

University of Canberra

# University of Canberra Conferring of Awards Rules 2022

made under the

University of Canberra Act 1989, s 40 (Statutes), and University of Canberra Courses and Awards Statute 2010, s7

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## 1. Name of Instrument

These Rules may be cited as the *University of Canberra Conferring of Awards Rules 2022*.

## 2. Commencement

These Rules commence on the day of approval by Council.

## 3. Revocation

The *Conferring of Awards Rules 2013* are revoked. Any decisions made under those Rules are taken to have been made under these Rules.

## 4. Definitions

In these Rules, unless a contrary intention appears:

**Academic Board** means the Academic Board of the University established by section 19 of *University of Canberra Act 1989* (ACT);

**academic requirements** means those requirements as defined in the *University of Canberra Courses and Awards (Courses of Study) Rules 2022*;

**appropriate Faculty Board**, in relation to a course, means the Faculty Board of the faculty in the University in which the course is offered;

**appropriate Research Committee** has the same meaning as defined in the *University of Canberra Courses and Awards (Courses of Study) Rules 2022*;

**award** means a degree, diploma or certificate that may be conferred by the University under the *University of Canberra (Courses of Study) Rules 2022* as amended from time to time;

**candidate** means a student who the Chancellor or other member of the Council or the University is authorised to admit to an award of the University under subrule 7(2);

**Chancellor** means the Chancellor of the University appointed under section 24(1) of the *University of Canberra Act 1989* (ACT);

**conferring ceremony** means a ceremony for the conferring of awards held at a meeting of the Council;

**Council** means the Council of the University established by section 9 of the *University of Canberra Act 1989* (ACT);

**course** has the same meaning as the Courses of Study Rules;

**Courses of Study Rules** means the *University of Canberra (Courses of Study) Rules 2022*;

**Records Officer** means the person appointed under section 6(2) of the *University of Canberra Courses and Awards Statute 2010*; and

**tertiary institution** has the same meaning as in the *University of Canberra Courses and Awards (Courses of Study) Rules 2022*.

## **5. Recommendation by Student Connect to the Chair of Academic Board**

- (1) If the Director of Student Connect certifies, in accordance with the Courses of Study Rules, that a student has met the academic requirements of a course, the Director must:
  - (a) advise the Chair of the Academic Board that the student has met the academic requirements of the course; and
  - (b) recommend to the Chair of the Academic Board that subject to the Records Officer advising under rule 6 that the student has complied with the statutes and rules of the University, the student be granted the award to which the course relates.
  - (c)

## **6. Records Officer to advise Academic Board**

- (1) The Records Officer must, in respect of each student recommended to the Chair of Academic Board by the Director of Student Connect under rule 5, ascertain whether the student has complied with the statutes and rules of the University applicable to the student and, if the Records Officer is satisfied that the student has so complied, the Records Officer must advise the Chair of the Academic Board accordingly.
- (2) For the purposes of subrule (1), a student has not complied with the statutes and rules of the University if:
  - (a) by virtue of the issue of a certificate under the *University of Canberra (Obligations) Rules 2017*, the student is not entitled to have an award conferred on him or her; or
  - (b) the student has an encumbrance against their name as advised by the Director of Student Connect; or
  - (c) the student has failed to comply with a provision of any of the statutes or rules.

## **7. Certification by Academic Board**

- (1) The Chair of the Academic Board must certify that an award may be conferred upon a student in respect of whom it has received a recommendation of the Director of Student Connect under rule 5 and confirming advice from the Records Officer under rule 6.
- (2) If the Chair of the Academic Board certifies that an award may be

conferred upon a student under subrule (1), the Chancellor, or such other member of the Council or the University as the Council determines, may admit the candidate, on behalf of the University, to that award in such a manner as decided by Council.

## **8. Conferring of awards**

- (1) The admission of a candidate to an award of the University, authorised under subrule 7(3), may be conducted:
  - (a) at a ceremony held at any meeting of the Council; or
  - (b) by any other means decided by the Council.

## **9. Other awards**

- (1) Notwithstanding anything in these Rules, the Council may determine, by resolution, that an award be awarded in exceptional circumstances, in such manner as it thinks fit.
- (2) For the purposes of subrule 9(1), exceptional circumstances may include:
  - (a) A posthumous award; and
  - (b) An award sought in circumstances where a student has suffered a total and permanent incapacitation.

## **10. Rescission of Awards**

- (1) The Chancellor, or such other member of Council or the University as the Council determines, may rescind the conferral of an award where:
  - (a) an administrative error has resulted in an incorrect conferral of an award;
  - (b) the award would not have been conferred but for the dishonest conduct by the candidate; or
  - (c) in other exceptional circumstances, including where a finding of serious misconduct is made against the student under the *Student Conduct Rules 2022* subsequent to the student being conferred the award.
- (2) A decision made under rule 10(1) is final and incontestable within the University, although the student against whom the decision was made may utilise external avenues of appeal.

## **11. Testamur of degree or diploma**

- (1) A candidate admitted to an award is entitled to receive authorised certification documentation including:
  - (a) a testamur of admission to that award given under the seal of the University, that in addition to subrule (3):
    - i. states the full title of the qualification awarded, including the field or discipline of study; and
    - ii. specifies any subsidiary component of the qualification (such as integrated honours, an area of specialisation or a major study); and
    - iii. specifies if any parts of the course of study or assessment leading to the qualification were conducted in a language other than English, except for the use of

- another language to develop proficiency in that language; and
- (b) a record of results that state correctly:
    - i. the full name of all courses and units of study undertaken and when they were undertaken and completed; and
    - ii. credit granted through recognition of prior learning and studies at another institution; and
    - iii. the weighting of units within courses of study; and
    - iv. the grades or marks awarded for each unit of study undertaken and for the course overall; and
    - v. an explanation of the grading system used where appropriate; and
    - vi. where a course of study includes a significant particular focus of study, such as honours, an area of specialisation or a major study, a definition of that component of significant focus; and
    - vii. any parts of a course or units of study or assessment that were conducted in a language other than English, except for the use of another language to develop proficiency in that language; or
  - (c) an Australian Higher Education Graduate Statement (graduation statement) that states correctly:
    - i. the name of the University of Canberra;
    - ii. the full name of the student;
    - iii. the date of issue;
    - iv. the name and office of the Chancellor, or such other officer of the University authorised to issue the documentation; and
  - (d) if the qualification is recognised in the Australian Qualifications Framework, the testamur or the graduation statement must be certified with either the logo of the Australian Qualifications Framework or the words, *'this qualification is recognised within the Australian Qualifications Framework.'*
- (2) All certification documentation issued by the University must be:
- (a) unambiguously issued by the University;
  - (b) readily distinguishable from other certification documents issued by the University;
  - (c) protected against fraudulent issue;
  - (d) traceable and authenticable;
  - (e) designed to prevent unauthorised reproduction; and
  - (f) replaceable by the higher education provider through an authorised and verifiable process.
- (3) A testamur of admission to an award is prima facie evidence that the person referred to in the testamur has been admitted to that award.

## 12. Form of presentation and admission

In relation to rule 11(1)(b) and (c), the Council may, by resolution, determine the forms to be used in the presentation of candidates for admission, and in the admission of candidates, to awards.

## 13. Roll of awards

- (1) There is to be a University Roll of Awards, to be kept by the Records Officer, in which must be entered the name of each person admitted to an award together with the title of the award and the date on which it was conferred.
- (2) If an award is rescinded in accordance with rule 10, the decision maker must advise the Records Officer of the name of the student and the corresponding name of the award the subject of the rescission.
- (3) If a Records Officer receives a notification per subrule (2), the Records Officer must remove the name of the student from the Roll of Awards.

**14. Graduates and diplomats may wear academic dress, etc.**

Persons on whom an award has been conferred in accordance with these Rules are entitled:

- (a) to wear academic dress in accordance with the style and colour determined by the Council from time to time; and
- (b) to style themselves in accordance with the title of that award, and any cultural preferences.

Approved by Council on 26 August 2022.