Guidelines for Conferring Degrees and Presenting Testamurs

December, 2014

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Responsible Officer
Executive Director, Student Centre

Approved by
Deputy Vice-Chancellor (Students and Education)

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December, 2014

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Related Policy
Rule 1 – Rules of Awards
Rule 2 – Academic Assessment
Rule 3 – Admission and Student Progress
Rule 4 – Rules of Graduate Research

Responsible Organisational Unit
Division of the Deputy Vice-Chancellor (Students and Education)
1 Objective

The objectives of these Guidelines are to:

- govern the conferral of university degrees and the presentation of testamurs upon graduation from the university.

2 Scope

The University Council under Section 11 of the University of Tasmania Act 1992, has the power to confer degrees, diplomas and certificates.

The Chancellor (as the representative of the University Council) confers degrees and awards diplomas. Should the Chancellor be unavailable to confer then a Deputy Chancellor or an Acting Chancellor may be nominated to act on their behalf.

For further information, contact the Head – Timetabling, Examinations & Graduations Email: graduations@utas.edu.au

3 Guidelines

Students who have satisfied all course requirements for degrees of the University are admitted by the Chancellor, on the recommendation of academic staff speaking through the Chair of Academic Senate, to the appropriate academic grade (Associate, Bachelor, Master, Doctor) at the next available graduation ceremony, or (in absentia) at a meeting of the University Council.

Diplomas (Certificate, Graduate Certificate, Diploma, and Graduate Diploma) are awarded in recognition of academic attainment. They are awarded as a matter of right and not at the judgement of the Chancellor. For practical purposes diplomas are ‘awarded’ by the Chancellor at convocations convened for graduation and the diplomates are presented with their diplomas at these ceremonies.

An honorary degree may be awarded by the University Council and conferred by the Chancellor (or a Deputy or Acting Chancellor) on a person who, in the opinion of the Council, is a distinguished visitor or outstanding scholar or who has given outstanding service to the Commonwealth, the State or the University.

3.1 Conferral

The University Council has accepted that there should be four rounds of graduation ceremonies a year to allow candidates who complete course requirements in the normal way to graduate was soon as possible after completion of their course. Two graduation rounds are held in Tasmania at the conclusion of Semester 1 and Semester 2, a graduation round is held in Sydney for candidates who have completed programs from the New South Wales campuses, and a graduation round is held in China in conjunction with partner institutions.

Where candidates complete their studies at centres outside of Tasmania with partner institutions, ceremonies may be held in those locations.
Council has also accepted that candidates who, because of Supplementary and Deferred Ordinary examinations or for some other reason, do not qualify by the required deadlines, may –

- have their awards conferred at a subsequent ceremony, or
- have their awards conferred by Council, and be presented to the Chancellor at a subsequent ceremony if desired.

In extraordinary circumstances, and provided the candidate has met all requirements stated by Academic Senate (or by Council) for the receipt of an award, an award may be conferred by the Chancellor or Deputy Chancellor other than at a formal graduation ceremony or Council meeting.

Testamurs will normally be presented to graduates and diplomates at the ceremony at which they graduate, if they are present. If graduates and diplomates choose to graduate through Council, or who graduate in absentia, their testamurs will be mailed to their stated postal address, unless alternate collection arrangements are required.

4 Definitions and Acronyms

**Admitted**
Eligible candidates are ‘admitted’ to degrees in the sense that they are admitted by the Chancellor to the academy/college at the grade (degree) appropriate to the level of study or research they have successfully undertaken (Associate, Bachelor, Master, Doctor).

**Awarded**
Diplomas and Certificates are 'awarded' to eligible candidates, as of right, once they have completed the prescribed course of study. The Chancellor has no discretion in this matter. Once the candidate has completed all prescribed requirements, the University must provide documentation to the candidate to indicate that he or she has completed a named course of study (e.g. Diploma in Midwifery).

**Confer; Conferring; Conferral**
Degrees are ‘conferred’ on graduands in the sense that they are bestowed (as a privilege) on eligible candidates by the Chancellor who has been delegated the authority by Council to undertake this role – thus becoming members of the academy/college upon achieving their new status. Degrees may be conferred at a convocation convened for this purpose or by the Chancellor on a one to one basis should circumstances require this.

**Degree**
A ‘degree’ is the grade or level at which an eligible candidate is admitted by the Chancellor to the academy/college (Associate, Bachelor, Master, Doctor).

**Diplomate**
A ‘diplomate’ is a person who has completed a named and prescribed course of study (not leading to a degree) and, as a consequence, has been awarded a Certificate or Diploma depending on the level at which the course has been
Graduate

A ‘graduate’ is a person who has been admitted to a degree (as distinct from a ‘graduand’ who is a person eligible to be admitted to a degree but on whom a degree has not yet been conferred). In former times at the University of Tasmania (and still, at some Australian universities) a graduand had to apply to the Registrar to be admitted to a degree. Degrees were not conferred automatically on completion of a prescribed course of study.

Graduation Ceremony

A ‘graduation ceremony’ is a ceremonial event of members of the University to which family and friends are invited as witnesses, at which degrees are conferred and diplomas awarded.

In absentia

When a candidate is admitted to a degree or awarded a diploma ‘in absentia’ the degree is conferred or diploma awarded in his or her absence.

Testamur

An official University-certified legal document provided on the conferral of an award by the University Council at a scheduled University graduation ceremony.

5 Supporting documentation

6 Versioning

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<tr>
<th>Former Version(s)</th>
<th>Version 1 – Approved 17 March 2000; by University Council</th>
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