



University of
South Australia

Graduation and records

POLICY NO: A-51.10

DATE OF APPROVAL: June 2007

LATEST AMENDMENT: January 2023

SUPERSEDES:

- A-10.4: Replacement of parchments
- A-14.8: Determination and conferral of awards
- A-15.6: Transcript of academic record
- A-24.5: Surrender of academic awards
- Guidelines for the Revocation of Awards

REFERENCE AUTHORITY: Registrar and Director: Student and Academic Services

CROSS REFERENCES:

- [A-46: Confidentiality of students' personal information](#)
- [Assessment Policy and Procedures \(AB - 68\)](#)
- [University of South Australia Act 1990](#) (SA)
- [University Statute 6: Fees](#)

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Scope

This policy explains the processes ensuring that students, who have attained the standards approved by UniSA, are conferred with an award and receive the appropriate documentation. These processes include:

- determining and conferring an award upon a student who has completed the requirements of an academic program at UniSA
- providing students and graduates with an academic transcript that provides a record of their complete enrolment history, with results for each course of study completed at UniSA
- providing a parchment bearing the title of the award conferred, as approved by Academic Board
- providing an Australian Higher Education Graduation Statement bearing the title of the award conferred, as approved by Academic Board
- replacing a parchment
- rescinding an award conferred by UniSA.

Definitions

Conferral

Conferral is the date on which an academic qualification is granted. This date appears on the students' official parchment.

Conferred 'in absentia'

This is where an award is conferred on a graduand at a graduation ceremony they do not attend.

Graduand

A student who has qualified for an award but who has not yet had the award conferred.

Graduate

A student who has had an award conferred. This includes an honorary award and an award conferred jointly with another university or another body under Section 6 of *The University of South Australia Act 1990*.

Policy

1. In accordance with section 6 (1) of the University of South Australia Act 1990, the University has the power to confer academic awards on students who have attained the standards approved by the University.
2. Students who are eligible for an award will have the award conferred either at a ceremony or at a meeting of the Council.
3. Where the award is conferred at a ceremony, the power for that conferral has been delegated by Council under section 15 of the Act, to the decision-making body responsible for determining eligibility and approval to graduate.
4. The following principles apply to the conferral of academic awards by UniSA:
 - a. Students' academic achievement will be recognised at an award ceremony
 - b. Parchments will be issued at a ceremony, or following a meeting of the Council where an award has been conferred
 - c. The University will certify the graduate's academic record by providing:
 - i. a conferral transcript of the complete academic progress of the student in all programs of enrolment
 - ii. a parchment displaying the University logo and seal, the legal name of the graduate and the approved title of the graduating award, and

- iii. an Australian Higher Education Graduation Statement (AHEGS) containing the title of the graduating award, and the graded results of the program for which the AHEGS is issued.
- d. Students who are in bad financial standing with the University will not be permitted to obtain the documentation referred to in clause 4c or to graduate unless all outstanding fees and all other financial obligations due to the University have been discharged, or satisfactory arrangements for discharge have been made.

5. Ceremonies

- 5.1 On behalf of the Council, the Registrar and Director: Student and Academic Services will schedule dates and venues for the conferral of awards at ceremonies.
- 5.2 In addition to scheduled ceremonies, the Council may confer awards at any of its meetings.
- 5.3 The Registrar and Director: Student and Academic Services, or nominee, will present the Council with details of students whose awards will be conferred at a Council meeting.
- 5.4 The date of the ceremony, or the meeting of the Council at which an award is conferred, will be the date of conferral.

6. Eligibility and approval to graduate

- 6.1 Academic Units will ensure that all academic requirements for completion of an award have been met, in accordance with the schedule of dates specified by the Registrar and Director: Student and Academic Services.
- 6.2 Academic Unit Board will determine whether all academic requirements for completion of a coursework professional doctorate have been met, on the recommendation of the Academic Unit Research Management Committee or a delegated committee. The Academic Unit Board will notify the Registrar and Director: Student and Academic Services of eligible coursework professional doctorates.
- 6.3 Students who did not complete their studies may be eligible for an alternative award by approval of the relevant Executive Dean. The Academic Unit must ensure that all academic requirements for completion are met and recommend to the Registrar and Director: Student and Academic Services for consideration on a case by case basis.
- 6.4 Campus Central will assess and enter eligibility data into the student record system for all coursework awards.
- 6.5 Student and Academic Services will enter eligibility data into the student record system for all higher degrees by research.
- 6.6 The Research Degrees Committee will approve completions of higher degrees by research.
- 6.7 Following approval by the Research Degrees Committee, the Registrar and Director: Student and Academic Services or nominee, will report completions of higher degrees by research and professional doctorates to the Council.
- 6.8 Student and Academic Services will notify students when they are eligible to graduate and invite them to register for graduation.
- 6.9 Where students seek to terminate their enrolment in their current program and have met the requirements of an award in which they are not currently enrolled, the Academic Unit may recommend the conferral of an alternative award.
- 6.10 Where it is necessary to change a student's enrolment from one program to another for the purpose of conferring an alternative award, the relevant General Manager or nominee, must authorise this change.

- 6.11 When a program enrolment change is authorised for an undergraduate student or a coursework Master's student, Campus Central will process the internal credit for inclusion in the Australian Higher Education Graduation Statement.
- 6.12 When a program enrolment change is authorised for a higher degree by research student, Student and Academic Services will process the internal credit for inclusion in the Australian Higher Education Graduation Statement.
- 6.13 Before a UniSA award is conferred, students are required to verify their name and the title of the award through the student portal.
- 6.14 The program title in which an award is conferred is final and not subject to change at any time after conferral, unless a University administrative error has occurred.

7. Conferral of awards at a ceremony

- 7.1 Students will normally have their award conferred at the first scheduled ceremony following completion of the award.
- 7.2 An award may be conferred at the next meeting of the Council rather than at the next scheduled ceremony, where:
 - a. the student has been disadvantaged as a result of a University administrative error, or
 - b. the Registrar and Director: Student and Academic Services is satisfied that there are exceptional circumstances that would warrant a Council conferral. The Registrar and Director: Student and Academic Services will make a decision relating to exceptional circumstances based on written communication with the student.
- 7.3 Students may elect to defer their attendance at a ceremony for up to one year, but the award will be conferred at the first scheduled ceremony following completion of the award.
- 7.4 Students who seek to progress through a nested suite of programs will not be required to surrender a previously conferred award when they become eligible for a higher level award.
- 7.5 Where a student is eligible to receive more than one award at a ceremony, only the highest level of award will be presented.

8. Conferral of awards at a meeting of the Council

- 8.1 The following students will have their award conferred at the next meeting of the Council:
 - a. Students completing the award of Doctor of Philosophy
 - b. Students completing the award of professional doctorate by research
 - c. Students completing the award of professional doctorate by coursework
 - d. Students completing the award of Masters by research
 - e. Offshore students who have completed an award.
- 8.2 These students will be invited to attend the first scheduled ceremony following conferral of the award by the Council.

9. Conferral of posthumous awards

- 9.1 The University may confer a posthumous award where the student dies after they have completed a program of study, but before the award is due to be conferred.
- 9.2 The University may confer a posthumous award if the student, at the time of death, was enrolled in courses which, if completed, would have fulfilled the requirements of the award.

- 9.3 The decision to confer a posthumous award will be made by the relevant Executive Dean, or delegate, and must be reported to the Registrar and Director: Student and Academic Services.
- 9.4 For higher degrees by research, the University may confer a posthumous award if the student's thesis, at the time of death, is deemed suitable for examination. Following a request from the relevant Executive Dean, or delegate, the Deputy Vice Chancellor: Research and Enterprise will determine, in consultation with the Registrar and Director: Student and Academic Services, whether the posthumous award can be considered. Where a thesis does not meet the requirements for a doctoral award, the thesis may be considered as a masters by research.
- 9.5 The deceased student's family will not be advised until such time as the Registrar and Director: Student and Academic Services has confirmed the awarding of the posthumous award.
- 9.6 If the deceased student was not enrolled in the completion courses of a program, the University may, on request, provide the next of kin with a transcript of academic record, including access to the digital version, but not a parchment or Australian Higher Education Graduation Statement.
- 9.7 Unless otherwise requested by the next of kin, the deceased student's name will be included in the ceremony booklet with 'dec' next to their name.
- 9.8 The deceased student's family will be invited to attend the ceremony and the academic reception following the ceremony at nil cost, as guests of UniSA.
- 9.9 The deceased student's name and award will be announced during the ceremony, with the statement that the award is being presented posthumously. The next of kin will be presented with the parchment, Australian Higher Education Graduation Statement and completion transcript either prior to commencement of the ceremony or after the ceremony.
- 9.10 If the next of kin declines to attend the ceremony, the award will be conferred at a ceremony, or at a meeting of the Council. Student and Academic Services will send via registered post to the next of kin: the parchment, Australian Higher Education Graduation Statement, completion transcript and a letter from the Executive Dean. The next of kin will also be provided access to digital copies of the documents via the My eEquals system.

10. Ceremony booklets

- 10.1 The ceremony booklets will include the names of:
 - a. all graduands who are eligible to have an award conferred at that ceremony, at the time of printing.
 - b. graduates whose award has been conferred at a meeting of the Council and are eligible to attend the ceremony.
 - c. Previously conferred graduates who have chosen to attend the ceremony in lieu of their allocated ceremony.
- 10.2 Ceremony booklets may be supplemented by an annual addendum of corrections or additions.
- 10.3 Ceremony booklets, including the annual addendum, constitute the formal public record of, and report to, the Council for each ceremony.
- 10.4 Details of all awards conferred since 1991 by UniSA, and as reported in the ceremony booklets, may be accessed via the University website.

11. Parchments

- 11.1 A parchment is an official document certifying the name of the graduate, the title of the award, and its conferral date. The parchment bears the logo and seal of the University, and the signatures of the Chancellor and Vice-Chancellor.

- 11.2** Where an award is completed in conjunction with another institution, the logo of that institution will also appear on the parchment.
- 11.3** A graduate's name on a parchment will be the student's legal name as recorded by the student when applying to study at UniSA, unless the Registrar and Director: Student and Academic Services is satisfied that one of the following exceptions applies:
- a. a University administrative error has occurred in recording the person's name; or
 - b. prior to graduating, the person has changed their name as a result of marriage or divorce. This must be evidenced by a marriage certificate issued by a Registrar of Births, Deaths and Marriages, or a decree of nullity or dissolution of a marriage issued by a court indicating the current name and/or the previous name of that person; or
 - c. prior to graduating, the person has changed their name as evidenced by a change of name certificate or deed poll declaration.
- 11.4** The date on the parchment will be the date of conferral of the award.
- 11.5** Printed parchments will be issued following conferral, and online via the My eEquals system.
- 11.6** Graduates will be advised of the availability of the online version by email to their student email account, with instructions on how to access the document via My eEquals.
- 11.7** The printed parchment will be presented to the graduate in person where the award is conferred at a ceremony.
- 11.8** For an award conferred in absentia, the printed parchment may be collected from Student and Academic Services, posted by registered mail within Australia, or sent by courier to an overseas location at a cost to the graduate.
- 11.9** The printed parchment will be posted or sent by courier to the address recorded in the student record system. Where an incorrect address has been provided, the student is liable for additional costs of postage.
- 11.10** UniSA will post the printed parchment to the offshore partner for offshore graduates, unless otherwise stated in the Offshore Partner Handbook.
- 11.11** A graduate who collects a printed parchment from UniSA or an offshore partner will be required to show photographic evidence of identity. A third party may collect the parchment on behalf of a graduate. The third party must show photographic evidence of identity and written authority from the graduate.

12. Australian Higher Education Graduation Statement

- 12.1** Each graduate will receive an online Australian Higher Education Graduation Statement, bearing the Australian Higher Education Graduation Statement and Australian Qualifications Framework logos, the University logo and the signature of the Registrar and Director: Student and Academic Services.
- 12.2** Graduates will be advised of the availability of the online Australian Higher Education Graduation Statement by email to their student email account following conferral of the award.
- 12.3** Australian Higher Education Graduation Statements are issued to students whose awards were conferred after 20 December 2010 and are not issued retrospectively.
- 12.4** An Australian Higher Education Graduation Statement will contain only the courses listed in the program schedule.
- 12.5** Failed and withdrawn courses are included in Section 4 of the Australian Higher Education Graduation Statement: 'Graduate's Academic Achievements'.

- 12.6 Credit for prior studies is recorded in an Australian Higher Education Graduation Statement as 'Credit'.
- 12.7 Printed copies of an Australian Higher Education Graduation Statement may be purchased using the prescribed application form on the UniSA website.
- 12.8 A copy of an Australian Higher Education Graduation Statement will replicate the information contained in the original online Statement.

13. Replacement of a parchment

- 13.1 A graduate may apply for a replacement parchment where the original parchment has been lost, destroyed, stolen or damaged.
- 13.2 A replacement parchment will be issued with the graduate's name that appeared on the original parchment.
- 13.3 A replacement parchment will replicate the detail appearing on the original parchment, including the name of the awarding institution, the year of completion or date of conferral as applicable, and the full title of the award.
- 13.4 A replacement parchment will carry the University seal and indicate that the parchment is a replacement by inclusion of the words '*Replacement parchment issued ... (date)*'. If the replacement parchment replaces a parchment issued by the antecedent institutions South Australian College of Advanced Education or South Australian Institute of Technology, a brief description of the antecedent institutions will be included. The replacement parchment will bear the signatures of the Chancellor and the Vice Chancellor at the time of issuing the replacement.
- 13.5 An application for a replacement parchment must be made using the prescribed application form on the UniSA website and submitted to the Registrar and Director: Student and Academic Services. The form must be accompanied by:
 - a. the fee determined by the Registrar and Director: Student and Academic Services for the administration and delivery costs of the replacement, and
 - b. in the case of a lost, destroyed or stolen parchment, a statutory declaration signed by a Justice of the Peace or lawyer, explaining the loss; and
 - c. in the case of a damaged parchment, an explanation of the damage.
- 13.6 Where the original parchment is recovered after a replacement has been issued, the original parchment must be returned to the Registrar and Director: Student and Academic Services.
- 13.7 The Registrar and Director: Student and Academic Services is responsible for maintaining a record of replacement parchments.

14. Transcript of academic record

- 14.1 An academic transcript is a record of a student's complete enrolment history at UniSA. It includes a list of all courses and results, details of degrees awarded, and prizes achieved. An academic transcript of courses undertaken at UniSA's antecedent institutions is available.
- 14.2 A person who has successfully completed the requirements of a program will receive two online academic transcripts via My eEquals:
 - a. When a student has completed the requirements of a program, and is eligible for an award, the University will provide the student, without application and free of charge, one **completion transcript** stating that the student has met the requirements of an award.
 - b. Students will be advised of the availability of the online completion transcript by email to their student email account.

- c. Following the conferral of an award, either at a graduation ceremony or at a meeting of the Council, the University will provide the student, without application and free of charge, one **conferral transcript**. The conferral transcript will include the date of conferral and details of prizes that have been awarded since the completion transcript was issued to the student.
- d. Students will be advised of the availability of the online conferral transcript by email to their student email account

14.3 An application for additional online or printed copies of academic transcripts must be made using the prescribed UniSA application form and submitted to Student and Academic Services. The application must be accompanied by the appropriate fee, and photographic evidence of identity.

15. Provision of an academic record to a third party

15.1 The University will release a student's academic record in accordance with University policy *A-46: Confidentiality of students' personal information*.

15.2 A student may request the University to provide their academic record to another higher education institution free of charge.

15.3 Tertiary Admissions Centres may request the University to provide electronic copies of academic records through the Automated Results Transfer System, free of charge.

15.4 Where the conferral of an award is required for admission to a professional body, the relevant General Manager, or nominee, at the University will provide the professional body with a list of students eligible for that award as soon as possible after final results have been approved.

15.5 A third party may verify details of awards conferred to UniSA graduates since 1991 on the University website. The site includes the conferral date and the title of award conferred.

16. Rescission of an award

16.1 The University may rescind an award conferred under Section 6(1)(a) of the *University of South Australia Act 1990* at a meeting of the Council where an award has been conferred in error, or the Council is satisfied that an award has been obtained as a result of misleading or deceptive conduct.

16.2 Misleading and deceptive conduct includes, but is not limited to:

- a. a false or misleading certification by a graduate
- b. the use of material in any thesis or academic work which was knowingly false or fabricated
- c. claiming that the ideas or work of another person is one's own.

16.3 Where an allegation of misleading or deceptive conduct is made, the Vice Chancellor will appoint a person with appropriate expertise to investigate the matter to determine if a prima facie case exists.

16.4 If the investigation determines that a prima facie case of misleading or deceptive conduct by a graduate exists, the Vice Chancellor will refer the matter to a committee established to conduct an investigation of the matter. The committee will comprise an external member of Council (as chair), two academic staff members who are not from the Academic Unit in which the student was enrolled, and the President of the UniSA Students' Association or their nominee.

16.5 The committee must give the person against whom the prima facie case exists an opportunity to be heard. The person may be required to provide a written statement to the committee.

16.6 The committee will report its finding to the Vice Chancellor who will prepare a report and recommendation for consideration by Council.

- 16.7** The person will be formally advised of the Council's determination, and of any action that the University intends to take as a result of the determination.
- 16.8** If the award is rescinded, the person must return the printed parchment, and any printed Australian Higher Education Graduation Statements and completion and conferral transcripts, to the University. Any online parchment, transcripts or AHEGS will be revoked by the University.
- 16.9** The University of South Australia's Collective Agreements relating to misconduct may also apply to UniSA employees.
- 16.10** A person has the right to lodge a complaint about decisions made by the Council with a relevant external agency. Contact details for relevant external agencies can be found on the [University's website](#).

AMENDMENTS:

- Director: Student and Academic Services – January 2008
- Academic Board – February 2008
- Academic Board – October 2012
- Director: Student and Academic Services – 25 November 2013
- Director: Student and Academic Services – 23 August 2016
- Director: Student and Academic Services – 2 January 2018
- Director: Student and Academic Services – November 2018
- Director: Student and Academic Services – November 2019
- Vice-Chancellor – December 2019
- Registrar and Director: Student and Academic Services – January 2023