFIXED PURSUANT TO THE RESOLUTION  
OF THE COUNCIL.

*signature*  
CHANCELLOR

*signature*  
VICE-CHANCELLOR

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

The following standard wording shall 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 OF TECHNOLOGY  
WAS HERETO AFFIXED PURSUANT TO THE RESOLUTION  
OF THE COUNCIL.

*signature*  
CHANCELLOR

*signature*  
VICE-CHANCELLOR

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

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

#### **WESTERN AUSTRALIAN INSTITUTE OF TECHNOLOGY (WAIT) AWARDS**

The following standard wording shall 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

# 6. COMPLETION APPROVAL

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## COURSE COMPLETION

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.

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.

Up to date contact details must also be maintained by the student.

Completion documentation will only be issued after the published results release date of the relevant study period.

## LETTER OF COURSE COMPLETION

A letter of course completion can be provided upon request by a student after the published results release date.

The letter names the course in which a student was enrolled and states that the student has met all requirements of the course.

A fee will apply for the provision of a letter of course completion.

## APPROVAL AUTHORITY

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 shall also approve the level of honours to be awarded and whether the award is "With Honours" or "With Distinction".

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.

The process and deadlines for recording a student as "passed" shall be as prescribed by the Academic Registrar.

## APPROVAL AUTHORITY NOT RECORDED BY DEADLINE

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

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

# 7. PRODUCTION OF AWARD CERTIFICATES

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## GRADUATION SEAL

All award certificates (except honorary award certificates) are printed with the Curtin Graduation Seal affixed.

The Graduations Office is responsible for manually affixing the seal to honorary awards.

Documents submitted to the Vice-Chancellor relating to the issue, amendment or rescission of award certificates shall be produced from Student One 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).

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.

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

<p style="text-align: center;"><b><u>CURTIN UNIVERSITY OF TECHNOLOGY</u></b></p> <p style="text-align: center;"><b><u>[INSERT DATE] GRADUANDS</u></b></p> <p style="text-align: center;"><u>Approval to Affix Graduation Seal to Awards of the University</u> <u>pursuant to Section 6(2) of Curtin University of Technology</u> <u>Statute No 1</u> <u>Common Seal and Graduation Seal.</u></p> <p>Vice-Chancellor</p> <p>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".</p> <p>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.</p> <p>The date of effect of your authorisation is to be DD Month YYYY.</p> <p>John Rowe Academic Registrar</p> <p>.....</p> <p>I, Jeanette Hacket, 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.</p> <p>Jeanette Hacket Vice-Chancellor</p> <p>.....</p>
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## AWARD CERTIFICATE STOCK CONTROL

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

Blank award certificates are purchased annually with a pre-affixed seal. A Curtin staff member must 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.

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.

All award certificates that are printed in error and require destroying are stored in the safe until such time as 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.



## 8. POST-NOMINALS

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

Once an award has been conferred by the University Council, post-nominals may be used.

The order in which these are listed after a name is based on agreed conventions.

Examples of post-nominals for Curtin awards are:

Joe Citizen MBA(Curtin)

Joan Citizen BSc(Curtin)

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

Areas of study (majors and minors) do not appear in post-nominals. For example, a graduate with a Bachelor of Commerce, major in Management, may use the award abbreviation BCom(Curtin).

Examples of post-nominals for Curtin awards are:

Diploma of Commerce	DipCom(Curtin)
Bachelor of Arts	BA(Curtin)
Bachelor of Education (Early Childhood Education with Honours)	BEd(Hons)(Curtin)
Graduate Certificate in Metallurgy	GradCertMetall(Curtin)
Graduate Diploma in Counselling	GradDipCouns(Curtin)
Postgraduate Diploma in Commerce (Accounting)	PGradDipBus(Curtin)
Master of Nursing	MNursing(Curtin)
Doctor of Philosophy	PhD(Curtin)

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

Bachelor of Business (Accounting)	BBus(WAIT)
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Post-nominals for Curtin Honorary Awards are:

Curtin University Fellow	CF
Honorary Doctorate of Letters	HonDLitt(Curtin)
Honorary Doctorate of Science	HonDSc(Curtin)
Honorary Doctorate of the University	HonDUniv(Curtin)
Emeritus Professor	No <u>post-nominal</u> to be used

Full stops are not used in post-nominals.

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

Only the highest award from an institution should 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).

Post-nominals should 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
- 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)

## **9. OTHER GRADUATION DOCUMENTATION**

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### **9.1 ACADEMIC TRANSCRIPT**

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#### **PROVISION OF AN ACADEMIC TRANSCRIPT**

Following the conferral date of the award, the Graduations Office will mail a complimentary academic transcript and graduation statement to the preferred mailing address of all graduates who have completed their course and are not attending a ceremony.

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

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

## 9.2 GRADUATION STATEMENT

### GENERAL PRINCIPLES

An Australian Higher Education Graduation Statement (graduation statement) will be issued to all graduates who have their award conferred by University Council on or after 1 November 2010.

A graduation statement is an official document issued by the University.

A graduation statement may only be issued by, and under the authority of the Academic Registrar.

A graduation statement will be issued following conferral of the award by Council.

Graduation statements 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. Please see section 9.1 of this manual for additional information.

### FUTHER INFORMATION

The graduation statement is a Commonwealth initiative that has been introduced to make Australian qualifications more portable and their value more apparent.

The graduation statement describes a higher education qualification in an easily understandable way for potential employers and other higher education institutions.

The graduation statement provides a description of the nature, level, context and status of studies pursued by the individual named.

### PROCEDURES

The format and content of the graduation statement shall 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.

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

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 – <u>Graduate's</u> Academic Achievements <i>Compulsory Items (excluding thesis title and 100 word extract)</i>	Academic Registrar
Section 4 – <u>Graduate's</u> Academic Achievements <i>Thesis title and 100 word extract</i>	Associate Deputy Vice-Chancellor, Research Training
Section 4 – <u>Graduate's</u> Academic Achievements <i>Optional Items</i>	Academic Registrar
Section 5 - Description of the Australian Higher Education System	Australian Government

## 9.3 LETTER OF COMMENDATION

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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.

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

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 shall consider the nomination and refer it with a recommendation to the Chancellor.

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.

# 10. HIGHER AWARDS

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

- Doctor of Science
- Doctor of Letters

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*.

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

# 11. HONORARY AWARDS

---

The Secretary to the Council shall invite nominations for honorary awards.

Honorary awards that may be granted and issued an award certificate bearing the Graduation Seal are:

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

Other honorary awards that may be granted are:

- John Curtin Medal

Honorary awards will normally be conferred during a University graduation ceremony or similar high profile public occasion by means of presenting a framed award certificate.

Except in unusual circumstances, and only at the discretion of the Council, an honorary degree or Curtin University Fellowship must be received in person at a relevant public ceremony within a two year period from the date of the granting of the award. However, if after having indicated willingness to accept, a candidate becomes incapacitated or dies, the award may be conferred *in absentia* or posthumously.

The University shall 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 recipient is representing Curtin University and academic dress is required.

*(Specific detail of the regalia required for each category of award is included in Section 18.3: Academic Regalia).*

Academic regalia are not provided for Curtin University Fellows or John Curtin Medallists.

# 12. AWARD WITH DISTINCTION

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

## DETERMINING OUTSTANDING PERFORMANCE IN A COURSE

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.

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.

To determine whether a student or students have performed at an outstanding level in comparison to other students in the course, the following principles should be observed:

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

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

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, should be granted an award with distinction. The Head of School must clearly document the reasons for the decision and outline how the student or students have demonstrated outstanding performance within their course.

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.

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

## EXCLUSION CONDITIONS

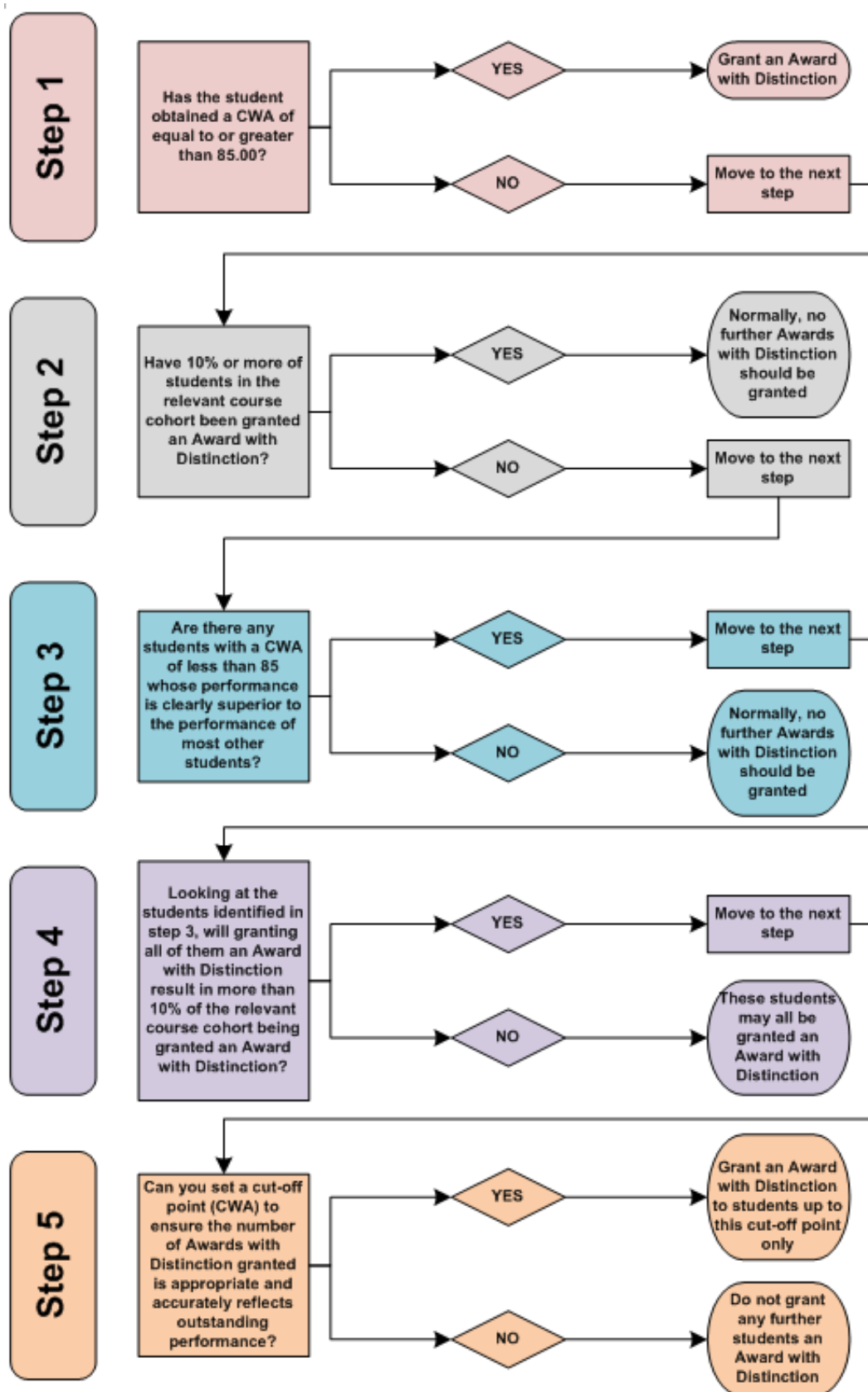
A student may be excluded from being granted an award with distinction at the discretion of the School, where the student's results contain a conceded pass or a pass after supplementary assessment. If exclusion of students for any of these reasons is standard practice, these arrangements should be communicated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

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

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



# 13. APPROVAL OF AN INTERMEDIATE AWARD

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## INTERMEDIATE AWARDS

An “Intermediate Award” is an approved exit point from a higher level award course (Principal Award). It recognises completion of units that make up the requirements of an approved course where the student has completed these units as part of a higher level course.

Intermediate Awards are only available for coursework courses. The Intermediate Award must be an approved award of the University, an approved exit point from the Principal Award and must not be at the same level as the Principal Award.

Students who have already completed the requirements of the Principal Award are not eligible to apply for an associated Intermediate Award.

Only one approved Intermediate Award can be taken out at each course level e.g. Graduate Certificate, Graduate Diploma.

It is the responsibility of the Head of School to advise the Graduations Office if an award with distinction should be granted to a student graduating with an Intermediate Award. Any award with distinction granted to a student graduating with an Intermediate Award should be based on results relevant to the Intermediate Award and not the Principal Award.

## APPLICATION FOR AN INTERMEDIATE AWARD

Students may apply to the Head of School to be granted an Intermediate Award when they have completed the full course requirements of the Intermediate Award course.

Students must apply for an Intermediate Award within four weeks of results release of the final study period of the Principal Award.

If a student has been terminated from their course but has met the full course requirements for the Intermediate Award course, the student may apply for an Intermediate Award subject to approval by the relevant Head of School.

Irrespective of whether a terminated student is approved to graduate with an Intermediate Award, an International Onshore student on a student visa will still be reported to the Department of Immigration and Citizenship (DIAC) for a breach of student visa condition 8202 (achieving satisfactory course progress) for the course from which the student was terminated.

The Head of School shall consider all applications and where applicable, certify that all the requirements of the Intermediate Award have been met before granting approval.

All applications must be in a form as prescribed by the Academic Registrar and must be submitted to the Graduations Office for processing.

## FEE PAYABLE FOR INTERMEDIATE AWARD

A fee, as approved by Council, is payable for the granting of all Intermediate Awards.

A student is not required to exit the Principal Award in order to be granted an associated Intermediate Award. In these cases the fee, as approved by Council, shall be charged for the Intermediate Award.

## FEE WAIVER

Where a student ceases to be enrolled in a Principal Award (for example due to financial circumstances or work or family commitments), the student, if eligible, may apply for the associated Intermediate Award.

In these cases, the fee may be waived.

A fee waiver will only be granted if the student has requested, and is withdrawn from, the Principal Award.

Where the student is withdrawn from the Principal Award, a sanction will be placed on the student record preventing the student from enrolling into the course for two years.

If a student re-enrols in the Principal Award within two years, the waived fee becomes payable.

The Graduations Manager (as delegated by the Academic Registrar) shall determine all applications for fee waiver.

A student who has had an Intermediate Award conferred will have his or her academic transcript annotated to that effect.

Notwithstanding any other provisions, applications for Intermediate Awards from students with a sanction for outstanding debt to the University will not be considered. Applications can still be processed and be presented at Council however, the students cannot receive their award until after all fees are paid and sanctions lifted.

### **INTERMEDIATE AWARDS TO STUDENTS WHO HAVE RECEIVED CREDIT FOR RECOGNISED LEARNING**

An Intermediate Award may not be granted where this results in the student completing with less than the prescribed minimum amount of study at Curtin.

# 14. POSTHUMOUS AWARDS

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## GENERAL

An award shall be granted posthumously where a student has completed the requirements of an award but is deceased before being issued with their award certificate.

In this situation, it would normally be expected that the student would have completed a substantial proportion of the course (for example, be in the last study period of the course and have only one or two units remaining to complete).

The student must also have completed a significant amount of the course at Curtin University (that is, not obtained credit for a significant proportion of the course through credit for recognised learning).

## POSTHUMOUS AWARD RECOMMENDATION

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

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

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 and naming the deceased student's proxy.

## APPROVAL AUTHORITY

The Academic Registrar, in consultation with the relevant Pro Vice-Chancellor or Associate Deputy Vice-Chancellor, Research Training, will determine whether a posthumous award shall be granted.

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

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

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

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 shall be made that the award is being made posthumously.

# 15. COPIES AND REPLACEMENT OF AWARD CERTIFICATES

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## 15.1 COPIES OF AWARD CERTIFICATES

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### TRUE COPIES

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

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.

True copies are not available for awards granted prior to 1987 or for PhD and VTEC awards.

### CERTIFIED COPIES

Students may obtain a **certified copy** of their issued award certificate, copied and duly signed by an officer of the Graduations Office for a fee.

Printed certified copies are not available for awards granted prior to 1987 or VTEC awards; however, the Graduations Office may sight, copy and sign the original award.

As an alternative, a letter of course completion can be issued confirming the WAIT or VTEC award.

## 15.2 REPLACEMENT AWARD CERTIFICATES

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### LOST, STOLEN OR DESTROYED AWARD CERTIFICATE

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.

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

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

All replacement award certificates shall be similarly approved by the Vice-Chancellor as delegate of Council.

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

A replacement award certificate is a legal document.

### NON-RECEIPT OF AWARD CERTIFICATE

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, must be provided.

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

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

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

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

# 16. AWARD CERTIFICATE AMENDMENTS

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Once an award certificate is awarded, it may not be amended other than as described in sections 16.1 and 16.2.

Any amendments must be approved by Council (or the Vice-Chancellor as delegate of Council).

## 16.1 CHANGE OF NAME ON AN AWARD CERTIFICATE

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

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.

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.

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.

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.

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

### EXCEPTIONS

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.

Consideration will only 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)

If approved, the new award certificate shall 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”.**

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

The original award certificate must be returned to the University.

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.



## 16.2 CHANGE OF COURSE TITLE ON AN AWARD CERTIFICATE

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

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

# 17. RESCISSION OF AWARD CERTIFICATE

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All rescinded awards shall be submitted to the Vice-Chancellor for noting and the original award certificate (if issued), shall be destroyed by the Graduations Office.

All awards must go to University Council for approval to be rescinded.

An award must be rescinded if the incorrect award title has been chosen by the School or the student has graduated in error.

All rescinded awards are recorded on Student One.

Where a student has graduated with an incorrect award, the Head of School must complete and submit the Rescind Award form to the Graduations Office.

Where a student has graduated in error, the Head of School must complete and submit the Rescind Award form to the Graduations Office.

A change of name or change to the level of the award does not require the rescinding of an award.

If a student is passed and is on conditional status, the award does not need to be rescinded.

Where a student has passed their course requirements and the correct award has been conferred by Council, the award may not be rescinded. Exceptions include administration errors that result in the incorrect award being issued.

# 18. GRADUATION CEREMONIES

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## 18.1 GRADUATION ADMINISTRATION

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A graduation ceremony is an official graduation event organised and hosted by the Graduations Office or by such other parties as approved by the Academic Registrar (for example in regional and offshore locations).

Dates for graduation ceremonies are approved by the Planning and Management Committee on the recommendation of the Academic Registrar and published on the University website.

Graduation ceremonies are held locally, regionally and overseas.

Honorary awards may be awarded at graduation ceremonies.

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.

An award certificate that remains uncollected by a student shall be retained for a period of five years. After five years, any unclaimed award certificates will be destroyed. A student who subsequently wishes to receive their award certificate shall pay the prescribed award certificate re-issue fee.

If a graduate does not contact the University in response to the graduation invitation, only the academic transcript and graduation statement will be automatically sent to the graduate's preferred mailing address. The award certificate will only be mailed if the graduate initiates contact with the University.

Prize giving ceremonies may be administered by each Faculty. These are not events run by the Graduations Office.

## 18.2 ATTENDANCE AT GRADUATION CEREMONIES

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All graduates shall be given the option to attend a ceremony.

Graduates are permitted to attend only one ceremony per degree.

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

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

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

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.

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.

Other than diploma students at Curtin Sydney, diploma students are not entitled to attend a graduation ceremony.

Graduates have a maximum of two years to attend a ceremony after which time they become ineligible to attend.

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

## 18.3 ACADEMIC REGALIA

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

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

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 REGALIA

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

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

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

The front panels shall 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), shall 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 shall 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, shall 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
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

Black mortarboards shall form part of the academic regalia for master degree graduates and be distinguished from other graduates by a gold tassel.

Wearing of a mortarboard is optional for recipients of awards below master level except associate diplomas/degrees, who are not permitted to wear a mortarboard.

The tassel shall be worn at the left side.

## DOCTORAL REGALIA

The doctoral regalia shall 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 shall be black in colour with 100 mm square patches at 100 mm intervals. The hood shall be full-shaped with rounded corners with a black lining.

All Curtin University doctoral regalia shall 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 shall be a black Tudor bonnet.

## HONORARY REGALIA

The honorary regalia shall 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 shall be full-shaped with rounded corners and have the appropriate doctoral colour along with the black lining. The headwear shall be a black Tudor bonnet.

The honorary regalia shall 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)	Claret

## OTHER REGALIA

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 green trim, gold braiding and no headwear.

At the request of a special guest, the Graduations Office will provide a gown, black in colour with green trim on a loan basis.

John Curtin Medallist's regalia shall consist of a black gown, dark green sash and no headwear.

External community members of the stage party including the Visitor shall wear:

- their own academic regalia;
- full dress uniform if they are a member of one of the forces; or
- smart business attire.

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

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**

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

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

# 19. REFUSAL OF GRADUATION

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

Action to enable a sanction to be removed, (e.g. payment of outstanding fees), must 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.

The Academic Registrar may make discretionary exceptions.



## **20. WESTERN AUSTRALIAN INSTITUTE OF TECHNOLOGY (WAIT) AWARD CERTIFICATES**

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

All award certificates issued prior to 1 January 1987 by WAIT will not be re-issued as an award from Curtin University.

# 21. VOCATIONAL TRAINING AND EDUCATION CENTRE (VTEC) AWARD CERTIFICATES

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).

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

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.

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 AWARD CERTIFICATE

SCENARIO	AWARD CERTIFICATE	CERTIFICATE DETAILS
Enrolled and completed course prior to 1 January 2011	Pre 1 January 2011 <u>award certificate</u> to be issued by Graduations Office, Curtin University	Signatures of the Chancellor/Vice-Chancellor at the time of <u>conferral</u> . VTEC to provide award title/number
Enrolled in course prior to 1 January 2011 but passed after 1 January 2011	Pre 1 January 2011 <u>award certificate</u> to be issued by Graduations Office, Curtin University	Signatures of the Chancellor/Vice-Chancellor at the time of <u>conferral</u> . 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 <u>award certificate</u> to be issued by Graduations Office, Curtin University	Signatures of the Chancellor/Vice-Chancellor at the time of <u>conferral</u> . VTEC to provide award title/number
Enrolled in course after 1 January 2011 (not an approved Curtin Continuing Course from 1 January 2011)	<u>Award certificate</u> to be issued by VTEC	As determined by VTEC

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

CURTIN UNIVERSITY LOGO	
Vocational Training and Education Centre	
This is to certify that	
<b>Formal Name</b>	
Has fulfilled the requirements for	
<b>Certificate Title in/of Industry Descriptor (Occupation Stream) (if applicable) Training Package Number (if applicable)</b>	
<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 <a href="http://employabilityskills.training.com.au">http://employabilityskills.training.com.au</a>	
Curtin University is a trademark of Curtin University of Technology. National Provider Code: (Prov.No.)	
Nationally Recognised Training Logo	Training Accreditation Council of Western Australia logo

## VARIATIONS TO FORMAT OF AWARD CERTIFICATES

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

## 22. VICE-CHANCELLOR'S LIST

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### VICE-CHANCELLOR'S LIST

The Vice-Chancellor's List recognises academic excellence and comprises students who have obtained a Semester Weighted Average (SWA) of 85.00 or higher covering an enrolment of at least 75 credits and obtained a SWA in the top one percent of students in an undergraduate course in a specified period (for example, study period or calendar period).

The Vice-Chancellor's List only applies to undergraduate courses.

To be eligible for the Vice-Chancellor's List, the student must attain a SWA of 85.00 or higher in the relevant study period and the SWA must relate to an enrolment of at least 75 credits.

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.

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

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

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.

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).

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

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

### NOMINATIONS WHERE THERE ARE LESS THAN 100 STUDENTS IN A COURSE

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

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

## ISSUE OF CERTIFICATE

An official certificate confirming membership of the Vice-Chancellor's List shall 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 shall issue the certificate.

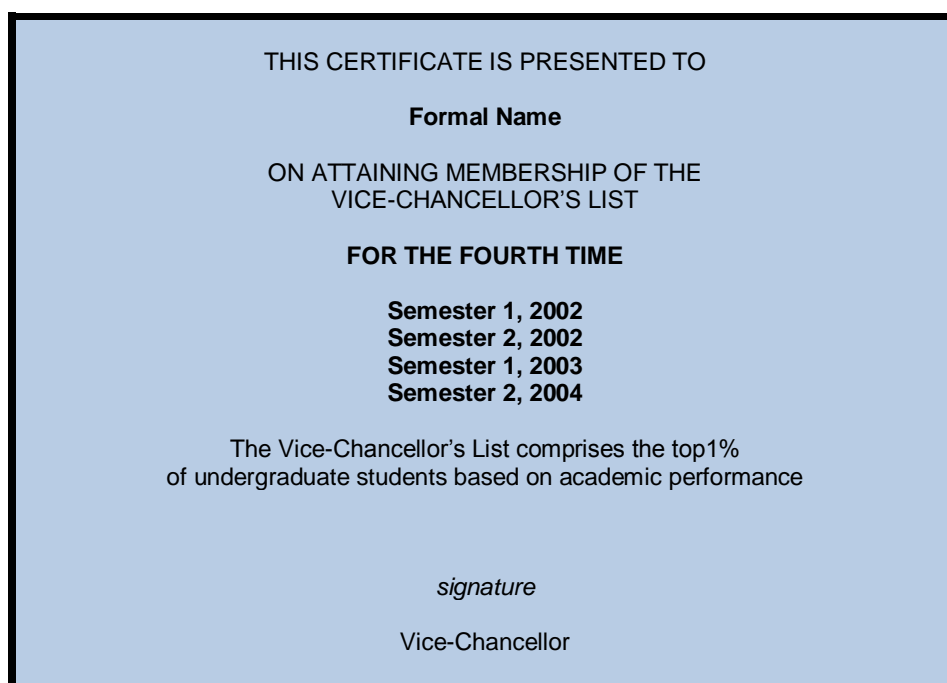
## FORMAT OF CERTIFICATE

The certificate shall 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.

The name on the certificate will be the student's formal name and will be title case in 28pt Times New Roman font.

The number of times the student has attained membership of the Vice-Chancellor's List will be uppercase in 12pt Arial font.

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.



Membership of the Vice-Chancellor's List is recorded on the academic transcript.

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.

The insertion of the notation to the Vice-Chancellor's List on Student One is the responsibility of the Graduations Office.

The Graduations Office shall 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.

A Vice-Chancellor's List lapel badge will be given to each student on his or her first nomination to the List.

## 23. KEY RESPONSIBILITIES

ACTION ITEM	RESPONSIBILITY	REFERENCE
Submit "Intention to Graduate" form to Faculty Student Services Office (FSSO)	<u>Student</u>	
Confirm each graduating <u>student</u> meets the completion requirements of the course	Head of School or Associate Deputy Vice-Chancellor, Research Training	6
Pass <u>student</u> (on the Student Management System) and submit relevant honours and distinction paperwork to Graduations Office.	FSSO	6
Send graduation invitations to graduating <u>students</u> (via <u>OCC</u> )	Graduations Office	18.2
Register online to: <ul style="list-style-type: none"> <li>• Attend a ceremony/receive award by mail/collect award</li> <li>• Update/approve formal name</li> <li>• Update/approve mailing address</li> <li>• Order regalia (if relevant)</li> </ul>	<u>Student</u>	18.2
Send registration confirmation to <u>students</u>	Graduations Office	18.2
Recommend <u>conferral</u> of awards to VC (as the delegate of <u>Council</u> )	Academic Registrar	3
Arrange <u>conferral</u> of awards	Graduations Office	18.1
Approve <u>conferral</u> of awards (as delegate of <u>Council</u> )	Vice-Chancellor	3
Facilitate <u>students</u> receipt of awards (either through the <u>students</u> attendance at a ceremony/or by mailing or arranging collection of the award)	Graduations Office	18.1

For the most up to date information regarding Graduation deadlines, please refer to: [www.graduations.curtin.edu.au](http://www.graduations.curtin.edu.au)

## 24. OTHER RELEVANT POLICIES

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### 24.1 HONORARY AWARDS POLICY AND PROCEDURES

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**This reference is provided for information** – for full details see the *Honorary Awards Policy and Procedures* available at [http://policies.curtin.edu.au/policies/az\\_index.cfm](http://policies.curtin.edu.au/policies/az_index.cfm)

## 24.2 HIGHER AWARDS POLICY AND PROCEDURES

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**This reference is provided for information** – for full details see *Rule No. 13 made pursuant to Statute No. 12 – Enrolment: Higher Doctoral Degrees* available at [http://policies.curtin.edu.au/legislation/statutes\\_rules.cfm](http://policies.curtin.edu.au/legislation/statutes_rules.cfm)



# 25. INTERPRETATION

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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.

## 26. DEFINITIONS

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The following definitions apply to all sections of this manual.

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An **Academic Transcript** is the official University record of a student's results and is printed on official University transcript paper.

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

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 Course** means a structured combination of units approved by the University Academic Board which when completed qualifies the student for an award from Curtin University.

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** can 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 can only occur with proof of identity in the form of certified documentation.

A **Collaborative Award** is where a Curtin degree program is delivered with the collaboration of other higher education institutions. Normally these lead to the award of a Curtin degree for which the award reflects the collaborative development and delivery of the education program. The term "Collaborative Awards" is also used to refer to degree programs where Curtin is the collaborating partner, but not the initial enrolling partner.

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.

**Council** is the governing body of Curtin University.

**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.

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 **Honorary Award** is an award conferred on a person by the Council as a mark of esteem, in recognition of outstanding achievements or contributions in a particular field of endeavour; or in recognition of outstanding contributions to the university or the wider community.

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).

A **Non-Award Course** means a program of study, which does not lead to a formal award. It may comprise a unit or units of study from an award course and may be counted as credit towards an award course in some cases.

**OASIS** is an acronym for Online Access to Student Information Services, the student portal, through which students are provided with access to a wide range of eServices.

**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.

The **Official Communications Channel (OCC)** is the means by which official correspondence is delivered electronically to students within OASIS.

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 **Rescinded Award** refers to an award being granted with an incorrect award title or graduation that has occurred in error.

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 must be maintained (with the exception of VTEC students and ELICOS students).

A **Study Period** is a period of time in which a unit is available (e.g. Semester 1, Semester 2, Trimester 1 etc).

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 of Technology 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.

## 27. SUMMARY OF CHANGES FROM 2009 EDITION

Section	Title	Comments
1	Introduction	Rewritten to suit updated edition
2	Exceptions	No change
3	General Principles	Additional text added Other minor text changes to improve clarity Text reformatted
4	Award Certificates Bearing the Graduation Seal	Text reformatted
5	Format of Award Certificates	Minor text changes
6	Completion Approval	Section re-named and text added from section 7 in previous version
7	Production of Award Certificates	New section. Text added from section 3 in previous version
8	Post-Nominals	Text re-formatted
9	Other Graduation Documentation	New heading
9.1	Academic Transcript	New section
9.2	Graduation Statement	New section – content moved from <i>Graduation Statement (Australian Higher Education Graduation Statement) Policy and Procedures</i>
9.3	Letter of Commendation	Text moved from section 14 in previous manual
10	Higher Awards	New Section
11	Honorary Awards	Minor wording changes
12	Award with Distinction	New section – content moved from <i>Assessment and Student Progression Manual</i> . Eligibility criteria revised.
13	Approval of an Intermediate Award	Additional text included in order to clarify procedures.
14	Posthumous Awards	Section moved from original section 12. Text re-formatted.
15	Copies and Replacement of Award Certificates	New heading
15.1	Copies of Award Certificates	Minor text changes and additions to improve clarity
15.2	Replacement Award Certificates	Minor text change
16	Award Certificate Amendments	New heading
16.1	Change of Name on an Award Certificate	Minor text change
16.2	Change of Course Title on an Award Certificate	New section
17	Rescission of Award Certificate	Minor text changes and additions to improve clarity
18	Graduation Ceremonies	New heading
18.1	Graduation Administration	Section moved from original section 9. Additional text included in order to clarify procedures.
18.2	Attendance at Graduation Ceremonies	Section moved from original section 9. Additional text included in order to clarify procedures.
18.3	Academic Regalia	Minor text changes
19	Refusal of Graduation	No change
20	Western Australian Institute of Technology Award Certificates	New section

21	Vocational Training and Education Centre (VTEC) Award Certificates	Minor text changes and additions
22	Vice-Chancellor's List	No change
23	Key Responsibilities	New section
24	Other Relevant Policies	New heading
24.1	Honorary Awards Policy and Procedures	New sub heading and reference
24.2	Higher Awards Policy and Procedures	New sub heading and reference
25	Interpretation	New section
26	Definitions	Minor text changes and additions to improve clarity
27	Summary of Changes From 2009 Edition	Updated from previous section listing the Summary of Changes from 2008

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<b>Approval Authority</b>	Academic Board
<b>Review Date</b>	1 <sup>st</sup> April 2015

## REVISION HISTORY

Revision Ref. No.	Approved / Amended / Rescinded	Date	Committee / Board / Executive Manager	Resolution Number	Document Reference
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
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes