

## **Expecting to graduate at the end of semester 2 2009?**

Staff in the Faculty of Business office will soon commence work on checking graduation eligibility for the December 2009 round of graduation ceremonies.

**IT IS YOUR RESPONSIBILITY** to inform the University of your expected completion date **BEFORE THE CENSUS DATE OF 10 August 2009**. Failure to do so will result in your graduation being delayed by a semester due to the tight time frame surrounding the organisation of the graduation ceremonies.

### **CHECKLIST TO ASK YOURSELF:**

- 1. ARE YOU expecting to GRADUATE at the end of *semester 2 2009*?**
- 2. IF YES**, you need to check your details online at the eStudentCentre at <http://www.utas.edu.au/students/index.html> and follow the links below:
  - Click on the grey 'login' button under the eStudentCentre heading
  - Logging in, using your UTas email username and password
  - Click on the link on Graduation -> Year link on the lefthand side, second from the bottom of the list
  - Check whether your expected Graduation Date shows as Semester 2, 2009
  - If it shows another date, AND you expect to graduate in December, click 'Change'
  - Select the correct graduation semester from the drop down list and click 'Update' to save the change
- 3. If your graduation date is not listed as 2009 - semester 2, and you believe it should be, update with correct expected year and semester BEFORE CENSUS DATE.**
- 4. Please DO NOT CONTACT FACULTY STAFF ABOUT YOUR ELIGIBILITY IN THE FIRST INSTANCE.** We will be busy checking all potential graduates' eligibility. Staff will contact you if there are any matters requiring follow up.
- 5. Check that your home and term address details are up-to-date on the University records so that the Graduation Office can contact you regarding the ceremony.**

Once you have been certified as eligible to graduate, the GRADUATION OFFICE (*not* the Faculty Office) will send you a letter with further details in early October. Please ensure that you advise Student Administration of any address changes, so the letter can be sent to your correct address.

The Graduation Office website has information about graduations for 2009. It can be found at: <http://graduation.admin.utas.edu.au/index.htm>

#### **SUPPLEMENTARY & DEFERRED EXAMS**

Students undertaking supplementary and deferred exams in semester 2, 2009 **WILL NOT** normally be able to graduate at the December graduation ceremonies.

#### **CROSS INSTITUTIONAL STUDY**

For those students with approval to undertake cross institutional study please note that the Faculty office must receive official transcripts of results from other institutions by 20 November 2009. If you do not meet this deadline your graduation will be deferred by one semester. As stated in your cross-institutional approval letter, due to the release dates of results from other universities, students undertaking semester 2 cross-institutional study are unlikely to be able to graduate at the December University of Tasmania graduation ceremonies.