GRADUATION ELIGIBILITY POLICY

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Related documents

Academic Documents Policy

Graduation Ceremonies Policy

Higher Education Standards Framework 2015, Standard 1.5 (1)

1. Rationale and Objectives

1.1 Whereas the University Regulations provide that a student may only proceed to graduate with an award of the University on the recommendation of the Academic Board, this Policy prescribes how the Academic Board approves such recommendations and the procedures by which graduands may select and register for a Graduation Ceremony.

1.2 This Policy prescribes the following process:

a) Identification of potential graduands

b) Assessment of student eligibility to graduate

c) Recommendation to the Academic Board

d) Approval of eligibility to graduate by the Academic Board

e) Certification of eligibility to graduate on student record

f) Selection of a Graduation Ceremony

g) Registration for the selected Graduation Ceremony.

2. Scope

2.1 This policy applies to all students enrolled in a course of study at the University.

3. Principles

3.1 The University's procedures for certification of eligibility to graduate and registration for a Graduation Ceremony enable students to celebrate and receive official acknowledgment of their academic achievements.

3.2 The University ensures students are aware of the requirements for completion of an award of the University and assists them to demonstrate eligibility for graduation.

3.3 Students receive approval of their eligibility to graduate from the Academic Board as soon as practicable on completion of the requirements of an award of the University.

3.4 Students are responsible for notifying their College when they believe they have met the requirements of an award of the University.

3.5 From 1 January 2023, all University of Divinity students, including those who commenced prior to 2021, must have a USI in order to graduate and receive their statement of attainment, qualification or award. This includes all onshore international students.

4. Approval of coursework students

4.1 Identification of students enrolled in a coursework award who may be eligible to graduate may be initiated by students, by officers of the student's home College, or by the Dean of Learning and Teaching at any time.

4.2 When a coursework student has been identified as potentially eligible to graduate, the student's academic record is assessed by a course advisor at the student's home College against the requirements of the Regulation and Determination governing the award in which the student is enrolled.

4.3 The College course advisor reports the outcome of all such assessments to the College's Academic Dean. This may include:

a) A recommendation that the student be approved as eligible to graduate

b) Identification of remaining requirements the student must complete in order for the student to be approved as eligible to graduate

c) Identification that the student is not eligible to graduate.

4.4 The College's Academic Dean reports the names of all students who are recommended for approval as eligible to graduate to the Dean of Learning and Teaching.

4.5 The Academic Dean and the Dean of Learning and Teaching must assess whether each student reported to the Dean of Learning and Teaching has completed the requirements of the Regulation and Determination governing the award in which the student is enrolled and must:

a) agree to recommend to the Academic Board that the student be approved as eligible to graduate; or

b) agree that the student not be approved as eligible to graduate; or,

c) where they cannot reach agreement on either a) or b), report the matter to the Chair of the Academic Board for the Chair's decision.

4.6 Each College's Academic Dean is responsible for ensuring that students of that College who are not approved as eligible to graduate are informed of the outcome and the reasons for it.

4.7 The Dean of Learning and Teaching prepares a report and recommendation on behalf of the Academic Deans of the Colleges to each meeting of the Academic Board that specifies the name and award for each student who is recommended for approval as eligible to graduate.

5. Approval of higher degree by research students

5.1 When the School of Graduate Research Committee has determined that a student has met all requirements for a higher degree by research as prescribed by the Regulation and Determination governing the award in which the student is enrolled, the School of Graduate Research Committee must report that determination to the Academic Board.

5.2 The Dean of the School of Graduate Research prepares a report and recommendation on behalf of the School of Graduate Research Committee to each meeting of the Academic Board that specifies the name and award for each student who is recommended for approval as eligible to graduate.

6. Aegrotat and Posthumous Awards

6.1 In the event of a student's permanent incapacitation or death prior to completion of all the requirements of the award in which they are enrolled, an Academic Dean may recommend to the Academic Board that the student be granted an aegrotat award.

6.2 A student may be eligible for an aegrotat award if they have made substantial academic progress prior to their death or permanent incapacitation. This is defined as:

a) at least 75% of course requirements in most coursework awards

b) at least 65% of course requirements in a graduate certificate

c) at least 50% of a higher degree by research thesis, with the Dean of the School of Graduate Research having assessed the completed work as being of an examinable standard.

6.3 Evidence must be provided to the Academic Board that the student:

a) does not have and will not regain the capacity to complete their award, even after such measures as course variation and reasonable adjustment are made.

b) will not utilise the award conferred in a professional setting.

6.4 When an aegrotat award is conferred, this must be indicated in the student's academic documents, and in the graduation program.

6.5 In the event of a student's death after completion of all requirements of the award in which they are enrolled, yet prior to conferral of that award, their eligibility to graduate will be considered through the same policies and procedures as a student who has completed all the requirements of the award in which they are enrolled, excepting the following special considerations:

a) a family member, guardian or nominated representative may attend a Graduation Ceremony and receive the award on behalf of the deceased student, in accordance with section 9, where appropriate supporting evidence of the relationship is reasonably available.

b) where an award is conferred posthumously, this should be indicated in the graduation program with a '†' symbol.

7. Academic Board approval

7.1 The Academic Board may only approve a student's eligibility to graduate on receipt of a report or reports from the Dean of Learning and Teaching or the Dean of the School of Graduate Research under section 4 or 5 of this Policy.

7.2 The Academic Board may approve a student's eligibility to graduate by circular resolution in written or electronic form when required to facilitate arrangements for a forthcoming Graduation Ceremony or when otherwise authorised by the Chair of the Academic Board. A circular resolution for this purpose may only be approved when all of the following conditions have been met:

a) a resolution together with a report or reports from the Dean of Learning and Teaching or the Dean of the School of Graduate Research under section 4 or 5 of this Policy is circulated to all members of the Academic Board by the University Secretary; and

b) any objections raised by a member or members of the Academic Board have been resolved; and

c) at least twenty-four hours have passed since notice of the resolution was issued; and

d) a majority of members of the Academic Board assent to passage of the resolution in writing.

Any resolution put before the Academic Board under this section and the outcome must be reported to the next regular meeting of the Academic Board.

8. Certification of eligibility to graduate

8.1 When a student's eligibility to graduate has been approved by the Academic Board, the Dean of Learning and Teaching is responsible for ensuring that this approval is entered on the student's record and on the student's academic transcript issued under the Academic Documents Policy.

8.2 A student who has not yet graduated but whose eligibility to graduate has been approved by the Academic Board may request the Dean of Learning and Teaching to issue a statement that the student is eligible to graduate where a student reasonably requires such a statement. This statement may take the form of an academic transcript issued under the Academic Documents Policy stating the student has completed the requirements of the award.

8.3 A student who has not yet graduated and whose eligibility to graduate has not yet been approved by the Academic Board but whose eligibility to graduate has been:

a) agreed by the Dean of Learning and Teaching and an Academic Dean; or

b) agreed by the School of Graduate Research Committee

may request the Dean of Learning and Teaching to issue a statement that the student is eligible to graduate where a student reasonably requires such a statement. This statement must be separate from an academic transcript authorised by the Academic Documents Policy. An academic transcript provided must not state that the student has

completed the requirements of the award until approval has been given by the Academic Board.

9. Graduation Ceremony selection and registration

9.1 When a student's eligibility to graduate has been approved by the Academic Board, the student becomes a graduand and may select a Graduation Ceremony.

9.2 A graduand may only select and register for a Graduation Ceremony of the University (whether attending or not) when the graduand's eligibility to graduate has been approved by the Academic Board not less than 14 days prior to a Graduation Ceremony. This time limit may be waived by the Chair of the Academic Board In exceptional circumstances.

9.3 The Dean of Learning and Teaching is responsible for ensuring that:

a) graduands and the Academic Deans of their home Colleges are notified of the approval of their eligibility to graduate

b) graduands are invited to select the Graduation Ceremony at which they will graduate

c) the Graduation Ceremony selected by each graduand is recorded on the graduand's student record

d) a list of all graduands who have selected a particular Graduation Ceremony is provided to the officer in charge of that Ceremony at least 10 days prior to that Ceremony

e) an invitation to register for the selected Graduation Ceremony is issued to the graduand when registrations open

f) academic documents required for each Graduation Ceremony are prepared.

9.4 A graduand may respond to an invitation to select a Graduation Ceremony by:

a) selecting from any Graduation Ceremony approved by the Council within the next twelve months, including whether or not the graduand intends to attend the Ceremony; or

b) requesting permission to defer graduation to a future Graduation Ceremony beyond the next twelve months; or

c) advising of withdrawal from graduation.

9.5 The enrolment record of a graduand who withdraws from graduation must be updated to show that the student did not wish to graduate. Graduands who defer or withdraw from graduation may reapply at any time to the University to graduate.

9.6 If the graduand does not respond to an invitation to select a Graduation Ceremony within the requested timeframe (being not less than 7 days), the graduand is allocated to the next available Graduation Ceremony.

9.7 A graduand may, subject to reasonable constraints on the arrangements for a Graduation Ceremony and not later than 14 days prior to a Ceremony, apply to graduate at a different Graduation Ceremony.

9.8 A graduand who is admitted to another award of the University prior to attending a Graduation Ceremony may:

a) proceed to graduate and apply for credit (where applicable) towards the new award; or

b) withdraw from graduation and apply to transfer units towards the new award, provided notification of intent to withdraw is given no later than seven days after the issue of notification that the student has been registered for a particular Graduation Ceremony.

10. Review and Appeal

10.1 A student may apply for a review of a decision that the student is ineligible to graduate by lodging a completed Review Request Form with the Dean of Learning and Teaching within five working days of notification of the decision.

10.2 The Dean of Learning and Teaching must acknowledge receipt of the review request in writing to the student within five working days.

10.3 The Dean of Learning and Teaching must review the decision and the process leading to it and may request further information for this purpose from any member of the University.

10.4 If the Dean of Learning and Teaching determines that the student is eligible to graduate, then the Dean must consult with the Chair of the Academic Board to determine a course of action to implement this decision.

10.5 The Dean of Learning and Teaching must provide a report and decision on the review in writing to the student, the student's Academic Dean, the Chair of the Academic Board and the University Secretary within ten working days of receipt of the appeal.

10.6 The student may have recourse to the Appeals Policy to dispute the outcome of the review if the student is able to provide evidence of failure to comply with this Policy.

11. Date of Next Review

11.1 This policy must be reviewed no later than 31 December 2029.