Information on Final Submission and Graduation

As you have made your final thesis corrections and we have received approval from your Head of School, you are a potential graduate for the next round of graduation ceremonies. In order to be eligible to graduate you must satisfy the following requirements:

1. Please upload the following documents to iGrad via the **Graduation Requirements** tab:
   - **An electronic and signed copy of your final thesis**: Final hard copies are no longer required. Please ensure that all relevant signatures have been inserted into the document before uploading.
   - **A thesis abstract of strictly 2000 characters (including spaces) or less**: This is required for the Australian Higher Education Graduation Statement (AHEGS), a Commonwealth requirement.
   - **For PhD or Professional Doctorate candidates wishing to attend a graduation ceremony only**: A 40 word summary of your thesis to be read at the ceremony to a general audience. Guidelines can be found on our website – [http://www.utas.edu.au/research/graduate-research/current-candidates/monitoring-your-progress/forms](http://www.utas.edu.au/research/graduate-research/current-candidates/monitoring-your-progress/forms)

2. Please check/update your graduation status and details in **eStudent**:
   - **Any graduation updates you make in eStudent will automatically notify the Graduations Office of whether you are attending a ceremony**: Additional information about graduation is available at [http://www.utas.edu.au/graduation](http://www.utas.edu.au/graduation)
     It is essential that you check this website and follow all instructions provided. Degrees are regularly conferred at ceremonies held in August and December. In order to be included in one of these ceremonies, all final documents listed above must have been received by the date advised by the Graduate Research Office. If necessary, you may apply for special permission to have your degree conferred at a meeting of the University Council.

     Please contact the Graduation Office for more information:
     E: graduation@utas.edu.au
     P: (03) 6324 3656

3. Please check your outstanding fees in **eStudent**:
   - **All outstanding fees must be paid (including SSAF fees)**: You can check your financial status via eStudent. Please note that if you have any fee sanctions, these will stop you from being able to graduate, therefore it is very important that you check this.

     Please contact the Fees Unit if you have any questions:
     E: fees.unit@utas.edu.au
     P: 1300 361 928

**IMPORTANT NOTE**: Please be advised that we will require the final documents to be submitted via the **Graduation Requirements** tab in iGrad. We will only request Academic Senate approval to award the degree once we have received all documentation. This could take several weeks, depending on when you submit these documents. Following Academic Senate approval, you will then be listed as **Eligible to Graduate**.